

2016-2017 STUDENT ORGANIZATION HANDBOOK



**COLLEGE
OF DENTISTRY**



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INTRODUCTION

Dear Student Leaders:

The UIC College of Dentistry, Office of Student and Diversity (OSDA) is proud to provide you with this Student Organization Handbook. The handbook was developed to help facilitate your success as a leader or advisor in one of the College of Dentistry's many student organizations.

Participating in organizations is an effective means of establishing interpersonal relationships and developing leadership skills. In general, student organizations provide a valuable service to the University of Illinois at Chicago and the College of Dentistry by promoting leadership development, community spirit, and social and cultural interaction.

All student organizations are monitored by the Office of Student and Diversity Affairs. The office is here to provide organizational and management skill development opportunities in an effort to empower students. If you have any questions, please do not hesitate to contact me at (312) 413-1209 or lmendez@uic.edu.

Sincerely,



Millie Mendez
Director of Student Affairs



This handbook is to help student organizations understand their rights and responsibility and to assist them in being effective organizations. It is not a comprehensive source of institutional rules and regulations related to being a student organization at the University of Illinois at Chicago. Please refer to the University of Illinois at Chicago Campus Program Manual.

ORGANIZATION REGISTRATION

In order for the University of Illinois at Chicago and the College of Dentistry to officially recognize your organization, you must complete the following processes:

1. Register your student organization with the College of Dentistry by completing a College of Dentistry Registration Form. All updated registration forms must be completed by June 1st.

Registration of a student organization includes submitting updated bylaws and constitutions annually.

2. Register your organization with the UIC Campus Programs. By doing so, your organization will have access to resources such as: funding opportunities, university web space and use of University facilities and premises. All updated registration forms must be submitted between April 1 and May 31. If your student organization has already been registered with Campus Programs you will need to renew the registration annually.

3. Once the process has begun (i.e. campus program forms have been submitted), the organization will be granted the following privileges at the UIC College of Dentistry:

- Advertising-access to student listserv and color printed flyers-please note that all material must be approved by OSDA
 - Please include a description paragraph with flyer.
- Use of College of Dentistry Facilities for informational meetings
- Use of Student Organization Resource Office
- Fundraising events within the College of Dentistry

CONSTITUTION AND BYLAWS

All student organizations must adopt a constitution that will help the organization in orderly function. Constitutions articulate the purpose of and spells out the procedure to be followed by the student organization.

Constitutions and bylaws should be reviewed and updated annually. The Office of Student and Diversity Affairs will keep records of all organization bylaws and constitutions.

For a sample constitution and bylaws, please visit the [College of Dentistry Student Organization](#) webpage and select “[Constitutions and Bylaws](#)”.



GUIDELINES

The UIC College of Dentistry recognizes student organizations because they contribute to the students' educational experiences and support the institutional mission. To protect the rights of students and of others within the college, the following procedures and policies have been developed to guide student organizations.

- Organizations must be UIC College of Dentistry Chapters affiliated with a Professional/Associations or University Organizations that is also affiliated with the College of Dentistry.
- An organization may not deny membership on the basis of race, national origin, gender, religion, sexual orientation, or disability.
- Individuals and groups are responsible for conducting activities in accordance with the rules, regulations, and standards of the University of Illinois at Chicago.
- To be eligible for election or to serve in any appointed position, a student must be in good academic standing and not be on probation or have had any disciplinary sanctions imposed.
- An organization is required to maintain at least one advisor. The advisor must be a Faculty of the College of Dentistry and a member of the professional organization affiliated with the College of Dentistry.
- All organizations are required to register or renew their organization with the University of Illinois at Chicago Campus Programs at the beginning of the spring semester.
- Officers of student organizations are responsible for informing the Office of Student and Diversity Affairs of any changes in officers or advisors during the academic years.

- Student organizations should keep in mind that the College of Dentistry assumes no responsibility or liability for events held off campus. Any activities by student groups beyond the campus property are the responsibility of the individual student and not of the College.



- Posters, announcements or flyers describing student group meetings or events must be approved for display by the Office of Student and Diversity Affairs prior to posting. Unapproved notices will be removed from display. Signs can only be posted on bulletin boards located on each floor. Any signs posted on the walls or elevators will be removed. Signs must include the organizations name and date of the events. Signs must be removed within 24 hours after the event has ended. Signs cannot contains anything vulgar, libelous, or obscene.
- Student may reserve rooms by visiting the [College of Dentistry Room Reservations page](#), if you have any difficulties, please feel free to contact [Angelica Alvarez at aalvar30@uic.edu](mailto:aalvar30@uic.edu) for help.

STUDENT ORGANIZATION WEBPAGE

Student organization webpages or Facebook pages are to be upheld with the same professionalism and integrity required of all College of Dentistry students. Any vulgar, libelous, or obscene material posted online by a student organization is subject to disciplinary action. Please refer to the [College of Dentistry Social Media Policy](#) for more information.

Student organizations are also responsible for assisting in updating the UIC College of Dentistry Student Organization webpage. Each student organization should ensure the webpage includes an updated description of the organization, an updated logo or photo, and an updated contact email. Please email aalvar30@uic.edu to update your student organization section on the College of Dentistry page.



ADVISORS

Advisors are available to help students reach their goals, but also allow students the freedom and space to develop.

Advisors are necessary to:

- Inform organizations of university policies
- Provide continuity and a historical perspective from year to year
- Assist in the continued development of the organizations
- Assist in officer transitions



An Advisor:

- Meets with an organization officer on a regular basis
- Attends programs whenever possible
- Attends general meeting and executive meetings

- Talks with students about expectations
- Offers alternate points of view on issues
- Assists with the budget and monetary issues
- Has concern for the group and development of leadership among its members
- Accompanies the group on trips and conferences whenever possible
- Cares about organization success

As the advisor on an off-campus student organization trip (conference, event, etc.) you have a responsibility to our students, but are not responsible for their actions. We expect them to behave professionally when representing the College

If you are aware of your students engaging in activities that are in violation of university and college of dentistry policies or federal, state or local laws, you do have a duty to inform them or the authorities, but you are not responsible or liable for their actions.



ORGANIZATION FUNDS

Student Organizations are funded through funds raised directly by members of the organization or dues. The officer of the organization, generally the treasurer and the president, are the sole controllers of the money in their organization account. Some organizations authorize their advisors to have access to funds to help them make purchases in the best interest of their organization.



The Treasurer keeps all financial records of the organization, advises members on financial matters (i.e. vendors, ticket selling procedures), prepares an annual budget and provides members with a financial report (update) at every meeting. Please consult with your organization to establish expectations around organization funds.

ORGANIZATION TRAVEL

Student Organizations travel to attend national or regional meetings. Traveling helps an organization accomplish its goals and can serve as an extremely valuable purpose. However, please note before making travel arrangements, a student must consult with their course instructors immediately to ensure that there are no exams or mandatory sessions that require attendance. Please note that participation at a meeting that requires time away from the college is contingent upon approval from the course instructors. Also, it is important to remember that when traveling you must abide by the University of Illinois at Chicago travel guidelines as well as the College of Dentistry Student Conduct.

Allowable Travel Expenses

1. Meal Per Diem- Students on approved business travel are eligible to receive meal per diem reimbursement for the time spent in travel status. Receipts are not needed to be reimbursed for meal per diem expenses. The current daily allowance is \$28.00 for travel within the State of Illinois and \$32.00 for travel outside of Illinois. Meals provided during a conference or a dinner business meal hosted by the traveler must be deducted from the per diem allowance (i.e. breakfast is provided during a conference). See breakout below:

	In-State	Out-of-State
Breakfast	\$5.50	\$6.50
Lunch	\$5.50	\$6.50
Dinner	\$17.00	\$19.00

2. Transportation- Ground transportation such as shuttle service, taxis, rental cars (including gas), or mileage for personal vehicles are allowed. Please note, prior departmental approval is required for rental cars and mileage for personal vehicles. Transportation between place of lodging, business are allowed.
3. Toll, parking, ferry, bridge, road, and tunnel fee
4. Baggage transfer and handling

Non-allowable Travel Expenses

1. Alcoholic beverages
2. Late check-out and room guarantee charges
3. Travel insurance (exceptions may be requested for foreign travel)
4. Collision damage waiver insurance for domestic motor vehicle rental and personal automobile accident insurance
5. Commuting expenses between a student's residence and official headquarters
6. Personal entertainment charges such as movies, mini-bar charges, personal phone calls, spa/health clubs, sightseeing, tours, etc.
7. Any personal related expenses

Helpful Tips to Quick Reimbursements:

Know what expenses are allowable and not unallowable. Provide all supporting documents (travel receipts, conference agenda, hotel invoice) to Angelica Alvarez. All reimbursement documents must be submitted no later than 10 days after travel return date. Additional information can be found on the UIC OBFS website.

DENTAL STUDENT COUNCIL

The University of Illinois at Chicago College of Dentistry Student Council is composed of elected student body and a faculty/administration advisor(s).

It is required that a representative(s) from each student organization attend their regular meetings. The council is supportive of all activities by student clubs and organizations that promote diversity and growth among dental students as well as the community.

The purpose of the council is to:

- to promote professional development in the student body
- to represent the student body in matters of common interest to the faculty and administration
- to inform and direct the student body regarding student membership in organized dentistry
- to facilitate communication between student groups
- to communicate college policies and objectives to the student body
- to promote leadership and involvement in student organizations
- to represent the dental school student body in the University of Illinois at Chicago

RUNNING AN EFFECTIVE MEETING

The secret to run an effective meeting is planning. The following steps will guide you in planning a meeting that is informative and enjoyable to all members:

1. Develop an Agenda

- Choose an appropriate meeting time
- Email agenda so that members can be prepared
- Send a reminder notice of the meeting date, time and location two days prior to the meeting
- Make enough copies of handout materials and distribute them before the meeting starts

2. During the Meeting

- Introduce any new members
- Start on time, end on time
- Follow the agenda
- Encourage discussion
- Keep the discussion on topic and moving towards an eventual decision
- Keep minutes of the meeting for future reference

3. After the Meeting

- Write up the minutes
- Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made
- Follow-up on delegated tasks