

**CHARTER of the
Executive Council of Graduate and Professional
Students
UNIVERSITY OF IOWA**

AS RATIFIED December 5, 2006
AND AS SUBSEQUENTLY AMENDED March 6, 2007; November 4, 2008;
February 25, 2009;
May 13, 2009; August 31, 2009; February 16, 2010; April 24, 2012; and
March 26, 2013

Table of Contents

PREAMBLE:	3
MISSION:	3
VISION:.....	3
ARTICLE 1: EXECUTIVE COUNCIL OF GRADUATE AND PROFESSIONAL STUDENTS (ECGPS)	4
1.A. CONSTITUENCY	4
1.B. MEMBERS OF THE COUNCIL	4
1.C. DELEGATES TO THE COUNCIL	4
1.D. OFFICERS.....	5
1.E. COMMITTEE CHAIRS AND LIAISONS OF THE COUNCIL	6
1.F. RIGHTS AND POWERS	7
1.G. UNIVERSITY OF IOWA HUMAN RIGHTS POLICY	9
ARTICLE 2. PROCEDURES OF THE EXECUTIVE COUNCIL OF GRADUATE AND PROFESSIONAL STUDENTS.....	9
2.A. ELECTIONS, NOMINATIONS, AND VOTING PROCEDURES	
2.B. COUNCIL MEETINGS	11
2.C. LEGISLATION	12
2.D. VOTING	13
ARTICLE 3. COMMITTEES	14
3.A. ON COMMITTEES	14
3.B. STANDING COMMITTEES	14
3.C. AD HOC COMMITTEES.....	15
ARTICLE 4. FINANCES	15
4.A. BUDGET	15
4.B. STRATEGIC INITIATIVE FUND.....	15
4.C. CONTINGENCY RESERVE ACCOUNTS	16
ARTICLE 5. RELATIONSHIPS WITH ENTITIES OUTSIDE ECGPS:	17
5.A. Student Governments at the University of Iowa (SG@UI):	17

CHARTER OF THE EXECUTIVE COUNCIL OF GRADUATE AND PROFESSIONAL STUDENTS AS RATIFIED DECEMBER 5, 2006, AS AMENDED APRIL 24, 2012

This charter of the Executive Council of Graduate and Professional Students (ECGPS) shall have primacy for graduate and professional students over previous 'all-student' constitutions. This charter's power is derived from the graduate and professional collegiate governments and is subject to each individual government's assent.

PREAMBLE:

The graduate and professional students of the University of Iowa, in 2006, organized the Executive Council of Graduate and Professional Students, hereafter referred to as the ECGPS, as a forum in which graduate and professional students could express concerns about issues of importance to them. The term "ECGPS" within this document shall be used to refer to the entire body of ECGPS, consisting of delegates, president, vice president, officers, chairs and liaisons, unless otherwise specified. ECGPS is a representative council for the member governments of Graduate and Professional Students at The University of Iowa. Graduate and Professional Students form a distinct and important segment of the university population. It is necessary the graduate and professional member governments are brought together in a council to exchange ideas and resources and promote matters that are of interest to the entire body of Graduate and Professional Students. ECGPS serves as a conduit of information concerning matters relevant to graduate and professional education.

MISSION:

The mission of the Executive Council of Graduate and Professional Students is to unite the Graduate and Professional student governments, identify common causes, facilitate collaboration amongst its constituents, and advocate as the representative voice for Graduate and Professional students.

VISION:

The vision of the Executive Council of Graduate and Professional Students is to become an efficient, collaborative council for graduate and professional students. We seek to utilize the strengths of existing graduate and professional student governments through consensus-based decision-making in questions of relevance to Graduate and Professional Students. Our vision is for a council that unites the voices of the different member government and increases participation and engagement amongst graduate and professional students.

ARTICLE 1: EXECUTIVE COUNCIL OF GRADUATE AND PROFESSIONAL STUDENTS (ECGPS)

1.A. CONSTITUENCY

The constituency of the ECGPS shall be all those persons registered (part time and full time) as either a graduate student or a professional student at the University of Iowa in the following colleges: College of Dentistry, Graduate College, College of Law, Carver College of Medicine, College of Pharmacy, and the Tippie College of Business. The classification of graduate and professional students into their respective colleges shall be as determined by the University Registrar. Hereafter in this charter, the term 'Students' shall refer to these constituents of the ECGPS.

1.B. MEMBERS OF THE COUNCIL

The constituent student governments shall be:

- Iowa American Student Dental Association representing Students in the College of Dentistry;
- Graduate Student Senate representing Students in the Graduate College;
- Iowa Student Bar Association representing Students in the College of Law;
- Carver College of Medicine Student Government representing Students in the Carver College of Medicine;
- College of Pharmacy Student Leadership Council representing Students in the College of Pharmacy; and
- Masters of Business Administration Association representing Students in the Tippie College of Business.

1.C. DELEGATES TO THE COUNCIL

The seats on the ECGPS will be constituted in the following manner for a total of 12 seats:

College of Dentistry	(2)
Graduate College	(2)
College of Law	(2)
Carver College of Medicine	(2)
College of Pharmacy	(2)
Tippie College of Business	(2)

Appointment to these seats will be carried out by the officially recognized student governments of the respective colleges as outlined above which, hereafter, will be referred to as 'graduate and professional collegiate governments' or 'members' or 'member governments'.

The ECGPS President and Vice President shall hold delegate seats that do not count against their constituent school's delegate count. None of the ECGPS officers shall have voting privileges except in the case of a tie, when the ECGPS President may cast a tie-breaking vote. Other ECGPS liaisons and committee chairs may have voting privileges only if they are voting delegates serving as interim liaisons or committee chairs, as specified in section 2.A., thus, this individual would count against their constituent school's delegate count unless

restricted by other stipulations in this document. Only voting delegates count toward quorum.

Each member government is encouraged to appoint alternates as it sees fit. In the absence of a voting delegate, this alternate may assume voting privileges for the meeting and count towards quorum. Member governments may appoint any individual from their constituency at any time to serve as an alternate.

A single student in a dual degree program may not simultaneously sit in two of the seats on the ECGPS. Delegates of ECGPS are subject to removal from ECGPS only by the graduate and professional student government that appointed them to the position. Hereafter in this charter, the term 'delegate' shall refer to a student that is elected or appointed by their respective student government to a seat in the ECGPS.

1.D. OFFICERS

All ECGPS Officers positions are elected positions. The following represent the elected positions available within ECGPS.

1.D.1. President

The President of the ECGPS is responsible for both the operation and procedural aspects of the ECGPS according to this charter and any other procedural documents approved by the ECGPS. The President is also responsible for communication to and from the ECGPS as approved by the ECGPS, for planning the upcoming meeting, and for working with the ECGPS to lay out the calendar for the following year. The President appoints the chairs of any ad hoc committee that may be formed during their tenure subject to the approval of the ECGPS delegates. The President shall serve as the official means of contact from individuals and organizations outside the member governments of the ECGPS, and will be identified as the contact for ECGPS on the website as well as all other media.

The duties of the ECGPS President include, but are not limited to representing the council on the following University Committees: Shared Governance Council; Student Activity Fee Committee; and the Hancher-Finkbine Committee as well acting as the main liaison on the Presidential Student Leadership Meetings, the State Board Regents meetings as well as various meetings with the UI Provost and the Student Services Administration.

1.D.2. Vice President

The Vice President of the ECGPS assists the President in carrying out the functions of the Executive Council of Graduate and

Professional Studies. The Vice President will assume the ECGPS President's duties in the case of their absence.

The duties of the ECGPS Vice President include but are not limited to representing the council on the following University Committees: Shared Governance Council; Student Activity Fee Committee; and the Hancher–Finkbine Committee as well acting as a liaison on the Presidential Student Leadership Meetings, the State Board Regents meetings as well as various meetings with the UI Provost and the Student Services Administration. The ECGPS Vice President will also normally serve as a Co-Chair of the Nominations Committee.

1.D.3. GPAC Chair (Budget Director)

The Graduate and Professional Allocations Chair shall be nominated to serve subject to the approval of the Executive Council of Graduate and Professional Students at the Election meeting. Note that the GPAC Chair cannot be a voting delegate. The duties of the GPAC Chair shall be outlined in the GPAC Bylaws. The GPAC chair will serve as the budget director for ECGPS and attend any meetings with University administrators as necessary to help distribute information about the budgetary matters concerning Graduate and Professional students.

1.D.4. Executive Officer

The Executive Officer of the ECGPS is responsible for recording minutes at the ECGPS meetings and for distributing those minutes as appropriate. The Executive Officer is also responsible for the organization and distribution of the meeting agenda as outlined in section 2.B.2. The Executive Officer is to receive any legislation to be introduced at meetings of the ECGPS and to notify the President and Vice President so that the legislation will be included on the agenda. The Executive Officer's duties are limited to internal-ECGPS matters and they do not serve as a representative voice on behalf of Graduate and Professional students. The Executive Officer will attend any meetings with University administrators as necessary.

1.E. COMMITTEE CHAIRS AND LIAISONS OF THE COUNCIL

1.E.1. PAGs Chair(s)

The Professional Advancement Grants Committee shall nominate at least four of its members to serve as Co-Chairs of the Committee. These chairs are responsible for the Presenting Travel Grant, Professional Development Grant, Public Service Grant, and Research Grant as outlined in the PAGs Bylaws.

These decisions are to be voted on by the ECGPS delegates at the Election ECGPS meeting. The duties of the PAGs Chair shall be outlined in the Professional Advancement Grant Committee Bylaws.

1.E.2. Public Relations Liaison

The Public Relations Liaison is responsible for maintaining and updating the ECGPS website in cooperation with ECGPS officers and committee chairs. If ECGPS chooses to sponsor or collaborate on programming, the Public Relations Liaison is ultimately responsible for arranging the collaborative efforts and for publicizing the events. The Public Relations Liaison is also responsible for publicizing ECGPS functions and deadlines. The Public Relations Liaison can be designated to speak on behalf of ECGPS or otherwise represent ECGPS, provided that the Public Relations Liaison acts with the consent of the ECGPS delegates.

1.E.3. Service Liaison

The Service Liaison will facilitate communication between service orientated student organizations, service-related components of member governments, and the ECGPS. The Service Liaison will be responsible for proposing and organizing one ECGPS initiated collaborative all-member government service event per year, subject to approval by the ECGPS delegates.

1.E.4. Governmental Relations Liaison

Direct matters related to local, state, and federal outreach. Plan lobbying events and connect students with our elected officials to educate elected officials about the work of the University of Iowa graduate and professional students. Coordinate governmental relations efforts with all of the member governments. Work with the University of Iowa's federal and state relations officers. Help plan Hawkeye Caucus in Des Moines and DC.

1.E.5. Diversity Liaison

Direct all diversity matters. Coordinate diversity events, programs, policies, and other relevant affairs by working with member governments, the student body, and the administration. Promote campus wide diversity event by collaborating diversity efforts of the member governments.

1.F. RIGHTS AND POWERS

1.F.1. Constituent bodies of the ECGPS may not in any manner deny or abridge the rights enjoyed by members under the constitutions and laws of the United States and the State of Iowa or under the University Policies and Regulations Affecting Students.

- 1.F.2. The delegates and officers of the ECGPS, acting collectively, are the final arbiters of any actions done in their name.
- 1.F.3. The ECGPS delegates and officers may debate and take a position on any subject of concern to graduate and professional students.
- 1.F.4. The ECGPS delegates and officers may formulate and recommend policies to officials, including the University of Iowa Administration, on any subject of concern to graduate and professional students, after careful discussion among council members.
- 1.F.5. The ECGPS may use any legal means necessary, within the bounds of University codes and regulations, to promote the welfare of Students in regards to any subject of concern to Students, except as limited by Art. 1, Sect. F.6., below.
- 1.F.6. Negotiations in regards to issues that are the subject of collective bargaining for graduate assistants shall be carried out by the collective bargaining agent selected by graduate assistants. The ECGPS shall not be directly involved in such negotiations.
 - 1. This restriction shall in no way limit the right of the ECGPS to take a position in regards to any issue, including those subject to collective bargaining, as the taking of such position imposes no obligation on either the University of Iowa administration or the collective bargaining agent, and therefore does not infringe upon the rights of either party.
 - 2. This restriction shall in no way limit the right of the ECGPS to act in any other way to promote the interests of graduate and professional students, including in regards to those issues that are the subject of collective bargaining.
- 1.F.7. The ECGPS delegates, in collaboration with the ECGPS officers, recommend to the University Administration and other University Officials the names of graduate and professional students to serve on those committees of all-student importance as deemed appropriate by the ECGPS, including graduate and professional student representation on search committees for key personnel at the University.
- 1.F.8. The ECGPS delegates, in collaboration with the ECGPS officers, appoint Students to serve on committees of relevance to all Students as deemed appropriate by the ECGPS, including those committees that were previously appointed to by the UISG under the name of 'Graduate and Professional Student Senate.
- 1.F.9. Upon approving by-laws regarding yearly budget and appropriations to constituent organizations:
 - 1. The ECGPS budget shall be subject to the applicable University fiscal procedures.

2. The ECGPS shall be the sole executor of all monies raised solely by ECGPS.
- 1.F.10. The existence of the ECGPS shall not preclude other means of communication between the graduate and professional students, their respective collegiate governments, and the University Administration or Faculty.
- 1.F.11. The ECGPS shall not exercise authority over any of the individual graduate and professional collegiate governments; rather it derives its authority from them.
- 1.F.12. Any right, power, or authority previously held by the Graduate and Professional Student Senate (GPSS) under the UISG Constitution, ECGPS under the PSGI Constitution, or other documents that is not explicitly stated in this charter, is justly and implicitly transferred to the ECGPS as it is recognized by all graduate and professional students as its official form of representation.

1.G. UNIVERSITY OF IOWA HUMAN RIGHTS POLICY

ECGPS and its constituents will adhere to the University of Iowa's Human Rights Policy at all times as outlined below:

The University of Iowa brings together in common pursuit of its educational goals persons of many nations, races, and creeds. The University is guided by the precept that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity and any other classification that deprives the person of consideration as an individual, and that equal opportunity and access to facilities shall be available to all. Among the classifications that deprive the person of consideration as an individual are those based on associational preference. These principles are expected to be observed in the internal policies and practices of the University, specifically in the admission, housing, and education of Students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. The University shall work cooperatively with the community in furthering these principles. Complaints of alleged human rights violations can be filed with the University of Iowa Charter Committee on Human Rights. The Committee investigates written complaints brought to the attention of the Committee Chairperson and makes recommendations to the president.

ARTICLE 2. PROCEDURES OF THE EXECUTIVE COUNCIL OF GRADUATE AND PROFESSIONAL STUDENTS

2.A. ELECTIONS, NOMINATIONS, AND VOTING PROCEDURES

2.A.1 Nominations

Officer, Committee Chair, and Liaison nominations shall be submitted to the ECGPS President starting two weeks prior and concluding one week prior to the Election Meeting. Nominations will be posted on the ECGPS website as received by the President during the Nominations period. Candidates may nominate themselves for any position. If a vacancy exists, the current Council and Member Governments are responsible for recruiting vacancies. A student may only be nominated after the nomination deadline if a vacancy exists for one of the officer positions. The President shall receive the nominations for any vacant officer position at any time prior to the meeting in which elections are held. If an individual that was nominated for a position was not elected for said position, they may be nominated for another position not yet voted upon during the Election Meeting.

2.A.2 Election Terms and Eligibility

All ECGPS officer, committee chair, and liaison elections are made in the second to last meeting of the Spring Semester. These one-year terms begin the Monday following finals week in the spring semester. All officer, committee chair, and liaison positions are open to any graduate or professional students including Delegates and Alternates, with the exception of the GPAC Chair, who cannot be a Delegate.

Delegates may not serve as officers, chairs, or liaisons. In the case that mid-term a liaison position becomes vacant, an ECGPS delegate may serve in that position for an interim period of two months until a new liaison is elected by ECGPS delegates, unless otherwise specified in committee bylaws. If an officer or chair steps down mid-term, a special election must be held within four weeks. Another officer shall assume the duties of the vacant position until a replacement is found.

Eligibility for the ECGPS President shall alternate between graduate and professional students each year and the student group eligible for the ECGPS President position shall not also be eligible for the Vice President position. All other positions are equally open to graduate and professional students. If a student group fails to nominate a candidate for ECGPS President or Vice President prior to the elections happening on the second to last meeting of the Spring Semester, an eligible candidate from another student group may then be nominated and elected as President or Vice President at the second to last meeting of the spring semester. The following years elections would then proceed as if the President or Vice President had been a member of the absent student group.

2.A.3 Election Procedure

Officers, chairs and liaisons shall be elected in the order as they appear within this charter. An eligible nominee may give a three-minute speech prior to the election of the officer. Following the speech, the ECGPS body may ask the candidate questions that the candidate may answer for a period not to exceed ten minutes. After each candidate has had the opportunity to give a speech and has had the opportunity to answer any questions the

ECGPS body asked that candidate, ballots shall be given out to each voting ECGPS member. Each voting member may vote for one candidate. Votes will be tallied by the current ECGPS President following each election and the results will be made public prior to proceeding with the election of the next group of officers. If the current ECGPS President is a candidate for that position, an officer other than the President shall tally the votes. Timing will be kept by an officer who is not a candidate for the position to be voted upon. If no officer is available to time the election process or tally the votes, the officers may elect a delegate to fulfill that duty. A candidate who runs for multiple officer positions may give one speech and one ask and answer session for each position. A candidate shall not be elected to more than one officer position. Note that proxy votes may be accepted via email to the President in cases of a delegate's absence.

All officers must be elected by a vote of the delegates present at the meeting at which the election is held. An alternate delegate may only vote if replacing the vote of a full delegate. If no candidate receives a simple majority on the first ballot, all nominees not receiving one of the two highest vote tallies shall be removed, and a second ballot shall be taken with the remaining candidates. On the second ballot, whichever candidate receives a plurality of votes shall be declared the winner.

Any vacancy among the elected officers shall be filled at a special election held at the next general meeting of the ECGPS, and according to procedures as closely in accord with ordinary election procedures as is practical.

2.B. COUNCIL MEETINGS

2.B.1. Locations

The President, as outlined in section 2.A.1, is responsible for securing the location of the meeting and ensuring that delegates are informed of the location at least one week prior to the meeting.

2.B.2. Agenda

The agenda for the meeting shall be collected from delegates and compiled by the President and Executive Officer. The agenda shall include minutes from the previous meeting and shall be submitted to all delegates at least twenty-four hours prior to the meeting by the Executive Officer.

2.B.3. Minutes

The minutes for the meeting shall be recorded by the Executive Officer and included in the agenda for the next meeting. Minutes shall include a record of all votes as well as relevant topics covered in the meeting.

2.B. 4. Decorum

During debate or discussion, any ECGPS delegate or officer may request that ECGPS follow rules of parliamentary procedure to regulate proceedings. The parliamentary authority of the Executive Council of Graduate and Professional Students in these instances shall be the most recent edition of Robert's Rules of Order. The right to the floor at an ECGPS meeting shall be limited to ECGPS officers, committee chairs, delegates, alternates and invited guests. The ECGPS Vice President will serve as speaker and parliamentarian. This authority shall govern all procedures in the ECGPS except where it conflicts with the ECGPS Charter, Bylaws, or any special rules of order adopted.

2.B.5. Quorum

Quorum in the ECGPS shall be considered delegates from at least four of the member governments.

2.C. LEGISLATION

Legislation of the ECGPS shall be of three types: Resolutions, Bills, and Amendments to the ECGPS Charter.

2.C.1 Resolutions

Resolutions state the opinion of the ECGPS.

Any delegate of the ECGPS may submit a resolution for consideration by the membership.

In order for a resolution to be considered at a given meeting, it must be submitted to the President and Executive Officer forty-eight hours before the meeting.

Proposed resolutions will be distributed by the Executive Officer to the membership of the ECGPS with the agenda for that meeting.

In matters of sufficient urgency and import, the ECGPS may add a resolution to the agenda at any point before the beginning of a meeting.

When a resolution is passed, the President of the ECGPS is responsible for distributing it per the requirements of the resolution.

2.C.2 Bills

Bills call for some specific action on behalf of the ECGPS or some part thereof.

Bills may be passed at any meeting of the ECGPS or by electronic means as outlined above.

Any delegate of the ECGPS may submit a bill for consideration by the membership.

In order for a bill to be considered at a given meeting, it must be submitted to the President and Executive Officer.

A proposed bill shall be distributed to the ECGPS membership along with the agenda for the meeting at which it will be considered.

When a bill is passed, the appropriate ECGPS member(s), committee chair(s), committee member(s), or proxy, will be responsible for assuring that bill is carried out.

2.C.3 Amendments to this Charter

Amendments and revisions to this charter may be initiated by delegates to the ECGPS or by petition of the ECGPS by fifty graduate and/or professional students.

Proposed amendments and revisions to this charter must be submitted to the Executive Officer 7 days prior to the meeting at which they will be introduced.

Amendments and revisions to this charter may be introduced at either general meetings, or special meetings called for the purpose of discussing them.

The assent of all voting members present at a meeting of the ECGPS shall be sufficient to pass any amendment or revisions of this charter.

2.D. VOTING

All voting is to be approved by consensus in the manner as outlined below. Official votes of ECGPS require the vote from one delegate of each member government by an approved means as stated in Section 2.D.4.

2.D.1. VOTING ON FINANCIAL MATTERS

ECGPS will seek to reach a consensus on all matters regarding finances, the budget and distribution of funds. Consensus is defined by quorum, see section 2.B.5. This shall apply also to electronic voting.

2.D.2. VOTING ON LEGISLATION

ECGPS will seek to reach a consensus on all matters regarding legislation. Each member government, represented by its two delegates, shall have two votes for a total of twelve votes. Any legislation that is passed by the ECGPS requires the assent of all twelve votes. In the event that a consensus cannot be reached, the ECGPS will not pass legislation, and member governments will seek to act individually.

2.D.3. NOMINATIONS FOR EXTERNAL COMMITTEES

When Students are sought for positions or representation on committees, ECGPS will appoint individuals in the following manner. Nominations of individuals will be provided by member colleges. Delegates will be allowed to vote for their top X choices, where X is the number of positions open. In order to be selected, the individual must receive supporting votes from at least 50% of the delegates. If X number of Students are not selected on the first round of voting (i.e. X number do not receive a majority of votes), run-off voting occurs. At this time, any Student not receiving 1/3 of the votes will be removed, and voting will proceed.

2.D.4. APPROVED MEANS OF VOTING

A vote by secure, electronic means (e.g. e-mail) is acceptable when committee members deem it appropriate. Amendments to this charter may not be approved by electronic means or by proxy. They require the physical presence and respective votes of the delegates.

ARTICLE 3. COMMITTEES

3.A. ON COMMITTEES

Committees are established by the ECGPS as its business requires. Committees are empowered to act on behalf of the ECGPS in certain matters, as described in this section and are subject to the authority of the ECGPS. The ECGPS delegates are responsible for appointing interested graduate and professional students (including ECGPS members themselves) to committees. In the case that there are more applicants than positions, the ECGPS will vote on Committee Chairs during the Spring Election meeting.

3.B. STANDING COMMITTEES

The standing committees of the ECGPS shall consist of the following: Graduate and Professional Allocations Committee (GPAC), Professional Advancement Grants Committee (PAG), and future committees as needed by the ECGPS and voted on by the delegates. All standing committees are required to make regular reports to the ECGPS.

3.B.1. Graduate and Professional Allocations Committee (GPAC)

The ECGPS power to allocate fees is derived from the Board of Regents to the University of Iowa and its duly appointed officers. Distribution of the fees allocated and other ECGPS funds shall be vested in the Delegates of the Executive Council of Graduate and Professional Students. The GPAC makes recommendations concerning the allocation of student activity fees to the ECGPS. GPAC is composed of three students from the Graduate school and one student from each of the following schools: the Dental, Pharmacy, Law, Medical, and Business Colleges. Other procedures

and duties for the GPAC are outlined in the GPAC Bylaws. Changes to these Bylaws must be approved by ECGPS.

3.B.2. Professional Advancement Grants Committee (PAGs)

The Professional Advancement Grants Committee (PAGs) allocates funds to graduate and professional student applicants for the purpose presenting their research (Presenting Travel Grant), and attending professional workshops and conferences that provide hands on educational and professional experiences not available at the University of Iowa (Professional Development Grant), of providing support for individual students to conduct public programs (Public Service Grant), and of conducting research projects (Research Grant). The PAGs Committee will review requests according to objective criteria and ensure and recommend awards to ECGPS for final approval. This Committee shall be governed by the PAGs Bylaws, which shall be approved and amended as needed by the ECGPS.

3.C. AD HOC COMMITTEES

Ad Hoc Committees, which includes coordinator positions, shall be formed for specific purposes as the needs of the ECGPS require. The ECGPS delegates in conjunction with the officers shall have the power to establish ad hoc committees at the beginning of each academic year. An ad hoc committee shall exist until fulfillment of the purpose for which it is established or the expiration of the current ECGPS officers' terms, by which time it will be dissolved. An ad hoc committee may become a standing committee upon the passage of an Amendment to this Charter establishing it as such.

ARTICLE 4. FINANCES

4.A. BUDGET

The budget director of ECGPS shall maintain a budget for its own activities and fiscal priorities. The PAGs Committee is charged with making awards and grants for professional advancement and public service.

4.B. STRATEGIC INITIATIVE FUND

ECGPS officers may administer a Strategic Initiative Fund, which can be used to fund various projects and initiatives to improve graduate and professional collaboration and awareness on campus. This fund will ensure that the ECGPS leadership is able to meet their mission with regard to ensuring collaboration across the graduate and professional student body as well as among the greater University of Iowa campus. Expenditures from these funds shall be through the joint agreement of 3 of the 4 following officers: ECGPS President, Vice President, Executive Officer, and Budget Director. Any single expenditure should not exceed \$1000. If expenditures over this amount are required, they must be voted upon by the delegates. In that case, consensus of the delegates is required. Minutes of this agreement must be provided to the Student Organization Business Office for expenditures of these funds, and to the ECGPS

at regular meetings for the sake of transparency. Funding for the Strategic Initiative Fund should be requested with the yearly ECGPS budget, allocated by GPAC and approved by the ECGPS Delegates.

4.C. CONTINGENCY RESERVE ACCOUNTS

ECGPS shall administer a Contingency Account with an initial investment of funds formerly held in the Office of Vice President for Student Services

- 4.C.1. Funds from the Contingency Reserve Accounts should not be requested for regularly budgeted items or for items for which a request has been made to GPAC.
- 4.C.2. Requests for use of these funds must follow the appropriate approval process dependent upon the amount of the request:
 - 1. Requests less than \$1500 can be approved by consent of at least three of the following four ECGPS Executives: President, Vice President, Executive Associate, and the Budget Director (GPAC Chair). Upon approval, and within 24 hours, said Executives must inform ECGPS delegates of the anticipated expenditure.
 - 2. Requests greater than or equal to \$1500 should be written in the form of ECGPS legislation and must be approved by the ECGPS delegates. In this case, consensus of the delegates is required.
- 4.C.3. Requests for use of Contingency Reserve Account funding can be considered throughout the year as the need arises.
- 4.C.4. The ceiling on this account will be \$40,000, with a floor of \$15,000 and a recommended balance of \$25,000.
- 4.C.5. If money is spent from this account throughout the year, the account should be replenished from reversion funds from the previous year after the June 30 reconciliation of Student Organization Accounts, if authorized by the Office of the Vice President for Student Services. Other sources of money can be deposited into the Contingency Account as they are available to replenish any expenditure.
- 4.C.6. Balances in the Contingency Reserve Account shall be reviewed at least once per semester and an up to date balance sheet must be made available for this account upon demand.
- 4.C.7. Financial Clause:

Upon dissolution, state money and mandatory student fees revert back to the granting organization.

Group fees should be divided as stated in the Charter and carried out by the dissolving group's members and officers. Group fees should be

transferred to GPAC to be dispersed as GPAC sees fit according to GPAC guidelines.

If the group has dissolved and group fees have not been divided as stated in the Charter by five years from last account activity, monies in the group's 00 account will revert to an account specified for this purpose within UISG/ECGPS. These funds will then be available for distribution through SABAC or GPAC guidelines in compliance with University of Iowa policy.

ARTICLE 5. RELATIONSHIPS WITH ENTITIES OUTSIDE ECGPS:

5.A. Student Governments at the University of Iowa (SG@UI):

Student Governments at the University of Iowa represents shared participation and governance by both UISG and ECGPS.

1. Student Activity Fee Allocations

This section governs the way in which student governments make recommendations to the Vice President for Student Services concerning the allocation of student activity fees.

2. Funding Categories and Organization of SAF Monies

The SAF Collected shall be ultimately managed by the Office of the Vice President for Student Services (OVPSS). The total budget and payment obligations shall be discussed between OVPSS, The Office of Student Life, UISG, and ECGPS regularly. For certain aspects of the SAF, these groups may communicate through the SAF Committee.

- a. First Priority: Fixed Costs shall be funded by the SAF as first funding priority, prior to any other category. The Student Organizations Business Office and Collegiate Readership Program are the current fixed costs.
- b. Each year, by March 1, the Vice President for Student Services or designee shall provide relevant financial information (e.g., staffing changes, contract changes, expected changes in salary) to the Student Governments at The University of Iowa (SG@UI) Finance Committee.
- c. Second Priority: Collaborative Funding Organizations (CFOs) shall be funded by the SAF through the SG@UI Finance Committee.
- d. The SG@UI Finance Committee shall be the group designated to make allocation recommendations to UISG and ECGPS about CFO budget requests.
- e. The SG@UI Finance Committee is the joint financial committee of the UISG and ECGPS as described below.

- f. The SG@UI Finance Committee shall operate according to the SG@UI Finance Committee Operating Procedures.
 - g. Third Priority: Remainder of SAF shall be split between the two student governments at The University of Iowa, UISG and ECGPS.
 - h. The remainder of the SAF, following payment of Fixed Costs and CFO Budgets shall be divided between UISG and ECGPS in proportion to the Student Activity Fees paid by (a) undergraduate students and (b) graduate and professional students in the most recent complete fiscal year
 - i. The split percentages are determined annually and will be received from the Vice President for Student Services.
 - j. The proportion of the remaining SAF paid by undergraduate students shall be managed by the Student Assembly Budgeting and Allocating Committee (SABAC). SABAC shall operate according to the SABAC bylaws and is governed by UISG. SABAC operates completely independently of ECGPS.
 - k. The proportion of the remaining SAF paid by graduate and professional students shall be managed by the Graduate/Professional Allocation Committee (GPAC). GPAC shall operate according to the GPAC bylaws and is governed by ECGPS. GPAC operates completely independently of UISG.
 - l. Student organizations may apply to either or both UISG and ECGPS, using the procedures established by each government. Each government shall recommend to the Vice President for Student Services or designee allocations for these groups.
3. The SG@UI Finance Committee is the joint financial committee of the UISG and ECGPS.
- a. The SG@UI Finance Committee shall operate in accordance with the "SG@UI Finance Committee Operating Procedures."
 - b. Any and all changes to the SG@UI Finance Committee Operating Procedures shall be initiated from within the SG@UI Finance Committee.
 - c. The SG@UI Finance Committee can only operate under complete cooperation by both UISG and ECGPS. If either shall government shall ever become dissociated with the SG@UI Finance Committee, the SG@UI Finance Committee shall cease to operate or exist.
 - d. Fixed Cost Group SAF Allocation Recommendations shall be reviewed by the SG@UI Finance Committee. These recommendations shall be forwarded to UISG and ECGPS, as described in the SG@UI Finance Committee Operating Procedures.
 - e. Shared Student Governmental Expenses shall come under the purview of the SG@UI Finance Committee as described within the SG@UI Finance Committee Operating Procedures.

- f. CFOs shall request budgets from the SG@UI Finance Committee. Recommendations of these budgets shall come under the purview of the SG@UI Finance Committee as described within the SG@UI Finance Committee Operating Procedures.

4. Nominations Committee

The ECGPS appoints three graduate and professional students to serve on the Nominations Committee along with six members of the UISG Senate. This Committee shall be responsible for advertising, interviewing and appointing students to serve in positions in All-University and Presidential Charter Committees as directed by the Nominations Procedures jointly approved by ECGPS and UISG in the Spring of 2009. The ECGPS Vice President shall normally serve as one of the co-Chairs of the Nominations Committee.