

OFFICE OF STUDENT AFFAIRS
STUDENT ORGANIZATION GUIDE:
Registration & Operations

Effective Academic Year 2026–2027



School of Medicine
UNIVERSITY OF GEORGIA

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1. Purpose

Student organizations enrich the educational experience at the University of Georgia School of Medicine by creating opportunities for leadership, professional development, specialty exploration, service, wellness, advocacy, and community building.

Student organizations are student-led and operate under the oversight of the Office of Student Affairs (OSA). Registration provides organizations access to institutional support and resources while ensuring alignment with School of Medicine policies and values.

- Request organizational funding
- Reserve designated School of Medicine spaces
- Host official events
- Promote activities through approved communication channels
- Participate in student engagement opportunities

Registration does not guarantee funding or event approval.

2. Types of Student Organizations

Specialty Interest Groups

Specialty Interest Groups provide opportunities for students to explore medical specialties and subspecialties through educational programming, mentorship, networking, and career exploration.

Examples may include:

- Internal Medicine Interest Group
- Surgery Interest Group
- Emergency Medicine Interest Group

Student Clubs

Student Clubs support broader student interests outside of specialty exploration.

Examples may include:

- Service organizations
 - Cultural organizations
 - Advocacy organizations
 - Wellness organizations
 - Religious organizations
 - Professional development groups
 - Hobby and recreational groups
-

3. Eligibility to Establish an Organization

To be considered for registration, organizations must:

- Demonstrate a clear purpose aligned with the mission of the UGA School of Medicine
- Maintain at least five currently enrolled student members
- Identify at least one student officer
- Secure one approved faculty or staff advisor
- Submit all required registration materials
- Operate in accordance with University and School of Medicine policies

Organizations may not duplicate the mission or purpose of an existing registered organization without approval.

4. Registration Process

Students seeking recognition must submit a complete registration packet to the Office of Student Affairs.

Required materials include:

- [Student Organization Registration Form – Fill out form](#)
- Constitution
- Bylaws
- Advisor Agreement Form
- Member Roster (minimum five members)

Constitution Requirements

Constitutions must include:

- Organization mission and purpose
- Membership eligibility
- Quorum standards (percentage of members necessary to conduct business)
- Officer positions and responsibilities
- Election and removal procedures (vote requirements)
- Constitutional amendment procedures (including
- Meeting expectations
- UGA's Non-Discrimination Statement: "Membership and all privileges, including voting and officer positions, must be extended to all student without regard to age, color, disability, genetic information, national origin, race, religion, sex, or veteran status. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in the programs of activities that receive Federal financial assistance. Title VI states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under and education program or activity receiving Federal financial assistance."

After submission, the Office of Student Affairs will review materials and may request revisions before granting approval.

5. Annual Renewal Process

All organizations must renew annually.

Renewal materials include:

- [Student Organization Registration Form – Fill out form](#)
- Current officer roster
- Updated Constitution and Bylaws (if applicable)
- Updated Advisor Agreement
- Membership roster

Organizations that do not renew will lose active status.

6. Organization Leadership Expectations

Student organizations are expected to maintain active leadership. Organizational leadership must notify their faculty advisor of any and all planned events.

Organization officers are responsible for:

- Maintaining communication with OSA
- Ensuring compliance with policies
- Coordinating meetings and events
- Submitting required forms
- Managing officer transitions

At minimum, organizations should designate:

- President
- Vice President (recommended)
- Treasurer (if applicable)

Officers must remain enrolled students in good academic and professional standing.

7. Advisor Expectations

Each organization must maintain an approved faculty or staff advisor. Student organizations remain student led.

Advisors serve as:

- Mentors and consultants
- Resources regarding institutional policies
- Support for continuity and growth

Advisors are encouraged to:

- Meet periodically with organization leadership
- Provide guidance for programming and planning
- Support officer transitions

Advisors are not responsible for:

- Managing daily operations
- Scheduling meetings
- Requesting funding
- Reserving spaces
- Leading organization activities

Advisors are not permitted to:

- Sponsor events that involve hands on clinical activities (i.e. blood pressure screening, CPR training, etc.) unless liability coverage has been secured for the event. UGA SOM liability coverage does not cover students in hands-on activities outside of curricular work
 - Please note that UGA SOM liability insurance does not cover activities outside of the curricular coursework. Students may participate in “shadowing” type activities through the student organization but are not permitted to be “hands-on” with member of the community
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8. Funding and Financial Support

Registered organizations may apply for available funding through procedures established by the Office of Student Affairs.

You may request funding and room reservations through the [Student Leadership Council & Student Organizations Event Form – Fill out form](#). You must fill out this form at least 2 weeks prior to your event. Once you've submitted the form, you will hear from the Office of Student Affairs within 3 business days approving/denying the budget/room reservation.

After each funded event, you will need to submit a student reimbursement form, attendance list, itemized receipts, and announcement/flyer to Tristan Hancock (tristanj@uga.edu).

Funding and financial support are separate from organization registration.

9. Fundraising

Student organizations may engage in fundraising activities to support organizational goals, programming, service initiatives, and approved events. All fundraising efforts must align with University of Georgia and School of Medicine policies.

Prior to initiating any fundraising activity, student organizations must obtain approval from the Office of Student Affairs.

Organizations wishing to conduct fundraising activities must:

- Submit a written request outlining the purpose and scope of the fundraising activity
- Obtain approval before advertising or collecting funds
- Ensure fundraising activities align with institutional policies and professionalism expectations
- Follow any applicable University financial procedures and reporting requirements

To request approval for fundraising activities, organizations must email Tristan Hancock prior to beginning any fundraising efforts.

Fundraising activities may not begin until approval has been granted.

The Office of Student Affairs reserves the right to approve, deny, modify, or discontinue fundraising activities that do not align with institutional policies or the mission of the University of Georgia School of Medicine.

10. Events and Space Reservations

Organizations must submit required event documentation for all activities, including funded and unfunded events. [Student Leadership Council & Student Organizations Event Form – Fill out form](#)

Event approval may be required prior to:

- Advertising
- Purchasing supplies
- Reserving space
- Hosting external guests

Events must comply with institutional professionalism standards.

11. Maintaining Active Status

To remain active, organizations must:

1. Complete annual renewal requirements
2. Attend the annual Student Organization Kick-Off Meeting
3. Submit event documentation prior to any funded or unfunded event
4. Maintain advisor engagement
5. Remain open to eligible students

Organizations become officially active only after all requirements are completed.

12. Compliance and Accountability Process

Organizations that fail to meet requirements will progress through the following process:

Stage 1 – Notice of Non-Compliance

- Written notification
- Corrective action timeline provided

Stage 2 – Probationary Status

- Formal probation notification
- Completion of outstanding requirements before semester conclusion

Stage 3 – Suspension of Active Status

- Suspension for one academic semester
- Loss of organizational privileges

Suspended organizations may request reinstatement after fulfilling required conditions.

The Office of Student Affairs may require additional educational meetings before reinstatement.

13. Required Forms and Supporting Documents

Registration Packet Checklist

- ☐ [Student Organization Registration Form – Fill out form](#)
- ☐ Constitution
- ☐ Bylaws
- ☐ Advisor Agreement
- ☐ Member Roster

Renewal Checklist

- ☐ Updated Registration Form
 - ☐ Updated Officer Roster
 - ☐ Updated Governing Documents
 - ☐ Updated Advisor Agreement
-

14. Contact Information

Office of Student Affairs

University of Georgia School of Medicine

Questions regarding registration, funding, events, or renewal requirements should be directed to the Office of Student Affairs (osa@uga.edu).

15. University of Georgia Involvement Network

The University of Georgia maintains the UGA Involvement Network, a university-wide platform that supports more than 1,000 registered student organizations across campus.

Registration through the UGA Involvement Network is **separate and different** from registration through the University of Georgia School of Medicine Office of Student Affairs.

As UGA School of Medicine students, you may participate in, join, and establish organizations through the University's Involvement Network in accordance with university policies and procedures.

For information regarding the UGA Involvement Network and registration process, visit:

[UGA Involvement Network – How to Use the Involvement Network](#)

Organizations that register exclusively through the University's Involvement Network and are not officially registered and approved as a UGA School of Medicine student organization:

- Are not considered official UGA School of Medicine organizations
- Are not eligible for School of Medicine sponsorship or organizational support
- May not represent themselves as affiliated with the UGA School of Medicine
- May not use the UGA School of Medicine name, logo, branding, or visual identity without authorization

Organizations seeking access to School of Medicine sponsorship, branding, or funding opportunities must complete the UGA School of Medicine student organization registration process outlined in this guide.

Version 1.0

University of Georgia School of Medicine

Student Organization Guide

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Student Organization

Advisor Agreement Form



All registered student organizations are required to have an advisor. The purpose of an advisor is to assist the organization to provide an educational experience for its individual members and to be familiar with its programs and activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification.

The Advisor is expected to regularly attend and actively participate in scheduled board and organizational meetings including those that are held in the evening and on weekends. The Advisor is also expected to attend scheduled events sponsored by the organization.

The Advisor should assist with goal development, serve as a resource on policies and procedures, assist with the identification of resources that may be used to further the group's objectives, and to provide guidance.

In addition, an advisor should assist with the transition of officers and year-to-year changes.

Advisors are **not** expected to schedule meetings, set agendas, or conduct organizational meetings. They are also not expected to assist with operational functions of any program, which includes developing program content, accepting program responsibilities, or assuming responsibilities for program outcomes.

Advisors are not permitted to sponsor events that involve hands on clinical activities (i.e. blood pressure screening, CPR training, etc.) unless liability coverage has been secured for the event. UGA SOM liability coverage does not cover students in hands-on activities outside of curricular work. UGA SOM liability insurance does not cover activities outside of the curricular coursework. Students may participate in "shadowing" type activities through the student organization but are not permitted to be "hands-on" with member of the community

Student

Organization: _____

Advisor Name: _____

Advisor Email: _____ Advisor Phone: _____

I have reviewed this Advisor Agreement Form, and I agree to serve as Student Advisor.

Advisor Signature: _____ Date: _____

I have reviewed this Advisor Agreement Form, and I agree to work with the above listed advisor for the academic year.

Org. President

Name: _____

Org. President

Signature: _____ Date: _____
