

West Virginia School of **Osteopathic Medicine**

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# Club And Organization Manual



**2009-2010**

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## **WVSOM MISSION STATEMENT**

The West Virginia School of Osteopathic Medicine educates primary care osteopathic physicians for rural communities. The school is dedicated, first and foremost, to service for West Virginia and prepares graduates to care for the special health care needs of West Virginia's elderly.

The institutional mission is supported by education, service and research. Education is primary and shall receive top priority for institutional resources.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

The WVSOM academic program provides students with the foundation of knowledge and skills needed by the osteopathic physician. However, the school also recognizes the importance of extracurricular involvement. Campus student organizations can enhance the medical school experience and better prepare the student physician for eventual practice in a community setting.

Community service projects calling for student volunteers are often incorporated into the academic year schedule. In addition, student organizations offer students the opportunity to gear extracurricular activities to their special interests.

## **RECOGNIZED WVSOM STUDENT ORGANIZATIONS**

- 1) American College of Osteopathic Family Physicians (ACOFP)
- 2) The American College of Osteopathic Obstetricians and Gynecologists (ACOOG)
- 3) The Association of Military Osteopathic Physicians and Surgeons (AMOPS)
- 4) Atlas Club
- 5) Christian Medical and Dental Association (CMDA)
- 6) Delta Omega
- 7) Geriatrics
- 8) Medical Students for Choice (MSFC)
- 9) The Morgagni Society (Pathology)
- 10) PAX
- 11) Student Associate Auxiliary (SAA)
- 12) Student Association of the American College of Osteopathic Pediatricians (SAACOP)
- 13) Student Chapter of the American College of Osteopathic Emergency Physicians (SCACOEP)
- 14) Sigma Sigma Phi
- 15) Student Osteopathic Internal Medicine Association (SOIMA)
- 16) Student Osteopathic Medical Association (SOMA)
- 17) Student Osteopathic Surgery Association (SOSA)
- 18) Undergraduate American Academy of Osteopathy (UAAO)
- 19) Undergraduate American Osteopathic Academy of Addiction Medicine (UAOAM)
- 20) Undergraduate Academy of Sports Medicine
- 21) Psi Sigma Alpha - Honor Society

## PROCESS FOR INSTITUTIONAL RECOGNITION OF NEW ORGANIZATIONS

Any student or group of students who wishes to start a new organization at WVSOM must submit application to the Associate Dean for Student Affairs. The application packet must contain the following information and documents:

- 1) A letter of petition requesting approval as an officially sanctioned student club/organization of WVSOM.
- 2) A list of names of students who would be interested in joining the club if it was granted official sanction. All clubs must have a membership sufficient to fill all offices, and be in compliance with the National organization with which they are affiliated. The club must demonstrate a need for official club status based on student interest, number of active members and the professional/social benefits to the campus.
- 3) The name of one full-time WVSOM faculty member who has agreed to serve as the advisor to the club/organization. Faculty may serve as advisor to only one club/organization per academic year.
- 4) Proposed By-laws and constitution. The constitution and by laws must contain the following elements:
  - a. Name of the organization;
  - b. Statement of purpose and objectives;
  - c. Statement of affiliation;
  - d. List of officers. Each club/organization must have a president, vice president, secretary and treasurer.
  - e. Description of duties and responsibilities for each officer;
  - f. Required qualifications for officers;
  - g. Election process;
  - h. Process for the removal and replacement of officers;
  - i. Qualification for membership (including dues if applicable);
  - j. Classifications of membership;
  - k. Privileges or benefits of membership;
  - l. Order of business;
  - m. Procedures for amending the constitution and By -laws;
  - n. Description and responsibilities of standing committees;
- 5) The Assistant Vice President for Student Development will review the application packet. The completed packet will be forwarded to the Student Senate for comment.
- 6) Upon receipt of comment and/or recommendations from the Student Senate the Assistant Vice President for Student Development will forward the petition with a recommendation for approval or denial to the Vice President for Academic Affairs and Dean.

- 7) The Vice President for Academic Affairs and Dean has the final decision making authority to approve or deny a petition for a new student club/organization.
- 8) The Assistant Vice President for Student Development will notify the petitioner of the decision.

## **NON-DISCRIMINATION IN MEMBERSHIP**

Every student organization recognized by WVSOM is expected to be free to select its membership upon the basis of individual merit without regard to race, sex, religion, age, sexual orientation or national origin. This stipulation also extends to those qualified individuals who may have a psychological or physical handicap.

## **GUIDELINES FOR STUDENT ORGANIZATIONS**

- 1) Each organization must have a President, Vice President, Secretary and Treasurer or a Secretary/Treasurer.
- 2) A full time faculty member must serve as an advisor (faculty members can only serve as advisor to one organization).
- 3) All clubs/organizations must meet at least twice each semester for regular business meetings. The minutes of all business meetings and/or committee meetings must be submitted to the Administrative Assistant for Student Development within 48 hours of the meeting.
- 4) Club presidents and their advisor must attend the Council of Club Presidents once a month as scheduled by the Administrative Assistant for Student Development. If the club president is not able to attend a meeting, the vice president of the club must attend.
- 5) Election of new officers will occur during March/April. Elections must be coordinated through the Administrative Assistant for Student Development. Newly elected Presidents will attend the last two meetings of the Council of Club/Organization Presidents.
- 6) Notification of any change of advisor must be made in writing to the Administrative Assistant for Student Development.
- 7) Clubs and organizations and their members are expected to adhere to all school policies as well as all local, state and federal laws.
- 8) All functions/activities must be approved by the Assistant Vice President for Student Development. Club/ Organization Advisors must sign all function approval forms before submission to the Assistant Vice President for Student Development.
- 9) Any function held in school facilities must terminate at 12:00 midnight, except when special permission for later hours has been granted.

- 10) Scheduling club sponsored social events during examination periods is discouraged.
- 11) Any change in the time, place, or cancellation of an approved function must be approved by the Assistant Vice President for Student Development.
- 12) WVSOM is not responsible for financial obligations incurred by recognized campus organizations.
- 13) All organizations are responsible for the fulfillment of all foregoing regulations. Failure to do so will be a major offense and the following penalties may be imposed:
  - a. depriving the organization of the privilege of holding social functions for as long as it is deemed appropriate.
  - b. recommending that the organization no longer be recognized by the school.
  - c. imposing other penalties as deemed necessary by the Assistant Vice President for Student Development or by the institution.

## **CLASS DUES GUIDELINES**

- 1) The class must vote to collect class dues. This motion must pass by a 50% majority of the class.
- 2) Class dues may not exceed \$15 per student per year.
- 3) Class dues may not be used to purchase alcoholic beverages.
- 4) Class dues may be utilized to purchase food and non alcoholic beverages for functions.
- 5) Class dues must be approved for expenditure by a majority of the class officers or by the class.
- 6) Class dues may be utilized to purchase flowers, cards, or gifts if the majority of the class agrees.
- 7) The class may elect to discontinue the collection of class dues at any time by a 50% majority vote.
- 8) The class may not bill, force, or coerce a student to pay dues.
- 9) Upon graduation, if there are monies left, the officers shall decide to place it in a

fund for reunion purposes or donate the monies to an appropriate organization, foundation, scholarship or charity.

## **FACILITIES RESERVATION AND USE**

Any recognized campus organization may plan an activity and publicize it on campus after receiving approval from the Office for Student Development. A Function Approval Form must be completed in order to reserve any part of the campus except for the following:

The Student Lounge

The 24 Hour Study Rooms

Each organization using campus facilities must abide by the following:

- 1) All organizations are responsible for completing their own facilities reservation form if set ups are required. Reservations should be made at least one week in advance if at all possible.
- 2) All organizations are requested to keep their meetings to their scheduled times.
- 3) Because of fire regulations and campus policy, no smoking is allowed on campus.
- 4) All furniture in the meeting rooms is to be in the proper place after the meeting.
- 5) All organizations are responsible for cleaning up the room and leaving it in the same condition in which they found it. Perishables must be removed from the area or placed in receptacles supplied by the school.
- 6) If your meeting requires a microphone, projector, television or video player, please document on the Function Approval Form. The Administrative Assistant for Student Development will email a request for assistance one week in advance to [mediaservices@wvsom.edu](mailto:mediaservices@wvsom.edu).

## **STUDENT ORGANIZATIONS PRESIDENTS' MEETINGS**

The Office for Student Development, in an attempt to better communicate with student organizations, will hold monthly meetings with club presidents and their advisors. A meeting schedule will be announced and sent to all club presidents and their advisors at the start of each semester. Meeting dates and times may be changed if necessary.

The Student Officer President Meeting will include the President of each recognized student organization, the President of each class, the SGA Vice President, and the SGA Treasurer, all organization advisors. Lunch will be provided at each of these meetings and it is vitally important that each organization is represented.

## STUDENT GOVERNMENT ASSOCIATION MEETINGS

The Student Government Association will have a minimum of two (2) meetings during the academic year.

Additional meetings will be called as necessary. Individual notices concerning meetings will be sent out approximately one week prior to the meeting time.

A copy of the SGA Constitution is in the Student Handbook.

## ACTIVITIES CALENDAR

A weekly Student Activities Calendar is published and distributed electronically to all on-campus students and all WVSOM personnel. Any organization that wants to have its information on this calendar must submit it by 4 p.m. Thursday to the Office for Student Development for the following week's calendar of events.

All club/organization events must be scheduled and approved by the Office for Student Development. Club presidents must complete the appropriate forms and submit them for approval to the Assistant Vice President for Student Development at least one (1) week prior to an event. All clubs are encouraged to plan events far in advance and to work collaboratively with other clubs and organizations in order to avoid scheduling conflicts.

Forms:

[WVSOM Request for Function Approval](#)

[WVSOM Disposable Food Service Request Form](#)

[WVSOM Student Activities Off-Campus Function Form](#)

[WVSOM Student Social Event with Alcohol Form](#)

## ORGANIZATION ACCOUNTS

- 1) All organizations will place all of their financial accounts with the WVSOM Foundation, Inc.
- 2) All transactions must be made by both the President and the Treasurer of said organization.
- 3) Withdrawals must be requested by completing a [WVSOM Foundation Request Form](#). The form must be signed by the President and Treasurer of the club and approved by the Assistant Vice President for Student Development prior to submission to the Foundation. These requests should be done at least forty-eight hours in advance. Written invoices or receipts must be provided and attached to the form.
- 4) Statements on each organization's account will be sent to the Office for Student Development at the beginning of each month. Copies will be sent to the Treasurer, and Advisor of each organization.

## **COPYING**

Organizations may have copies made in the WVSOM Copy Room at a cost of \$.03 percopy (2.5%-subject to change). This copying must be organization-related and can only be authorized by the club president and treasurer. A bill will be sent to the organization at the end of each month. Each organization must pay this bill upon its receipt.

## **TELEPHONE**

If long distance calls must be made, pertaining to organizational business, please contact the Office for Student Development.

## **FOUNDER'S ACTIVITIES CENTER**

The Founder's Activity Center is open for individual student use any hour of the day or night. Clubs, organizations and/or groups of students may request to reserve the gym for specific recreation activities. Such requests must be submitted to the Office for Student Development. Reservations will be granted on a limited basis in order to allow for maximum availability of the facility to all members of the WVSOM community.

## **ELECTION OF OFFICERS**

Each organization should hold its elections for the following year no later than the final Student Organization Presidents Meeting. In an attempt to make organizations operate more smoothly from year to year, it is suggested that the Vice President of the organization be elected the following year from the first year class.

Newly elected officers may not assume their duties until August and must have a minimum grade point average of 80. In accordance with [Institutional Policy ST - 15](#), students who have had to repeat any year due to academic deficiencies are not eligible to run for an elected office.

## **ALCOHOL AND DRUG POLICY TOBACCO POLICY**

Alcoholic beverages may not be served or consumed on the WVSOM campus and the illegal use or abuse of drugs will not be tolerated.

Consistent with its mission, WVSOM will utilize educational strategies as the primary approach to substance abuse. However, all members of the school community should know that any violation of local, state or federal laws will be subject to prosecution to the fullest extent of the law and of school policy.

### **DEFINITIONS:**

Alcoholic beverages include those beverages defined under the State of West Virginia's Alcohol Beverage Control Act, including "non-intoxicating beer" and wine and other alcoholic liquors as stated in 60-1-5 of the West Virginia Code. This term includes beer containing any amount of alcohol, wine, wine coolers and all other liquors.

## FUNCTIONS AT OFF-CAMPUS LOCATIONS

Student organizations planning off-campus activities at which alcoholic beverages will be served must register said activities with the Assistant Vice President for Student Development, at which time they will be given the following list of required actions which they must take to promote the responsible use of alcohol:

- Positive actions to ensure that no persons under age 21 are served alcoholic beverages.
- No social event shall include any form of drinking game.
- Alcohol may not be used as an inducement to participate in a campus event. Promotional materials for an event shall not make references to the amount of alcoholic beverages available.
- Common source containers or service devices such as kegs, punch bowls, etc may not be used at an event sponsored by any student club/organization.
- Alcohol may not be provided free of charge or in unlimited quantities such as “all you can drink”.
- Alternative, non-alcoholic beverages must be available.
- Food must be available.
- No alcohol should be served to persons who are obviously intoxicated.
- Designated drivers must be available for each event for the entire course of the event. The names of the designated drivers must be listed on the student activities off-campus function form.
- Faculty advisors for clubs/organizations must be present at events that include alcoholic beverages.
- Early cut –off of alcoholic beverages must be observed, preferably one hour prior to the end of the event. All club/organization events must end no later than 12 midnight.

Institutional policies, ST-1 3 Student Professionalism and ST-01 Student Judicial Board govern the procedures to be followed in case of violation of this policy by enrolled students.

## PURCHASING PROCEDURES

Each year the Student Government Association usually allots funds to each organization to be used for club activities which benefit the entire student body. This money is state appropriated and therefore, must follow state purchase guidelines.

A detailed manual on state purchasing is available from the Office for Student Development. In order to eliminate confusion, a few guidelines have been pointed out below.

- 1) Each organization must work with the Office for Student Development in order to spend these funds.
- 2) Each club must make detailed decisions about how funds are to be expended a minimum of two weeks prior to the date funds are to be spent.
- 3) Any club not using their funds first semester must submit plans for the expenditure of these funds by January, 2010. If a club has not submitted a plan for expenditure of funds, the funds will be reallocated to the SGA budget so other clubs may request additional funds. All funds must be spent by the end of April 2010.
- 4) Early planning may save your organization from the disappointment of not being able to follow through with unapproved commitments.
- 5) No reimbursement to clubs will be made.