



# Student Organizations Manual 2018-2019

*Effective July 1, 2018*

## WVSOM MISSION STATEMENT

The mission of the West Virginia School of Osteopathic Medicine (WVSOM) is to educate students from diverse backgrounds as lifelong learners in osteopathic medicine and other complementary health related programs; to support and develop graduate medical education training; to advance scientific knowledge through academic, clinical and basic science research; and to promote patient-centered, evidence based medicine. WVSOM is dedicated to serve, first and foremost, the state of West Virginia and the health care needs of its residents, emphasizing primary care in rural areas.

The WVSOM Mission Statement is Institutional Policy GA-2 which can be found on the website at [http://www.wvsom.edu/About/policies\\_procedures](http://www.wvsom.edu/About/policies_procedures).

## THE IMPORTANCE OF STUDENT ORGANIZATIONS AND ACTIVITIES

While the academic curriculum at WVSOM provides students with the foundation of medical knowledge, skills, and competencies needed by osteopathic physicians, participation in the numerous student organizations and activities available on campus further enhances the student educational experience. Involvement in co-curricular programs and activities provides opportunities for students to develop skills that will better prepare them for eventual practice in the community. Leadership skills, time management, interpersonal relationships, marketing, public speaking, and networking with national professional and student professional associations are just some of the benefits and opportunities offered through the co-curricular program.

Most of the student organizations at WVSOM are student chapters of national professional organizations and abide by the national by-laws. The relationships with the national organizations give students an important professional network that provides additional educational and training opportunities. An additional benefit is the potential to be mentored by professionals in the field. WVSOM students serve on national committees for national professional organizations, further enhancing their educational experience and leadership development.

Additionally, each student organization has identified a community non-profit that they will partner with throughout the year for service activities.

## RECOGNIZED WVSOM STUDENT ORGANIZATIONS

### AMERICAN COLLEGE OF OSTEOPATHIC FAMILY PHYSICIANS (ACFP)

The American College of Osteopathic Family Physicians (ACFP) Student Chapter is an affiliate of the American College of Osteopathic Family Physicians, the largest college of the American Osteopathic Association. The founders felt that progress and advancement of the Family Physician were basic and essential for the health care needs of a community, and they were committed to the concept of excellence in education. It is in accordance with these principles that the student chapter encourages participation by WVSOM students in programs designed to promote and encourage the training of Family Physicians.

### AMERICAN GERIATRICS SOCIETY – WVSOM CHAPTER

The objectives of the club are to develop interest in Osteopathic Geriatric Medicine among students of WVSOM and to encourage the establishment or expansion of residency programs in geriatric medicine. The club promotes a better understanding of Osteopathic Geriatric Medicine in the general public through education and community service.

## AMERICAN COLLEGE of OSTEOPATHIC OBSTETRICIANS & GYNECOLOGISTS (ACCOG)

The purpose of the student branch of ACCOOG is to educate future osteopathic physicians on issues of women's reproductive health. This organization will host lectures and professional guidance for students toward OB/GYN residencies and fellowships. The organization will promote women's health in the community by raising awareness in areas such as fetal alcohol syndrome, birth control options, breast, uterine and ovarian cancers, and the importance of obstetrical care.

## AMERICAN COLLEGE OF OSTEOPATHIC NEUROLOGISTS AND PSYCHIATRISTS (ACN-ACONP)

The purpose of the student branch of ACN-ACONP is to educate osteopathic student physicians on the medical sciences which deal with the neuromuscular system, as well as disorders of the psyche of organic and functional nature. The goals of this organization are to provide students with activities to get involved with the community and host guest speakers to inform students of opportunities in neurology and psychiatry. We are also here to serve as an advocate for mental health and to promote mental health awareness within the community.

## AMERICAN OSTEOPATHIC COLLEGE OF PHYSICAL MEDICINE AND REHABILITATION (AOCPMR)

Physical Medicine & Rehabilitation, PM&R, became one of twenty-four official medical specialties in 1947. PM&R physicians, *physiatrists*, specialize in the care of patients with neuromusculoskeletal disorders, aiming to reduce pain and improve function in their patients.

## ASSOCIATION OF MILITARY OSTEOPATHIC PHYSICIANS AND SURGEONS (AMOPS)

The WVSOM chapter of AMOPS was established in recognition of the unique position that osteopathic physicians occupy within the United States Armed Forces.

The primary goals of WVSOM AMOPS are: to provide information concerning the practice of osteopathic medicine within the Armed Forces; to provide information concerning rotations, internships, residencies and careers in the US armed forces; to provide support to local armed forces and deployed family members; to encourage active Health Professional Scholarship Program (HPSP) students to maintain the highest personal, professional and military standards; and to take an active role in the Lewisburg community by participating in community service and working in collaboration with other WVSOM clubs/organizations.

## ATLAS CLUB - ETHMOID CHAPTER

The Atlas Club is the oldest national osteopathic fraternal organization. The WVSOM Chapter was first organized in 1978 and was one of the first chapters to accept both men and women as members. Atlas members are dedicated to improving osteopathic education with a special emphasis on Anatomy. ATLAS club offers numerous programs such as the Distinguished Lecturer Program, Golden Key Awards, practical review sessions, as well as tutoring and special insight on how to do well in Anatomy. Additionally, numerous social events are sponsored each year by the club like First Cut BBQ and Halloween Hoedown. ATLAS club maintains a commitment to the community. ATLAS club proudly supports the Animal Shelter and donates a substantial amount of money and volunteer time to them every year. Our members are very passionate about anatomy and willing to help out anyone in need of anatomy assistance.

## CHRISTIAN MEDICAL AND DENTAL ASSOCIATION (CMDA)

The Christian Medical Association is a national professional organization of physicians, dentists, medical and dental students, who have banded together to serve Christ through their professions. CMA helps its members wrestle with the increasing ethical problems in the professions, enhance the quality of care given to the whole person, and interact with other members of the healing professions who face common problems.

CMA lives with the conviction that medicine is an avenue of ministry. For this reason, a local chapter was organized at WVSOM and hopes to be of such service to the school, students, and community.

## DELTA OMEGA/NOWPA

Delta Omega/National Osteopathic Women Physician is a national organization established in 1904 by female students at The American School of Osteopathy. Its objective is the further study of osteopathy as a philosophy, a science and an art. WVSOM's Kappa Chapter of Delta Omega endeavors to uphold this tradition through the organizational theme of Women in Medicine. Delta Omega is the avenue through which all WVSOM students, faculty and staff are invited to listen to speakers lecturing on various aspects of women's health care and problems faced by female physicians. With membership open to all students, Delta Omega wishes to make everyone at WVSOM more aware of the issues faced by women in medicine.

## INTEGRATIVE MEDICINE

As our core Osteopathic principles tell us, a person is a unit of mind, body, and spirit. All of these aspects of a person are essential to a complete vision of health, yet many Western medical practices fail to incorporate this holistic approach into regular practice. The goal of an integrated medical practice is to achieve a broader conception of wellness and healthcare by incorporating diverse medical practices with Western ones, emphasizing nutrition and lifestyle-based preventative medicine, as well as other healing modalities to provide patient-centered care. Our goal as the WVSOM Integrative Medicine Club is to support and encourage students to educate themselves about this type of medicine. We hope to expose students to the benefits of using complementary and alternative treatments including acupuncture, homeopathy, botanical medicine, aromatherapy, meditation and other areas through workshops, lectures, and community activities.

## JEWISH MEDICAL STUDENT ASSOCIATION

The mission of the Jewish Medical Student Association is to develop knowledge, understanding, and acceptance of the Jewish life and culture among students and faculty. JMSA works toward achieving these goals by creating opportunities for people of all backgrounds, races, and cultures to come together and share educational and social experiences. JMSA also encourages religious diversity among members.

## MEDICAL STUDENTS FOR CHOICE (MSFC)

Medical Students for Choice (MSFC) is nationally known non-profit organization that includes medical students and residents throughout the United States and Canada. The WVSOM chapter of MSFC is committed to ensuring that osteopathic medical students and physicians are trained to provide women patients a range of reproductive healthcare choices. WVSOM MSFC sponsors guest lectures and workshops to WVSOM students and faculty on women's reproductive health care. The club works to enhance the curriculum and residency programs to include reproductive health.

## MEDICAL MUSLIM STUDENT ASSOCIATION

The purpose of the Medical Muslim Student Association (MMSA) is to provide a system of spiritual support, social activity, fellowship, and advocacy for Muslim students and non-Muslim students with an interest in Islam. MMSA will focus on developing the relationship between Islam and medicine, through various interfaith activities. The MMSA places a particular emphasis on using the unique cultural perspective of its members to interact with populations in a way that both complements and enhances the work of other service organizations.

## PATHOLOGY

The WVSOM Pathology club was established to promote the practices and principles of Osteopathic medicine in the field of pathology. The club exists to promote a fundamental understanding of disease processes as well as to establish a knowledge base in today's modern clinical laboratory in order to better serve, diagnose, and treat our patients. The WVSOM Pathology club follows the standards of the American Osteopathic College of Pathologists.

## DOCARES/PAX

DOCare/PAX is an organization which promotes diversity and cultural sensitivity on campus and in the Lewisburg community through education and community service. Additionally, PAX is a support group for any WVSOM student who

considers him/herself a minority or a member of a group which is underrepresented in the medical profession. PAX is affiliated with the Student National Osteopathic Medical Association. Membership in PAX is open to all WVSOM students.

## RESEARCH

The mission of the WVSOM Research Club is to complement WVSOM's own Mission Statement, *to advance scientific knowledge through academic, clinical and basic science research; and to promote patient-centered, evidence based medicine. The Club will work directly with the Office of Affiliated and Sponsored Programs (OASP) and the WVSOM faculty to facilitate student participation, as well as, interest in the ongoing research related endeavors carried out by the WVSOM faculty.*

## SIGMA SIGMA PHI – NU CHAPTER (SSP)

Sigma Sigma Phi is a national honorary osteopathic service fraternity. Objectives of the WVSOM Nu Chapter are to promote good fellowship and unity among various chapters of the national organization, continue betterment of WVSOM and the fraternity as a whole, advance a higher scholastic standing at WVSOM, promote community service as an important part of osteopathy, and perpetuate and advance osteopathic medicine. The fraternity is a non-profit organization which provides many community services through various fund-raising events. Membership is open to all students and is based upon academic standing and service.

## STUDENT AMERICAN ACADEMY OF OSTEOPATHY (SAAO)

Organized under the auspices of the American Academy of Osteopathy, the SAAO's goal is to enhance the understanding of osteopathic principles and techniques, help members attain maximum efficiency in osteopathic structural diagnosis and manipulative therapy, and foster a clear concept of the clinical applications of osteopathic procedures. Membership is open to all WVSOM students.

## STUDENT OSTOEPATHIC INTERNAL MEDICINE ASSOCIATION (SOIMA)

The purpose of the Student Osteopathic Internal Medicine Association is to represent those students who aspire to be osteopathic internists. SOIMA works to provide WVSOM students with an early exposure to the field of internal medicine, stressing the understanding of osteopathic principles in relationship to disease in the practice of internal medicine and its subspecialties. Through affiliation with the American College of Osteopathic Internists, the highest educational, moral and ethical standards in the teaching and practice of internal medicine are maintained.

## STUDENT OSTEOPATHIC MEDICAL ASSOCIATION (SOMA)

The Student Osteopathic Medical Association (SOMA) is an independent, national, student-governed organization claiming membership in the osteopathic colleges throughout the United States. The primary objective of the national organization is to promote the osteopathic profession and to obtain benefits for its student members regarding insurance, publications, scholarships and various study organizations.

At WVSOM, the SOMA chapter takes an active part in the public relations of the osteopathic profession within the state. The chapter conducts service projects which provide the student members with valuable medical experience.

## STUDENT CHAPTER of the AMERICAN OSTEOPATHIC ACADEMY of SPORTS MEDICINE (SC-AOASM)

"Sports medicine is a branch of the healing arts which utilizes a holistic, comprehensive approach to the prevention, diagnosis, and management of sport and exercise-related injuries, disorders, dysfunctions and disease processes."  
(AOASM)

The SC-AOASM works to integrate the college community with the community at large. This is done by giving medical students the opportunity to involve themselves with sports-related activities in the surrounding communities. Such activities include physical exams for athletic teams, serving as trainers for football and basketball teams, and anatomy seminars. These activities serve to enhance medical training for the student while fostering positive community

involvement. The WVSOM chapter organizes and hosts intramural sporting events and tournaments for students, faculty and staff.

### STUDENT ASSOCIATION OF THE AMERICAN COLLEGE OF OSTEOPATHIC PEDIATRICIANS (SAACOP)

The WVSOM Student Chapter is an affiliate of the American College of Osteopathic Pediatricians. The purpose of the organization is to encourage and promote the training of osteopathic pediatricians, increase the awareness of pediatric issues in the WVSOM population, and expand the interactions of WVSOM students with pediatric professionals. All interested students enrolled in WVSOM are eligible to be members.

### STUDENT ADVOCATE ASSOCIATION (SAA)

The Student Advocate Association (SAA) exists to create support and a spirit of unity and loyalty among the student body and their families, provides support to WVSOM and the WVSOM SGA, and helps prepare members as spouses of future osteopathic physicians and members of the National Auxiliary to the American Osteopathic Association. Full membership is open to spouses of students and associate membership is available to interested members of the WVSOM family.

(Associate membership is limited to four years.)

### STUDENT AMERICAN OSTEOPATHIC ACADEMY OF ORTHOPEDICS (SAOAO)

SAOAO is a student section of the nationally recognized American Osteopathic Academy of Orthopedics. The Mission of SAOAO is to form a bridge between Osteopathic Medicine and Orthopedic Surgery and is dedicated to the training of osteopathic students interested in the field of orthopedics. This will be accomplished by providing students with the latest medical information in the specialty and providing invaluable information and resources in regards to pursuing a career in orthopedics.

### STUDENT CHAPTER OF THE AMERICAN COLLEGE OF OSTEOPATHIC EMERGENCY PHYSICIANS (SCACOEP)

The goal of the SCACOEP is to inform and educate our members in the field of emergency medicine: training, advocacy, and clinical opportunities, as well as establish a network of connections between our members and practicing EM physicians. We want to provide our members with the information and access to skills training necessary to perform well in the emergent/acute clinical setting.

### STUDENT OSTEOPATHIC SURGICAL ASSOCIATION (SOSA)

The Student Osteopathic Surgical Association (SOSA) is a student member section of the American College of Osteopathic Surgeons. The purpose of the organization is to stress the understanding of osteopathic principles in relationship to disease in the practice of surgery, help promote the education in the field of surgery, and expand the interactions of WVSOM students with surgical professionals. All interested students enrolled in WVSOM are eligible to be members.

### WILDERNESS MEDICINE

The Wilderness Medicine Club serves to bring members of the WVSOM community together who share an interest in the outdoors and its connection to providing quality medical care in limited resource (Wilderness) settings. The club strives to improve medical education in the recognition, treatment, and prevention of wilderness medical emergencies, as well as to increase the exposure of wilderness and outdoor activities to the WVSOM community in both a social and educational manner.

## THE PROCESS FOR INSTITUTIONAL RECOGNITION OF NEW ORGANIZATIONS

Any student who wishes to start a new organization at WVSOM must follow this procedure:

1. Meet with the Director of Student Life to discuss the idea for the potential organization.
2. Submit an application to the Director of Student Life. The application packet must contain the following information and documents:
  - A letter of petition, addressed to the Dean, requesting approval as an officially sanctioned student organization of WVSOM.
  - A proposal which includes the following:
    - a. Name of the organization;
    - b. Statement of purpose and objectives;
    - c. Statement of national affiliation;
    - d. Statement of need;
    - e. Proposed activities with learning outcomes;
    - f. Proposed service projects and name of local non-profit partner;
    - g. Proposed advisor;
    - h. Any additional information.
  - A list of names of students, (minimum of 25) with original signatures, who would be interested in joining the student organization if it were granted official sanction. All student organizations must have a membership sufficient to fill all offices, be in compliance with the National organization with which they are affiliated. The student organization must demonstrate a need for official status based on student interest, number of active members and the professional/social benefits to the campus.
3. The Director of Student Affairs will review the application packet. The completed packet will be forwarded to the Student Senate for comment.
4. Upon receipt and review of comments from the Student Senate, the Director of Student Life will forward the petition with a recommendation for approval or denial to the Vice President for Academic Affairs and Dean.
5. The Vice President for Academic Affairs and Dean has the final decision making authority to approve or deny a petition for a new student organization.
6. The Director of Student Life will notify the petitioner of the decision.

If the proposed student organization is approved, the new organization must do the following within two weeks: □

Write up by-laws which will include the following:

- a. Name of the organization;
- b. Statement of purpose and objectives;
- c. Statement of national affiliation;
- d. Officers; each organization must have a president, vice president, secretary and treasurer.
- e. Description of duties and responsibilities for each officer;
- f. Required qualifications for officers. Students who wish to serve as officers for any student organization must be in good academic and professional standing with WVSOM
- g. Election process;
  - h. Process for the removal and replacement of officers;
  - i. Qualification for membership (including dues if applicable);
  - j. Classifications of membership;
  - k. Privileges or benefits of membership;
  - l. Order of business;
  - m. Procedures for amending the constitution and by-laws;
  - n. Description and responsibilities of standing committees.
  - o. Elect officers

Once by-laws and officers are in place, the student organization is free to do the following, under the guidance of the Student Life Office:

- Recruit members
- Hold meetings
- Plan events and service projects

## NON-DISCRIMINATION IN MEMBERSHIP

WVSOM is committed to fostering an educational environment that values the development of human potential, cultural and ethnic diversity, and understanding. WVSOM strives to promote equitable and fair treatment in every aspect of campus life for all persons, regardless of race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, marital status, veteran or military status, disability, or genetic information.

## GUIDELINES FOR STUDENT ORGANIZATIONS

### LEADERSHIP

#### OFFICERS

Each organization must have a President, Vice President, Secretary and Treasurer or a Secretary/Treasurer.

In accordance with Institutional Policy E-19, students who are classified as Academically-at-Risk Category 2 are not permitted to hold office. Students who do not have a minimum grade point average of 80 are discouraged from running for leadership positions.

The election of new officers will occur during March/April, according to the timeline determined by the SGA Vice President, in conjunction with the Office of Student Affairs. New officers begin July 1. Any paperwork or events prior to that time require the approval of the outgoing officers. However, newly elected Presidents must attend the final spring meeting of the Council of Student Organization Presidents.

#### ADVISOR

A full time faculty member must serve as the advisor.

Requests for a change of advisor must be submitted in writing to the Director of Student Affairs for approval.

### MEETINGS

#### STUDENT ORGANIZATION MEETINGS

All student organizations must meet at least twice each semester for regular business meetings. The minutes of all business meetings and/or committee meetings must be submitted to the Director of Student Life within 48 hours of the meeting.

#### COUNCIL OF STUDENT ORGANIZATION PRESIDENTS MEETINGS

The Council of Student Organization Presidents meets on a monthly basis from August through April, with the exception of two months during that period, generally December and March.

The Council is comprised of the president of each recognized student organization, the president of each class, the TOUCH Coordinator, and the SGA Vice President who presides over the meetings.

Each of these members must attend all meetings of the Council of Student Organization Presidents. Advisors are also strongly encouraged to attend. If the president is not able to attend a meeting, the vice president of the



student organization must attend. Attendance is required for the student organization to be in good standing with the Office of Student Life and is required for approval of SGA funding for student organization events.

Lunch is provided during these noontime meetings.

## EVENTS

### APPROVAL OF EVENTS

Any recognized campus organization may plan an activity. All functions/activities must be approved by the Director of Student Life. A hard copy of the pink Function Approval Form (Appendix A) must be completed and filed with the Office of Student Affairs at least two weeks in advance of the event. Advisors must sign all function approval forms before submission to the Office of Student Life. If the event is an educational event, a Learning Outcomes Form (Appendix B) must accompany the Function Approval Form.

Any change in the time, place, or cancellation of an approved function must be approved by the Director of Student Life.

Any function held in school facilities must terminate at 10:00pm, except when special permission for later hours has been granted by the Office of Student Life.

Scheduling student organization sponsored social events during examination periods is discouraged.

### SPEAKER DISCLOSURE DECLARATION

It is the goal of the WVSOM to insure balance, independence, objectivity and scientific rigor in all its individually sponsored or jointly sponsored educational programs, including those presented by student organizations. All presenters for WVSOM sponsored programs are expected to disclose to the program audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter. This pertains to relations with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic.

The intent of this policy is to not prevent a speaker with a potential conflict of interest from making a presentation. It is merely intended that any potential conflict should be identified openly so that the listeners may form their own judgments about the presentation with the full disclosure of facts. It remains for the audience to determine whether the speaker's outside interests may reflect a possible bias in either the exposition or the conclusions presented.

All presenters are required to include a disclosure slide at the beginning of their presentation as well as to complete the Speaker Disclosure Form found in Appendix C. The form shall be returned to the Student Life Office along with the pink Function Approval Form.

### PUBLICIZING EVENTS

Student Organizations may publicize events after receiving approval for the event from the Office of Student Life. Notice of the events may be sent to the student listservs, and the student organization may hang approved posters. WVSOM employees shall receive notice via posters; emails shall not be sent to the faculty or staff listservs.

### USE OF CAMPUS FACILITIES FOR EVENTS

Once the pink form is completed and approved by the Director of Student Life, the Student Program Advisor will determine and reserve a space in which the event can be held. Student organizations may request a specific location for events, but they must be aware that student events may be bumped by administrative use, such as for candidate presentations scheduled through Human Resources. Likewise, student organizations expecting smaller turnouts will be placed in smaller rooms, regardless of the room requested.

Each organization using campus facilities must abide by the following:

- All organizations are requested to keep their meetings to their scheduled times.
- All furniture in the meeting rooms is to be in the proper place after the meeting.
- All organizations are responsible for cleaning up the room and leaving it in the same condition in which they found it. Perishables must be removed from the area or placed in receptacles supplied by the school.
- If your meeting requires any AV (microphone, PowerPoint, DVD, etc.), please indicate the specific equipment needs on the pink Function Approval Form.

### OFF CAMPUS EVENTS

Events that take place off campus must have Student Life approval. This approval is the official recognition of the event and allows for the organization to put its organization name on the event. If approval is not given, the organization will be notified, and the organization's name cannot be included in any publicity materials.

In order to be approved, the student organization president must submit the pink Request for Function Approval Form as well as the blue Student Activities Off-Campus Function Form (Appendix D) and, if relevant, the yellow Social Event with Alcohol Form (Appendix E).

### FOLLOWING THE EVENT

If the event was an educational event at which the student organization assessed learning outcomes, surveys and the President's Summary Form (Appendix F) must be completed and turned in to the Student Life Office no later than one week following the event.

If the event was a fundraising event, the Fundraising Report Form (Appendix G) must be completed and turned in to the Student Life Office no later than one week following the event.

### ALCOHOL

Student organizations planning functions at which Alcoholic Beverages will be distributed or consumed shall obtain advanced approval from the Director of Student Life via the pink, blue and yellow forms for those functions. All events at which Alcoholic Beverages are available must have a School-related purpose in order to be approved. Student organizations shall comply with the following requirements which promote the responsible use of Alcoholic Beverages, in accordance with Institutional Policy GA-08:

- Positive actions shall be taken to ensure that no persons under age 21 are served Alcoholic Beverages.
- No social event shall include any form of drinking game.
- Alcoholic Beverages shall not be used as an inducement to participate in a campus event.
- Promotional materials for an event shall not make references to the availability of Alcoholic Beverages.
- Direct access to Alcoholic Beverages shall be limited to those persons designated as servers.
- Alternative, non-Alcoholic Beverages shall be available.
- Early cut-off of Alcoholic Beverages shall be observed, preferably one hour prior to the end of the event.
- No Alcoholic Beverages may be served to persons who are obviously intoxicated.
- Designated drivers, as required by the Director of Student Affairs, shall be in attendance to assure transportation if needed. The names of the designated drivers shall be listed on the student activities off-campus function form.

### COMMUNITY SERVICE

All student organizations at WVSOM are expected to participate in service projects for the betterment of their peers, the profession and the community. In order to encourage and support student involvement in community service projects,

the Student Government Association has required student organizations to plan and implement at least one community service project each academic year.

Upon completion of a community service project, the president for the student organization must complete the Fundraising Report Form (Appendix G) and submit the form to the Student Life Office.

In order to ensure that WVSOM student organizations are able to have a broad impact across the community, each student organization is required to select a non-profit partner organization that will benefit from the organization’s community service and fundraising efforts. Current student organization – non-profit partnerships are as follows:

<b>WVSOM Student Organization</b>	<b>Non-Profit Partner</b>
Family Medicine	CASA
OB-GYN	Family Refuge Center
AMOPS	Wounded Warrior
Sports Med	Make a Wish Foundation
PMR	Disabled Veterans
ATLAS	Humane Society
CMDA	Mission Trip
PAX	Mission Trip
NOWPA	Communities in Schools
Geriatrics	Committee on Aging
MSFC	
Pathology	Prostate Cancer Foundation
Integrative Medicine	Homelessness Project
SAOAO	Fleece and Thank you
SOMA	
SSP	Children’s Home Society
SAAO	Beyond Wishes Therapeutic Riding Program
SOIMA	American Red Cross
SOSA	Nothing But Nets
Wilderness Med	American Red Cross
Research	
Emergency Med	Ambulance Service
Pediatrics	Lily’s Place
Psychiatry	Messages for Hope & Seeds of Recovery
MMSA	Fast-A-Thon

Student organizations that do not currently have an identified non-profit partner, as highlighted above, should work with the Office of Student Life to identify one.

## FUNDRAISING

When funds are raised, the student organization treasurer should submit the funds, along with the completed Fundraising Report Form (Appendix G) to the Student Life Office. The following procedure will be followed:

- The Student Program Advisor or the Director of Student Life will count the money with the treasurer.
- The Student Program Advisor or the Director of Student Life will give the treasurer a receipt for the money.
- The Student Program Advisor or the Director of Student Life will deposit the money in the student organization's account, and a check will be issued to the non-profit partner.

The Student Life Office can assist with fundraising ideas. Student organizations are not permitted to hold raffles, silent auctions or live auctions. Student organizations should not solicit Greenbrier County vendors for donations.

The exception to the preceding paragraph is that DOCares/PAX and CMDA are permitted to hold silent and live auctions for the purpose of raising mission trip funds. They may also ask Greenbrier County vendors for donations, but they must be contact the Student Life Office prior to doing so, as some local vendors have opted out of being contacted.

## FINANCES

WVSOM is not responsible for financial obligations incurred by recognized student organizations.

Student organizations may access their accounts through the Student Life Office. Any financial transaction requests must be submitted to the Student Life Office using the WVSOM Foundation Request Form (Appendix H). This form must be signed by both the President and the Treasurer of the organization. Relevant documentation, generally written invoices or receipts, must be provided attached to the form.

Student organizations are encouraged to review their budgets with the Student Program Advisor on a monthly basis.

For information regarding fundraising, please see the section above.

## PURCHASING

Each year, the Student Government Association designates part of its budget to help fund activities that have a demonstrated relevance to community service. Student organizations seeking these grant funds must complete the SGA Grant Request Form and submit it to the SGA Vice President. This funding is state appropriated and therefore, must follow state purchasing guidelines, as follows:

- Each organization must work with the Student Life Office in order to spend these funds.
- Purchases using money from the SGA must be made by the Student Program Advisor using a state issued credit card. Students will not be reimbursed for expenses using money allotted to them by the SGA.
- Each student organization must make detailed decisions about how funds are to be expended a minimum of two weeks prior to the date funds are to be spent.
- Any student organization that does not use their funds first semester must submit plans for the expenditure of these funds by January. If a student organization has not submitted a plan for expenditure of funds, the funds will be reallocated to the SGA budget so other student organizations may request additional funds.
- Early planning may save your organization from the disappointment of not being able to follow through with unapproved commitments.
- No reimbursement to student organizations can be made.

## END OF THE YEAR REPORTS

Each student organization is required to complete the End of the Year Report Form by the date determined by the SGA Vice President. The form is found in Appendix J.

## SANCTIONS

Student organizations and their members are expected to adhere to all WVSOM policies and procedures as well as all local, state and federal laws.

All organizations are responsible for the fulfillment of all regulations included in this Manual. Failure to adhere to these regulations will be a major offense, and penalties, including the following, may be imposed:

- Suspension of the organization's privilege to hold social functions for as long as it is deemed appropriate;
- Revocation of the organization's recognition by the school;
- Imposition of other penalties as deemed necessary by the Director of Student Life or by the institution.

## CLASS LEADERSHIP

Class leadership must abide by the student organization rules listed above concerning alcohol, the completion of forms, funding, etc.

## ADVISOR

The Director of Student Life will serve as the advisor for student government, including all four years of class leadership and the Student Government Association.

## CLASS FUNDS

While each class receives state funding annually, the class may choose to establish a class account through the WVSOM foundation. The class may choose to raise funds through the sale of class T-shirts or other items, and/or the class may collect class dues. The class must vote to collect class dues. This motion must pass by a majority of voting members of the class. Class dues may not exceed \$20 per student per year. The class may not bill, force, or coerce a student to pay dues. The class may elect to discontinue the collection of class dues at any time by a simple majority of voting members.

Expenditures of class funds must be approved by a majority vote of the class. Class funds may be utilized to purchase food and non-alcoholic beverages for functions. Class funds may be utilized to purchase flowers, cards, or gifts if the majority of the class agrees. Class funds may not be used to purchase alcoholic beverages.

Upon graduation, if money remains in the class account, the officers shall decide how to spend the remaining funding, including holding an event during graduation week or donating the funds to an appropriate organization, foundation, scholarship or charity or purchasing a class gift for the School.

## ADDITIONAL LEADERSHIP OPPORTUNITIES

### THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) maintains communications among all members of the student body and acts as the sole official representative for the entire student body to the faculty, administration, fellow professionals and the public at large. For information on the current SGA Officers as well as a link to the SGA Constitution and By-Laws, please visit <http://www.wvsom.edu/OMS/sga>. The Director of Student Affairs serves as the Advisor to the Student Government Association.

### HONOR SOCIETIES - PSI SIGMA ALPHA

Psi Sigma Alpha is a National Osteopathic Scholastic Honor Society. Membership is based solely upon scholastic achievement and members comprise the top 15% of each class. Members are selected at the conclusion of their didactic

training (Phase II) and full membership is awarded during senior week by the presentation of honorary medallions which may be worn during graduation ceremonies. Those eligible for membership are notified via letter and are required to pay a fee of \$25.

## STUDENT REPRESENTATION - AOA RELATED COMMITTEES

There is student representation by appointment on AOA committees. Students who wish to become involved in AOA related activities should become members of the Student Osteopathic Medical Association (SOMA) – this group serves as a conduit for student interaction with the AOA. Additionally, students who are active in the WVSOM Student Government Association may be selected by the Council of Osteopathic Student Government Presidents to participate in functions related to the AOA.

To explore the information about the various committees of the AOA, students are encouraged to visit the AOA web site.

Meetings of the West Virginia Osteopathic Medical Association are held twice yearly, and students are invited to attend.

## STUDENT REPRESENTATION ON WVSOM COMMITTEES

Students are represented on committees which deal directly with the educational program and operation of the School. Examples of these are the Curriculum Committee and Financial Aid Committee. Additionally, two students are selected each year by the SGA senate to serve on the Residency Appeals Committee. A student member is elected by the student body to serve on the WVSOM Institutional Board of Governors. Students are also invited to serve on the Social Justice and Cultural Diversity Committee.

## T.O.U.C.H.

The T.O.U.C.H. (Translating Osteopathic Understanding into Community Health) Program is a national initiative of the Council of Osteopathic Student Government Presidents (COSGP). The goal of the program is to encourage and recognize osteopathic medical students to work toward improving the health of their local community through service. The Student Government Association of WVSOM became an active supporter and participant in the T.O.U.C.H program during the 2007-2008 academic year. Students completing a minimum of fifty hours of community service in during a twelve month period will be recognized with silver status and receive a pin during the annual Spring Awards Ceremony. Students completing 100 or more hours are recognized as having achieved gold status, with the student logging the greatest number of community service hours being recognized as having achieved platinum status.

## APPENDICES

The forms included in the following appendices are for reference purposes only and are subject to change. Please contact the Office of Student Affairs for hard copy versions that can be submitted to the Office.

APPENDIX A: Function Approval Form (aka “The Pink Form”) APPENDIX B: Learning Outcomes Form  
APPENDIX C: Speaker Disclosure Form APPENDIX D: Student Activities Off-Campus Function Form (aka  
“The Blue Form”) APPENDIX E: Social Event with Alcohol Form (aka “The Yellow Form”) APPENDIX F:  
President’s Summary Form APPENDIX G: Fundraising Report Form APPENDIX H: WVSOM Foundation  
Request Form APPENDIX I: End of the Year Report Form

**APPENDIX A: WVSOM REQUEST FOR FUNCTION APPROVAL**

**ORGANIZATION NAME:** \_\_\_\_\_

**PROPOSED DATE OF EVENT:** \_\_\_\_\_ **PROPOSED TIME OF EVENT:** \_\_\_\_\_

**PROPOSED LOCATION OF EVENT:** \_\_\_\_\_

**SPEAKER/PRESENTER:** \_\_\_\_\_

**TOPIC:** \_\_\_\_\_

**OTHER CLUBS THAT WOULD HAVE AN INTEREST IN THIS EVENT:** \_\_\_\_\_

**MEDIA SERVICE NEEDS:** Yes: \_\_\_\_\_ No: \_\_\_\_\_ (If yes check items below)

\_\_\_\_\_ Podium w/ Microphone \_\_\_\_\_ Lavalier / Microphone \_\_\_\_\_ Laser Pointer \_\_\_\_\_ Lap top

\_\_\_\_\_ DVD/CD Player \_\_\_\_\_ Screen \_\_\_\_\_ Technician to Record \_\_\_\_\_ Power Point \_\_\_\_\_ GoToMeeting

**WILL LUNCH BE PROVIDED:** Yes: ( ) No: ( )

**COSTS TO BE PAID FROM WHAT ACCOUNT** \_\_\_\_\_

**Cell Phone Number- Contact Person (Student)** \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization President Date

\_\_\_\_\_  
Signature of Organization Advisor Date

**APPROVALS:**

\_\_\_\_\_  
Student Affairs Admin Date

\_\_\_\_\_  
Director of Student Affairs Date

**No activity is to proceed without approval. Once approval is given, a copy of this form will be filed in the club organization notebook and the activity will be placed on the weekly Campus Activities Calendar.**

**Other forms that may be necessary for this event:**

**Advisor Form**

**Alcohol Form**

**Learning Outcomes**

**Speaker Conflict of Interest Disclosure Form**

## APPENDIX B: Learning Outcomes Worksheet – Student Organization Events

Event name: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**PLEASE IDENTIFY two or three things that you would like for participants at your event to learn. To ensure that your results are measurable, please use the following format:**

A = Audience/Who

B = Behavior/What (What they will be able to identify/do/etc. as a result of their participation)

C = Condition/How (By attending your event)

D = Degree/How much (What percentage of people will be able to demonstrate learning)

*For example: Following the organization's March 15 lecture with Dr. X, 85% of students will be able to identify two kinds of poisonous snakes native to West Virginia.*

**Learning Outcomes for this event:**

1)

2)

3)

### HOW WILL WE CAPTURE RESULTS?

**STEP 1) Survey participants using specific questions related to the outcomes:**

*For example: Name two kinds of poisonous snakes native to West Virginia.*

*List one question for each learning outcome listed above; these questions will comprise your survey:*

**STEP 2) Event organizer submits to Student Affairs, along with survey responses, a brief statement addressing the questions posed on the President's Summary Worksheet.**



## APPENDIX C: DISCLOSURE DECLARATION

It is the goal of the WVSOM to insure balance, independence, objectivity and scientific rigor in all its individually sponsored or jointly sponsored educational programs. All presenters for WVSOM sponsored programs are expected to disclose to the program audience any real or apparent conflict(s) of interest that may have a direct bearing on the subject matter. This pertains to relations with pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the presentation topic. The intent of this policy is to not prevent a speaker with a potential conflict of interest from making a presentation. It is merely intended that any potential conflict should be identified openly so that the listeners may form their own judgments about the presentation with the full disclosure of facts. It remains for the audience to determine whether the speaker's outside interests may reflect a possible bias in either the exposition or the conclusions presented. All presenters are required to include a disclosure slide at the beginning of their presentation.

PRESENTATION DATE: \_\_\_\_\_

TITLE OF PRESENTATION: \_\_\_\_\_

PRESENTER'S NAME: \_\_\_\_\_

**Of the two statements found below, please sign the one that applies to your situation.**

- 1) I have no actual or potential conflict of interest in relation to this presentation.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

- 2) I have a financial interest/arrangement or affiliation with one or more organizations that could be perceived as a real or apparent conflict of interest in the context of the subject of this presentation.

Affiliation/Financial Interest

Name of Organization(s)

Grant/Research Support

\_\_\_\_\_

Consultant

\_\_\_\_\_

Speaker's Bureau

\_\_\_\_\_

Major Stock Shareholder

\_\_\_\_\_

Other Financial or Material Support (including book royalties)

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Your cooperation in complying with this standard is appreciated.

**APPENDIX D: WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE  
STUDENT CLUB/ORGANIZATION SOCIAL EVENT  
OFF CAMPUS**

As advisor to \_\_\_\_\_, a student organization, I have been consulted

regarding the upcoming sponsored event \_\_\_\_\_

which will be held: \_\_\_\_\_

Date:

Where: \_\_\_\_\_

WhatTime: \_\_\_\_\_

\_\_\_\_\_ 1. I have agreed to attend the function from the beginning to the end **or**

\_\_\_\_\_ 2. I have arranged with the following faculty member: \_\_\_\_\_

to attend the function from the beginning to the end of the event in my place.

Signature of alternate faculty member: \_\_\_\_\_

By signing this form, you agree to attend the above mentioned event.

---

Advisor

Print

Signature

---

Date

Director of Student Affairs

**APPENDIX E: WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE  
STUDENT CLUB/ORGANIZATION SOCIAL EVENT  
AT AN ESTABLISHMENT AT WHICH ALCOHOL CAN BE SERVED**

Name of Organization: \_\_\_\_\_

President: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Location: \_\_\_\_\_

Designated Drivers: (1) \_\_\_\_\_ (4) \_\_\_\_\_

(2) \_\_\_\_\_ (5) \_\_\_\_\_

(3) \_\_\_\_\_ (6) \_\_\_\_\_

**If alcohol is to be served, the following actions must be taken to assure its responsible use:**

- Positive actions to insure that no persons under age 21 are served alcoholic beverages.
  - No social event shall include any form of “drinking game”.
  - Alcohol should not be used as an inducement to participate in a campus event.
  - Promotional materials for any event shall not make references to the amount of alcoholic beverages (such as number of kegs) available.
  - Direct access to alcoholic beverages should be limited to those persons designated as servers.
  - Students may not act as servers at an event held at a retail business.
  - Alternative non-alcoholic beverages must be observed, preferably one hour prior to the end of the event.
  - Food as well as drink must be served.
  - Early cut-off of alcoholic beverages must be observed, preferably one hour prior to the end of the event.
  - No alcohol should be served to those persons obviously intoxicated.
  - Designated drivers must be in attendance to assure transportation if needed. These names must be listed on this form.
  - Faculty club/organization advisors must be present from beginning to end of event.

\_\_\_\_\_  
Signature of Club/Organization President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Affairs

\_\_\_\_\_  
Date

## **APPENDIX F: PRESIDENT'S LEARNING OUTCOMES SUMMARY STATEMENT**

### **WHY WE ASK PARTICIPANTS TO COMPLETE LEARNING OUTCOMES SURVEYS**

HLC Accreditation requires that: "The institution assesses achievement of learning outcomes that it claims for its cocurricular programs."

The main goal of co-curricular programs at WVSOM is to support and reinforce the learning that is taking place in the classroom. This generally happens through student organization activities like lectures, practice/review sessions, etc.

### **WHAT SHOULD BE INCLUDED IN THE SUMMARY STATEMENT?**

Once you have completed your Learning Outcomes Worksheet for two events, and collected your surveys at the end of the event, the president or event organizer needs to review the surveys in order to "close the assessment loop." Student organizations should submit a one paragraph summary of the event.

Some questions that you should address:

- What went well?
- What will you change for next time?
- Did this program generate ideas for additional programs (particularly from the "What questions do you still have?" responses)?
- Did attendees learn what you had listed in your learning outcomes? If not, what did they say they learned?
- Any additional thoughts?

**APPENDIX G: FUNDRAISING REPORT FORM**  
**FY 15**

**Student organization name:**  
**Co-sponsors, if any:**

**Name of activity:**

**Date of activity:**

**Results:**

**Amount raised:**  
**and/or Goods**  
**collected:**

**and/or**

**Total number of hours:**

**Receiving non-profit organization(s):**

**Approximate number of WVSOM students who participated:**

**Why was this an important event?**

**APPENDIX H: Foundation Request Form**

Instructions:

Please complete this form when requesting payments or reimbursements from a Foundation account. The invoice or a copy must be attached. There is no guarantee the Foundation will pay any expense unless this procedure is followed. *Please allow two business days for the transaction to be completed.*

**1. Name of Account:** \_\_\_\_\_

**2. Date of Request:** \_\_\_\_\_

**3. Reason for Request:** \_\_\_\_\_

**4. Amount Requested from Fund(s):** \_\_\_\_\_

*Make check payable to:* \_\_\_\_\_

*Mail check:* \_\_\_\_\_ *or Check should be given to:* \_\_\_\_\_

\_\_\_\_\_  
**(required) Treasurer Signature (required) President Signature**

\_\_\_\_\_  
**Director of Student Affairs (required)**

---

**FOUNDATION USE ONLY**

4. Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

5. If denied, reason for decision: \_\_\_\_\_

Approved by: \_\_\_\_\_

Fund: \_\_\_\_\_

Check No: \_\_\_\_\_

Issue Date: \_\_\_\_\_

**Picked up by:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

## APPENDIX I: Student Organizations 2018/2019 End of the Year Report

### 1) 2018-19 LEADERSHIP:

PRESIDENT: \_\_\_\_\_

VP: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

1<sup>ST</sup> YEAR REP: \_\_\_\_\_

ADVISOR: \_\_\_\_\_

\_\_\_\_\_ OTHER ROLES: \_\_\_\_\_

### 2) 2019-20 LEADERSHIP:

PRESIDENT: \_\_\_\_\_

VP: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

TREASURER: \_\_\_\_\_

1<sup>ST</sup> YEAR REP: \_\_\_\_\_

ADVISOR: \_\_\_\_\_ OTHER ROLES:

### 3) Finances:

- A. What was the balance of your student organization account at the beginning of the school year?
- B. What is the balance of your account at the end of the school year (As of 4/1/19)?
- C. Did you apply for an SGA Grant?

### 4) Members:

- A. How many total WVSOM student members does your organization have?
- B. How many new members joined your student organization this school year?

PLEASE USE ADDITIONAL SHEETS, AS NECESSARY:

### 5) Describe your major fundraising event for the year. How much was raised? What organization received the funds?

Other noteworthy events from this year:

What improvements can the student organization make for next year?

### 6) In what ways can Student Affairs help?

7) Report submitted by: NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**This report is due at Student Affairs by March 1, 2019.**

## Signature Page

I, \_\_\_\_\_, President of \_\_\_\_\_,

have read and understood the contents contained in the 2018 – 2019 Student Organizations Manual, and I agree to abide by these regulations, as stated.

---

Signature

Date

I, \_\_\_\_\_, Advisor of \_\_\_\_\_,

have read and understood the contents contained in the 2018 – 2019 Student Organizations Manual, and I agree to abide by these regulations, as stated.

---

Signature

Date