

Guidelines for Establishing Student Organizations

All organizations must submit an *Application for Student Organization* which contains the following:

- A name
- A purpose that is clearly correlated to DT's vision of remaining "a center of educational excellence, cultivating the next generation of teachers and leaders within the field of Oriental Medicine".
- At least four members, with one member serving as the head of the organization and the organization's main contact with DT administration
- A faculty/staff sponsor
- Defined activities including any requested use of school resources/property or involvement of school staff

Rights of all Student Organizations:

- Recruit members from within the DT student body
- Hold meetings on DT campus
- Sponsor events and activities to enhance the community culture
- Use DT facilities, equipment, and resources as appropriate and available and in accordance with the student organization's purpose

Responsibilities of all Student Organizations:

- Adhere to all policies as outlined in the Student Handbook and the Student Code of Conduct.
- Represent the purpose of the organization accurately and ethically in accordance with DT's mission, vision, and core values
- Submit schedule of meetings and proposed activities to Academic Dean for approval and guidance with event promotion and publicity
- Respond promptly and respectfully to all inquiries from the DT administration.
- Use the DT name properly and appropriately
- Notify the Academic Dean promptly and in writing of any changes to the group's leadership, purpose, faculty/staff sponsorship, or guidelines for membership
- Renew the application on an annual basis

In addition to the above responsibilities, a Student Government is expected to hold annual elections to fill student government positions. Student Government may also choose to establish a student activities fee to directly support the funding of student activities and the purchase of equipment specific for student use. The college will provide a Student Government mailbox on campus. A Student Government must submit also submit for approval:

- Bylaws
- Clearly defined positions and duties of each

Application for Student Organization

Please submit completed applications to the Academic Dean. Organizations will receive a decision within two weeks of submission. Daoist Traditions reserves the right to deny organizations whose purpose is in conflict with the vision, mission, and core values of the college.

Name of Organization: _____ **Date:** _____

Purpose: *Specify how the purpose correlates to the vision of remaining “a center of educational excellence, cultivating the next generation of teachers and leaders within the field of Oriental Medicine”.*

Faculty sponsor: _____ **Email:** _____

Membership: *All organizations must have at least 4 members, with one identified as the head member.*

Member 1 (Head Member to serve as main contact for DT Administration)

Name: _____ Phone: _____ Email: _____

Member 2

Name: _____ Phone: _____ Email: _____

Member 3

Name: _____ Phone: _____ Email: _____

Member 4

Name: _____ Phone: _____ Email: _____

Guidelines for Membership: *Who can become a member? For how long will someone be a member? How are students informed about this group?*

Activities of the Organization: *In what activities will the group engage? How often will the group meet? Please specify any desired use of school property or resources and involvement of school staff.*

I, _____, (head of organization) agree to the guidelines, rights and responsibilities of Student Organizations. I also agree to adhere to all policies as outlined in the most current versions of the Student Handbook and all DT publications.

Signed: _____ **Date:** _____

----- Return this form to the Academic Dean -----