



ACHE

ARKANSAS COLLEGES OF HEALTH EDUCATION

REGISTERED STUDENT ORGANIZATION GUIDEBOOK



This handbook is meant to serve as a guide for ACHE Registered Student Organizations (RSO). It does not replace any policies, procedures or information outlined in the official ACHE Student Handbook, program handbooks, ACHE Policy Manual or other official documents of the institution.

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Welcome from the Office of Student Activities

We fulfill the ACHE mission through cultivating a vibrant and inclusive environment that empowers students through leadership development, life skills training, and service projects, preparing them to become compassionate and effective leaders in the healthcare industry.

Our mission relies upon the commitment of service to the underserved and underrepresented. Through the Office of Student Activities, students will find connections to community as they become engaged in service projects, community outreach events, and academic programs and presentations that will serve to enrich their ACHE experience.

Student Activities Office

Located on the first floor of the ARCOM building
7000 Chad Colley Blvd. Fort Smith, Arkansas 72916
Email: ACHEstudentactivities@achehealth.edu
Phone: 479-308-2200

What is an RSO?

A Registered Student Organization (RSO) is defined as a group of currently enrolled ACHE students, recognized by the institution, who unite to promote a common interest. RSOs are student-initiated and student-run. They may include other members of the ACHE community such as faculty, staff, and administrators so long as the majority of the membership are currently enrolled students. Student organizations must go through the annual ren process to be recognized by the College.

ACHE recognizes the vital contributions that student organizations make to the quality of life on campus; however, recognition as an ACHE student organization is not to be interpreted as an endorsement, approval, or reflection of the mission, purpose, and/or activities of ACHE. If it is alleged that a Registered Student Organization or its members have failed to comply with College policies or procedures, the College may conduct an investigation and render sanctions as it deems necessary.

Failure to comply with College policies and procedures may result in a variety of penalties, including but not limited to suspension or the revocation of recognition. Individual members of the registered student organization may also be referred to the Student Conduct Committee (SCC) as deemed appropriate by the Office of Student Affairs. A suspended or no longer recognized student organization loses all privileges and benefits granted to Registered Student Organizations.

In addition to experiencing educational enrichment outside of the classroom, RSOs have additional benefits available to them:

- ability to reserve meeting and event space on ACHE property
- ability to participate in RSO Showcase to recruit members (during Welcome Week each year)
- ability to hold a sponsored community service event and coordinate programming efforts
- ability to receive programming funding from ACHE
- ability to request and use college name and logos with approval from the Office of Marketing & Community Relations
- ability to fundraise
- ability to post events and meetings on the campus calendar with digital and paper marketing on campus
- ability to hold educational workshops for club members and others in the student body
- access to planning and leadership workshops available through the Office of Student Affairs
- be considered for campus awards and other recognition

Students wishing to start a new RSO may petition the Student Activities Office during the open registration period from May 1- June 1 of each year to start a new organization. RSOs should have a mission, values, and goals that mirror ACHE's, or provide a unique service to the professional community or patients in the opinion of the administration of ACHE.

Step #1: RSOs should have a mission, values, and goals that mirror ACHE's, or provide a unique service to the professional community or patients in the opinion of the administration of ACHE. New RSOs should not have a mission that is similar in scope to an already registered organization.

Step #2: Students should begin to conceptualize the new RSO and be prepared to clearly articulate the mission statement and purposed name of the requested organization.

Step #3: Once steps 1 and 2 are complete, then you may email ACHEstudentactivities@achehealth.edu to request an official pitch meeting with a representative from the Office of Student Activities where you will receive step-by-step instructions for establishing a new RSO!

The new RSO must demonstrate sufficient interest among the student body to support an organization which shall be measured in part by requiring those proposing to charter any new organization to obtain confirmation of interest from > 20% of the total student population that the RSO would serve. Submission and proof of affirmations will be coordinated through the Office of Student Activities. The constitution and by-laws for the organization should be submitted at the time of the request for full consideration.

RSO Eligibility

Club officers are expected to take the necessary steps to ensure RSOs remain active, including:

- 1) Complete a minimum of 1 service project annually.
- 2) Review the organization's bylaws/constitution and approve any changes prior to the transition of power at the end of the term (see recommended bylaw checklist in this document)
- 3) Host a minimum of 2 official club sponsored events per semester
- 4) Maintain continuity of leadership
- 5) Submit an annual renewal

RSOs failing to comply will be placed on probation for a 1-year period. RSOs still not in compliance after that period will be immediately placed into an inactive status and must petition to be officially reinstated.

Elections for RSO e-boards will be held each year during the month of February. Positions elected will be President, Vice, President, Treasurer, and Secretary. The Office of Student Activities will send electronic voting ballots to the RSO's eligible voting members. All remaining vacant positions should be filled by special elections that are in compliance with the RSOs constitution/bylaws. Officers are expected to remain in office until the official transition of power on May 1.

Leadership

Students serving as RSO officers or any similar student leadership position (example: appointed chairs) must meet minimum eligibility requirements. ACHE students are encouraged to develop, organize, and participate in student associations and government organizations; however, students are advised not to hold more than one elected position at the same time, and will not be allowed to hold more than 2 elected positions during any given academic year.

RSO leaders are responsible for maintaining proper records and ensure these items are uploaded to your club's SharePoint site including but not limited to:

- a. Meeting minutes
- b. Club budget
- c. Active membership list

- i. All members who have attended at least one club meeting are considered active members and eligible to vote.

Academic Eligibility

Academic eligibility will be reviewed at the end of each semester. All leadership positions must meet the minimum requirements established by the ACHE Provost Council. Elected officers may become ineligible to serve at that time and will be notified via email by the Office of Student Activities. All students, regardless of academic standing, are eligible to be active members.

Student Travel	Leadership Positions	Volunteer Opportunities
Students cannot have <70% in one course or <73% in any 2 courses. Students should not be on academic probation or behavioral/misconduct probation (Programmatic Dean can override)	Good Academic and Conduct Standing	Students should never miss required course activities and should be cognizant of workload and current academic standing when volunteering

- *Repeating students are not eligible to hold office until they have successfully remediated failures.*
- *Eligibility must be confirmed in the program in which the student will be actively enrolled when serving.*
 - *Example: MSB students cannot run in Spring elections for Fall positions.*

RSO Advisors

All RSOs are required to have a faculty/staff advisor. Clinical organizations should have a clinical faculty sponsor. All RSO advisors to student organizations will be appointed with the Office of Student Activities and the programmatic Dean. The faculty sponsor should be present at approved RSO events when possible.

Student Travel Procedures

Some officer positions may require travel to conferences, annual business meetings, or other college-related events. Students are expected to adhere to the same campus policies while representing ACHE at events. Students who wish to request travel permission should work with the Office of Student Activities and follow these guidelines:

1. Students are expected to coordinate excused absences with their Course Directors prior to submitting the Student Travel Request Form. Any missed exams must be approved by the programmatic Dean.
2. Students are required to complete the Student Travel Request Form at least **one month** prior to the travel date.
 - a. Request for travel does not guarantee approval for travel.
 - b. Students should be cautious of making travel arrangements prior to approval.
 - c. Approval for travel does not guarantee any supplemental funding availability.
3. If approved for funding, all original hard copy receipts must be submitted in to the Office of Student Activities) **within one week**. Failure to meet this time frame may result in denied reimbursement and/or future travel requests.
4. All approved reimbursements will be made to individual students. No reimbursements will be made to groups or advisors or transferred to departments that pay any expenses.
5. All travel will require proof of attendance upon request in order to be reimbursed.
6. In some approved circumstances, mileage will be reimbursed using the travel expenditure process. Reimbursement will be at the current approved rate.
7. Other travel expenses, such as meals, tips, and transportation will be handled by the student reimbursement request process. Receipts for meals must be itemized; alcohol purchases are not permitted.

ACHE Hazing Policy

Participation in hazing is prohibited at the Arkansas Colleges of Health Education. Hazing, including but not limited to, actions designed or with the effect of producing mental or physical discomfort, embarrassment, harassment, or ridicule or interfering with academic achievement. Such activities may include but are not limited to the following:

- a. Excessive or involuntary use of alcohol
- b. Paddling or physical abuse in any form
- c. Creation of excessive fatigue
- d. Kidnapping
- e. Degrading or humiliating games and activities

Events

Events are any time the RSO meets in an official capacity including but not limited to:

- Virtual and in-person meetings
- Tabling
- Fundraisers
- RSO coordinated volunteer activities / service projects
- Guest speakers

Events are requested by completing the Event Request Form, available in ACHE Connect. All approved student activities and events must be appropriately scheduled to avoid conflicts with academic requirements and other professional events and must be submitted no less than 10 business days in advance to allow for facilities, AV, room reservations, guest speakers (if applicable), and any other event-related requirement to be arranged. No meeting announcements may be made until approval is received from the Office of Student Activities.

Reservations may be made **no more than a semester in advance and no less than 10 business days in advance**. The completion of an Event Request Form is required for all RSO events, meetings, volunteer experiences, etc. Students should consider set-up time and break-down time when planning the duration of the meeting or event.

Activities, programs, or events must not unreasonably disrupt official College functions or the orderly operation of the campus. Any type of disruption which interferes with the primary rights of students, faculty, and staff is not allowed. This includes noise that occurs outside or inside campus buildings, whether it be a formal or informal activity.

Co-sponsorship of programs is a good funding alternative because it combines resources of existing groups and/or departments, and it generally benefits all co-sponsoring organizations, as well as the general student population.

Successful co-sponsorship arrangements consist of the following components:

- Create a proposal during the early planning stages of your event that combines the resources of two or more groups in order to carry out a successful program or service.
- Involve all co-sponsoring organizations in the planning, marketing, and execution of the event. Requests for monetary contributions for co-sponsorship do not always create a sense of ownership on the part of the organizations and may discourage groups from assisting financially or otherwise in the future.
- A written agreement outlining specific responsibilities each organization will carry out for the program or service. Written agreements should list time and date of program, the agreed-upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties. This agreement should provide all the necessary details in order for all groups to contribute to the success of the program or service. Event Request Forms are available online through ACHE Connect.
- All co-sponsoring organizations should be recognized in advertising and promotional campaigns before, during, and after the event. Student organizations must follow all guidelines for event organization, use of marketing, fundraising, etc.

Community Partners and No-Shows

Simple changes or cancelations made to approved reservations should be made with consideration to the attendees and offices involved. Failure to give proper notice to your membership OR community partners expecting you will result in a “no show”.

Two (2) or more no shows within the same academic year will be grounds for the organization to forfeit the use of the space for the current semester and /or ability to schedule space for the next semester (this includes student organization

recurring reservations). After a second no show, groups will receive a letter indicating the remainder of the group's reservations have been cancelled and will have to reserve space on a week-to-week basis.

College Facilities and Space

The Office of Student Activities can assist you in determining the best location for your meeting or event. Some facilities can better serve the needs of certain types of meetings and special programs. To determine availability, contact the Office of Student Activities Office or email ACHEstudentactivities@achehealth.edu as early as possible prior to your meeting or event.

Events and meetings may include food during the event or meeting time. Food is permissible only in approved locations on campus and may not be served, consumed, or present in any non-food-permitted space.

Requesting a room on the event request does not guarantee reservation. Rooms where food is permitted include the following:

ARCOM Building	College of Health Sciences Building
• Kyle D. Parker, J.D. Atrium	• HS Room 124
• Bebout Classroom 1	• HS Room 140 A
• Classroom 3	• Student Commons Area
• Student Cafe Area	• HS 306 Seminar Room

Not all spaces on campus have technology available. Should your meeting or event require special assistance, technology, AV equipment, tables and chairs, or other special equipment, please indicate your needs on the Event Request Form.

All meeting spaces are free for student organizations to use for organizational meetings and events. Labor rates may apply outside of normal operational hours and/or for technical or event personnel for large-scale events. The Student Activities Office and other College personnel can help you plan for large-scale events.

Student organizations must not engage in "fronting." Fronting is defined as permitting an individual or organization not affiliated with ACHE to use College space, facilities, or services under the guise of a College-sponsored event. Organizations found to be fronting will be charged the maximum applicable facility rate and may lose future reservation privileges. ACHE staff will determine whether fronting has occurred by evaluating factors such as the nature and purpose of the event, prior knowledge or history of the event, and the composition of attendees.

Please note there may be occasions when campus-wide or administrative events cause previously scheduled RSO reservations to be canceled or altered.

Alcohol Policy

Hard alcohol is not permitted at ACHE events. However, RSOs may request permission from the ACHE CEO/President to serve beer and wine at approved ACHE functions. Event publicity and promotion, including all social media (hashtags, etc.) cannot encourage the consumption of alcohol. ACHE/RSO funding should not be used to purchase the alcohol and individuals are not permitted to bring their own alcoholic beverages to an event.

Events must have a start and end time. The maximum length of events will be four hours, during which no more than three (3) beverages may be served to any individual. A Drink is defined as a 5 oz. serving of wine or 12 oz. serving of beer. Alcohol may not be offered as prizes for student events and drinking contests are not allowed.

Student sponsored events that have been approved by the ACHE President & CEO to serve alcohol may be required to implement the following precautions.

- **Wristband system to limit the number of drinks per person.** Approved events will receive wristbands with the number of tabs corresponding to number of hours of the event.

- 1 hour – 1 tab
- 2 hours – 2 tabs
- 3 hours – 3 tabs
- 4 hours – 3 tabs
- Students who arrive at the beginning of an event will receive all the tabs available. However, students who arrive late will be given a wristband with only the number of tabs that correlates to how much time remains in the event. (example: the student arrives at 10 and the event ends at 11, they will only receive one tab)
- **On-site Police**
 - ACHE Police shall be present during the entirety of the event
 - Security should be facilitated by the ACHE Police Department.
 - Sponsoring students should plan for one officer per 75 guests expected.
 - Security officers receive an hourly fee that will be charged to the RSO.
- **Event Hosts**
 - The sponsoring student(s) must designate “Event Hosts”. There should be one Event Host per 75 expected guests. Hosts should not consume any alcohol and are responsible for proper management of events including, but not limited to:
 - Being present for the entire event
 - Issuing or supervising the issuance of wristbands which must be worn by attendees who are of age to drink
 - Assisting ACHE personnel to ensure attendees are practicing safe drinking

Standardization of Intervention

In an effort to consistently mitigate excessive drinking the follow guidelines may be followed. Violations will be determined by observation(s) and investigation(s) by College official(s). At the conclusion of all events, the attending institutional officials will meet to assign agreed upon point values. Anyone who is visibly intoxicated when arriving to, or attending an event, may be asked to leave.

Violation	Points
Arriving to event visibly intoxicated but leaves willingly	1
Visibly intoxicated and needs assistance making arrangements to get home	2
Brings or has possession of outside alcohol	2
Physically inhibited	2-3
Disruptive behavior	1-3
Visibly intoxicated but unwilling to leave event	3
Fighting or aggression or willingness to cooperate	3

Interventions

While the recommendations below serve as general guidelines, ACHE officials may determine and apply appropriate interventions based on the specific circumstances, including prior incidents of unprofessional behavior.

- **1 Point:**
 - Students will meet with the Senior Assistant Dean of Students to discuss behavior and professionalism.
- **2 Points:**
 - Students will meet with the Senior Assistant Dean of Students and the applicable Dean/Program Director.

- Students will be required to complete an AlcoholEdu course in Vector and schedule a meeting with the ACHE Wellness Counselor.

3+ Points:

- Students will be referred to the Student Conduct Committee (SCC) for determination of sanctions.

Publicity and Communications

Campus Events Calendar: When a meeting or event is approved through the Event Request process, notification of your meeting or event will be placed on the Student Activities calendar. This calendar is visible to all ACHE students, faculty, staff, and administration.

Digital Signage: Student organizations may submit a digital slide of an announcement or event to be posted on the ACHE digital screens. RSOs may submit their digital flyer to ACHEstudentactivities@achehealth.edu once their event or meeting is approved. Digital signage should be in JPEG format and may be edited for design and content before posting. Digital signage will run until the event concludes. Dimensions for monitors are:

Horizontal - 1920 X 1080 pixels

Vertical - 1080 X 1920 pixels

Social Media: RSOs are permitted to use official social media accounts. Review the Social Media policy in the ACHE Policy Manual for additional information.

Email: The Office of Student Affairs and the Office of Marketing & Community Relations are the appropriate methods to email the student body and the campus faculty and staff. RSO officers may email their RSO distribution lists directly but must work with the Office of Student Activities for all announcements sent to the student body and campus at large.

Advertising Approval: Flyers, t-shirts, information tables, and buttons are additional elective methods for publicizing your organization or event. All campus-wide organization and event marketing efforts, including anything communicated outside of membership-only forums, must be approved by the Office of Student Activities.

Requirements for Approval: For the Office of Student Activities to approve an event advertisement (flyer, Pulse advertisement, etc.), the advertisement must include the following criteria:

- Name of RSO/RSOs hosting the event
- Event Name
- Location
- Date
- Time

Office of Marketing & Community Relations

ACHE requires that any use of logos or seals be approved through the Office of Marketing & Community Relations. Additionally, any branding or creation and use of social media accounts must be reviewed. Official logos can be found in ACHE Connect.

Club Finances, Funding and Student Club Cards

All approved RSOs in good standing will be considered for funding.

RSOs are expected to make good use of funding and be diligent in only making purchases deemed essential to ensure the successful execution of events. RSO funding should benefit the community or the entire organization, and not just a few select members. Officers should submit requests for purchases at least 3 business days in advance by completing the official RSO Club Card Request Form. Only those officers that have completed training and signed the RSO Card Policy Acknowledgement form can check out the card. The RSO officer who signs out the club card will be responsible for keeping track of the card and receipts for all purchases as well as notifying the Treasurer of purchases. Club cards should be returned within 48 hours of pick-up.

Club cards cannot be used on the following expenses

1. Alcoholic beverages
2. Tobacco
3. Lottery tickets
4. Cash advances
5. ATM withdrawals
7. Computer/IT related purchases
8. ANY personal use
9. Any expense not approved in advance by the Office of Student Activities

WARNING: Any unapproved purchases could result in the organization losing its purchasing privileges.

Accepting Funds

RSOs may need to accept funding for multiple reasons like fundraising, t-shirts, or registrations. Money can be accepted via cash, check, or card. Cash and checks should be deposited within 24 hours of receiving funds and should never be stored in an unsecured area. Deposits should be submitted to the Office of Student Activities.

Credit Card Payments

The Office of Student Activities utilizes the Square app as the official way to accept credit card payments. RSOs can request a link and QR code be created for the item they are wanting to sell or for the donations they would like to accept. Please note that transaction fees apply for this payment method. RSOs must allow 3 business days for creation of a Square link.

Office of Advancement & Alumni Engagement

Students are encouraged to raise money for a philanthropic endeavor or to help fund an upcoming event or trip. However, students should be mindful of soliciting funds from community resources as our Office of Advancement & Alumni Engagement may have fundraising plans that could be impacted.

- All student fundraising efforts must be submitted for approval using the RSO event request form.
- All student fundraising efforts must also be submitted for approval using the “Fundraising Form” on ACHE Connect if planning to solicit from community resources.
- All fundraising activities must conform to the current Student Fundraising Policy, found in the ACHE Policy Manual.

Current RSOs

The following list of clubs and organizations have been recognized and constituent as official Registered Student Organizations (RSOs) by ACHE:

Name	Abbreviation	Eligible Voting Members
ACHE Holistic Art Club	AHAC	ACHE
ACHE Orthopedics Club	AOC	ACHE
American College of Osteopathic Family Physicians	ACOFPP	ARCOM
Arkansas Medical Society	AMS	ARCOM
Association of Military Osteopathic Physicians and Surgeons	AMOPS	ARCOM
BBQ Club	BBQ	ACHE
Black Student Health Alliance	BSHA	ACHE
Christian Medical & Dental Association	CMDA	ACHE
Community Garden Club	Garden Club	ACHE
Culinary Arts Club	Culinary Arts	ACHE
Emergency Medicine Interest Group	EMIG	ARCOM
Internal Medicine Interest Group	IMIG	ARCOM
Latino Medical Student Association	LMSA	ACHE
LGBTQ+ Healthcare Alliance	LGBTQ+ Club	ACHE
Minorities in Therapy	MIT	CoHS
Muslim Medical Student Association	MMSA	ACHE
National Osteopathic Women Physician Association	NOWPA	ARCOM
Neuro Psych Club	Neuro Psych	ARCOM
Pathology Club	Pathology	ARCOM
Pediatric Therapy	Peds Therapy	CoHS
Physical Medicine & Rehabilitation Club	PM&R	ACHE
Public Health Policy Club	Public Health	ACHE
Radiology Club	Radiology	ARCOM
Rural Medicine Association	Rural Med	ARCOM
Sigma Sigma Phi – Alpha Rho Chapter	SSP	ARCOM
South Asian Medical Student Association	SAMSA	ARCOM
Student American Osteopathic Academy of Sports Medicine	SAOASM	ARCOM
Student Association of Obstetrics and Gynecology	OBGYN	ARCOM
Student Association of Physical Therapy	SAPT	CoHS
Student Government Association	SGA	ACHE
Student National Medical Association	SNMA	ARCOM
Student Occupational Therapy Association	SOTA	OT
Student Osteopathic Association for Research	SOAR	ARCOM
Student Osteopathic Medical Association	SOMA	ARCOM
Student Osteopathic Surgical Association	SOSA	ARCOM
Student Pediatric Association	Peds Club	ARCOM
The Student American Academy of Osteopathy	SAAO	ARCOM
Wilderness Medicine Club	Wilderness Med	ACHE

Key	
ACHE	Any student enrolled at ACHE can be an eligible voting member
ARCOM	Only students enrolled in ARCOM can be an eligible voting member
CoHS	Only students enrolled in PT, OT, & PA can be an eligible voting member
OT	Only students enrolled in OT can be an eligible voting member

