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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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 members, two members from each major student governing body at Einstein: the Graduate Student Council (GSC), the MSTP Student Council (MSC) 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 indefinitely at general council meetings, whereas new MDSC representatives are elected by their medical school class each year.

III. MDSC Representation: As new MDSC representatives are generally elected yearly, MDSC representation transitions from 2nd year MD students to 1st year MD students 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.

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

IV. Duties and Responsibilities: SGB representatives shall be responsible for the following duties. Such duties shall be assigned following budget night and at the discretion of the SGB. These duties may be exchanged or amended at any point during the year and serve to ensure efficient execution of SGB’s activities and Mission (Section I).

A. Treasurer: The Treasurer shall be responsible for maintaining an active record of all club and interest group allocations and expenditures and disburse funds for reimbursements. He or she shall respond to budget concerns and oversee the mechanism by which clubs and interest groups can automatically check their up-to-date budget. He or she shall also be responsible for ensuring timely voting by members of the SGB in accordance with Section V. This position is typically held by one or both GSC representatives.

B. Secretary: The Secretary shall be responsible for scheduling regular meetings with the OSA and other administrative entities, maintaining meeting minutes, and distributing meeting agendas. He or she will also assist the Event Coordinator in
organizing and collecting materials for the annual Budget Night.

C. **Event Coordinator:** The Event Coordinator shall be responsible for the planning and execution of SGB related events throughout the year including Budget Night, Introductory Meetings, and Club Fairs.

D. **New Club Liaison:** The New Club Liaison shall manage all applications for new clubs or interest groups and ensure timely voting by SGB members. He or she shall be the primary point person for all new clubs or interest groups and ensure that they complete all proper paperwork and quizzes.

E. **ESA Administrator:** The ESA Administrator shall be responsible for maintaining the ESA mailing list, including maintaining active membership and moderating all emails in accordance with ESA policy. This position is typically held by both MDSC representatives.

V. **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 to reach quorum. In the case of a tie, the tiebreaker (Section III-A) will cast the deciding vote.

   A. An exception to this rule is in the case of minor, first-time finance violations. These include, but are not limited to, failure to post an event on the social calendar or submit proper documentation for reimbursement. The Treasurer shall, at his or her own discretion, distribute warnings or other decisions regarding reimbursement.

   B. **Appeals:** In the case of minor, first-time finance violations resulting in a decision by the Treasurer (Section V-A), a club or interest group may file an Appeal to be reviewed by the SGB. Appeals must be filed within two weeks of a decision and must include a detailed rationale for petitioning. Additional supporting evidence may also be submitted with the petition. Clubs and interest groups may not appeal a decision that results from a late reimbursement request.

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

VII. **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. Clubs or interest groups that do not have a representative at this meeting will not receive a budget for the upcoming year. Groups that cannot attend this meeting may complete a make-up quiz *in lieu* of attending.

VIII. **Club Financing:** The rules in the following section pertain to club financing as implemented by the Einstein Student Governing Board.
APPENDIX I:
EINSTEIN SGB GUIDELINES

The Budget Cycle:
- The budget cycle starts as soon as a club or interest group receives their Initial Budget Allocation and ends when the SGB has announced decisions for Initial Budget Allocations for the next fiscal year. Clubs and Interest Groups 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 an 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. No exceptions.
- 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. To check your current budget, please visit https://forms.gle/8tHbfnf21HpkKNo69.
Additional Funding
- Every request for additional funding MUST be made to the SGB email account (einsteinsgb@gmail.com) at least two weeks prior to the event in question.

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 group or community service group.

- 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 clubs 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 EINSTEIN-STUDENT-ACTIVITIES@maillists.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 and must adhere to SGB and OSA’s Poster and Flyer Policy (Appendix II). Failure to comply with this policy may result in their removal.

**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 a 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.”
APPENDIX II: POSTER AND FLYER POLICY

Only departments, institutes, programs, centers and authorized student clubs associated with Einstein and/or Montefiore are eligible to display flyers and posters on the Einstein campus. The following rules apply when doing so.

- **All materials must clearly identify the sponsoring entity hosting the event and/or presenting the noted information.**
- **Event postings should include name of event, date, time, location and relevant contact information.**

**Approved Building Locations for Placing Posters on Easels**

- Block – main lobby (please consult creative services concerning posters in this building)
- Price Center/Block Research Pavilion – main lobby (please consult creative services concerning posters in this building)
- Kennedy Center – main lobby
- Ullmann – lobby area, between the two columns; do not block busts on display
- Chanin – lobby area, between the elevators
- Van Etten – (please consult creative services concerning posters in this building)
- Forchheimer – main lobby (please consult creative services concerning posters in this building)

**Additional Guidelines for Posting Flyers**

- Flyers must be printed on 8.5x11 paper and must have a vertical/portrait orientation.
- When the flyer is finalized, bring one copy to the Office of Student Activities (Belfer 115) for approval. Once approved, bring 15 copies to the security office in Forchheimer for elevator distribution.
- When creating your flyer, please use only approved branding for Albert Einstein College of Medicine and/or Montefiore.
- Security reserves the right to reject postings with incorrect grammar, naming or branding.

**No posters, flyers or other signage may be placed on the following:**

- Campus directional signs
- Doors
- Exterior walls of campus buildings
- Parked cars or other vehicles located on campus grounds
- Trash cans
- Windows
- Other posters advertising current events or important campus information
Correct names that should be used on the flyers:

- Belfer Education Center
- Dean’s Conference Room
- Riklis Auditorium
- Forchheimer Medical Science Building
- Education Center
- Main Street
- Einstein Café
- Max and Sadie Friedman Lounge - Indicate “Upper Lounge” or “Lower Lounge” when specifying this location.
- Robbins Auditorium
- D. Samuel Gottesman Library
- Golding Building
- Chanin Institute for Cancer Research
- Ullmann Center for Research
- Block Building
- Lubin Dining Hall
- Singer Faculty Club
- Central Courtyard
- Gruss Magnetic Resonance Research Center (MRRC)
- North Campus Locations
- Price Center/Block Research Pavilion
- LeFrak Auditorium
- Atrium
- Van Etten Building
- Van Etten Auditorium
- Clinical Skills
- Falk Recreation Center
- Housing Residences
- Rhinelander Apartments
- Housing Courtyard Parking Garage