



THE UNIVERSITY OF
TOLEDO
1872

Health Science Campus

STUDENT ORGANIZATIONS HANDBOOK

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

2011-2012

TABLE OF CONTENTS

Office of Student Affairs Mission Statement.....	4
The Office of Student Affairs Responsibilities	4
UT HSC: A Facilitator University	4
General Guidelines for Student Organizations	6
Institutional Guidelines	6
Privileges of Recognized Student Organizations	6
Recognition of New Organizations	7
Responsibilities of Recognition	7
The Role of the Organization Advisor	8
Constitution and By-Laws of Student Organizations	8
How to Draft A Constitution and By-Laws.....	9
What Should be Covered by a Constitution.....	9
What Should be Included in the By-Laws.....	12
Constitutions and By-Laws Review.....	13
Officers	13
Elections.....	14
Mandatory Officers Meeting.....	15
Student Organization Fair – Recruitment of New Students.....	15
Business Meetings.....	15
Advertising	16
Planning Events and Programs.....	16
Post Event.....	22
Reimbursement for Event.....	23
Fundraising.....	23

Domestic Travel and Conference..... 24

Student International Travel..... 26

Funding Through OSA 32

Revenue..... 33

Fundraising and Solicitation..... 34

Dues and Event Admission Fees..... 34

Donations..... 34

Sanctions 34

Grievances and Due Process 34

Mission Statement

Part of the mission of the Office of Student Affairs is to foster the professional development and leadership skills of the students through involvement in a variety of professional, career specialty, community service, multicultural, and avocational organizations and programs.

Involvement in these co-curricular programs and events is important for enhancing a student's curriculum vitae and competitiveness for residency and other post-graduate programs.

The Office of Student Affairs (OSA) Responsibilities

OSA serves as a source of administrative support to recognized student organizations and their activities. The office is located on the first floor of the Mulford Library Building. Support includes:

- Maintaining membership records, constitutions, by-laws and updated rosters
- Serving in an advisory capacity to assist with activities/programs, expenditures, and budget procedures
- Sponsoring training sessions, officer meetings and a student recognition ceremony
- Sponsoring and co-sponsoring interdisciplinary special events.
- Assisting organizations in applying for additional funding for new or innovative activities/programs
- Allocating funding to organizations for activities and programs
- Distributing information on how to get things done on campus
- Assisting students in forming recognized organizations
- Providing forms listed in the Student Organization Handbook
- Maintaining the HSC Student Activities Calendar on the UT website including the dates and times of all organizational events
- Distributing information regarding student events
- Managing all reimbursements and purchase orders for student organizations and events

UT HSC: A Facilitator University

A facilitator university seeks to balance the rights and the responsibilities of its students within the confines of the rights and the responsibilities of the institution. The foundation of facilitation is shared responsibility for decision-making and risk management; the university and the students must work together to create a valuable involvement experience. The student involvement experience must include knowledge of acceptable risk and reasonable decisions as well as the processes by which risk is deemed acceptable and decisions are deemed reasonable. The university is obligated to provide tools that can be used by students to acquire this knowledge and the students are obligated to use this knowledge to facilitate a safe and fair involvement experience.

The Office of Student Affairs at The University of Toledo Health Science Campus recognizes the importance of co-curricular activities in the education of qualified, humanistic health care providers and medical researchers. In order to create an environment in which this is possible, we have adopted the facilitator university approach to student organizations and sponsored activities. This approach establishes a partnership between the OSA and the leaders, members, and advisors of student organizations; implicit in this partnership is the shared responsibility for making informed, reasonable decisions about student involvement.

The policies and procedures set forth in this manual are designed around the facilitator university model and allow all parties involved in the partnership to make informed, reasonable decisions that are fair and unbiased. This manual has been designed to function in concert with all federal, state, and local laws and 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 STUDENT ORGANIZATIONS

I. 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.

II. Institution Guidelines

All student organizations affiliated with UT must abide by all federal, state and local laws and comply with all University policies. Policies pertinent to student organizations include but are not limited to the following and can be found in their entirety at <http://www.utoledo.edu/policies/administration/index.html>:

01-014	Solicitation and Distribution
01-015	Travel and Business Expense Reimbursement
01-025	Scheduling, Events and Rooms
01-044	Drug and Alcohol Abuse
01-062	Alcohol Policy
03-001	Grants, Contracts, Clinical Trials, and all Other Sponsored Programs
07-001	Purchase and Payment Request Authorization
07-002	Materials Management Department
3364-10-01	General Policies and Procedures Manual Update
3364-20-03	Eleanor N. Dana Center
3364-20-03	Dana Center Reservations
3364-45-01	Media Relations
3364-45-03	Document Reproduction
3364-45-05	Seal and Logo/Use of
3364-50-02	Affirmative Action/Equal Employment Opportunity
3364-50-03	Nondiscrimination on Basis of Disability – Americans with Disabilities Act Compliance
3364-55-02	Private Sector Funding
3364-55-04	Private Sector Funding
3364-60-01	Smoking
3364-61-02	Sexual Assault Response/Prevention
3364-61-07	Scope and Authority Campus Police
3364-65-01	Electronic Mail Services Policy
3364-65-05	Responsible Use Policy for Information Technology Resources

III. 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 General Fee funds by submitting requests to the OSA
 4. Access to campus for recruiting, fundraising, and publicity purposes
 5. Organizational e-mail address and web site
 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

IV. Recognition of New Organizations

The recognition process is used to: (1) establish an on-going relationship with newly elected student leaders and newly appointed advisors; (2) provide resource information to student leaders and advisors; (3) make student leaders and their advisors aware of expectations, rules, responsibilities, and (4) gather information from student organizations within a reasonable time frame.

- A. Student organizations may not use the name or duplicate the mission and/or goals of a currently recognized student organization.
- B. A faculty/staff advisor is required for the organization.
- C. A proposed new organization must submit a Petition for Proposed New Student Organization form to OSA.
- D. A proposed organization is required to produce evidence of a minimum of 20 members from the eligible population. Organizations not able to meet this criterion may petition OSA for special consideration.
- E. A typed copy of the proposed constitution and by-laws must be submitted with the petition to OSA.
- F. A typed copy of the proposed mission statement must be submitted with the petition to OSA.
- G. OSA will meet with all acting officers and advisors to answer any questions pertaining to the new organization.
- H. If the OSA approves the proposed organization, a letter will be sent to the Vice Chancellor for Student Affairs from the Assistant Director for Student Professional Development requesting their approval.
- I. The Vice Chancellor for Student Affairs will notify the Assistant Director for Student Professional Development of their decision whether to recognize the proposed new student organization.
- J. The Assistant Director for Student Professional Development will notify the acting president of the proposed organization in writing of the Vice Chancellor for Student Affairs final decision.
- K. The approved constitution and by-laws will be kept on file in OSA.

V. Responsibilities of Recognition

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

- A. Submit an annual report to the Office of Student Affairs. The annual report must be filled out by the current officers and received by the last day of April. The report will include a statement of the organization's mission, a summary of objectives and accomplishments, a financial report including sources of income and expenditures, a list of conferences attended by officers and members, any outreach efforts made during the year to make the organization's activities interdisciplinary, recommendations for the future of the organization, list of new officers, and signatures of the current president and advisor.
- B. Submit a Student Organization Membership Roster to OSA by the first of October each year. Failure to submit this form will result in the sanction of the organization.
- C. Hold at least two business meetings and one academic event per semester
- D. 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.
- E. Remain in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.
- F. Have a faculty/staff advisor who is an employee of the university.
- G. Keep the OSA informed of changes to organizational leadership or governing documents in a timely fashion.
- H. Demonstrate respect for the university community and other student organizations.
- I. Operate in a manner consistent with the mission and goals of the university and the governing documents of the organization.
- J. Ensure continuity in leadership from year to year by training newly elected leaders and maintaining good records.

VI. The Role of the Organization Advisor

- A. The advisor must be a full- or part-time faculty or staff member on the HSC campus.
- B. The advisor will be 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. Advisors are expected to report all rule violations or potential violations to the appropriate university official.
- C. The advisor will be familiar with activities of the organization and have an appropriate level of knowledge related to the mission and activities of the organization.
- D. The advisor will 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.
- E. The advisor will regularly attend executive and general meetings and be available outside those meetings for advice and consultation related to the operation of the organization.
- F. The advisor will receive and review copies of all minutes from the secretary of the organization.
- G. The advisor will regularly receive copies of all budget information from the treasurer of the organization.
- H. The advisor will review the student organization's annual report, by-laws and constitution prior to its submission to OSA and to sign the Annual Report.
- I. 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.

VII. Constitution and By-Laws of Student Organizations

- A. The constitution of an organization contains the fundamental principles that govern its operation. The by-laws establish the specific rules of guidance by which the group is to function. All approved student organizations must have their basic structure and methods of operation in writing including terms and descriptions of each office and what the procedures are when an office is vacated.
- 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 the OSA.
- E. Each organization must have a copy of their updated constitution each year available on their student organization website.
- F. The OSA will provide each organization a copy of the current constitution and by-laws at the start of each academic year and a copy of the Constitution and By-laws Update form. After review by the organization, the form along with any changes must be submitted to OSA no later than the first of October.
 - 1. To update an organization's constitution and by-laws, a Constitution and By-laws update form must be submitted to the OSA. The Constitution and By-laws checklist is a useful form to help in this process.
- G. Failure to meet the deadline may result in sanction of the organization for the year.

VIII. HOW TO DRAFT A CONSTITUTION AND BY-LAWS

By definition, an organization is a “body of persons organized for some specific purpose, as a club, or society.” The process of writing a constitution will serve to clarify your purpose, delineate your basic structure, and provide the cornerstone for building an effective group. It also allows members and potential members to have a better understanding of what the organization is all about and how it functions.

The constitution covers the fundamental principles but does not prescribe specific procedures for operating your organization. By-laws set forth detail the procedures your group must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and can be changed more easily as the needs of the organization change.

If you keep in mind the value of having a written document that clearly describes the basic framework of your organization, the drafting of the constitution and by-laws will be a much easier and more rewarding experience. Samples of existing documents are available to assist you in this process.

IX. WHAT SHOULD BE COVERED BY A CONSTITUTION?

- A. Article I: The name of the organization

- B. Article II: Affiliation with other groups (local, state, national, etc.)
- C. Article III: Purpose, aims, and functions of the organization
- D. Article IV Membership requirements (how determined, who's eligible, etc.)
- E. Article V Officers (titles, terms of office, duties)

1. President

- a) The president chairs the meetings of the organization. This is a key role in ensuring that business gets done in a fair, orderly manner, so it requires some skill and knowledge. The president must have leadership and organizational ability in order to keep meetings on track. He or she must be able to treat every member objectively and impartially, and needs a good working knowledge of the organization, its goals, policies, and by-laws. It is also necessary for the president to have a solid understanding of the basic rules of order your organization has adopted. It is also the ultimate responsibility of the president to follow all the rules and procedures set forth in this manual. He/she will take full responsibility for all sanctions that may be imposed on an organization. It is his/her job to make sure the club is following the rules.
- b) The president calls the meetings to order, makes sure that a quorum is present if the constitution calls for a quorum, guides the organization through the order of business, and adjourn meetings. He/she must make sure that all the rules of order are observed and that time is used efficiently. If procedural questions or “points of order” arise, the president decides them. He/she recognizes speakers, makes sure motions are clearly stated, presides over debate, and calls for votes.
- c) Other common duties of the president include representing the organization in public, to the media, and at official functions. He/she may report at meetings (during the officers’ reports) and may address the organization on broader issues at annual meetings. **Although the secretary is usually responsible for preparing meeting agendas, many presidents prefer to do these themselves because it helps them plan effective meetings.**
- d) The current president will be responsible for submission of the Annual Report Form to the OSA Health Science Campus no later than the last day of April. Failure to submit the form will result in sanctioning of the organization.

2. Vice-President

- a) The vice-president’s primary function is to assume the duties of the president when the latter is absent. In addition, he/she often has the job of preparing **committee chairs** for their roles of coordinating their activities. The organization by-laws may assign further roles to this office.
- b) Should the President have to step down from office the Vice-President will assume the duties of the President.

3. Secretary

- The secretary works closely with the president and is responsible for maintaining all the official records of the organization.
- The secretary is responsible for submitting the official membership roster to the OSA, Health Science Campus, after the first official business meeting.
 - i. This form will be used to validate membership eligibility for students voting or running for office. It will also establish the right of a student to be eligible to travel as a member of an organization.
 - ii. Any student not listed on the roster will not be considered a member of the club and therefore not eligible for all the rights and privileges afforded to members.

- During meetings the secretary is expected to answer all questions that arise about facts and procedures of the organization, so at every session he/she should have on hand all the important documents of the group:
 - i. The Charter, by-laws and rules
 - ii. A current membership list
 - iii. Past minutes and other official records
 - iv. Copies of the most recent minutes and the current agenda
 - v. A list of committees and their current rosters
- The secretary will be held responsible for recording and submitting all minutes to the advisor prior to submission to the OSA, Health Science Campus. The minutes must be submitted to the OSA, Health Science Campus within 5 working days of the business meeting. They may be hand delivered or e-mailed.
- Minutes are very important: they are the formal, legal, permanent record of all the business you conduct at meetings.
- The minutes are a summary of actions taken. The format for minutes, and how much detail they include, may vary from group to group. Here is a list of the minimum information that minutes should include:
 - The kind of meeting being held: business, special (e.g., annual)
 - The name of your organization
 - The time, date and place of the meeting
 - The names of the secretary and presiding officer serving at that meeting
 - The names of all members present and a list of those absent
 - Approval of the previous minutes, and any corrections
 - Exact final wordings of all main motions, with the names of the movers
 - The results of votes on main motions
 - Motions that have been tabled or postponed
 - Points of order raised and appeals made, with the chair's ruling on each
 - Announcements
 - The time of adjournment
 - The signature of the secretary
- The secretary will be responsible for submitting all request forms when there is no chair, i.e. Travel Request Forms, Event Planner Forms, and Risk Assessment Forms etc.

4. Treasurer

- a) The reason for having a treasurer's report at every meeting is to provide members with reliable, up-to-date financial information so they can make appropriate decisions. The treasurer will be required to keep accurate records regarding all expenditures of the organization. For every event held the treasurer should have a report available to the organization membership. If a Foundation account is maintained it will be the responsibility of the treasurers to submit quarterly reports to the OSA, Health Science Campus on the status of this Foundation account. The treasurer will also be responsible for reporting to the president the final balances for the annual financial report to be submitted the last day of April to the OSA, Health Science Campus.
- b) The treasurer is responsible for all the finances of the organization. The treasurer drafts the budget of every event for submission on the Pre-Event/Program Request Form or Travel Request Form.

- c) At every scheduled business meeting he/she should make a full financial report including expenses and reimbursements from the General Fee Monies as well as the Foundation Account if applicable.
- d) The treasurer will be responsible for filing all reimbursement forms to the OSA, Health Science Campus. The OSA, Health Science Campus will only accept reimbursement requests from the treasurer of each organization.
- e) Failure of the treasurer to submit the requests according to the rules and policies set forth in this manual may result in vendors or students not being paid. The organization will be responsible for payment under these circumstances.
- f) When collecting dues he/she should provide receipts or the equivalent.
- g) The president, secretary, the advisor, and the OSA at the Health Science Campus should receive a copy of the treasurer's report.

5. Publicist

- a) The publicist will be responsible for all advertisement pertaining to an event.
 - Requesting all print shop orders and pick up and distribution of all flyers, this can be done via a committee if necessary
 - Submission of mass e-mail requests to the OSA for approval and then sending of those e-mails
 - Updating information to be submitted on Web pages of the organization

6. Risk Assessment Coordinator

A Risk Management Coordinator is essentially the leader for the risk management effort within the organization. Below are some of the roles and responsibilities that come with this new leadership position.

- a) He/she must be an active member of the organization, and his/her role is to create an organizational focus on risk management.
- b) He/she is responsible for facilitating discussion within the organization on risk management issues pertaining to all event/programs and travel that is undertaken by the organization.
- c) He/she is the point of contact for the organization on risk management issues, and should ensure that communication is happening between the organization, the advisor and the OSA.
- d) He/she is responsible for assessing the risk in which any organization is involved.
- e) He/she must fill out the Risk Assessment Form and submit it to the Chair of the event or secretary for submission to the OSA HSC within the time frame specified on the individual request form.
- f) After approval from OSA and the school Administrator for Risk Management, he/she is responsible for collecting waiver forms from all participants in all club events occurring on or off campus.
- g) He/she is responsible for taking attendance at all events or should assign another person to fulfill this responsibility.
- h) The attendance sheet must be submitted to the event chair.
- i) Failure to have Risk Assessment approval from the OSA may result in the sanctioning of an organization.

7. Pre-Clinical Elective Coordinator

- a) Work with Medical Education to keep elective requirements updated.
- b) Responsible for student sign-up for class and having faculty approval/signatures on forms
- c) Responsible for submitting to signed form to Registrar's Office.
- F. Article VI Advisor (term of service, how selected)
- G. Article VII Quorum (number of members required to transact business)
- H. Article VIII Meetings (frequency, special meetings and who calls them)
- I. Article X Amendments (means of proposal, notice required, voting requirements)
- J. Article XI Ratification (requirements for adopting this constitution)

X. WHAT SHOULD BE INCLUDED IN THE BY-LAWS?

By-laws must not contradict provisions in the Constitution. They generally contain specific information on the following topics:

- A. Membership (requirements, resignations, rights and duties)
- B. Dues (amount and collection procedures, and special fees, when payable)
- C. Duties of Officers (powers, responsibilities, specific job descriptions, if not already specified in constitution)
- D. Procedures for filling unexpired terms of office, removal from office
- E. Executive Board (structure, composition, powers)
- F. Committees (standing, special, how formed, chairpersons, meetings, power, duties)
- G. Order of business (standard agenda for conducting meetings)
- H. Voting procedures - quorum, who has power to cast a vote

XI. CONSTITUTION AND BY-LAWS REVIEW

All incoming officers upon acceptance of their office must review all constitutions and by-laws. This is accomplished by completing a Constitution and By-Laws update form.

- A. It is the responsibility of the officers to review and verify that the constitution is updated and continues to be in compliance
- B. Once reviewed by the executive committee any changes should be voted on by the club membership
- C. After consensus by the club that the constitution and by-laws are complete the signed form will be returned to the OSA HSC and an electronic copy submitted via email.
- D. The OSA HSC may need to present the constitution and by-laws to Associate Dean for Student Affairs College of Medicine in order to resolve conflicting issues.
- E. Should the constitution and by-laws need further updating, the OSA will notify the president and the organization will have 4 weeks in which to consider/put in place the recommendation of OSA.
- F. Once a final draft is approved, the OSA must have an electronic copy of the constitution and by-laws.

XII. Officers

- A. The officers of an organization will function according to the Constitution and By-laws of the organization.
- B. It is the responsibility of the officers to see that OSA receives the following forms and reports by the appropriate deadlines:
 1. Annual Report
 2. Treasurer's Report

3. Constitution and By-laws
4. Membership Roster
5. Minutes of Meetings
6. Financial Reports
- C. Grade Requirements

Positions of office can only be held by students who are in good academic standing as defined by their degree programs. The students must be enrolled at UT HSC.

 - a)
 1. College of Medicine
 - a) **Good academic standing in years 1 & 2 is defined as the absence of any outstanding grades of Fail or Withdraw Fail.**
 - b) **Good academic standing in years 3 & 4 is defined as the absence of any outstanding grades of Fail or Defer.**
 - c) **The guidelines for academic standing for the College of Medicine are located at http://www.utoledo.edu/policies/academic/college_of_medicine/index.html.**

XIII. Elections

- A. All elections must be held and results and original ballots must be submitted to OSA no later than the last day of April.
- B. Officer positions to be elected from the incoming student body will be submitted in writing to the OSA no later than the 8th week of the first semester. Officers then will be elected according to the constitution and by-laws of each individual organization.
- C. Open elections must be held according to the following procedure:
 1. Nominations must be taken from the recognized membership. Membership rosters must be updated in OSA prior to election of new officers.
 2. Deadline for nominations must be publicized.
 3. Election Request Form along with letters of intent from nominees must be submitted to OSA for verification and approval two (2) weeks prior to the election date.
 4. A responsible official will make up a ballot and present it to the OSA for approval and printing.
 - a) All ballots must have organization name, nominee name, date, and office sought clearly stated on one ballot.
 5. OSA will verify the academic standing of the nominees within 5 working days of receipt of the nomination form. Should a nominee not be qualified, OSA will notify the nominee and the advisor. Notification will occur by e-mail except for situations where e-mail is not available. In those circumstances a letter will be sent. The date the e-mail is sent, or the date the letter is postmarked will count as the day of notification.
 6. Should the nominee become ineligible or decide not to run, it is the nominee's responsibility to withdraw their nomination, and notify OSA immediately.
 7. If the nominee is ineligible by reason of academic standing, the nominee can
 - a) Submit a Request for Exemption From Grade Deficiency form to the OSA at least 5 working days prior to the date of the scheduled election.
 - b) The course/program director will review the request and make the final decision, which is not subject to review. He/she may accept or reject the request, or require additional information.
 - c) Reasonable effort will be made to notify the students of the outcome within five (5) working days from the date the request is received in the OSA.
 - d) Failure to comply with this policy will result in removal from office and notification sent to the Student Promotions and/or Ethics Committees.

8. Upon approval of the Election Request Form it is the organization's responsibility to announce to the membership the date, place, and time of the election.
- D. 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.
- E. 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. Final ballots, minutes from the meeting and the Post Election Form must be submitted to the OSA no later than 5 academic days after the election.
 5. The results of the election will be placed on each organization's bulletin board, website or communicated to members no later than 5 academic days after the election.

XIV. MANDATORY OFFICERS MEETINGS

OSA sponsors the Annual Student Organization Officers' Training and Student Organization Officer meetings that are generally held twice per semester.

- A. Two officers from each organizations must attend every meeting in order for the organization to receive funding and support from OSA.
1. If an organization has more than two unexcused absences, the organization will not be allowed to hold any events, fundraisers, or business meetings until the officers have meet with OSA.
- B. OSA will forward copies of the minutes from the officer's meeting to each organization's officers and to the Advisor of each organization.
- C. The purposes of the monthly meetings are to:
1. Discuss the calendar of events for the current month with all organizations and resolve conflicts in scheduling,
 2. Discuss changes in policy or concerns of the organizations,
 3. Provide the opportunity to develop events to include all colleges at UT HSC
 4. Provide an opportunity to report on organizational activities.

XV. STUDENT ORGANIZATION FAIR & RECRUITMENT OF NEW STUDENTS

- A. Each organization has the opportunity to set up a display table to promote their organization and recruit membership.
- B. All incoming and currently enrolled students on The University of Toledo Health Science Campus are invited to attend.
- C. A sign up sheet for potential membership may be made available to students.
1. This does not in any way suggest that these students are members of this organization only that they are interested in gaining more information.
- D. Potential members should be given the names and addresses of the officers, a scheduled date of the first business meeting and an RSVP request to attend the first business meeting.

E. Membership to an organization must be requested by all students intending to become active members of an organization during the organization's first business meeting. The secretary of the organization will submit the Student Organization Membership Roster Form to the OSA within 2 weeks after the first business meeting.

1. Rosters must be turned in by the first of October.

XVI. BUSINESS MEETINGS

Each organization must schedule at least two business meetings every semester. Food at a business meeting is not eligible for reimbursement with state funds (Foundation money can be used).

- A. All organizations must submit a Business Meeting Request form to OSA at least 2 weeks prior to each requested business meeting. There can be up to two business meetings planned per lunch hour (or time frame).
- B. Rules of order should be followed.
 1. Roll call – List of those in attendance
 - a) **In order to conduct a legal meeting, you need a quorum—a minimum number of members required to be present as stated by your constitution.** This can be a set number (e.g., 20) or a percentage of the total membership, and should be defined in your constitution or by-laws. The president has to be sure that a quorum is present, and often accomplishes this by asking the secretary to call the roll. If there is not quorum, the president should delay the meeting pending the arrival of absent members. If enough members do not show up business cannot be done. Informal discussion can be held but nothing official can take place.
 2. Reading and Approval of Minutes
 3. Treasurer's Report
 4. Discussion and planning of future events and travel including risk assessment
 5. Committee and chair appointments for planned events
- C. The secretary's report of the agenda, a roster of attendance, and minutes must be submitted to the OSA within 5 academic days following the meeting.
- D. All planned events and programs, including social, should appear in the minutes prior to submission of the event/program request form.
- E. If there is reimbursement for food required for a business meeting, only the organization's foundation account can be used
 1. The Treasurer must turn in all itemized receipts along with the attendance, minutes, student reimbursement form, and a post event form.
- F. First meeting of the year agenda suggestions:
 - Membership registration and dues
 - Complete and submit the Student Organization Membership Roster Form.
 - Review Constitution and by-laws and submit a Constitution and By-Laws Update Form to the OSA HSC.
 - Schedule and discuss upcoming events, programs, and fundraisers.
- G. **Policy for Business Meetings the First Two Weeks of School**
 - Any organization wishing to have a business meeting during the first two weeks of school in August will need to submit a request in writing (via e-mail or business request sheet) by May 1 of the previous semester to be able to get a time slot. Meetings will be for 30 minutes only, and will be scheduled during the lunch hour. This will be scheduled on a first come, first serve basis, so those who turn in their request earlier will be more likely to get their desired time slot. Due to this, there will be NO

EVENTS during the first two weeks of school. Meetings will be held Monday-Thursday for both weeks, Friday's are not available for meetings or events

XVII. ADVERTISING

- A. All solicitation activities shall comply with the Student Organization Policy and Procedure Manual, all other relevant UT HSC policies, and local, state, and federal laws.
- B. A student organization interested in pursuing solicitation or advertising, it must first seek approval from OSA.
- C. All charities shall be required to certify their tax-exempt status.
- D. OSA may prohibit the scheduling of concurrent solicitation activities in order to prevent conflicts between organizations.
- E. Solicitors must be members of the organization conducting the solicitation.

XVIII. PLANNING EVENTS AND PROGRAMS

Successful program planning requires attention to detail and enthusiastic planning. The "Steps" listed below take you through tasks that are necessary and assistance that can be helpful in your planning process. You should always feel comfortable to ask anyone in the OSA HSC for clarification or assistance in making your plans.

****All Organizations MUST host a minimum of one educational event per semester, by the last day of December for the fall, and by the last day of April for the spring.******

Allocation for event planning that any organization will receive from the OSA HSC comes from the Student General Fee (state funds). Other funds can be raised by the organization or taken from a Foundation account if applicable to defray costs. The OSA HSC is willing to help with these fundraising efforts.

A. Choose a program

When you are trying to decide what kinds of events and programs to schedule, keep in mind the mission/constitution of your organization. Here are some things to consider:

1. How will each event meet the goals of the organization?
2. Whom do you want to attend?
3. Is this a program that other organizations would be interested in?
- 4. Co-sponsorship of programs has many advantages:**

Co-sponsorship must be stated up front and appear on the Pre Event/Program Planning Request Form.

- More thorough planning can be done with additional assistance,
 - More excitement and participation can be generated with more people and organizations involved in planning a program,
 - Multiple organizations can bring more funds to an event.
5. Remember the main focus of the event should not be the FOOD.
 6. The OSA HSC can help in generating program and speaker ideas.
 7. There are also a number of other resources: your national organization, appropriate on campus departments, past officers, and friends who have heard good speakers.

B. Choose a Tentative Date

1. To schedule an event, check the HSC Student Activities Calendar to identify a date (<http://calendar.utoledo.edu/>) 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 can do 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 see 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 final decision and preference will be given to the club who scheduled their event first, as determined by the time stamp on the forms.

C. Choose a Location for an Event/Program

All room availability and scheduling will be handled by the OSA HSC

Any off campus site will require a contract and all contracts must be submitted and approved by General Counsel before they can be signed by the appropriate Dean.

Contract approval takes 6 weeks, so contracts must be submitted at least 8 weeks in advance of the event to OSA. Students under no circumstances are allowed to sign contracts pertaining to The University of Toledo.

Rooms will be assigned by the room scheduling person in the Registrar's Office. OSA handles all room requests, submit requests at least 2 weeks prior to event.

Rooms available for use on the Health Science Campus include:

1. Classrooms or conference rooms in Collier, Health Ed. 100, 110.
2. Mulford Garden Café
 - a) The Mulford Garden Café can be reserved through the OSA HSC. The only problem with the Mulford Garden Café is there may not be enough tables and chairs to accommodate the event. If this is the case then the club would have to order and pay for the chairs from a private vendor. Check with the OSA HSC prior to choosing this as a location.
3. Off-Campus Sites
 - a) Contact the OSA before planning any event that will take place at a location off campus
 - b) Any off campus site will require a contract and all contracts must be submitted and approved by General Counsel before they can be signed by the appropriate Dean. Students under no circumstances are allowed to sign contracts pertaining to The University of Toledo
 - c) The Vice Chancellor and Assistant Director for Student Professional Development must sign all contracts for rental space off campus. Some rental facilities may require deposits. Deposits can be arranged through the OSA HSC.

D. Decide Room Set up

1. Extra tables and chairs are available for larger event/programs. The OSA HSC will contact the appropriate departments for set up. Diagrams of exactly how you would like the room set up are helpful, and should be submitted to OSA 2 weeks prior to event
 - a) Currently there are approximately 20 tables available through Facilities. If you need more than this number, they must be rented from an outside vendor and there is a charge to the organization. Rentals occurs through coordination with OSA.
2. If an event/program where you are providing food is large enough to need extra trash barrels for the waste; put this on the event planner form so the OSA HSC can notify facilities.

E. Create a timeline for planning

An important planning tool is a timeline. If there are many people involved in the event, deadlines for specific responsibilities can ensure that the planning is coordinated. The best way to create these timelines is to work backwards from the date of the event, making deadlines for all essential tasks and assigning tasks to specific committee members. Regular meetings can ensure that all planning committee members are up to date as the timeline progresses.

F. Submit a Pre Event/Program Request Forms

1. All requests must be submitted to the OSA HSC at least 2 weeks before event will be held.
2. A Risk Assessment form must be submitted along with the Pre Event/Program Request Form.
3. Food for any large event is costly. When doing the budget portion of the Pre-Event/Program Request remember that less and less money is available. Therefore the OSA may not approve food for every event and all food served must be considered to be cost effective.

G. Submit a Risk Assessment Form

1. The Risk Assessment Coordinator must submit a Risk Assessment Form with all Pre-event, Travel Request, and Fundraiser forms.
2. If needed, the Risk Assessment form will be sent to Office of Risk Management for approval and/or additional risks that may not have been addressed.
3. If needed, a copy of the Risk Assessment Form along with additional risks involved will be e-mailed to the Risk Assessment Coordinator or contact person for the event upon receipt from Office of Risk Management.
4. Any additional risks involved as stated by Office of Risk Management must be instituted by the Risk Assessment Coordinator prior to the event taking place.
5. The OSA will not approve any event or program request without having both the Risk Assessment Form and the Pre Event/Program Request Form.

H. Crisis Management

Crisis management is a means to prepare an organization for potential hazards and liabilities that might be incurred during an event.

1. The OSA will make available to all organizations a card with emergency contact information in the event of any type of emergency.
2. If an Emergency arises the following procedures should be followed:
 - a) Handle the emergency as quickly and efficiently as possible
 - b) Call the appropriate personnel as the emergency dictates for instance: 911 or campus police.
 - c) Once the situation is controlled, notify the Assistant Director for Student Professional Development who will notify the other appropriate college officials.
 - d) Explain what is happening to those who are present.
 - e) Clarify to everyone present that the Risk Assessment Coordinator is spokesperson for the group.
 - f) DO NOT discuss the situation with ANYONE. Any statements, etc. should be made by campus officials.
 - g) DO NOT contact someone's family as this will be done by a hospital or college official

I. The UT Activities Calendar

1. All students have access to the calendar on the Web (calendar.utoledo.edu) and should be encouraged to check it to view the events of the day.
2. The OSA HSC will be responsible for all student activity entries on the calendar.

3. All events posted are subject to the Policies and Regulations of The University of Toledo Health Science Campus.
4. Each event must have a contact name that will be posted as the e-mail address for the community to respond to if there are questions pertaining to the event. In addition, there must be a name for the event that will be posted to the calendar.

J. Speakers or Other Participants

Once you have approval from the OSA HSC, contact the speakers and others who will participate in your program. Some things to consider as you confirm their participation are:

1. Honoraria
 - a) If a speaker is a member of The University of Toledo Health Science Campus faculty or staff they cannot receive payment for their services but may be given a gift from a source of funding outside of the University or the Foundation (i.e., a collection from a group of students).
 - b) If a speaker is requesting an honorarium or is submitting a fee for services, they must complete the substitute W-9 form that you must obtain from OSA HSC.
 - c) If you plan to offer an honorarium to your speaker, it will be necessary to have his or her name, address, and social security number in advance. **Do not pay an honorarium out of your own pocket or write them a check— it will not be reimbursed.** Honorariums are subject to taxation and therefore require the previous information.
 - d) Payment cannot be given at the time of the function. A certificate of participation may be provided with a note to the speaker informing him/her that the check is in the mail.
2. The speaker must not urge the audience to take action which is prohibited by institutional policy or which is illegal under federal, state, or local law.
3. Advocating or urging the modification of the government of the United States or of the state of Ohio by violence or sabotage is specifically prohibited.
4. Outside speakers will be required to sign a contract with UT HSC prior to the engagement.

It is the responsibility of the officers and advisors of the sponsoring student organization to inform speakers of these rules.

K. Other Events

1. **Health Fair Screenings**
 - a) All health fair screenings, regardless of location, must be registered with OSA.
 - b) Temporary License to Exhibit forms must be obtained from the business or location being used and filed with OSA.
 - c) Proof of liability insurance must be provided to those locations requiring such documentation. The documentation is available from Office of Risk Management.
 - d) All health fair screenings must have a licensed physician or other qualified health care professional on site.
 - e) Every individual participating in a health fair screening must sign a Office of Risk Management approved waiver form.
2. **Campus-wide Drives (i.e. clothing, food, etc.)**
 - a) Submit a Pre-Event Request form to OSA to have the event added to the academic calendar.
 - b) Storage in OSA is not allowed.
 - c) Identification on the collection boxes must include the:
 - 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 shall be in accordance with Section XVI.

L. 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 Toledo community; and the kind of event you are planning. Sometimes invitations are preferable to flyers and posters, while at other times more eye-catching advertising is appropriate. First decide whom you want to reach and then use a few different advertising options for the best results.

1. All solicitation activities shall comply with the Student Organization Policy and Procedure Manual, all other relevant UT HSC policies, and local, state, and federal laws.
2. Any solicitation of funds, goods, services or sale of advertising shall be approved in advance by the OSA.
3. On-Campus Communications
 - a) OSA must approve the distribution of flyers (paper or electronic) and posted material. All flyers must have an expiration date in the lower right hand corner.
 - b) All posting may not be attached to walls, doors, student mailboxes, outside building walls, trees or shrubbery.
 - c) All posters must be displayed on easels obtained from the OSA.
 - d) Commercial and political campaign literature shall not be distributed on the UT HSC.
 - e) Electronic communication shall be in accordance with UT Policy # 3364-65-01.
4. Off-Campus Publicity
 - a) The organization must notify OSA before distributing materials to the off campus community.
 - b) Students distributing written communications throughout the off-campus community must comply with City Ordinance No. 2603. This Ordinance expressly prohibits the posting of signs on railroad overpasses, utility poles and city property, including streets, parks, etc. Violators are subject to fine. Posting signs on private property subjects the offender to arrest for trespassing.
5. No student, group of students, or student organization may represent UT HSC without prior authorization from the OSA
6. The reproduction of the University of Toledo name and/or logo shall be authorized by Marketing and Communications (The University of Toledo Policy #3364-45-05).
7. All publicity should include the 5W's: Who, What, Where, When, and Why
8. Promotion sources available to recognized student organizations
 - a) Flyers
 - i. Publicity person must make arrangements for all flyers to be sent to the document reproduction center
 - ii. May only be posted on bulletin boards or inside public restrooms—not to be put on doors or walls of the school buildings.
 - b) Brochures
 - c) Posters
 - d) E-mail
 - i. E-mail cannot be used to solicit funds or to do personal advertising

- ii. All e-mail content is subject to censorship by administration (see Policy #3364-65-01)
- iii. To have an e-mail advertisement sent to the entire student body, submit a copy of the e-mail to the OSA, Student Organizations Coordinator.
- iv. To target specific schools, see the Assistant Director for Student Professional Development in the OSA
 - e) University News Summary
 - f) Transparencies/Overheads
 - g) Power Point Presentations/ class announcements
 - h) Television, Radio and Newspaper Coverage

M. Arrange for Food

1. Make a list of your food needs based on your budget as submitted on the Pre Event/Program Request Form and expected attendance.
2. Any charges for food over the estimated budget amount will be the responsibility of the organization. Exceeding an estimated budget amount may be paid for by charging a registration fee, by a donation from the participants, or from a Foundation account. The OSA HSC will not be responsible for any extra charges incurred.
3. If an account is not established by the OSA HSC with a vendor a representative from the organization will have to pay for the food and be reimbursed at a later date. Make sure to 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%.

N. Food Vendors

1. Contact the appropriate vendor to order the food 3 business days prior to the event; for more than 100 people food should be ordered at least 5 business days prior to the event.
2. At the event or program it is the responsibility of the organization's Risk Assessment Coordinator to secure an attendance sheet checking off all attendees.
3. With the exception of those listed below, few vendors will easily allow you to order and receive goods without paying immediately. It cannot, however, hurt to ask. If you are trying to make arrangements for a program and need to use a vendor who has not billed us before you should ask them if they would. If necessary the OSA HSC can call vendors to verify your order or provide other documentation that will facilitate billing. If this cannot be arranged, you may have to pay for the items and then be reimbursed.

NOTE: obtain the University of Toledo tax-exempt number from the OSA HSC, as sales tax will not be reimbursed.

O. If Alcohol is to be Provided

Any officially sponsored University of Toledo Health Science Campus student organizational function that has alcohol, whether on or off campus, must abide by the University of Toledo Policy 01-062 and OSA HSC policy. An officially sponsored function means one in which (a) institutional funds are being used for any part of the event; or (b) the University of Toledo Health Science Campus name and/or logo are being associated with the event; or (c) the event is being advertised on campus by any means. All events at which alcohol will be served must be submitted and approved by the administrator

According to OSA HSC policy, student organizations may not use funds in the University of Toledo Foundation accounts to purchase alcohol. **Alcoholic beverages served at any Student Organization event can only be provided at a cash bar.**

A summary of Policy 01-062 is as follows:

1. **If an organization holds an event where alcohol is to be served, the following rules must be observed:**
 - a) State funds [OSA HSC Funds] may not be used to purchase alcohol. The University Treasurer shall be the sole determiner as to whether any particular funds are considered public funds.
 - b) **THERE WILL BE NO FUNCTIONS WHERE ALCOHOL IS THE MAIN FOCAL POINT OF THE EVENT. AN EVENT WITH NO APPARENT PROGRAM OR ACTIVITY WOULD BE CONSIDERED SUCH AN EVENT.**
 - c) **An Alcohol Registration Form and a Risk Management Assessment Form must be completed and submitted along with the Pre-Event Request Form to OSA HSC.**
 - d) Any advertising for the function will not include specific reference to the fact that alcoholic beverages will be provided.
 - e) The University of Toledo Health Science Campus facilities where alcohol will be permitted are the Dana Conference Center, the Academic Commons, the Garden Café and its patio, the Library Student Lounge and its terrace, and the Collier Building terrace. The sale, distribution, or consumption of alcoholic beverages at any other location on campus or any other property owned or leased by The University of Toledo Health Science Campus is strictly prohibited.
 - f) Alcoholic beverages can only be provided by vendors who have appropriate license to distribute alcohol.
 - g) At any function where alcohol is served, non-alcoholic beverages must be continuously available and featured as prominently as alcoholic beverages. **FOOD MUST ALSO BE AVAILABLE.**
 - h) Sponsors of the event will implement precautionary measures (see Risk Assessment Form) to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who are, or appear to be, intoxicated.
 - i) The serving of alcohol must cease 30 minutes prior to the end of the event.
 - j) Events sponsored by alcohol companies are strictly prohibited.

XIX. POST EVENT

In order to assess the event/program the committee or persons responsible for planning the event must fill out a post event/program form. This will help you know whether this event is one that you want to continue in the future. It will also offer suggestions for future officers on what to change to make it better.

- A. Two weeks after the date of the event/program, the event chair should submit to the treasure of the organization a Post-Event Program Form.
- B. This form should be discussed with all students involved in the event and the risk assessment coordinator.
- C. The form must be completed in its entirety and will be submitted to the OSA along with the reimbursement form (when applicable).

XX. REIMBURSEMENT FOR EVENT

Failure to submit a post-event form along with the reimbursement form may result in not receiving reimbursement from OSA for the event.

A. Event/Program Reimbursement Form

1. The treasurer must submit the Event/Program Reimbursement form along with the post-event program form no later than 2 weeks after the event/program. The Event/Program Reimbursement for must be submitted along with the following:

- a. An accurate attendance sheet obtained from the Risk Assessment Coordinator must be submitted along with the Event/Program Reimbursement Form.
- b. All of the expenses incurred, along **with itemized receipts**, for the event must be listed on the Event/Program Reimbursement Form.
- c. Names and addresses of businesses or individuals receiving a reimbursement must be included.
2. If the event is co-sponsored all treasurers must sign the Event/Program Reimbursement Form and indicate which organization is to pay for the expense.
3. No reimbursement will be given without a signed reimbursement form from the treasurer of the organization and a completed Post-Event form.
4. Bills not given to the treasurer within two (2)-business days after the event/program will not be paid.
5. If the event goes over the approved budget the treasurer of the organization will be contacted and asked to reimburse the OSA HSC for the additional expense. Each organization will be held accountable for over expenditures of an event.
6. Once the treasurer submits the Event/Program Reimbursement Form and the Post-Event form, the OSA HSC will assume the event is closed and will issue no further reimbursements.
7. Reimbursement usually takes no more than 4 weeks after the treasurer has submitted the forms.
8. The OSA HSC will only reimburse individuals or vendors and not an organization.
9. If a student or vendor has not received reimbursement in a reasonable time the OSA HSC will verify from the Event/Program Reimbursement Form that the itemized receipts were turned in. If the proper paper work has been submitted the OSA HSC will track down the reimbursement. If the proper paper work was not turned in the vendor or the student will be referred to the treasurer of the organization and it will be their responsibility to follow up on the reimbursement.

XXI. FUNDRAISING

- A. All fund raising events must be registered with OSA HSC by submitting the Fundraiser Request and Risk Assessment Form 2 weeks prior to the event.
- B. The OSA HSC, and if necessary, The University of Toledo Health Science Campus Risk Management will process all requests within a timely manner.
- C. An organization may charge a fee for attendance at a fundraising event.
- D. **Vendors and members shall not be reimbursed directly from the proceeds of the event.** Vendor or member reimbursement shall be made from the organization's Foundation account or from OSA HSC.
- E. Extra information needed for fundraising events
 1. Representative Name, name and address of company you are using to purchase items for fundraiser
 2. Is the company going to furnish a luncheon at their cost?
 3. How are the items to be shipped – to who and where, verify with the OSA HSC before shipping to our office
 4. Is there a return policy for damaged goods or goods that aren't up to quality, you may need to have a contract. Check with OSA before ordering any items for fundraising.
- F. The above information must be supplied prior to approval by the OSA HSC or Risk Assessment.

XXII. DOMESTIC TRAVEL AND CONFERENCE

(Refer to the University of Toledo Policy and Procedure #01-015)

The OSA HSC recognizes that conference attendance is an important educational experience. Attendance at these conferences expands knowledge and keeps organizations and students up to date. A conference allows organization members to establish valuable contacts and also develop a networking system. When attending a conference, members are expected to maintain a professional demeanor as representatives of The University of Toledo Health Science Campus and as prospective members of the health care and science communities.

The maximum allocation for travel and travel related expenses that any organization will receive will be determined at the beginning of each academic year. Other funds can be raised by the organization to defray costs. All funds used for travel must be approved by the entire club or an approved motion during a business meeting. The OSA HSC is willing to help with these fund raising efforts.

- A. The membership roster will be used to establish the eligibility of students to travel as a representative of the organization
- B. Organizations or students may be approved for travel if they:
 1. Represent UT HSC and thereby enhance the prestige of UT HSC and the organization, (i.e., representatives of national, state or local committees)
 2. Gain knowledge and experience in accordance with goals and purpose of the organization
 2. Are in good academic standing as defined in Section XI.

C. **Travel and Conference Guidelines**

1. **ALL TRAVEL** must be approved by the Assistant Director for Student Professional Development six (6) weeks prior to the date of travel. You must notify the OSA of all student organization travel plans regardless of where the money is coming from. This policy is effective even if you are traveling using funds from your Foundation account.
2. **ALL TRAVEL** must be discussed and recorded in the minutes from a business meeting. Things such as how the conference will be advertised to the membership (including upperclassmen), how many will travel and how the money will be disbursed must be discussed and voted on by the organization membership at a scheduled business meeting. If no record of such discussion is recorded in the secretary minutes, the OSA HSC will not approve any travel or funding.
3. A Travel Request Form, Risk Assessment Form, letter of intent, **minutes from business meeting**, and official documentation of the conference, and if necessary, a copy of any driver(s) license and proof of insurance must be submitted by an officer to OSA HSC at least six (6) weeks prior to the trip.
4. Students traveling as a representative of the University to a conference must be in good academic standing.
5. All students traveling must register and sign a waiver with the OSA prior to travel. If they did not register or sign a waiver no reimbursement will be given.
 - a) A waiver can be e-mailed but must be followed up by a signed waiver being sent to the OSA.

D. **Making Arrangements for Conference Travel**

1. Students wishing to travel from any other destination than The University of Toledo Health Science Campus will be responsible for the difference in the budgeted amount of travel.
2. All hotel accommodations must be agreed upon by the club during the business meeting. Should a traveler need special accommodations they will be responsible for any charges

incurred that are above the budgeted amount. Any student who has an opportunity to stay with friends or relatives will not receive funding from the club for lodging.

3. Conference registration fees can be paid through OSA HSC. In order to do so, **individual registration forms must be submitted to the OSA HSC at least two weeks prior to registration deadline**. The OSA HSC will not pay for late registration or to have registration priority mailed. Any such cost incurred will be the responsibility of the traveler.
4. Travel by car
 - a) Every effort should be made by the organization to have students car-pool. Any student not wishing to car pool will be responsible for their own mileage.
 - b) If an organization chooses to have students travel by car, they can be reimbursed from OSA HSC or Foundation funds at the IRS allowable rate (Refer to the University of Toledo Policy and Procedure #01-015) which includes gas and wear and tear on car.
 - c) Toll fees can be reimbursed to one person per trip. Receipts are necessary for reimbursement (Refer to the University of Toledo Policy and Procedure #01-015).
 - d) A copy of the driver(s) license and proof of insurance must be submitted with the Travel Request Form.
 - e) With respect to driving the following should be noted:
 - i. Make sure the owner of the car has insurance that meets the Ohio Financial Responsibility Law. Section 4509.101 of the Ohio Revised Code prohibits an individual from operating a motor vehicle in Ohio without maintaining proof of financial responsibility continuously throughout the registration period with respect to that vehicle, or, in the case of a driver who is not the owner, with respect to that driver's operation of that vehicle. The law requires financial responsibility in the minimum amount of \$12,500 for bodily injury to or death of one (1) individual in any one (1) accident, \$25,000 for bodily injury to or death of two (2) or more individuals in any one (1) accident, and \$7,500 for injury to the property of others in any one (1) accident.

E. Conference and Travel Reimbursement (Refer to the University of Toledo Policy and Procedure #01-015)

1. The OSA HSC will only reimburse individual travelers and not the organization.
2. Upon return from a conference, **each individual must** submit a brief written summary of the meetings they attended and the experience gained from the conference, as well as a conference agenda/schedule/syllabus to the treasurer to be submitted with the Travel Reimbursement Form. Any student that fails to submit a brief summary of the conference WILL NOT be reimbursed.
3. All itemized receipts from travel to conferences must be submitted to the treasurer of the organizations five (5) business days after returning from the conference.
4. For all expenses incurred during travel, the treasurer of the organization must submit a Student Travel Reimbursement Form, for each individual who traveled, two weeks after the conference.
5. All original itemized receipts including boarding passes must be attached to the Student Travel Reimbursement Form. Credit card bills and canceled checks are not acceptable. **Note that hotel receipts should indicate that final payment has been made and show a zero balance.** (Express checkout receipts which show a balance due will create problems).
6. Beginning and ending mileage must be submitted for travel by car reimbursement. Taxi, subway, or bus fare will be reimbursed with original receipts.

7. In the event that the student is over the budgeted amount submitted on the Travel Request Form the OSA HSC will notify the treasurer.
8. The OSA HSC will hold the organization and/or student responsible for the additional costs.
9. Meal reimbursement for conference
 - a. Meals provided by the conference will not be reimbursed.
 - b. A per diem will be determined by federal government per diem rates. These rates can be found at web site <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem> (Refer to the University of Toledo Policy and Procedure #01-015).
10. The OSA HSC will submit the receipts along with a purchase requisition to Accounts Payable for reimbursement which will be sent directly to the student.

XXIII. STUDENT INTERNATIONAL TRAVEL (UT Policy #3364-81-04-030-02)

Purpose

The University of Toledo College of Medicine (UTCOM), College of Nursing (UTCON), and College of Pharmacy and Pharmaceutical Sciences (UTCPPS) medical students, nursing students and pharmacy students (hereafter collectively 'students') desiring to have a global health experience, as defined below, must comply with all procedures that apply to them described in this policy and accompanying forms. Likewise, UTCOM, UTCON, and UTCPPS faculty, administrators and other staff contributing to a global health experience must also comply with all applicable procedures indicated here.

(B) Purpose of the Policy

The purpose of this policy and accompanying forms is to establish procedures to (1) promote safety for UTCOM, UTCON and UTCPPS students during elective global health experiences; (2) minimize the liability to The University of Toledo (hereafter 'the University') from these students as a result of these experiences; and (3) minimize the liability to UTCOM, UTCON and UTCPPS students and the University from patients cared for by UTCOM, UTCON and UTCPPS students during these experiences.

(C) Procedure

1) Global Health Site Approval by the University

(a) Global Health Committee

- (i) The Committee shall be a standing committee appointed by the Chancellor for Biosciences and Health Affairs in support of *global health experiences*.
- (ii) The purposes of the Committee will be:
 - (a) To approve *global health sites*, to which students may subsequently travel for a *global health experiences* or for *global health experiences* alone, on the basis of an evaluation of the safety and liability risks of the global health experiences that can be had at these sites (see I.B. below).
 - (b) To help determine, at the request of the Office of Global Health (hereafter 'OGH'), the safety and risk of travel to an approved *global health site or experiences* when routine monitoring of U.S. Department of State and

Centers for Disease Control (hereafter “CDC”) warnings and alerts indicates travel to these sites may be unsafe (see 2 below).

- (c) To help OGH resolve any issues that may arise in connection with *global health sites* or *global health experiences*.
- (iii) The Committee will meet as often as necessary each academic year. The Committee may withdraw its approval for any *global health site* or *global health experiences* at any time.
- (iv) The Committee will include the following members or their designees:
- one medical student appointed in their second year by the OGH Director
 - one nursing student appointed in their second year or later by the OGH Director
 - one pharmacy student appointed in their second year or later by the OGH Director
 - one representative from University Health Services
 - one representative from Office of Legal Affairs
 - one representative from Risk Management
 - one representative from Public Safety, as deemed appropriate
 - the Director of OGH
 - one expert on international experiences
 - if not already present, the UTCOM, UTCON, or UTCPPS faculty applicant for the global health site under review
 - one community representative for medical missions
 - one UTCOM faculty member with global expertise
 - the UTCOM Dean, Associate Dean or other lead administrator
 - the UTCOM Director of Student Clerkships
 - the UTCON Dean, Associate Dean or other lead administrator
 - the UTCPPS Dean, Associate Dean or other lead administrator
 - other as deemed necessary or appropriate
- (b) Procedures for approving a global health site
- (i) Any UTCOM, UTCON or UTCPPS faculty who wishes to establish a *global health site* must submit a written application for review by the Global Health Committee, fulfilling the requirements outlined in Faculty Forms 1 and 2.
- (ii) Note that Faculty Form 1 makes it the responsibility of the faculty applicant to secure an academic affiliation agreement between the University and a university or other qualified institution at the *global health site*, which, in addition to being generally acceptable to the UT Office of Legal Affairs, also indicates that a qualified clinician will be physically present and willing to supervise student experiences at the global health site. Only *global health sites* governed by such an agreement will be considered for approval by the Committee.
- (iii) Furthermore, note that, if the faculty applicant wishes to make *global health experiences* at this site credit-bearing, he or she must seek approval for the credit

in question from the relevant UTCOM, UTCON or UTCPPS Curriculum Committee *before* completing Faculty Forms 1 and 2 for the Committee's review.

- (iv) Petitions not submitted to the Global Health Committee at least *six months* prior to the earliest anticipated student departure date may be denied.
- (c) Global Health Committee decision to approve a global health site
- (i) If the *global health site* is approved by the Global Health Committee, OGH will notify (1) faculty applicant of this approval, and, in the case of approved credit-bearing experiences, (2) the Registrar, to initiate the process that will enable students to enroll for course(s) at this site. Such approval indicates only that the site is approved for global health experiences, not yet that a particular student is approved to have a particular global health experience there (which is a further step explained in 3.).
 - (ii) If the *global health site* is approved conditionally by the Committee, once those conditions are met, OGH will notify both the faculty applicant and the Registrar per C.1.
 - (iii) If a *global health site* is denied approval by the Committee, OGH will notify the faculty applicant of this denial. The notice will include an explanation of the Committee's denial. The faculty applicant may appeal the decision in a letter addressed to the Chancellor.

2) Monitoring the safety of global health sites

- (a) OGH will monitor approved *global health sites*, weekly prior to the departure of students and when students are at a site, on the U.S. Department of State and CDC website and other pertinent sites.
- (b) In the event that a U.S. Department of State or CDC warning or alert is issued for a *global health site* *prior* to a student's departure, approval of a student's experience at the site may be revoked by the Director of OGH or the Global Health Committee.
- (c) In the event that a U.S. Department of State or CDC warning or alert is issued *while* a student is abroad, determination of the appropriate action will be made on a case-by-case basis by the Director of the OGH. The University may require that the student return to the United States.

3) Student *global health experience* approval where site has been approved

- (a) A *global health site* approval in writing by the Global Health Committee is required where a student is seeking University credit or University financial support. A student's eligibility for University credit or financial support by the University is conditioned upon (1) proof of *good academic standing* as determined by the Registrar, (2) receipt and approval by OGH of *all documentation requested in Student Forms 2, 3, 4 and 5* and any other documentation OGH requests, and (3) attendance at a *mandatory pre-travel orientation* organized by OGH. A student's eligibility may *not* be denied solely on the basis of disability. Where a student is not seeking credit or University financial support, the student must provide the OGH *all documentation requested in*

Student Forms 2, 3, 4 and 5 and any other documentation OGH requests, and attendance at a *mandatory pre-travel orientation* organized by OGH.

(b) Procedurally, students who wish to travel to an approved global health site for University credit or with University support or complete a global health experience must first submit Student Form 1 or its contents to OGH. Requests received later than *four months* prior to the anticipated date of departure may be denied. Also, for credit-bearing experiences, the student must register for the relevant *global health experience* course.

(c) OGH will then confirm that the site is still approved by the Global Health Committee, that the affiliation agreement governing experiences at this site, if necessary, is still current, and that the student is in good academic standing. Assuming all are acceptable, OGH will invite qualified student(s) to a mandatory pre-travel orientation, which will be held, if possible (see below), no later than *two months* prior to their departure. After acceptance, OGH staff will inquire generally with each student about any special needs that might affect their full participation, solicit their ideas for accommodation, and consult with legal counsel as necessary to determine feasibility.

(d) Before the orientation if possible, OGH will:

(i) for credit-bearing experiences, obtain written assent from a qualified supervising clinician or coordinator at the affiliating institution stipulating commitment to supervise this particular student during his/her global health experience at the site, as described in the Global Health Site Form;

(ii) identify by name a global health site orientation guide for this student, and ensure that such orientation includes information about contact information for local authorities, different cultural practices and beliefs, particular risks of criminal activity, health care, risk and response plans for possible disasters in the area, including earthquakes or tsunamis, and local public transportation options and problems, such as poor roads, and advice for staying safe in the locale and culture (see attached Global Health Site Form).

(iii) identify by name a global health site emergency contact who will be available at all times for this student should any emergency or other trouble arise.

(iv) for credit-bearing experiences, confirm who the UTCOM, UTCOM or UTCPPS faculty supervisor will be for this student during this global health experience.

(v) communicate with all these parties any special accommodations for student agreed on pursuant to part 3(c).

(vi) for credit-bearing experiences, confirm that the student has successfully enrolled and that any curricular prerequisites have been met.

(e) If OGH decides to contract with a third-party provider to deliver some or all support services for this student at the *global health site*, OGH will secure a written agreement with the provider covering the following, as applicable: (1) their emergency and crisis management protocols; (2) orientation and other services provided for students;

(3) insurance and travel assistance available; and (4) possible naming of the University as an additional insured on the provider's liability insurance policies.

(f) The mandatory pre-travel orientation will be held at regular intervals throughout the year, and at other times as necessary, may consist of multiple sessions, and may explain and help students complete Student Forms 2, 3, 4 and 5 and any other required documents. The orientation may emphasize knowledge of personal health and safety precautions; potential accessibility issues in the program location; universal precautions; infectious disease risks; cultural conditions; personal and professional behavior standards; insurance; crisis management and emergency response plans, including among other things the definition of discrimination and harassment under University policy and how and to whom to report violations; *global health site* activities, housing, transportation, and contacts for orientation, supervision, and emergency; UTCOM, UTCOM or UTCPPS contacts to reach in the event of death, illness, injury, natural disaster, arrest, property damage, or global health site contacts' becoming incapacitated; and preparation for medical work (if applicable).

(g) Approval of a student's *global health experience* may be denied if he or she does not attend the mandatory pre-travel orientation *and* provide complete documentation listed in Student Forms 2, 3, 4, and 5 and any other required forms to OGH *at least six weeks prior* to departure.

(h) After the orientation and receipt of all documentation, OGH will review, decide and give notice of final approval or denial of the request for a *global health experience* in writing to student applicants as soon as possible. Notice will be sent to the current address or email indicated in the Student Information System. All completed forms will be stored securely.

(i) Students who have applied for approval should not consider the decision as final until notice of final approval from OGH has been received. Accordingly, *students are advised against making any arrangements or plans that would be disrupted by a denial from OGH*. Note that, although the student may receive informal communication regarding the decision, it is not official until the formal approval notice is received.

4) Responsibilities during and after the *global health experience*

(a) OGH is responsible to ensure that all appropriate institutional procedures for investigation and discipline are followed after a program violation is reported (see attached Global Health Site Form).

(b) After completion of the global health experience, the student must turn in a completed Global Health Experience Evaluation Form (Student Form 6) to OGH. OGH will review these evaluations periodically in an effort to improve its work.

(D) Definitions used in this document

Global health sites are affiliated institutions in international locations to which UTCOM, UTCOM and UTCPPS students may travel for a global health experience, as defined next.

Global health experiences include but are not limited to UTCOM, UTCOM and UTCPPS students completing clerkships, performing research, or volunteering in health related hospitals or clinics at global health sites or other locations during the medical, nursing or pharmacy academic year or during summers between medical, nursing or pharmacy school years prior to graduation, regardless of whether the experience is credit-bearing or funded at least in part by the University, the University of Toledo Foundation, the University of Toledo Students for Medical Missions, private foundations, or other entities. *Global health experiences* include short-term medical mission trips that UTCOM, UTCOM and UTCPPS students undertake as private citizens alone, with community members or with UTCOM, UTCOM or UTCPPS faculty during the student's academic tenure.

Forms are available by request from the Office of Global Health at: sammy.spann@utoledo.edu.

A. Student Requirements after Committee Approval

1. The following documents must be submitted to the Office of Student Affairs **at least two weeks prior** to travel (use APPENDIX B):
 - a) Proof of insurance
 - i. Minimum required coverage:
 - a. Medical Expense (accident/sickness)—\$100,000 per incident
 - b. Accidental Death/Dismemberment—\$10,000
 - c. Emergency Medical Evacuation—\$50,000
 - d. Repatriation of Remains—\$25,000
 - ii. The student must purchase coverage from one of the following providers:
 - a. CISI (www.culturalinsurance.com)
 - b. HTH Worldwide Insurance Services (www.hthworldwide.com)
 - c. CMI (www.studyabroadinsurance.com)
 - d. IMG (www.imglobal.com)
 - b) Signed and stamped travel health consult from University Health Services, use APPENDIX C.
 - c) Copy of letter accepting student into the international experience (from appropriate official).
 - d) Letter of good academic standing from registrar's office.
 - e) Photocopy of current passport (and of visa if applicable).
 - f) Copy of current U.S. State Department travel advisories and CDC Travel Health Warnings.
 - g) Complete travel itinerary (including all travel to and from country, travel during the international experience, dates of travel, and form of travel).
 - h) Emergency contact information (for both persons at the international experience site and within the United States)—use APPENDIX D.
 - i) Registration with the U.S. Department of State (can be done at <https://travelregistration.state.gov>).
 - j) Signed Waiver of Legal Rights and Release of Liability Agreement—APPENDIX E.
2. **Required Actions for Student International Experience Preparation**
 - a) Gather information concerning any in-country political problems, safety concerns, or health hazards by consulting current U.S. State Department announcements and publications, Centers for Disease Control (CDC) information, and the international experience site.
 - b) Investigate visa and other entrance requirements that may be enforced in the host country. Adhere to laws of the host country, standards of professional behavior, and standards of conduct determined by the international experience site. Stay current on U.S. Department of State country information and communicate with local site regarding known risks.

- c) Complete orientation for study abroad, through self-study or formal preparatory sessions. Such orientation will emphasize knowledge of personal health and safety precautions, universal precautions, infectious disease risks, cultural conditions, personal and professional behavior standards, emergency contact procedures and preparation for medical work (if applicable).

B. Office of Student Affairs Responsibility

3. State Department Warning

In the event of a U.S. State Department issued Travel Warning or CDC Travel Health Warning for the location of a student's international experience prior to a student's departure, a student's eligibility to travel to the location of the international experience may be revoked at the consideration of the University. In the event a U.S. State Department warning or CDC Travel Health Warning is issued while a student is abroad, determination of the appropriate action will be made on a case-by-case basis, with the University having the authority to require the student to return to the United States.

4. Monetary/Property Loss

The University is not responsible for any monetary or property loss incurred by a student at any time during the planning, preparation, or participation in an international experience.

C. Student Responsibility After Return to the University

Upon completion of the international experience, the student must turn in a completed International Experience Evaluation Form to the Office of Student Affairs —Appendix F.

XXIV. State Funding Through the OSA

Student organization funding comes from the student general fee through OSA. This money is used to support activities, materials, and services that benefit registered students. This money is state funds, and therefore is subject to the rules and regulations of the state of Ohio. When applying for funding, organizations should promote quality co-curricular programs on UT HSC which foster interaction between students in various UT HSC colleges; provide professional, social and personal development opportunities; and provide service to advance the mission of UT HSC. The funding year is August 1 through July 31. However; clubs will be eligible for funding only during the academic year, between the first day of classes for the fall semester and the last day of April.

A. Request for Funding through OSA

1. Recognized organizations that are in good standing with OSA may seek financial support from OSA for a special project, event, or program, and must submit the following forms to OSA:
 - Business Meeting Request form and Risk Assessment Form
OR
 - Pre Event/Program Request form and a Risk Assessment Form.
2. OSA will give written approval or explanation of rejection or delay of an event/program funding to the organization within 2 academic days after receiving the initial request.
3. Organizations receiving funds are required to follow UT HSC policies relating to the expenditure of funds and keeping of receipts and records.
4. Organizations may file a written appeal of the funding decision to the Assistant Director for Student Professional Development.

A. Disbursement Guidelines

1. **All contracts** must be approved by legal counsel and signed by the Assistant Director for Student Professional Development and the appropriate Dean from the school who represents the organization. No student organization or member of an organization can

- sign contracts for their organization's events or operations. This includes contracts for catering, DJs, off campus room rentals, etc.
2. Vendors and organization members will not be reimbursed directly from the proceeds of an event. Vendor or member reimbursement shall be made from the UT HSC Foundation account or from OSA when proper documentation and forms have been submitted.
 3. Procedures for Purchasing through UT HSC
 - a. All purchases made with OSA funds must be made with UT HSC vendors via a purchase requisition/purchase order (UT Policy #07-001 and 07-002). Failure to observe this procedure may result in the member of the student organization being held personally liable for the expense.
 - b. If supplies, products, or services are available through UT HSC or its vendors, requisitions for purchases from non-UT HSC vendors will not be honored.
 - c. Reimbursement requests to individuals from OSA funds will not be processed unless they are accompanied by original documentation such as an itemized receipt.
 - d. Student organizations sponsoring events must investigate the use of UT HSC facilities before taking an event off campus.
 - e. Any substantial deviation in expenditures from the purpose(s) for which funds are granted will not be allowed and may result in a sanction being imposed.
 4. Activities not funded by OSA
 - a. Contributions to profit or non-profit entities
 - b. Sales tax, except for hotel and airline tickets
 - c. Officer dinners, class banquets, or graduation parties
 - d. Fundraising activities
 - e. Welcome lunches for the purposes of recruitment of membership.
 - f. Gifts or payment to UT HSC faculty, staff, or administrators for participation in an event sponsored by a student organization. Member contributions may be collected and used to purchase a gift.

XXV. Revenue

Each organization may have only one account in which to deposit revenue. This account must be administered through the UT HSC Foundation. All money collected by the organization must be deposited into this account. The account will be maintained by OSA. No outside bank accounts will be allowed for any circumstances.

- A. General
 1. Each treasurer will keep a detailed record reflecting account transactions.
 2. All money collected by the organization, regardless of source, must be deposited into this account within three business days of receipt.
 3. Spending of this money is at the discretion of each organization but must not violate UT HSC or OSA policies. Expenditures must be approved by OSA prior to disbursement.
 4. Original documentation of expense must be provided to OSA with the Event/Program Reimbursement form.
 5. UT HSC faculty, staff, and administrators may not receive payment or gifts for participation in events sponsored by student organizations. Member contributions may be collected and used to purchase a gift.
 6. Failure to comply with the requirements stated herein will result in the loss of privileges as stated in the Privileges of Recognized Organizations in this manual.

XXVI. Fundraising and Solicitation

1. All fundraising events must be registered with OSA.

2. Organizations which have historically held specific fundraisers will be given preference for that fundraiser should a conflict arise.
3. Solicitation of funds must follow the requirements outlined in Section XVII of this manual.

XXVII. Dues and Event Admission Fees

1. Organizations may require dues payment as a condition of membership.
2. Dues amount must be stated in the Organization's By-Laws.
3. An organization may charge a fee for attendance at an event to supplement OSA allotted funding.

XXVIII. Donations

1. Alumni or other donations made through the UT Foundation and directed to individual organizations will be deposited in that organization's UT Foundation account. A tax credit can be claimed with appropriate documentation via the UT Foundation.
2. Money given directly to organization members must be deposited in that organization's UT Foundation account. Money donated in this way does not qualify as a tax credit.

XXIX. Sanctions

- A. Any organization violating institutional policy or the rules of this handbook is subject to disciplinary sanction.
- B. OSA, with recommendation from the Vice Chancellor, Health Science Campus, will determine the appropriate disciplinary sanction.
- C. Sanctions may include but are not limited to:
 1. Loss of funding
 2. Loss of recognition as an UT HSC student organization
 3. Loss of privileges as stated in Privileges of Recognized Organizations in this manual.
- D. An organization losing recognition because of sanctions must reapply for recognition after the sanctions are lifted.

XXX. Grievance and Due Process

- A. All grievances related to student organizations must be submitted in writing to the Assistant Director for Student Professional Development. 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 Student Professional Development will notify the president (or appropriate person) and faculty advisor of the organization in writing of the grievance within 5 academic days of the receipt of the grievance.
- C. The Assistant Director for Student Professional Development will arrange to meet with the president of the organization and/or appropriate person(s) involved within 5 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 XXII 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 10 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 5 academic days following the formal hearing. Any sanctions to be imposed will be stated in writing.
- G. An appeal of the decision may be made in writing within 5 academic days to the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs may meet with organization representatives, Director of Student Affairs, and Assistant Director for Student Professional Development as s/he deems necessary.
1. The Vice Chancellor for Student Affairs will provide a written final decision to the organization within 10 academic days of the receipt of the written appeal.
 2. If an appeal has not been made within 5 academic days of the receipt of the decision, or an appeal has been upheld, the sanctions will remain imposed. In the event of an appeal, sanctions shall be held in abeyance while the appeal is under review.