



School
of Medicine

Public Health & Professional
Degree Programs

New Student Organization Registration

The Office of Public Health and Professional Degree Programs fully support students' extracurricular activities, so if you are interested in starting a new student organization, please follow the procedures below and your request will be considered by the PHPD Programs' Directors at their October meeting. Requests for new student organizations are only considered once a year and the application deadline is **September 28th**. Recognized new student groups will be eligible for funding via the student activity fund request process for PHPD student groups.

General Information

Date of Application: _____

Club/Organization Name: _____

Program: _____

Email: _____ Phone Number: _____

Student Representative Name: _____

Student Representative Signature: _____

Faculty Advisor Name: _____

Faculty Advisor Signature: _____

Registration Requirements:

- Membership must be open to all Tufts University School of Medicine students with priority given to PHPD students.
- Constitution (see guidelines below) approved by the members and the leadership of the group
- There must be at least 10 current and active members and a list of their names and programs must be provided.
- Disclosure of any other Tufts funding sources
- Detailed Budget
- Name of faculty advisor (signature required on application)
- All groups approved must submit an annual summary including an overview of activities during the previous year and a final budget report by June 1. Groups must submit a renewal of group registration, including new officer's names, positions, contact information and proposed activities plan along with a budget by **September 15th**.

Constitution Guidelines

- Clearly define the organization's **mission and impact**. Provide examples of the type and nature of expected programs and activities.
- Define the expected **membership** including both the voting members and non-voting members.
- Define organizational **leadership** in terms of:
 - Who qualifies to run for office
 - How the election will be held (specific election plan and process)
 - Identify at least two specific leadership positions (president and treasurer) and leave room for others as needed
 - Define the nomination process, notifications, and necessary lead times
 - Scope of authority for the leadership team
- Define **succession planning** for leadership in terms of:
 - Length of term for elected offices
 - Limitations on successive terms in office (if any)
 - Timing of elections (strongly encourage March/April)
 - Methodology of elections – in-person, on-line, electronic, etc. (all methods should be private)
 - Define the necessary lead time and notifications process
- Define your organizations **operating processes** in terms of:
 - General membership meetings: timing, frequency, notification
 - Executive leadership meetings: timing, frequency, notification, agenda, reporting back to the general membership
 - Communication and notification process for group sponsored activities, events, etc.
- Define and identify the specific procedures for changing the Constitution of By-laws of the organization

Application Deadline

- *Late submissions will not be accepted.*

Submit Application To:

Attention: PHPD Student Services Coordinator
136 Harrison Avenue, M&V 142 Suite
Boston, MA 02110
olivia.zimra_turley@tufts.edu

Date Received: _____ Initial: _____ Approved/Denied: _____ Initial: _____

September 15