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Student Clubs and Organizations Policies and Procedures

All student organizations, study clubs, and student government officers at the Boston University Henry M. Goldman School of Dental Medicine (GSDM) are required to be familiar with the Student Clubs & Organization Policies and Procedures (SCOPP) as well as additional Boston University, BUMC, and GSDM policies. All officers, committee members, and faculty advisors should review the following document in its entirety.

SCOPP is subject to change, so please check with GSDM Student Affairs if you have any questions in regards to this document.

Important club/organization forms can be found at <https://dent-sps.bumc.bu.edu/portal/> under the "Student Affairs" tab.

• Annual Report & Strategic Plan	• Purchase Form
• Conference Summaries	• Event/Room Request Form
• Create a New Student Organization	• Student Mass Communications Request Form
• Deposit Form	• Student Organization Registration Forms and Membership Roster
• Flyer Design Request	• Student Travel Support Form
• Fundraising Event Request	• Reimbursement/Travel Form
• Pay Student Organization Dues	

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GENERAL INFORMATION

All students of GSDM, including club and student organization officers and representatives, are required to abide by the [Boston University Code of Student Responsibilities](#) and the [GSDM Code of Ethics](#).

Failure to fulfill or abide by the responsibilities set forth in these documents may result in disciplinary action and/or Judicial Board charges.

CREATING A NEW GSDM CLUB OR ORGANIZATION

Clubs & organizations are created with the approval of Student Affairs, and are managed by students and faculty advisor(s), with oversight provided by Student Affairs staff. In order to be recognized as an official organization or club, the following procedures must be followed and the policies set forth in this document adhered to.

In order to create a new club or organization, the following criteria must be met:

- Must have at least 8 enrolled GSDM students and/or residents
- Must be deemed “sustainable” by Associate Dean of Students or Director of Student Affairs
 - Sustainability of club/organization is defined as the ability to recruit and maintain membership from year to year; maintain fiscal responsibility and excellent records; and yearly transition plan for new officer orientation.
 - Affiliation with national organization or association is greatly encouraged, as it allows members the opportunity to participate at a national level.

Steps to create new club/organization:

1. Complete the “Create New Student Organization” form on the [GSDM Portal](#)
 - Only students in good academic and disciplinary standing (as verified by Student Affairs and Academic Affairs) can serve as elected representatives of any student organization or study club.
2. A constitution (see sample) must be created and submitted to Student Affairs for review.
 - All proposals to create a new student organization must include the following:
 - Mission Statement
 - Constitution
 - Drafts can be submitted for review to Student Affairs.
 - Proposed amendments must be submitted to Student Affairs for approval before being put forth for vote by organization membership.
 - Membership requirements and cost of yearly dues
 - List of proposed activities and/or programming
 - Outline of a plan to fund the student organization
 - Protocols for fundraising that are compliant with all university, school and medical campus rules and regulations.
 - 2 faculty advisors are required of all student organizations; at least 1 faculty advisor for a study club
 - Club/organization leaders must notify Student Affairs of the selection of advisors.

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GENERAL ROLES & RESPONSIBILITIES OF CLUB AND ORGANIZATION OFFICERS

Officers or selected representatives of the club/organization must comply with these guidelines:

LEADERSHIP

- Only students in good academic and disciplinary standing (as verified by Student Affairs and Academic Affairs) can serve as elected representatives of any club/organization.
 - If an officer goes on academic or disciplinary probation at any time during the course of their tenure, they will be removed from office by the Associate Dean of Students and be unable to serve as an officer until they return to good standing.
 - If a student who had been removed from office becomes eligible, they must wait until the next election to run for a position.

OFFICER ROLES AND RESPONSIBILITIES

- President
 - Oversees all operations of the club/organization.
 - Provides leadership and strategic goals for the academic year.
 - Responsible for working with the Executive Board, organization membership, and Student Affairs to develop, submit, and execute the organization's strategic plan each academic year.
 - Chairs the Executive Board.
 - Presides over and creates agendas for general member meetings.
 - Collaborates with the administration and the club/organization's faculty advisor(s) to fulfill the organization's mission and execute strategic plan for organizational success.
 - The President will act as the primary liaison with GSDM Student Affairs, ensuring the club/organization's activities and projects are in accordance with all University and school policies.
- Vice-President
 - Cannot be a member of the same graduating class as the President.
 - Supervises the responsibilities of the President should they be unavailable.
 - Assists the President with the oversight and management of the club/ organization
 - Coordinates fundraising/membership dues efforts, in collaboration with Treasurer
 - Presides over club/organization meetings in the absence of the President.
 - Manages the club/organization's email account, including sending out all club/organization electronic communications, in accordance with GSDM and Boston University policies.
- Treasurer
 - Tracks all deposits, withdrawals, and account transactions.
 - Maintains and monitors the student organization's budget.
 - Completes annual financial report.
 - Prepares monthly financial reports and documents to keep the organization members and Student Affairs informed about the organization's financial situation.
- Secretary
 - Takes minutes at every general body and Executive Board meeting.
 - Creates and maintains historical documents for the academic year and for continuity.
 - Dropbox or shared Google drive are recommended.
 - Books all rooms for meetings and student events, via the GSDM Portal.
 - Assists with club./organization projects as needed.
 - Manages election process.
 - Compile and submit the organization's Annual Report & strategic Plan, club/organization roster, and membership lists each year.
- Student Affairs will not allow co-president positions, however, will consider president-elect or vice-president elect positions.

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ELECTIONS

Elections for all club/organization officers will be held in February of the academic year. This allows for effective and efficient transition between outgoing and incoming officers.

- Election Protocol
 - Secretary must submit a list of students wishing to run for office by end of January to Student Affairs.
 - Student Affairs will verify each student's eligibility (academic/disciplinary).
 - If any student is determined to be ineligible, the secretary will remove their name from the list of candidates.
 - When final list of candidates is approved, the secretary will submit a request to create an electronic ballot, by emailing the following information to gsdmsa@bu.edu:
 - List of positions and candidates running for each 3 business days prior to the ballot opening
 - Ballot open date
 - Ballot close date
 - List of member emails in an Excel doc
 - Student Affairs will create a secure electronic ballot and share link with club/organization membership.
 - Any information pertaining to candidate applications, profile blurbs, etc. must be sent to members by the secretary 24 hours prior to Student Affairs releasing the ballot for elections.
 - After the ballot closes, Student Affairs will validate the election results and inform officers, faculty advisors, and membership of election results.
 - New officers take office on May 1st.
- Special Election
 - If an officer is removed from office due to academic or disciplinary reason, the remaining officers will email the club/organization's membership asking for nominations. Once nominations are received, the secretary or vice president will follow election protocol above for special election.

TRANSITIONING OFFICERS

Each organization must have a transition meeting prior to new officers taking over. This meeting provides the outgoing officers the opportunity to ensure that the programming, events, etc. do not diminish with the next executive board. It provides the incoming officers with the opportunity to learn what their responsibilities are and to facilitate smooth transition from one executive board to the next.

- Transition meeting will be held no later than April 30th.
- Meeting must include the following individuals:
 - Outgoing officers
 - Incoming officers
 - Faculty advisor
 - Student Affairs staff
- Meeting agenda will include the following:
 - Review of organization mission statement
 - Review of constitution and proposed changes
 - Review of financials
 - Review of previous academic year's Strategic Plan & Annual Report
 - Create and submit Annual Report & Strategic Plan (due April 30th)

All proposed amendments discussed during the transition meeting must be put to a vote with either the executive board or general members of the club/organization within two weeks after the scheduled transition meeting. After the votes have been casted and the amendments have been determined, the club/organization must submitted their confirmed, updated copy of the constitution to Student Affairs at gsdmsa@bu.edu.

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All club/organization treasurers are required to have an additional one-on-one meeting with Mrs. Amy Nelson to review organization specific financial records, policies, and procedures.

MEMBERSHIP PORTAL

All officers must join their own organization via the **Membership Management Portal (MMP)** in the [GSDM Portal](#) and pay dues before they will be granted access to the membership management system and membership rosters. Clubs are not required to use MMP for membership, but are encouraged to do so.

PAYING STUDENT ORG DUES

- Go to GSDM Portal - <https://dent-sps.bumc.bu.edu/portal/>
- Login with your BU login and Kerberos password
- Go to the **Student Affairs** tab
- Select "Forms" → "Pay Student Organization Due"
- Select the student organization you would like to join
- Select the type of membership
- Click PAY NOW
- You will be redirected to BU's credit card payment system where you can complete your transaction.

NON-GSDM STUDENT MEMBERSHIP

Students enrolled in the Oral Health Sciences program at Graduate Medical Sciences (GMS), School of Medicine (MED), and School of Public Health (SPH) students will be allowed to join GSDM student organizations if allowed by the organization's constitution. They must pay dues as cash or check and their membership tracked manually by the organizations' officers. ***Non-GSDM students do not have access to the GSDM Portal, preventing them from joining organizations via the MMP.***

TO ACCESS ROSTER AND VIEW DUES PAID

- Go to GSDM Portal - <https://dent-sps.bumc.bu.edu/portal/>
- Login with your BU login and Kerberos password
- Go to **Student Affairs** tab
- Select "Student Organization Management"

MAKING CHANGE IN DUES/FEES:

If membership dues change at any point, please inform Student Affairs immediately so the MMP can be updated accordingly.

Every August 1st, the MMP will reset and the membership rosters will be cleared of all members.

- Anyone wishing to pay dues and join your club/organization will be able to do so on August 2. ***Do not send any information about joining your organizations prior to this date.*** Anyone who joins prior to August 1st will be removed from the roster during the reset and will have to join and pay their dues again.

If officers wish to review the membership roster before they are granted management access in the system, they may request an active members list from the officers transitioning out of their role.

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CLUB/ORGANIZATION CONSTITUTION

All clubs and organizations are required to review their constitution annually with Student Affairs and their faculty advisor(s).

- A copy of constitution, with any proposed changes, must be emailed to Student Affairs, gsdmsa@bu.edu.
- Annual review of the constitution should take place before the officer transition meeting in order to discuss the content with all meeting attendees.
- Proposed changes will be emailed to Student Affairs for review.
 - If further clarification is needed, Student Affairs will contact officers and faculty advisor to schedule a meeting.
- If proposed changes are approved by Student Affairs, the changes must be shared with the executive board or organization members for review, depending on the amendments protocol in the organization's constitution.
- A general members meeting should be scheduled for any open discussion and voting.

CLUB/ORGANIZATION MEETINGS & EVENTS

- Clubs/organizations must check the *Student Affairs Online Google Calendar* to ensure that no conflicts exist between school, Student Affairs or other student activities.
 - For access to the Student Affairs Google Calendar, please contact Erica Stocks, emstocks@bu.edu.
- For off-campus events, clubs/organizations must inform Student Affairs via email 3 months prior to event.
- Clubs/organizations are not allowed to negotiate or sign contracts for off-campus events or use their personal credit cards to pay for events, unless approved by Student Affairs.
- Vendor-supplied food distribution, if allowed, may be approved for non-public areas only, and will be limited to student, faculty and staff guests only.

Scheduling

- To schedule a room/space:
 - Complete the **Event/Room Request Form** on the portal at least 10-14 business days prior to the planned event.
 - Student Affairs will enter a reservation request for the room to be reserved.
 - When room reservation has been confirmed, the requestor will receive a confirmation with all the details.

Organizing a Fundraising Event/Activity

- Any planned fundraising activities must be submitted via the **Fundraising Event Request** in the GSDM Portal.
- Proposed fundraising activities are subject to review and approval by the Associate Dean of Student Affairs and/or Director of Student Affairs, and are subject to review by the administration and the University's legal counsel.
- Events not allowed:
 - Vegas-style events, field days, bake sales
 - Sales of pre-packaged, intact, non-perishable food items (i.e. cookies sold in their original, sealed packaging are permitted).
- Request for flyer must be submitted via GSDM Portal 3 to 5 weeks BEFORE you wish to start promoting event
 - Example - a candy-gram sale starting April 1st should have promotion start March 18th, which means request for flyer should be submitted by February 11th.

Organizing a Social Event

- For any off-campus events, clubs/organizations must contact Student Affairs, **at least three (3) months prior to the date you wish to have the event.**
- No officers are allowed to negotiate or sign contracts for off-campus events or use their personal credit cards to pay for events, unless approved by Student Affairs.

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ALCOHOL POLICY

- All club/organization sponsored events must be in compliance with the “BUMC Guidelines for Serving & Consuming Alcohol at BUMC Events,” including student organization sponsored off-campus events.
- “Boston University Medical Campus Guidelines for Serving & Consuming Alcohol at BUMC Events” can be found at <http://www.bumc.bu.edu/busm-od/bumc-guidelines-for-serving-consuming-alcohol-at-bumc-events/>.
- “Boston University Statement on Illegal Drugs and Alcohol” can be found at <http://www.bu.edu/dos/policies/lifebook/drugs-alcohol/>

COMMUNITY OUTREACH EVENTS

Approval for any community outreach events must be obtained from GSDM Global and Population Health.

- If you want to organize a community outreach event, email [Ms. Kathy Lituri](mailto:Ms.Kathy.Lituri) with the following information:
 - Name of student organization or study club
 - Faculty advisor’s name
 - Your name
 - Your email
 - Your cell phone number
 - Type/Name of event
 - Purpose of the event
 - Proposed date/time
 - Event location
- If you would like to participate in an event that already exists, [email Ms. Lituri](mailto:Ms.Lituri) with the following information:
 - Name of student organization or study club
 - Your name
 - Your email
 - Your cell phone number
 - Name of event
 - Number of student volunteers

EMAIL COMMUNICATIONS VIA LIST SERVS

Clubs/organizations wishing to use listservs to send out announcements/flyers, etc. must complete the [Mass Communication Approval Form](#) via the GSDM Portal

- Use of the GSDM listservs is limited to messages that have been reviewed and approved for content and language by Student Affairs.
 - Listservs can only to be used to broadcast school- and university-related business and limited to messages sent to the administration and school-endorsed organizations.
 - Student Affairs reserves the right to review all requests and edit for content, clarity and formatting in accordance with Boston University, BUMC, and GSDM communications and computing policies.
- All clubs/organizations are responsible for establishing a protocol to maintain communication with the student body regarding events or issues associated with the group.
- Listservs are NOT to be used for non-school related discussions, religious announcements, chain letters, commercial endorsements, or advertisements.

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GSDM CLUB/ORGANIZATION FINANCIAL MANAGEMENT

FINANCIAL ACCOUNTS AND RECORDS

- No club/organization can maintain an outside bank account.
- Funds in the organization's account roll over from year to year (not a "use it or lose it" account).
- Treasurer is responsible to maintaining expense, revenue and all other financial documents as they pertain to the organization. Student Affairs will provide fund balances, list of transactions, and outstanding commitments on a limited basis, if requested. Requests should be made via email to gsdmsa@bu.edu.

STUDENT ORGANIZATION GENERAL ACCOUNT

Each organization has an account that is held under the Student Affairs operating budget, with the exception of the following clubs/organizations (they use the Student Org General Account [9090010664] for their financial transactions):

- Academy of General Dentistry (AGD)
- BU Dental Aesthetic Society (BUDAS)
- American Academy of Developmental Medicine and Dentistry (AADMD)
- Middle Eastern Dental Student Association (MEDSA)
- Muslim Student Association (MSA)
- Persian Student Dental Association (PSDA)
- South Asian Student Dental Association (SASDA)
- Society for Queers & Allies in Dentistry (SQuAD)
- Uniformed Services Student Dental Association (USSDA)
- All study clubs

Because the funds are held in a general account, accurate and meticulous record keeping by the treasurer is crucial.

- Minimum required to create a new student account is \$10,000.

FINANCIAL TRANSACTIONS

The treasurer will handle all money-related matters and paperwork including deposits, reimbursements, purchases and transfers and complete appropriate form via the GSDM Portal for all financial transactions.

- Financial forms must be submitted at **least ten (10) business days** prior to the transaction to allow for processing time.
- During holiday or vacation times, requests must be submitted no later than **fifteen (15) business days** prior to the date support is needed.

COMPLETING REIMBURSEMENT FORMS/PURCHASES

All students who purchase items for their club/organization event are required to submit all original scanned receipts to the treasurer.

- Scan each receipt individually and save them as PDFs with the file name in the following format.
 - "Last Name, First initial - Event Name - Vendor, what the expense was. Date expense was incurred"
 - Example: Smith, J. - ASDA Social - Estragon , Catered Food, 03.21.16
 - Last Name, First Initial should be of the student who is receiving the reimbursement
 - Complete a **Reimbursement/Travel Form** via the GSDM Portal.
 - Send email to gsdmsa@bu.edu with subject line "Reimbursement - {name of student receiving reimbursement}" and attached each saved receipt and a copy of the event attendees list.
- Student Affairs will process reimbursement request via the university system.

If the student is owed money, they will receive a reimbursement check via US Mail.

- Student Affairs will **ONLY** accept reimbursements request from the treasurer and all receipts must be submitted in the correct format in order for reimbursements to be processed.

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REQUIRED REPORTS

EVENT REPORTS

All events must have a sign-in sheet.

- After the event, the secretary or designated representative will write a brief report about the event.
- This report and a PDF copy of the sign-in sheet should be emailed to the club/organization's secretary, vice-president, and gsdmsa@bu.edu.
- The secretary will keep these documents (in their organization's dropbox or Google drive) and will use them to compile the club/organization's annual report, as required by Student Affairs.

CONFERENCE REPORTS

Any student who attended a national meeting or conference that is funded (fully or partially) by Student Affairs must complete the [Conference Summary Form](#) via the GSDM Portal within **1 week of their return to campus**.

- If multiple students traveled to the meeting or conference, only one form should be submitted on behalf of all who traveled.
- Student Affairs will email copy of the submitted conference report to the secretary and CC the president and vice-president.

ANNUAL REPORT & STRATEGIC PLAN

Each club/organization is required to submit an [Annual Report & Strategic Plan](#) by April 30th

Reports will include the following:

- Updated list of officers
- Club/organization membership roster
- List of all club/organizations events that were held during the given academic year
- Summary of revenue and expenses
- Plan for upcoming academic year (events, fundraising, travel, etc.)

STUDENT ORGANIZATION PROMOTIONS & MARKETING

LOGOS

Creating a logo for your student org is a great way to gain real world branding experience. Your logo can be used on a wide variety of marketing materials and should be professional and distinct. *All student orgs are required to have an approved logo.*

All logos incorporate "Boston University" and the title of the org in the bottom half of the logo. This is done to ensure consistency and clarity across the wide range of student org logos and will be done automatically by Communications.

CREATING YOUR LOGO

All student organizations will work with GSDM Communications and any associated national affiliations.

- Upon creation of your student org, Student Affairs will contact Communications to begin the logo design process.
- At this point, you will be required to email the following to emstocks@bu.edu
 - Relevant associated national affiliation information (if you are not officially affiliated, or will not *soon* be affiliated with an organization, then this is not required)
 - Design inspiration via links to images (recommend iStock photo)
 - Similar organization logos, if relevant.

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LOGO CREATION GUIDELINES

- **For organizations that have associated national affiliations (chapter logos)**
 - If your org is part of a larger affiliation than they may have guidelines for using their logo and creating chapter logos. In some cases, they may create the logo for you. In these cases, Communication can assist you in contacting the correct offices.
- **For organizations without national affiliation**
 - You will be guiding the design process in creating a lettermark and (optional) combination mark. A lettermark is the acronym of your org, written out in a type style that is easy to read, prints well (1-2 colors, no gradients) and captures the identity of your org. A combination mark is the same as the lettermark but can contain colors and graphics.

FLYERS AND POSTERS

Requests and updates for flyers must be made via **Flyer Design Request** on the [GSDM Portal](#).

- Lead time for flyer requests is 5-6 weeks prior to the date you would like to start promoting the event.
 - Example - a candy-gram sale starting April 1st, promotion should start March 18th, which means request for flyer should be submitted by February 11th.
- Requests will be reviewed by Student Affairs then forwarded on to GSDM Communications who will design the flyer based on information provided on the form and university and GSDM guidelines.
- When flyer is completed, it will be sent to the requestor and is approved for distribution via the Listservs (Mass Communication Form is not required).
 - If you wish to add text in an email IN ADDITION to the flyer, you will need to submit a Mass Communication Form via the [GSDM Portal](#).
- Student-created flyers are allowed, with review and approval by Student Affairs and GSDM Communications. (Canva is a great tool for creating professional flyers, Instagram posts, etc.)

TABLE SKIRTS

Table skirts are red cloth drape that can be used on a table for your organization's events.

- All table skirts will be red with your approved student logo and GSDM logo.
- Approximate cost of a 6ft table skirt is \$250-300 and will be paid for out of your student organization funds.
- To order a table skirt, please contact Erica Stocks, emstocks@bu.edu.

WEB PAGES ON www.bu.edu/dental/students

Each Student Organization will have a webpage on the main Student Affairs webpage (<http://www.bu.edu/dental/students/organizations/>).

- If you would like to make updates to an existing page, please copy the URL of the page and the text and paste into a new email. Make your edits in red and send new text via email to gsdmcomm@bu.edu, and cc Student Affairs at gsdmsa@bu.edu.
- To schedule a group photo of your executive board, please email GSDM Communications at gsdmcomm@bu.edu to schedule an appointment.

SOCIAL MEDIA POLICY

Student organizations are allowed to create and maintain social media accounts (Facebook, Twitter, Snapchat, Instagram, etc.) for their organizations.

- It is recommended to keep your social media handle the same as your approved BU email address (this helps promote consistency in branding)
- All students are expected to maintain these accounts appropriately and professionally at all times, and to abide by the [Boston University Code of Student Responsibilities](#) and the [GSDM Code of Ethics](#).
- Failure to fulfill or abide by the responsibilities set forth in these documents may result in disciplinary action and/or Judicial Board charges.

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T-SHIRTS

Some clubs/organizations choose to include a t-shirt in the costs of their annual dues.

- Cost of t-shirts will be between \$7 - \$15, depending on design and color of shirt.
- All t-shirt designs must be approved by Student Affairs and GSDM Communications.
- Club/organization officers will be responsible for providing quantity and sizes for all t-shirt orders via email to Student Affairs.
- Student Affairs will place order with the vendor and deduct the price of the shirts from your student org account.

TRAVEL AND REIMBURSEMENTS

Each student organization receives limited funding through Student Affairs for travel to national meetings and conferences, with the amount subject to change. If the accrued travel expenses surpass the allotted funding, traveling students will be asked to supplement the additional charges.

OBTAINING APPROVAL FOR TRAVEL

Planned attendance at national or regional conferences should be cleared at least **three (3) months** prior to the date of the event if student organization funds will be utilized, or if school sponsorship is requested.

- Representative from the Student Organization (Organizer) must send an email to gsdmsa@bu.edu with the following information:
 - Event name
 - City & state
 - Dates of conference
 - Event website
 - List of the students they would like to send
- Student Affairs will verify that the students listed are in good academic and judicial standing and eligible to attend the event.
- If the student(s) are eligible to attend, Student Affairs will send them an email with further instructions, with CC to organizer.

Instructions for Eligible Students

- Complete and submit an [Excused Absence Form \(EAF\)](#) to Academic Affairs.
 - If you will be missing classes or clinic, the form needs to be signed by the course director and/or your GPL.
 - If you are not missing any classes or clinic, you must complete the form but no additional signatures are needed.
 - If the course director or GPL does not approve your absence, you will be unable to attend the meeting.
 - Student Affairs will inform the organizer via email.
 - The organizer can respond with a replacement student and process begins again.
- Academic Affairs will review the EAF and either approve or deny the request.
 - If the EAF is approved, you will receive an email from Student Affairs with additional instructions.
 - If the EAF is denied, you will be unable to attend the meeting.
 - Student Affairs will inform organizer via email.
 - Organizer can respond with replacement student and process begins again.
 - When the EAF is reviewed and approved by Academic Affairs, each student traveling must submit a **Request for Travel Support Form (RTSF)** via the [GSDM Portal](#).
 - All support forms must be received by Academic Affairs and Student Affairs PRIOR to travel arrangements being made. For group travel, everyone in the group must individually submit both EAF and RTSF forms before booking arrangements can be made.

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BOOKING TRAVEL

Student travel for conferences and meetings is booked as a group and must be done through Student Affairs.

- When Student Affairs has received all travel support forms from each student, the student traveling or **one representative from the group** must email Mrs. Amy Nelson, toledano@bu.edu to schedule an appointment to book travel/hotel accommodations.
 - Students are not permitted to make travel or hotel reservations on their own or using their personal credit cards, unless given permission from Student Affairs.
- Student travelers must comply with the GSDM and Boston University travel policies and procedures in place at the time of travel.
- Students attending conferences and supported with travel funds from GSDM must provide their student organization treasurer with items listed below, **no later than ten (10) days after their return**.
 - Any original receipts and documentation.

COMPLETING REIMBURSEMENT/TRAVEL FORM

- All students who travel using funds from Student Affairs are required to submit all receipts to the Treasurer.
- Students submitting for reimbursement should scan each receipt individually and save them as PDFs with the file name in the following format.
 - "Last Name, First initial - Event Name - Vendor, what the expense was. Date expense was incurred"
 - Example: Smith, J. - ASDA Social - Estragon , Catered Food, 03.21.16
 - Last Name, First Initial should be of the student who is receiving the reimbursement
 - The treasurer will complete a **Reimbursement/Travel Form** via the GSDM Portal.
 - The treasurer will compose an email with titled "*Reimbursement - {name of student receiving reimbursement}*" and attached each saved receipt. They will email this information to gsdmsa@bu.edu.
- Student Affairs will process reimbursement request via the university system. If the student is owed any money, they will receive a reimbursement check via US Mail.
- Student Affairs will not accept any reimbursements request from anyone other than the treasurer and all receipts must be submitted in the correct format in order for reimbursements to be processed.

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COMMUNICATIONS, USE OF EMAIL, & GSDM LISTSERVS

All dental students using Boston University (BU) computers, facilities, and communications systems, including accessing electronic listservs for individual and group email communications, must maintain professional standards in content and communications that are expected to adhere to BU's "Conditions of Use and Policy on Computing Ethics." (BU Computing Ethics) www.bu.edu/dos/policies/lifebook/computing-ethics

Use of electronic mail and electronic listservs is a privilege, and BU reserves the rights to take action, including restriction or revocation of the privilege, as necessary, in response to inappropriate messages or communications. A representative of GSDM Administration will adjudicate all questions regarding propriety of any material appearing in email communications or utilizing electronic listservs.

GSDM student listservs are established by the GSDM's Office of Information Technology (OIT) to facilitate communications among and between students, faculty, and staff at GSDM. Whether access and use is moderated or un-moderated, listservs may not be used to endorse or advertise commercial products or services, communicate political or personal opinions, or share messages that do not meet the guidelines set forth in BU Computing Ethics.

Listsers may not be used to endorse or advertise any on or off-campus student organization functions or events associated in any way with the GSDM brand that include the presence or the consumption of alcohol or the presence or use of any illegal drugs.

GSDM policy on the possession and use of alcohol and drugs is consistent with that of BU, as expressed in the "Boston University Statement on Illegal Drugs and Alcohol." www.bu.edu/dos/policies/lifebook/drugs-alcohol

In the case of student-organization sponsored off-campus events that are planned to include alcohol, BU and Boston University Medical Campus (BUMC) policy requires completion and submission of an "Application to Serve or Consume Alcohol at BUMC Student Events" form, which can be found at <http://www.bumc.bu.edu/busm-od/bumc-guidelines-for-serving-consuming-alcohol-at-bumc-events/>

The "University Code of Student Responsibilities" identifies activities, including gambling, that constitute violations of the Code; information is available at www.bu.edu/dos/policies/student-responsibilities/. More specific reference to GSDM's Code of Conduct can be found at dentalschool.bu.edu/dmd_guide/index.html, under "Policies" and "Student Rights and Responsibilities."

Acceptable use of listservs includes, but is not limited to: announcements of school- or student organization- sponsored meetings and events; posting student requests for academic schedule swaps; communicating personal (non-commercial) sales or exchanges of textbooks, dental instruments or equipment by dental students; and posting of course information, class information, and policy information by course directors and/or their designees. Student organizations must work with the Student Affairs (SA) to complete an "Event /Room Request Form" for any on campus organization meeting or event. Submission of these forms to SA by student organization officers is required prior to the drafting, or placement, of any announcement on listservs to ensure proper authorization and determination that no conflict exists with the planned events of any other organization.

Although BU, and on its behalf, the SA, reserves the right to review any material posted to the listservs to ensure compliance with and enforcement of the above policies, the appearance of any posting to the listservs does not imply that such posting has been reviewed, or approved, by BU, or SA. Further, since GSDM permits students, faculty, and staff certain un-moderated use of these list-servs, placement and distribution of such information on the listservs does not imply approval or endorsement by BU or GSDM, of the posted information or event, or approval or endorsement of the views or opinions expressed by any guest speaker, attendees, or sponsoring organization.

Any user of the listserv who believes that inappropriate material or notices have been posted to those listservs should notify Student Affairs at GSDM to initiate a review of the posted material or notice.

Student Clubs and Organizations Policies and Procedures

HAZING LAWS

CHAPTER 536 OF THE MASSACHUSETTS GENERAL LAWS: AN ACT INCREASING THE PENALTIES FOR HAZING*

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows: Chapter 269 of the General Laws is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place thereof the following three sections:

Whoever is principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law official as soon as reasonably practical. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty for each such organization or team, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating institution's policies to its students. The board of regents and in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to attorney general any such institution which fails to make such report.

*Reproduction of the act as adopted by the Commonwealth of Massachusetts House of Representatives on Dec. 29, 1987.

UNIVERSITY POLICY REGARDING HAZING

Boston University hazing policy will be in accordance with laws of the Commonwealth of Massachusetts at all times. However, the University's standards of personal conduct substantially exceed the minimum expectations of civil law and custom. Student organizations and individual students found in violation of Massachusetts hazing laws will be subject to University disciplinary action. In accordance with Chapter 536, Section 19, the GSDM Office of Student Affairs has developed the following procedures:

1. At the time of registration, the president of each student group, team or organization must review the law and will be required to sign a statement acknowledging that the law has been reviewed, that this law shall be made available to every member or applicant for membership of the organization, and that the organization understands and agrees to comply with the provisions of this law.
2. This statement will be kept in the organization's permanent file in the GSDM Office of Student Affairs.
3. The text of the law and Boston University policy will be available for review online.

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STUDENT ORGANIZATION CONSTITUTION

Each student organization must submit a copy of its constitution to Student Affairs annually for review and approval.

SAMPLE CONSTITUTION

This is to serve as a framework for your organization to write a constitution. Each group has a different mission and purpose that should be included in your constitution. When writing your constitution, make sure it reflects the needs of your organization and how it will function effectively. Feel free to add different language and different sections that you feel are important to the organization. Your constitution is the first source which will be used to settle disputes in your organization.

ARTICLE I: NAME

The name of this organization will be the Boston University Henry M. Goldman School of Dental Medicine (GSDM) [insert full name of student organization] ([insert abbreviation in capital letters])

ARTICLE II: MISSION STATEMENT

[INSERT YOUR ORGANIZATIONS MISSION STATEMENT]

ARTICLE III: MEMBERSHIP

1. Membership in [insert student organization name] is open to [insert to whom membership is eligible. Pre-docs? Post-docs? OHS students?]
2. There will be no discrimination because of gender, gender identity, race, religion, political views, nationality, handicap, sexual identity, etc. in accordance with Boston University Discrimination policies.
3. Members must pay annual dues of [insert dues amount], payable by September 1st of each academic year. Annual dues will include [insert text].
4. Members must attend at least two organization events per academic year and pay yearly dues to remain an organization member in good standing.
5. Active membership roster will be maintained and updated annually by the organization's secretary, in collaboration with the treasurer and will include student's name, graduation year, and email address.

ARTICLE IV: EXECUTIVE BOARD

1. This organization's executive board (the Board) will consist of four officers: president, vice president, treasurer, and secretary.
2. All officers must be full-time pre-doctoral students in good academic, clinical and social standing.
3. The president and vice-president may not be members of the same graduating class.
4. No organization member may hold more than one Board position at any time.
5. Any member of the Board may be relieved of his/her duties by:
 - a. A four-fifths (4/5) majority vote of the remaining board
 - b. The faculty advisor(s)
 - c. Associate Dean of Students
6. A letter detailing the reason(s) for an executive board member being removed from their position must be submitted to the faculty advisor(s) and the Associate Dean of Students.
7. A Board member may resign their position at any time, by submitting a signed letter to the members of the executive board, the faculty advisor(s), and the Associate Dean of Students.

ARTICLE V: OFFICERS' RESPONSIBILITIES

1. President
 - a. It will be the duty of the president to oversee all operations of the organization, while providing leadership and strategic goals for the academic year, with responsibilities including, but not limited to:
 - i. Chairing the executive board
 - ii. Presiding over and creating agendas for general member meetings
 - iii. Interacting with the administration and the organization's faculty advisor(s) in a respectful, professional, and courteous way
 - b. The president will act as the primary liaison with GSDM Student Affairs, ensuring the organization's activities and projects are in accordance with all University and school policies.

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- c. The president will also be responsible for working with the executive board and members to develop and submit the organization's strategic plan, prior to the start of the academic year. This plan should include goals for the year and proposed events for each semester.
2. Vice-President
 - a. The vice-president will assume the responsibilities of the president should they be unavailable.
 - b. The vice-president will preside over organization meetings in the absence of the president.
 - c. The vice-president will be responsible for managing the organization's email account, including sending out all organization electronic communications, in accordance with GSDM and Boston University policies.
 - d. The vice-president will not be a member of the same graduating class as the president.
3. Treasurer
 - a. Responsible for all financial transactions, requests, and obligations, as outlined in the Student Organization Policies and Procedures.
 - b. Responsible for keeping detailed log for all financial transactions for the organization.
 - c. Responsible for tracking all dues payments and keep up-to-date records, which will be shared with the organization secretary.
 - d. Responsible for signing all necessary financial paperwork with Student Affairs.
4. Secretary
 - a. Responsible for keeping detailed notes for general body and executive board meetings.
 - b. Responsible for creating and maintaining a PSDA Dropbox, where all important documents, etc. will be stored for continuity.
 - c. Will book all rooms for meetings and student events, via the GSDM Portal.
 - d. Responsible for compiling and submitting the organization's Annual Report & Strategic Plan and organization roster and membership lists each year.

ARTICLE VI: ELECTIONS

1. Elections must be held in February of the academic year to allow for effective and efficient transition between outgoing and incoming officers.
2. Election Protocol
 - a. Secretary must submit a list of students wishing to run for office by end of January.
 - b. Student Affairs will verify that the students listed are eligible to run and serve as officers for the following academic year.
 - c. If any student is ineligible, secretary must remove their name from the list of candidates.
 - d. When final list of candidates is approved, secretary will submit request to create an electronic ballot, by emailing the following information to gsdmsa@bu.edu.
 - i. Ballot open date
 - ii. Ballot close date
 - iii. List of member emails, in excel
 - e. Student Affairs will create electronic ballot via SurveyMonkey to ensure confidentiality and fairness.
 - f. Student Affairs will share the ballot link with Student Organization membership.
 - g. After ballot closes, Student Affairs will review election returns and inform officers, faculty advisors, and membership of election results.
 - h. New officers take office on May 1st.
3. Special Election
 - a. If an officer is removed from office due to academic or disciplinary reason, the remaining officers will email the organization's membership asking for nominations. Once nominations are received, secretary or vice president will following election protocol above for special election.

ARTICLE VII: VOTING

1. Any official member of the organization may submit an amendment at any time by emailing the executive board or the organization's official bu.edu email address.
2. A two-thirds (66.67%) majority vote of the executive board is required for any amendments to the organization's constitution.
3. If the amendment is accepted, the organization's Secretary must update the constitution and re-submit to Student Affairs via email.