

# The Robert Lerner, M.D. College of Medicine





- B. There will be an Open Student Council meeting once a month which is mandatory attendance for all members. If a representative is off-site, they are expected to call into the meeting via teleconference.
- C. Budget review meetings shall be held in September and in January.

#### ARTICLE VI: ROLES & RESPONSIBILITIES

- a. In order to use the funds, Student Interest Groups must submit an event form prior to the event as detailed below and receive approval from the finance Chair of Finance.
  - i. Event forms must be submitted at least 6 weeks in advance for events involving off-campus speakers, Sodexo food orders, movie screenings, minors, alcohol, tables or chairs from EMS, and/or new/increased budget requests.
  - ii. Event forms must be submitted at least 2 weeks in advance for events that are open to the entire UVM COM community, invite a UVM-based speaker other than the SIG advisor, or which utilize SIG funds that have already been allotted.
  - iii. No event form is necessary for events that utilize no budget and in which attendance is limited to SIG members and/or the SIG advisor.
- b. Forms must be detailed, including name/brand of items, quantity, price per unit, tip calculation (no more than 10%), and vendor name.
- c. SIGs will not be reimbursed for purchases made prior to approval of the event form i.e. SIGs cannot receive reimbursement for supplies on event forms submitted ex post facto.
- d. OMSE can order supplies/food for the SIG, but the request must be made in advance of 1 week for supplies and 3 business days for food, dependent on approval from the Chair of Finance and from an approved vendor.
- e. Exceptions to this rule, include usage for SIG fair expenses and supplies for operational usage. However, expenses must be reported to the Chair of Finance for proper record keeping upon submission of the reimbursement form.

C.



c. After presentation, the Chair of Finance will take a vote on approving the budget. Approval requires  $2/3$  approval by the council.

H. The Chair of Finance is responsible for reconciling the Student Council budget with the OMSE Business Manager every quarter to ensure that