

# New Jersey Medical School Student Organization Code

## 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 include all information as indicated in Article VI.A.2.
  - b. The charter must be approved by a two-thirds (2/3) vote of quorum at an official Student Council meeting.
  - c. The charter must be maintained and presented each year at the budget meetings.
2. Charters for all student organizations must include:
  - a. Organization name;
  - b. Purpose and objectives, which should 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. Officer positions, and method of officer election;
  - f. Frequency of meetings;
  - g. Proposed activities (and past activities, if applicable);
  - h. Method(s) of fundraising;
  - i. Projected expenses and income, itemized in detail by event or activity;
  - j. Faculty advisor, who must be a salaried employee of Rutgers New Jersey Medical School and **must provide proof of acknowledgement of responsibilities upon request.**
3. Student organizations chartered by the Student Council shall not exclude any students from membership or involvement on the basis of sex, gender, age, race, marital status, national origin, religious or political beliefs, sexual orientation or other personal identifiers.
4. The organization shall provide the Webmaster with the names of its officers and a contact person.
5. **All organizational disputes should be directed to and will be mitigated by the Vice President.**
6. **Bulletin boards and the student body email can be used to publicize events.**
7. Organizational events using Student Council funds must be open to all of the NJMS student body and advertised in accordance with Article VI.C.**Error! Reference source not found.**
8. Any email advertising that organizations wish to send to school affiliates (faculty, staff, etc.) must be approved and sent by the Executive Assistant to the Dean on behalf of the organization.

## Budget Meeting and Policies

1. **School administration shall collect a yearly student activities fee, charged to all medical students at the time of registration. Student Council shall be the primary appropriator of these funds for financing student organizations officially chartered in accordance with Article VI.****New Jersey Medical School Student Organization Code**
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3. Student organizations chartered by the Student Council shall present their charters with respective budget proposals annually at Budget Meetings organized by the Treasurer, in conjunction with the Budgets Committee. These meetings shall be held no later than the first week in October. The Treasurer shall provide documentation, at least two (2) weeks prior to budget meetings, to all existing Student Council chartered student organizations that includes: deadlines for budget submissions; expenditure information from the past fiscal year; and budget proposals from the past year.
4. The Treasurer shall convene a Budget Committee for each night that budget reviews will take place. All current second-year class representatives must participate on at least one (1) Budget Committee. The Budget Committee shall review all pertinent documentation to determine an organization's annual allocation.
5. The Treasurer, or his/her designee, must inform each organization of current expenditure, reimbursement, and fundraising policies at each Budget Meeting.
6. The Treasurer shall present all proposed budgets following Budget Meetings at the next official Student Council meeting. Student organization budgets are subject to approval by majority vote of quorum. The Treasurer shall inform all student organizations of their respective budgets following that meeting.
7. Student organizations may receive an annual budget of up to two thousand dollars (\$2,000), at maximum.
8. If the organization did not spend at least fifty percent (50%) of their entire budget the previous year, it is at the discretion of the committee to decrease the budget by up to twenty five percent (25%).
  - a. If the organization did not spend at least twenty five percent (25%) of their entire budget the previous year, it is at the discretion of the committee to decrease the budget by up to fifty percent (50%). The organization shall have the opportunity to re-propose their charter and budget in this situation.
9. 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 (5) days' notice must be given to the organization before any review is performed.

## Reimbursements and Budget Usage

1. Student organizations may claim budgetary reimbursement for items that aid in the organization's ability to attain the goals expressed in their charter, so long as those goals are not in conflict with the mission of the Student Council or Rutgers University.
2. Student organizations seeking reimbursement must submit, within thirty (30) days of the date of the purchase, a completed reimbursement form, a copy of the original receipt, and, if applicable, a copy of the associated credit card statement.
3. Student organizations seeking reimbursement will not be reimbursed for the following reasons:
  - a. If all of the requisite materials outlined in Article VI.C.2 are not submitted.
  - b. If the reimbursement is not submitted within thirty (30) days of the date of the purchase.
  - c. If the purchase is over one hundred dollars (\$100) and not split into separate receipts, unless given prior approval from the Treasurer.
  - d. If the organization has already used its allocated budget for the year.
4. For organizations, there are certain budgetary limitations and requirements for particular items:
  - a. Any organizational event in which budget money is being used must be open to the entire NJMS body, unless submitted to the Treasurer for approval prior to purchase.
  - b. Any organization activity or event (except for 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.

5. Unused funds from an organization's annual budget shall not be available for use in the following fiscal year.
6. Student organizations may request additional funds by requesting that Student Council match fundraising, as per the following stipulations:
  - a. Student organizations must provide proof of fundraising from any event(s) during the current school year.
  - b. Student organizations may only request a match when an organization spends or plans to spend within one hundred (\$100) of their budget.
  - c. Student organizations may only request up to two hundred and fifty (\$250) in matched funds per fiscal year.
7. Student organizations may use university purchase orders, as per the policies of the Office of Student Affairs and Rutgers University, in order to use their funds for items that cannot be purchased in increments of less than one hundred dollars (\$100). The Treasurer should be notified at least one (1) month prior for approval, tax exemption and coordination.