

## ***Establishing a New Club or Specialty Interest Group***

The P&S Club encourages students to establish new and interesting opportunities that adhere to the mission. All those wishing to establish a new club or specialty interest group must adhere to the following:

1. A new club *must* be supported by the P&S medical students, as the P&S Club's funding is provided by medical alumni and the P&S Alumni Association. However, non-medical student are welcome to be members and serve on the board for CUMC wide organizations.
2. Proposals will be evaluated in mid-January (contact the Director for the specific deadline).
  - a. Students interested must meet with the Director of Student Activities to discuss their idea. This meeting will ensure that efforts are not being duplicated and will help the group define their goals and mission statement for the new club/activity.
  - b. The purpose of the student organization must fall within federal and state law, as well as Columbia University, CUMC & P&S Policies (see page 7 of Club Leader Training Guide).
  - c. Should you miss this deadline please contact the P&S Club on how to proceed.
3. Getting approved recognition
  - a. After the initial meeting, a proposal must be submitted to the P&S Club Director through the online survey posted on our website under the "[Club Leader Resources](#)" tab. \*Please note that submitting a proposal does not guarantee the organization will be recognized.
  - b. Club Approval
    - i. P&S Club Cabinet will review and vote on the organization's proposal. If there are reservations regarding the proposal, it may be denied or suggested for reevaluation.
    - ii. Upon approval by the P&S Club Cabinet, the group will be invited to present their proposal to the P&S Club Faculty Advisory Board (FAB) at the January meeting.
    - iii. The FAB has the final decision on the proposed club's status. If there are reservations about a proposed activity from the FAB, recognition will be withheld.
    - iv. Once the group is approved, they will schedule a meeting with the P&S Club Director.
  - c. Specialty Interest Group Approval
    - i. The first and only step is for the P&S Club Cabinet to evaluate and approve the proposal. There is no presentation required, but if there are reservations about a proposed group from the P&S Club Cabinet, recognition will be withheld and it may be suggested for reevaluation in the future.
    - ii. If you are interested in starting a sub-specialty interest group please speak with the P&S Club Director as it may be best to work with an existing specialty interest group.
4. Preliminary Year
  - a. All approved or reactivated clubs will begin with a preliminary year – totaling 3 full semesters of activity including the approval semester. Ex: Approved Jan 2014, permanent status July 2015
  - b. You must adhere to the Official Club Recognition/Registration guidelines on the next page in order to be moved to permanent recognition status.
  - c. Should the club fail to follow the guidelines listed on the next page during preliminary year, you will need to submit for approval again.
5. Denial of Club Recognition
  - a. If your group is denied recognition and you would like to reapply, please consider the feedback provided by the P&S Club Director from the P&S Club Cabinet evaluation.
    - i. Often there has not been enough P&S student support or faculty support
    - ii. Not all activities warrant club status; sometimes the program can operate out of an existing club instead of being an individual entity or the effort could be categorized as a SIG instead of a club.

- iii. We strongly encourage students who are passionate about their idea to use the time before the next evaluation to gain student interest and participation in order to be successfully approved in the future. Contact the P&S Club Director on how to proceed.

## ***Official Club Recognition/Registration***

Once recognized as a club at P&S, the organization must follow the guidelines outlined below to remain an active and recognized club:

1. An organization's registration is valid for one calendar year (January – December)- same as the club leader timeline.
2. At least one Club Leader must attend/complete these mandatory tasks in order to maintain active status:
  - a. Participation in P&S Club Fairs, Fundraising efforts by the P&S Club, Training(s)
  - b. Having listed active club officers (at least 1 should be listed)
  - c. Planning events, having meetings, having members, and carrying out your organization's mission
    - i. Even if you are not spending P&S Club money, it is mandatory for you to let the P&S Club know what you are doing and what type of events you are having, including ones being co-sponsored by a hospital department. We need to be aware of all activities.
  - d. Submit an End of Semester Report (EOSR) every fall and spring and current membership list
  - e. Develop and update Club Constitution ([see constitution guide for samples](#)).
    - i. Create/re-evaluate your mission statement and purpose
    - ii. Members – voting rights? Expand/limit who can be a member (i.e. currently only P&S students vs. CUMC wide), additional requirements?
  - iii. Governing Structure/Officers:
    1. Expand or limit leadership and/or responsibilities of leaders
    2. Add a committee?
    3. Election procedure/removal of officer

**\*\*Note:** Initial development and future changes to the constitution must be approved by P&S Club. At no time should anything in your constitution contradict or override P&S or University policies, federal and state laws.

3. ***LOSING ACTIVE STATUS*** If a student club does not have any club leaders, an active membership body with events, and/or does not adhere to the above it will be considered inactive and will have their P&S Club assigned budget withdrawn for the next academic year (July – June). If the club continues to not adhere to the above, the organization will be removed from the list of active clubs and be listed as inactive. Note: Any club without Club Leaders will automatically be moved to Inactive Status.

***(Temporarily) Inactive Status*** As interests change often many clubs drift in and out this category. The purpose is to have a current accounting of active clubs so students can know what is available.

***Disaffiliation*** If a club has been without leadership for 3 years it will be disaffiliated. Reactivation will require a new club proposal to be approved by the Cabinet and Faculty Advisory Board (see previous page).

***Reactivation*** At any time a student can contact the P&S Club about reactivating a recognized organization (listed on page 4) that is currently without leadership. Please contact [psclubrep@columbia.edu](mailto:psclubrep@columbia.edu) for more information.

## ***Club Leader Responsibilities***

The role of being a P&S Club Leader entails more than just leading an organization. Your activities and behavior as a club leader are not only viewed by other students, but also by the Columbia and general community. Your actions reflect back on the P&S Club when you associate yourself with the university. As a club leader, you are held to a higher standard and are expected to behave in a manner that reflects these standards. Your role is to help facilitate the process of academic, philanthropic, and social activities while respecting the diverse interests of the campus community. We expect you to serve as a role model and make decisions related to your club that would be deemed appropriate by the P&S Club Director and the University as a whole.

The club leader term runs on the calendar year (January – December). By accepting the leadership role of a P&S Club organization, each officer agrees to abide by the following guidelines:

1. Mandatory attendance and participation in (all dates TBA by the P&S Club Director):
  - a. P&S Club Leader Trainings & Meetings
  - b. Fundraising efforts by the P&S Club
  - c. P&S Club Fair and Revisit Fair
  
2. Prompt submission of the following materials and response to all emails and requests by the P&S Club Director in a timely manner (all dates TBA by the P&S Club Director):
  - a. Post Event Evaluation Forms for large/main annual events
  - b. End of the Semester Reports
    - i. New club officers/executive board
    - ii. Updated Club Constitution
    - iii. Updated Club membership
  - c. Any updates of documents or waivers as needed by your organization
  
3. Events and Finances
  - a. **MANDATORY** to Inform Director of all events hosted or co-sponsored by your organization and expenses incurred for each event. Failure to do so could result in reimbursements and/or payments to not be processed.
    - i. For larger events, you are responsible for meeting with the Director *at least* a month prior to ensure timely payments, date availability, and event approval.
  - b. All receipts & paperwork for reimbursements must be submitted to the Director within 24 – 48 hours of the event.
  - c. Always use a tax-exempt form, as you will not be reimbursed sales tax on any purchases made on behalf of your organization.
  - d. Follow all legal and safety guidelines as determined by Columbia University and CUMC (refer to page 7 of CLT Guide).
  - e. Use the room reservation system (Resource 25) only for club/organization use and clean up after your events.
  - f. Make sure to properly advertise and promote your events to ensure maximum attendance and participation.
  - g. Serve as a liaison from your group to other clubs, departments, and outside entities.

**\*\*Note:** Failure to comply with the above will affect your club's recognition status as outlined on the previous page.