



Hackensack Meridian  
School of Medicine

SGA Constitution

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## Article 1: PURPOSE

The Student Government Association (SGA) of the Hackensack Meridian School of Medicine (HMSOM) represents the student body and will work towards advocating for students' needs and fostering an inclusive community for all HMSOM students. Our mission is to improve student wellness and encourage leadership by creating events, experiences, and networking opportunities in extracurricular spaces. We, the members of the SGA, strive to cultivate a thriving environment where students can become well-rounded future leaders of medicine.

## Article 2: RIGHTS AND RESPONSIBILITIES

With the collaboration and guidance of the Office of Student Affairs and Wellbeing (SAW), the SGA, as a body, is free to govern itself and serve the students of the Medical Schools in accordance with the administrations of the schools and of Hackensack Meridian Health. When bearing their titles or claiming their membership in the SGA, it is the responsibility of members to uphold the interest of the student body to the best of their ability.

## Article 3: MEMBERSHIP, ELECTIONS, AND MEETINGS

### **Membership**

1. The SGA Executive Committee shall consist of the Co-Presidents,, Treasurer, Secretary, Chair of Marketing and Social Media, Chair of Events and Traditions, Chair of Alumni Relations and Philanthropy, Chair of Wellness, and Members at Large.
2. All Executive Committee members are elected during their first year, as M1s. Executive Committee members shall hold office for one (1) calendar year, from November to December, to ensure adequate time to transition leadership.
3. Each election process will begin in October and new members will be elected the first week of November. In order to acclimate to transition, new members will shadow their members-at-large until mid-December.
4. The SGA members at large shall consist of two (2) students from each class year, each serving as a voting member. These two students are the SGA Co-Presidents for their respective cohort. Each cohort's Co-Presidents will stay on as their representative for a 4-year term.
5. SGA Executive Committee must be full-time students at Hackensack Meridian School of Medicine and remain in good academic standing for the duration of their term, as defined by SAW. Any SGA representative who loses good academic standing shall have a meeting with SAW and be put in a probationary period. They will potentially be relieved of their duties in consultation with SAW. This does not apply to members-at-large.
6. If for any reason an executive committee member is relieved of their duties or steps down, the SGA shall hold an internal election for the students who had previously applied to the SGA. If the position remains open, the election will be open to the whole cohort.
7. If for any reason one of the co-presidents step down, an internal election will be held for a member of the SGA to take their place.

**Class Representative Elections**

1. The Election process will begin in the last two weeks of October and the election will take place the first week of November. Incoming first-year students shall be informed of Student Government responsibilities during orientation week.
2. Elections shall be conducted by the SGA Secretary. The Secretary shall maintain all records for present and past elections.
3. Candidates must meet all membership requirements and only apply for one position. Requirements include good academic standing, submitting a satisfactory letter of intent, and adhering to all election deadlines appropriately.
4. Students must have two (2) weeks from initial notification to register as a candidate for a SGA Executive Committee election. Candidates must submit an anonymous written statement following the guidelines set forth by the Secretary prior to the candidacy deadline. Students who fail to submit the required materials by the deadline will not be eligible for placement on the ballot.
5. Voting for Executive Committee members is only open to 1st year students.
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 and twenty (120) hours during the week and must close at least five (5) days prior to the SGA meeting. 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 must notify all members of the class of the names of the students involved in the tie, and must open the new ballot for at least fifty (50) hours.
9. In the event of vacancies, the Secretary must notify the entire class 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. If the position is not filled through a secondary election, the position will remain vacant for the year or until someone emails the SGA with intent.

**SGA Meetings**

1. SGA 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 SGA 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) SGA members.
4. The Secretary must notify the greater student body of the meeting at least four (4) days prior to the meeting.

5. All executive member meetings shall be closed to the greater student body. The SGA will hold quarterly town hall meetings for the purpose of meeting with the student body. 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 SGA 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 Co-Presidents, must either place the concern on the agenda or respond directly to the student.
7. The Co-Presidents shall call the meeting to order, preside over the agenda items, and adjourn the Committee.
8. All voting results shall be recorded in the meeting minutes. Individual votes are not recorded unless a roll-call vote is motioned and approved by a majority of the members in attendance at the meeting.

#### Article 4: ATTENDANCE POLICY

Members will be allowed a maximum of three unexcused absences during their time on the SGA. Upon two unexcused absences, the member will be issued a warning. Upon their third unexcused absence, they will be put up for review in front of the SGA Executive Board. Members can be removed from their roles with a  $\frac{2}{3}$  vote of the Executive Committee.

#### Article 5: EXECUTIVE COMMITTEE DUTIES AND RESPONSIBILITIES

##### **Co - Presidents**

1. The Co-Presidents serve at the pleasure of the student body, through the SGA, and therefore are obligated to update the student body on a regular and frequent basis during SGA quarterly Town Halls where all students are invited.
2. They serve as the liaison between the SGA and SAW. They shall meet regularly with the Director of Student Affairs and Wellbeing and administration regarding issues that concern the student body.
3. They shall participate in and/or lead any efforts by the SGA pertaining to student-related issues or policies.
4. The Co-Presidents shall lead the SGA through effective monthly meetings.
5. They are the official spokesperson of the SGA.
6. The Co-Presidents are a neutral member of the executive board and will only vote on motions to break a tie.
7. They are responsible for maintaining and updating the SGA Bylaws.
8. They are responsible for making sure student groups are following student group guidelines.
9. They shall work closely with the events co chairs to coordinate the Budget Night, Introductory Meetings, and Club Fairs.
10. They are responsible for mitigating any Student Organization disputes.

##### **Treasurer**

1. The Treasurer is responsible for maintaining the financial records of the SGA and presenting them quarterly.

2. The Treasurer shall be responsible for maintaining an active record of all club and interest group allocations and expenditures.
3. The Treasurer shall be responsible for maintaining an active record of all class funds allocations and expenditures.
4. Once all budgets are tentatively assigned, the Treasurer shall meet with the Director of Student Affairs and Wellbeing for final budget approval.
5. The Treasurer presents the previous fiscal year's budget report at the SGA February meeting after budget night.
6. They shall respond to budget concerns and oversee the mechanism by which clubs and interest groups can automatically check their up-to-date budget.
7. Oversee the SGA internal budget (events, food for meetings, ect.)
8. Responsible for institutional class purchases like study aides, scrubs, patagonia, ect.
9. They shall work with SAW to maintain the SGA bank account. This collaborative effort includes alerting SAW of all funding requests from student groups, cohorts, and SGA Executive Committee members. Keeping a spreadsheet of all deposits, withdrawals, and any other actions made via the SGA bank account.

### **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. They must be able to produce these items at the request of any interested party in a timely manner.
2. This includes keeping a correspondence of all past copies of information from former SGAs, effectively acting as the historian.
3. They reserve space/zoom and ensure room setup for all SGA meetings.
4. They keep and distribute the minutes of SGA meetings to all SGA members.
5. They prepare the agendas for all meetings.
6. They contact all SGA members in cases of immediate importance.
7. They keep a record of the votes for any elections performed by the SGA.
8. They shall also be responsible for ensuring timely voting by members of the SGA.
9. They shall manage all applications for new clubs or interest groups and ensure timely voting by SGA members.
10. They shall be the primary point person for all new clubs or interest groups and ensure that they complete all proper paperwork and quizzes.

### **Chair of Marketing and Social Media**

1. The Marketing and Social Media Chair is responsible for maintaining a list of all student organizations with updated descriptions and contact information to be published on the SGA website.
2. They update the SGA webpage with SGA representative information for each academic year.
3. They are responsible for the SGA website upkeep which will provide key student resources and policies
4. Work closely with event and community service chairs to create flyers and posters for events.
5. Work closely with SAW on the SGA section of the weekly newsletter.

6. They are responsible for maintaining an engaging social media presence for the SGA through various social media platforms like Instagram, Facebook, TikTok, ect.
7. They shall develop and implement a strategy to use social media in promoting and presenting the SGA, student clubs, interest groups, programs, and events.

#### **Chair of Events and Traditions**

1. The Chair of Events and Traditions is responsible for conceptualizing and overseeing all social and community events of the SGA and maintaining the integrity of traditions.
2. They oversee the events committee made up of members of the student body.
3. They are responsible for the social calendar of the year and should present the proposed calendar of events in the SGA February and August meeting after budget night.
4. They work with the treasurer to ensure funds for events are available and used wisely.
5. They work with SAW to make sure SGA events are on LEO and the weekly newsletter.
6. Work closely with SAW's Special Event Coordinator to plan and execute events.
7. Work with the Chair of Marketing and Social Media to create a promotional strategy to ensure proper student engagement and attendance.

#### **Chair of Alumni Relations and Philanthropy**

1. The Chair of Alumni Relations and Philanthropy is responsible for engaging alumni through four annual programs.
2. They shall maintain quarterly communication with alumni through newsletters, correspondence, and pictures.
3. They shall work with the Chair of Events and Traditions to create two annual philanthropic events for current students and alumni.
4. They shall work with SAW to create an alumni mentoring program.

#### **Chair of Wellness**

1. The Chair of Wellness will sit on the Wellness Committee.
2. They shall work with the Wellness Coordinator to develop and implement monthly wellness programming and services.
3. They shall work with the SAW and the Wellness Coordinator, Lisa Marie, on a monthly wellness newsletter.

#### **Members-at-Large**

1. The Members-at-Large will consist of the Co-Presidents of each cohort.
2. They shall meet with the SGA Executive Committee on a monthly basis to advocate for the needs of their cohort.
3. They shall assess relevant attitudes and opinions of their cohorts and regularly inform them of the proceedings of the SGA.
4. They shall work with the Treasurer and Chair of Events and Traditions to create and implement events or programs for their cohort specifically.

### **Article 6: PROCEDURES FOR RECOGNIZING AND DISSOLVING SGA POSITIONS**

1. Requests to add or dissolve SGA positions may be submitted by any member during Committee meetings. Requests may only be submitted if at least  $\frac{3}{4}$  of Committee members are in attendance.
2. A  $\frac{2}{3}$  majority vote of those in attendance is required to add or dissolve a position. Only those in attendance may vote.
3. Positions added via a  $\frac{2}{3}$  vote become immediate, whereas positions dissolved via a  $\frac{2}{3}$  vote are done so by the next semester check-in. If there is a tie, SAW will be the tiebreaker.

### Article 7: PROCEDURES FOR IMPEACHING SGA OFFICERS

This procedure shall be followed by HMSOM SGA constituents in order to impeach an officer in dereliction of their duties.

1. Any constituent may petition for the impeachment of an officer of the SGA who is in dereliction of their duties as defined by the Constitution or who acts against the interest of the student body.
2. The party petitioning for recall must submit a formal request before the Executive Committee and appear before them to make their case.
3. If the Executive Committee chooses to review the request, both the party and the SGA officer in question will have the chance to present their case to the Executive Committee. Impeachment of an officer requires a  $\frac{2}{3}$  majority of the committee.
4. If the Executive Committee chooses not to review the request or does not vote to impeach the officer, the party may appeal by either:
  5. Calling for a vote by the General Committee in which  $\frac{3}{4}$  of the body must be present. Impeachment of an officer requires a  $\frac{2}{3}$  majority of the General Committee.
  6. Presenting a petition proposing the impeachment of the SGA officer with signatures from at least  $\frac{2}{3}$  of the first-year class.

### Article 8: PROCEDURES FOR RECOGNIZING AND DISSOLVING STUDENT GROUPS

#### **New Student Group Application**

Individuals wishing to create a new student group must follow these procedures:

1. Complete a New Student Group Application.
2. The Secretary shall present each application to the Executive Committee for approval.
3. Student group applications require a majority vote of the Executive Committee to be recognized by the SGA.

#### **Defunct student Group Termination**

1. The executive committee shall maintain a list of recognized student groups and note all that have not shown activity for at least one calendar year.
2. Student groups that are noted as inactive after budget night will be presented to the Executive Committee to start the deactivation process.

### Article 9: PROCEDURES FOR UPDATING THE CONSTITUTION

1. Any member of the SGA can propose changes to the constitution. Any changes made to the constitution must be sent out to all members of the committee.



2. A  $\frac{2}{3}$  majority vote of the members in attendance is required to approve changes to the constitution.

### Article 10: SGA FUNDING AND BUDGET NIGHT

1. Every year, the HMSOM Student Governing Association receives \$36,000 (**this amount is subject to change**) that is used to fund Student Organizations and Special Interest Group activities, SGA events, and school-wide programming.
2. This funding is budgeted by SAW and is at their discretion how much budget is allotted on a yearly basis.
3. All use of the budget is to be approved by SAW. The funds are budgeted at the start of the fiscal year in the following categories:

#### **Budgets**

1. Student Group Budgets: \$20,000
2. Discretionary Student Group Funding: \$5,000
3. Individual Class Programming:
  - a. M1 Class: \$500.00
  - b. M2 Class: \$500.00
  - c. M3 Class: \$500.00
  - d. M4 Class: \$500.00
4. SGA Events: \$8,000.00
5. SGA Expenses: \$1,000.00
6. **All budgets are subject to change**

#### **SGA does not allow funds to be used for:**

1. Items for individual or personal use, ie. lunch for your E-board, T-shirts for your E-board, Prizes (unless prior approval from SAW).
2. Alcohol, unless prior approval from the Director of Student Affairs and Wellbeing.
3. **Fundraising. You must use your own money for fundraising initiatives and reimburse yourself and deposit the profits.**
4. Honorariums
5. Transportation
6. Food for off-campus events, i.e. ordering pizza to your home for a club meeting.

#### **Budget Night**

1. Budget Night takes place in February and is coordinated by the Co-Presidents and the Treasurer.
2. During this time the SGA will approve new budgets for the new calendar year.
3. Clubs and Interest Groups are informed of budget night at least 4 weeks in advance.
4. Every club and interest group must attend budget night with both outgoing and incoming treasurer or representative present.
5. Clubs and Interest Groups who do not attend budget night are considered inactive and receive no funding.
6. Before attending budget night Clubs and Interest Groups must complete the annual financing quiz provided by the SGA.
7. For a more efficient budget night, Clubs and Interest Groups cannot be added as a new club between December 1st - and the end of budget night.

### **Allocating Budgets**

1. The SGA Executive Committee will review the student organization [budget form](#) to determine and meet with each club to determine their past spending and future plans.
2. All budgets asking for less than the \$300 maximum will be funded in full. The sum of those budgets is subtracted from the total amount of student group funding for the year.
3. Student club budgets may be increased which is dependent on their annual activity and at the discretion of the SGA and SAW.

### **Student Group Funding Rollover**

1. Funds not spent during the year will not roll over. The only exceptions to this are the following:
  - a. Funds that have been fundraised. Your group's fundraised money will remain available for your club throughout the years you are active. If your club becomes inactive, you will lose any unused funds.
  - b. Funds that student groups receive from national organizations will rollover year to year, as long as your club is active. If your group becomes inactive, you will lose any unused funds.

### **National Organization Extra Funding**

If your organization will be receiving any funding from a National Organization please have them send the check to the address below with an attached letter stating the name of your group and leader.

#### **Hackensack Meridian School of Medicine**

#### **Office of Student Financial Services**

c/o Student Interest Groups

123 Metro Blvd, Office 5300

Nutley, NJ 07110

### **Budget Night and Procedures**

1. Student organizations approved by the SGA shall present their [budget proposals and transfer of leadership annually](#) at Budget Meetings organized by the Treasurer. These meetings shall be held no later than the first week in February.
2. The Treasurer shall provide documentation, at least one (1) month prior to budget meetings, to all existing SGA-approved student organizations, that includes: deadlines for budget submissions; expenditure information from the past fiscal year; and budget proposals from the past year.
3. The Treasurer shall convene a Budget Committee made up of SGA executive members for each night that budget reviews will take place. All current SGA representatives must participate on the Budget Committee. The Budget Committee shall review all pertinent documentation to determine an organization's annual allocation.
4. The Treasurer must inform each organization of current expenditure, Budget, and fundraising policies at each Budget Meeting.
5. Student clubs and interest groups can always check their budgets by emailing the SAW Administrative Assistant, [Alex O'Brien](#).
6. The Treasurer shall present all proposed budgets following Budget Meetings at the next official SGA meeting. Student organization budgets are subject to approval by majority vote of quorum and final approval from the Director of Student Affairs and Wellbeing. 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 \$1,000, at maximum, at the discretion of the SGA and SAW and dependent on your past year activity and future events.
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%).
9. 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 budget in this situation.
  - a. The SGA Treasurer shall be allowed to review the financial records of any SGA-funded organization at the request of the SGA. A minimum of five (5) days' notice must be given to the organization before any review is performed.
10. The budget cycle starts as soon as a club or interest group receives their Initial Budget Allocation and ends with the transition of leadership and at the start of the following budget night. Allocations for the next fiscal year. Clubs and Interest Groups have until this date to use the funds allocated by the SGA.

## Article 11: REQUIREMENTS OF STUDENT CLUBS AND SPECIAL INTEREST GROUPS

Student clubs and special interest groups desiring recognition and funding must be approved by the SGA. In order for an organization to be approved, the following requirements must be met and documented:

1. The club or group must complete a club or [special interest group proposal form](#).
2. The proposal must be approved by a two-thirds (2/3) vote of quorum at an official SGA meeting.
3. The club or interest group must be maintained and presented each year at the budget nights and club fair and must abide by the guidelines set forth by the SGA.
4. Proposals for all student clubs and interest groups must include:
  - a. Organization name;
  - b. Purpose and objectives, which should not significantly duplicate those of organizations already approved by the SGA or already present on campus;
  - c. Membership requirements (number of meetings required, member forms completed, etc...);
  - d. Officer positions, and method of officer election;
  - e. Frequency of meetings;
  - f. Proposed activities (and past activities, if applicable);
  - g. Method(s) of fundraising;
  - h. Projected expenses and income, itemized in detail by event or activity;
  - i. **Special Interest groups must** have a Faculty advisor who currently works at Hackensack and is confirmed as faculty with the Office of Faculty. Your Faculty Advisor must complete [acknowledgement of responsibilities form](#).
  - j. Student organizations approved by the SGA 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.
3. Student organizations approved by the SGA will receive a preliminary budget of \$300.00.

4. All organizational disputes should be directed to and will be mitigated by the Co-Presidents.
5. The SAW Newsletter and LEO can be used to publicize events.
6. Organizational events using SGA funds must be open to all of the Hackensack student body.
7. Any email advertising that organizations wish to send to school affiliates (faculty, staff, etc.) must be approved and sent by the Director of Student Affairs and Wellbeing on behalf of the organization.

### **Transfer of Leadership**

An important piece of student clubs and interest groups is the transfer of leadership, continuation of programs and efforts, and growth. When you are transferring leadership please follow the following steps:

1. Student clubs and interest groups may begin advertising open leadership positions in November through the SGA newsletter.
2. You are encouraged to hold your own elections to determine the leadership for the next year.
3. You must transfer all information to new leadership including:
  - a. Providing a thorough onboarding process so that they understand all processes before taking leadership positions. It is wise to have new leaders shadow you.
  - b. Information regarding funding and current budget
  - c. Past events and vendors you may have worked with
  - d. Contact information they may need
4. You must have your new leadership onboarded 2 weeks prior to budget night in February and they must be included on your budget night form. Exact dates will be announced.

### **Receiving and Using Funds**

1. Student Organizations do not receive money. Purchases for their events and programs are made by SAW and funds are deducted from their budget once SAW shares receipts with both Student Organization and Treasurer.
2. It is the responsibility of each club to keep track of their own budget before planning events or requesting purchases from SAW. To check your current budget, please contact Administrative Assistant, [Alex O'Brien](#). If there are not enough funds in your club budget, you can work with SAW to revise your event or you can request extra funding from the SGA. Approval of extra funds is at the discretion of the SGA and the Director of Student Affairs and Wellbeing. Increases in budget are granted based on the clubs previous activity (e.g. history of productive, well advertised, well-attended events; proven record of responsible spending; etc.)
3. Every request for additional funding MUST be submitted to the [Additional Funding Request Form](#) at least ONE month prior to the event in question.
4. Furthermore, if the club foresees a necessary increase in funding due to a new initiative the club wishes to pursue, a club may submit a request for a budget increase prior to running out of club funds. Once again, the procedure and 2-week requirement are the same as above.
5. SGA does not allow funds to be used for:
  - a. Items for individual or personal use, ie. lunch for your E-board, T-shirts for your E-board, Prizes (unless prior approval from SAW).
  - b. Alcohol, unless prior approval from the Director of Student Affairs and Wellbeing.

- c. Fundraising. You must use your own money for fundraising initiatives and reimburse yourself and deposit the profits.
- d. Honorariums
- e. Transportation
- f. Food for off-campus events, i.e. ordering pizza to your home for a club meeting.

### **Planning and Hosting Your Events**

Before planning your event, be sure to check LEO in case other groups are hosting at the same time. It is important that you give your group a 30 minute gap between the start or end time of another event.

1. Fill out the [EVENT REQUEST FORM](#) as accurately and completely as possible.
2. Your event request **MUST** be put in **AT LEAST 3-4 weeks** prior to your event date.
3. SAW will follow up with you within 48 hours.
4. If you are hosting a virtual event, assign a Zoom line, and post it on LEO.
5. For in-person events you are able to request furniture, food, AV/IT assistance, ect. Through our event request form.
6. The burning of candles, incense or other materials is prohibited.
7. You must take attendance at each event and share the attendance sheet with our office immediately after your event by emailing [hmsomstudentorgs@hmhn.org](mailto:hmsomstudentorgs@hmhn.org)
8. If you are ever unsure of how to get started or need assistance planning and conceptualizing, please email the Director of Student Affairs and Wellbeing [Jessica Lucas](#) for guidance.

***Things to know:*** *if your event has a change in date and/or time, we need sufficient notice to alter your Zoom information.*

### **Food and Alcohol at Events**

#### **Food at Your Event**

1. When a group fills out the [event request form](#), they must inquire about what kind of food they want to order. This includes the specific restaurants and the number of people expected to attend. SAW will do our best to order exactly as requested and will work with you if changes are needed.
2. Once your food order has been confirmed we will send you all details. The student leads will be the contact person for the restaurant and they will contact you when making the delivery.
3. The student leads are in charge of accepting the food order and setting up food for your own event (tables will be provided).
4. In the case that they deliver while you are in class, our office can fill in and accept delivery on your behalf.
5. If ordering from ShopRite, students can borrow the SAW Department ShopRite card and visit ShopRite themselves to pick up any things they may need. See the ShopRite card rules below:
  - a. The ShopRite card can be obtained only after a request from the student leader(s) and approval from SAW.
  - b. Anything purchased with the ShopRite card must be within your current Student Organization or Speciality Interest Group's budget.

- c. You must obtain a physical receipt of your purchase to return to the Office of Student Affairs and Wellbeing within 24 hours of your purchase.
- d. You must return the card within 24 hours of initial borrowing.
- e. Only the student leader(s) of an organization or special interest group can obtain and drop off the card.

### Alcohol Policy

Hackensack is a “dry campus;” clubs and interest groups are not permitted to serve alcohol at their events. On occasion, with the approval of SAW, alcohol may be served. If a request for alcohol is approved, planners will be required to review and sign the applicable alcohol policy form at least 2 weeks before the event. If you are interested in serving Alcohol at your event please email [Jessica Lucas](#) directly with your request. **Please note, this only applies to beer and wine.**

1. Every event serving alcohol must have 2 chaperones who will not be drinking and will be on the registration form.
2. Student group events serving alcohol must follow all rules set forth in the forms below and any new rules created at the discretion of SAW.
3. Read Drug and Alcohol Policy [here](#)
4. Fill out On Campus Alcohol Registration Form or Off Campus Alcohol Registration Form

### Advertising and Promoting Events

1. Students are encouraged to use their Cohort-wide and school-wide GroupMe to inform the student body of any potential events.
2. All events will be posted on LEO and in the Weekly Newsletter upon request via the Event Request Form.
3. Screen Policy and Procedures
  - a.
4. Flier Policy
  - a. If you wish to have a flier, use the following rules for creating and getting flyers approved:
  - b. All flyers must have an appropriate Hackensack logo on it.
  - c. At the bottom of the flier there must be a date that states when to remove posts by.
  - d. All flyers must have the name and email address of the contact person for the event.
  - e. The location listed on the flier must use the correct and appropriate name.
  - f. All student club and interest group flyers have to be approved by SAW. If proper approval is not obtained it will not be used for advertisement.
  - g. Please bring one copy of the flier for approval before printing more copies.

### Co-Hosted Events

1. The SGA highly encourages club-to-club transfers for co-hosted events. In the event that you would like to donate money from one club to another that is hosting a shared event, **the SGA must be alerted to all requests for club-to-club transfers at least 2 weeks prior to a shared event.** This notification should be an email to [hmsomstudentorgs@hnhn.org](mailto:hmsomstudentorgs@hnhn.org) from a representative of the donating club requesting that their funds be transferred to the receiving club for a specified event. A representative of the receiving club should also be cc'd on this email.

2. Rarely, it may arise that funds need to be transferred after a shared event has taken place. Provided that the shared event was indeed advertised as being shared by the clubs wishing to engage in a fund transfer, the SGA may, at its own discretion, consider such post-facto transfers on a case-by-case basis.

### **Fundraising**

Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

If your student group would like to host a fundraising event, you must first complete the [Event Fundraising form](#).

1. Student organizations are permitted to raise funds for their own group activities and for non-affiliated charities. All fundraising events and activities by student organizations must be approved, in advance, by the Director of SAW.
2. A currently enrolled student member(s) of the sponsoring recognized student organization must be present during the entire time of the event.
3. Commercial or corporate sponsorship of programs or events is permissible provided that no products and/or services are sold at the event.
4. We reserve the right to require third parties participating in or conducting fundraising activities to meet additional requirements, including without limitation requirements that such parties furnish evidence of acceptable insurance coverage acceptable to the Hackensack and/or agree to indemnify Hackensack and Hackensack personnel against liabilities arising from their acts or omissions.
5. The funds collected and an accounting of any funds raised must be provided to SAW within five business days after the event for proper deposit into your student group account.
6. Student groups may accept, but not require, donations in the name of a specific charity. If donations are being taken, the sponsoring group should advertise what charity will receive the proceeds.
7. All fundraiser efforts must provide either a service or a product to the donor. All funds above expenses must be given to a designated charity, club or organization.
8. When a donation such as cash or products from a company or organization occurs, please contact SAW for proper processing of the gifts and to issue a receipt for the donor.
9. For fundraising where you need to buy products in advanced (ie. Bake sales), you must use your own money to purchase the items. When you collect profits, you must reimburse yourself and deposit the profit. All of this must be outlined in your account at the time of deposit to SAW.

### **Event Etiquette**

Student groups MUST clean up after their event. It is their responsibility to leave the space as it was handed to them. Failure to do this will result in losing event planning privileges. Please treat our campus with respect.