

NORTHEAST OHIO MEDICAL UNIVERSITY STUDENT COUNCIL (NSC)

CONSTITUTION, BYLAWS, POLICIES & PROCEDURES

2023 – 2024

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Constitution

This document defines a student government for the Northeast Ohio Medical University established to represent equally all Colleges within the University. This organization will be known as the NEOMED Student Council (NSC).

Article I: Membership

- a) NSC shall be composed of equal voting members representing each College of the University:
 - i. Two representatives from each class of the College of Medicine shall be elected, representing the interest of all students in their respective classes.
 - ii. Two representatives from each class of the College of Pharmacy shall be elected, representing the interest of all students in their respective classes.
 - iii. One representative of the College of Graduate Studies shall be elected, representing the interest of all students in their respective college.
- b) NEOMED Student Council shall be composed of currently enrolled students representing each College of the University who are elected by their respective classes.

Article II: Elections

- a) All representatives will be elected by secret ballot of the members of their own class.
 - i. M1/P1: Nominations and elections for representatives shall be conducted prior to October. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
 - ii. M2/P2: Nominations for representatives shall be submitted in May and elections held prior to June. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. Unless unable to complete their term, these representatives will serve on the council through their 4th year. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
 - iii. M3/P3: In the event that an M3 or P3 election is necessary, nominations for representatives shall be solicited within two weeks after the position is vacated. Each student will vote for two nominees from their respective college. The nominees obtaining the most votes will be the class representatives. The number of class representatives elected will be determined by the methods outlined in section I. A- B.
 - iv. COGS: Nominations for representatives shall be submitted in May and elections held prior to June. Each student will vote for one nominee from their college. The nominee obtaining the most votes will be the class representative. The number of class representatives shall be determined by the methods outlined in section I.C. Only students whose primary college is Graduate Studies may serve as the COGS representative. Dual-enrolled students may not serve as the COGS representative.
 - v. Students are only permitted to serve on one council (NSC, SCC, Conduct). If a student is elected to serve on more than one council, the student must choose which council on which to serve.
 - vi. Students who run for NEOMED Student Council must be in good standing with the University.
 - vii. In the event of a tie between two candidates, each will be given the opportunity to address their classmates. A subsequent re-vote will then be held.
 - viii. Under no circumstances will absentee ballots be accepted.
- b) Term of office will be as follows:
 - i. M1/P1 – seven months (November 1st – May 31st);
 - ii. M2/P2 – through graduation
 - iii. M3/M4 and P3/P4 – through graduation
 - iv. COGS – 24 months
- c) Elections will be conducted by the Office of Student Services and validated by the NSC advisor.

Article III: Officers

Office will carry no additional privilege or vote.

- a) President: All senior representatives will divide up the twelve-month year into four three-month terms. The President's responsibilities are to:
 - i. Preside over monthly meetings
 - ii. Review meeting minutes for approval at the following monthly meeting
 - iii. Act as "voice" of NSC when communicating on behalf of NSC to other University constituents
 - iv. Lead the annual review of the NSC constitution
- b) Vice President: All junior NSC representatives will divide up the twelve-month year into four three-month terms. The Vice President's responsibilities are to:
 - i. Preside over monthly meetings in the absence of the President
 - ii. Respond to NSC-related email questions
 - iii. Oversee NSC special projects
 - iv. Track and coordinate monthly meeting responsibilities, including officer and dinner schedule
 - v. Other duties as assigned by the President
- c) Treasurer: The M2 and one P2 representatives will collaborate with the NSC Advisor to keep account of all funds and expenditures of NSC. The Treasurer's responsibilities are to:
 - i. Provide a budget report at the monthly meeting
 - ii. Track funding approvals during monthly meetings
 - iii. Track funding on a month-to-month basis on the budget for long-term financial planning
 - iv. Track funding for student organizations and individual research and conference travel so organizations and students are within their allotted amount
- d) Secretary: The M1 and P1 representatives will share secretarial duties. For the period prior to M1/P1 election, M2 and P2 representatives will assume secretarial duties. The Secretary's responsibilities are to:
 - i. Send meeting confirmation and instructions to individuals scheduled to make budget requests at the monthly meeting
 - ii. Keep a written account of the proceedings of the NSC and monitor attendance.
 - iii. Post approved meeting minutes to the NSC CampusGroups "[Meeting Minutes](#)" file.
 - iv. Upload *The Councils' Update* newsletter to CampusGroups monthly.

Article IV: Member Responsibilities

- a) Communicate with peers on a regular basis regarding class concerns and NSC proceedings and policies
- b) Communicate class concerns at monthly NSC meetings
- c) Plan and attend all scheduled monthly class meetings
- d) Be available via email to answer questions from peers
- e) Assume individual class responsibilities as follows:
 - i. M4/P4:
 - a. President (As outlined in III.a))
 - ii. M3/P3:
 - a. Vice President (As outlined in III.b))
 - iii. M2/P2/COG:
 - a. Treasurer (As outlined in III.c))
 - b. Lead Transitioning Leader workshop presentations
 - iv. M1/P1:
 - a. Secretary (As outlined in III.d))
 - b. Maintenance of E-building Student Lounge (P1) and refrigerator and microwave located in the staff pantry (A-21)

Article V: NSC Responsibilities

- a) NSC shall meet monthly as follows:
 - i. Business will be conducted using the relaxed Robert's Rules of Order.
 - ii. The meetings will be designated as "Open Forum" and will be open to the entire student body, NEOMED faculty and staff. Standard agenda items include budget requests, committee reports and class concerns. New and old business will also be addressed.
 - iii. Matters of an urgent nature that arise when NSC is not in session which would normally be addressed during "Open Forum," may be conducted electronically. This discussion will be led by the acting president.
 - 1. Notification
 - a. All members of NSC shall be informed of initiation of discussion, a motion, and a second via three separate emails to the group alias nsc@neomed.edu
 - b. All students shall be notified of this vote via the monthly minutes. Students will be able to access the vote discussion via request to the NSC Advisor.
 - 2. Guidelines
 - a. The forum shall be open to all students to view.
 - b. Only NSC members will be able to post messages.
 - c. A motion and second are required to commence voting. Voting will begin immediately after the motion to call the question has been seconded. A third email notifying NSC members of the second is required at this time. The voting period shall last five days and if quorum is not met after five days, the motion dies.
- b) The NSC shall serve as the organized intermediary between the student body, faculty, and administration.
- c) The NSC shall approve all monies appropriated from the Student Activity Fees. Records of all Student Activity Fee funds shall be available upon request. The NSC shall review applicants for Student Trustee positions on the NEOMED Board of Trustees and submit recommendations to the NEOMED BOT secretary for review by the Governor of the State of Ohio.
- d) NSC shall review all nominees for the Student Organization of the Year Award, New Student Organization of the Year Award, and Outstanding Advisor of the Year Award and select winners to be announced at the annual Student Leadership Awards Ceremony.
- e) The NSC will also receive reports from any student sent to local or national meetings on behalf of NEOMED.
- f) The NSC may initiate and conduct its own projects and activities, as it sees fit.
- g) Amendment of this document requires a 3/4 vote of the NSC.
 - i. This Constitution will undergo review prior to March 15th annually. Any approved changes will go into effect at the beginning of the following academic year.

Article I: Duties of NEOMED Student Council

- a) Removal of class representatives from NSC will be the responsibility of NSC members. Replacement will be decided by a new election.
- b) NSC members are required to attend the NSC meeting the first Wednesday of each month at 5:30 p.m., either in person or electronically.
- c) NSC will be responsible for the organization and implementation of elections for student representatives to committees which have no other protocol for determining these positions.
- d) NSC shall hear and address the concerns and wishes of the student body.
- e) Quorum for a meeting shall be a majority of the members of NSC.
- f) All decisions, unless otherwise specified by the constitution, shall be made by a majority vote of all members present.

Article II: Student Activity Funds (SAF)

- a) Student Activity Funds are collected each year as part of student fees. These funds are public monies and must be used in accordance with NSC guidelines, board policy, and federal and state law.
- b) Student Activity Funds may not be used to benefit individual students, except when compensating one for approved efforts and expenditures on behalf of the students.
- c) Student Activity Funds are divided into five funds, NSC General Fund and four individual class accounts, as indicated in the Policies and Procedures Manual.
- d) Guidelines for the use of NSC and class funds
 - i. NSC General Fund
 - a. Use of NSC funds may be expended only by majority vote of the NSC.
 - b. Use of NSC funds must contribute to activities open to the entire student body.
 - c. NSC funds not spent by June 30 of each year will be transferred to the NSC General Fund for the following year.
 - d. In the event that the NSC budget is overdrawn, class funds will be used to fund the deficit. NSC will determine how to best appropriate class funds based on the available balances in each class fund.

Restrictions:

- a. Student Activity Funds will not discriminate on the basis of gender, race, sexual orientation, or religion.
- b. Student Activity Funds will not promote any religion.
- c. Student Activity Funds will not be used to influence voting on any political issue or candidate.
- d. Student Activity Funds will not be directly donated to a charitable organization.
- e. Student Activity Funds will not be used to contribute to petty cash funds.
- f. Student Activity Funds will not contribute to materials or services which become the property of an individual student, unless the requestor can demonstrate educational or developmental benefit that this property is of equal opportunity to all NEOMED students.
- g. Student Activity funds will not be used to fund recruitment or election events.
- ii. Class accounts
 - a. Class funds may be expended only by the class representatives.
 - b. Class funds must benefit an entire class.

- c. Class funds not spent by June 30 of each year will be transferred to that class fund for the following year,
- d. Unused funds of graduating classes will be transferred to the NSC Discretionary Fund.
- e. Restrictions for the use of Class Funds
- f. Class Funds will not discriminate on the basis of gender, race, sexual orientation, or religion
- g. Class Funds will not promote any religion.
- h. Class Funds will not be used to influence voting on any political issue or candidate.
- i. Class Funds will not be used to contribute to petty cash funds.
- j. Class Funds may contribute to materials or services which become the property of or benefit an individual student, as long as each student in the class benefits equally, and a majority of the class is in agreement of the expenditure of the funds.

Article III: Budget Allocations of NSC Funds

- a) Priorities for NSC Funding
 - i. Annual university-wide events.
 - ii. Student Research/Conference Presentations
 - iii. Student Organizations events with an educational or charitable focus.
 - iv. The above stated priorities are subject to change yearly at the discretion of the NSC
- b) Student Research/Conference Presentations
 - i. The NSC invites students who are documented authors or co-authors of research papers or policy resolutions, competition finalists or session presenters at professional meetings to submit a budget to offset the cost of presenting their work at a conference. A maximum of \$2,000 for research or presentation done, **per student** during their enrollment period may be allocated with a maximum of **\$1,000 per presentation** pending NSC discretion. The amount approved per presentation for **2 or more presenters** for the same project **may not exceed \$1,500.**
 - ii. Students who are attending a health professions-related training opportunity (e.g., clinical skills acquisition, etc.) as an active participant may apply for **up to \$250** of the allocated \$2000. The amount approved **per event per student** may not exceed \$250 pending NSC discretion.
 - iii. Total funding from NSC for research presentations will not exceed \$2,000 during a student's enrollment.
 - iv. If presenting a project with another student, each student presenter must submit their own individual budget request form.
 - v. Students are expected to attempt to gain funding from other sources.
 - vi. Monies must be requested at the NSC meeting at least **one week prior** to the event.
 - vii. Travel requests must be submitted by 11:59PM on the Thursday before the NSC meeting to be considered.
 - viii. Individual requests submitted after the deadline may receive a one-time approval of funding. Subsequent requests will not be considered for funding if submitted late.
 - ix. NSC reserves the right to grant all, some, or none of a student's request. If a student's enrollment status changes, funding is subject to review.
 - x. Students on Leave of Absence from the University are not eligible for funding.
 - xi. Conditional funding approval may be granted prior to official conference acceptance as long as official conference acceptance is confirmed prior to submission of reimbursement request to the Office of Student Services.
 - xii. Other requests for funding to support student professional travel/activity outside of these parameters should be made to nsc@neomed.edu prior to the NSC meeting for consideration.
- c) Student Organizations
 - i. To be recognized as a student organization by the NSC, any student group must:

- a. Have an approved constitution.
 - b. Have a faculty/staff advisor.
 - c. Have active officers including a president and treasurer.
 - d. Be open to all students of the university in a non-discriminatory manner, unless specifically limited by the by-laws of the national organization. The University seeks to promote an environment in which all students, faculty and staff interact based on individual strengths and characteristics, without having such interactions shaped by generalizations or stereotypes based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin (ancestry), military status, disability, age, pregnancy, parenting status, or genetic information.
 - e. Have a plan for a non-NSC funded community service project to be completed in the present academic year.
 - f. Have a plan for a non-NSC funded fundraiser to be completed in the present academic year.
- ii. Responsibilities of student organization officers:
- a. Student officers must upload a Fall and Spring budget for their organization on Campus Groups. They must update with any necessary changes. Student Services will ensure that this requirement is complete.
 - b. Have event and travel request forms completed with appropriate signatures and presented by a representative at an NSC meeting at least two weeks prior to the event.
 - c. Event and travel request forms must be completed in full and include learning outcomes, itemized budget, date, time and speaker information.
 - d. In the event that a faculty advisor is unable to sign the appropriate form, the faculty advisor may email nsc@neomed.edu from their NEOMED email address that he/she approves the activity by 5:00pm on Tuesday prior to the NSC meeting. Absence of an advisor's signature on a request form may result in lack of funding for requested event at the discretion of NSC. The Advisor Approval Form can be found on the student organization management platform. It needs completed, signed by advisor, and brought to the NSC meeting.
 - e. Inform the NSC advisor of their event or travel request and be placed on the NSC meeting agenda by 2:00p.m. on the Friday immediately preceding the NSC meeting.
- iii. Student organization events for which a late event funding request was submitted may receive an annual one-time allocation of full funding. Subsequent late requests will not be considered for funding.
- a. Money allocated for a specific event may only be used on that event. If the event is canceled or under spent, any monies paid towards the event must be returned to the Student Activity Fund.
 - b. Organizations must attempt to gain funding from other sources and will be expected to utilize organization funds collected through fundraising and other activities to support their activities.
 - c. As part of the budgeting process, student organizations must upload a Fall and Spring budget to their page on the student organization management platform. Student Services will ensure that this requirement is complete.
 - d. Student organizations are prohibited from maintaining bank accounts outside the NEOMED accounting office.
 - e. A report to NSC via email to the current president or at an NSC meeting must be made within 30 days of any funded event or conference.
 - f. If a student organization officer is either on a Leave of Absence (LOA) or has withdrawn from the university, the officers must fill the vacant position for the remainder of the academic year by following their student organization constitution bylaws. Students on a LOA do not pay tuition; therefore they do not pay the Student Activity Fee, which all organizations receive funding from.
- iv. Student Organization Events:
- a. All events from student organizations are available on Campusgroups. It is the responsibility of each student organization to add the event to the Campusgroups calendar that is accessible by all students.

- b. There is no limit to the number of events a student organization can hold per year. In order to ensure equitable distribution of Student Activities funds, funding for each student organization is \$1000 per academic year for all organizations.
- c. Request for exceptions to these limits will be made on a case-by-case basis.
- d. Student Organization events that require the purchase of tickets must meet the following parameters:
 - 1. No more than \$5.00 of each student ticket price for charity events funded either in part or fully by NSC may be directed to charity. Additional income raised from ticket sales must cover the cost of the event. (Exception: Charity Ball). Tickets must state in writing the monetary portion donated to charity.
 - 2. Non-Student Ticket prices (faculty, staff, community members) to student events which are funded either in part or fully by NSC may be set at any amount deemed reasonable by the student organization operating the event.
 - 3. Student organizations are discouraged from selling table sponsorships, however individual ticket sales are encouraged.
 - 4. Other items received, such as T-shirts must be sold separately from tickets.
- v. Registration and Event Attendance Policy
 - a. Any event funded in whole or in part by Student Activities Funds must require that participants register to attend the event through the Student Organization Management platform.
 - b. The Student Organization officers are responsible for monitoring and tracking attendance at events for which registration is required.
 - c. Students who register for an NSC or University funded event are expected to attend the event or cancel their registration at least 24 hours prior to the beginning of the event if they are unable to attend.
 - d. Any student who registers for an NSC or University funded event and fails to attend or cancels less than 24 hours before the start of the event will receive written notice that they are in violation of the NSC attendance policy
 - e. Student organization leaders who witness violations of this policy are empowered to address inappropriate behavior when it occurs and to report offenders to the Office of Student Services.
 - f. Student organization leaders are required to submit a list of students who RSVP'd to their event but did not show up.
 - g. These individuals will be added the NSC "No Show" list. After three (3) "no shows" these students run the risk of having their NSC funding reduced the next time they request funding at an NSC meeting for individual student presentation travel. Once a student receives five (5) "no shows" in a year or six (6) "no shows" in two years, a Professional Concern Note (PCN) will be submitted.
- vi. Community service
 - a. In order to receive funds from the NSC, each organization is required to engage in a non-NSC funded community service project to be completed during the same academic year in which funds are requested.
 - b. A community service project must have both leadership involvement and membership involvement. Significant membership participation is strongly encouraged, and repeated lack of involvement could result in curtailing future funding.
 - c. A complete community service attendance log, detailing membership involvement and activity, must be submitted electronically following the event.
 - d. Organizations must submit their community service report electronically by June 31st of the academic year or may forfeit their rights to NSC funding the following year until it has been completed.
 - e. The NEOMED Community Service Survey can be submitted electronically via the Student Organization Management platform in the FORMS section.
- vii. Fundraiser

- a. Each organization planning on approaching the NSC for funding must hold at least one fundraiser or collect dues from their members per academic year.
- b. Fundraising activities must follow University Policy as outlined in the NEOMED Student Organization Fund-Raising Policy.
- c. Raffles of any kind are a violation of Ohio gaming laws; therefore, student organizations are prohibited from holding raffles as a fundraiser.
- d. Student organizations are not permitted to solicit funding from NEOMED departments or Deans unless the group's mission and purpose is directly aligned to that department.
- e. Student organizations are permitted to solicit funding support from entities external to NEOMED.
- f. Student organizations are not charitable organizations, nor are they tax exempt under federal law. Being a recognized student group within the University does not accord a student organization to use the University or the NEOMED Foundation's federal tax-exempt status in any way.
- g. Student organizations are prohibited from applying for 501(c)(3) status.
- h. NSC has provided student organizations with a dedicated room, adequate shelving, as well as individual numbered storage bins for each student group.
- i. Storage space is located in Plant Services, M121 (hallway left of CMU)
- j. Student organizations may utilize these bins for storage of flatware, paper plates, bottled water, etc., as they see fit.
- k. Student organizations will be responsible for maintaining the cleanliness of this area and ensuring their bin is placed in the correct location.
- l. Student organizations found to have materials out of place may see future NSC event funding affected.

POLICIES AND PROCEDURES

ARTICLE I: NSC Duties

- a) Removal and Replacement of Representative
 - i. Any NSC representative can resign the office if unable to complete the term.
 - ii. Any NSC representative can be removed from office by a 3/4 vote of the NSC.
 - iii. A replacement for an NSC representative will be chosen when necessary by repeating the nomination and election process at the time a representative resigns or is relieved of duties.
- b) Attendance
 - i. NSC representatives are required to attend the NSC meeting each month.
 - ii. NSC will allow for limited absences, but representatives are responsible for notifying the NSC advisor and presiding president prior to the expected absence. Acknowledgment must be made by the NSC advisor or the presiding president.
 - iii. Any NSC representative who incurs more than two (2) absences within a calendar year is subject to discussion by the NSC.
 - iv. NSC representatives will be notified by the secretary of NSC after missing one unexcused meeting.
 - v. Any NSC representative who misses two meetings without notifying the NSC advisor in a calendar year may be removed and replaced. No vote of the NSC is required.

ARTICLE II: Student Activity Fund Allocations by NSC

- a) Division of Student Activity Funds
 - i. Student Activity Funds are divided into five funds: the NSC General Fund and four individual class accounts. The Student Activity Funds of all Colleges for a graduation year will contribute to one shared NSC Class Fund.
 - ii. No more than 30% of the Student Activity Fund shall comprise the total of the four combined medical and pharmacy class funds for any given academic year.
- b) NSC General Fund Distribution
 - i. Student officers must upload a Fall and Spring budget for their organization on Campus Groups to their organization's document storage. They must update with any necessary changes. Student Services will ensure that this requirement is complete.
 - ii. Funding for student organization events is limited as follows:
 - a. All student organizations - \$1000 per academic year
 - b. If a student(s) decides to start a new club in the spring, the group will be eligible to use their entire yearly amount of NSC funding in the spring semester. See aforementioned funding amounts.
 - c. If a student(s) decides to start a new club in the fall (after the registration deadline of May 31st), they forfeit their right to use NSC funding, and will have to wait until the spring semester in order to be eligible for funding.
 - iii. In addition, each organization must submit an Event Request at an NSC meeting at least two weeks prior to each activity.
 - a. Event Requests allow organizations to be more exact in their estimates of expenses when it is not feasible to present an estimate in the annual budget.
 - b. Event Requests are used by NSC to assure proper use of General Funds.
 - c. Event Requests will be reviewed by the NSC after each activity to be certain that all requirements have been met before reimbursement of receipts.
 - iv. NSC has the following guidelines for travel expenses deemed integral to activities funded:
 - a. Travel by car; funded expenses include gasoline and parking with appropriate receipts as documentation.
 - b. Travel by airline

- c. Hotel accommodations
- d. Conference registration
- e. Expenses not funded include food while at conferences, organizational mailings or advertisements
- f. Reimbursements can only be issued for expenses incurred by the student (i.e. vouchers, gift cards, flight miles, reward points, etc. will not be reimbursed by NSC)
- g. Other expenses may be funded at the discretion of the NSC
- v. Student organizations are not permitted to sign service contracts on behalf of the University. All service contracts must be submitted to the Office of Student Services for approval.
- vi. When planning on campus events, student organizations are encouraged to utilize meeting rooms that do not require a rental fee (Free spaces include, Meshel Hall, Liebelt, Olson, etc.)
- vii. Organizations may not substitute funds for activities other than those originally approved. Such actions require approval of NSC in advance.
- viii. Funds are reimbursed after submission of receipts. It is necessary for student organizations to follow strict protocol in order to assure payment of funds approved by the NSC.
- ix. Request for reimbursement must be received by the Office of Student Services within 30 days after the event or last date of travel.
- x. Tax exemption forms shall be obtained by the student organization from the NSC Advisor prior to making any purchases. NSC will not reimburse for taxes paid.

ARTICLE III: Damages

- a) The NSC may recognize partial responsibility for damages caused by students at NEOMED with the following exceptions:
 - i. Expected wear and tear or depreciation.
 - ii. Damage by the elements.
 - iii. Damage by elements beyond reasonable control of the NSC.
 - iv. Damage to items covered by breakage deposits (e.g., bone boxes, microscopes).
 - v. Damages (other than the above) for which an individual student (or students) is responsible.
 - a. Any student(s) implicated in causing damages at NEOMED will be referred to the Conduct Council. Decisions of the Conduct Council will be reported to the Senior Executive Director of Academic Affairs and Student Services, who will then notify the NSC of these decisions.
 - b. The student reporting (or causing) the damage is encouraged to report to NSC, who will refer the incident in writing to the Conduct Council.
- b) Due Process Regarding Damages
 - i. The NSC recognizes partial responsibility for some aspects of damages caused by students at NEOMED and will take each matter under discussion with respect to the financial responsibility of the parties involved.
 - ii. In the event that persons are implicated in such damages, they shall meet with the NSC, the Conduct Council, or the Senior Executive Director of Academic Affairs and Student Services.
 - iii. Due process will be granted.
 - a. Notification of the charge.
 - b. Right to be heard.
 - c. Right to examine witnesses and provide evidence in defense.
 - d. Right to counsel.

GENERAL GUIDELINES FOR STUDENT ORGANIZATIONS

- I. To be recognized as a student organization by the NEOMED Student Council, any student group must:
 - a. Register the organization on the Student Organization Management platform.
 - b. Have an approved constitution.
 - c. Have a faculty or staff advisor.
 - d. Have active officers including a president and a treasurer.
 - e. Be open to all students in a non-discriminatory manner.
 - f. Have a plan for a non-NSC funded community service project.
 - g. Have a plan for a non-NSC funded fundraiser.
- II. Responsibilities of student organization officers include:
 - a. Monitoring the allocated funds and accounting for all expenditures.
 - b. Student officers must upload a Fall and Spring budget for their organization on the student organization management platform. They must update with any necessary changes. Student Services will ensure that this requirement is complete.
 - c. Appropriately completing and submitting a request for funding at an NSC meeting at least two weeks prior to the event.
 - i. An expedited process for funding requests is outlined in the NSC bylaws and may be available to student organizations.
 - d. Ensure that a request to be placed on the NSC meeting agenda is made by 2:00 p.m. on the Friday immediately preceding the NSC meeting.
 - e. Seeking other sources for funding.
 - f. Providing a report of any funded event or conference to the NSC within 30 days of the event.
- III. Organizations may not substitute funds for activities other than those originally approved. Such actions require the approval of NSC in advance.
- IV. NSC will not be responsible for debts incurred by the organization over the amount allocated or for items or events for which funding was not previously approved.
- V. Student Activity Funds are public monies and must be used in accordance with NSC guidelines, University policy, and federal and state laws.
- VI. NSC will use discretion when funding events that do not have an immediate educational or charitable focus.
- VII. All events funded by the NSC must be open to all NEOMED students regardless of membership in the organization.
- VIII. Each event must be appropriately publicized and announced to all students through advertising on the Student Organization Management platform and The Pulse.
 - a. Student organizations are prohibited from using student email list serves (COM2025@neomed.edu, COP2024@neomed.edu, etc.) to publicize their events or for personal use.
 - b. Student organizations using NSC funding must advertise their events through one or all of the following list serves based on their target audience: COGSstudentevents@neomed.edu COMstudentevents@neomed.edu COPstudentevents@neomed.edu.
 - i. Students can “opt out” of any of the student event list serves by logging into the Office365 portal, clicking on the “gear” icon, and selecting “Mail.” Under the “General” setting go to “Distribution Groups” and select the “two-person icon.” The final step is to confirm you want to leave the group by clicking the “yes” button.
 - c. Organizations who violate the email alias policy may be denied funding at the discretion of NSC.
- IX. Use of General Funds will not:
 - a. Discriminate in any legally impermissible manner.
 - b. Be used to influence voting on any political issue or candidate.
 - c. Be used for direct donation to organizations or charities.
 - d. Be used to contribute to petty cash funds.
 - e. Contribute to materials or services which become the property of or benefit an individual student.
- X. Alcoholic beverages are not permitted at NSC funded events, nor are student organizations events and activities allowed to be hosted at a bar.
- XI. FAILURE TO COMPLY WITH THE ABOVE GUIDELINES WILL RESULT IN PARTIAL OR TOTAL LOSS OF PRESENT AND/OR FUTURE FUNDING BY THE NEOMED STUDENT COUNCIL.

All the student organization policy forms and information can be found on the NSC page, Student Leader Training Page, or Office of Student Services page of the Student Organization Management platform in the Documents section: [NEOMED Student Council](#), [Office of Student Services](#), [Student Leader Training](#).

- NSC Officer Directory
- Student Organization Directory
- Accounting- Deposit Form
- Accounting- Petty Cash Form
- Accounting- Student Reimbursement Form (PDF)
- Conference Services- Approved Outside Food Vendor List
- Conference Services- Mass Feeding Policy
- Faculty/Staff Advisor Agreement
- Health Event- Application to Participate in a Health Event Form
- NSC Document- 2022-2023 NSC Constitution
- NSC Document- Student Organization Event Request Process
- NSC Document- Student Presentation Travel Request Process
- Student Organization Fundraising Reporting
- Student Organization Community Service Reporting