



Public Health & Professional Degree Programs New Student Organization Application

The Office of Public Health and Professional Degree Programs fully supports students' extracurricular activities. 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.

Requests for new student organizations are considered **twice a year**. The application deadline is **September 30th for fall start programs or January 31st for spring start programs**. Recognized new student groups will be eligible for funding via the student activity fund request process for PHPD student groups.

Please provide the following information:

<p>Date of Application:</p> <p>Club/Organization Name:</p> <p>Program:</p> <p>Email:</p> <p>Phone Number:</p> <p>Student Representative Name:</p> <p>Student Representative Signature:</p> <p>Faculty Advisor Name:</p> <p><i>*Faculty Advisor must affirm their approval via a separate email to olivia.zimra_turley@tufts.edu.</i></p>

Requirements:

- Membership must be open to all PHPD students.
- Constitution (see guidelines below) approved by the members and the leadership of the group
- There must be at least 10 current/active members. A list of their names and programs must be provided.
- Disclosure of any other Tufts funding sources
- Detailed Budget
- Name of faculty advisor
- 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 and January 15th respectively**.

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/Create two specific leadership positions 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 applicable.
 - Timing of elections
 - 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, avenues of notification
 - Executive leadership meetings: timing, frequency, avenues of notification, agenda, reporting back to the general membership
 - Communication and notification process for group sponsored activities, events, etc.
- Define and identify specific procedures for changing the Constriction of By-laws of the organization

Late submissions will not be accepted.

Submit Application To:

Olivia Zimra-Turley, M.Ed.

Associate Director of Student Programs & Affairs

Public Health & Professional Degree Programs

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