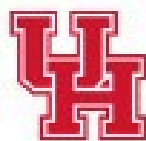


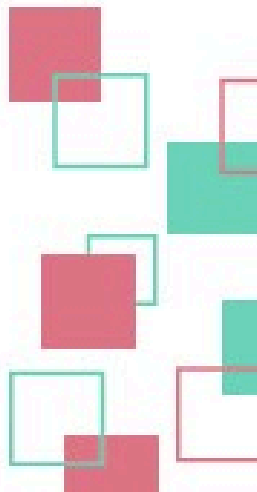



# **BAUER STUDENT ORGANIZATIONS**

## **POLICIES AND PROCEDURES MANUAL**



**C. T. Bauer College of Business**  
**UNIVERSITY OF HOUSTON**



# C.T. Bauer College of Business

## Student Organizations Policies and Procedures Manual

This policy and procedures manual is intended to serve as a collection of the rules and regulations for Student Organizations associated with the C.T. Bauer College of Business at the University of Houston. This manual shall be governed by the College of Business Staff and its operation. No part of this manual shall conflict in any way with the [Student Code of Conduct](#) which outlines all rules and regulations put forth by the university's [Dean of Students](#), or the [regulations](#) of the [Center for Student Involvement](#). This manual does not refer to the constitution of any organization.

## Table of Contents

<b><i>Bauer Student Organizations</i></b> .....	<b>4</b>
What is a Bauer Student Organization.....	4
Approval Process for Bauer Student Organizations.....	4
Use of the University's Name & College's Name .....	5
Privileges given to Registered Student Organizations .....	5
Additional Benefits.....	6
<b><i>Bauer Student Leader Pledge of Responsibilities</i></b> .....	<b>7</b>
Expectations as a Student Organization Associated with Bauer/Bauer Student Leader .....	7
Upholding the Bauer Brand .....	7
Officer Communication .....	7
Faculty/Staff Advisor .....	7
Bauer Student Organization Office.....	7
Bauer Student Organization Officer Orientation .....	8
Bauer Leaders' Council Meetings .....	8
Conduct of Student Organizations.....	8
<b><i>Resources for Bauer Student Organizations</i></b> .....	<b>8</b>
Sponsorship Packages for Bauer Student Organizations.....	8
What is a Sponsorship Package and Why are they Important? .....	8
Sample of a Sponsorship Package .....	9
What's included in a Sponsorship Package .....	9
Invoices .....	9
Stewardship and Tracking.....	10
Contacts.....	10
Bauer Room Reservation Request.....	10
Event Summary .....	11
Transitions .....	12
Officer Roster.....	12
<b><i>Additional Help &amp; Resources:</i></b> .....	<b>13</b>

# Bauer Student Organizations

## What is a Bauer Student Organization

A Bauer Student Organization is a Registered Student Organization at the University of Houston whose membership base consists of at least 60% declared business majors. The Officer Board would have to compromise at least 60% of business majors. The organization would need approval for association with Bauer College according to the process outlined below.

In addition, once approved, all student organizations associated with Bauer College are required to have officer representation to participate in a mandatory orientation session at the beginning of each semester as well as monthly Leaders' Council meetings, and for the President to sign a pledge of responsibilities for renewal of their association with Bauer College each semester or whenever there is a change in Presidents.

## Approval Process for Bauer Student Organizations

Below is the step-by-step process by which an organization can be associated with the C.T. Bauer College of Business. It is recommended that the student(s) interested in forming a new student organization associated with Bauer meet with the Program Manager for Undergraduate Student Organization & Activities for information on the process.

1. If you are interested in starting a student organization at the C.T. Bauer College of Business, the first step would be to reference the approval process set forth by the University of Houston [Center for Student Involvement](#). All student organizations that would like to be associated with Bauer College of Business **must first be registered** with the Center for Student Involvement for **two consecutive long semesters, fall and spring**.
2. Once an organization has been established for a year (two long semesters, fall and spring), the organization will meet with a committee led by the Program Manager for Undergraduate Student Organizations & Activities for an initial proposal and review.
3. If the committee decides the student organization can move forward, the student organization will present at a Bauer Leaders' Council meeting.
4. Once the student organization has presented at a Bauer Leaders' Council Meeting, feedback will be solicited along with recommendations from college staff.
5. Should an overall recommendation be given to move forward with the student organization being associated with Bauer College, the recommendation will be sent to the Dean's Office for final approval.

## Use of the University's Name & College's Name

Organizations may not use the name of the University of Houston or an abbreviation of the name of the University of Houston or the name of the C.T. Bauer College of Business or an abbreviation as part of its name, except to designate location or chapter, nor advertise or promote events in a manner which suggests that the function is sponsored or sanctioned by the University unless the event is formally cosponsored with an administrative or academic unit of the University. For example, "University of Houston Cougar Fan Club" is not acceptable. The acceptable format is "Cougar Fan Club at the University of Houston." Another example, "Bauer Fan Club" is not acceptable. The acceptable format is "Business Fan Club" or "Fan Club at Bauer."

## Privileges given to Registered Student Organizations

Registered Student Organizations exist on the university campus on the assumption that their activities and programs contribute to the educational, civic, and social development of the students involved. Registration of a campus organization does not imply university sanction of the organization or its activities. Registration is simply an opportunity to organize on the university campus and may be withdrawn by the University Hearing Board if an organization is found in violation of any federal, state or local laws, or university regulation or policy.

### **Rights** - Registered Student Organizations may:

- a. Use university facilities (subject to pertinent regulations, proper scheduling procedures, and prior needs of the University itself);
- b. Invite off-campus speakers and artists to appear for regularly scheduled meetings and assemblies. Meetings and speakers must be scheduled in accordance with proper procedures and university policies;
- c. Distribute literature relating to the organization's purpose and activities in those areas authorized by the current posting policies;
- d. Sponsor profit-making activities and solicit funds for organizational activities in accordance with university regulations;

This includes having an approved sponsorship package with the Bauer College of Business.

- e. Apply for office/carrel space. Applications are available to registered student organizations in spring each year during the organization registration process.
- f. Request funding for an organizational event or program. (Subject to the rules and regulations of the appropriate funding and programming board.)

**Responsibilities** - It is the responsibility of every Registered Student Organization and/or its representatives to:

- a. Carry out its activities and conduct itself and/or himself/herself within the student organization's own constitution, all applicable local, state, and federal laws, and all university regulations and policies;
- b. Anticipate, provide for, and promptly meet its legitimate financial obligations;
- c. Act accordingly in the best interests of its members and the University;
- d. Comply with all organization information distributed through Center for Student Involvement mailboxes;
- e. Take reasonable precautions for the safety and comfort of participants at organization events;
- f. Notify the appropriate staff member in the Center for Student Involvement of any changes in the organization's officers/contact persons, addresses, telephone numbers, or constitution.

### **Additional Benefits**

In addition, Registered Student Organizations are welcome to do the following:

- a. Establish a profile on the UH Get Involved website
- b. Participate in university events such as Cat's Back, Homecoming, New Student Orientation, etc
- c. Eligible to receive reduced advertising rates in The Cougar.
- d. Receive consultation from the Center for Student Involvement on risk management or event planning
- e. Apply for awards and honors presented at the Campus Leaders Ceremony
- f. Distribute literature, flyers, posters, banners, and organizational material according to the posting policies
- g. Eligible to use university services and resources such as information technology and mail services

- h. Faculty and staff advisors can receive training and consultation from the Center for Student Involvement
- i. Apply for funding from the Activities Funding Board and Council for Cultural Activities and apply for beverage donations from Auxiliary Services.
- j. BAUER+ as an optional tool to manage aspects of their organization—describe what BAUER+ is with a summary of functionality and Jorge's contact for set up and to maintain rosters, how to add non-business majors who are officers, etc.

## Bauer Student Leader Pledge of Responsibilities

### Expectations as a Student Organization Associated with Bauer/Bauer Student Leader

- Adhere to All Regulations and Guidelines set by the University of Houston
  - Follow the [University of Houston Student Code of Conduct](#)
  - Adhere to Guidelines: [Behavior & Conduct](#)
  - Be a Registered Student Organization with the Center of Student Involvement

### Upholding the Bauer Brand

**Ensure you and the organization you are representing reflect positively on the Bauer College of Business at all times.**

### Officer Communication

- Replying to emails from staff, sponsors and alumni in a timely manner (24-48 business hours)
- Fostering great partnerships with companies
- Communicating with Assistant Director on matters, concerns, or changes within the organization
- Following brand guidelines on marketing

### Faculty/Staff Advisor

- Meet and build a partnership with your student organization's advisor
- Share and update records for organization with advisor
- Discuss planning of semester events
- Transition for the organization

### Bauer Student Organization Office

- Keep the office clean
- Store any supplies/perishable items appropriately

- Maintain Bauer provided furniture (*Examples: desk, bookshelf, cabinets, two wooden chairs, one rolling chair, rolling Cabinet, Cabinet Lighting*). All furniture provided in the space is property and inventoried by Bauer College.
- Follow all safety guidelines and rules from the [Fire Marshal](#) and Bauer College of Business Staff

#### Bauer Student Organization Officer Orientation

- Officer orientation is mandatory and held before the start or at the beginning of each semester (Fall and Spring).
- At least three officers must be present at orientation; it is suggested the president, and vice president are in attendance.

#### Bauer Leaders' Council Meetings

- Meetings occur on the 2<sup>nd</sup> Wednesday of each month during the Fall and Spring semesters.
- It is required that a minimum of 2 officers from each organization attend and participate in the meeting and activities.
- Information provided during the meeting should be relayed to the Officer Board and Members.

#### Conduct of Student Organizations

Student groups and organizations may be charged with alleged violations of local, state, and federal laws and/or university policies. A student group or organization and its officers may be held collectively and/or individually responsible when alleged violations occur either during an event sponsored by the organization or by an individual representing or associated with that organization or group.

By being elected/selected for this role in your organization you agree as an Officer of a Bauer Student Organization you will adhere to these guidelines set forth and follow the [student code of conduct](#) and by the University of Houston.

## Resources for Bauer Student Organizations

### Sponsorship Packages for Bauer Student Organizations

What is a Sponsorship Package and Why are they Important?

A sponsorship package refers to the benefits that are offered to businesses for providing monetary funds. Packages include multiple levels for sponsorship, personal cover letter, the



Organization's mission and the benefits of sponsoring. These combined make a sponsorship package and help companies sponsor and send the money through the proper channels.

As leaders of your organization, you are responsible for raising funds to support your activities for the semester. For the process to run smoothly, there are some details you need to include and implement in your student organizations. **Sponsorship packages must be revised and approved by the university prior to soliciting each academic year.**

Sample of a Sponsorship Package: [RED Dinner Program Advertising](#)

### What's included in a Sponsorship Package

Sponsorship packages must contain the following information: a.) price breakdown for the student organization, b.) Fair Market Value (FMV) calculation c.) thank you page, and d.) Response Device Form.

For more information and assistance with sponsorship packages please contact Program Manager for Bauer Student Organizations & Activities.

### Invoices

1. Invoice numbers should include your organization's acronym (BAP-0123). Be sure to have the donor indicate the invoice number on their check or wire. This helps with reconciling/tracking. In addition, since there are several corporations who make contributions to various groups, this will help ensure the funds designated for you get to you.
2. The person of contact, company name, and address need to be on the invoice. Some corporations have numerous branches, and we need to be sure the correct branch received their gift credit.
3. Your organization's appeal code and allocation code need to be on the invoice. This is a requirement of Gift Process & Records (GPR) to ensure the donors gift credit is correct.
4. Checks need to be made payable to the **UH-College of Business Foundation** and mailed to:

4750 Martin Luther King BLVD /334 Melcher Hall

Houston, TX 77204-6021

Attn: (Name of Your Student Organization)

Bank name and address: Wells Fargo Bank, 420 Montgomery Street, San Francisco, CA 94104

Feel free to update this [Bauer Student Organization Invoice Template](#)

## Stewardship and Tracking

- Corporations may ask you to provide them with a report on how their funds were used.
- Please track all gifts and gift usage for this purpose. Even if the gift was accepted prior to you taking an officer position, it is imperative all gifts are traced, and fund usage explained.
- As you leave a post, pass on this information to incoming officers. Ask questions if you are the incoming officer.

## Contacts

All of your gift's route through the UH College of Business Foundation (UH-COBF). Julie Krovontka, Administrator for the UH College of Business Foundation. Julie sends Kimberly Fernandez, Executive Assistant for Bauer Development, a PDF of all documents for disbursement.

Kimberly completes the receipt & disbursement forms, obtains the appropriate UH approvals and signatures and returns them to Julie so she may transfer the funds to your organization's account.

If you have questions or need assistance, please contact one of us at the email below.

Julie Krovontka  
Administrator  
College of Business Foundation [jkrovontka@bauer.uh.edu](mailto:jkrovontka@bauer.uh.edu)

Kimberly P. Fernandez  
Executive Assistant  
Bauer Development Office [kfernandez@central.uh.edu](mailto:kfernandez@central.uh.edu)

## Guest Parking

When having off campus guest visit the University please provide the [Plan your visit](#) containing campus resources, map, visitor parking location, and building information.

## Bauer Room Reservation Request

To support BSO needs while preserving shared spaces, CBB 510 and 522 can be used by BSOs. These rooms are equipped with the necessary resources to cultivate BSO activities.

1. To request a reservation please use the [Bauer Room Reservation System](#).
2. Requests will be reviewed and assigned based on availability and compliance with University and College policies and regulations.
3. A reply e-mail will be sent to you upon review to inform you if your request has been approved. If approved, you will be provided with all necessary details with regard to using the space.
4. Please read the [Bauer Facilities Reservation and Use Policies](#)

5. Use your University Provided email for the reservation.
6. Once approved by the system have a copy of the approval on the day of your event.

**A note about the room doors:** The doors will be programmed to be open for your event based on the requested start and end times submitted. The start time and end time of your request should reflect the overall time you will need for the space. Please be sure to account for the set-up and breakdown of your event.

### Reservation Confirmation

Be sure to have confirmation with you during the duration of your reservation. If the reservation is after normal business hours of Monday-Friday 8am-5pm, please call UH security at 713.743.3333 for assistance.

Please ensure the room is clean and any trash is disposed of properly, this includes trash left on floors and tables. **Do not remove the furniture** from the room; if the furniture is moved around, it must be returned to its proper place, classroom-style set up.

***General Purpose Classrooms may not be approved during the first three weeks of classes of the Spring or Fall semester.***

**Dedicated Staff/Faculty Rooms:** The following areas are designated for staff and faculty: MH 117/302 | CBB 310/328/330/506/508, ensuring that shared spaces are used for staff and academic program usage. These spaces are to be dedicated to staff and faculty. **These could be available to use for student organizations but under the supervision of their Staff/Faculty advisor.**

### Contact Information for Room Reservations

Spaces	Email
CBB 522,510	<a href="mailto:Bso@central.uh.edu">Bso@central.uh.edu</a>
Classroom	<a href="mailto:Roomrequest@bauer.uh.edu">Roomrequest@bauer.uh.edu</a>
General Purpose Rooms	<a href="mailto:Reservations@bauer.uh.edu">Reservations@bauer.uh.edu</a>

### Event Summary

Build into your event planning and officer meeting reviewing and completing an [Event Summary](#). This helpful document can be used in transition and training for new officers for any major event that a student leader is responsible for.

## Transitions

Build the foundation for your Student Organization. Some transition tips can be found here:

- Getting the Organization Re-Registered in Get Involved
- Submitting the Officer Roster
- Attending Officer Orientation
- Submitting Room Reservations
- Sponsorship Packages
- Bauer Involvement Fair
- Bauer Leaders' Council Meetings
- Ensure that new officers receive pertinent information
- Ensure office is cleaned prior to closing for the semester
- Passwords
- Event summaries
- Bank Information

Additional tips can be found here: [Top 8 Tips for Student Leader Transition](#)

## Officer Roster

Prior to the beginning of each semester and during any officer changes an updated officer roster for each Bauer Student organization will be provided to the Program Manager.

- ***Please ensure new board knows to send an excel spreadsheet with the following information:***
  - Officers First and Last name
  - Officers title
  - Indicate which officers should have office access
  - PeopleSoft ID #
  - Organization email address for each position
  - Student Cougar net email address
  - Faculty/staff advisor name and email address
  - Indicate which officer should be the contact person for the development office (person responsible for sponsorships)
  - Indicate who your Bauer alumni relations contact is
  - Indicate who your Bauer corporate relations contact is (person responsible for connecting with employers)

**Please use this** [Bauer Student Organization Officer Roster Template](#)

## Additional Help & Resources:

If you need help with:	Contact
Questions about this guide or policies and procedures	<p>Jorge Arellano Assistant Director of Student Engagement <a href="mailto:jaarellano@central.uh.edu">jaarellano@central.uh.edu</a></p> <p>Whitney Johnson Director of Student Success <a href="mailto:wjohnson@central.uh.edu">wjohnson@central.uh.edu</a></p>
More information about becoming an organization via the Center for Student Involvement	<p>Contact the Center for Student Involvement <a href="mailto:Csi@uh.edu">Csi@uh.edu</a> 832-842-6215 Student Center North 103</p>
<b>Contact Information for Room Reservations</b>	<p>General Purpose Rooms <a href="mailto:reservations@bauer.uh.edu">reservations@bauer.uh.edu</a> Classrooms and Lecture Spaces <a href="mailto:Roomrequest@bauer.uh.edu">Roomrequest@bauer.uh.edu</a> CBB 510/522 <a href="mailto:Bso@central.uh.edu">Bso@central.uh.edu</a></p>
C.T. Bauer College of Business Foundation	<p>Julie Krovontka, Administrator, <a href="mailto:jkrovontka@bauer.uh.edu">jkrovontka@bauer.uh.edu</a> Kimberly P. Fernandez, Executive Assistant, Bauer Development Office, <a href="mailto:kfernandez@central.uh.edu">kfernandez@central.uh.edu</a></p>
Center For Student Involvement (CSI)	<a href="#">CSI On Demand Page</a>

The Assistant Director of Student Engagement is located on the 5<sup>th</sup> floor of the Classroom & Business Building (CBB), Room 512N; the Director of Student Success is in Room 512C.