



OFFICE OF STUDENT LIFE

Student Leadership Policies

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Student Leadership Requirements

- All Student Leaders, from any school, must maintain a 3.0 GPA.
- Satisfy student conduct and community requirements as outlined in the Meharry Student Handbook
- Student must not hold more than 2 offices in an academic year

Annual Student Leader Elections

Applications and petitions forms are due, when requested, in April. Voting for campus-wide elections will also take place in April. The campus-wide elections include the following fee-funded organizations:

- Pre-Alumni Association
- American Dental Student Association
- American Medical Association – Medical Student Section
- American Medical Student Association
- Division of Public Health Practice Student Association
- Ewell Neil Dental Research Society
- Graduate Students Association
- Student National Dental Association
- Student National Medical Association

All other student organizations are asked to have open positions filled and complete elections before the second Tuesday of May. The staff in the Office of Student Life will assist you with setting up applications and ballots in Campus Groups if needed. The registration form can be found on Campus Groups.

All election results are final, and students are expected to serve in their position for the academic year unless one of the student leadership requirements is violated.

Student Organization Registration

Student Organization Registration is held from August 1st – 31st. The Office of Student Life will send a link out to all students informing them of the registration period and what is required. If you are planning to start a new student organization, the Formal Request to Start a New Student Organization Form must be completed first. Once approved by the Office of Student Life, you will be prompted to register your organization for the school year.

Event Planning

On and Off Campus events must first be submitted in Campus Groups. Once approved, you may begin to promote your event to the student body. **PLEASE NOTE:** No event should be promoted until it has been approved by The Office of Student Life, in Campus Groups. If you need assistance, you may always contact The Office of Student Life.

Event Regulations

3-week notice is required for:

- General Body/E-board Meetings
- Fundraising on Campus (i.e. bake sales, t-shirts)
- Guest speakers to the campus

30-day advance notice and review by the Office of the General Counsel is required for:

- Community Outreach Events
- All Health Fairs- screenings-Meharry physician/dentist required to accompany group
- Off-Site parties/events/banquets
- Events in Ross Fitness Center/Dr. Henry Moses PhD Alumni Hall, Cal Turner Center
- Vendor Fair on or off campus
- Events on campus with alcohol being served Events of a clinical nature, that can only be served after 5pm. (i.e. suture workshop, cast splinting)
- Probate shows/Cultural shows
- Step Show

90-day advance notice required:

Formal events (i.e. Carabelli Ball, Cadaver Ball)

Event Policy and Procedures

- Students **cannot** sign contracts in the name of MMC (\$30 park permit - \$10,000 for a banquet)
- Student org flyers/items for sale must have the Meharry logo. Allow 20 days for approval.
- Events cannot be advertised until approved, nor will PAA send out weekly announcements.
- Parking passes for guests are \$1.50 per space with pickup at MMC Security.
- Fitness training is conducted by licensed professionals only.
- MMC has a contract with Aramark for food served on campus. Food brought in from home is not allowed. Microwaves are not allowed to prepare food/heat.

Treasury Accounts

Withdrawals:

- Organizations with on campus accounts use Workday, through The Office of Student Life to pay vendors.
- Students may receive a reimbursement for event purchases, but it must be approved by The Office of Student Life first.
- Allow 14 days for purchases to process to avoid out of pocket expenses.
- Approval forms require 3 signatures, 2 officers (president/vice-president/treasurer) and advisor.
- An officer cannot approve their own approval form. Original receipts are required to accompany approval forms for reimbursement.
- Reimbursements to students are refunded via direct deposit.
- Holds on student accounts will prevent reimbursements.

Deposits:

Deposit forms are located in the office of Student Life. Checks are to be made out to Meharry Medical College with the organization name in the memo field. Third party checks (made out to the organization instead of MMC) are signed by an officer, normally the treasurer. Completed forms and funds are brought to the Office of Student Life.

Contact Information

Office of STUDENT LIFE

Suite 120

Cal Turner Center for Student Education

8:30am – 5pm Monday - Friday

**Updated November 2025*