



STUDENT ORGANIZATION POLICIES AND PROCEDURES

Dated: December 13, 2019

Supersedes: None

References: *Policy on Fundraising by Students or Registered Student Organizations* dated February 26, 2013; *Policy for On Campus Student Sponsored Events Where Alcohol is to be Served*; *Food Services Policy* dated August 21, 2019 and *Policy on Posting Materials* dated July 20, 2019

I. PURPOSE

To establish guidelines for the use of funds for all student organizations and clubs at New York Medical College (“NYMC”) including the School of Medicine, School of Health Sciences & Practice, and Graduate School of Basic Medical Sciences.

II. POLICY

NYMC recognizes the contributions of all student organizations, clubs, and events in enhancing the quality of student life and the College community. These organizations, clubs and events offer students the opportunities to participate in academic, health-related, cultural, social and athletic activities that are consistent with the development of knowledge, skills, values and attitudes expected in professionals. Inasmuch as the activities and functions of such student organizations, and events are considered NYMC activities, all student organizations, clubs, and events are to be registered with and approved by the Director of Student Activities, function in an organized manner consistent with the values, identity and mission of NYMC. This includes approvals for all invited guest speakers, outside of NYMC.

III. SCOPE

This policy applies to all students and student organizations at NYMC including the School of Medicine, School of Health Sciences & Practice, and Graduate School of Basic Medical Sciences. For purposes of this policy, the principal student organization of the School of Medicine is the Student Senate; the principal student organization of the Graduate School of Basic Medical Sciences is the Graduate Student Association (GSA); and the principal student organization activities of the School of Health Sciences & Practice are operated under the Dean’s Office.

IV. RECOGNITION OF STUDENT ORGANIZATIONS AND CLUBS

To be considered for official registration and approval at NYMC, a student organization/club must submit a completed NYMC Student Organization/Club Request Form (**Exhibit A**) to the Director of Student Activities detailing the mission, purpose and goals of the student organization/club, the duties and responsibilities of all officers or leaders, a listing of the names and the class of all members or participants, the frequency, dates, times and location of meetings or event(s), current officers' names, addresses and telephone numbers and a schedule of activities and events for the academic year. Any additional information reasonably requested will also be provided by the student organization/club. All completed requests for registration and approval will be reviewed for approval after an interview with the Director of Student Activities or designee from the School of Medicine, School of Health and Sciences & Practice, and Graduate School of Basic Medical Sciences.

V. PROCEDURES FOR OBTAINING RECOGNITION

All student organizations/clubs must fulfill the following requirements for registration and approval:

- A. Its mission and purpose must meet a need not presently met by another organization/club or department at the College.
- B. It must demonstrate that its activities contribute to the overall educational mission of the College by promoting the social, moral, cultural, intellectual, spiritual, or physical development of members of the College community.
- C. Its mission, purpose and activities must be consistent with the values, identity and mission of NYMC, a member of the Touro College and University System, to operate in a manner that is respectful and sensitive to all faiths but in keeping with Jewish tradition, including without limitation, abiding by the Jewish calendar and Food Services Policy. Additionally, all public announcements regarding the club, organization, or events must be pre-approved by the Director of Student Activities or designee.
- D. Membership and membership privileges must be open to all interested students enrolled at NYMC and include at least twelve currently enrolled students. Meetings should be publicized and any interested students shall be allowed to attend. All officers and student leaders must be in good academic and conduct standing. A prospective member must not be denied full participation in club activities on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, age, sex, sexual orientation, or disability.
- E. It must fully comply with all existing and future College policies, including, but not limited to, the policy on Professional Conduct in the Student-Student and Teacher-Student Relationships, Anti-Hazing Policy, Alcohol Policy, Student Code of Academic Integrity and Professionalism and this policy.
- F. Its elected officers or student leaders must meet with the Director of Student Activities or designee to coordinate proposed functions and activities with the

academic calendar to assure that these activities do not conflict with scheduled student academic priorities.

- G. All registered and approved student organization/club must submit for prior review and approval any changes to its mission or purpose or revisions to its governance and provide copies of all appropriate and reasonable documents related thereto.

Once a student organization, club, or event has been approved by the Director of Student Activities or designee, a budget form and request for funding from recognized student organization or club may be submitted to the Treasurer of the principal student organization (Student Senate, GSA, SHSP Dean's Office). All requests to use College facilities including audiovisual and medical services will be coordinated through the Director of Student Activities or designee, who must sign the proper authorization. All materials for public postings in the appropriate designated areas and venues will be submitted for prior review and approval by the Director of Student Activities.

VI. VIOLATIONS OF COLLEGE POLICY

Student organizations, clubs, and events are not eligible if their purpose or activities are unlawful or in violation of College policy, endanger the safety of anyone or of College facilities, threaten to disrupt or obstruct College functions, foster hatred or intolerance of others, or are conducted secretly or are purely commercial or financially profitable to group members. Furthermore, student organizations, clubs, and events are not eligible if their purpose or activities are inconsistent with the values, identity and mission of NYMC to operate in a manner that is respectful and sensitive to all faiths. As a courtesy to observant students, organizations and clubs are encouraged, but not required to abide by the Jewish calendar for private student events in campus housing, or small, routine, membership-only student club events.

VII. GUEST SPEAKERS

The student organization or club must discuss the matter with and seek the preliminary approval from its faculty advisor, if any, and submit a completed Club Event Request Form to the Director of Student Activities or appropriate School designee for prior approval no less than thirty (30) days prior to the event. The Club Event Form is to also contain the following:

- A. The qualification, background and appropriateness of the proposed speaker, background information about the speaker's positions, works, published speeches (samples to be attached) and other relevant information.
- B. The purpose of the event, the content to be presented by the proposed speaker and how the event is related and consistent with the mission of the student club or organization.
- C. The location, time and anticipated duration of the event.

- D. The funding source and budget for the event including speaker's fees, reception costs, transportation costs, College resources to be used, the associated costs to the College.

The completed Club Event Request Form shall be reviewed by the Director of Student Activities or designee within ten (10) business days.

VIII. STUDENT ORGANIZATION ACCOUNT REIMBURSEMENT

- A. The following are procedures for transferring the activities and bank account of the "Student Senate of Valhalla" to NYMC: (Note: references to "Student Senate of Valhalla" are not relevant to SHSP and GSBMS):
1. The Director of Student Activities or designee at NYMC will receive online requests from the students who fill out the form entitled, "Club Event Request". The Director of Student Activities or designee at NYMC will approve and book the appropriate space. Space is to be confirmed by the Facilities department. When necessary, the Director of Student Activities or designee at NYMC will seek additional approvals from Administration. (Legal, PR, etc.) **(See Exhibit B)**
 2. Each month the Student Senate Treasurer will collect receipts and request for reimbursements from students for approved Student Senate activities. Students may incur costs from student club events. Reimbursements must be approved by the Student Senate Treasurer. Students will submit a "Club Reimbursement Request" form to the Student Senate Treasurer for approval. **(See Exhibit C)** Students that incur non-event related expenses will also need to be approved by the Treasurer. For non-event related expenses such as student scribe reimbursements, these will be approved by the Director of Student Activities or designee. Student Senate Treasurer will inform those requesting payment that they are required to fill out a W9.
 3. The Director of Student Activities or designee at NYMC completes request form and receives \$1,500 in petty cash which will be locked and stored in office for immediate requests. Petty cash disbursement and record keeping will be followed. **(See Exhibit D)**
 4. For planned events, particularly large ones, the Student Senate Treasurer should give the Director of Student Activities or designee at NYMC a month's notice so that events can be purchased and contracted in a timely manner.
 5. Support raised will be recorded by a Student Senate forms, "Support Cash Count Sheet" and "Bar Night Support Cash Count Sheet" and signed by Student Senate representative and Associate Dean for Academic Administration. These funds will be deposited into the FOAP 213160 and earmarked for the Student Senate Treasurer Fund or a particular club. **(See Exhibit E)**
 6. First week of the month, the Student Senate Treasurer will meet with the Director of Student Activities or designee at NYMC with preceding month's

reimbursements, payments, and W9s. The Director of Student Activities or designee are to input reimbursements in TouroOne Unimarket.

- B. Reimbursement of club activities for the SHSP and GSBMS will be handled between the student and the Dean's Office of their respective school.

IX. FUNDRAISING ON CAMPUS

Refer to the "*Policy on Fundraising by Students or registered Student Organizations.*"

X. EVENTS WITH ALCOHOL

Refer to the "*Policy for on Campus Student Sponsored Events Where Alcohol is Served.*"

XI. EVENTS WITH FOOD

Refer to the "*Food Services Policy.*"

XII. POSTING MATERIALS ON CAMPUS

Refer to the "*Policy on Posting Materials.*"

XIII. EFFECTIVE DATE

This Policy is effective immediately.

XIV. POLICY MANAGEMENT

Responsible Officer: Vice President and Chief Financial Officer
Responsible Executive: Associate Dean for Academic Administration
Responsible Office: Finance Department

Exhibit A

New York Medical College Student Organization/Club Request Form

Organization/Club Name:

Date:

Mission, Purpose and Goals of the Student Organization/Club

(State briefly the main focus of the Student Organization/Club and attach copies of any constitution, bylaws or other organizational documents)

Listing of All Officers or Interim Officers if a new student organization/club

(Names, position, duties and responsibilities, addresses and telephone numbers of each officer)

**Listing of All Members (Names and class of all members) Minimum of 12 are required for a club
(attaching a list of members is acceptable)**

Meetings (frequency, dates, times and place of all meetings) IE. On campus or Off campus event(s) planned

Schedule of Proposed Events and Activities for the Academic Year (dates, times, locations, purpose, etc.)

Student Organization/Club Officers' Signature:

Officers:

President:

Vice President:

Secretary:

Treasurer:

Prepared by...

Student Activities Director Signature:

Date _____

**Associate Dean for Student Affairs
Signature:**

Date _____

Other School Official(s) _____ **Date** _____

Approved Date _____

All Student Clubs/Organizations must complete this Request Form on an annual basis. Any change to a Club's/Organization's mission and purpose, officers or scheduled and approved activities need to be resubmitted for approval.

Copy to Treasurer of the Student Senate or (or equivalent student organization from the other two schools).

Form revised July 17, 2019, last revised August 22, 2018

Exhibit B

Event Request Form

Use this form to request a room or space on the campus of NYMC.

If you would like to check availability for a specific room or date please follow the view only link:

<http://nymc.resourcescheduler.net/resourcescheduler/login.asp>

To login please use the username: nymcstudent

Password: viewspace

To request an event please continue to fill out this form and submit this form. If this is a fundraising event, you will be directed to the appropriate fundraising forms. If this event requires funding from the student senate (School of Medicine only), you will be directed to the appropriate funding request form.

Please be sure to click the Submit button when finished.

* Required

Name *

Email *

Student Club/Department

This event is open to: *

All Touro students (Dental, PT, SLP, GSBMS, Public Health, SOM, etc.)

School of Medicine

Club members only

Event Registrants only

Other:

Event Title *

Event Description *

Location *

Event Start Date *

MM

/

DD

/

YYYY

Event End Date *

MM

/

DD

/

YYYY

Event Start Time *Make sure to choose correct AM/PM *

Time

:

Event End Time *Make sure to choose correct AM/PM *

Time

:

Will Food Be Provided?

Yes

No

Housekeeping Requests (tables, chairs, housekeeping) etc.

AV Services Required

Additional Comments - If your event will occur on multiple days, please just resubmit the form for each individual date

Is this either a Fundraising event, or are you seeking reimbursement for this event from the Student Senate?

Yes

No

Never submit passwords through Google Forms.

Exhibit C

Club Reimbursement Request

Please submit the following information along with a photo/scanned copy of your receipt to be reimbursed for club purchases. Please remember that New York Medical College policy is that no reimbursements may be made without an itemized receipt (bank statements unfortunately do not count!)

* Required

1. **Name ***

2. **Phone Number ***

3. **Email (NYMC address please) ***

4. **Sponsoring Club ***

5. **Event/ materials request previously submitted to Student Senate ***

Mark only one oval.

Yes

No

6. **Should club fundraised money be applied to the reimbursement? ***

Mark only one oval.

Yes

No

7. **Reimbursement Amount Requested ***

8. **Receipt ***

Files submitted:

9. **Mailing Address (all reimbursement checks will be mailed, no checks will be available for pickup) ***

Exhibit D

**NEW YORK MEDICAL COLLEGE
PETTY CASH VOUCHER**

Pay to: _____ **Date:** _____

Total Amount: \$ _____ -

Charge to: **FUND** **ORG** **ACCOUNT** **PROGRAM**
213160 300001 [] 60 []

Explanation:

Dept. Approval signature

Department Name

Signature- above dollare amt recd

Budget/Accounting Approval

ATTACH RECEIPTS HERE

Bar Night Support Cash Count Sheet

Type of Support Event: _____

Date: _____

Number in attendance: _____

Amount received from establishment: _____

Signatures

Establishment: _____

Student Event Leader: _____

NYMC Associate Dean: _____

Support Cash Count Sheet

Type of Support Event: _____

Sponsoring Club: _____

Date: _____

Financial Info

Items Sold (coffee, cookies, etc.)	Total amount of Support Received
	\$
	\$
	\$
	\$
	\$
	\$
Total	\$
Amount received in cash	\$
Amount received in Venmo	\$
Amount Received in Check	\$
Total	\$

Signatures:

Group Leader: _____

NYMC Associate Dean: _____