



Club Handbook

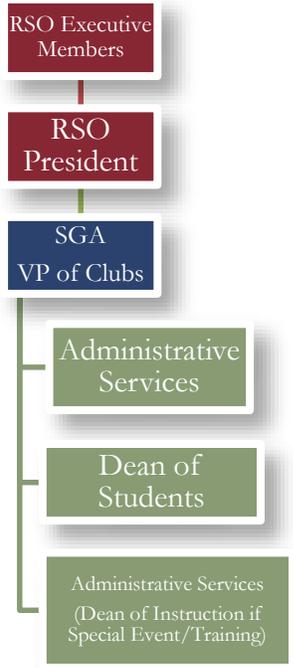
- 2016 Edition -

for SGA Registered Student Organizations

“The definitive guide to all things RSO”

RSO

Ayurvedic Bible Biological BotNu Energeia
LGBTI Midwifery N-ACT Natural
Society Sports Natur
ANAMS Aesthetics AK ANAMS
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RSO Contact List:

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Nourish Catering

Please Use:
www.nourish123.com/catering
 to fill out your catering requests
 for Nourish

2016 RSO Chain of Command

The first contact for any questions that cannot be answered in this handbook is always your VP of Clubs. If the questions need to be directed towards the SGA President or the Dean of Students it is best to first notify the VP of clubs. Any inquiries to SGA should come from the RSO's president not other members of the RSO's executive team.

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Standard Meetings (Internal: Students/Faculty/Staff only)

All standard RSO meetings can be scheduled directly with Adam Asgari (RSO Board member meetings can only reserve small rooms.) Please contact Adam Asgari, the Academic Coordinator directly at the beginning of the quarter for room scheduling

Guest Speaker Meetings (External: Guests/Alumni)

Special Guest Speaker meetings, including those with speakers who are not direct members of the SCNM community (students, faculty, staff and administrators) must first be approved using Addendum Form 1. Speakers, their names and a brief bio CV and/or website should be included on the form. Also include if there will be any physical contact during this presentation as this will require special approval and a waiver to be signed by all participants in addition to a copy of malpractice insurance.

Special Events/Trainings

Special events and trainings may require extra time to be processed. Any training whether internal or external will require approval from SGA and SCNM Administration. Like the guest speaker meetings please indicate if there will be any physical contact during this presentation as this will require special approval and a waiver form to be signed by all participants. Additionally, a copy of malpractice insurance will be required if the event is a medically-oriented seminar. On Form 1, please include the speakers or professional leading the event/training, their names, and a brief bio, CV, and/or website where more information can be gathered about them.

Once Approved:

Once Guest Speaker Meetings/Special Events/ Trainings are approved you will be instructed to contact Adam Asgari to schedule an open room time. Please use Outlook to view the room availability ahead of time by accessing:

Public folders → All Public Folders → SCNM Calendar of Events

All events and RSO functions are advised to not overlap with other SGA-sponsored events. At the time of booking, you may ask for the event to be added to the MySCNM Campus Life calendar.

Form Submission:

There is one intake date for all forms, which takes place on a preannounced date during the preceding quarter. All forms for event and fundraiser requests must be submitted at this time in paper copy with CV or malpractice insurance if necessary. Please fill out the necessary forms digitally so you have a copy for your records as well as a reference copy should someone need to contact you via email in need of clarification. Forms will not be approved after that date. Please drop off forms in the black bin marked "RSO" on the wicker table in the front of the Academic Building. Each club will have a designated folder to drop off forms. You must declare any and all possible conflicts of interest on the forms, this includes any outside companies or vendors. RSOs function for educational, cultural, volunteer and enrichment purposes; they do not function for financial gain of individuals or their companies. Outside company and vendor events have different approval criteria and are subject to additional requirements and/or room rental fees.

Contingency Submission:

Each club will be allowed **one** contingency submission per quarter. This will allow for non-medically related internal speakers and fundraiser to be approved. This cannot be used for seminars or events of a medical nature. Contingency submission will follow the same procedure as stated above but will notify the VP of Clubs via email that a form is ready for pick-up in the black bin. Contingency submissions must be submitted 3 weeks before an event to be considered for approval.

Guest Policy on the day of the event:

The day of the event please be sure to stay with you guests/speakers at all times. They should check in using the school's guest policy and should be escorted to and from event location. The guest policy for clubs is as followed:

RSO Guest Policy:

1. Once your event has been approved, Send an appointment request to welcomecenter@scnm.edu
 - Include the speaker(s) name, title, and expected arrival time and when they will be leaving campus
 - Include the room number in which they will speaking/attending
 - Include your cell number so that the welcome desk can contact you when they arrive
 - Include that they will be receiving ESCORT badges, meaning you will be with them at all times, RSO guests are not entitled to receive ACCESS badges (so please do not request them)
2. Inform your speaker they will need to go to the Welcome desk in the Community Commons
3. On the day of the event, meet your guest at the welcome center
4. Stay with your guest at all times- they will not have access to the buildings



FAQs

Answers to commonly asked questions and procedures:

Frequently Asked Questions (FAQs):

- *What are the procedures for emails?*
- *How do I post club flyers around the school?*
- *How do I add my club events or flyers to the lobby screen?*
- *How and when do I access and request club funds?*
- *How do I fundraise with my RSO?*
- *How do I order food from Nourish café or other vendors for my RSO?*
- *What are bylaws and how do they affect my RSO?*
- *Can my RSO have Scholarships for its members?*

***What are the procedures for emails?***

Each registered student organization has been assigned the privilege to use an SCNM email. With the privilege comes the responsibility of the club officers to use the email appropriately. One RSO email can be sent weekly updating the SCNM student body of the RSO's events and proceedings. Monday is the only day when school-wide emails may be sent to student body. Emails may be sent outside of Mondays to active members that have approved and given their consent. All fundraisers, seminars, or any other exchanges of monies advertised using club means such as email must be first approved.

If you make a critical mistake, there is an IT problem or another significant reason why your club must send out an email on a day other than Monday please contact the VP of Clubs with the desired email you would like to be sent to the student body. At that time, if the reason is deemed legitimate the email can be sent using the SGA email account. If there is a mistake and it is still Monday, the RSO may send out ONE additional email correcting the mistake.

How can I post my club flyers around the school?

All flyers and information posters must be approved by the Dean of Students and should be submitted to the Dean's Administrative assistant in the front of the Academic Building. Approved Posted will be stamped with an approval stamp before they are displayed. Posters can be displayed only on public bulletin board space. Any flyers found on walls or in areas that are not approved will be removed and discarded immediately. After the event the flyers must be removed in a timely fashion. If you are advertising a modality or instructional seminar, please do not make claims of superiority such as "This is the best way to treat _____" or "This is the only way naturopathic medical student can _____"

How do I add my club events or digital flyers to the lobby screens?

SCNM RSO may add their flyers or event material to the screens in the lobby of the academic building. This must be sent by Sunday at 6pm the week prior to the

SGA VP of Marketing. The 2016 VP of Marketing is Michael Jamshidi.

How and When do I request or deposit club funds?

In order for an RSO to request a check for payment they must first submit the SGA-RSO Signature Information found on MySCNM at the link in the Addendum section, this form and all forms must be submitted to the business office on Monday in order for a check to be processed by the succeeding Friday. SCNM can pay vendors directly using the Check Request found online. If a cash advance is required, the request should be submitted using the SGA Cash Advance Request form found online at MySCNM. Funds may be deposited using the Deposit form found online at MySCNM. All desired signatures for forms can be attained by leaving the completed form with the Dean of Student's Administrative assistant at the front of the Academic Building.

How do I fundraise with my RSO?

All fundraising must first be approved. The reason for this is to protect the school's non-profit status. Approval can be attained by filling out the RSO Fundraising form found on MySCNM. Forms should be submitted at the outlined date of submission following the outlined protocol. Any verbal or emailed conversation about fundraisers with SGA members or administration is not reason for form submission to be bypassed. Any unapproved solicitation using SCNM email or on school property is strictly forbidden, in violation of the Student Code of Conduct, and subject to discipline. It is best to use the precautionary principle and always ask the VP of Clubs in order to prevent future issues.



How do I order food from Nourish or other vendors for my RSO?

SGA has set up an agreement with Nourish for an affordable catering menu for all on-campus catered events. Off-campus events do not need to go through Nourish. SCNM has a right-of-first-refusal agreement with Nourish so all clubs are asked to cater with Nourish. Please go to www.nourish123.com/catering for all catering events at least 2 weeks before the event. RSOs are asked to contact Nourish first for catering. Check requests should be ready the day of catering service. Additionally, Nourish appreciates to hear your feedback for the events they cater. If you are unable to feasibly come to an agreement ordering food from Nourish, RSOs may then seek to have outside catering. The business office will require written confirmation that your RSO and Nourish were unable to come to an agreement. Do not request non-gluten free items or unfeasible menu options to try and circumvent the system.

What are bylaws and how do they affect the RSOs?

Bylaws are the governing legislature for each individual club. Typically bylaws address the following topics: membership, leadership, elections, and changing of the bylaws. Elections should be held by the end of fall quarter and should coincide with the SGA election schedule. As bylaws are updated, the active copy should be emailed to the SGA VP of Clubs.

Can my RSO have scholarships for its members?

RSOs may have scholarships for its members but in order to preserve fairness SGA must be notified. An unbiased selection panel can be created by the RSO to select the scholarship. It should be noted the individuals on the selection panel can not be individuals eligible for the scholarship.

What are the currently active RSOs eligible to participate at the BSO Forum?

List of Active Registered Student Organizations:

- Applied Kinesiology
- Botanical and Nutritional Medicine Club
- Biological Medicine
- Energia Club
- Environmental Medicine
- Imhotep Circle
- N-ACT
- Natural Aesthetics
- Natural Speakers
- Naturopathic Society
- Naturopaths Without Borders
- Naturopreneurs
- NMSA
- SCNM Sports Medicine

Independent Cultural Clubs that may participate in the BSO Forum but elected when they were founded to not accept SGA funds:

- Association of Native American Medical Students (ANAMS)
(independent non-SGA funded cultural RSO)
- Bible Club
(independent non-SGA funded cultural RSO)



The Board of Student Organizations Forum Summary:

Goals/Function:

- Provide transparency in respect to oversight of SCNM's RSOs
 - Limits decision making done by SGA officials in respect to RSO funding
- Foster collaboration between SCNM's RSOs for events
- Determine the allocation of special events funds democratically and collegially
- Provide differentiation from the SGA in an autonomous student assembly
- Provide a system in order to establish active status for RSOs

BSO Forum: A quarterly assembly that provides funding outside universal base operating budget and fosters collaboration between clubs for common goals

Sample Agenda:

1. Roll Call
2. Opening Statement by SGA VP of Clubs:
 - a. Major Events and updates
 - b. Reminders
3. Voting Portion
 - a. Vote for funding after all RSOs have presented to BSO
4. Open Forum
5. Final Remarks and Closing
6. Submission of Financial Statement to SGA VP of Finance

Roll Call and Attendance: Clubs are required to send their acting president to every BSO meeting. If the active

president is unable to attend they must send another member of the RSO's board (for examples Vice President or treasurer) in place of the president. If there is a conflict of interest (e.g. an SGA executive member is the president of an RSO) they may choose to pass on their right to represent the club to ONE other member of the RSO's executive team. If there are no executive club members present during roll at the start of the BSO meeting, during two BSO meetings in an academic year (Jan. – Dec) the club will be considered defunct.

Defunct: A club can be deemed Defunct for the following reasons:

- Absent for 2 BSO Forums in a calendar year
- Flagrant violations outlined by the Student Handbook that directly relate to a RSO or committed by members of a club's executive council (e.g. Embezzlement, Misuse of funds, jeopardizing 501c3 status)
- Other reasons determined by the Dean of students and SGA Executive team (e.g. Frequent violations of the email policy)

When a club has been deemed defunct the RSO:

1. Shall lose RSO status and forfeit its vote within the BSO.
2. Shall lose its funds. These funds will automatically be transferred to the Special Projects account to be used at the discretion of the BSO.
3. Shall not be able to reserve meeting space

Special Events Funding: RSOs may present during the BSO Forum to attain funding through the Special Event/Project fund. Clubs may only submit one proposal per forum. The Special Event/Project Proposal Form (Addendum Form 2) Should be filled out and submitted to the VP of Clubs at least 1 week before the BSO Forum is held.

Representatives of the BSO: The BSO representative for each club shall be comprised of the leader of that RSO (President). In the event that the president is unable to attend the BSO Forum, another member of the RSO's Executive Team (e.g. Vice President, and Treasurer) must replace the president for that BSO Forum.

Voting: After all presentations have concluded. Each proposal will be called to open vote with each club having exactly one vote. A simple majority is required for a vote to pass and for an RSO receive funds from the Special Projects and Events Fund.

Fund Disbursement: After the BSO forum, RSOs must submit an event request for the passed Special event/project. If the event is approved by administration the funds will be added to the RSOs account. If the event is not approved the funds will be returned to the Special Events/Projects fund.

Addendum: Important Forms

See the attached 2016 RSO forms

Item 1: Facilities/Events Request Form

Item 2: BSO Special Projects/Events Proposal Form

Item 3: Club Travel Policy and Travel Form

All up-to-date financial forms can be found on MySCNM at the following link:

http://my.scnm.edu/ICS/Resources/Forms/Business_Services.jnz



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