

NYMC Student Club/Organization Registration and Approval Policy and Procedures Of the School of Medicine

New York Medical College recognizes the contributions of student clubs/organizations in enhancing the quality of student life and the College community. These clubs/organizations offer students the opportunities to participate in academic, cultural, social and athletic activities that are consistent with the development of knowledge, skills, values and attitudes expected in professionals in the health care sciences. Inasmuch as the activities and functions of such student clubs/organizations are considered College activities, all student clubs/organizations are to be registered with and approved by the Office of Student Affairs of the School of Medicine of the College, function in an organized manner consistent with the values, identity and mission of New York Medical College, a health sciences university in the Catholic Tradition associated with the Archdiocese of New York, be opened to all students currently enrolled at New York Medical College, have at least twelve currently enrolled full time students as members, not duplicate any existing group and comply with the policies and procedures of the College. Student clubs/organizations are not eligible if their purpose or activities are unlawful or in violation of College policy, endanger the safety of anyone or of College facilities, threaten to disrupt or obstruct College functions, foster hatred or intolerance of others, or are inconsistent with the Roman Catholic moral tradition, or are conducted secretly or are purely commercial or financially profitable to group members.

Several benefits are granted to registered and approved student clubs/organizations at the College. These include use of the College's electronic mail system, eligibility for the use of College facilities, including meeting space and media services, ability to apply for institutional funding from the respective student governance organization, inclusion in the College's student publications and the placement of notices on College bulletin boards.

Procedure for Registration and Approval of Student Clubs/Organizations

All student clubs and organizations wishing to use the College's facilities and intending to seek institutional funding must be registered and approved each academic year by the Office of Student Affairs of the School of Medicine. In addition, all student clubs and organizations must re-register their activities at the beginning of each academic year with the Office of Student Affairs.

To be considered for official registration and approval at New York Medical College, a student club or organization must submit a completed Student Club/Organization Request Form to the Office of Student Affairs detailing the mission, purpose and goals of the student club/organization, the duties and responsibilities of all officers, a listing of the names and the class of all members, the frequency, dates, times and location of meetings, current officers' names, addresses and telephone numbers and a schedule of activities and events for the academic year. Any additional information reasonably requested will also

be provided by the student club or organization. All completed requests for registration and approval will be reviewed for approval after an interview with the Associate Dean for Student Affairs.

All student clubs/organizations must fulfill the following requirements for registration and approval:

- a. Its mission and purpose must meet a need not presently met by another club, organization or department at the College.
- b. It must demonstrate that its activities contribute to the overall educational mission of the College by promoting the social, moral, cultural, intellectual, spiritual, or physical development of members of the College community.
- c. Its mission, purpose and activities must not be inconsistent with the with the values, identity and mission of New York Medical College, a health sciences university in the Catholic Tradition associated with the Archdiocese of New York;
- d. Membership and membership privileges must be open to all interested students enrolled at New York Medical College and include at least twelve currently enrolled full time students. Meetings should be publicized and any interested students shall be allowed to attend. All officers must be in good academic and conduct standing. A prospective member must not be denied full participation in club activities on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, age, sex, sexual orientation, or disability.
- e. It must fully comply with all existing and future College policies, including, but not limited to, the policy on Professional Conduct in the Student-Student and Teacher-Student Relationships, Anti-Hazing Policy, Alcohol Policy, Honor Code and this policy.
- f. Its elected officers must meet with the Associate Dean for Student Affairs to coordinate proposed functions and activities with the academic calendar to assure that these activities do not conflict with scheduled student academic priorities.
- g. All registered and approved student clubs/organization must submit for prior review and approval any changes to its mission or purpose or revisions to its governance and provide copies of all appropriate and reasonable documents related thereto.

Once a student club or organization has been approved by the Associate Dean for Student Affairs, a budget form and request for funding from the Student Senate may be submitted to the Treasurer of the Student Senate. All requests to use College facilities including audiovisual and medial services will be coordinated through the Associate Dean for Student Affairs, who must sign the proper authorization. All materials for postings will be submitted for the prior review and approval of the Associate Dean for Student Affairs. All fundraising activities shall require the prior approval of the Associate Dean for Student Affairs and the Director of Development.

Any questions with respect to this policy and procedures should be directed to the Office of Student Affairs.