Creating a Student Organization at AOMA

AOMA understands the role that student organizations play in developing student leadership skills and creating a rich campus environment. To that end, AOMA has created the following guidelines for establishing student organizations at AOMA. For questions, please contact the Director of Student and Career Services at jaziz@aoma.edu.

1. All organizations must complete this “Application for Student Organizations” and submit their completed application to the Director of Student and Career Services. AOMA reserves the right to deny organizations whose purpose is in conflict with AOMA’s vision, mission, and core values.

2. All organizations must have the following:
   - A name
   - A purpose that is clearly correlated to AOMA’s mission of “Transforming Lives and Communities through Graduate Education in Oriental Medicine”
   - A member serving as the head of the organization and the organization’s main contact with AOMA administration
   - Defined activities including any use of school resources/property or involvement of school staff

3. All organizations receive the benefits outlined in the “Rights of Student Organizations” and must uphold the “Responsibilities of Student Organizations.” (see below)

Rights of Student Organizations:
   - Recruit members from within the AOMA student body.
   - Hold meetings on AOMA campus.
   - Sponsor activities and invite speakers to AOMA campus.
   - Use the AOMA name properly and appropriately following the guidelines outlined within the Student Manual.
   - Submit schedule of activities and meetings to Director of Student and Career Services for posting on the AOMA website and on-campus promotion.
   - Use AOMA facilities, equipment, and resources as appropriate and available and in accordance with the student organization’s purpose.

Responsibilities of Student Organizations:
   - Student organizations must adhere to all policies established for students as outlined in the Student Manual and the Student Code of Conduct.
   - Uphold AOMA’s non-discrimination policy.
   - Obtain approval for all events from the Director of Student and Career Services.
   - Communicate with the Director of Student and Career Services in a timely and respectful manner regarding all event promotion and publicity, and any changes to the group’s leadership, purpose, or guidelines for membership.
   - Respond promptly and respectfully to all inquiries from the AOMA administration.
   - Represent the purpose of the organization accurately and ethically in accordance with AOMA’s mission and core values.
   - Events and meetings sponsored by student organizations must only be open to AOMA students (and/or staff and faculty), and must be held free of charge to participants.
Application for Student Organizations

Name of Organization: ________________________________  Date: _______________

Purpose:
(Specify how the purpose of the organization correlates to AOMA’s mission of “Transforming Lives and Communities through Graduate Education in Oriental Medicine.”)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Membership: (The head of the organization will be the group’s main contact with the AOMA administration.)

Head of Group (Member 1): _____________________________________________

Phone Number: __________________________  Email: ________________________

Optional Additional Leader information:

Member 2: _____________________________________________________________

Phone Number: __________________________  Email: ________________________

Member 3: _____________________________________________________________

Phone Number: __________________________  Email: ________________________
Guidelines for membership: (E.g. how are students informed about this group? Who can become a member? For how long will students be members? AOMA strongly encourages student organizations to be inclusive of the entire student body.)


Activities of the Organization: (E.g. How often will the group meet and for what purpose? In what activities will group members engage? Please specify any desired use of school resources (including property) or involvement of school staff.)


I _______________________ (head of organization) have read and agree to the “Guidelines for Establishing a Student Organization at AOMA,” the “Rights of Student Organizations,” the “Responsibilities of Student Organizations,” and the most current version of the AOMA Student Manual.

Please Initial Below if you agree:  
_____ AOMA may use my name and contact information on the public AOMA calendar, flyers, newsletters, and other promotional materials advertising this organization.


Signature

Date

For Administration Use Only:

Approved

Denied


Signature of AOMA Staff Member

Date
AOMA Student Organizations – Events and Access Policy
AOMA Student Organizations may reserve and use space on AOMA campus for sanctioned activities provided they have an application on file with the Student Services department and are approved organizations.

Scheduling Events
- All events and meetings should be pre-approved and scheduled through the Director of Student and Career Services. Space for meetings may be reserved through the Director of Student and Career Services, by contacting her at least two weeks in advance. Student Services staff can assist you in promoting group participation by posting your events on the AOMA website, the AOMA LinkedIn page, and on bulletin boards throughout campus. If you’d like this assistance, contact the Director of Student and Career Services two weeks prior to the event with details.
- Please confirm all requests for meetings and room reservations by emailing jaziz@aoma.edu
- Even if another staff member offers to put you on the room calendar, please wait and go through Student Services, unless it is a last minute or time-urgent request. This policy is not meant to make your lives more difficult in any way—this is just the best way we have of making sure your club meetings don’t coincide with other high-attendance meetings and events—we want you to have the best turnout possible, and this is how we can make that happen. Also, it greatly reduces the number of classroom conflicts.
- We will send out an email to all student club leaders around Week 10 requesting updated meeting times for the next term. When we know all your requests in advance, it is much more likely that we can reserve the room and time you want.
- If your club plans to host an event or meeting that requires any change in the room set up, there is a Facilities Request packet that alerts us to needs such as tables, trash cans, or after hours key requests (please ask Julie for this paperwork to be emailed to you). This paperwork should be placed in my mailslot or on my desk, preferably 2 weeks before your event. Please let me know of any major events as far in advance as you can.

Promotion of club meetings and events
- Active clubs can choose to be advertised on flyers posted around campus and on quarterly email blasts. If there are any announcements you’d like to add to the email blast, please email me.

Active/inactive clubs
- If we have not heard from you all term and you do not respond when we ask for meeting requests, your club will be considered (at least temporarily) inactive.

Leadership or other changes
- Please let Student Services know by email of any changes in leadership or other changes to your original club application.

Emergency Contact
- In case of emergency during a club event, the representative should call 911 and, as soon as possible, the Emergency/After-Hours Facilities Contact Number (512-492-3079). These numbers are posted on every exterior door at all AOMA campuses.