

Student Club Manual

PURPOSE

To ensure all student clubs at LMU-DCOM operate with official approval, align with institutional goals, and serve unique student communities without disrupting academic responsibilities. The Student Services Department oversees compliance and conducts annual reviews to maintain club standing.

ROLES AND RESPONSIBILITIES

Executive Board Expectations

Students maintaining any executive board position must meet academic and professional requirements as indicated in the Student Government Association (SGA) Constitution. Students are limited to holding executive board positions in a maximum of two clubs. Only one of the executive board positions can be in the role of Club President.

President

The club president is responsible for overseeing all aspects of the club's operations and serves as the primary leader during meetings. This role includes organizing and coordinating events, ensuring that all activities align with the club's mission and institutional guidelines. Additionally, if the club is affiliated with a national organization, the president may be required to attend national conferences to represent the club and stay informed about broader initiatives and opportunities.

Vice President

The vice president plays a key supportive role in the leadership of the club by assisting the president in managing day-to-day operations and facilitating meetings. This position also involves helping to plan and coordinate events, ensuring that all activities run smoothly and align with the club's goals. The vice president serves as a dependable partner in leadership, stepping in when needed to maintain continuity and support the club's success.

Secretary

The club secretary is responsible for coordinating all club meetings in collaboration with the Student Services Department to ensure proper scheduling and compliance with institutional guidelines. During each meeting, the secretary records detailed minutes, capturing key discussions, decisions, and action items.

Treasurer

The club treasurer is responsible for managing all financial records and overseeing the club's budget. This includes maintaining an up-to-date internal budget spreadsheet to track expenses and ensure responsible spending. The treasurer also serves as the initial point of contact for any

conference funding requests and works closely with the executive board to make informed decisions about the allocation of funds.

National Liaisons

The club representative is responsible for attending national conferences when required by the club's national affiliation. In this role, the representative serves as the official delegate, promoting the club's presence, engaging with broader organizational initiatives, and bringing back valuable insights and opportunities to benefit the local chapter.

Faculty Club Advisor

Every club must have one faculty/staff advisor employed at LMU-DCOM. Advisors are encouraged to have some affiliation or interest in the club they are representing. Faculty/staff advisors must be agreed upon annually by a majority vote of the club's executive board. It is the club leaders' responsibility to keep faculty/staff advisors informed regarding club events. Faculty/staff advisors may step down from their role for any reason and it is the club's responsibility to fill the role. All faculty/staff advisors and club executive board members must participate in an annual training hosted by the Student Life Department.

CLUB EXPECTATIONS AND ANNUAL REVIEW

Club Meetings and Participation Requirements

All LMU-DCOM student clubs are required to maintain accurate and up-to-date records to ensure transparency, accountability, and continuity. These records must include the club's bylaws, current membership rosters, meeting minutes, an internal budget spreadsheet, and annual End-of-Year (EOY) reports. Additionally, clubs with national affiliations must keep documentation related to their national organization. Proper record-keeping supports effective club management and is essential for annual reviews and continued recognition by the institution.

To maintain active status, all LMU-DCOM student clubs are required to hold a minimum of two executive and/or general body meetings each semester. These meetings are essential for planning, communication, and member engagement. Please note that guest speaker events do not count towards this meeting requirement. Club secretaries are responsible for recording attendance at each meeting to ensure accurate documentation.

To schedule a club meeting on campus, clubs must submit a request using the appropriate campus-specific form – either the DCOMH or DCOMK Meeting Request Form. All requests must be submitted at least one week in advance of the desired meeting date. Meeting requests will be reviewed and processed within 2–3 business days. If approved, a calendar invitation will be sent to the executive board member who submitted the request. If the request is denied or requires changes, Student Services will follow up via email. All approved meetings will be posted to the DCOM Activities Outlook Calendar.

In addition to regular meetings, each club is expected to host at least one fundraiser and one community service project annually. These activities help foster community engagement and support the broader mission of LMU-DCOM.

Osteo-Blast Participation

All clubs are required to participate in LMU-DCOM's annual student club fair, Osteo-Blast, held each August at the start of the fall semester. Clubs must set up a table and display a poster board – provided by Student Services – with at least two executive board members present. This event is a key opportunity to recruit new members, and clubs are encouraged to collect contact information from interested students. Creative table presentations are welcome, but any purchase requests for materials must be submitted to Student Services at least one week prior to the event. Failure to participate in Osteo-Blast may result in the revocation of a club's official status.

End-of-Year (EOY) Reports

Each recognized student club is required to submit an End-of-Year (EOY) Report to the Student Services Department no later than the beginning of April each academic year. This report serves as a comprehensive summary of the club's activities, leadership, and progress throughout the year. While there is no specific format required – clubs may submit a written document, PowerPoint presentation, or other creative formats – the report must include several key components:

- **Executive Summary:** A brief overview of the club's major activities and accomplishments during the year.
- **Executive Board:** Contact information for the incoming 2025–2026 executive board. If elections have not yet occurred, clubs should include a plan and timeline for conducting elections.
- **Activities and Events:** Summaries of major events hosted, including participation rates and outcomes.
- **Financial Report:** A breakdown of income, expenses, and a comparison to the club's projected budget.
- **Achievements:** Any awards, recognitions, or significant milestones reached.
- **Challenges and Lessons Learned:** A reflection on obstacles faced and insights gained.
- **Future Plans:** Goals and anticipated events or initiatives for the upcoming academic year.

The timely and thorough submission of the EOY Report is essential for maintaining good standing and eligibility for future funding and event approvals.

Department Reviews and Club Status Renewal

At the end of each academic year, the Student Services Department conducts formal reviews of all LMU-DCOM student clubs to ensure they remain active, engaged, and aligned with the institution's mission and standards. These reviews are based on each club's performance, compliance with requirements, and overall contribution to the campus community. Following the review, clubs may receive one of three outcomes:

- **Approval and Continuation:** Clubs that meet all expectations and demonstrate strong performance will be approved to continue operating in the upcoming academic year.
- **Probation:** Clubs with minor issues or areas needing improvement may be placed on probation. During this period, the club must address specific concerns within a designated timeframe to maintain its status.
- **Revocation of Approval:** Clubs that fail to meet institutional requirements or exhibit significant issues may have their approval revoked, resulting in the club being disbanded.

CLUB SPONSORED EVENTS

Any on-campus or off-campus event conducted by either a student organization or SGA must be approved by the Student Activities Coordinator or Director/ Assistant Director of Student Life at their respective location. Events include, but are not limited to, guest speakers, seminars, exhibits, fundraisers, workshops, activities, and courses.

CLUB FINANCIAL MANAGEMENT AND SPENDING GUIDELINES

Each LMU-DCOM student club is assigned an internal university account to manage its finances. Newly recognized clubs receive a one-time \$200.00 in kickstart funds to support initial operations. All club spending must be processed through a Student Activities or Student Services Coordinator – **club members are not permitted to use personal funds with the expectation of reimbursement.** The club treasurer is responsible for maintaining accurate financial records using the Club Budget Spreadsheet, which is available in the club's Microsoft Teams account. Treasurers may contact Student Services at any time to request an updated account balance.

Club funds should be allocated in the following order of priority:

1. **Student Travel and Conferences** – Funding for travel must be approved by a vote of the executive board and documented in the meeting minutes. All travel must comply with LMU-DCOM's per diem guidelines as outlined in CLUB TRAVEL AND CONFERENCE FUNDING POLICIES.
2. **Operations and Event Expenses** – This includes food for meetings, event supplies, and other operational needs. Catering costs should remain within \$10-\$12 per person; any amount exceeding this limit requires prior approval and justification from the Student Life Department. Food vendors must be selected from the university's approved vendor list.
3. **Supply Orders** – Orders from vendors such as Walmart, Hobby Lobby, or Sam's Club must be submitted to Student Services at least one week in advance. Amazon orders require a minimum of one month's notice.
4. **Initial Fundraiser Costs** – Any club funds used for donations or purchasing supplies for third-party use must receive prior approval from the department.

Club Dues

If your club requires students to pay dues, please complete the following Qualtrics link: [Club Dues iModules Request](#). The Student Services Department will receive your request and will create an iModules Payment Link on your behalf. Once the deadline to submit club dues has passed, a Student Services Coordinator will send you the updated club roster based on club due payments.

Grants, Donations, and Sponsorships

Any LMU-DCOM student club that receives a grant must obtain approval from the LMU President before using the funds. Grants must be used strictly for their originally intended purpose, and the process begins by contacting a Student Services Coordinator with the national grant application or any related documentation. All cash or check donations must be delivered

to the Student Life Department within one week of receipt. The department will deposit the funds into the club's university account. Checks should be made payable to "Lincoln Memorial University; Attn: Finance," with the affiliated LMU-DCOM club's name included in the memo line. Additionally, Student Services must be provided with the business name, owner's name, and business address.

Donations are contributions made without the expectation of return – these may include cash, goods, or services given purely to support the club's mission. Donors do not require public recognition, and pre-approval from LMU-DCOM is not necessary. For non-cash donations, such as merchandise or supplies, clubs must request a Non-Cash Gift Worksheet from Student Services to provide to the donor. In contrast, sponsorships involve a mutual exchange: businesses provide financial or in-kind support in return for promotional benefits, such as logo placement or mentions in event materials. Clubs must submit a list of potential sponsors to the Director of Student Life for pre-approval before initiating outreach.

Club Food Request Process

To streamline the process of ordering food for club meetings and events, LMU-DCOM has implemented a [Club Food Request Form](#). Clubs must complete this form at least 3 business days before the start of their event to ensure timely ordering. Please be mindful of holidays and/or weekend as this can affect the ordering timeline. This system helps both clubs and the Student Services Department coordinate food logistics more efficiently. The form will also be added to each club's Microsoft Teams folder, allowing multiple executive board members to access and submit requests as needed. Clubs must have sufficient funds in their budget to cover the entire cost of the food order.

CLUB TRAVEL AND CONFERENCE FUNDING POLICIES

Students must submit and receive approval for a Student Travel Funding Request Form. Requests submitted during or after the conference date will not be eligible for reimbursement or funding. If a student is required to attend a conference due to a club's national affiliation, they may be eligible for additional funding from the Student Life Department, provided they submit documentation confirming the requirement.

All travel-related funding is provided via reimbursement only, and students must submit appropriate itemized, paid receipts within 30 days of the conference. Reimbursements typically take 3–4 weeks to process. Students should avoid using third-party travel agencies and must follow university guidelines, including per diem rates for purchases such as meals* and lodging as listed on GSA.gov. Travel funding approval does not excuse students from academic responsibilities, so students must coordinate with faculty for any missed classes, labs, or exams. Additionally, travel funding may be rescinded due to a leave of absence from the program.

Eligible Reimbursable Expenses Include:

- Conference registration fees (excluding membership fees, workshops, or networking events)
- Hotel/lodging (within per diem limits)
- Airfare or mileage (\$0.67 per mile)
- * *Meals with approved funds allocated from the club's budget*

Non-Reimbursable Expenses Include:

- Checked or carry-on baggage, seat upgrades, or travel insurance
- Rental cars or related upgrades
- Alcohol or non-itemized meal and gas receipts

Club Funding for Travel

Clubs may allocate funds from their internal budgets to support member travel. The club treasurer, with majority approval from the executive board, must determine the amount or percentage of the budget to be used. This decision must be recorded in the club's meeting minutes. Students should seek club funding first before requesting support from Student Services or the Research Department. If a student is attending due to national affiliation, proof of required attendance must be submitted to maintain the club's affiliation. When multiple members attend a conference, each student should pay for their own expenses to simplify reimbursement. If hotel costs cannot be split, one student may submit the receipt and list the names of others who shared the room.

Submitting Receipts

All receipts and a signed travel funding form must be emailed to the appropriate Student Services contact:

- **Harrogate:** Keaton Grimmatt (keaton.grimmatt@lmunet.edu)
- **Knoxville:** Stephanie Mullins (stephanie.mullins@lmunet.edu)

Receipts must be legible digital copies, and students should retain original paper receipts until reimbursement is complete.

PUBLIC RELATIONS, MERCHANDISE, AND MARKETING GUIDELINES

The full formal name of the school is Lincoln Memorial University-DeBusk College of Osteopathic Medicine. When referring to the school in external communication, on first reference it should be "Lincoln Memorial University-DeBusk College of Osteopathic Medicine (LMU-DCOM)." Subsequent references should be "LMU-DCOM." Please note the dash in the full formal name and the full formal acronym. Please use the full proper name and acronym. If space constraints are an issue, the first reference may be shortened to "LMU-DeBusk College of Osteopathic Medicine." When referring to the school for an internal audience (i.e., the LMU campus community), the reference can be "DeBusk College of Osteopathic Medicine (DCOM)." The Knoxville location is to be referred to as DCOM at LMU-Knoxville.

All LMU-DCOM student organizations must have approval from the Student Activities Coordinator(s) and the Director of Marketing and Public Relations before producing organizational merchandise or distributing information to the campus community and/or the public at large. This is to ensure that all appropriate procedures and style guidelines are followed by student organizations. Students are prohibited from using the LMU-DCOM academic seal on any merchandise or publications.

All officially sanctioned student club websites must be hosted through the LMU website. Approval forms may be obtained from the Office of Admissions and Student Services. Any LMU-DCOM student organization that produces merchandise that violates this policy may have the merchandise confiscated and will have to replace the merchandise at the organization's own expense.

All media contact requires prior approval from and is handled by the Office of Marketing and Public Relations. If you are contacted to provide contact to a media outlet, refer the inquiry to the Office of Marketing and Public Relations.

Students and student clubs should not submit press releases, calendar items, photographs, advertisements, or other submissions to any media outlet without permission from the Office of Marketing and Public Relations. If you wish to send something to the media, please forward all the information to the Student Activities Coordinator at the designated site who will then submit it to the Office of Marketing and Public Relations on your behalf. In the case of any adverse event, the Office of Marketing and Public Relations is the sole point of contact between LMU-DCOM and the public. In any crisis or emergency, refer all inquiries to the Office of Marketing and Public Relations.

NEW CLUB APPLICATIONS

LMU-DCOM encourages the formation of new student clubs that are sustainable and serve a distinct purpose – specifically to create opportunities for student engagement not currently addressed by existing organizations, to support individual student growth and development, and to contribute meaningfully to community service.

All new club applications must be reviewed by the Student Services Department and approved by the Associate Dean of Student Affairs. In some cases, prospective club organizers may be asked to meet with a Student Services representative to discuss the club's mission, ensure alignment with university policies, and explore available support resources. Once a club receives official recognition, it must maintain its status by fulfilling all institutional expectations and participating in the annual review process conducted by Student Services.

Frequently Asked Questions (FAQs)

How do we order food for a meeting or event?

To request food, complete the Club Food Request Form at least 3 business days in advance. This helps ensure timely processing and delivery.

Where can I find forms like the Event Request Form or Fundraiser Request Form?

All necessary forms are available in your club's Microsoft Teams folder or on DCOMDO. Please fill out the forms to the best of your ability. All Event Request Forms can be sent to the Student Activity Coordinators and all Fundraiser Request Forms can be sent to the Student Services Coordinators.

How do we pay club dues?

The Executive Board will determine the dues amount and terms. They will complete a Qualtrics survey, after which a Student Services Coordinator will generate a payment link.

How far in advance should we submit event request forms?

Event requests must be submitted at least 30 days before the planned event date.

What's the deadline for requesting club purchases?

- For Walmart, Hobby Lobby, Sam's Club, etc.: Submit requests at least 1 week in advance.
 - For Amazon orders: Submit requests at least 30 days in advance. Be mindful of shipping times, especially for online orders. Contact Student Life staff for assistance.
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Can our club give out money or gift cards as prizes?

No. LMU does not allow monetary gifts, including cash or gift cards. However, you may offer physical items as prizes instead.