**EINSTEIN STUDENT GOVERNING BOARD**

The Einstein Student Governing Board (SGB) is an executive committee – composed of representatives from the Graduate Student Council (GSC), Medical Student Council (MDSC) and MSTP Student Council (MSC) – that oversees all student club and interest group funding at Einstein. We work directly with the Office of Student Activities to procure funding for student clubs, distribute club budgets and administer club reimbursements. We also act as a liaison between the student body and the school administration.

**The Einstein SGB** *(einsteinsgb@gmail.com)*

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**Director of the Office of Student Activities:** Joan Junger *(joan.junger@einstein.yu.edu)*  
**Administrative Contact:** Jessica Lucas *(Jessica.Lucas@einstein.yu.edu)*

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Most of the process regarding starting a new club, scheduling events, getting reimbursed via ClinCard, etc., can be found at [this helpful website](#).
EINSTEIN SGB BYLAWS

I. **Mission**: The Einstein Student Governing Board (SGB) is a committee that oversees all funding for student clubs and interest groups at Einstein. The SGB works directly with the Office of Student Activities (OSA), the Office of Student Affairs and the rest of the Einstein administration to: advocate for student activities, procure funding for student clubs, distribute club budgets and administrate club reimbursements. The SGB also acts generally as a liaison between Einstein students and administration.

II. **Composition**: The SGB is composed of six voting member, two members from each major student governing body at Einstein: the Graduate Student Council (GSC), the MSTP Student Council and the MD Student Council (MDSC). These representatives are elected as specified in each council’s active bylaws. Generally, MSC and GSC representatives are elected for 2-4 year terms at general council meetings, whereas MDSC representatives are elected by their medical school class each year.

A. **MDSC Representation**: As new MDSC representatives are generally elected yearly, a definite transition of MDSC representation from 2nd year MD students to 1st year MD students takes place each year. Newly elected MD students (1st year MD representatives) will not formally vote on SGB matters until after their first Budget Night (Section V-A). Consequently, after their second Budget Night (as 2nd year MD representatives), they will cease to vote to accommodate incoming 1st year MD representatives.

   1. One of the outgoing 2nd year MD representatives will be assigned at Budget Night as a tiebreaker in the case of a tie in SGB voting.

III. **Voting**: Voting on SGB matters is decided by a simple majority. At least one representative from each council (GSC, MSC and MDSC) must cast a vote. In the case of a tie, the tiebreaker (Section II-A-1) will cast the deciding vote.

IV. **Amendments to Bylaws**: The normal SGB voting procedure (Section III) is sufficient to amend these bylaws.

V. **Club Financing**: The following rules pertain to club financing as implemented in the Einstein Student Governing Board:

A. **Budget Night**: Each club is required to attend an annual financing meeting wherein club spending, trajectory and plans for the upcoming fiscal year are briefly discussed. Generally, this event happens in February of each year and is coordinated by the SGB.
The Budget Cycle
- The FY2016 budget cycle starts as soon as you get your club’s FY2016 Initial Budget Allocation and ends on December 31st, 2016. You have until this date to use the funds allocated by SGB.

Things the SGB funds
- Events that are well advertised, and are made available to ALL EINSTEIN STUDENTS.
- Items which are necessary for successful functioning of the club, given that the items are publicly shared and are available for all students.

Things the SGB will NOT fund
- Any item that is intended for an individual or a small group of student’s personal use (e.g. trophies, uniforms, gift cards).
- An event that takes place off campus. This also applies to transportation.
- Items or expenses incurred during fundraising.

*** General note: If you are unsure as to whether or not we can fund your event/item, PLEASE ASK prior to spending***

Any club that wishes to hold an event that is SPECIFICALLY for Community Service may submit a detailed proposal to the SGB describing the event, its purpose and why it is necessary for the event to be held off-campus. The SGB will then review the event with Ms. Junger and, if appropriate, SGB-allocated funds can be used for that specific off-campus event (including transportation). Please note, this is not an increase in the club’s funds and if such an increase is also needed, a separate request of increase in budget must be made.

Reimbursements
- You will need a OSA issued ClinCard to be reimbursed. If you do not have one, you can request one here.
- To submit a request for reimbursement or PO, visit our Online Reimbursement Form.
- Note that a legible, detailed itemized receipt indicating the place of purchase should be scanned and submitted along with the complete online form.
- Reimbursement requests must be submitted within 30 days of the event. Requests submitted after this 30 day window will not be reimbursed.
- In the case a club overspends their budget, they will be reimbursed the amount they have remaining on their budget according to our records. We do not reimburse for negligent overspending!
- It is the responsibility of each club to keep track of their own budget. Please contact the SGB if you wish to compare your records to ours.

Additional Funding
- Every request for additional funding MUST be made either to the SGB email account (einsteinsgb@gmail.com) or by email to a member of the SGB

Note: Do not go to the Office of Student Activities to inquire about additional funds as this will lead to a delay in the SGB receiving the request. Furthermore, please know that the office and Ms. Junger will NOT be providing additional funding to any student club, interest
Requests for additional funding must be submitted as a proposal detailing the amount requested and the event the increased budget will be used for.

- **All requests should be emailed to the SGB no later than 2 weeks prior to when the additional funds will be needed.**

- All additional funding requests are subject to approval by the SGB. Increases in budget are granted based on the club's previous activity (e.g., history of productive, well-advertised, well-attended events; proven record of responsible spending; etc.)

- 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.

**Advertising Club Events**

- As mentioned, the SGB funds well-advertised events. Thus, the SGB provides two major mechanisms for advertising club events: the ESA listserv and the Social Calendar. To make sure you are reimbursed, please utilize both of these resources.

- To advertise your event on the ESA listserv (which reaches all MD, MSTP, and PhD students), send your advertisement to esa@einstein.yu.edu. While approval over ESA is ultimately at the discretion of SGB, a few guidelines are also currently in place:
  - Emails about future (NOT same day; see #2) events and opportunities for students will NOT be sent out between the times of 9am and 7pm Monday-Friday (active hours of the work week). All appropriate emails sent during this time will be held until after 7pm or before 9am Monday-Friday before they are disseminated to the listserv (please do not send the same email several times out of hopes to convey urgency, this will be received as event spam and might lead to your emails being automatically rejected in the future). This policy change will prevent students from feeling inundated with ESA emails during times when other life or academic/professional emails might be coming through.
  - Emails about events and opportunities the same day of submission (referred to continuing in this policy change here on as “same day emails”) WILL be accepted without the same delay mentioned in #1 (essentially the same process as before). To reduce error in screening emails for this process we ask that every same day email be sent with words like “TODAY” or “TONIGHT” (all caps on these words will make them stand out more but is not necessary).

- To avoid time conflicts between student events, **all scheduled events must be submitted to the Einstein Social Calendar.**

- Clubs may wish to advertise on the eScreens (LCD Screens that are by the elevators in numerous buildings). For more information, email Karen Gardner (karen.gardner@einstein.yu.edu).

- Signs or flyers advertising club events must be approved by the OSA **before** being distributed. Security can help to distribute signs in elevators upon request.

**Food for events**

- Current SGB policy is that we reimburse at $3-5 dollars per head for food expenses at events. If you feel that this is not adequate for your event, please email us. We will work
with you to meet your needs.

- In order to plan food expenses for events, we find it helpful for clubs to take an RSVP to
gauge how many people will likely attend. This also allows clubs to request additional
funding for their event if RSVPing indicates a higher-than-expected attendance.

Club-to-Club Transfers and Co-Hosted Events

- The SGB 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 SGB must be alerted to all requests for club-to-club transfers at least 2 weeks prior
to an shared event. This notification should be an email to einsteinsgb@gmail.com 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.
- Rarely, it may arise that funds need 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, SGB may, at its own discretion, consider such post-
facto transfers on a case-by-case basis.

Quiet Period

- Every year, the first weeks of school following orientation are OFF LIMITS for
club/interest group activities. This is a mandate from the Deans to allow the first year
students to acclimate to the medical school workload.
- After this quiet period, the SGB will manage club/interest group activities during the initial
weeks. This is to prevent too many events from occurring at the same time. During this
period, clubs/interest groups will have to sign up for either a daytime slot or one of two
evening slots. We encourage clubs to hold joint events during this period.

Online Description and Contact Information

- Please note that each year, clubs should update/create information to be displayed on
the Einstein Club Website. To do this, please submit a 100-word description of your club
and its activities (along with a preferred contact email address) to Karen Gardner
(karen.gardner@einstein.yu.edu).

Things the SGB looks for in a successful club

- Hosting of events that are well-advertised and are attended by many members of the
Einstein community.
- Wise use of the club budget.
- Hosting of events that require little/no funding – but still provide publicity and awareness
for the club and its mission.
- Combining events and sharing funds with other clubs through co-sponsorship of events.
- Finding alternate ways to acquire funding (this is especially relevant for clubs that have
national chapters or affiliations).

Things the SGB does not want to see in a club

- Inactivity.
- Clubs that spend all or most of their budget on one event, or on events that are
exclusive.
- Clubs that have a history of overspending their budget and/or not keeping track of their
own funds.
- Clubs that do not submit their reimbursements in a timely manner.
- Clubs that spend most of their budget on one event late in the budget cycle to “use up their budget.”