



Idaho College of Osteopathic Medicine

## **Student Organization Handbook**



Greetings!

Student organizations and interest committees are a vital component of campus life at Idaho College of Osteopathic Medicine (ICOM). In one way or another, every group enriches the learning environment for ICOM students and provides opportunities for campus, local, and global outreach. We encourage you to seek out and take part in the many opportunities afforded to you through membership in a ICOM student organization and/or interest committee.

The Student Organization Handbook is designed to help ICOM students navigate student organization policies and procedures. Please use this handbook as a resource when planning programs and when conducting general organization business.

The Office of Student Affairs is in place to support student organizations and encourage learning outside of the classroom. We are proud of all of the wonderful things our organizations will have the opportunity to do, to promote global citizenship and create a community centered on service. As you engage in these activities and services, please remember that you represent both your student organization and ICOM.

We look forward to taking part in your organization's success!

Office of Student Affairs

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## Recognized Student Organizations

### Establishing a New Organization

Students interested in establishing a new student organization must submit the New Student Organization Application to the Office of Student Affairs. Approval or rejection of an application will be determined by the Dean's Council and the decision will be provided by the College in writing. Formal approval by the College must be granted for a student organization to be formally recognized. Recognition can be denied if the organization does not support the overall mission and goals of the College or if the primary goal of the proposed organization is already being fulfilled by another student organization.

Organizations that have been inactive for over a year must complete the new student organization application in order to be granted formal recognition by the College.

### Establishing a New Interest Committee

Student Interest Committees are housed within recognized Organizations. The purpose of these committees is to provide education and programming to allow students to explore their interest in various medical specialties. Students interested in establishing a new student interest committee must submit the New Student Interest Committee Application to the Office of Student Affairs. Approval or rejection of an application will be determined by the Office of Student Affairs and the decision will be provided by the College in writing. Formal approval by the College must be granted for an interest committee to be formally recognized. Recognition can be denied if the interest committee does not support the overall mission and goals of the the College or if the primary goal of the proposed committee is already being fulfilled by another student organization and/or committee.

Student interest committees that have been inactive for over a year must complete the new student interest committee application in order to be granted formal recognition by the College.

## **Annual Recognition Process**

Each student organization and interest committee are required to complete the Annual Student Organization/Interest Committee Recognition Form within four weeks of installing new officers (organizations) or chair (committees). This form allows the Office of Student Affairs to have updated officer and chair contact information, roster of active members, accomplishments, goals for the next year, and information about how the Office of Student Affairs can better support the organization. Failure to complete the Annual Student Organization/Interest Committee Recognition Form will result in a freeze of benefits and services provided to the Organization by the College until the form is completed and approved. Receipt and approval of the annual recognition process will be confirmed to the Organization/Interest Committee by email from the Office of Student Affairs.

## **SOMA/IOPA Membership**

All students enrolled in the College become student members of the Student Osteopathic Medical Association (SOMA), which is the student section of the American Osteopathic Association (AOA). Students may also fully participate on the local level through the College's SOMA chapter available on campus. Students are encouraged to join state osteopathic medical associations for their professional development. Information is available through the SOMA Officers or the Office of Student Affairs.

## **Student Officer Positions**

Students must be in good academic and behavioral standing to hold an officer position or chair position within the College. The GPA to qualify for good academic standing is defined as holding a minimum 3.0 GPA; however, students who seek to hold an officer position or chair position are strongly recommended to hold a minimum 3.0 GPA. Students who are on academic or behavioral probation, not making good academic progress, who do not pass (or are delayed taking) COMLEX, or who are found guilty of an honor code violation are not eligible to hold an officer or chair position. Individual Organizations may have an academic requirement above these minimum limits. Students who were eligible for an office upon election time, but experience any of the aforementioned academic or behavioral issues during the tenure will be asked to resign their officer position within the organization.

Students who wish to run for more than one officer or chair position must receive approval from the Office of Student Affairs prior to the elections. In most cases, qualified candidates will be able to hold an officer position and a chair position, but not two officer positions simultaneously.

### **Class Officer Positions**

To run for a class officer position, the individual must be (or be on schedule to be) promoted as a member of the class for which they are seeking office at the time of elections. Failure to be considered “enrolled” in that class due to academic or behavioral infractions will require that the individual resign his/her position.

Each class will elect a President and Vice-President to present class concerns and suggestions to the College’s administration. Class officer position will follow the cohort until through each academic year. Elections for Class Officers will occur at the conclusion of Block 1 each academic year. The Office of Student Affairs will select a student election committee to oversee the election process.

### **Faculty Advisors**

Every Organization at the College is required to have a faculty advisor. The faculty advisor for the Organization is appointed by the Dean. The faculty advisor for the Organization also serves as the faculty advisor for any Interest Committees affiliated with the Organization. Advisors play a crucial role in the continued development of the Organization and serve as a resource for the leadership team and members of the Organization. The Organization is expected to effectively communicate with the faculty advisor about the Organization’s programs/events and provide regular updates about the progress of the Organization. Any problems or concerns regarding the faculty advisor should be brought to the attention of the Office of Student Affairs.

### **Recruitment of New Members**

First year medical students are not permitted to join Organizations until after the completion of Block 1. This policy is in place to ensure that students effectively transition into the culture of medical school and develop the appropriate skills to be successful at the College.

However, OMS I are encouraged to attend the Student Organization Fair hosted in the fall to explore the opportunities offered by each Organization/Interest Committee in order to make an informed decision regarding membership.

Organizations are not permitted to actively recruit first year medical students during Block 1. Recruiting is defined as inviting OMS I to Organization social events, sharing official Organization communications, or extending an invitation to attend an Organization meeting. Organizations found in violation of this policy will not be able to participate in the Student Organization Fair.

### **Organization Bylaws**

Each Organization will need to develop a set of bylaws and review and update those bylaws on a yearly basis. Bylaws are the governing documents of your organization. They are written to provide direction and continuity and are beneficial during leadership transitions. A template for the bylaws is at the end of the handbook.

### **Nondiscrimination**

Organizations are required to adhere to the College's nondiscrimination policy. The policy can be found below:

ICOM will make every effort to recruit students from a diverse background to foster this richness to meet its mission, goals and objectives. The ICOM Student Admission Policy stipulates ICOM applicants will not be discriminated against on the basis of race, creed, ethnicity, color, sex, gender, religion, national origin, age or disabilities.

ICOM's commitment to the principle of nondiscrimination includes and extends far beyond the federally protected classes of age, gender, race, color, national origin, religion or handicap. ICOM has a commitment to nondiscrimination against any individual or group of individuals. ICOM has a zero tolerance policy to hate crimes and other inappropriate behavior exhibited as an act of discrimination. This commitment extends to any individual or any group that may feel disadvantaged from a social perspective.

## Hazing

Hazing is defined as any action taken or situation created which has foreseeable potential for causing physical or emotional harm to any individual for the purpose of initiation or admission into an Organization. Any incidents of hazing should be immediately reported to the Office of Student Affairs. The College will not tolerate hazing in any form. Appropriate disciplinary action will be taken by the College on all reported incidents.

## Conference Travel

If an absence from a class or rotation does not interfere with the academic work of other students and does not result in the student missing a class or rotation assignment that cannot be remediated, a student in good academic and behavioral standing who holds a student office with an Organization, and who has no conditional or failing grades, under certain conditions, may be allowed excused absences of not greater than five days total per academic year for qualifying professional conferences.

Students who do not hold a student office, and who are in good academic and behavioral standing (academic standing is defined as students holding a 3.0 or higher), may also be eligible for an excused absence of not greater than three days total per academic year, dependent upon class or rotation assignments. Eligible excused absences are determined by the campus appropriate Office of Medical Education for OMS I and OMS II and collectively by the clinical preceptor, campus appropriate director of clinical rotations and associate dean for clinical affairs for OMS III and OMS IV.

The College attempts to make available days to attend national AOA and NCOMA meetings. The Office of Student Affairs in conjunction with the Dean, the Senior Associate dean for Biomedical Affairs and the Dean for Clinical Affairs determine student eligibility and conferences that qualify. Students are accountable for their academic performance; thus, they must weigh the advisability to attend such conferences.

## Room Reservations

Organizations are encouraged to take advantage of ICOM's facilities for meetings and activities. Organizations are responsible for ensuring the appropriate use of the facility and maintaining the condition in which it was found. Any problems with ICOM facilities should be immediately reported to the Office of Student Affairs.

Organizations are expected to respect campus facilities and utilize them with care. Organizations are responsible for leaving the room in a clean and orderly fashion upon completion of use. In the event that a room reservation needs to be cancelled, please cancel the reservation through the team app.

Organizations must comply with the ICOM's Facilities Policy at all times.

## Organization Programming

### Event/Outreach Approval

For all Organization events and outreach programs, the Organization must complete the Student Organization Event/Outreach Program Approval Form. The form must be submitted to the Office of Student Affairs at least 30 days in advance. Feedback regarding the event and a response to the request will be given to the Organization within one week of the request.

The Organization may not make any commitments on behalf of the event/outreach program prior to approval from the Office of Student Affairs. In the event the Organization requests permission for a speaker to visit campus, it is important that the Office of Student Affairs has efficient time to alert the Deans of the College. Organizations must fill out and submit the Guest Speaker Approval Request Form and submit it to the Office of Student Affairs. Permission for full-time faculty to speak to the Organization is not required.

Each organization should plan at least one outreach/service project each semester.

### Event/Outreach Planning

Organizations have the opportunity to plan for a variety of different events, programs, and outreach opportunities. Therefore, it is important for the Organization to develop a clear vision for why an event is being planned and how it will be implemented.

During the planning phase, it may be helpful to consider the following questions:

- Does the purpose of the programming align with the mission of ICOM?
- What are the goals of the program?
- When can the program take place (date, time, etc.)? Are there any barriers to attendance on this date?
- What type of space and equipment is needed for the program

- What is the projected budget for the program? Will a grant be needed to subsidize the cost of the event?
- Will the program require a contract with a third party?
- How will the program be publicized?
- What liability/insurance concerns need to be considered?
- How will the program be evaluated?

## Risk Management

ICOM expects Organizations to engage in responsible and professional behavior at all times, both on and off campus. Events in which alcohol is served must be thoroughly reviewed by the Office of Student Affairs. Approval of these events will only occur when it is clear that the use of alcohol is in moderation and under appropriate circumstances. Alcohol may not be consumed at events held at ICOM. Organizations must comply with the following policies related to risk management:

1. Produce a social responsibility statement, approved by the Office of Student Affairs, to be signed by all attendees (including students, faculty, and staff AND guests of students, faculty, and staff) at the time of entrance or ticket purchase.
2. Approval for events where the venue is serving alcohol will have to be approved by the Dean. Documentation should be submitted in a plenty of time for the Office of Student Affairs to gain the Dean's approval.
3. Alcohol can only be served by licensed third party vendors.
4. Organization funding cannot be used for the purchase of alcohol.
5. Alcohol cannot be used in any form to solicit funds for the benefit of the Organization (i.e. alcohol cannot be the prize in a raffle or contest, etc.).
6. Non-alcoholic beverages and an appropriate amount of food must be available to all attendees throughout the duration of the event.
7. Events in which alcohol is served are not permitted on the College campus.

## Statement of Social Responsibility

Below is an example of an acceptable Statement of Social Responsibility in which alcohol is served. Statements will vary based on the type of event.

I, \_\_\_\_\_, understand that the intent of this event is to socialize with other students and network with ICOM faculty and staff. I understand that it is in the best interest of my campus, my profession and myself to adhere to the guidelines set forth by the Honor Council. At all times I will carry myself in a professional and responsible manner and abstain from inappropriate behavior to include, but not limited to the over-consumption of alcohol. I acknowledge that any such inappropriate behavior will be referred to the Honor Council and appropriate action will be taken by the administration.

### **ICOM Logo**

Use of ICOM's name, logo, seal, photographs, or likeness must be approved by the Office of Student Affairs before being used in any capacity. This includes, but is not limited to posting on memorabilia (i.e. Organization merchandise, intramural shirts, etc.), flyers, letters for fundraising or to community members, or use on letters or electronic messages to the public or internal audiences. Please allow two weeks for the Office of Student Affairs to approve your request.

### **Event Marketing**

Publicizing an Organization event is an important component of the event planning process. All forms of marketing must be approved by the Office of Student Affairs prior to posting. The event scheduling form will prompt you to enter information for ICOM Digital Signs as well as website/social media support.

### **ICOM Website**

Each student organization will have information on the external website which showcases your organization. Your organization will be responsible for notifying the Director of Student Affairs of any changes you request to have made to the website, such as updating officer information, mission statement, photographs, etc. Please email all information to the Director of Student Affairs at [ewatson@idahocom.com](mailto:ewatson@idahocom.com). The Director of Student Affairs will review and post approved changes.

### **Digital Signs**

The digital signs located on the first and second floors of the ICOM building may be used to promote student organization activities and events. Please submit a slide using the Event Planning Request Form. Approved slides will be submitted to the Director of Marketing and Communications for posting.

Please note that an Activity Approval Form for the event or activity must be approved prior to posting a slide. This form is submitted to the Office of Student Affairs.

### **Week Ahead Email**

The Office of Student Affairs will distribute a Week Ahead email each Friday to inform students, faculty and staff about the next week's activities and events, as well as announcements and upcoming events. Please include a description of your event on the Activity Approval Form as you would like it to appear in the Week Ahead. Announcements may be e-mailed to the Director of Student Affairs. . The deadline for submissions is Monday at noon for the next Week Ahead.

### **Press Releases/Other Publicity**

Student organizations may request the issuance of a press release or other publicity to promote special events and programs, including fundraisers and community service projects, by indicating such requests on the Activity Approval Form. Other publicity may include communications to the local communities. Submit all requests to the Director of Student Affairs who will have the press release prepared and/or posting in collaboration with the student organization if the request is approved.

### **Social Media Accounts**

Student organizations may create their own social media accounts, including, but not limited to, Facebook pages, Twitter accounts, and Tumblr blogs. However, no logos or ICOM marks may be used at any time for any purpose and a clear disclaimer must be posted at all times that states the following: This page/account/blog is not maintained by ICOM and is completely maintained by students.

## Organization Finance

### Organization Funding

### Organization Accounts

All Student Organizations are required to maintain their accounts in the Office of Student Affairs of ICOM. Each Organization is allocated start up funding not to exceed \$500.00 and determined by the Student Government Association (SGA). The Organization's allocation can be used for general operations, educationally purposeful activities and programs, and community outreach. The College encourages Organizations to become familiar with the preparation of financial plans and the benefits of effective budgeting.

Each Organization program must be approved by the Office of Student Affairs at 30 days in advance. All programs must be approved prior to the Organization making any commitments relating to the program (i.e. do not sign contracts or make financial commitments prior to program approval from the Office of Student Affairs).

Each Organization and interest committee is required to maintain accurate records reflecting the account balance. Organization officers can request an account balance through the Office of Student Affairs via email or in person in order to ensure accurate record keeping. Any questions or disputed balances can be discussed by making an appointment with the Office of Student Affairs. Any negative balance must be pre-approved by the Office of Student Affairs. Approval of negative account balances will occur only in rare circumstances.

### Reimbursements/Payments

Student organizations must submit a copy of their organization by-laws to the Office of Student Affairs. If the Office of Student Affairs does not have a copy of the student organizations by-laws, the organization is ineligible for reimbursements and, in particular, reimbursements for conferences relating to the national or regional conferences.

All requests for reimbursements and payments must go through the Office of Student Affairs. Requests for reimbursement/payment take approximately two week to process. Organizations are responsible for allocating time for transactions that require mailing. All reimbursements must have a paid receipt attached to the Student Organization Payment/Reimbursement Form. Any reimbursement/payment requested by the treasurer must be signed by the president of the respective Organization.

The treasurer of the Organization will be notified via email from the Office of Student Affairs when the reimbursement/payment is ready to be picked up. Only the treasurer of the Organization can pick up reimbursement/payment checks. All reimbursements/payments must be signed in the Student Organization binder before the check can be distributed. Any request for reimbursement relating to conference fees must include the portion of the Organization's bylaws that explains the process for conference reimbursement.

Organization officers are responsible for ensuring that all transactions being requested are in line with the Organization constitution and bylaws. Organizations should not authorize charges to be billed without the treasurer's approval. Reimbursements and payments cannot be authorized or fulfilled if there are not sufficient funds in the Organization's student account.

## Deposits

All requests for deposits into Organization accounts must go through the Office of Student Affairs. When requesting a deposit, the Organization must submit a Deposit Slip along with the check, cash, or coins. If depositing cash or coins, please turn in the deposit slip and funds in person to the Office of Student Affairs. All cash deposits must be counted prior to being turned in. The Organization's treasurer must sign off on the account balance the Wednesday of the following week in order to verify that the deposit has been made accurately. Organizations will be required to pay for bounced checks. A \$5 fee and the amount of the bounced check will be immediately taken from the Organization's account balance.

The Office of Student Affairs will keep all reimbursement, payment, and deposit forms on record for one year.

## **Tipping**

It is an expectation of Organizations by the College that funds be used in a responsible manner. Organization fund allocations are made out of student tuition/ fees or fundraising. Organizations should not tip more than 20% (15-18% is customary) for food at a restaurant. When food is delivered to the College in large quantities, a reasonable tip of 10% should be provided.

## **Fundraising**

Hosting events, socializing, performing community service may require additional funding outside of the student organization's allocated budget. ICOM must ensure all outreach efforts to corporations, foundations, organizations, and friends of the school are executed in a coordinated manner. No solicitations on behalf of ICOM, or any subsidiary may be made without submitting a request to the Office of Student Affairs and obtaining approval. No letters or advertisements maybe released without prior approval as outlined in this document, and all use of the ICOM name and logos must be approved prior to publication.

## **Organization Fundraising Policy**

Organizations may fundraise for their respective group by soliciting outside funds (i.e. organized fundraisers) or by seeking donations (i.e. gifts in kind). Items cannot be sold for the purpose of generating revenue.

When seeking funds from outside agencies (i.e. donations from a third party), the Organization must first obtain approval from the Office of Student Affairs prior to obtaining funds. The Organization may obtain approval by e-mailing the Office of Student Affairs. Organizations need to make any outside agencies aware that ICOM is a for-profit college.

The Student Organization Event/Outreach form must be submitted to the Office of Student Affairs 30 days in advance for any Organization fundraiser. In general, fundraisers that benefit ICOM sponsored projects will be approved. There are a significant number of worthy ICOM affiliated programs in which you can direct your efforts. Fundraising for these causes allows for 100% of the funds to go directly to the source (often with national groups, funds are not applied in full and/or directly to the fundraising cause).

## Merchandise Fundraising Policy

Fundraising of student memorabilia (i.e., shirts, hats, glasses, flags, binders, cases, or any other items), may take place three times annually: in the Fall, Winter and Spring. The Office of Student Affairs, in collaboration with SGA, will provide dates for these opportunities. SGA will be responsible for promoting the dates of these “ICOM Fair Days” and will provide the student body with items available via fliers and on the SGA website.

Organizations must submit a Merchandise Approval Form for Student Organization Fundraising to the Office of Student Affairs prior to ordering any student memorabilia. Approval must be obtained each academic year for Organization merchandise, even if the same item is being used.

Student groups may order apparel and other items to promote their student organization with the approval of the Director of Student Affairs.

Please consult with the Director of Student Affairs if you wish to explore ordering items.

## Student Organization Forms

New Student Organization Application

New Student Interest Committee Application

Bylaw Template

Annual Student Organization/Interest Committee Recognition Form

Student Organization Event/Outreach Program Approval Form

Student Organization Request for Funding

Student Organization Payment/Reimbursement Form

Deposit Slip

Merchandise Approval Form for Student Organization Fundraising

SGA Form for Organization Fundraising Fair

Activity Approval Form