

**NWHSU**

**Student Organization  
Leader Guidebook**

**Summer 2018**

## **Student Affairs Mission**

To provide services and programs that will enhance the student experience and support the achievement of educational and personal goals for students of Northwestern Health Sciences University.

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## **SECTION 1**

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### **Student Organization Policies and Information**

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#### **Recognition of Student Organizations**

Groups of students who share a common interest, either social or professional, that serves the mission of Northwestern Health Sciences University, may organize and seek recognition as a student organization through the Dean of Students & Alumni Services. Requirements and procedures for recognition are available in the Student Affairs office.

New organizations may initiate the recognition process at any time during the academic year. Recognized organizations must submit a statement of purpose, objectives, and procedures that will be reviewed and approved by an advisor and the Dean of Students & Alumni Services. Each recognized organization must have an advisor. Recognized student organizations must go through the entire recognition process every third academic year. Every term, organization leaders are required to submit an updated list of officers and members to the Student Affairs office.

#### Opportunities and Benefits for Recognized Student Organizations

- The ability to request funds from the University Student Senate.
- The ability to use university facilities.
- The ability to use the university name in conjunction with approved programs.
- The ability to engage in fundraising activities for the organization.
- The ability to list organization activities in the university's publications.
- The ability to sponsor approved events for the student body.
- Service and outreach to the community.

#### Responsibilities of Recognized Student Organizations

- Organizations will not discriminate on the basis of race, color, religion, national or ethnic origin, age, gender, marital status, sexual orientation, disability, or veteran status.

- Organizations will not engage in activities that are illegal or against Northwestern policy.
- Organizations will not engage in any gambling activities.
- Organizations will develop a clear definition of their goals and objectives, consistent with the University mission.
- Organizations will provide opportunities for personal growth through leadership positions and programs.
- Organizations will promote Northwestern Health Sciences University through positive representation on and off campus.
- Organization leaders and their advisors will be required to attend meetings with the Dean of Students & Alumni Services upon request.
- Consistent with the function of fulfilling the mission of the University, organization leaders are encouraged to determine means of assessing and reporting their activities.
- Organizations must comply with University accounting procedures for collection and disbursement of funds.
- It is highly encouraged that organizations engage in community service events during the term.
- Organizations will demonstrate the highest amount of respect to those who help organize and work on the behalf of student groups, including Student Affairs and Officers of Student Senate

### **Student Organization Seminar and Activity Policies**

Recognized student organizations may request speakers and visitors from outside the University community to present programs to the students of the University. Such requests will be made by student organizations with advisor support, by completing a Facility Use Application form online. The speaker and facility request will require approval by the Dean of Students & Alumni Services. Other speakers and visitors may be directly invited by faculty and administrative officers of the University, with notification to the office of the President.

The sponsorship or invitation of guest speakers does not necessarily imply approval or endorsement, either by the sponsoring group or the university, of the views expressed.

#### Off Campus Seminars

Off-campus seminars are carefully considered by the Student Affairs office. Students must follow the University's student organization and accounting policies for all off-campus seminars, or disciplinary action will follow. Circumstances which may trigger this action may include: not properly notifying Student Affairs of the seminar, or participating in other activities that might put Northwestern in legal risk or jeopardy.

#### Off-Campus Activities

Student organizations wishing to participate in activities off-campus must notify the Student Affairs office and follow all university policies. Where such off-campus events involve the provision of clinical services, University malpractice and liability coverage requirements must be observed. This may require the presence of Minnesota-licensed, University faculty or other institutional representative(s).

#### Trip Itinerary Forms

Students traveling off-campus as part of student organization sponsored activities must complete the Student Organization Trip Itinerary Form and submit it to Student Affairs at least one week prior to travel.

#### On-Campus Activities

Throughout the year, several events are planned by student organizations for the University community. All events to be held on campus require written permission for use of the physical plant. Facility Use Applications for usage of the physical plant are available online. Where such on-campus events involve the provision of clinical services, University malpractice and liability coverage requirements must be observed. This may require the presence of Minnesota-licensed, University faculty or other institutional representative(s).

#### Alcohol Request Forms

Students wishing to have alcohol at their function must complete an Alcohol Request form, which requires approval from the Dean of Students & Alumni Services. Upon approval, student organizations must adhere to the University's alcohol policy guidelines (see Section 3.7.1), which includes the use of a third-party vendor. Student organizations must also adhere to state and federal laws. In the event that student monitors are

utilized for events that involve alcohol, their attendance may be required for additional training provided by Student Affairs or Human Resources offices.

#### Room Reservations

Students may reserve rooms for meetings, seminars or events through the Student Affairs office. In certain cases, the Facility Use Application form must be completed. Rooms that are reserved by student organizations must be vacated by other members of the campus community during the reserved time.

### **Financial Support**

#### Donations to Student Organizations

Student organizations may receive donations and should issue a receipt for the donation. Please see the Dean of Students & Alumni Services for guidance on providing a receipt. This receipt will provide appropriate certification for the portion of the donation which is exempt from taxes.

#### Fees Assessed for Seminars - Students

Student organizations may assess reasonable fees to students for seminars.

#### Fees Assessed for Seminars – Outside guests

Northwestern seeks to encourage members of its community to participate in additional educational opportunities. Consequently, student organizations may not assess fees for seminars to guests outside of the campus community. Students may invite external constituents at no charge. Where certification for continuing education hours is a part of an event, the seminar must be sponsored by the University Department of Continuing Education.

#### Fundraisers & Raffles

Student organizations may hold fundraisers for the purpose of organization-specific benefit. The Dean of Students & Alumni Services must first approve the event. University accounting procedures must be followed. If an organization wishes to put on a raffle, they must pick-up the raffle guidelines from the Student Affairs office.

## **Misconduct**

Student groups may be charged with violations of the Standards of Conduct, and the group may be held responsible, either individually or collectively, if violations by those associated with the group received the tacit or overt consent or encouragement of the group or its officers. Possible violations will be referred to the VP for Students Affairs & Dean of Students who will conduct a review and present the findings to the Provost, and to others they deem appropriate. Where violations of the Standards of Conduct are determined to have occurred, the University President may impose sanctions. Sanctions for a student group may include revocation of the group's right to exist at the University, as well as other appropriate actions.

## **Advisors**

All student organizations must have an institutional advisor. The advisor will be responsible for assisting in the development of a purpose and objective statement, providing recommendations for speakers/visitors, and for providing oversight during any demonstration or practice of methods or techniques. Advisors are strongly urged to attend all other meetings of the organization. It is the responsibility of the advisor to notify the Student Affairs office regarding any change in organization purpose or mission. **Any failure to observe the requirement for advisor presence during clinical practice or technique provision may result in sanctions being applied to the organization.**

### Meeting Requirement:

Student organization leaders are required to meet with their advisors at least once every term. This meeting should be documented in the End of Term Summary. In addition, all student organization leadership changes must be approved by the organization advisor.

## **End of Term Summary Report**

Student organizations are required to complete the End of Term Summary Report and submit them to the Student Senate via the Student

Senate Treasurer mailbox in the Student Organization Center. The guidelines and template for this report can be found online at <http://www.nwhealth.edu/student-affairs/starting-managing-club/>.

A club or organization's funding for the following term may be reduced if the report is not completed properly nor turned in. Meeting reports can be found online on the Student Affairs Website.

\*NOTE: All End of Term Reports are due on the last day of scheduled classes during the term.

### **Broadcast Email Policy**

Communications to the campus community that originate from students are restricted to events that have general value to the Northwestern community. Students must gain Student Affairs approval before broadcast emails may be distributed. Broadcast emails are defined as emails that are sent to groups larger than a student's class. Students may send emails to their class members for educational purposes without prior authorization from Student Affairs.

### **Student Broadcast Email Guidelines**

To gain approval for broadcast emails, students and student organizations must use the following guidelines:

- Seminars/Events/Activities may be publicized by posters after the event has been approved by Student Affairs. Students must complete the online Student Facility Use Application to gain speaker/event approval:  
<http://www.nwhealth.edu/student-affairs/schedule-meeting-event-speaker/>
- Clubs are encouraged to maintain their member list and are allowed to send emails to members without prior authorization from Student Affairs.
- Mass emails by individual students, will be determined by Student Affairs on a case-by-case basis. These are usually limited to Student Senate, with other occasional exceptions. Please stop by our office for more details.

## **Mailboxes**

All Student organizations have mailboxes in the Student Organization Center. Leaders are required to check their mailboxes on a regular basis. Important club information will be distributed through the student organization mailboxes.

## **Postings**

The tack-strips in the campus stairwells are reserved for student organization activities. In order to post flyers regarding upcoming meetings or events, students must first gain approval for their posting by the Student Affairs Office. Postings without an approval stamp will be removed.

## **Email**

Student organization leaders are required to check their University email accounts on a regular basis. The Student Affairs office, as well as the Student Senate, uses email as the official form of communication with student organization leaders.

## **Leadership Changes**

All student organization leadership changes must be first approved by the student organization advisor during a meeting with the advisor.

PDF's can be found at <http://www.nwhealth.edu/student-affairs/starting-managing-club/>. The forms must then be handed in to the Student Affairs office.

## **Profile Update Requirement**

Beginning in the fall of 2014, student organizations are required to update their entire organization profile with the Student Affairs office each term (i.e. new club paperwork). This should happen at the beginning of the term or during a major leadership change. Existing profiles are on file with the Student Affairs office and can be requested for viewing.

## **Working with the Student Senate**

Student organizations may request funding and support from the Student Senate. Guidelines and other pertinent information are available upon request and/or can be found on the Student Senate webpage: <http://www.nwhealth.edu/student-affairs/student-senate/> . Students may contact either the President or the Treasurer of the Senate with questions regarding policies and procedures.

## **Mandatory Club Leader Meeting**

At the beginning of each term, student organization leaders are required to attend a meeting led by the Student Affairs Office and the Student Senate. During the mandatory leader meeting, leaders learn about leadership at Northwestern, policy updates, and Student Senate budget guidelines. \*\*Funding reductions are enforced for student groups that do not attend this meeting.\*\*

## **SECTION 2**

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### **Student Organization Speaker / Event Process**

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Student organizations who wish to have an event or a speaker on campus must complete an online **Student Facility Use Application**, including, but not limited to, **Speaker Biography and Consent Form, Proposed Presentation Outline and Objectives Form, and an updated resume/CV** (if it has been more than 6 mos. speaking on campus); return it to the Student Affairs Office no less than 14 days in advance of the event. Speaker Guidelines and Consent Forms can be found at <http://www.nwhealth.edu/student-affairs/schedule-meeting-event-speaker/>

#### Procedure

If you are bringing in a speaker, you must fill out the Student Facility Use Application and other appropriate forms. The link to these forms can be found at the link above.

1. If you are paying the travel expenses only for the speaker:
  - Request reimbursement for travel expenses from the Senate by filling out the Travel and Expense Voucher with necessary information (vouchers are located in the Student Organization Center on top of the club mailboxes). You will need to have proper documentation in order to be reimbursed (ex. credit card receipt, actual plane ticket, hotel receipt).
  - Reimbursement usually happens after the event unless you plan far enough ahead and have the proper documentation (invoice and Purchase Order Form).
2. If you are paying the speaker a fee for the presentation:
  - **YOU MAY NOT PAY SPEAKERS DIRECTLY FROM YOUR CLUB ACCOUNT.** Because the University operates as a 501(c)3 organization under US Internal Revenue statutes, certain accounting policies need to be observed. As a result, speakers who come on campus must be paid by the University, not by student groups.
  - Fill out a W9 form for the speaker if they haven't been paid to speak at Northwestern before (forms are located in the Student Affairs Office). Forms can be faxed to our office directly at: 952-886-7566.
  - Fill out Student Senate Expense Voucher for the amount of the speaker fee needed. If the fee is over \$100, you may be asked for an invoice.
  - The Student Affairs office will complete a Student Affairs Speaker Payment Request Form that we will send to our Accounting Department once the Senate has issued the check for the fees. Checks that are issued from the NWHSU Accounting Department to the speaker take 2-3 weeks to process so please plan ahead. We will mail the check to the speaker unless other arrangements are made.

IMPORTANT NOTES:

- Even if the speaker is a faculty member, they will need to be paid through the Accounting Department (W9 forms are not necessary for faculty members).
  - Retail Gift certificates, in lieu of fees for speakers, can be reimbursed by the Senate (Restaurants, Target, Holiday Gas Stations, etc.). "Cash-cards" from financial institutions will NOT be reimbursed. *A maximum gift of \$25 will be allowed per seminar for a speaker brought onto campus.*
  - Dinner receipts may not be submitted to the Senate in lieu of speaker fees.
3. If you are charging students an attendance fee for the speaking event, checks must be made out to Northwestern Health Sciences University. The checks (and cash if collected) must be turned into the Accounting Department. **\*\*You may not charge non-Northwestern constituents without prior approval from Student Affairs.\*\***
- If your club is using the student attendance fees as a fundraiser, the Accounting Department will make the check out to your club account.
  - If you are using the student attendance fees to purchase other items to be used for the seminar, the Accounting Department will make the check out to your club account to write the individual checks.
4. Student organizations are required to distribute information to each speaker that comes to campus to inform them of University policies, gather necessary information about the speaker and planned seminar, and gain consent to have the seminar / event videotaped. The University reserves the right to request that student organization seminars are recorded. These recordings will be used only for educational purposes through check-out in the Library.
- Student leaders have the responsibility to submit speaker information and forms to Student Affairs no later than 14 days prior to the event.**

## **SECTION 3**

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### **Speaker Guidelines – Non-Curricular Activities**

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#### **Approval Process**

Individuals invited to speak on the NWHSU campus must first be approved by the University prior to the scheduled presentation.

Presenters must submit the following for approval:

1. Biography, including the area of expertise that supports the presentation (i.e. degrees, educational programs, research activities, etc.)
2. Topic and brief outline of presentation (if PowerPoint and/or handouts are available, please submit)
3. General objective(s) for the presentation (i.e. what you want the audience to know, be able to do, or believe as a result of the presentation)
4. W9 form (if honorarium is included)
5. Signed consent form for receiving, reading and understanding the Speaker Guidelines.
6. Disclosure of Financial Relationships (see below)

#### **Payment**

Any honorariums paid to speakers must be paid through the Northwestern Health Sciences University (NWHSU) Accounting Department, and may not be paid directly by a University employee, student, or student organization.

#### **Contributed Funds**

All support, monetary and in-kind, must be paid or contributed with the full knowledge and approval of NWHSU.

#### **Disclosure of Financial Relationships**

All individuals in a position to influence the content of a presentation must disclose any relevant financial relationship within the past 12 months that might affect independence in the proposed speech. This information must be provided to the audience before the activity. Company funding and any significant relationship among speaker, moderator and a company will be disclosed prior to the activity. Refusal to disclose relevant financial relationships will be disqualified from being a part of planning or speaking on campus.

#### **Endorsement by the University**

The sponsorship or invitation of a guest speaker does not necessarily imply approval or endorsement, either by the sponsoring group or the University, of the views expressed.

**Marketing of Company or Products:**

The speaker agrees that the presentation is for scientific or educational purposes. Any discussion of a company's products will be objective and balanced, and scientifically rigorous. Speakers are not allowed to sell products or market services on campus or during speaking engagements without the express written approval of the University.

**Right to Photo/Video/Voice Record Presentations**

NWHSU reserves the right to request that speakers or events are recorded (video or audio) or that photos may be taken. Recordings and photos will only be used for educational purposes and will be available for check-out in the NWHSU Library. A consent form must be signed by the presenters during the approval process.

**Opportunities for Debate:**

During the presentation, the speaker will allow time for debate or questioning.

**Limitations of Data:**

The speaker must disclose any limitations on the information that is presented, such as data that represent ongoing research, interim analysis, preliminary data or unsupported opinion.

**Content Validity:**

Speakers must assure, implicitly or explicitly, that any clinical recommendations made are safe and generally acceptable for use in the care of patients. All published work referred to, reported in, or used in support or justification of a patient care recommendation must be appropriately referenced.

Clinical care recommendations must be biologically or clinically plausible, and the basis for clinical recommendations must be clearly disclosed so that it can be critically evaluated by the audience.

NWHSU's programs are based on 10 guiding principles. These include:

- We promote the highest ethical principles in life and practice
- We rely on research, clinical experience and patient preferences to inform academic and clinical programs
- We use continuous quality improvement and best practices to inform decision-making

Implicit in these guiding principles is the notion of scientific integrity, particularly in the use of data from which conclusions are drawn and clinical recommendations crafted. Speakers are expected to appropriately disclose the nature of, and utilization of data in the recommendation of clinical care.

## NOTES

## NOTES

*We are a premier health sciences university creating a healthier  
world.  
Live, Learn, Serve Healthy!*

**Thank you for your  
leadership at NWHSU!**

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Northwestern Health  
Sciences University