As a Baylor College of Medicine (BCM) medical student, you should know the administrative procedures affecting you.

The Student Organization Handbook provides guidelines and policies for all officially recognized medical student organizations. Students are responsible for knowing all the information presented in this handbook.

While every effort has been made to verify the accuracy of information, BOM reserves the freedom to change without notice information published herein. This publication is not to be regarded as a contract.

Further information can be obtained from:

Office of Student Affairs
School of Medicine
Baylor College of Medicine
One Baylor Plaza
BOM MS368
Houston, TX 77030
stuaff@bcm.edu

Baylor College of Medicine is committed to a safe and supportive learning and working environment for its learners, faculty and staff. College policy prohibits discrimination on the basis of race, color, age, religion, gender, gender identity or expression, sexual orientation, national origin, veteran status, disability or genetic information. Harassment based on any of these classifications is a form of discrimination and also violates College policy (02.2.25, 02.2.26) and will not be tolerated. In some circumstances, such discriminatory harassment also may violate federal, state or local law.

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Medical Students at BOM may form groups based on common beliefs and interests and may express their views through these organizations as permitted by their constitution. Political organizations or organizations existing for the sole purpose of political advocacy may not be formed under BOM auspices and are not eligible to receive BOM financial support. Students are reminded that any publication or meeting should be conducted as follows:

With regard to the laws governing defamation, since libelous defamatory statements are not constitutionally protected and could subject a student group or its members to legal action.

Without intent to proselytize or coerce any member of BOM to agree with a specific point of view or opinion of the group.

With professional regard for all members of the group and of BOM.

An organization function on campus may require the following: a room reservation,

applicable and completing

The MSS functions as the student government of the BOM School of Medicine student body and is involved in coordinating student activities, facilitating communication between various student groups, and acting as a liaison between students and faculty. For more information about the Student Senate, please see the Student Senate Constitution. Feel free to contact any of the 2019-2020 MSS officers listed below if you have questions about processes or procedures associated with student group activities.

, Co-Chair

The Medical School Council (MSC) manages the School of Medicine Student Activity Calendar (BCM Intranet). Official Student Organizations and MS1/2/3/4 Classes are encouraged to submit notice of eligible activities and events.

The areasfollows:

MSS-MS17@listserv.bcm.edu MS3s Class Graduating 2021

DL-BOM-MSS-MedStudents-Graduating 2022

MS2s Class Graduating 2022

DL-BOM-MSS-MedStudents-Graduating 2023

MS1s Class Graduating 2023

DL-BOM-MSS-MedStudents-Graduating 2024

MS1s Class Graduating 2024

MSS-MED@bcm.edu (this is a distribution list composed of ____

The designated moderator will transmit messages sent to a listserv within 24 hours so be mindful of this time constraint when sending time-sensitive information.

The Office of Student Affairs manages a BOM account for every officially recognized medical student organization.

The Office of Student Affairs works with the Finance Department to process all account transactions (deposits and reimbursements) on behalf of student organizations.

Baylor College of Medicine is a non-profit, tax-exempt institution. Therefore, all student class and organization fundraising must be transacted through accounts established by the Office of Student Affairs and managed by John Rapp. He must review and approve all printed materials soliciting donations to benefit student organization activities and charitable organizations.

An approved student member or officer must first pay for an activity and will then be reimbursed by the Office of Student Affairs. This process should take no longer than 3-4 business days.

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Direct any questions about gift cards or gift certificates to John Rapp.

In the Fall and Spring of each academic year the Student Senate releases student organization funding applications to the student body. Any approved organization interested in applying for funding from the Student Activity Fee funds must submit an application by the specified deadline. After the deadline, the Student Senate will meet to review funding applications and award funds to each student organization. Guidelines regarding funding requests can be found in the funding application, but in general, priority is given to events that either directly benefit t912 0 612 7988(e)25(ct)22(l)20(y)-19()16(be)25(ny)-19()16V#toAft

less likely to require extra security personnel if they include only BOM personnel, occur during business hours, and do not involve alcohol consumption. For additional information please see BOM intranet Campus Safety and Security.

- Francisca Luna (<u>fluna@bcm.edu</u>) Housekeeping must be contacted prior to all BOM hosted events. The charge for clean up will depend on the venue size, number of guests, whether or not food is served, etc. A <u>Work</u> <u>Order</u> must be completed.

Call 713-798-4862 during business hours and 713-798-

4831 after hours

Facility Services will ensure lighting and A/Care on during the event and will provide tables and chairs if needed. Facility services can provide a podium. Charges vary depending on what is requested. A Work Order must be completed to ensure Facilities Services is aware of the event.

Office of Student Affairs will reimburse that student from their organizati account of this handbook.

Prior to expenditures, ensure there is adequate funding in account to pay for these charges the required service charges described above.

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