

New Jersey Medical School Student Council Bylaws

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Article I: Purpose

Title A:

The purpose of the New Jersey Medical School Student Council is improvement of the quality of student academic and extracurricular life by:

- the identification of student needs and the design and implementation of methods to eliminate them;
- the stimulation of pride in the school and the engendering in the student consciousness of a sense of history and tradition by frequent interaction with alumni;
- service as an advocate for students in administrative matters that affect them;
- the fair and equitable apportionment of the student activity fees to student organizations; and
- maintenance of accountability to the students and abstinence from voting in events of conflicts of interests.

Article II: Elections and Meetings

Title A: Class Representative Elections

1. The Student Council consists of six students from each class year, from the Class of 2020 onward, each serving as a voting member. Any student who fails two or more classes in one academic year, (a) if already a representative, is relieved of his/her duties or (b) if not already a representative, is barred from running for representative for the next academic year. Any student who fails a year may not run for representative during the repeated year but may run the following year, if in good academic standing at its outset.
2. Incoming first year students are informed of Student Council responsibilities during orientation week. The elections in this class are held no sooner than the third week of classes. Elections for the other three classes are to be held by the second-to-last meeting of the previous academic year (in March).
3. Elections will be conducted by the Student Council Secretary. The only exception being the case of the secretary's class election, in which case the election will be conducted by another executive board member starting with the President until a member from a different class is found. The secretary will maintain all records for present and past elections.
4. Class representative elections: Class representative elections are held online via the student website in the spring semester. In the event that the website is not functioning, elections should be held at places and times thought likely to allow at least half of each class plus one to vote. Candidate sign up will be for two weeks. Each candidate will be given the option upon sign up to provide a written statement in order for students to become acquainted with the candidates. Statements are not mandatory. Students must log on to the student website in order to cast a vote. Ballots are counted automatically on the website, and the Secretary will have access to the results. Catalyst voting for Class Representative positions will take place 2

weeks prior to the Student Council Executive Board Election Meeting held annually in March. Voting will take place between the Monday at 6 AM and Friday at 12 PM two weeks before the Executive Board Election Meeting. If all the Class Representative spots are not filled in this election, an email must be sent to the entire class by notifying them of open spots for their Class Representative Position by 12 AM Saturday morning. Any students that are interested in running for the open positions must submit a paragraph by that Sunday at 11pm. The week prior to the Executive Board Election meeting, a run-off election will take place, on Catalyst, for the open positions. The election will take place between Monday at 6 AM and Friday at 12 PM. If all the class representative spots are not filled after the run-off election, an email will be sent to the class again notifying them of open spots by that Saturday morning at 12 AM. Candidates who express interest by Sunday at 11 PM will be invited to appear at the Student Council meeting on the following Monday, where they will give a short speech. All active Student Council members will then vote for the candidates, with the top vote-getters filling the vacant positions. If there remain open spots after the meeting, an email will be sent out to their class notifying them of open spots for their Class Representative position. Persons interested in the open position will then appear at the May Student Council meeting, where they will give speeches and be voted upon.

5. Students who miss the initial deadline are not eligible for placement on the ballot, without exception. Following this initial deadline, candidates may be placed on a ballot if there is another election to fill in vacant Class Representative positions. All interested parties must contact the Secretary via email to inform him/her of their candidacy. The Secretary will email the ballot to all candidates who will then submit any corrections to Secretary within three days of posting.
6. In the event of a tie for the last position being offered, there will be a runoff between the students who are tied for the last position. All members of that class will be notified via email of the names of the students involved in the tie, and a runoff will be held on the student website, with any member of the class now eligible to vote again.
7. Class representatives are informed of their duties and given an electronic copy of the New Jersey Medical School Student Council Bylaws and the rules of order by the Vice-President and Secretary at least one week before their 1st meeting. They hold office for one full year, from March of election that academic year to March of the following academic year, except for newly-elected incoming first year class representatives whose terms begin upon election and for graduating fourth year students whose terms end upon graduation.
8. In the event that a class representative is unable to fulfill his/her duties, the non-elected candidates with the greatest plurality of votes will be offered, in succession, the position until it is filled. This will be done in accordance with Article II, Title A, 1.

Title B: Officer Elections

1. Elections for president, vice president, treasurer, secretary, university senators, webmaster, programming chairs, and fundraising chair are held during the March meeting of the year.
2. Candidates for officer positions must be class representatives, except for the position of University Senator, which can also be elected from the student body at large.
3. Candidates for president must have served on the Student Council for at least one year. Candidates for President, Vice-President, Treasurer, or Secretary must be either third or fourth year class representatives. Candidates for Programming Chairs or Fundraising Chairs must be second year class representatives. Candidates for University Senator can be second, third, or fourth year class representatives, or members of the student body at large, and must demonstrate clear knowledge of the activities and objectives of the Student Council.
4. Nominations for officer positions occur at the March meeting. Each individual nominated will then have the opportunity to address the student council members and state their interest in the position. Elections will occur in the following order (but can be modified depending on a majority vote of Student Council):

President, Vice President, Treasurer, Secretary, University Senator, Webmaster, Programming Chairs, and Fundraising Chairs.

5. The term of office of the newly elected officers begins immediately upon confirmation of the election results for that position at the March meeting, and ends in a similar manner the following year at the next officer election proceedings.
6. In the event that an officer cannot fulfill his/her duties, an election for a new officer is held at the next meeting. Within one week of termination of office, all Student Council members are notified by email of the available position. An emergency meeting of all Student Council members may be held before the next scheduled meeting in order to take nominations for the open position. If a current officer wishes to run for the newly-available position, nominations must also be taken for his/her current position. In the event that a current officer is elected to the new position, s/he must resign his/her old position and an election for that position is held immediately.

Title C: School Committee Representative Elections

1. The Student Council appoints, by a majority vote of quorum, student representatives to school committees based on the recommendations made by the Appointments Committee, as described in Article IV, Title B.
2. Candidates for committee positions must be in good academic standing as per Article II, Title A, 1.

Title D: Class Meetings

1. A class meeting may be called by a majority vote of the representatives of a class or by petition to the class representatives from at least 10% of the class. A class meeting for each class may not be held more often than once per month.
2. Class representatives determine rules for conducting class meetings.
3. Quorum is one half of the class enrollment plus one. If quorum is not achieved in a physical location issues may be decided by polling provided that all members of the class have an equal opportunity to participate and more than half of the class participates.
4. Issues are decided by a majority of quorum.
5. Decisions reached at class meetings conducted in accordance with these bylaws are considered the will of the class, though individual students are free to formally express their disagreement with these decisions.

Title E: Student Council Meetings

1. Meetings are held at least once monthly throughout the year. With the exception of portions of meetings dealing with the records of individual students or faculty members, officer elections, financial decisions, club/organization status, or committee appointment meetings, any orderly person may attend any Student Council or Student Council committee meeting; submit documents to be included in the minutes; and, after proper recognition by the chair, speak on any matter concerning the student body.
2. 1st and 2nd year Student Council representatives must attend 70% of the meetings, while 3rd and 4th year representatives must attend 50% of the meetings. Failure to do so will result in dismissal from Student Council. In accordance with the previous attendance policy, 2 unexcused absences will also result in dismissal from Student Council.
3. The date of a meeting may be changed at least two days in advance at the request of the Executive Committee if a majority of Student Council members had previously consented to the same.
4. Special meetings may be called by the Executive Committee or by petition of eight Student Council members.
5. No later than two days prior to a meeting, the President will email a detailed agenda to the student body. To request that an item be placed on the agenda, prior to submission of the request, the requester must thoroughly research the item's feasibility, practicality and cost-effectiveness (if it involves money) and

must provide a detailed budget for any item that involves funding. The President, in consultation with other Student Council members, decides if the request merits placement on the agenda.

6. Quorum at meetings is one-half plus one of the total number of elected Student Council representatives. In addition, at least one representative from each class must be present to achieve quorum, with the exception of any time period during which there are no elected representatives for a particular class, i.e. after graduation for the outgoing 4th year class and before class representative elections for the incoming 1st year class.
7. When quorum is not present, the proceedings of the meeting remain unofficial until approved by quorum at a subsequent meeting.

Article III: Student Council Body Duties and Responsibilities

1. The Student Council Body consists of all of the class representatives and is the final deciding body on all Student Council related matters.
2. All members of the Student Council Body must be part of the Appointments committee or the Budget committee at least once during their term.
3. The Student Council Body shall have the power to make or repeal amendments to the bylaws.
4. Selection of School, Standing, Ad-Hoc Committee Chairs shall strictly be the right of the Student Council Body.
5. Any powers not specifically assigned to the Executive Committee by the bylaws shall be at the discretion of the Student Council Body.

Article IV: Officer Duties and Responsibilities

Title A: President

1. S/He serves at the pleasure of the student body, through the Student Council, and, therefore, is obligated to inform the student body of his/her actions on a regular and frequent basis.
2. S/He administers, through the Executive Committee, policies determined by the Student Council.
3. S/He is the official spokes(wo)man of the Student Council.
4. S/he votes on motions only to break a tie except in officer elections where s/he will not vote to break a tie, but rather will vote simultaneously alongside all other Student Council representatives via the same anonymous process.
5. S/He prepares the agendas for all meetings.
6. S/He is an ex officio member of all Student Council committees.

Title B: Vice President

1. S/He is responsible for the coordination of the actions of the Student Council, Student Council committees and student representatives to school committees. S/He should evaluate the attendance record, work and performance of school committee representatives to ensure that adequate representation occurs on all school committees. If it is deemed that the representation is not adequate, s/he should appoint a new representative for that committee.
2. S/He obtains monthly reports from all student organizations and student representatives to all school committees. Ad hoc committee chairs also are required to report in this manner as the Student Council deems necessary. S/He reports pertinent points of these reports at student council meetings and should ensure they are included in the meeting minutes.
3. S/He presides over the Appointments Committee and is responsible for the administration of its duties.
4. S/He presides at Student Council and Executive Committee meetings in the absence of the president.

5. S/He is and ex officio, nonvoting member of all Student Council committees.
6. S/He distributes copies of the New Jersey Medical School Student Council By-Laws and any additional items to all school committee representatives and organization contacts.
7. S/He is responsible for maintaining and updating the Student Council By-laws.

Title C: Treasurer

1. S/He is responsible for maintaining the financial records of the Student Council and presenting them - including the amounts of funds received and paid since the preceding meeting and since the beginning of the year, and the current balance - at each meeting.
2. S/He is responsible for disbursing checks for expenses included in the budget upon presentation of a receipt by the requesting organization and retaining duplicate copies of these checks. All checks the treasurer writes to her/himself must be approved by a majority vote of the Executive Committee and co-signed by the President.
3. S/He retains copies of receipts for all funds received - whether checks, cash, or money orders
4. The immediate past treasurer presents the final report of the previous Student Council's budget at the first meeting of the new Student Council.
5. S/He acts as liaison to the Office of Student Affairs, which controls the account holding the Student Activities Fees and must sign off on each reimbursement.

Title D: Secretary

1. After deleting material regarding the affairs or records of individual students, s/he maintains copies of all correspondence, agendas, minutes, reports, recommendations, and other documents, to which any student has timely access to read and duplicate.
2. S/He reserves a room (typically MSB b-617) and files work requests with housekeeping for room setup for meetings.
3. S/He keeps and distributes to all Student Council members the minutes of Student Council and Executive Committee meetings, and emails them to the student body and posts them on the student website within one week of each meeting.
4. The "condensed minutes" that s/he distributes to the student body via electronic mail shall be considered the official minutes and are subject to Council approval at the monthly Council meetings.
5. S/he will have the authority to determine the formatting of the agenda provided for Council members at the monthly Council meetings.
6. S/He provides a summary of all meetings to the school email listserv.
7. S/He contacts all Student Council members in cases of immediate importance.
8. S/He ensures all Student Council members have access to the outer student council office and ensures officers are allowed access to the inner student council office.
9. S/He keeps a record of the votes for any elections performed by the Student Council.

Title E: Programming Chairs

1. The position of Programming Chair is held by a second year student.
2. The number of Chairs shall consist of a minimum of two students and is at the discretion of Student Council.
3. The Programming Chairs plans all social activities sponsored by the Student Council.
4. The Programming Chairs reports on these social activities at Student Council and Executive Committee meetings.
5. The Programming Chairs will appoint students to the Golden Apple committee.
6. Golden Apple Awards are:
 - a. First years: Three (3) Faculty Members
 - b. Second Years: Three (3) Faculty Members

- c. Third Years: Three (3) Faculty Members, Three (3) Residents
 - d. Fourth Years: Three (3) Faculty Members, Three (3) Residents
 - e. Fourth Year Subspecialty Award: One (1) Faculty Member, One (1) Resident
 - f. SFHCC Attending: One (1) Award
 - g. Administrator Award: Students can decide on a yearly basis on whether or not to present an Administrator Award. Only one (1) award, if it is presented.
 - h. Posthumous: The Student Council can decide to present a Posthumous award in special circumstances to those who make a special contribution to the students at NJMS.
 - i. Lifetime Achievement Award: Maximum of one (1) award per year. This award should not be given out on an annual basis and should only be awarded under exceptional circumstances. The entire Student Council must unanimously approve this award.
7. No Faculty, resident, or staff person can win a Golden Apple award for more than two (2) consecutive academic years. If a faculty, resident, or staff person is a winner in two (2) different class years, the more senior class year may present the award, and the younger class year will move down to the person with the next highest votes.
8. The Student Council 2nd, 3rd, and 4th year members will receive (1) free ticket to Fall Formal if they are considered in good standing as defined in the attendance policy above. Golden Apple award presenters are entitled to (1) free Golden Apple ticket.

Title F: Fund-raising Chair(s)

- 1. The position of Fundraising Chair is held by a second year student.
- 2. The number of Fundraising Chairs shall consist of a minimum of 2 students and is at the discretion of the Student Council.
- 3. S/He maintains an inventory of merchandise to be sold at various functions.
- 4. S/He reports on his/her activities, including amount raised to date and amount spent on fundraising, at Student Council and Executive Committee meetings.

Title G: University Senator(s)

- 1. S/He shall serve as an Ex Officio, non-voting member of the Executive Committee of the NJMS Student Council
- 2. S/He shall serve as a liaison between the NJMS Student Council and the Rutgers Student Senate
- 3. S/He shall participate in and/or lead or chair any efforts by the NJMS Student Council pertaining to Rutgers-wide or NJMS-wide issues or policies
- 4. S/He shall fulfill all duties to the Rutgers Student Senate as specified by the Rutgers Student Senate Constitution and Standing Rules
- 5. There shall be no more than three University Senators. Any Student Council Executive Board Officer shall have the ability to run for the position of University Senator. All members of the NJMS Student Body are eligible to run for the position of University Senator.
- 6. The University Senators shall provide detailed reports of the activities of the Rutgers Senate to the Student Council Body and Executive Committee at least once a month and as promptly as necessary to allow appropriate disclosure of such information and participation in such activities.

Title H: Members-at-Large

- 1. Each of the four classes must have representation on the Executive Committee.
- 2. Given that the first year class will not have representation on the Executive Committee at its inception in April, one of the first year representatives shall be selected by his/her counterparts to serve as a Member-at-Large. S/He shall be an active member of the Executive Committee and may vote at any time.

3. Additional Members-At-Large will be elected to ensure that at least one Student Council member of each of the remaining classes will be on the Executive Committee.

Article V - Student Council and School Committees

Title A: Definitions of Types of Committees of Student Council

1. Standing Committee: This type of committee is a permanent committee of Student Council. Includes the Executive Committee, Appointments Committee, Planning Committee, and Academic Affairs Committee.
2. Ad-Hoc Committee: This type of committee includes any committee created for a singular purpose for a set period of time usually set at one year.
3. School Committee: These committees are permanent committees of the administration, community, or facility, in which the Student Council chooses students as voting members to represent the ideas and opinions of the Student Body.

Title B: Executive Committee

1. The Executive Committee consists of the President, Vice President, Treasurer, Secretary, University Senator(s), Webmaster, Fund-raising Chair(s), and Programming Chair(s).
2. It is an agent of the Student Council and administers its policies.
3. It acts for the Student Council between meetings in a manner consistent with existing Student Council policies.
4. It may request that the Appointments Committee evaluate school committee representatives, as described in Article IV, Title B, 6.
5. It may call an emergency Student Council meeting.
6. Quorum of the Executive Committee is one-half of the Executive Committee plus one, and must include the President who votes only to break a tie.
7. Motions carry by a majority vote of quorum.
8. In circumstances requiring expediency, matters concerning the Executive Committee may be handled via electronic wire provided at least a quorum of members has been contacted.

Title C: Appointments Committee

1. The Vice President serves as chair. All Student Council members are eligible to serve on it. The Committee will be formed at the Student Council meeting prior to any committee interviews. Committee representatives may participate in the interview of and vote on applicants for their committees. Members of the Appointments Committee from the Student Council will be expected to attend all the interview sessions of the applicants for the specific committee to be voted on.
2. The Appointments Committee will be responsible for determining the timetable and scheduling of the interviews for the other committees, and it will also be responsible for interviewing the applicants to the other committees as the need arises throughout the year. The Appointments Committee will also devise a set of standard questions which will be asked of all applicants to a particular committee.
3. Currently elected members of committees may participate in the interview of applicants for only their committee, however they will not be able to vote.
4. It is solely responsible for the accepting of applications from, interviewing of, and recommendation to the Student council of all candidates for all committee positions.
5. The chair is responsible for ensuring that positions are well-publicized and described to the student body at least two weeks before the application deadline. Specifically, position descriptions are posted in the Student Council Meeting minutes from the month before and sent via email.

6. Voting on each position using closed ballots, which are counted by the chair, who votes only to break a tie. It maintains a record of the vote for each position.
7. It presents its recommendations to the Student Council at the Student Council meeting immediately succeeding its interview process for the committees.
8. It may evaluate the attendance record, work and performance of school committee representatives and lounge and athletics directors and submit its evaluations and recommendations to the Student Council.
9. Minutes, or some other means of record-keeping will be used at all Appointments Committee meetings and interview sessions.

Title D: Budget Committee

1. Chaired by the Treasurer. All Student Council members are eligible to serve on it. The Committee will be formed at the Student Council meeting prior to any committee interviews. The committee will plan each organization's activities for the year and establish each organization's budget.
2. It meets to discuss budgets prior to the fourth month of the school year. Newly-elected first-year class representatives may join the committee at the time of their election, when the details of the position are fully explained.
3. Organizations requesting funding from the Student Council will submit an annual detailed proposed budget, the previous year's detailed budget and student council funding, and an updated organization charter (containing the requirements as outlined in Article V Title A Section 1) , to the treasurer within a reasonable deadline as set by the treasurer. The committee then votes on an appropriate budget for that organization. This amount then becomes the final budget amount recommended for approval by the Student Council at the following meeting.

Title E: Academic Affairs Committee

1. This committee is composed of all of the representatives from each of the Curriculum Committees (Preclinical, Clinical, Academic Programs and Policies), the Pre-Clerkship Course Representatives, the Student Council President and Vice-President, and select members of the student body. The purpose of this committee is to discuss all relevant curriculum issues, to setup an agenda for discussion at the Curriculum meetings, and to ensure that the members of the Curriculum committees are effectively carrying out their positions.
2. Meetings are held monthly, and the Student Council Vice-President shall serve as the Chair. If the Vice-President chooses to not hold this position, elections would be held at the next appropriate meeting to choose a new Chair prior to the start of the September school year.

Title F: Ad Hoc Committees

1. The chairs for all ad hoc committees are chosen by the Student Council.
2. Ad hoc committees are established when necessary by the Student Council or the Executive Committee.
3. A charge is made to each ad hoc committee and includes, but is not limited to, the issues to be considered, a time limit on the life of the committee, which shall not exceed one year, and dates for the submission of reports and the holding of open hearings.

Title G: School Committees

1. The school committees are:
 - a. Fall Committees: Alumni Affairs Committee, Athletic Director, Committee for Academic Integrity (CAI), Committee on Academic Programs and Policies (CAP2), Faculty Council, Financial Aid Liaison, Information Technology (IT), Institutional Review Board (IRB), Library Committee, Organization of Student Representatives (OSR), Preclerkship Curriculum Committee (PCC)

- b. Spring Committees: Admissions Committee, Student Affairs Committee
2. Student representatives to these committees are recommended by the Appointments Committee and appointed by the Student Council. Applicants to these committees submit a written application; each applicant will submit a separate application for each committee s/he is applying for. Each applicant can only apply to a maximum of three committees. Applicants will receive a separate interview for each committee position they apply for.
3. Each student representative is responsible for reporting to the Vice-President of Student Council on a regular basis to give an update on his/her committee's meetings or check-ins. If warranted, the student representative will be asked to report to Student Council at a general meeting. Committee members who fail to attend two committee meetings will be warned and informed that they may be liable to be replaced. A third absence is grounds for dismissal from the committee. The Appointments Committee will select a new representative from the prior applicants to that committee. This new representative will be approved at the next scheduled Student Council meeting or, at the discretion of the E-board, at an emergency Student Council meeting. At least one representative from each committee should be designated as the liaison to Student Council.
4. School committee representatives are expected to abstain from voting in the event of a conflict of interest.
5. Committee representatives who fail to comply with Article IV, Title F, 3 and 4, are automatically evaluated by the Appointments Committee and are subject to dismissal by the Student Council. The replacement for the dismissed representative will be an alternate, who has been selected by the Appointments Committee during the interview process. If the alternate is not available the Vice President will appoint a replacement.

Article VI - Student Organizations and Funding

Title A: Requirements of a Student Organization

1. Student organizations desiring recognition and funding must be chartered by the Student Council. In order for an organization to be chartered, the following requirements must be met and documented.
 - a. The charter must be presented and approved by a two-thirds vote of members present at an official Student Council meeting.
 - b. In addition, the organization's charter should be maintained and presented each year at the budget meetings.
2. The organization drafts a charter that includes the organization's:
 - a. Name;
 - b. purpose and objectives, which must not significantly duplicate those of organizations already chartered by the Student Council or already present on campus;
 - c. membership requirements (number of meetings required, member forms completed, etc...);
 - d. current or expected number of student members and schools of origin (organization memberships must include New Jersey Medical School students, though organizations with additional members from other schools may be chartered);
 - e. method of officer election frequency of meetings;
 - f. proposed activities (and past activities, if applicable);
 - g. method of fund raising;
 - h. past financial report(s) (if applicable)
 - i. projected expenses and income, itemized in detail by event or activity
 - j. faculty advisor
3. The organization does not exclude any students from membership or involvement on the basis of sex, age, race, marital status, national origin, religious or political beliefs or sexual orientation.
4. The organization will provide the Vice-President with the names of its officers and a contact person.

5. Bulletin boards, the NJMS Student Organization Calendar, and Student Body Email are used to publicize the events.
6. The Student Council treasurer shall be allowed to review the financial records of any Student Council funded organization at the request of the Student Council. A minimum of five days notice must be given to the organization before any review is performed.
7. The organization's faculty advisor must be a salaried employee of Rutgers New Jersey Medical School. The student group is responsible for providing proof of acknowledgment from the faculty member that he/she will be advising the club.

Title B: Budget Meeting and Policies

1. An activity fee of \$125.00 is charged to all medical students at the time of registration yearly, and this fee is collected by the administration and apportioned by the Student Council, as funds for requesting organizations. Student Council funds are allocated only to organizations that are officially chartered by the Student Council in accordance with Article V, Title A.
2. These organizations are required to present their charters with respective budget proposals at Annual Budget Meetings organized by the Treasurer. These meetings should be held no later than the first week in October. Two weeks prior to these budget meetings, the Treasurer shall provide electronic documentation to all Student Council funded organizations that will include at least the following information, a deadline for the submission of the current year's budget, the organization's previous year's budget as well as actual submitted expenditures for the previous year (if information is available), and contact information for the treasurer.
3. A Budget Committee shall be formed for each night that budget reviews will take place. This committee will consist of a minimum of one member from each class represented on Student Council. Participation on at least one Budget Committee or Appointments Committee is mandatory for each Student Council representative.
4. Organizations requesting funding from the Student Council will submit an annual detailed proposed budget, the previous year's detailed budget and student council funding, and an updated organization charter (containing the requirements as outlined in Article V Title A Section 1), to the treasurer within a reasonable deadline as set by the treasurer.
 - a. The Student Council Treasurer will then review all submitted budgets. The treasurer will contact any organization who has a budget which he/she feels may be questioned by the Budget Committee so the organization will be properly prepared to defend the proposed budget.
 - b. With these three documents and their presentation at the budget meeting, the Student Council will assess how the club intends to spend its funds, and determine their monetary budget for that year.
5. At the budget meetings, the treasurer will inform each organization of the rules of spending and reimbursement as per the current bylaws.
6. If the club did not spend at least 50% of their entire budget the previous year, it is at the discretion of the committee to decrease the budget by up to 20%. This decrease cannot result in a budget less than the amount spent the previous year.

Note: This is NOT intended to be a punishment, but instead intended to give us the opportunity to allocate budgets fairly and appropriately according to the need of the organizations and what they are providing to the student body. By also allowing fund matching, we are allowing clubs to increase their budgets should they actually need to.
7. For organizations, there are certain budgetary limitations and requirements for particular items.
 - a. Any organizational event in which budget money is being used for food, speaker honorarium, etc. must be open to the entire NJMS body.
 - b. Any expenditures that are not open to the entire school or are to the benefit of individual students should be submitted to the treasurer for approval prior to purchase.

- c. Any organization activity or event (with the exception of budgeted national and regional conferences) that is off campus must be open to the entire student body, widely advertised and easily accessible. Transportation to such programs is not funded.
 - d. Any event sponsored in whole or in part by the Student Council must be clearly advertised as such or the organization responsible will be subject to loss of funding. All Student Council chartered organization event publicly shall state the following: "Said Organization Name" is a chartered organization of the NJMS Student Council. (for example, 'EMIG' is a chartered organization of the NJMS Student Council)
8. After the Annual Budget Meetings, the treasurer will compile all of the proposed budgets and present them for approval at the next official Student Council meeting. The treasurer will inform the clubs of their respective budgets following that meeting.

Title C: Reimbursements and Budget Usage

- 1. Organizations may claim budgetary reimbursements for conventions and items that aid in the organization's ability to attain the goals expressed in their charter, as long as those goals are not in conflict with the mission of the Student Council or Rutgers.
 - a. The following items are required for any reimbursement to be processed: filled out reimbursement form as provided by the treasurer, copy of the original receipt, and if credit card was used for purchase, a copy of the credit card statement.
 - b. Failure to include any of these items will result in a failure to be reimbursed.
- 2. Organizations will not be reimbursed, under any conditions, for the following reasons:
 - a. If the reimbursement is not submitted within 30 days of the date of the purchase.
 - b. If the purchase is over \$100 and not split into separate receipts.
- 3. Funds not spent from an organization's budget will not be available the following year.
- 4. Clubs and organizations can request additional funds by requesting that Student Council match fundraising.
 - a. Proof of fundraising must be provided. This fundraising can include any event(s) during the current school year.
 - b. A request cannot be made unless current funds have already been spent or have been specifically allocated for a future purchase.
 - c. Student Council can match up to the amount two times what the club raised in profits.
 - d. The maximum amount of matching funds in one year is \$250.
 - e. Additional funds dispersed by Student Council during the year will be added to the clubs total yearly budget and will be counted as part of their budget in the subsequent year. If this addition would cause a club's budget to go over \$2,000, the club can receive the additional funds, but the subsequent year's budget will be capped at \$2,000.
- 5. Clubs and organizations may use university purchase orders in order to use their funds for items that cannot be purchased in increments of less than \$100.
 - a. The club must notify the Treasurer prior to beginning the purchase order process with the Office of Student Affairs.
 - b. The club must follow the policies of Rutgers University and the Office of Student Affairs when requesting a purchase order.

Title D: Conference Reimbursement

- 1. Students may request reimbursement for conferences at which they are presenting research or participating. This money can be used only for hotel and registration fees. The Student Council will pay for only half the total cost of each person attending a conference.
- 2. Reimbursement requests are to be submitted to the treasurer within 30 days of the end of the conference.

Title E: Class Funds

1. A maximum of \$500.00 per year is available for each class, with the exception of the senior class:
 - a. \$1500.00 will be allotted for contribution towards the senior class gift.
 - b. \$1500 will be allotted for the senior class fund.
2. A request for usage of these funds by members of the class budget must be presented to the six class representatives along with a detailed budget.
3. Unused class funds may be rolled over for use to the following year. (Currently \$500 per year, \$1500 for 4th year)

Title F: Student Council Internal Funding

1. Student Council must set budgets for the following constituents by the September meeting of every year.
 - a. Executive Board Expenditures
 - b. Programming Events
 - c. Follies
2. These budgets will be determined by those spent by the previous year's constituents and by reasonable estimates of expenses.
3. Title C, Clauses 1, 2, and 3 all apply to these expenditures as well.

Article VII - Removal

1. Any agent of the Student Council may be relieved of his/her duties only by a three-fourths vote of members present at an official student council meeting, provided that written notice of the intent (1) is given at the previous meeting and (2) is given to the individual in question through his/her school mailbox or school email at the time of the previous meeting.

Article VIII - Bylaw Enactment and Amendment

1. These bylaws take effect immediately upon approval of the Student Council by a two-thirds vote of members present at an official student council meeting.
2. These bylaws supersede previous operating guidelines in effect at the time of enactment of these bylaws, and all agents will be governed by them and should act accordingly.
3. These bylaws may be amended by a two-thirds vote of members present at an official Student Council meeting provided that both notice of intent to amend and the wording of the proposed amendment(s) are provided to all Student Council representatives via email by the secretary at least 2 weeks before the following meeting.
4. Copies of these bylaws are available from the secretary upon the request of any interested party.