

STUDENT ORGANIZATION GUIDEBOOK

Congratulations on your acceptance as a recognized student organization under Polity! This brief guidebook contains the information that you will need to remain as a club in “good standing” with Polity. Please realize that these requirements are not meant to be endless “hoops” that we want you to jump through. We are simply trying to ensure that we are maximizing our resources for the benefit of all of the student organizations here at UB.

For starters, your new organization should hold an informational meeting. Make sure that you set a date and provide notice to the entire student body about your meeting. One sign on the door of Butler or G-26 is not sufficient! Make use of the chalkboards, doors, bulletin boards, announcements and listservs to advertise your meeting to all of the classes. At the meeting, introduce the organization to those who show up and be sure to take attendance! You will find that when you apply for funds from Polity that we will be asking for proof not only of your activities and what your organization has done, but how many students showed up. You should also elect officers at this meeting. The way that you go about doing this is up to you. It is required that you elect a President and Treasurer at minimum. However you may add other positions as you see fit. Try not to fall into the habit of electing ten officers for a twenty student organization, that is overkill! If you desire help running this first meeting, consult one of the Executive Board members of Polity.

At some point in the near future, the Secretary from Polity will be asking for a Constitution/By-Laws for your club. The Constitution must include the following minimum items: club name, statement of open membership, mission statement or purpose, officers (President and Treasurer are required) and responsibilities, elections and voting procedures, provisions for amendments and for the removal and replacement of elected officers. The By-Laws are optional. After this you and your organization are pretty much ready to operate on your own. Your only obligation to Polity as a student organization is to maintain a “good standing” status.

The “good standing” status was developed to ensure that clubs can function to their fullest potential during the academic year, and that they can be sustained from year to year as new students take over. The process is really quite simple. In order to maintain your recognition with Polity you must remain compliant with the following:

- [1] Clubs must abide by the schedules prescribed by Polity for officer elections and budget proposal.
- [2] Clubs must maintain an up to date website. The website shall be updated annually by November 1st.

[3] Clubs must maintain a club binder that contains the following minimum items: club constitution, record of officers with contact information, financial ledger maintained by the club treasurer, and a record of events.

[4] Clubs must carry out all financial transactions with the Polity account in accordance with the State University of New York Board of Trustees Policy. Copies of this policy are available from the Polity Treasurer.

[5] Clubs must ensure that all of their activities are open to all medical students. A substantial effort must be made to advertise all activities to all of the students in the medical school. Club officers must ensure that the proposed activity is relevant to the nature of the club or that it provides a community service.

Failure to maintain a “good standing” status can result in sanctions being levied against your organization by Polity. This can range from a written warning to the dissolution of your club. Hopefully things will never come to this, and it all can simply be avoided by staying on top of your organization’s business.

We want to thank you for taking the initiative to start a student organization. The hard part is behind you. Go out and have fun!