



2014 - 2015

Student Organization Important Dates and Requirements

Date	Event	Description
April	Constitution and Bylaws writing workshop	Student Life and the Pre-Alumni Association will partner to offer a constitution and bylaws writing workshop to assist you with creating your constitution and bylaws for your organization which will be required for the 2014 – 2015 academic year.
April	Elections for all registered student organizations complete (can hold positions for first year liaisons for August)	All officers must be elected by the end of May and send updated names to the Office of Student Life
May 31 st	Student organization registration due online.	All officers should be selected, along with the advisor.
August	Student Organization Advisor Training	An advisor or their designee must attend one of two advisor training sessions that will be offered.
August/early September	Student Leadership Training (includes risk management) Student Organization Fair	At least 2 officers from each organization must attend. Have a sign-up sheet so that you can meet your minimum membership criteria.
Early September	Student Leaders required to review online information and take the required quiz	Before student organizations can plan events, all officers will need to complete the online module
Early September	Student Organization budgets, event calendars and membership lists due.	The Office of Student Life will provide all organizations with a budget and events calendar template to complete.
September	Student Leaders Dinner meeting with the Sr. Vice President	Dinner meeting with the President to discuss various topics. Students can submit questions, suggestions, etc. in advance of the meeting.

Student Organization Requirements

To be officially registered, all organizations must meet the following criteria:

- Have at least three (3) officers (President, Treasurer and Secretary or the equivalent of the 3). **NEW!**
- Must include a brief purpose of their organization along with membership criteria on the annual registration form. **UPDATED!**
- Must submit a calendar of proposed events for the academic year.
- Must submit your proposed line item budget for the year and include items you anticipate you'll need to money for.
- Submit a constitution and bylaws.
- Have an advisor (full-time Meharry Faculty/staff member) who will be active. When you talk to the advisor to request to have them serve as an advisor, make sure that they have a co-advisor if they will not be able to be an active advisor (attend meetings, etc.).
- Have **at least 10 total members** (includes officers). **NEW!**

- Plan, host or participate as a group in at least **2 community centered/community service** events each semester. **UPDATED!**
 - Have sign-in at all events/meetings and **send the lists** to the Office of Student Life monthly. Sign-in sheets should include Student Name, School/Program and Email Address, Sign-in Time. (Template will be provided.) **UPDATED!**
 - Submit learning objectives for each event and send electronic post-event survey to all attendees to include ranking for each part of the event (if applicable) and an open section so they can type what they learned by attending the event. (This is not required for general body meetings that are meant to discuss business). **NEW!**
 - Complete annual bank account notice form. **NEW!**
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Student Interest Group Requirements – NEW!

To be an officially registered Professional Interest Group, you must meet the following criteria:

- Have at least 3 members/officers.
 - Must include a brief description/purpose of their organization along with membership criteria.
 - Must hold at least 1 monthly meeting.
 - Participate/plan at least 2 events (service/volunteer focused) that will provide hands on or observation experience related to the specialty interest a semester.
 - Have an advisor (full-time Meharry Faculty/staff member) who will be active. When you talk to the advisor to request to have them serve as an advisor, make sure that they have a co-advisor if they will not be able to be an active advisor (attend meetings, etc.).
 - Submit meeting/activity attendance to the Office of Student Life monthly.
 - Submit learning objectives for each event and send electronic post-event survey to all attendees to include ranking for each part of the event (if applicable) and an open section so they can type what they learned by attending the event. (This is not required for general body meetings that are meant to discuss business).
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Student Leader/Officer Requirements

*See Policy for Student Leader Extracurricular Involvement for GPA requirements:

- All officers must complete the online student leaders training (will be posted to Blackboard). **UPDATED!**
- All officers will be required to an in person Student Leadership Retreat in August. **NEW!**
- All student organization officers AND members will be required to complete Student Organization Risk Management Training in August. **NEW!**
- Have an advisor attend advisor training to be held in September.
- All student leaders (officers of a student organization or student interest group) will have to complete at least 10 hours of volunteer/community services hours a year (this can be something you do with your organization, but the hours must be reported along with the following: **NEW!**
 - **What did you learn from the activity?**
 - **What did the event entail?**
 - **Who did you impact?**

Benefits of a Registered Student Organization

- 1) Use of the Meharry Medical College tax-exempt form for student event related purchases that meet the requirements for tax exemption. (Submit requests to use the form 2 – 3 business days in advance with the vendor name, address and phone number to the Office of Student Life – studentservices@mmc.edu).
- 2) Hold events, meetings and fundraisers on campus by submitting a request in Campus Groups.
- 3) Reserve space at no cost to you on campus. *Note: Use of the Henry A. Moses Alumni Hall may require rental of linen or additional tables and chairs for events. This cost will be passed on to your student organization. The Office of Student Life will make every effort to utilize free resources before referring you to rental companies.*
- 4) Assistance and guidance from the Office of Student Life staff in planning events, activities and fundraisers.
- 5) The majority of requested events covered by the College’s event insurance policy. **Note: some events may require your organization to purchase an insurance rider. The cost can be between \$200 and \$600 depending on what causes the insurance company to not fully cover the event with the current College policy.*
- 6) Have your event announcements sent out to the entire student body from the Pre-Alumni Association Marketing Committee.
- 7) Use of the Student Services Sam’s Club card for event related purchases.
- 8) Ability to apply for Student Opportunity Funds. (See attached for details).
- 9) Monthly student on-campus account financial updates from the Office of Student Life.

Results of Non-Compliance

All requirements must be met by student organizations in order to be considered a registered student organization. **Requirements will be enforced in 2014 – 2015.**

Non-Compliance of your organization will result in your organization being placed in an inactive status and not be allowed to host events, reserve rooms for meetings, etc. until all requirements have been met.

If your organization initially meets requirements and does not send monthly follow up information, your organization officers will be contacted and the organization will be placed in an **inactive** status if the requested information is not received within 5 business days of the request.

*More specifics will be provided.



Leadership Retreat Proposed Agenda

Meharry Medical College Student Leadership Retreat

Topic 1	Diversity & Inclusion
Topic 2	Group Dynamics & True Colors Instrument/Assessment
Topic 3	Team Building
Topic 4	Conflict Management
Topic 5	Risk Management (including anti-hazing)