

# *BY-LAWS*

*of the*

## *MEDICAL STUDENT POLITY*

### **Introduction**

Polity created these By-Laws in the spring of 2004 to provide a framework and guidance for Polity leadership, both present and future. It contains detailed information on the procedures for conducting various aspects of Polity business. These By-Laws are an extension of the Constitution, and do not contradict any element of the Constitution in any way. These By-Laws may be amended by a simple majority vote.

### **Article I.**

### **Ad Hoc Committees**

Section I. Ad Hoc Committees may be appointed by the President when he or she deems it necessary. The purpose of an Ad Hoc Committee is to study and report on special matters as they arise. The Committee may consist of any number of members from the student body.

Section II. Appointed Committee members shall agree upon a first meeting date, at which they shall elect a Chairperson by simple majority. After that, the Committee shall meet as they see fit.

Section III. At the conclusion of their business, the Chairperson shall present a final report on the matter under study at the next available general session. Following this report, the Ad Hoc Committee shall be automatically dissolved.

### **Article II.**

### **Student Organizations**

Section I. From this point forward, student organizations and clubs shall be considered synonymous.

Section II. Recognition. Any students interested in establishing and running an organization on campus must seek recognition and registration with some entity of the University, as per Article VII, Section I of the Student

Conduct Rules, University Standards and Administrative Regulations. The initial inquiry for recognition should be sought from Polity. Any club that is denied recognition by Polity may seek out recognition from the Office of Student Life, an administrative office, or a department of the University.

[1] Polity Definition of Recognition. In order to be recognized by Polity, a club must meet the following requirements:

- [a] Complete the application process. Applications for Polity recognition may be obtained from the Secretary.
- [b] Receive a majority vote from the voting members of Polity to recognize and register the organization.
- [c] Upon successful registration, the organization must develop and maintain a Constitution. By-Laws are optional. The Constitution shall consist of the following articles at a minimum: club name, statement of open membership, mission statement or purpose, officers (President and Treasurer are required) and responsibilities, elections and voting procedures, provisions for amendments and for the removal and replacement of elected officers. Copies of these documents shall be kept on record by the Polity Secretary.
- [d] Clubs must have a faculty sponsor.
- [e] Clubs must maintain their recognition status by maintaining a “good standing” status. Any club that fails to maintain this status is subject to sanctions.

Section III. Definition of Good Standing. In order for a club to possess and maintain a “good standing” status, the following items must be followed:

- [1] Clubs must abide by the schedules prescribed by Polity for officer elections and budget proposal.
- [2] Clubs must maintain an up to date website. The website shall be updated annually by October 1<sup>st</sup>.
- [3] Clubs must maintain a club binder that contains the following minimum items: club constitution, record of officers with contact

information, financial ledger maintained by the club treasurer, and a record of events.

[4] Clubs must carry out all financial transactions using the Polity account in accordance with the State University of New York Board of Trustees Policy. Copies of this policy are available from the Polity Treasurer. No outside accounts (separate from the aforementioned account) shall be established at any time.

[5] Clubs must ensure that all of their activities are open to all medical students, with a substantial effort made to advertise to all four medical school classes.

[6] At the end of both the Fall and Spring semesters, clubs shall generate a record summarizing their activities over the semester, and this record shall be kept on file in the club binder and with the Polity Secretary.

Section IV. Sanctions. Sanctions may be levied against any student organization that fails to maintain a “good standing” status. Sanctions require a simple majority vote of the voting members of Polity. Any of the following sanctions may be enacted in a particular circumstance, they do not need to be applied in any particular order.

[1] Types of Sanctions

[a] Warning. Club is provided a written warning containing the violation of “good standing” status and direction for improvement. Club is still able to spend funds subject to the Mandatory Budget Guidelines. A Warning may only be levied once per violation. Failure to heed to the Warning may result in further action such as Suspension or Loss of Recognition.

[b] Suspension. Temporary measure that freezes the ability of the club to spend funds. Conditions shall be set that will allow the club to remove the suspension, upon approval by simple majority vote of the voting members. Club is not eliminated unless Loss of Recognition is subsequently applied.

[c] Loss of Recognition. Club is officially defunct and is eliminated from the roster. Club may reapply for recognition status at a later time. All club finances are reabsorbed into the general account at the discretion of the Treasurer.

## Article III.

## Mandatory Budget Guidelines

Section I. Referendum on Student Activity Fees. In accordance with State University of New York Board of Trustees Guidelines (Section 302.14 of Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York) Polity shall hold a student body referendum to determine whether student activity programs shall be supported by either voluntary or mandatory student activity fees. This referendum shall be held every four years, beginning with the 1976-77 academic year. Refer to the schedule below:

[1] Schedule for Referendum

[a] 1976-77, 1980-81, 1984-85, 1988-89, 1992-93, 1996-97, 2000-01, 2004-05, 2008-09, etc.

[2] At any time, in accordance with the Constitution and By-Laws of Polity, a referendum to change the student activity fee may be held. Such referendum must also follow the “Guidelines for Conduct of the Referendum” established in the aforementioned Guidelines. Any such referendum that is approved shall remain for the balance of the four year period as described in Paragraph 1 of this Section.

Section II. Voluntary Student Activity Fees. In the case of the determination that the student activity fee shall be voluntary, Polity itself shall be responsible for the appropriation, collection and disbursement of such fees. Personnel and facilities of the University may be used in connection with the collection of said fees provided that the collection of voluntary student activity fees is clearly distinguished from the collection of required university fees and subject to the approval of the Chief Administrative Officer.

Section III. Mandatory Student Activity Fees. In the case of the determination that the student activity fee shall be mandatory, the appropriation, collection and disbursement of such fees shall be governed by the regulations found in the aforementioned Guidelines. In particular, Polity shall be responsible for preparation and certification of the budget, adherence to the Guidelines in terms of the appropriate use of funds, and maintaining the disbursement of funds via the designated custodial and disbursing agent.

#### Section IV. Preparation and Certification of the Budget

[1] The Polity annual budget serves to govern expenditures from student activity fees. The budget shall be prepared for certification by the Chief Administrative Officer or their designee (Office of Student Life, Student Government Liaison), by the deadline established by that individual.

[2] The budget shall be prepared by the Budget Committee, which consists of the four Executive Board officers of Polity. The Treasurer shall be the chairperson of the Budget Committee. The chairperson shall establish the time schedule for budget completion in accordance with Article III, Section IV, Paragraph 1 of these By-Laws.

[3] Prior to sending the proposed budget for certification, the budget must pass by a simple majority vote of the voting members of Polity.

[4] Following a favorable outcome, the budget is submitted to the Chief Administrative Officer or their designee, for certification. The budget must be accompanied by the Certification of Budget Form, available from the Office of Student Life.

#### Section V. Appropriate Use of Funds. Funds collected under the provisions of the aforementioned Guidelines shall be used only for support of the following programs for the benefit of the campus community:

##### [1] Program List

- [a] programs of cultural and educational enrichment
- [b] recreational and social activities
- [c] tutorial programs
- [d] athletic programs, both intramural and intercollegiate
- [e] student publications and other media
- [f] assistance to recognized student organizations, provided that the purpose and activities of that organization are of educational, cultural, recreational or social nature
- [g] insurance related to the conduct of these programs
- [h] administration of these programs
- [i] transportation in support of these programs
- [j] student services to supplement or add to those provided by the University
- [k] remuneration to student officers for service to student government

[2] Prohibited List. Student activity fees may not be used for the following items:

- [a] Traffic violations
- [b] Vehicular damage, whether the vehicle is University owned, privately owned, or a rental
- [c] Private property, student activity fees may only be used to support events held in restaurants, entertainment facilities, and other public locations

## Section VI. Disbursement of Funds

[1] Disbursement of all Polity funds shall be through the designated custodial and disbursing agent.

[2] The currently designated custodial and disbursing agent shall be Sub-Board I, Inc. The fiscal and accounting procedures of this agent must be followed and remains the responsibility of the Treasurer.

[3] No student organization may establish any outside account, to include checking accounts separate from the Polity account at Sub-Board I, Inc.

[4] Polity shall not, at any time, maintain any sort of petty cash fund, except as provided for by the designated custodial and disbursing agent.

## Section VII. Fundraising

[1] Student organizations are encouraged to plan and hold fundraisers. Funds acquired through fundraisers must be allocated in accordance with these Mandatory Budget Guidelines, to include being deposited and expended with the designated custodial and disbursing agent.

[2] Any event which requires the sale of tickets must be coordinated with the designated custodial and disbursing agent's ticket office. Any late fees assessed due to failure of a club officer to follow Subboard I, Inc. ticket office procedure shall be the responsibility of the club.

## Article IV.

## Dress Code Guidelines

### Section I. Purpose

[1] These guidelines are in place in order to outline a minimum of acceptable dress during clerkship or clinical experience.

[2] In order to dress otherwise, the student should obtain a verbal agreement from an attending or senior resident.

[3] Deviation from these guidelines should be referred to the PCC.

### Section I. Guidelines

[1] Dress conservatively. No rips, no slogans. No strong cologne or perfume.

[2] Tops – Everything that a scrub top would cover should not be uncovered. Cleavage is not appropriate, midriff is not appropriate. Gentlemen should wear ties or sweaters.

[3] Bottoms – No jeans. No leather. No short skirts.

[4] Shoes – No open toed shoes.

[5] Hair/Nails – No acrylic tips. Jewelry should be kept small and tasteful. Keep hair and facial hair neat and only colors that occur in nature. Long hair should be tied back while performing a physical exam or procedure so as not to touch the patient. Makeup should be conservative.

[6] White Coat – Should be worn with name badge and cleaned regularly.