

UVa School of Medicine Mulholland Society Club Resource Guide



2007-2008

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Greetings Club Leaders!

This tool was put together for medical students who are new to club leadership at the UVa School of Medicine. It provides some key definitions and fundamental processes that will help you as you move through the year. Please be sure to contact your Mulholland officers if you have any questions about items found here or about things not included in this guide. Best of luck in the coming year!

Jason Franasiak
Mulholland VP
2007-2008

Welcome to the UVa School of Medicine from the Mulholland Society!

Part of our goal as the Mulholland Society is to provide medical students with a full and diverse experience during the education process. One important aspect of this endeavor is the Mulholland Society's student organizations. Currently there are over 75 student organizations that medical students in which medical students can participate. These organizations can be found by clicking on the "Mulholland Society and Clubs" link from the Student Source homepage.

The following document is designed to be a resource to Mulholland club officers. It provides important information regarding club funding, the UVa CIO application process, and resources available here at UVa. If you have any questions please be sure to contact your Mulholland officers.

Explanation of Student Organizations at UVa

There are many types of organizations at the University of Virginia including Special Status Organizations, Agency Organizations, Fraternal Organizations (FO's), and lastly Contracted Independent Organizations (CIO's).

A CIO is not a part of the University but exists and operates independently of the University. The University may exercise control over the CIO's activities occurring on the University's property or over matters covered by the University's honor or judicial systems. A student organization can exist and operate without signing the CIO Agreement, but the organization would not have access to the services and benefits provided by the University for student organizations. Mulholland clubs fall under the latter description.

In order to establish a club at the University, a student must submit a CIO Agreement. The purpose of the CIO Agreement is to clarify the existing relationship between the University and the individual student organization and to permit the student organization's access to certain University services and benefits.

Requesting Financial Reimbursement From Mulholland

Steps To Apply For Funds

- 1) Submit “Club Activity Financial Request Form” with your club’s semester budget to the Mulholland Vice President. In your budget, you must include planned activities for the semester along with all forms of expected financial reimbursement. (i.e. hospital departments, University funding based on CIO status, member out-of-pocket expenses, etc.)
- 2) Wait to receive a confirmation email that your request has been approved.
- 3) Submit original receipts to Mulholland Treasurer based on guidelines included below.

Process For Reimbursement

- 1) Place the original receipt in an envelope with the following written on the outside: Name of individual to be reimbursed with email address and name of club and activity approved for reimbursement from Mulholland.
- 2) Put the envelope in the Mulholland Treasurer’s mailbox
- 3) Treasurer will process request (may take several weeks), put the check in your mailbox and email you to let you know it’s there.

Suggestions For Getting Your Application Approved

- 1) Apply for an activity that involves all club members
- 2) Request a reasonable amount
- 3) Do not apply for money for alcohol

Suggestions For Funding Outside of Mulholland

- 1) Apply for University CIO status (see below instructions). When also receiving funding from hospital departments, remember that the Mulholland Treasurer must have the *original* receipt and the hospital dept will most likely need the original receipt as well. Plan ahead ~ order supplies/food in separate amounts in order to have original receipts for both Mulholland and the department. Realize that Mulholland will ONLY reimburse for up to the specified approved amount, not the total amount of the receipt if it is over.

Mulholland Club Funding

This is the form that the Mulholland VP will send out to the club leaders in the spring and in the fall for the two separate funding cycles. Instructions will be included for club leaders at that time.

Mulholland Society
Club Activity Financial Request Form
Spring 2007

Please fill out the following information about your club's activities and budget for the spring semester. Please include separate entries for each planned event, and include in the description an explanation what the funding will go towards. If you are sponsoring a lunch, for example, please provide information about the program to be presented, food to be served, etc. For all events be sure to mention whether the event will be open to the entire medical school.

Club Contact Information

Name of Club:

Contact Person:

Email Address:

Spring 2007 Budget

Total expected club expenses for events detailed below: \$_____

Expected contributions from:

Supporting UVA Department \$_____

University CIO Status \$_____

Mulholland Society \$_____

Club members/other \$_____

Event Details

Event #1 Estimated cost \$_____

Title:

Event Date/Time/Location:

Expected # in Attendance:

Detailed Description:

Event #2 Estimated cost \$_____

Title:

Event Date/Time/Location:

Expected # in Attendance:

Detailed Description:

Benefits and Services Provided to CIO's

A CIO is eligible to participate in the Intramural program, enter the film lottery, be acknowledged as a student organization at the University of Virginia, use the University's facilities, subject to applicable policies and procedures, and access the Student Council appropriated student activities fee fund (if eligible), subject to the provisions adopted by the Board of Visitors. Importantly, CIO's have access to UVa's Student Activities Center (SAC) in Newcomb Hall.

About the Student Activities Center

The Student Activities Center (SAC) is a full-service resource center for student organizations at the University of Virginia. Located on the first floor of Newcomb Hall, the SAC offers a wide range of services that support event and activity programming provided by more than 600 contracted independent student organizations (CIOs).

The vibrant and modern workspace affords students an opportunity to work, relax, and receive event planning and organizational advice. Computer workstations, photocopying, faxing, digital equipment check-out, student organization mailboxes, small meeting spaces, and storage are just some of the support services available in the SAC.

The SAC also serves as the hub for organizational consulting resources available to student organizations. Student affairs professionals and more importantly, trained student Leadership Consultants, are available round-the-clock to provide consulting services that include general walk-in consulting for quick information or problem-solving and large-scale project-based consulting that is tailored specifically to your organization. Leadership Consultants are also available to answer service-specific questions on topics ranging from event scheduling to technology or audio-visual needs to advertising and marketing.

The services and support of the SAC are available whenever Newcomb Hall is open. All students are encouraged to take advantage of this innovative resource that is operated collaboratively by Student Council, Newcomb Hall, and the Office of the Dean of Students.

Features of the Student Activities Center

- Mailboxes for all Contracted Independent Organizations.
- 2 CIO-dedicated meeting rooms.
- An information desk staffed by Leadership Consultants The staff will provide information about the Center itself and will also assist student organization members with facility reservations and event planning.

- A technology center with 7 PC workstations, 1 Macintosh graphics workstation, a digital scanner, and black & white laser printers.
- A work center with both a black & white and color photocopier, basic office supplies, and work counter space for sorting and collating.
- A Leadership Resources Library.
- 7 private work cubicles with LAN ports and telephones.
- A limited number of medium-sized storage units to be allocated to organizations by Student Council.
- A limited number of small file drawers to be allocated to organizations by Student Council.
- A VCR/DVD television unit.
- Wireless network technology.
- Digital cameras, camcorders, and a tripod available for check-out.
- LCD projectors with laptops available for check-out.
- Lawn tables available for check-out.
- A dedicated network server that will allow for file storage and sharing between CIO members.
- Casual lounge space (couches, chairs, etc.) to encourage both social and business-related interaction in a comfortable environment.

How to start a new Organization

Below is a list of the steps required to start a student organization. Please contact the Student Council Vice President of Organizations at studco-vpo@virginia.edu with any questions about this process.

- Start by identifying at least two of your officers for the coming year. It will be the responsibility of the President to register or renew CIO status.
- Access the Student Organization Information Management System on-line (www.student.virginia.edu/info/). You will need to register yourself before logging in to complete or renew your contract. The contract process consists of several forms which you must supply information for; these include basic information about your organization, officer contact information, your organization constitution (see below for club constitution template for easy creation), and address information.

- Once you have submitted your organization information on-line, the Vice President of Organizations will review your submission to ensure that all is correct.
- After the VPO has reviewed the submission, he/she will present the organization to the Representative Body of Student Council at the next Tuesday night Representative Body meeting.
- After the Representative Body has reviewed the organization, the VPO electronically sends the submission to the Associate Dean of Students and Director of Student Involvement for review.
- Once the Associate Dean of Students and Director of Student Involvement reviews the organization, the President is notified and is required to log back into the Organization Management System and print out the CIO Agreement. Signing this Agreement and turning it in to the Student Council office on the 3rd floor of Newcomb Hall marks the organization as official for the entire school year.
- If the organization is a Club Sport, the submission will go from the Associate Dean of Students and Director of Student Involvement to the Club Sports Department for a third review. After this review, the President is notified and is required to log back into the Organization Management System and print out both the CIO Agreement and Club Sports Attachment. Signing both the Agreement and the Attachment and turning them in to the Student Council office on the 3rd floor of Newcomb Hall marks the Club Sport as official for the entire school year.

Template Constitution & By-Laws for CIOs

I. Name of the Organization

For example, “This organization will be known as...”

II. Purpose of the Organization

A statement of the reason for the organization and a general declaration of its goals.

III. Membership in the Organization

This article includes all provisions for membership and rules for attendance, if any. It should make clear the requirements that must be met to remain a voting member. Membership ought to be open to all interested undergraduate students at the college. If membership is open to anyone else, make it clear. For example, “Membership in this organization will be open to all interested members of the University of Virginia community.”

IV. Officers

This article declares all the officers involved and the duties and obligations inherent to each. If there are no officers and instead a sponsor, specify this and enumerate the duties of the sponsor.

V. Elections

This is a very important article and should be drafted with care. Be certain to try to cover every possibility because odds are the worst will happen eventually. Never assume that everyone simply knows how something is done or chaos may break out during election proceedings. Be sure to specify:

1. How and when each officer is elected or appointed
2. How the officers are replaced if they fail to complete a term of office
3. How officers are removed if they fail to meet required duties and obligations
4. Terms of office

In every voting procedure note what type of majority is required (simple majority, 2/3 majority, etc.). Make clear whether the body considered to determine the majority is the entire membership or only those attending the meeting and specify the voting rights of the officers. If more than one voting procedure is used, depending on the office or for whatever reason, define every procedure.

VI. Committees

If there are any standing committees, name them and describe their purpose and function. Detail how committee members are determined, how committee officers, if any, are elected and appointed, and how special (temporary) committees are created. If committees are expected to give reports to the general membership at regular intervals, this is the place to say so. If committee meetings can be closed, make it clear, so state how the determination is made. You may also specify how often committees meet.

VII. Meetings

Declare how often the organization meets and if there are any minimum requirements such as one meeting per month, five per semester, or one meeting to be held no later than the fourth week of class, etc.

VIII. Dues

If dues are required, state how much they are or describe the process that governs how much they are. It is a good idea to provide a means of changing dues through time other than amending the constitution. Take care to point out who is to collect

dues under the duties of the officers (if it's an officer) or the functions of standing committees (if it's a committee).

IX. Amendments

ALL ORGANIZATIONS MUST HAVE PROVISIONS FOR AMENDING THEIR CONSTITUTIONS OR BY-LAWS!

It is usually best that constitutions and by-laws are amendable only at certain times under certain conditions. These documents are supposed to be permanent guides for your organization and so should not be prone to constant modification. The most common method is only allowing amendments at the meeting when elections are held; it is not at all advisable to allow amendments to be voted on at the meeting at which they are proposed unless the meeting is such a constitutionally defined time. Include what type of majority is required and who makes the amendments as well as when amendments can be made. Make this process excessively clear.

Amendments are one of the most important provisions in a constitution or by laws- and have been the most frequently omitted. If the organization desires to change any procedure in the constitution/by-laws, it is done by means of an amendment which changes, deletes, or adds something in the document.

X. Ratification

This article is the last one in a constitution or by-laws and includes when they took effect, whether they void any previous documents or conflicting legislation, who passed it, and what majority was needed for ratification. Please include the date ratified.

According to Robert's Rules of Order, an organization may choose to adopt both a constitution and by-laws, only a constitution, or only by-laws. Whichever course your organization chooses to follow, please make use of these guidelines; they apply to both. If you decide to draft both a constitution and by-laws, the constitution will be an outline of the structure of the organization and the by-laws will be the specific rules governing the organization. The constitution should be the more binding document and is usually more difficult to amend. Both documents require articles describing how it may be amended.

You may want to refer to Robert's Rules of Order where you can find additional help and you can be assured of finding all the proper ways to conduct your organization's business.

Constitutions should be written in the third person and use the definite future tense ("will") in such statements as "The officers will be elected at the annual election meeting." "Shall," "should," and "would" are not to be used except where absolutely grammatically correct.

