



NJIT STUDENT SENATE STANDING RULES

Approved by NJIT Student Senate for Academic Year 2016-2017

Policies, Procedures, Privileges, and Responsibilities

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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

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 and elaborated at the Student Senate Retreat. 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. Officers who fail to dress appropriately for a General Meeting will receive 1 absence.

Absences

1. Officers and Senators are only allowed 3 absences per term before being brought up for Judicial Review.
2. The following lists the number of absences accumulated:
 - Missing General NJIT Student Senate Meeting: 1 Absence
 - 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
 - Missing an assignment: To the Discretion of the Executive Officers
 - Missing Mandatory NJIT Student Senate Event: To the Discretion of the Executive Officers

Tardiness

1. An individual is considered late to a NJIT Student Senate meeting if he or she arrives after the Minutes have been approved.
2. 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.
3. An individual is considered late to a Committee meeting, event, or office hour if he or she is more than 10 minutes late.

Meeting Conduct

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 Standing Rules, or the Constitution.

1. *Point of Order:* When an individual(s) is being disruptive to the meeting or its 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. Senators must notify the President and Recording Secretary at least 24 hours in advance via E-Mail of a need to Point of Privilege.
3. The use of electronic devices is prohibited unless permission is granted by the President or Vice President of Administration.
4. There shall be no side discussion between Officers and/or Senators while business is being conducted.

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. Method of voting may be determined by the Vice President of Administration unless otherwise stated in this document or the Constitution.
3. Senators may move to vote for a particular method. Such motion requires a majority vote to pass.

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

Office Hours

1. While in the office, Senators and Officers must present themselves as available and professional.
2. Senators and Officers are to remain in the office during their office hour time slots, unless assigned by the President or the Vice President of Administration.
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 0.5 absence.

Article III. Recognition

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. This document may be found online at studentsenate.njit.edu under the header "Forms."

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 required 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) Constitutions must be submitted on the Student Senate website.
- 2) NJIT Student Senate Club Registration Form must be submitted on the Student Senate website.
- 3) An updated membership list containing members' full name, year, position and UCID must be submitted on the Student Senate website.

Advisor

Every student organization must have an advisor who is a faculty member or administrator of the New Jersey Institute of Technology. Selection of the advisor is left to the student organization, except for those that are X clubs which are advised directly by the NJIT Student Senate. A student organization that attempts to operate without an advisor is subject to suspension and loss of Senate privileges with duration being up to the discretion of the

Constitution Committee.

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.

Student Organization Status

For budgeting purposes, student organizations are divided into three categories, as defined by the NJIT Student Senate:

- 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 or services for all undergraduate students.
- Class "Y": funded single event programs, for more specific populations, but open to all undergraduates; budgeted on a per event basis.
- Class "Z": recognized and receiving some NJIT Student Senate privileges (i.e. selective, proselytize, political, lobby).

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, or Federal standard codes, policies and laws.

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

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, an 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 Constitution Committee will determine penalties. 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.

Article IV. Administrative Guidelines

Senate Privileges

To be eligible for Senate Privileges, organizations must meet the following criteria:

1. The student organization must attend all club workshops or they cannot receive any 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 without notification of the Vice President of Administration will result in Probation and loss of Senate Privileges.

The Student Senate Privileges are as follow:

Refer to Forms Cheat Sheet for detailed information on the following privileges, including timelines and rules.

- 1) Office supplies: Requests for the supplies should be given to the Recording Secretary. Requests may be adjusted or rejected by the Recording Secretary.
- 2) Copies: The number of copies a NJIT Student Senate recognized 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 requests are processed on Mondays and available for pick-up upon e-mail notice.
- 3) Food Service: Is Available for all NJIT Student Senate recognized student organizations, but may not exceed \$75 per semester. Food service requests must be approved and signed by the Vice President of Budget & Finance.
- 4) Audio / 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 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 NJIT Student Senate recognized student organization. The student organization must provide a driver who fulfills the necessary criteria.
- 6) Awards/Plaques: Each NJIT Student Senate recognized 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 by the Vice President of Administration.
- 7) Request meeting spaces through the Campus Center.
- 8) Request njit.edu emails.
- 9) Request a website domain.

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 Director of Campus Life to be valid. The NJIT Student Senate is not liable for any contracts not signed by the Director of Campus Life. 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 Office of Campus Life.

*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.

Article V. Financial Guidelines

Budget & Finance Committee

Membership is composed of the following students:

- Vice President of Budget & Finance (Chairperson)
- Treasurer (Secretary)
- Six (6) Senators
- Up to two (2) students-at-large

All members have voting rights. 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 organizations in understanding and following established procedures
- To accept, evaluate, and determine the validity and justification of requests for funds in order to ensure a comprehensive and balanced offering of 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)

One committee member 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.

Funding Requirement & Recognition

Before any student organization is recognized and can request funds from the NJIT Student Senate, they must have active status and be registered with the NJIT Student Senate as a recognized student organization and have completed the four (4) month probationary period. There should be adequate funds available and the policies and regulations of the NJIT Student Senate Budget & Finance Committee, NJIT, and the State of New Jersey should be followed. The event should also benefit the NJIT undergraduate community.

Funding Process – Y and Z-Clubs

Class "Y" and "Z" Student Organizations will be budgeted on an ongoing basis during the academic year. The procedure for requesting funds is:

- A student organization desiring funding must submit an official Budget Request Form to the Vice President of Budget & Finance
- The NJIT Student Senate Budget & Finance Committee will formally hear the request at the time assigned (between 11:30 am- 1:25 pm) on Friday
- 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
- An organization will be reimbursed after submitting the "Request for Payment Form." The amount reimbursed will be up to the discretion of the Finance Committee
- Following the event/program, an Event Report must be completed online by the student organization, prior to any future request for funds
- 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

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.

Expenditures

Funds allocated to NJIT Student Senate approved student organizations must be spent according to the requests 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. 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. 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 money. 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 one (1) business day 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 receipts for direct payment will automatically lose their NJIT Student Senate privileges for a minimum of one (1) semester.

Petty Cash Reimbursements

Funded student organizations 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.

Conferences

If a trip is scheduled at least 15% of transportation and lodging 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.

All expenses for travel must have approval of the Budget & Finance Committee. You must submit a completed Budget Request Form four (4) weeks prior to the conference, including: amount of transportation, lodging, registration, a list of students who will be traveling and correspondence on event sponsored letterhead indicating registration fee, deadlines, event location, and lodging information. Only the cost of early registration will be considered for reimbursement. The NJIT Student Senate will not pay late registration fees. 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% (up to \$500) for six (6) people
- Transportation - up to 85% (maximum of \$1000) for six (6) people
- Lodging - up to 85% (maximum of \$500) for six (6) 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.

A student organization may be funded for only one conference or rally per academic year.

Competitive Funding

Competition funding will be performed in the same manner as conference funding. The following formula is used for budgeting:

- Registration fees or entry fee - 100% (up to \$500) for five (5) people
- Transportation - up to 70% (maximum of \$1500) for five (5) people
- Lodging - up to 70% (maximum of \$1000) for five (5) people
- Meals - 0%

A student organization may be funded once per semester, and subsequent funding will be awarded to student organizations based on merit and will be up to the discretion of the Student Budget and Finance Committee. Only the cost of early registration will be considered for reimbursement. The NJIT Student Senate will not pay late registration fees.

For a competition to be eligible for Senate Funding, the competition must be a district, state, regional, or national competition. Final discretion is given to the Finance Committee as to what constitutes a competition.

Honoraria

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

- The services of the honoree are necessary and the need cannot be met by the 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 held 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.

Program Funding Guidelines

General Guidelines

- 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
- 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
 - Funds will not be allocated for recruitment purposes
 - There will be no funding of charitable programs or fundraising events
 - No money will be allocated for student organization T-shirts
 - Any event/program requiring an allocation of \$750 or greater requires an entrance fee be charged to cover all monies over the \$750
 - 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. Violation will result in probation and funding restrictions for future events up to the discretion of the Finance Committee.
 - **Some members of a student organization that are hosting the event are granted free admission to a NJIT Student Senate funded event that requires an admission charge. The number of members that are granted free admission will be determined by the Finance Committee. Violation will result in probation and funding restrictions for future events up to the discretion of the Finance Committee.**
 - Any items purchased through funding by the NJIT Student Senate shall remain the property of the NJIT Student Senate and not the individual organization
 - Request for funding for any event/program should not exceed \$3000
 - 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 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)

New Club Funding

Newly recognized NJIT Student Senate organizations can request \$75 once during a probation period.

The \$75 can only be redeemed in a GDS Food Voucher.

Newly recognized NJIT Student Senate organizations are eligible for all other Senate Privileges except for funding, with the exception of the \$75 voucher.

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.

Article VI. **Appeals**

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

- 1) Request in writing a new hearing with the relevant committee. If rejected, proceed.
- 2) Request in writing a hearing with the NJIT Student Senate Judicial Review committee. A unanimous decision is required to overrule any previous decision. If rejected, proceed.
- 3) Request in writing to the Student Senate President a hearing at the next scheduled NJIT Student Senate meeting in which a two-thirds majority vote is necessary to overrule any previous decision by the relevant committee. If rejected, proceed.
- 4) Request in writing a final appeal to **the Dean of Student's Office**.