

UVa School of Medicine Mulholland Society Club Resource Guide



2015-2016

Contents

Welcome to the UVa School of Medicine from the Mulholland Society!	3
Explanation of Student Organizations at UVa.....	3
Mulholland Clubs.....	4
Requesting Financial Reimbursement from Mulholland.....	4
Contracted Independent Organizations	7
Benefits and Services Provided to CIO's	7
About the Student Activities Center	7
How to Start a New CIO	8
Template Constitution & Bylaws for CIOs	8
How to Organize a Lunch Talk.....	11
Appendix 1	12
Appendix 2.....	13
Appendix 3.....	15

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 Society 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!

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Updated by Jess Lukacs, 2015-2016 Mulholland VP

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 their medical education. One important aspect of this endeavor is the Mulholland Society's student organizations. Currently there are over 75 student organizations in which medical students can participate. These organizations can currently be found in the following places online:

- The new website – <http://students.med.virginia.edu/mulholland/> under the Student Activities and Clubs tab

The following document is designed to be a resource for 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 Society 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 Contracted Independent Organizations (CIO's).

A CIO is not considered part of the University but rather 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. In order to establish a club at the University, a student must submit a CIO Agreement in order to 1) clarify the existing relationship between the University and the individual student organization and 2) permit the student organization's access to certain University services and benefits.

A student organization can exist and operate without signing the CIO Agreement, but the organization would forfeit access to the services and benefits provided by the University for student organizations. Most Mulholland clubs are not registered as CIOs and although they do not receive benefits of a CIO, they can nevertheless apply for funding through the Mulholland Society. They can also make use of many resources provided by both the Mulholland Society and the School of Medicine.

To establish a new Mulholland club, students must fill out the “**New Mulholland Club Application**” (see [Appendix 1](#)) and attend a Mulholland Society meeting wherein they will speak about the club. Members of the Mulholland Society will then vote whether to approve Mulholland club status. This process is not meant to be burdensome, but rather to ensure the optimal use of time and resources for medical students as a whole.

For existing Mulholland clubs, students may submit annual requests for funding, depending on anticipated expenses for the upcoming academic year. In addition, all clubs are required to submit updated information regarding club leadership, the club's description and goals, and

provide additional information as needed by the Mulholland Society.

Mulholland Clubs

Requesting Financial Reimbursement from Mulholland

Steps to Apply for Funding for the Academic Year

- 1) Submit the **“Club Activity Financial Request Form”** (see [Appendix 2](#)) with your club’s anticipated budget for the upcoming academic year to the current Mulholland Vice President(s).
 - This form will be sent out by Mulholland VP(s) to club leaders during the summer. Instructions will be included for club leaders at that time.
 - The budget must include planned activities for both the fall and spring semesters along with all expected sources of financial reimbursement (i.e. hospital departments, University funding based on CIO status, member out-of-pocket expenses, etc.). The standard amount provided by Mulholland for a lunch talk is \$90.
 - Also include on this form any information about funding that is needed for community outreach programs, etc.
 - Clubs are encouraged to seek funding from other sources as the Mulholland Society will likely not have a sufficient amount to cover every event proposed by all of the clubs that request Mulholland funding.
- 2) Wait to receive a confirmation email that your request has been approved.
- 3) Submit original receipts and reimbursement request form to Mulholland Treasurer based on guidelines included below.

Process for Reimbursement

- 1) Place the original, itemized receipt along with a completed and signed **“Expenditure Voucher Form”** (see [Appendix 3](#) – fill out only the highlighted sections) in an envelope with the following written on the outside:
 - Name of individual to be reimbursed
 - Contact email address
 - Name of club
 - Activity approved for reimbursement from Mulholland

The original receipt must be itemized or an itemized invoice must accompany the receipt. Here are some examples of acceptable and unacceptable receipts:

ACCEPTABLE



Take It Away
115 Elliewood Ave
Charlottesville, VA 22903

Invoice

Date 9/22/2011
Invoice # 111178

Bill To

Ship To

More value for the
way you live.

1159 EMMETT STREET
434-293-5176
YOUR CASHIER WAS ALEX

P.O. #
Terms Net 30

Ship Date 9/22/2011
Due Date 10/22/2011
Other

SC KVLU NAPKINS PC 0.93 T
STCY PTA CHIP PC 2.00 B
KROGER SAVINGS 1.69
TOSTITOS PC 2.50 B
SC KROGER SAVINGS 0.99
PRSL CRACKER PC 5.49 B
SC KROGER SAVINGS 0.50
7UP DIET PC 1.25 B
SC KROGER SAVINGS 0.74
PEPSI COLA PC 1.11 B
SC KROGER SAVINGS 0.78
DT COKE CNTR PC 1.34 B
SC KROGER SAVINGS 0.65
CLASSIC CNTR PC 1.33 B
SC KROGER SAVINGS 0.66
PRSL CHEESE 5.99 B
PRSL BRIE 5.99 B
SABR HUMMUS 4.69 B
SABR HUMMUS 4.69 B
KRO VEG TRAY 9.99 B
BKRY MUFFINS 3.69 B
BKRY MUFFINS 3.69 B
KRO PLATES 2.99 T
PRSL BROWNIE 3.99 B
PRSL BROWNIE 3.99 B
KRO CLR CUP PC 3.39 T
SC KROGER SAVINGS 0.60
TOSTITOS SLA 3.99 B
KROGER PLUS CUSTOMER *****1578
TAX 2.25
**** BALANCE 75.28
*****1006
REF#: 000000
PURCHASE: 75.28

Item	Description	Qty	Price	Amount
	Sandwiches	45	5.27	237.15T
	Cheese	20	0.75	15.00T
	Chips	45	0.99	44.55T

*paid 9/22/11
Fingerling*

Reimburse \$75

Subtotal \$296.70
Sales Tax (9.0%) \$26.70
Total \$323.40
Payments/Credits \$0.00
Balance Due \$323.40

Take It Away
takeitawaybookkeeper@gmail.com
takeitawaysandwichshop.com

434-295-1899
Fax 434-295-1899

UNACCEPTABLE

CREDIT CARD
ORDER

4243
Domino's Pizza LLC
(434) 970-7777

10/11/2011 12:36 AM
Order 310319 Server Techsup

Delivery

200 JEANETTE LANCASTER WAY

Visa

CREDIT CARD # XXXXXXXXXXXX7968
REFERENCE
APPROVAL CODE 193059

Amount \$128.54

Tip 13.00

Total -141.54

SIGNATURE

I AGREE TO PAY THE ABOVE TOTAL
AMOUNT ACCORDING TO CARD ISSUER
AGREEMENT

DEL EXPS ID

2) Notify the Mulholland Treasurer by email that you are submitting a reimbursement request.

- 3) Put the envelope in the Mulholland Treasurer box (orange) located in the medical student lounge on the second floor of the Medical Education Building. You may also mail it to the Student Affairs office using the following address:

Attn: Mulholland Treasurer
Office for Student Affairs
PO Box 800739
Charlottesville, VA 22908

If you would like your reimbursement to be mailed to you, please provide a self addressed, stamped envelope along with any receipts.

- 4) The Treasurer will process your request (this may take several weeks). Suggestions for getting your application approved:
- Apply for an activity that involves all or a majority of club members and/or is open to the whole medical student body.
 - Request a reasonable amount that is within your remaining budget. The standard amount provided by Mulholland for a lunch talk is \$90.
 - Do not apply for money for alcohol or bottled water as these are restrictions placed on Mulholland Society funds by the University.
- 5) The Treasurer will either put the reimbursement check in the Mulholland Treasurer box or mail it to you, as per above. You will receive email notification when the check is ready.

Sources of Funding Outside of Mulholland

- 1) It is expected that organizations which have a related hospital department will at least attempt to request financial support from the department.
- When receiving funding from both the Mulholland Society and hospital departments, remember that the Mulholland Treasurer must have the original receipt for reimbursement and that the hospital department will most likely need an original receipt as well. Plan ahead - order supplies/food in separate amounts in order to have original receipts for both Mulholland and the department.
 - Mulholland will ONLY reimburse for up to the specified approved amount, not the total amount of the receipt if it is over the allotment.
 - Visit <http://www.uvastudentcouncil.com/cios/appropriations/> for more information.
- 2) Apply for University CIO status (see below instructions).
- 3) Be aware of opportunities offered by other CIOs around Grounds, grants, and secret societies. The following is a link to a table of funding options for CIOs, but there are resources listed available to non-CIOs as well:
https://atuvanet.student.virginia.edu/files/funding_options.pdf

Contracted Independent Organizations

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 checkout, 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

- Computer Workstations
- Scanner
- Printing and Copying (color & black and white)
- Send/Receive Faxes
- Equipment Check-out(laptop computers, projectors & screens, digital cameras & camcorders, tables, chalk, cashboxes, sound system)
- Event Ticketing
- Wireless Access
- Long-term and Short-term Storage
- Student Organizations Mailboxes
- Casual lounge space
- Information desk for students to help assist student organization

How to Start a New CIO

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.

- Registration for New CIOs opens soon after the start of the new academic term.
- 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 called “atUVA” (<https://atuva.student.virginia.edu/>). You may need to register yourself before logging in to complete or renew your contract.
 - The contract process consists of several forms for which you must supply information; these include basic information about your organization, officer contact information, your organization constitution, and address information.
 - Each CIO must maintain a constitution and save it on atUVA. A constitution template is provided in the registration if you do not have one prior to the submission process. See the next section in this document entitled “Template Constitution & Bylaws for CIOs” for additional information on how to create a constitution.
- 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 a representative of the Office of Dean of Students for review.
- Once the Associate Dean of Students and Director of Student Involvement reviews the organization, the President is notified via email. The email should provide further instructions.

Please contact the Student Council Vice President of Organizations at studco-vpo@virginia.edu with any questions about this process. For more information, go to the following website: http://www.virginia.edu/deanofstudents/studentactivities/?page_id=403

Template Constitution & Bylaws 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 BYLAWS!

It is usually best that constitutions and bylaws 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 bylaws and have been the most frequently omitted. If the organization desires to change any procedure in the constitution/bylaws, 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 bylaws 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 bylaws, only a constitution, or only bylaws. 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 bylaws, the constitution will be an outline of the structure of the organization and the bylaws 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.

How to Organize a Lunch Talk

- 1) Reserve a speaker/panel for the event and choose a date that is convenient for your club and/or each class.
- 2) Email Lucille Bland (ltm3e@virginia.edu) to reserve the Learning Studio or third floor auditorium in the Medical Education building.
- 3) Email the student body to advertise your event.
- 4) If providing food, order an amount consistent with your budgeted allotment from the Mulholland Society. In general, providing food for the first 20-30 students to respond is more reasonable than providing food for everyone in attendance.
- 5) Submit original, itemized receipts and a completed reimbursement request form to the Mulholland Treasurer if using Mulholland funds.

Appendix 1

UVA Mulholland Society New Mulholland Club Application 2015-2016

Forming a new Mulholland student club:

A new student club may be established if the club (1) will be made available to the entire student body and (2) will fulfill a niche not otherwise covered by another existing organization.

Please fill out the following information about your new club. Submit the completed form and direct any questions to the Mulholland Vice Presidents, Jess Lukacs (jml8up@virginia.edu) or Patrick Melmer (pdm3k@virginia.edu). Please also submit a Club Activity Financial Request Form along with your New Mulholland Club Application.

Mulholland Society meetings usually occur on the first Wednesday of every month. After submitting the two forms, one of the aforementioned VPs will be in contact with you. A representative from your club will be required to attend the next Mulholland meeting to briefly speak about the club. The Mulholland Society will then vote whether or not to approve its formation by a simple majority of the Council members present.

Club name:

Club leader(s) & email addresses:

Faculty sponsor (if needed):

Please briefly describe the purpose of the club:

Appendix 2

Mulholland Society Club Activity Financial Request Form 2015-2016

Please fill out the following information about your club's activities and budget for the 2015 – 2016 academic year. Please create separate entries for each planned event, and include descriptions detailing the uses of the potential funding. If you are sponsoring a lunch talk, for example, please provide information about the program to be presented, food to be served, etc. For all events, be sure to mention if the event will be open to the entire medical school. Submit all completed forms and direct any questions to Jess Lukacs (jml8up@virginia.edu).

Club Contact Information

Name of Club:

Contact Person(s):

Email Address(es):

=

2015-2016 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:

Source of price quote for estimated cost:

Event #2

Estimated cost \$_____

Title:

Event Date/Time/Location:

Expected # in Attendance:

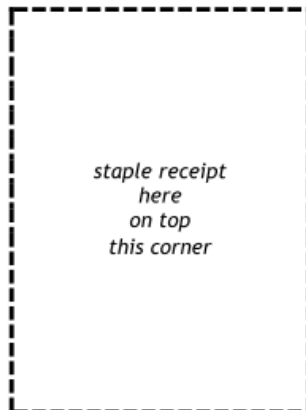
Detailed Description:

Source of price quote for estimated cost:

Other Activities/Events

Estimated cost \$ _____

Appendix 3



EXPENDITURE VOUCHER FORM - FY2016 OFFICE OF THE DEAN OF STUDENTS

DATE: _____ AMOUNT (CANNOT EXCEED AUTHORIZED LIMIT): _____

OUTSIDE VENDOR OR UVA DEPARTMENT: _____

PTAO TO CHARGE: _____ - - -

PTAO TO CHARGE: _____ - - -

CHECK ALL APPROPRIATE BOXES BELOW:

☐ **Purchasing Card Expenditure**
Complete section I & II and attach receipt(s)

☐ **Petty Cash**
Limit of \$100 per person per day
Complete section I & II and attach receipt(s)

☐ **Request for Reimbursement**
Complete section I & II and attach receipt(s)

☐ **Request for Payment to Vendor or UVA Department**
Complete section I & II and attach receipt(s)

SECTION I: SPONSORING ENTITY

☐ ODOS ☐ Newcomb Hall ☐ Student Council ☐ Other _____

☐ University Programs Council (UPC) ☐ Student Activities ☐ Cultural Programming Board (CPB)

SECTION II: PROGRAM/EVENT/COMMITTEE INFORMATION

Event/ Program/Committee Title: _____

Description of Event/Program & Materials purchased: _____

Event/Program Location: _____ Approximate Attendance _____ Date _____

SECTION III: REIMBURSEMENT REQUEST

Name of individual to Reimburse: _____

University ID Number: _____ Email _____

*I certify that this expenditure has been made in accordance with policies and within the parameters of our budget.
(Please print your name & sign)*

Person Spending Money: _____

Signature: _____ date: _____

Supervisor /Advisor/ Designee: _____

Signature: _____ date: _____

Please Note: (1) ORIGINAL receipts and/or documentation must be Signed, Dated, and Submitted to the Business Office within FIVE Days of purchase and (2) A separate receipt must be provided for each event...

FOR OFFICE USE ONLY:

AMOUNT: _____

LPO/PO/CK #: _____

VOUCHER: _____