

Instructions for: Application for Recognition Of Student Organizations

Thank you for your interest in starting a student organization here at the State University of New York at Buffalo School of Medicine. Student organizations are an integral part of life on campus and serve not only the interests of the medical students here, but also the community in general. The Medical Student Polity welcomes all students who wish to bring forth their ideas for student organizations. In accordance with Article VII, Section I of the Student Conduct Rules, University Standards and Administrative Regulations, all student organizations must seek recognition and registration with some entity of the University, preferably with the student government. Completing this application is the first step towards achieving recognition from the Medical Student Polity. Please read the following instructions over carefully, as they will serve as a guide to you as you work to start up your organization.

Begin by reviewing the conditions for registration that follow. Ensure that your proposal does not violate any of the listed conditions.

Conditions for Registration of All Student Organizations

These conditions apply to all organizations seeking recognition from Polity.

Failure to meet any one of these conditions shall result in an automatic rejection of your organization's application.

1. All registered student organizations are responsible for abiding by federal, state and local laws, as well as by all University Regulations.
2. Student organizations may not impose restrictive membership clauses that discriminate on the basis of: race, religion, creed, disability, age, sex (except as exempted by Federal Regulations), national origin, or veteran status.
3. Only students who are currently registered in the School of Medicine may be eligible for active membership status in a student organization. Furthermore, students may not be on academic probation as defined by the OME if they wish to be a candidate for elected office, to serve in an appointed office, or to serve throughout one's elected or appointed term.
4. The purpose of a student organization may not conflict with the educational functions or established policies of the University.
5. The proposed purposes or functions of a student organization may not duplicate those of an already established student organization.
6. Student organizations may not engage in any form of hazing activities.

Next, look over Polity's requirements for approval of recognition for student organizations. These are the items which all proposed organizations must provide prior to presenting your application before the voting members of Polity at one of our general sessions. Use the attached application form to provide your responses.

Polity Requirements for Approval of Recognition for Student Organizations

1. Provide a written statement of purpose/mission statement.
2. Provide a summary of the types of activities or functions the organization plans on providing, including proposals on how you plan to fund your organization.
3. Demonstrate how the organization provides a service to the medical student community.
4. Hold a pilot meeting and provide evidence of student interest for the organization. This may be in the form of petitions, attendance at the pilot meeting, etc.
5. Have a faculty sponsor.
6. (Optional) Demonstrate how the organization provides a service to the community of Western New York.

Once you have completed the application, please forward one copy of it to the Polity Secretary and one copy to the Polity President. You are advised to keep a copy for yourselves. The President shall then inform you of the date at which you may present your idea to the voting members of Polity. Plan on pitching your proposal to 24 students. The Secretary will ensure that all of the voting members have copies of your application. Generally, this only takes ten or twenty minutes to do. Be prepared to answer questions that some of the voting members may have. After your presentation, the voting members may decide to make an immediate decision on your application for recognition, or they may decide to table the proposal to the next general session. Do not be discouraged if this happens to you, it generally means that the members wish to investigate some aspect of your application further. If this is the case, the Polity President will inform you of the date of the next session. If for some reason your application is denied, the President will provide you within three business days, a written reason for denial, along with any suggestions for resubmittal. If your application is approved, the President will forward you another packet titled: "Student Organization Guidebook", detailing how your new organization functions under Polity.

Thank you again for your interest.