



CLUB & ORGANIZATION HANDBOOK

2020 - 2021

A special thanks to the University of Miami School of Law for allowing us use its Student Organization Handbook as a guide.

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Liaison administrative officer:

Maria Otero-Fernandez
Assistant Director of Graduate Student Experience
Office of Vice Dean of Graduate Business,
Henrik Cronqvist
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The following information contains the requirements the Miami Herbert Business School has established for all graduate business organizations.

Section 1: Your Responsibilities and Resources

Each graduate club ("Club") or organization ("Organization") in the Miami Herbert Business School (MHBS) should adhere to the following:

- Comply with all University of Miami policies and procedures, including but not limited to, those detailed in the Student Handbook and Honor Code, as well as local, state, and federal law.
- Adhere to the Club's or Organization's constitution and bylaws.
- Be open to all currently enrolled MHBS graduate students who are in good academic standing.
- Not discriminate on the basis of race, ethnicity, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, or national origin, in any of its policies, procedures, or practices.
- Follow the values set forth by the University of Miami and MHBS including but not limited to: integrity, professionalism, inclusiveness, respect, and teamwork.
- Develop and maintain honest and open lines of communication with MHBS faculty and staff, including advisors.
- Sponsor and supervise events and programs in a safe and responsible manner while ensuring no disruption to the normal operation of the University.
- Utilize MHBS and University-wide facilities for the purpose for which they were scheduled.
- Provide the Assistant Director of Graduate Student Experience with the outcome of your Club's elections by April 6, 2020
- All inactive organizations, or those who have not provided their information for the current academic year, will be suspended and must reapply for organizational status.

Creating a New Club or Organization

Graduate business student(s) who wish to establish a new Club or Organization should set up an appointment with the Assistant Director of Graduate Student Experience to discuss. The student(s) must bring the following to the meeting:

1. Name of the Club or Organization;
2. Name of the faculty/staff advisor and letter (or email) indicating his/her assent to the role;
3. Names, addresses, e-mail addresses, and phone numbers of minimum of 5 interested officers (President, Vice-President, Treasurer, Secretary, Director);
4. Statement of Purpose of the Club or Organization;
5. Constitution and bylaws (can be downloaded from um-gsa.org/start-a-new-gso/)

6. Tentative date for first meeting; and
7. Names of interested members

Role of the Faculty/Staff Advisor

The Faculty/Staff Advisor should:

- Attend meetings, activities, and programs
- Assist in program planning
- Assist in officer transition
- Share ideas and thoughts
- Provide feedback
- Help resolve inter-group conflict

Constitution and Bylaws

The constitution must contain, but not limited to, the following: (Template found: um-gsa.org)

1. Mission Statement
2. List of officer positions (each organization must have at least five officers)
3. Method for electing officers
4. Process for amending the constitution

Transitions

Each spring, Clubs and Organizations must undergo a transfer of power. It is up to each Club and Organization to decide the best way to hold its elections. It is important that the outgoing leaders provide enough time to guide and orient the new leaders on the Club's or Organization's policies and procedures. Please provide the Assistant Director of Graduate Student Experience with the outcome of your Club's or Organization's elections by **Friday, April 9, 2021**.

Budget

Each Club or Organization is responsible for their own budget. Clubs or Organizations which are provided seed money by MHBS may not go over the allocated amount. Clubs or Organizations without seed funding, or those requiring additional funding, must obtain funds through its members, sponsorship, or fundraising. MHBS administration still holds discretion regarding approval of events that use School funds. Clubs and Organizations are encouraged to seek sponsorship from academic and administrative departments for events. The Club or Organization must be mindful that academic and administrative departments within the MHBS have no obligation to sponsor any event for a Club or Organization.

Printing Needs

Club and Organization leaders may request that the Assistant Director of Graduate Student Experience print flyers or other documents needed for Club and Organization purposes.

Section 2: Meetings and Events

Planning for Events

Regular Club or Organization Meetings:

A Club or Organization may request a room by contacting the Office of Events (classroomrequests@MHBS.miami.edu) for other conference rooms and/or classrooms in the MHBS complex. Please note that reimbursement will not be provided for food for regular Club or Organization meetings. It is recommended that if these meetings occur during lunch, members bring their own lunch. **Please do not contact administration to submit a purchase order for food for regular Club or Organization meetings.**

Club or Organization meeting with an outside speaker:

If a Club or Organization wants to host a speaker, Club or Organization officers should speak with the Ziff Career Center or a faculty member to discuss and identify the selection of appropriate speakers (including alumni, business leaders, and national scholars). Club or Organization officers must also book the appropriate space/location for the speaker. Funds provided by MHBS to the Club or Organization may cover the cost of meals (not to exceed \$10 per person). The Club or Organization will be given several choices of approved caterers. Club or Organization officers must contact the approved caterers and select an appropriate menu: lunches, dinners, or evening receptions (without alcohol) depending upon the Club's or Organization's needs. Once the Club or Organization selects a menu, the officers must submit to the Assistant Director of Graduate Student Experience for approval a proposal/estimate of the menu so that a Purchase Order ("PO") can be drafted. After the event, the officers shall provide the Assistant Director of Graduate Student Experience a final invoice from the caterer to be submitted to accounts payable. **Once the PO is submitted, the Club or Organization must assign a student, preferably an officer, to accept the food and be responsible for set up and clean up after the event.**

Club or Organization hosting a training or workshop:

If a Club or Organization wants to host a training or workshop with the purpose of career readiness, Club or Organizations officers should speak with the Ziff Career Center or a faculty member to discuss if assistance will be needed. If the training or workshop will be led by a Club or Organization leader or member and no outside assistance is needed, the Club or Organization may proceed with the training or workshop without notice.

Major Events:

Major events will require approval by the Assistant Director of Graduate Student Experience. These include events that include the entire MHBS community. There may be other events that will also fall into this category on a case-by-case basis. When in doubt, please contact the Assistant Director of Graduate Student Experience.

Co-Sponsoring Events:

Co-sponsoring events allows multiple Clubs and Organizations to combine their budgets. Co-sponsored events are highly encouraged. Please communicate openly and clearly with officers of partnering Club(s) or Organization(s) to create a successful event. Please include the Assistant Director of Graduate Student Experience on any correspondence relating to co-sponsoring an event.

Miami Herbert Business School Classroom and Conference Room Reservations:

All MHBS classrooms and conference rooms (with a few exceptions) are reserved by the Office of Events by emailing classroomrequests@MHBS.miami.edu. When emailing the Office of Events, please indicate your Club's or Organization's name, the nature of the event, the time slot required, your target audience, if a caterer will be used, and the number of expected participants. Be respectful of those who use the classroom or conference room after you. **It is the Club's or Organization's responsibility to make sure the room is clean at the end of your event, especially if you serve food/drinks.** Failure to comply may result in loss of booking privileges.

Other University Locations (including the Rathskeller):

The University has different venues a Club or Organization may reserve on the campus including the Shalala Student Center, The Rathskeller, the Newman Alumni Center, etc. In many instances, the Club or Organization will be responsible for a charge for the use of these spaces.

Clean-Up

Clubs and Organizations are expected to, and will be held responsible for, clean up after each event. Clubs and Organizations that fail to leave a space in a proper condition may lose campus programming benefits. Leftover food may be dropped off in the Graduate Student Lounge on the 4th floor of the Aresty Building to be offered to other students. Do not leave food unattended in classrooms or any other meeting space.

Facilities and Building Operations

- For facility emergencies (including locked doors, malfunctioning lights, or AC issues) that occur **Monday through Friday between 6:30am and 7:00pm**, please contact MHBS Building Operations at buildingops@bus.miami.edu.
- **For locked doors after-hours or on weekends**, please contact the University of Miami Police Department at 305-284-6666.
- **For non-door related issues after-hours or on weekends**, please contact Facilities Management at 305-284-8282.

If a Club or Organization needs garbage receptacles for an event or any other facilities assistance prior to a meeting or event, please email the MHBS Buildings Operations team (buildingops@bus.miami.edu) to make your request.

Audio Visual and Information Technology

Clubs and Organizations are expected, and will be held responsible for, proper use of the technology available in classrooms and conference rooms. If you are having a meeting or event in a MHBS classroom or conference room that will require audio visual (AV) or informational technology (IT) support, please send your request at least 1 week in advance using the following electronic form: www.bus.miami.edu/avevent.

For troubleshooting of or any other emergencies regarding AV and IT in MHBS classrooms or conference rooms, please contact the MHBS IT Service Desk at 305-284-1771.

For locations outside of MHBS, please refer to the following support contacts:

- Shalala Student Activity Center: 305-284-1512
- University Central IT: 305-284-6565

Alcohol

We recognize that our graduate business students are typically of legal drinking age in the State of Florida. These University policies, however, impact upon our policies relating to alcohol at University-sponsored events:

1. A Club or Organization **must** receive permission from the Assistant Director of Graduate Student Experience to serve alcohol at any school-sponsored events. The University and MHBS maintain a presumption that alcohol is not at all integral to the success of a student event. A Club must advance an overwhelming argument for approval to rebut this presumption.
2. As per University of Miami Risk Management policy, if a vendor comes on property and brings alcohol or serves alcohol to students, that vendor must provide a Certificate of Insurance listing UM as an additional insurer.
3. MHBS will typically not reimburse or cover the cost of alcohol at a Club or Organization event unless the Assistant Director of Graduate Student Experience has previously approved it.
4. In accordance with Section 562.11, Florida Statutes, a person may not sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or permit a person under 21 years of age to consume such beverages.
5. A Club or Organization may organize happy hour events off-campus. Those events must be paid on a cash basis by Club members.
6. The University and MHBS are deeply concerned about the professional behavior of our students on- and off-campus. **Student leaders, even when off campus, should ensure professional behavior at any event at which alcohol is provided.**
7. Any Club or Organization failing to adhere to University guidelines may lose programming privileges.
8. Public intoxication in any University controlled building, area, or at any University event, is prohibited. Publicly intoxicated students may be subject to disciplinary action.

Gifts and Recognitions

If a Club has invited an outside speaker to campus and wishes to give the speaker a MHBS-branded gift, please consult with the Office of Events, located on the 3rd floor of the Aresty Building (Room 337). There are several gift options with different prices. The Office of Events will deduct the cost of the gift from the Club's budget.

Parking

The only available parking for guests is at the Pavia Garage or metered parking located in Stanford Drive.

Section 3: Budgets and Financial Matters

Funding

As mentioned in Section 1, each Club or Organization is responsible for their own budget. Clubs or Organizations which are provided seed money by MHBS may not go over the allocated amount. Clubs or Organizations without seed funding, or those requiring additional funding, must obtain funds through its members, sponsorship, or fundraising.

Planning

It is critical for Club or Organization officers planning any meeting or event to consider the financial impacts of these events. It is encouraged for Club or Organization officers to set up a strategic plan for the year. Having a strategic plan in place will allow for planning with sufficient lead-time of meetings and events. Proper planning is essential for meeting and event success.

Purchasing and Reimbursements

- If a PO (purchase order) is required, it must be requested **TWO weeks** in advance, you are **NOT** allowed to order anything without a PO number from the Assistant Director of Graduate Student Experience.
- Food, drinks, or rentals purchased for Club or Organization events from a retail store must be paid for personally by an officer and will be later reimbursed by the University.
- Post-event, a reimbursement will be provided only for supplies, food, and non-alcoholic drink purchases with proof or receipt and event flyer. Alcohol **WILL NOT** be reimbursed.
- Catered food (from an approved vendor) can be paid via a PO that the Assistant Director of Graduate Student Experience can create and is paid by UM's Accounts Payable department via the Workday Finance system.

Examples of catered food include Shorty's BBQ, Chipotle, Big Cheese Pizza, Tossed, Pollo Tropical, as well as private catering companies that MHBS partners with.

Please contact the Assistant Director of Graduate Student Experience with any questions regarding non-event related expenses.

Reimbursement Process

Under IRS Accountable Plan Rules and University policies, expenses are required to meet two conditions: (1) There must be a legitimate business purpose – explanation of the business conducted and (2) Expenses must be substantiated, *i.e.*, original receipts, date, place, and bank statement amount of the expenses. Reimbursement for purchases requires the following items:

1. Intended business purpose
2. Flyer or announcement of event (via email, Facebook, etc.)
3. Sign-in sheet of event participants
4. Original receipts and credit/debit card statement
5. The student's mailing address for where the reimbursement check should be sent to

Approved Vendors

As mentioned above, catered food is typically paid via a PO. PO payments may be issued only to an approved vendor. If a Club or Organization wishes to know if a vendor is approved, contact the Assistant Director of Graduate Student Experience.

Contracts

Students may not sign any contracts or agreements. If a Club or Organization event requires any type of contract, contact the Assistant Director of Graduate Student Experience.

Bank Accounts

No student Club or Organization may maintain any account outside of the University. All accounts are handled and managed through the University.

Sales Tax Exemption

As a 501(c)(3) organization, the University of Miami is exempt from paying state sales tax. Student clubs utilizing UM funds may use the University's tax-exempt certificate. For access to our sales tax exemption certificate, please contact the Assistant Director of Graduate Student Experience.

Section 4: Communications

The MHBS brand benefits greatly from good publicity of student-led events. It is paramount we ensure excellent communication to Club and Organization members, the MHBS community, prospective students, and the general community of alumni and business professionals.

Logos

According to official University of Miami identity policy, MHBS is prohibited from creating logos of any kind. Logos for a specific Club, Organization, or event must be created by its members and should not in any way alter either the MHBS or the University logo.

Advertising for Events

All flyers must be approved by the Office of the Dean. A flyer must be stamped or it will be taken down. Please contact the Office of the Dean at 305-284-6648 to have your flyer approved. Please note that you **may not** post flyers or posters on the following:

- Office windows
- Stairwells
- Classroom doors
- Classroom boards
- Bathroom stalls
- Elevators (inside or outside)
- Painted Walls

Posters

Large posters are produced only for major MHBS events that are open to the entire MHBS community.

Global Emails and Social Media

We have all observed that University emails have been overused to the point where they are frequently ignored. To that end, we want to encourage the MHBS community to move away from Global emails wherever feasible. Instead, we would encourage you to create distribution lists for your Club or Organization members, either through UM or through Gmail or social media. These communications can target your core group with regular updates; students can choose to opt in or out of your distribution lists as appropriate.

To bring a social post to the attention of MHBS administration, please tag the School at the following handles:

- Instagram: @MiamiBusinessSchool
- Twitter: @UMiamiBusiness
- Facebook: @MiamiBusinessSchool

Although it is up to the discretion of the MHBS administration to re-share posts, this is one of the most efficient ways to get the word out about events and other announcements to the larger community. Make sure to follow our official channels to stay up to date.

A Club or Organization may have or want a Club or Organization email address that will facilitate communication with members and permit responses for events. Officers should coordinate with the previous year's officers concerning the transfer of password information during the transition period.

Student Leader Certification

As a student leader for the 2019-2020 Academic Year, I certify that I have reviewed this Student Organization Handbook.

I understand that I am responsible for:

_____ (initial) 1. Reading my Club's or Organization's bylaws, communicating with my faculty advisor and MHBS administration, and ensuring a smooth transition with the prior Executive Board of my Club or Organization, and completing a strategic plan for the academic year.

_____ (initial) 2. Ensuring that all events and activities of my Club or Organization conform to the requirements of Section 2.

_____ (initial) 3. Providing budgetary control of my Club or Organization and the events and activities that the Club or Organization sponsors, designating a representative to submit all budget requests, and familiarizing myself with the University's obligations as a 501(c)(3) institution; and

_____ (initial) 4. Communicating at all times with prospective and current students, faculty, staff, and any community member with professionalism and ensuring that the UM brand and logos are respected.

Signature

Printed Name

Name of Club or Organization

Date