NJIT STUDENT SENATE STANDING RULES

Approved by NJIT Student Senate for Academic Year 2015-2016

Policies, Procedures, Privileges, and Responsibilities

NJIT Student Senate
150 Bleeker Street
Newark, NJ 07102
Preface

Ø NJIT Student Senate Contact Sheet

Ø NJIT Student Senate Policies, Procedures and Responsibilities

Ø All NJIT Student Senate recognized Student Organization Forms can be found at: http://senate.njit.edu in the FORMS section

Including:
- Maintenance Request Form
- Club Profile Submission
- S.O.S.A.C. Form
- Club Constitution Packet
- Club Registration Form
- Copy Request Form
- Senate Van Request
- Senate Van Trip
- Electronic Media and Item Requests Form
- Supply Request Form
- WJTB – DJ Request Form
- Nucleus Form
- Common Hour Violation Form
- Speaker/Performer Contract Form
- Security and Maintenance Request
- End of Year Awards
- GDS Catering Form
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Article I. Introduction

The purpose of these Standing Rules is to document the policies, procedures, privileges, and responsibilities of the NJIT Student Senate. Additionally, the policies listed in these Standing Rules shall serve as a guide to the administrative and financial procedures of student organizations recognized by the NJIT Student Senate.

Article II. General Rules

Section 2.01 Meeting Procedures

Robert’s Rules of Order

All meetings shall be conducted in accordance with parliamentary practice as set forth in Robert’s Rules of Order, except as otherwise specified in these General Rules, or the Constitution.

Absences and Tardiness

1. Officers and Senators are only allowed 3 absences before being brought up for Judicial Review.
2. The following lists the number of absences accumulated:
   - Missing General NJIT Student Senate Meeting: 1 Absence
   - Missing Mandatory NJIT Student Senate Event: To the Discretion of the Executive Officers
   - Late to a NJIT Student Senate Meeting: 0.5 Absence
   - Leaving a NJIT Student Senate Meeting Early without Approval from the Recording Secretary: 0.5 Absence
   - Committee Meeting: 0.3 Absence
3. An individual is considered late to a NJIT Student Senate meeting if he or she arrives after the Minutes have been approved.
4. An individual must notify the President and Recording Secretary at least 24 hours in advance via E-Mail if they have a need to be excused.

Agenda, Discussion, and Proceedings

1. Officers and Senators who wish to have a special order of business on the agenda must notify the President and Recording Secretary by 6pm 3 days prior to the meeting.
2. Discussion during the meeting must be germane to the topic or specific motion on the table.
3. Officers and Senators may only obtain the floor once on the same question.
4. Officers and Senators may speak twice on the same question, only when any other Officers and Senators have already spoken.
5. Length of reports, debates, and discussion may be limited by the meeting chair in order to proceed with other business on the agenda.
6. Method of voting may be determined by the Vice President of Administration unless otherwise stated in this document or the Constitution.
7. Senators may move to vote for a particular method. Such motion requires a majority vote to pass.

Section 2.04   Meeting Conduct

1. **Point of Order:** When an individual (s) is being disruptive to the meeting or it’s procedures, only the President or Vice President of Administration has power to Point of Order.
2. **Point of Privilege:** An individual can Point of Privilege without penalty and leave the meeting prior to adjournment after the completion of New Business on the agenda.
   – Senators must notify the President and Recording Senator at least 24 hours in advance via E-Mail of a need to Point of Privilege.
3. Use of a mobile phone is strictly prohibited during meetings.
4. The use of tablets or laptops is strictly prohibited during meetings except for by the Recording Secretary and expected individuals.
5. There shall be no side discussion between Officers and/or Senators while business is being conducted. Urgent messages may be relayed only through paper notes.

Section 2.05   Dress Code

All Officers and Senators are required to attend Senate General Meetings in Business Casual attire. Standards as to what constitutes as Business Casual attire is up to the discretion of the Vice President of Administration. Skirts must be worn mid-thigh or below. All jewelry must be kept at a minimum and should not be too ostentatious. All unnecessary eyewear must be removed during the meeting. Open sandals may not be worn; however open women’s heeled sandals are acceptable. Sneakers or boots do not qualify as business attire. Any attire, which is inappropriately exposing for a business meeting should not be worn. Dress Down Days: When announced by the Executive Board, dress down days shall permit a Senate T-Shirt or affiliated top and denim pants with no rips, tears or visible marks. Footwear permitted includes sneakers, boots and sandals. Senators and Officers who fail to dress appropriately for a General Meeting may not sit at the table and
lose their voting right for that meeting.

Men
- Pant Suit
- Professional Polo
- Khakis
- Collared shirts
- Vests
- Dress Shoes

Women
- Pencil skirts
- Dress Pants
- Khakis
- Heels
- Dressy Flats
- Dressy Tops
- Professional Polo

Section 2.02 Judicial Review Process and Impeachment Procedure

1. The Judicial Review Process must be in accordance with Article IX, Section 3, of the NJIT Student Senate Constitution - “Procedure for Impeachment”.
2. In the event that the Judicial Review Committee recommends removal of a member to the Senate during a general meeting, the procedure will be as follows:
   a. The member in question is given the opportunity to make a statement pleading their case.
   b. After the statement is given, the member in question must leave the room before a motion is made.
   c. The motion to remove is made and discussion and voting commences as normal business.
   d. The method of voting used will be paper ballot

3. Impeached members must be in accordance with Article IX, Section 4, of the NJIT Student Senate Constitution - “Consequences of Impeachment”.

Section 2.03 Assignments

1. Any assignment given to the Officers and Senators of the NJIT Student Senate by the President must be properly completed. Failure to complete said
assignment will result in a 0.5 absence. The value of the absence can be adjusted depending on the severity of the assignment, and shall be up to the discretion of the President.

2. Any assignment given to the Officers and Senators of a standing committee by the Committee Chair person must be properly completed. Failure to complete said assignment will result in a 0.3 absence. The value of the absence can be adjusted depending on the severity of the assignment, and shall be up to the discretion of the Committee Chair with approval from the Executive Board.

3. Any variations in penalties will be disclosed at the time the assignment is due.

4. Any absence received from a missed assignment is inexcusable.

### Section 2.04 Office Hours

1. Senators and Officers are to perform their assigned number of office hours as stated in the NJIT Student Senate Constitution.
2. Senators and Officers are to remain in the office during their office hour time slots, unless otherwise assigned.
3. If an office hour is missed or needs to be made up, it must be done within a week, or up to the discretion of the Vice President of Administration. The Senator/Officer must notify the Vice President of Administration prior to making up his or her office hour.
4. A missed Office Hour results in a 0.5 absence.

### Article III. Recognition

#### Section 3.01 Constitution and Recognition

To become fully recognized by the NJIT Student Senate, as well as the New Jersey Institute of Technology, each student organization must adhere to the following procedures to attain such a status.

To begin, the student organization must obtain a copy of the Club Constitution Packet, a document which contains the procedures and guidelines to forming a student organization and a constitution outline in which all student organizations must follow.

After such a student organization has completed the necessary forms and procedures outlined in the Club Constitution Packet, as well as gaining approval from the Constitution Committee and the NJIT Student Senate, the recognition process will be complete. Current student organizations are requested to re-register during the spring semester for recognition for the following school year. All current student organizations must be registered by the third week during the
fall semester each year in order to maintain their organization privileges. To be considered registered and active, student organizations must adhere to the items listed below:

1) Constitution and/or Chapters of the organization and any regional or national affiliate must be submitted via E-Mail to the NJIT Student Senate Vice President of Administration.
2) NJIT Student Senate Club Registration Form must be returned to the NJIT Student Senate Vice President of Administration.
3) An updated membership list containing member’s full name, year, position and UCID must be submitted via website form to the NJIT Student Senate Vice President of Administration.
4) An officer of student organizations that are seeking recognition must meet with the Constitution Committee during a scheduled meeting to discuss general NJIT Student Senate policies, procedures and expectations of the coming months.

To conclude, the full participation and cooperation of both the NJIT Student Senate and all student organizations is needed.

Withdrawal of Registration and Recognition

The privileges conferred through registration and recognition may be withdrawn for cause which shall include willful or negligent violation of the NJIT Student Senate, Institute, State, Federal standard codes and policies.

Recognition by the NJIT Student Senate will also be withdrawn or discontinued:
- at the written request of the student organization
- when constitution or charter provision dissolve the group
- when a student organization does not hold meetings, activities, or outings for a period of one (1) academic (Fall through Spring semester) year
- when a student organization fails to conduct a minimum of two campus wide activities with advertisement per semester
- when a student organization fails to carry out its program consistent with the stated aim and purposes of the organization’s constitution or charter

Recognition will be withdrawn, a warning will be issued, or a student organization can be placed on probation or suspension when appropriate NJIT Student Senate forms are not filed, a organization does not conduct scheduled office hours, or any reason a student organization becomes delinquent as to its obligation as a recognized student organization. The appropriate NJIT Student Senate Executive will determine penalties after notifying the NJIT Student Senate President. A penalty
can be in the form of a:

**Warning**

A warning is a notice to the student organization that they will be placed on probationary status if specific obligations are not met within a designated period of time.

**Probation**

Probation is loss of any or all privileges of a student organization. Probation must be for a specific duration at which time status can be reviewed.

**Suspension**

Suspension shall involve the complete withdrawal of all privileges and rights of the student organization.

**Section 3.02 Advisor**

Every student organization must have an advisor who is a full-time employee of the New Jersey Institute of Technology. Selection of the advisor is left to the student organization, except for those major organizations which are advised directly by the NJIT Student Senate. A student organization which attempts to operate without an advisor is subject to suspension.

Every student organization must notify the NJIT Student Senate as soon as the advisor has been elected or re-elected, so that records may be kept up to date and contact between the advisor and the NJIT Student Senate maintained.

**Article IV. Administrative Guidelines**

**Section 4.01 Senate Privileges**

1. The student organization must attend all club workshops or they cannot receive any NJIT Student Senate privileges for that semester.

2. All student organizations must attend the Cabinet meeting on the first Friday of every month. Failure to attend the Cabinet meetings result in the loss of NJIT Student Senate privileges for that month. If a student organization fails to attend two cabinet meetings in a semester, the said student organization will lose recognition for the following semester. Class X student organizations will
lose some NJIT Student Senate privileges for the next academic year.

3. The student organization must have an advisor.

For a student organization to receive any privileges they must be in good standing with the NJIT Student Senate for the entire academic year:

1) Office supplies: Will be allocated to all funded (Class X, Y and Z) student organizations during the first four (4) weeks of each semester. Requests for the supplies should be given to the Recording Secretary.

2) Copies: The number of copies a funded (Class X, Y and Z) student organization makes will be allocated as per the discretion of the Recording Secretary. A Copy Request Form must be filled out and given to the Recording Secretary. Copy request are processed on Monday’s and available for pick-up via E-mail. Copy request forms must be submitted eighteen (18) days prior to the event.

3) Food Service: Is Available for all funded (Class X, Y and Z) student organization, but may not exceed $75 per semester. Food service requests must be approved and signed by the Vice President of Budget & Finance. The GDS Catering Form must be submitted eighteen (18) days prior to the event.

4) Sound / Video System: The NJIT Student Senate audio/video system is available to all recognized and “good standing” student organizations to use for their event. The NJIT Student Senate audio/video system must be requested eighteen (18) days prior to the event so operators can be assigned. The system is allocated on a first come, first served basis. Requests should be directed to the Recording Secretary.

5) Van: The Senate van may be used by any funded (Class X, Y and Z) student organization. The van must be requested eighteen (18) days in advance and is allocated on a first-come, first served basis. The student organization must provide a driver who fulfills all of the following criteria:
   a. Passed on-road driving test given by NJIT
   b. Holds a U.S. drivers license
   c. 21 years of age
   d. Insurance provider restrictions
   e. DMV – no moving violations
   f. Is on the Senate Van Driver study payroll

*The van is restricted to a 150 mile radius round trip. The on-road driving test will only be given once a semester. It takes approximately two weeks to process insurance and DMV paperwork after on-road test. The same rules apply for rental vans.

6) Awards/Plaques: Each funded (Class X, Y and Z) student organization is allocated up to two (2) plaques at the end of the spring semester for member awards. Applications for this allotment are distributed at the April Cabinet
meeting by the Vice President of Administration.

Section 4.02  Contracts

All performers, entertainers, lecturers, etc. (anyone who provides a service) must have a contract. All contracts must have the following approvals: Vice President of Budget & Finance and must be signed by the Associate Director of Student Activities to be valid. The NJIT Student Senate is not liable for any contracts not signed by the Associate Director of Student Activities. Attached to all contracts must be a W9 and a certificate of Liability Insurance naming NJIT as additionally insured.

The contract is to be submitted to the Vice President of Budget & Finance with a Request for Payment Form fourteen (14) days prior to the schedule event. Blank contracts are available on the NJIT Student Senate website. Contracts with individual performers must include their social security number. Speaker contracts must include a bibliography of the speaker and may not exceed $750 per academic year. A copy of the contract must be given to the Assistant Director for Campus Reservations.

*Note: any contract not approved by the persons listed above before the final signature, will not be honored and will be the sole responsibility of the person who signed. No contract will be approved after the performance date.

Section 4.03  Travel

All expenses for travel must have approval of the Finance Committee. You must submit a completed Budget Request Form four (4) weeks prior to the conference, including: amount of transportation, lodging, registration, entry fees, a list of students who will be traveling and a flier, or correspondence on event sponsored letterhead indicating registration fee, deadlines, event location, and lodging information. If travel is by air, a quote from the NJIT Student Senate recognized agent is required. All expense with the trip must be documented by receipt. The following formula is used for budgeting:

- Registration fees or entry fee – 100% for four (4) people
- Transportation – up to 100% (maximum of $1000) for four (4) people
- Lodging – up to 100% (maximum of $750) for four (4) people
- Meals – 0%

Within seven (7) days of returning from the conference, the attendees must deliver a typed report to the Vice President of Budget & Finance for publication in the NJIT Student Senate minutes and The Vector.

A student organization may be funded for only one conference, competition, or
rally per academic year.
*(The NJIT Student Senate will not pay late registration fees.)*

**Article V. Financial Guidelines**

**Section 5.01 Financial Procedures**

*Budget & Finance Committee*

Membership is composed of the following students:
- Vice President of Budget & Finance (Chairperson)
- Treasurer (Secretary)
- Two Senators (appointed by the President)
- Two Students-at-large (appointed by NJIT Student Senate)

All five members have voting rights. One of the five committee members must attend all NJIT Student Senate budgeted events where funds will be collected. It will be that member’s duty to deposit the fund in the proper account. The NJIT Student Senate advisor will attend all committee meetings as a non-voting member. The functions of the committee are:
- To develop fair and equitable policies and procedures relating to the student fees
- To assist funded organization in understanding and following established procedures
- To accept, evaluate, and determine the validity and justification of request for funds in order to ensure a comprehensive and balanced offering or programs for the undergraduate student population
- To maintain a system of records
- To decide appeals and arbitrate when necessary
- To report weekly to the NJIT Student Senate on the distribution of funds
- To prepare an activities budget by June 1 for the academic year. This budget must indicate the amount of money allocated to each “X” club and the funds available to the “Y” clubs (which will be no less than 20% of the total available budget)

*Student Organization Status*

For budgeting purposes, student organizations are divided into three categories, as defined by the NJIT Student Senate Budget & Finance Committee:
- Class “X”: continuous, contracted programs for the total undergraduate student body; chartered and directed by the NJIT Student Senate for the sole
Purpose of providing general programs for all undergraduate students.

- Class “Y”: funded single event programs, for more specific population, but open to all undergraduates; Budgeted on a per event basis.
- Class “Z”: organization, recognized and receiving some NJIT Student Senate privileges (i.e. selective, proselytize, political, lobby).

**Funding Requirement & Recognition**

Before any student organization is recognized and can request funds from the NJIT Student Senate, the following items must be completed:

- Must have Active status
- Registered with the NJIT Student Senate as a recognized student organization
- Attendance at club workshops – no later than third Saturday in September (Vice President of Administration)
- An approved updated Constitution (Vice President of Administration)
- An updated inventory list (Recording Secretary)
- A complete list of undergraduate members (Vice President of Administration)
- Attendance at all cabinet meeting – first Friday of each month (Vice President of Administration)
- Attendance at all campus club workshops – 2 members

All forms requested above should be submitted by the fourth week in April. All forms requested above must be submitted by the third week of the fall semester in order to maintain organizational privileges.

**Section 5.02 Funding Process – Y-Clubs**

Class “Y” Student Organizations will be budgeted on an ongoing basis during the academic year. The procedure for the requesting fund is:

- A student organization desiring funding must submit an official Budget Request Form (2 parts) to the Vice President of Budget & Finance by 4:00 pm Wednesday. This budget request must be submitted at least fourteen (14) days prior to the event. A hearing schedule for the following Monday (unless it is the first Monday of the month) will be posted on the Senate Finance Bulletin Board by 12 noon on Friday. The notice will contain date, place, and time of each hearing. Student Organizations will be scheduled for a hearing on a first come, first served basis by the Vice President of Budget & Finance. This will be contingent upon the submission of complete and correctly printed forms
- The NJIT Student Senate Budget & Finance Committee will formally hear the request at the time assigned (between 11:30 am- 1:25 pm) the following
Monday.

- The NJIT Student Senate Budget & Finance Committee will formally submit its decision (approval/disapproval) at the NJIT Student Senate’s next regularly scheduled Wednesday meeting, the result of the finance hearing will be posted on the Senate Finance Board.
- Upon NJIT Student Senate approval, the Vice President of Budget & Finance will process the request as approved. It is the responsibility of the student organization to complete and submit all request and contract for payment to the Vice President of Budget & Finance (i.e. official forms must be used). If the event is to take place on campus in the evening a Security & Maintenance Form must also be completed and submitted (two weeks prior to the event) to the Campus Center Assistant Director for Reservations.
- Once a Request for Payment form has been given to the Vice President of Budget & Finance, it takes approximately seven (7) business days to process the paperwork. Checks are only processed on Thursday. Checks will be available for pick-up in the NJIT Student Senate office at a time designated by the Vice President of Budget & Finance.
- Following the event/program, an Event Report must be completed on-line by the student organization, prior to any future request for funds.
- Failure to attend or cancel a scheduled finance hearing will result in loss of NJIT Student Senate privileges for one month, beginning on the date of the missed hearing.
- Finance Committee members associated with the funded organizations requesting funding must give up their voting and speaking rights for that decision.
- At least one (1) member of the student organization requesting funding must be present at the scheduled hearing with all information necessary to decide on funding.

**Awarding of Funding**

All requests for funds will be made to the NJIT Student Senate Budget & Finance Committee and reviewed by the NJIT Student Senate. Criteria used in allocation of funds include:

- Approved student organization (all paperwork complete; new student organizations must operate for four (4) months recognition before they can request funding)
- Attendance at Cabinet meetings and Club Workshop
- All previous event reports filed
- Financial responsibility and past spending practices of requesting student organization
- Amount of funds available
- Amount of request relative to the priority of the subject of the request
- Benefit to NJIT undergraduate community
- Established policies and regulations of the NJIT Student Senate Budget & Finance Committee, NJIT, and the State of New Jersey

**Appeals**

In the event that a student organization feels it has been inadequately funded, or unfairly treated, it may initiate the following appeal process:

1) Requested in writing a new hearing of the NJIT Student Senate Budget and Finance Committee. If rejected, proceed.

2) Request in writing a hearing at the next scheduled NJIT Student Senate meeting in which a two-thirds majority vote is necessary to recommend reconsideration of the earlier decision by the NJIT Student Senate Budget and Finance Committee.

3) If rejected at the NJIT Student Senate meeting, a final appeal may be made in writing to the Associate Dean of Students.

**Accounts – Senate/Reserve**

If a NJIT Student Senate approved student organization receives funds from sources (e.g. dues, bake sale, car wash) other than the NJIT Student Senate, the student organization must deposit this money in a reserve account with the Finance Office. The Finance Office will open a reserve account in the name of the student organization, with the advisor as overseer. All the money collected from sources other than the NJIT Student Senate must be processed through this account. NO funds received from the NJIT Student Senate may be deposited in a Reserve Account. Any money earned by using NJIT Student Senate funds must be deposited in the NJIT Student Senate Single Events Programs account. Failure to comply with this rule will result in the student organization’s budget being frozen for the remainder of that semester and other disciplinary actions may be taken as deemed necessary by the NJIT Student Senate Budget & Finance Committee.

**Section 5.03 Expenditures**

Funds allocated to NJIT Student Senate approved student organization must be spent to the request approved by the NJIT Student Senate Budget & Finance Committee. Student organizations wishing to make a change in their approved request must submit the request change in writing to the Vice President of Budget & Finance seven (7) business days prior to the submission of disbursement form. The student organization must also be prepared to justify the proposed changes in a meeting with the NJIT Student Senate Budget and Finance Board.
Funds allocated by the NJIT Student Senate may not be used to finance any activity, which is in violation of NJIT Student Senate regulations or regulation guidelines. The NJIT Student Senate Budget & Finance Committee reserves the right to determine if a specific event is in violation of NJIT Student Senate rules and regulations.

**Income /Deposits**

Tickets are to be used anytime a NJIT Student Senate funded student organization runs an event at which there will be charges for entering the event or for refreshments sold at the event. The Vice President of Budget & Finance Vice President of Administration or Treasurer will provide tickets. A member of the NJIT Student Senate Budget & Finance Committee will be present to supervise the collection of the monies. They will ask for one representative from the student organization to collect and count the money with them. The NJIT Student Senate Budget & Finance Committee representative will also keep a record of tickets sold. A receipt for the amount will be issued by the NJIT Student Senate Budget & Finance Committee representative who will deposit the money in the Campus Center safe. The receipt must be signed by both the student organization’s representative and the NJIT Student Senate Finance Board representative. The Vice President of Budget & Finance or Treasurer will deposit the money within twenty-four (24) hours or the next business day.

**Advance Ticket Sales**

If tickets to a scheduled event are to be sold in advance, they must be provided by or approved by the Vice President of Budget & Finance and they must be numbered. All receipts for advance ticket sales must be turned over to the Vice President of Budget & Finance by 4:00 pm of the day prior to the event. Any unsold tickets may then be sold at the gate, after that any remaining unsold tickets must be returned to the Vice President of Budget & Finance. All advance money will be given to the Vice President of Budget & Finance within twelve (12) hours of the completion of the event.

Student organizations using NJIT Student Senate funds must turn over all proceeds to the Vice President of Budget & Finance for deposit in the proper accounts. Receipts collected at the events may NOT be used for direct reimbursement or payment of any kind. Any student organization using receipt for direct payment will automatically lose their NJIT Student Senate privilege for a minimum of one (1) semester.
Petty Cash Reimbursements

Funded student organization wishing to make an emergency purchase or payment for service totaling less than $50 may do so by using the Senate petty cash service, if petty cash is available. Petty cash may only be obtained if the student organization requesting it has already been allocated money for purchase. The receipts must be original, itemized, marked, paid, and submitted no later than ten (10) days after the date on the receipt.

Trips

If a trip is scheduled at least 50% of the total cost must be collected at least two weeks before the departure date. Each transaction must be recorded in a duplicate receipt book provided by the Vice President of Budget & Finance. Checks collected must be made payable to NJIT followed by the name of the student organization. The payer’s social student ID number must be written on the face of the check.

All monies collected must be deposited daily by the Vice President of Budget & Finance or Treasurer.

Honoraria

Funded student organizations requesting an honorarium payment must show the following:

- The services of the honoree are necessary and the need can not be met by personnel at the Institute
- An effective selection process has been employed to secure the most qualified individual
- The honoree is not employed by the Institute

The honorarium may not exceed $200 (two hundred dollars). A complete request for the payment and contract must be completed for payment.

Sales Tax

The NJIT Student Senate and student organizations do not pay New Jersey sales tax. Therefore, sales tax cannot be reimbursed. Student organizations may pick up tax-exempt forms in the Senate office.

Security & Maintenance

The Institute bills organizations for security and maintenance for events run outside the normal operating hours of the Institute. The NJIT Student Senate will cover these
costs for funded student organization when it is included in their budget request. The exact costs can be found in the Campus Center, and they should be discussed with the Reservationists when making your reservation. If the NJIT Student Senate is to cover these expenses a Security Maintenance Form must be filled out and approved by the Vice President of Budget & Finance eighteen (18) days prior to the date of the event.

**Section 5.04 Program Funding Guidelines**

- Only student organizations with the NJIT Student Senate approved constitutions and are in good standing may be funded
- Student organizations must attend all mandatory club workshops to be able to apply for funding
- There will be no funding for political activities, lobbying, or campaign contribution
- There will be no funding of religious activities whose intentions are to proselytize on campus at any time
- There will no funding of intercollegiate, intramural clubs, competitive athletic clubs or recreational teams
- There will be no funding of banquets or dinners, unless said events is an integral part of a student organization’s function, as determined by the NJIT Student Senate Budget & Finance Committee. Funding cannot exceed 40% (maximum of $500) of total cost
- There will be no funding of gifts for anyone
- There will be no funding for outside mailing, video conferencing and telephone services.
- Funds will not be allocated for recruitment purposes
- There will be no funding of charitable organizations or programs
- No money will be allocated for student organization T-shirts
- There will be no food budget except as defined in NJIT Student Senate privileges
- Any event/program requiring an allocation of $750 or greater requires an entrance fee be charged to cover all monies over the $500
- Up to only 5 members of a student organization are granted free admission to a NJIT Student Senate funded event that requires an admission charge. Any individuals in violation of this statute will be escorted off campus by public safety at the sole discretion of the Senator monitoring the event
- Any items purchased through funding by the NJIT Student Senate shall remain the property of the NJIT Student Senate and not the individual organization
- Contracts with students or Institute faculty, staff, or administration may not exceed $250 for any service (Students can only be paid via work study)
- Honorarium may not exceed $200
Funding for lecturers and/or speakers shall not exceed $750 (average $300) per student organization per academic year
- Request for funding for any event/program should not exceed $3000
- Request for funding for any event/program must show income for all monies exceeding $500
- Checks will not be made out in a student name, except with consent of the Vice President of Budget & Finance and then only for the following reasons: mileage and travel reimbursement; reimbursement for purchases by a club member for an event, approved by the NJIT Student Senate Budget & Finance Committee
- Maximum amount funded for a band/entertainer is $750
- Maximum amount funded for a DJ is $450 and he/she must provide equipment and certificate of insurance
- Any student organization may be funded for one bus or rental vehicle (per academic year) up to 40% (maximum $500)
- Any special month/week will be budgeted a total of $500
- Any event funded by the NJIT Student Senate must be open to and conducted for the enjoyment of and benefit to the entire NJIT undergraduate student body

Conference, Seminars, Competition, Workshops
- A student organization may be funded for one conference per academic year
- Up to 100% of registration for four registrants per academic year
- Up to 50% (maximum $500) of lodging for four registrants per academic year
- Up to 50% (maximum $600) of transportation for four registrants per academic year
- 0% will be given for food

Section 5.05 Enforcement
The Vice President of Budget & Finance shall enforce the policies, regulations, and procedures of Article V – Financial Guidelines through these actions:
- Freezing a budget completely or for a specified time; duration to be determined by the NJIT Student Senate Budget & Finance Committee after notifying the NJIT Student Senate President
- Reducing the budget for the current year
- Suspending NJIT Student Senate privileges
The Vice President of Budget & Finance and the NJIT Student Senate Budget & Finance Committee shall have the right to review and take action they deem necessary to enforce these policies and procedures at any time during the fiscal year.
A student organization has the right to appeal any sanction of the Board to the full NJIT Student Senate, which would require a two-thirds majority to overturn the Board.