UVM COM – Policy & Procedures for Establishing a College of Medicine Student Interest Groups

To apply for recognition, a group or organization must submit in writing:

- its name
- a statement of purpose and operations consistent with applicable criteria and requirements (and copy of its charter or similar document, if existing).
- a list of officers - the designated officer or body will respond to the application, in writing, within thirty days of its receipt. Appeal of an adverse decision may be taken to the Associate Dean of Student Affairs; the decision on appeal shall be final.
- Identify a current full-time UVM College of Medicine faculty advisor and note that the advisor must be present at all group meetings

Officially recognized groups and organizations must operate in conformance with their charters, similar governance documents, or statements of purpose as provided upon application. They must promptly advise in writing, its name; a statement of purpose and operations consistent with applicable criteria and requirements (and copy of its charter or similar document, if existing); and a list of officers. The designated officer or body will respond to the application, in writing, within thirty days of its receipt. Appeal of an adverse decision may be taken to the President; the decision on appeal shall be final.

Officially recognized groups and organizations must operate in conformance with their charters, similar governance documents, or statements of purpose as provided upon application in the absence of a charter or similar document.

They must promptly advise the Office of Medical Student Education from whom recognition is obtained of changes in groups or organization officers and material changes in their purpose or operations. Group or organization officers are responsible for assuring compliance with general University policies and procedures and for fulfilling the reasonable administrative requests of appropriate University officials.

All student organizations must identify to the Office of Medical Student Education in writing a full-time instructional or administrative officer of the College of Medicine as an advisor.

Failure to comply with general University policies or procedures or the provisions of this statement may result in the suspension or revocation of recognition by the officer or body from whom recognition is obtained.

All recognized Student Interest Groups must be represented at the annual SIG Fair during Orientation week. Any SIG not complying with this mandatory requirement will have their recognition revoked.
PRIVILEGES OF RECOGNITION

Officially recognized groups and organizations may:

- use the name of the University of Vermont and other indicia of association, subject also to the approval of the University Licensing Program.
- use University buildings and grounds without a rental charge. Charges will only be assessed for the cost of services (custodial, trucking, security, and similar expenses) provided in support of an event.
- use University mail services on an unstamped basis, subject to the requirements of the U.S. Postal Service and the UVM Manager of Mail Services.
- establish an account with the UVM COM Student Council to accept revenues and pay expenses of the group or organization, subject to requirements associated with such accounts. Accounts may not elsewhere be established using the name "University of Vermont" or similar characterization.

Officially recognized groups and organizations may not authorize or allow other parties to use any privileges of recognition.