

# New Jersey Medical School Student Council Bylaws

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## Article I: Purpose

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

- Identifying student needs and designing and implementing methods to eliminate them;
- Cultivating pride and engendering in the student consciousness a sense of history and tradition by frequent interaction with alumni;
- Serving as an advocate for students in administrative matters that affect them;
- Fairly and equitably apportioning student activity fees to student organizations; and
- Maintaining accountability to students, including abstaining from voting in events of conflicts of interests.

## Article II: Membership, Elections, and Meetings

### Title A: Membership

1. The Student Council shall consist of six (6) students from each class year, each serving as a voting member.
2. Student Council first-year representatives shall hold office from their time of election, in September, to April. Second-year representatives shall hold office from April to March. Third- and fourth-year representatives shall hold office from April to April.
3. The Student Council Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, University Senator, Webmaster, Event Coordinators, and any Executive Committee Representatives. Other elected, non-executive officer positions shall include Fundraising Chairs and Programming Chairs.
4. Student Council Executive Committee members, Fundraising Chairs and Programming Chairs (Officers) must abide by the guidelines governing their position and the class for which they are a representative. Executive Committee members shall hold office for one (1) calendar year, from May to May, to ensure adequate time to transition leadership.
5. Student Council representatives must be a full- or part-time student at Rutgers New Jersey Medical School and remain in good academic standing for the duration of their term, as defined by the Office of Student Affairs. Students who do not meet this requirement must have prior authorization from the Committee on Student Affairs for extenuating circumstances. Any Student Council representative who loses good academic standing shall be relieved of his/her duties in consultation with the Committee on Student Affairs.

### Title B: Class Representative Elections

1. Elections for second- and fourth-year representatives shall be held in March. Elections for third year representatives shall be held in February before the designated STEP 1 dedicated study period.
2. Incoming first-year students shall be informed of Student Council responsibilities during orientation week. Elections for first-year representatives shall be held no sooner than the third week of classes, and prior to the second Council meeting of the academic year.
3. Elections shall be conducted by the Student Council Secretary, except in the case of the Secretary's own class election if he/she is a candidate. In this case, the election shall be conducted by the highest-ranking graduating representative. The Secretary shall maintain all records for present and past elections.
4. Candidates must meet all membership requirements as outlined in Article II.A.5.
5. Students must have two (2) weeks from initial notification to register as a candidate for a class representative election. Candidates must submit a written statement following the guidelines set forth by the Secretary (or

other election manager) prior to the candidacy deadline set forth by the Secretary (or other election manager). Students who fail to submit the requested materials by the deadline will not be eligible for placement on the ballot.

6. Class representative elections shall be conducted online. In the case in which online elections cannot be held, elections shall be conducted in-person at places and times thought to capture a majority of each class.
7. Election ballots must remain open for at least one hundred (100) hours during the week and must close at least five (5) days prior to the Officer Election meeting or to the second Council meeting of the academic year for the first-year students. All students must have access to the ballot for the duration of the election, or until they submit their ballot.
8. 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. The Secretary (or other election manager) must notify all members of the class-in-question of the names of the students involved in the tie, must open the new ballot for at least fifty (50) hours, and must close at least five (5) days prior to the Officer Election meeting, or to the second Council meeting of the academic year for the first-year students.
9. In the event of vacancies, the Secretary (or other election manager) must notify the entire class-in-question to request new candidates within twenty-four (24) hours of the recognition of the vacancy. Students must have at least thirty-six (36) hours to register as a candidate for the secondary election. The secondary election ballot must remain open for at least fifty (50) hours during the week and must close at least five (5) days prior to the next meeting. Any remaining vacancies shall be filled through repetition of this process for each subsequent Student Council meeting until each class has six (6) representatives.

## Title C: Officer Elections

1. The Officer Elections meeting shall be a closed meeting and must meet quorum, as defined in Article II.F.1.
2. Elections for President, Vice President, Treasurer, Secretary, University Senators, Webmaster, Event Coordinators, Programming Chairs, and Fundraising Chairs are held during the April meeting of each calendar year.
3. Candidates for officer positions must be class representatives and must meet all representative eligibility criteria as outlined in Article II.A.5.
4. At least two (2) and no more than three (3) students shall be elected as Event Coordinators for each annual election cycle. At least two (2) students shall be elected as Programming Chairs, and at least two (2) students shall be elected as Fundraising Chairs.
5. Candidates for President must have served on the Student Council for at least one (1) year. Candidates for President, Vice President, Treasurer, Secretary, or Event Coordinators 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 or Webmaster can be second-, third-, or fourth-year class representatives.
6. Elections will occur in the following order: President, Vice President, Treasurer, Secretary, University Senator, Webmaster, Event Coordinators, Programming Chairs, and Fundraising Chairs. Candidates must be nominated (or may self-nominate) during the April meeting of the Council, prior to the election for the position for which they are interested. Candidates shall be given up to five (5) minutes to address the Council.
7. Election proceedings shall be conducted by the acting President, with no candidate input given by any graduating students. Voting shall be conducted through secret online ballot. Eligible voting members include all newly elected second-, third-, and fourth-year representatives.
8. The term of office for newly elected Officers shall begin immediately upon confirmation of the election results for that position.

9. If an Officer cannot fulfill his/her duties, an election for a new Officer is held at the next meeting. Within one (1) week of termination of office, the President must notify all Council members of the available position. In the case where the office of President has been vacated, the Vice President must fulfill this responsibility. If a current Officer wishes to run for the newly available position, nominations must also be taken for his/her current position. If a current Officer is elected to the new position, he/she must resign his/her old position, and an election for that position is held immediately.

## Title D: 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 V.C.
2. Candidates for committee positions must meet the same requirements as for Student Council membership, as outlined in Article II.A.5.
3. If a committee representative cannot fulfill his/her duties, the Appointments Committee shall set forth new recommendations for the replacement to be appointed. Appointment of a replacement must occur within thirty (30) days of the reported vacancy.

## Title E: 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 ten percent (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 for these meetings shall be defined as one-half (1/2) of the class enrollment plus one (1). 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 F: Student Council Meetings

1. Student Council meetings shall be conducted in accordance with Robert's Rules of Parliamentary Procedure except in cases in which these bylaws conflict; in those cases, these bylaws supersede Robert's Rules.
2. Quorum shall be defined as one-half (1/2) plus one (1) of the total number of elected Student Council representatives, with at least one (1) member of each class present except during any period in which there are no elected representatives for a particular class. When quorum is not present, the proceedings of the meeting remain unofficial until approved by quorum at a subsequent meeting.
3. Official meetings shall be held at least once per month throughout the calendar year. Special meetings may be called by the Executive Committee or by petition of at least eight (8) Student Council members.
4. The Secretary must notify the greater student body of the meeting at least four (4) days prior to the meeting. The date of a meeting may be changed no later than five (5) days in advance at the request of the Executive Committee or with majority vote of the Student Council.
5. All meetings shall be open to the greater student body, except when discussing confidential matters, such as individual student or faculty affairs, Officer elections, financial decisions, questions of organizational status,

and committee appointments. Students in attendance, after proper recognition from the Presiding Officer, may speak on any matter concerning the student body.

6. The Secretary must distribute an agenda to the student body at least two (2) days prior to each open Student Council meeting. Any student may request for an item to be placed on the agenda prior to the meeting, and the Secretary, in consultation with the President, must either place the concern on the agenda or respond directly to the student.

## Article III: Representative Duties and Responsibilities

1. All representatives must abide by the NJMS Code of Professional Conduct.
2. First- and second-year Student Council representatives must attend seventy percent (70%) of all meetings, while third- and fourth-year representatives must attend fifty percent (50%) of all meetings during their respective academic years.
3. First-year Student Council representatives must serve on the Appointments committee at least once during their term.
4. Second-year Student Council representatives must serve on the Budget committee at least once during their term.
5. First- and Second-year Student Council representatives, under the auspices of the Office of Education, shall solicit applications for and then select Course Representatives for the Foundations and Organ Systems units in the pre-clerkship curriculum.
6. Student Council shall be exclusively charged with the selection of School, Standing, and Ad-Hoc committee chairs and their members, as applicable.
7. Any powers not specifically assigned to the Executive Committee by the bylaws shall be at the discretion of the Student Council.

## Article IV: Officer Duties and Responsibilities

### Title A: President

1. The President serves at the pleasure of the student body, through the Student Council, and therefore is obligated to update the student body on a regular and frequent basis.
2. S/He serves as the liaison between Student Council and the Office of Student Affairs. S/He shall meet regularly with the Dean of Student Affairs or a representative of the Office regarding issues that concern the student body.
3. S/He administers, through the Executive Committee, policies determined by the Student Council.
4. S/He is the official spokesperson of the Student Council.
5. S/he votes on motions only to break a tie.
6. S/He is an *ex officio* member of all Student Council committees.
7. S/He ensures all Student Council members have access to the Student Council office and ensures that only the President, Vice President, Treasurer and Fundraising chairs have access to the NJMS WearHouse.

### Title B: Vice President

1. The Vice President is responsible for Student Council committees and student representatives to School committees.

2. 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 representation is not adequate, s/he and the Appointments Committee should appoint a new representative for that committee as outlined in Article V.C.
3. S/He obtains updates from all student organizations and student representatives to all school committees. Ad Hoc committee chairs are also required to report in this manner as the Student Council deems necessary.
4. S/He reports pertinent points not covered by the presentation of a Faculty Council representative at Student Council meetings and should ensure they are included in the meeting minutes.
5. S/He presides over the Appointments Committee and is responsible for the administration of its duties. Each cycle, s/he may designate another member of the Student Council to fill this role.
6. S/He presides at Student Council and Executive Committee meetings in the absence of the President.
7. S/He is an *ex officio* member of all Student Council committees.
8. S/He is responsible for maintaining and updating the Student Council Bylaws.
9. S/He is responsible for mitigating any Student Organization disputes.
10. S/He is responsible for coordinating the yearbook. S/he may designate another member of the Student Council to fill this role and may establish an Ad Hoc committee linked to its completion.

## Title C: Treasurer

1. The Treasurer is responsible for maintaining the financial records of the Student Council and presenting them - including the amount of funds received and paid since the preceding meeting and since the beginning of the year, and the current balance - at the request of any interested party.
2. S/He is responsible for disbursing reimbursement checks for all allocated funds, and to all parties submitting appropriate documentation. All checks the Treasurer writes to her/himself must be signed by the President.
3. The Treasurer presents the previous fiscal year's budget report at the August meeting of the new Student Council.
4. S/He presides over the Budgets Committee and is responsible for the administration of its duties. Each cycle, s/he may designate another member of the Student Council to fill this role.

## Title D: Secretary

1. The Secretary maintains copies of all correspondence, agendas, minutes, reports, recommendations, and other documents, after extracting identifying information regarding the affairs or records of individual students. S/he must be able to produce these items at the request of any interested party in a timely manner.
2. S/He reserves space and ensures room setup for all Student Council meetings.
3. S/He keeps and distributes the minutes of Student Council and Executive Committee meetings to all Student Council members.
4. S/He distributes a digest of the minutes of Student Council meetings to the student body within one (1) week of each meeting. This digest shall be considered official and shall be subject to the Council for approval.
5. S/He prepares the agendas for all meetings.
6. S/He contacts all Student Council members in cases of immediate importance.
7. S/He organizes and administers school-wide elections as per Article II.B.
8. S/He keeps a record of the votes for any elections performed by the Student Council.

## Title E: University Senator

1. The University Senator shall serve as a liaison between the NJMS Student Council and the Rutgers University Senate.
2. S/He shall participate in and/or lead any efforts by the NJMS Student Council pertaining to Rutgers-related issues or policies.
3. S/He shall fulfill all duties to the Rutgers University Senate as specified by the Rutgers University Senate Constitution and Standing Rules.
4. S/He shall provide detailed reports of the activities of the Rutgers University 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 F: Webmaster

1. The Webmaster is responsible for maintaining a list of all student organizations with updated descriptions and contact information to be published on the NJMS website.
2. S/He updates the Student Council webpage with Officer and committee representative information for each academic year.
3. S/He provides key student resources on the school website for easy accessibility as well as publishes all reimbursement policies set by the Treasurer
4. S/He serves as liaison between Student Council and NJMS IT to provide student input on web-related services at NJMS, including overseeing the maintenance of Rutgers Connect accounts for all student organizations.

## Title G: Event Coordinators

1. The Event Coordinators are responsible for overseeing all programmatic functions of the Council, specifically including Follies, Fall Formal, and Golden Apple.
2. They convene at least one (1) meeting with the current first-year representatives to discuss and allocate responsibilities for planning Follies, ensuring its successful completion
3. They convene at least one (1) meeting with the current Programming Chairs to discuss and allocate responsibilities for planning Fall Formal, ensuring its successful completion
4. They convene at least one (1) meeting with the current Programming Chairs to discuss and allocate responsibilities for beginning to plan Golden Apple; this meeting and all tasks for Programming Chairs must be completed by the December of the year prior to the event.
5. They convene at least one (1) meeting with all interested third- and fourth-year representatives to discuss and allocate responsibilities for completing planning for Golden Apple, ensuring its successful completion.

## Title H: Programming Chairs

1. The Programming Chairs shall work with the Event Coordinators on all programmatic functions, excluding Follies, sponsored by the Student Council.
2. They shall report on these programmatic functions, excluding Follies, in conjunction with the Event Coordinators at Student Council and Executive Committee meetings.

## Title I: Fundraising Chairs

1. The Fundraising Chairs maintain and distribute an inventory of merchandise to be sold through the NJMS WearHouse and at various school functions.
2. They shall report on his/her activities, including amount raised to date and amount spent on fundraising at the request of any interested party.

## Title J: Members-at-Large

1. Any student who attends at least two (2) consecutive Student Council meetings in an academic year shall be considered a Member-at-Large.
2. Member-at-Large status must be maintained by attending at least one (1) of every two (2) consecutive Student Council meetings. Students who fail to meet this standard may lose their Member-at-Large status.
3. They shall actively participate in all Student Council discussions but will not retain voting power.

## Article V: Student Council and School Committees

### Title A: Definitions of Types of Committees of Student Council

1. A Standing Committee shall be a permanent committee of the Student Council, and shall include the Executive Committee, Appointments Committee, and Budget Committee.
2. A School Committee shall be a permanent committee of the administration, community, or facility, for which the Student Council Appointments Committee selects students for pre-set representative positions.
3. An Ad Hoc Committee shall be a need-based committee of the Student Council with a singular agenda and pre-determined time of termination that shall not exceed one (1) year.

### Title B: Executive Committee

1. The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, University Senator, Webmaster, Event Coordinators and any Executive Committee Representatives.
2. The Executive Committee shall act as an agent of Student Council to administer its policies.
3. The Executive Committee may call a special meeting of the Student Council.
4. Quorum of the Executive Committee shall be defined as one-half (1/2) of the Executive Committee plus one (1) and must include the President who votes only to break a tie.
5. In circumstances requiring expediency, matters concerning the Executive Committee may be handled electronically, provided at least a quorum of members has been contacted.

### Title C: Appointments Committee

1. The Student Council Vice President, or his/her designee, shall serve as Chair of the Appointments Committee.
2. Membership to the Appointments Committee shall be open to any interested Student Council class representative and must include the first-year representatives.
3. Members of the Appointments Committee must attend all interview sessions of the applicants for the specific committee on which a vote will be held. The Chair will be responsible for determining the timetable and scheduling of the interviews, for ensuring positions are well-publicized at least two (2) weeks before the



application deadline, for receiving and processing the applications, for conducting the interviews at standard interview times and as-needed throughout the year, and for establishing standard questions and procedures for the selection process.

4. Each member of the Appointments Committee shall have one (1) vote. The Chair shall only vote in the event of a tie.
5. Current appointed members of School Committees may participate in the interview process for their specific committee in an *ex officio* capacity.
6. The Chair shall present the Committee's recommendations to the Student Council at the Student Council meeting immediately succeeding its interview process for the committees. All committee recommendations require approval by majority vote of quorum as defined in Article II.F.1.
7. The Appointments Committee may evaluate attendance records and performance of school committee representatives and may submit recommendations to the Student Council for approval.
8. All proceedings of the Appointments Committee must be documented and must be able to be made available by request of the Student Council for at least four (4) years.

## Title D: Budget Committee

1. The Student Council Treasurer, or his/her designee, shall serve as Chair for the Budget Committee.
2. Membership to the Budget Committee shall be open to any interested Student Council class representative and must include the second-year representatives.
3. Members of the Budget Committee must attend budget hearings and discussions of the specific organizations for which a vote will be held. The Chair will be responsible for determining the timetable and scheduling of budget hearings, for ensuring organizations are notified of hearings at least two (2) weeks before they are scheduled, for receiving and processing budget requests, and for conducting the hearings at pre-set times.
4. Each member of the Budget Committee shall have one (1) vote. The Chair shall only vote in the event of a tie.
5. The Chair shall present the committee's recommendations to the Student Council at the Student Council meeting immediately succeeding its hearing process for the organizations. All budget recommendations require approval by majority vote of quorum as defined in Article II.F.1.
6. The Budget Committee may evaluate expenditure records of school organizations and may submit recommendations to the Student Council for approval.
7. All proceedings of the Budget Committee must be documented and must be able to be made available by request of the Student Council for at least four (4) years.

## Title E: School Committees

1. School committees shall be separated into two (2) categories based on their election cycle.
  - a. Fall committees and representatives shall include the Alumni Affairs Committee, the Athletic Director, the Committee on Academic Programs and Policies (CAP2), the Faculty Council, the Financial Aid Liaison, the Information Technology (IT) Liaison, the Institutional Review Board (IRB), the Library Committee, and the Pre-clerkship Curriculum Committee (PCC) and the Title IX Committee.
  - b. Spring committees and representatives shall include the Admissions Committee and the Student Affairs Committee.
2. School Committee representatives to these committees shall be chosen in accordance with the bylaws and procedures specific to the committee in question and shall be recommended by the Appointments Committee and appointed by the Student Council.

3. School Committee representative positions shall be open to all students given they meet the eligibility criteria for Council membership as defined in Article II.A.5. Each applicant can only apply to a maximum of three (3) committees.
4. School Committee representatives shall report to the Student Council Vice President on a regular basis to give an update on his/her committee's business. The Student Council Vice President may ask the student representative to report to the entire Student Council at a general business meeting.
5. School committee representatives are expected to abstain from voting in the event of a conflict of interest.

## Title G: Ad Hoc Committees

1. The Student Council Executive Committee may establish Ad Hoc Committees as necessary.
2. The Student Council shall select a Chair for all Ad Hoc committees by nomination, nominee assent, and majority vote of quorum as defined in Article II.F.1.
3. Any student may be nominated as Chair for an Ad Hoc committee given they meet the eligibility criteria for council membership as defined in Article II.A.5.
4. Upon creation, a charge shall be made to each Ad Hoc Committee that includes, but is not limited to, the issues to be considered, the time limit on the life of the committee, which shall not exceed one (1) year, and the dates for submitting reports and holding open hearings.

## Article VI: Student Organizations and Funding

### Title A: Student Organizations Code

1. All requirements and budget policies for Student Organizations are outlined in the New Jersey Medical School Student Organization Code, an official document as outlined in Article VIII.6
2. The Code shall be made available at the request of any interested party.

### Title B: Conference Reimbursement

1. Student Council may reimburse students for conferences in which they are participating, provided students provide adequate documentation of their registration to the Treasurer.
2. Conference reimbursement shall only be allocated for conference registration fees, accommodations, and all travel expenditures, excluding gas, with a maximum reimbursement of two hundred and fifty dollars (\$250).
3. Student reimbursement requests for conferences must be submitted to the Treasurer within thirty (30) days of the end of the conference.

### Title C: Class Funds

1. Student Council shall allocate a maximum of five hundred dollars (\$500.00) per year to each class for class-specific expenditures, with the exception of the fourth-year class:
  - a. Fifteen hundred dollars (\$1500.00) will be allotted for contribution towards the senior class gift.
  - b. Fifteen hundred dollars (\$1500.00) will be allotted for the senior class fund.
2. Any student may propose a class-specific use of the allocated class funds. This proposal must include a detailed budget and be presented to their respective class representatives for a final decision.

3. Student Council shall appropriate any unused class funds for use by the same cohort of students the following year, in addition to the standard yearly allocation.

## Title D: Student Council Internal Funding

1. Student Council must set budgets for the following internal operations by the August meeting of every year:
  - a. Executive Board Expenditures
  - b. Student Council Meeting Expenditures
  - c. School-Wide Programming (Fall Formal, Golden Apple, and Follies)
2. Student Council shall determine budgets for all internal operations based on expenditures from prior years and reasonable estimates of expenses.
3. All Student Council internal funding shall be subject to regulations set forth in Article VI.C.

## Article VII: Removal

1. Removal of any member of Student Council will only be considered if recommended by a member of the student body for the following:
  - a. Failure to fulfill responsibilities as outlined in Articles III and IV for their respective position
  - b. Failure to maintain eligibility requirements as outlined in Article II.A.5.
2. Any member of the student body requesting removal of a Student Council member must submit rationale in writing to the Secretary. In the case that the Secretary is the candidate for removal, the rationale must be submitted to the Vice President.
3. If a representative is a candidate for removal, the representative in question must be informed at the time of receipt of the written rationale.
4. The rationale is to be presented at a special, closed meeting of Student Council where the candidate for removal must be given the opportunity to present his/her case.
5. Removal of the candidate shall only be enacted by a three-fourths (3/4) vote of quorum.

## Article VIII: Bylaw Enactment and Amendment

1. These bylaws shall govern all agents of the Student Council.
2. These bylaws take effect immediately upon approval of the Student Council by a two-thirds (2/3) vote of quorum at an official Student Council meeting.
3. These bylaws supersede previous operating guidelines in effect at the time of enactment.
4. These bylaws may be amended by a two-thirds (2/3) vote of quorum at an official Student Council meeting provided that both notice of intent to amend and the wording of the proposed amendment(s) are distributed to all Student Council representatives by the Secretary at least one (1) month prior to a vote.
5. These bylaws shall be made available at the request of any interested party.
6. The NJMS Student Organization Code and the NJMS Golden Apple Guidelines shall be considered official Student Council documents subject to the same amendment and approval process.