

# **GRADUATE AND PROFESSIONAL ALLOCATIONS COMMITTEE BYLAWS**

Amended 8/31/09

## **I. DEFINITIONS**

### **(A) Allocation.**

This term shall refer to the GPAC funds assigned, or recommended for assignment, by GPAC to a Group for specific programs and line items.

### **(B) Board of Regents.**

This term shall refer to the Iowa Board of Regents.

### **(C) Budget Request.**

This term shall generally refer to the written or electronic application for funding. If not specified, this term shall refer to the annual application used to request funding. If specified as such, this shall refer to written or electronic supplemental applications submitted between annual applications.

### **(D) CFO.**

This acronym shall refer to Collaborative Funding Organizations. This refers to organizations that are eligible to receive funding from both UISG and ECGPS. Funding levels for these organizations shall be recommended by the Finance Committee and approved by both student governments pursuant to the administration's interim policy.

### **(E) ECGPS.**

This acronym shall refer to the Executive Council of Graduate and Professional Students.

### **(F) GPAC.**

This acronym shall refer to the Graduate and Professional Allocations Committee.

### **(G) GPAC Funds.**

This term shall refer to monies from GPAC that are allocated to Groups.

### **(H) Groups.**

This term shall refer to any set of people or activities, who, under these bylaws shall submit a budget request; e.g. ECGPS, or parts thereof, United Students of Iowa, Collegiate and Residence Associations, Commissions, Student Organizations, and student fee-supported services. Two or more sets of people or activities, who shall be eligible to submit separate budget requests, may combine with each other to submit a single annual budget request, e.g., parts of the judicial branch or two student organizations. Each eligible set of people or activities, however, may only submit one annual budget request whether this request is separate or combined. However, the ECGPS or parts thereof may each submit two annual budget requests:

One for fixed costs such as telephone rental and executive salaries, and one for other program costs. Allocations based on a combined request shall be to only one account and it is the responsibility of the combined sets of people or activities to make accounting and authorization arrangements for this allocation.

**(I) Finance Committee**

Consistent with the Interim Policy on Student Activity Fee Allocation announced by the Vice President for Student Services in March 2009, the Graduate and Professional Allocations Committee will appoint three of its members to serve with six UISG members on a Finance Committee for fixed costs and collaborative funding organizations as defined by the Interim Policy. One of these appointees should be the GPAC Chair.

**(J) Line Item.**

This term shall refer to the individual expense class within a specific program section of a Group's account, and shall be as defined by University accounting procedures. This term shall also refer to requests for such individual expense classes during GPAC deliberations on budget requests.

**(K) MSF.**

This acronym shall refer to mandatory student fees—that portion of the semi-annual charges assessed of each student by the University that is not tuition. Also referred to as "Designated Tuition" by the Board of Regents.

**(L) Outside Funds.**

This term shall refer to monies raised by Groups aside from UISG and GPAC funds.

**(M) Priority.**

This term shall refer to the significance assigned to an individual program by UISG and its constituent bodies. GPAC will not attach any significance to a student organization's UISG-designated priority level when allocating funds. Because of their mission and roles in the graduate and professional student community, the Executive Council of Graduate and Professional Students and the six member governments of the ECGPS shall be eligible for the same rights and privileges formerly held by "Priority 1" organizations under the old PSGI Allocations system. These include, but are not limited to the ability to rollover GPAC funds for the following fiscal year, restrictions on expenditures including the ability to spend allocated funds on food, beverages, social activities, and insurance, and discretionary budgets with autonomous control to redistribute their GPAC recommended line items consistent with university policy. These organizations shall be designated as "Member Governments" (MG) on all contracts and forms, thus indicating their privileges described here.

**(N) Program.**

This term shall refer to one or more Line Items with a single, specific purpose and title as specified on the budget request forms. The budget allocation and

recommendation bills shall group line items according to these programs. Office supply allocations shall be included in this definition of a Program.

**(O) SABAC.**

This acronym shall refer to the SA Budgeting and Auditing Committee (UISG Const. Art. II, Sec. F, Par. 5b).

**(P) Student Organizations.**

This term shall refer to allocations for all University of Iowa student organizations, as recognized by the Office of Student Life. This term will cover all student groups regardless of their constituency or membership.

**(Q) UIOM.**

This acronym shall refer to the University of Iowa Operations Manual.

**(R) UISG.**

This acronym shall refer to the University of Iowa Student Government, which ECGPS recognizes as the legitimate student government organization for the undergraduate student body and a peer governing body.

## **II. GENERAL PROVISIONS**

**(A) Members**

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. None of the appointees to GPAC shall be ECGPS delegates.

**(B) Appointment and Terms**

New GPAC representatives shall be appointed by May 1 each year and shall take office on June 1 each year. Representatives shall be chosen according to the constitutions and bylaws of their respective constituent student governments. The GPAC chair shall notify constituent student governments of their obligations to elect or appoint GPAC representatives.

**(C) Chairperson**

The Graduate and Professional Allocations Committee shall nominate one of its members to serve as Chair of the Committee subject to approval of the Executive Council of Graduate and Professional Students in the April ECGPS meeting. Upon taking office, the chairperson shall not serve as a representative to GPAC from a constituent student government and should not have voting rights unless in the event of a committee tie where the chairperson shall cast the tie-breaking vote.

*Note: the ECGPS will solicit nominations and elect a Chair of GPAC in the transition period (Spring 2009). Beginning with fiscal year 2010 these procedures for the selection of the GPAC Chair will take effect.*

**(D) Public Disclosure**

All of the following shall be posted on the ECGPS website within seven business days of becoming effective:

- (1) Amendments to these bylaws;
- (2) Any allocation of ECGPS funds from the Student Activity Fee, including the percentage of requests funded for each funding period;
- (3) Any allocation funding recommendation, which shall also be provided to the requesting organization at least 7 days before the ECGPS meeting at which the recommendation will be considered;
- (4) Revised operating procedures and an annual set of funding guidelines;
- (5) Enumerated grounds for denying funds or reducing allocation recommendations;
- (6) A list of eligible CFOs;
- (7) A list of GPAC members;
- (8) A final budget report prepared by the GPAC chair; and
- (9) Dates, times, and locations of regularly scheduled GPAC meetings.
- (10) Dates and submission methods for supplemental funding periods.

### **III. STUDENT FEES ALLOCATION**

**(A) Authority.**

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 also be vested in the Delegates of the Executive Council of Graduate and Professional Students. ECGPS shall also maintain a budget for its own activities, including committees charged with making awards and grants for professional advancement or public service.

**(B) Recommendations.**

Recommendations concerning the allocations of student activity fees to the ECGPS will be made by GPAC. The ECGPS will review GPAC recommendations and approve or fail recommendations. All approved allocations will immediately be sent to the Office of the Vice President for Student Services for approval.

Recommendations that fail to be approved shall be sent back to the Graduate and Professional Allocations Committee for revision.

### **IV. ELIGIBILITY AND FUNDING PRIORITIES**

**(A) Eligibility.**

Groups must be properly recognized by ECGPS and the Office of Student Life before applying for GPAC funding. Only the following groups are eligible to receive GPAC funding:

**(B) Organizational Classification.**

GPAC shall internally classify organizations when considering budget requests. Organizational classification shall be defined as follows:

- (1) *Undergraduate Organizations.* These organizations enhance undergraduate student life at the University of Iowa and are made up of heavy majorities of undergraduate students. Examples include pre-professional organizations, Greek life organizations, residence hall organizations, and academic honor societies. These organizations shall receive the lowest priority in allocating ECGPS funds.
- (2) *Graduate and Professional Organizations (GPSOs).* Each of the professional schools contain an array of groups specifically targeted to their respective professions. Many graduate programs also have similar organizations. Additionally, the respective student governments of each professional school fall under this category. These organizations shall receive the highest priority in allocating ECGPS funds.
- (3) *All-Student Organizations.* Many organizations attract both undergraduate and graduate students. Some of these groups, such as Homecoming and the Bijou Theater, are permanent fixtures of student life, while some other groups, such as ethnic organizations, have an appeal that transcends grade, age, or program of study. Like all student organizations, these shall be eligible to apply to both UISG and ECGPS for collaborative funding. Although this category is a catch-all for organizations that could conceivably fall in either of the other two categories, these organizations generally satisfy the following conditions:
  - (a) Have a stated mission to provide programming or services to all students rather than a subset of students with a particular interest, academic major or department, or background;
  - (b) provide a plan to ensure transparency of decision-making and programming;
  - (c) provide a specific plan to ensure a balance of programming offered to undergraduate and graduate/professional students such as building consensus among UISG and ECGPS members, providing proportional membership to undergraduate and graduate/professional students on the organization's planning committee, etc.

**(C) Program Funding Level.**

All groups within each Organizational Classification have procedural access to GPAC funding. However, all program funding requests by such groups shall not have equal priority for funding. Determination of the funding level for Graduate and Professional Organizations shall be the responsibility and duty of GPAC using the priorities and criteria contained within these bylaws.

**(D) Human Rights Policy.**

GPAC funds may only be allocated to those groups that comply with the UI Human

Rights Policy as defined by Chapter 3 of the UIOM. This compliance shall be determined by the University Human Rights Committee. ECGPS or GPAC defers all decisions regarding the application of the UI Human Rights Policy to the Office of the Vice President for Student Services.

**(D) Non-discrimination in ECGPS Funding.**

All groups, having met specifications within these bylaws, shall have an equal opportunity for ECGPS funding, respective of those priorities and criteria listed within these bylaws. GPAC and ECGPS may not discriminate in their funding decisions based on race, creed, or ideology, nor may they engage in viewpoint discrimination. Groups' programs, not pertaining to ideology, must be in accordance with the educational objectives of the University.

**V. ALLOCATION AND FUNDING LEVELS.**

**(A) Funding Authority.**

- (1) *Establishing Guidelines.* GPAC shall issue recommended program funding levels for student organizations. GPAC shall annually establish equitable written guidelines, with approval of ECGPS and subject to review by the University Human Rights Committee.
- (2) *Publishing Decisions.* Upon the conclusion of funding allocations, GPAC will publish a statement with its rationale for funding decisions.
- (3) *Funding Not Guaranteed.* Submission of budget request forms and satisfaction of all rules and regulations will not ensure GPAC funding; funding will be determined upon the considerations listed in these Bylaws.
- (4) *Allocation Authority.* Unless otherwise provided, ECGPS has final authority in accepting or rejecting allocations. All allocations shall be sent to the VPSS or designee for final university approval of the disbursement.

**(B) Allocation Requests.**

Using the Budget Request Form, Groups will provide the following information, upon which GPAC will base its funding evaluation:

- (1) *Funding Priorities.* GPAC will rely on the requesting organizations' stated funding needs when allocating funding. GPAC members shall report any willful falsification of records on a budgeting request to the ECGPS President. Failure by any GPAC member or ex-officio member to report a procedural error or malfeasance by any member shall be an impeachable offense.
- (2) *Target Population.* The requesting group shall provide an estimated number of and description of the students in the target population. This should include

the numbers of undergraduate, graduate, and professional students in this population. The requesting groups shall also provide a description of the leadership in the target population including the numbers of undergraduate, graduate, and professional students in leadership GPAC shall attempt, in such reasonable manner, to verify these numbers.

- (3) *Program Effectiveness.* Requesting groups shall provide an estimate of the number of students that were reached by the program—or similar programs—in previous years. GPAC shall attempt to verify these numbers in a reasonable manner, including by audit.

**(C) Budget Request Reduction Criteria.**

GPAC will deliberate on groups' budget requests in order to establish recommended levels for Line Item and Program allocations. Motions to reduce the requested amount shall cite one or more of the criteria listed below. In the case of a violation of University of Iowa Human Rights Policy, as determined by the Office of the Vice President for Student Services, ECGPS funding may be partially or totally denied. With the exception of a violation of the University of Iowa Human Rights Policy as determined by the Office of the Vice President for Student Services, the following criteria shall be the only acceptable criteria by which allocation recommendations will be reduced:

- (1) *Funding Guidelines.* Before evaluating budget requests, GPAC shall establish and publish certain funding guidelines for specific items to be applied uniformly to all funding requests. GPAC shall deny funding requested in excess of the funding guidelines.
- (2) *Impermissible Expenses.* GPAC shall deny funding for certain items which are deemed impermissible.
- (4) *Human Rights Violation.* GPAC shall deny funding requests if the requested funds will be used in violation of the University of Iowa Human Rights Policy, as *determined* and *authorized* by the Office of the Vice President for Student Services.
- (5) *Group Viability.* GPAC may reduce or deny funding to a Group that fails to demonstrate its ability to conduct the requested programs to the degree reflected by the size of the request. It should be noted that, for the GPAC to remain fiscally responsible, it will not allocate funds to a group without adequate indication of the group's viability. In the case of new groups this may result in decreased or deferred funding until such time as viability is established. Viability can be demonstrated by the existence of established, viable membership relative to the purpose and activity level of the group, and either of the following:
  - (a) Satisfactory completion of prior programs conducted without UISG or ECGPS funds; or,

- (b) Demonstrated completion of sufficient groundwork for the requested programs.
- (6) *Misrepresentation.* GPAC may reduce or deny funding if it reasonably believes that a group requesting funding has intentionally or recklessly misrepresented membership size, activities, financial status, or other material information.
- (7) *Civil or Criminal Liability.* GPAC may reduce or deny funding if it has any reason to believe that an allocation of ECGPS funding would cause ECGPS to be civilly or criminally liable for the loss of funds through gross neglect or misuse. This criterion may only be applied after consultation with appropriate legal representatives of the University.
- (8) *Fiscal Misfeasance.* GPAC may reduce or deny funding for Groups that have received any funding in the past fiscal year when fiscal responsibility has not been demonstrated. Indications of fiscal responsibility include adequate bookkeeping and proper use of funds.
- (9) *Accountability.* GPAC may reduce or deny funding if it believes that a requested line item for which funding is requested would be unaccountable in its use for the purpose stated. For example, supplies for an office located in a private residence could be of questionable accessibility and accountability.
- (10) *Personal Goods.* GPAC may reduce or deny funding if the item requested would be deemed a personal good. For example, an expense such as clothing or sports equipment for a single person if it is primarily intended for personal use of a group member requesting the funding.
- (11) *Durable Goods.* GPAC may reduce or deny funding requested if the Line Item is a durable good previously funded by UISG or ECGPS and is still functional for the projected use. Examples of durable goods include: scissors, stapler, hole punch, computer, etc. Such goods are eligible for funding only if the good is nonfunctional, and the group has demonstrated proper use of the good.
- (12) *Standard Office Supplies.* GPAC will only consider funding office supplies for organizations that meet the following criteria: 1) the organization must have an official office that is known by the Office of Student Life; and 2) the organization must have a minimum of 10 office hours per week. “Office Supplies” are common desk items used by an organization to fulfill their duty from their office and generally include things like paper, pens, and paper clips, for example. Exceptions will be considered on a case by case basis.
- (13) *Multiple Programs.* If GPAC believes that a program is a conglomeration of several programs, GPAC shall have the authority to divide the requested



program and its constituent line items into separate programs and line items.

- (14) *Satisfied Need.* GPAC may reduce or deny funding if a Group's intention is already satisfied in University of Iowa or Iowa City community programs. A Group may overcome an objection to funding based on this criterion by providing a thorough explanation of the need for their particular group.
- (15) *Lower Cost Alternatives.* GPAC may reduce funding if it believes that the programs or Line Items may be performed or obtained at a lower cost or through cooperation with other groups or agencies.
- (16) *Outside Funding Pursuit and Availability.* GPAC may reduce funding if it believes that the Group has not adequately pursued outside sources of funding for the program. GPAC may reduce funding if there is outside funding available to the Group, regardless if it is utilized.

**(D) Prohibited Allocations.**

Allocations for the following expense items are prohibited from receiving ECGPS funding, except where specifically in these bylaws. GPAC will create a list of Maximum Funding Standards, which will serve as guidelines for EGCPS deliberations annually. These guidelines will include but are not limited to the following:

- (1) *Food/Beverages.* GPAC will allocate a minimal amount of funding to food/beverage providing organizations sufficiently describe and justify the need for food at an event. No funds will be allocated to organizations to cover the cost of food at regularly scheduled organization-based meetings. There is no guarantee food/beverage will be funded, however as a line item it is not automatically dismissed.
- (2) *Trophies/ Awards.*
- (3) *Contingencies/ Unspecified Expenses.*
- (4) *Membership Fees.* Such fees shall be defined as those of an individual or individuals paid to an organization on a periodic basis.
- (5) *Contributions.* Contributions to UI departments or ECGPS groups shall be excepted from this prohibition, unless the GPAC has reason to believe that such contributions would be used to circumvent other rules, procedures, priorities or criteria of these bylaws, or other legislation of the ECGPS.
- (6) *Commencement.* Any graduation service or ceremony for any of the colleges of the University of Iowa.
- (7) *Political Groups.* No funding shall be provided to partisan-political groups.

- (9) *Fund-raising Events/ Activities.* No funding shall be provided to fund-raising events. A fund-raising event shall be defined as an event at which admission is required to attend. However, at an event for which ECGPS funds shall have been allocated, fees may be charged for goods and services other than those for which ECGPS funds have been allocated. Such fees also shall not exceed the cost of the event less the amount allocated for the event by the UISG and outside sources of funding. Incidental line items, e.g. advertising and room charges, which support both the fee-charging and the ECGPS-funded portions of the event shall also be eligible for ECGPS funding. All advertising shall clearly state that attendance to the ECGPS-funded portions of the event is free of charge. Allocations for other activities that have the sole purpose of raising money shall also be prohibited.

## **VI. FUNDING ALLOCATION PROCESS.**

### **(A) Budget Request Forms.**

GPAC shall create and revise if needed Budget Request forms for the use of organizations requesting funds from GPAC. GPAC will annually provide instructions to accompany the form.

### **(B) Student Organizations.**

All UI student organizations, including CFOs that receive allocations from the Finance Committee, may apply for and receive funding from ECGPS through GPAC pursuant to these Bylaws.

- (1) *Annual Funding Requested by Student Organizations.*
- (a) After completing the annual budget request form provided by GPAC, student organizations shall submit an annual budget request to the GPAC Chair. Student organizations may also submit budget requests to the GPAC Chair as needed throughout the school year.
  - (b) GPAC will deliberate and consider the criteria outlined in §§ V.B – V.C of these Bylaws.
  - (c) Upon a majority vote, with the Chair being a non-voting party that will vote only in the case of a tie, GPAC will recommend a funding allocation to ECGPS.
  - (d) GPAC will notify the student group of the funding recommendation to ECPGS so as to provide reasonable notice to the organization before ECGPS considers the allocation.
- (2) *Supplemental Funding Requested by GPOs*

- (a) GPAC shall determine supplemental funding periods by August 1 of the current fiscal year. The deadlines and appropriate request procedure will be posted on the ECGPS and/or GPAC website by August 15.
  - (b) GPSOs may also submit budget request forms to GPAC for supplemental funding at designated times throughout the year. The process will be identical to that set out in § IV.B.1 above. The GPAC Chair must provide reasonable notice to the student organization of the committee's budget recommendation before ECGPS considers the allocation.
  - (c) At the beginning of each fiscal year, prior to annual allocations, the GPAC Chair shall apportion funds to be allocated throughout the year as periodic supplemental allocations rather than allocated during the annual budget process. The amount to be disbursed shall be set forth in a plan approved by a majority of GPAC members. Later deviations from this plan shall then require approval from ECGPS.
- (3) *Appeals.*
- (a) Before ECGPS approves a GPAC recommendation, a student organization may appeal a funding decision by notifying the GPAC Chair of its appeal.
  - (b) After notification of appeal, the Group may appear before GPAC and advocate for their budget request. This will be considered the informal appeal process. The GPAC chair shall announce a time and place for all student organizations to appeal their recommended funding level before ECGPS considers the allocation.
  - (c) After appearing before GPAC, the student organization may formally appeal to ECGPS by notifying the ECGPS Executive Officer or GPAC Chair of their appeal, and appearing before ECGPS to advocate for its budget request. If the GPAC Chair receives notice of a formal appeal, he or she shall also forward the notice to the Executive Officer to be included in the next regular ECGPS meeting agenda.

## VII. REVISION OF GPAC BYLAWS

### (A) **Revisitation.**

Revisions of these Bylaws require approval of the ECGPS per the voting measures outlined in the ECGPS Charter. GPAC shall normally review their procedures at least once a year, and make recommendations for revisions to the ECGPS.

**(B) Policy.**

This section is intended to encourage:

- (1) voluntary, thoughtful discourse on a system that all of ECGPS's constituent student governments can agree upon;
- (2) experimentation among the constituent student governments on efficient and responsive allocation techniques.

**VIII. ARCHIVES**

**(A) Group Data.**

The GPAC Chair shall make available to ECGPS, upon request by any delegate or officer, the following data concerning each group requesting funds. For budget requests from combinations of groups, the data should concern all of the constituent groups for which data is available.

- (1) *Annual Activity.* This shall include account balances forwarded and funding reversions back to ECGPS or UISG in the previous two fiscal years.
- (2) *Publications.* This shall include advertisements and other published literature pertaining to each funded line item within the last fiscal year. The group(s) shall be submit a dated and initialed copy of such material to the Budget Director within a reasonable amount of time upon request.

**(B) Minutes.**

GPAC shall maintain a permanent, current copy of minutes of all GPAC meetings, appeals, and deliberations, and the minutes of ECGPS deliberations on GPAC recommendations. The copy shall be deposited with the GPAC Chair and shall be passed along with that position. The other copy shall be deposited with the ECGPS Executive Officer.

**IX. CONFLICT OF INTEREST POLICY**

**(A) Employment/Membership.**

Any GPAC member who is, or will be, a member or employed by the Group seeking funding during the fiscal year shall notify the GPAC Chair in writing before the GPAC deliberation on any budget request for the particular Group.

**(B) Sales.**

Any GPAC member who sells, or will sell during the effected fiscal year, any goods to any Group shall notify the GPAC Chair in writing, before the GPAC deliberation on any budget request for the particular Group. Any GPAC member who shall begin to sell during the fiscal year, any goods to any group shall notify the GPAC Chair.

**(C) Voting Ineligibility.**

Any GPAC member who reported, or should have reported, any conflict of interest shall be barred from voting on any allocation to or line item changes of the effected group, including actions of GPAC. Such members, however, shall not be barred under this prohibition from voting on the complete allocation recommendations or from participating in debate.

**(D) ECGPS Notification.**

The GPAC Chair shall make all such reports of conflict of interest known to ECGPS at the time the GPAC presents the affected allocation recommendation to ECGPS.

**(E) Sanctions.**

Violation of such voting prohibitions shall result in the following actions.

- (1) *Impeachment.* Such violations shall be considered malfeasance of duties and responsibilities related to the office held. Such malfeasance shall immediately be presented by the GPAC Chair to the ECGPS President for consideration by ECGPS.
- (2) *Allocations.* Such violations shall also render null and void the allocation contract between the affected group and ECGPS. GPAC shall reconsider the Group's budget request at its earliest convenience.
- (3) *Notification.* Notice of the conflict of interest policy within this volume shall appear on the instructions for all budget request forms and on all allocation contract forms. The GPAC Chair shall be responsible for notifying all GPAC members of the conflict of interest policy. The GPAC Chair shall also be responsible for immediately notifying new members who are appointed to the GPAC. The ECGPS President shall notify all existing and new Senators of the conflict of interest policy.

## **X. TERMS AND CONDITIONS**

**(A) Allocation Transfer.**

The amount of any and all allocations approved by ECPGS shall be placed in the university account of the Group that made the budget request. Such transfer, however, shall not be made until 1) after a contract between the ECGPS and the Group receiving the allocation shall have been completed and signed; and 2) the authorized signer(s), at minimum, must attend a yearly (every early Fall) seminar on UI Student Organization Finances led by the GPAC Chair

**(B) Contract.**

There shall be a legally binding contract between the ECGPS and the Group receiving the allocation, signed by the ECGPS President or GPAC Chairperson and at least one authorized representative of the receiving group. Copies of this contract shall be maintained by the University of Iowa Student Organization Business Office and by the receiving Group. The contract shall be of a format designated by GPAC,

and approved by a majority of ECPGS, and shall contain at least the following elements:

- (1) *Line Items.* Line items shall be specified within the Group's account in the same manner as originally contained within the budget request, or as modified by the GPAC. Similar types of allocations for different individual programs shall have separate line items (e.g., advertising, honoraria, photocopying for two different programs). For organizations with the MG designation as outlined in I: N of these Bylaws, GPAC will maintain a list of line items, however the contract will only show program/event aggregate lines.
- (2) *Conditions.* There shall be a statement indicating that the group agrees to abide by the ECPGS Constitution, the general conditions contained within this document, the GPAC Bylaws, and the following specific conditions:
  - (a) ECPGS funds shall not be spent on any prohibited or extraordinary expense without the approval of ECGPS. Such approval may either be in the form of separate legislation or as part of the allocation, and shall be noted in writing on the contract.
  - (b) ECGPS funds shall not be used for any purpose other than those listed on the contract (with the exception of organizations with the MG designation as outlined in I: N of these Bylaws) and equipment and supplies purchased with ECGPS funds shall be reasonably maintained.
  - (c) All funds received by the group shall be deposited in the Group's University account.
  - (d) The receiving group shall keep an accurate ledger book for the current fiscal year of all monies held by the Group, including all receipts and expenditures. Each such annual ledger book shall be retained for at least 3 years after the completion of the fiscal year. Upon request, the Group shall immediately make such books available to the GPAC or its official representatives. Groups that refuse to make such books available may have their ECGPS funding frozen and/or revoked.
  - (e) The receiving group shall comply with the Conflict of Interest Policy and shall be responsible for ensuring the compliance of its members, executives, directors, employees, and vendors. Non-compliance with the voting restrictions of this policy shall automatically render null and void this contract.
  - (f) Any organization receiving GPAC funding shall be required to submit an audit to GPAC each semester. Details of what must be contained within the audit will be posted on the ECGPS website and forwarded via e-mail to each recipient organization. Organizations that do not submit their

audit in a timely or appropriate fashion will have their ECGPS funding frozen and/or revoked.

- (3) *Allocation Forfeiture.* Any allocation contract shall be signed by ECGPS President or GPAC Chairperson and at least one authorized representative of the receiving Group within one month of approval of the allocation by ECGPS. Failure to do so due to the action or inaction of the receiving Group may result in revocation of the allocation by ECGPS using the same procedure as for revocation due to breach of contract.
- (4) *University Account.* All Groups receiving ECGPS funding shall be required to have an account or accounts within the University Business Office system. All groups affiliated with the University of Iowa, whether receiving ECGPS funding or not shall be prohibited from holding accounts outside of this system. Accounts outside of this system are only allowed upon consent of the Dean of Student Services, and a majority vote of ECGPS. Such groups, shall forward copies of all statements and correspondence relating to such excepted accounts to ECGPS immediately after receipt of statements and correspondence. Failure to promptly forward said statements and correspondence may result in revocation of permission to hold such outside accounts by a majority vote of ECGPS, and shall be considered a breach of the terms of the allocation contract.
  - (a) *Receipts/Expenditures.* All receipts and expenditures by Groups shall be made through the group's University account. Other Groups that have received proper prior consent to hold outside accounts may deposit receipts of outside funds in such accounts. Expenditures by such groups, however, shall not be allowed directly from such outside accounts, unless prior written release from this term of the allocation contract for each specific expenditure shall be approved by a majority vote of ECGPS. The written release for each such expenditure approved by ECGPS shall be signed by the ECGPS President or GPAC Chairperson and at least one authorized representative of the effected Group and shall be appended to the original contract. Other expenditures from outside accounts shall be made by transfers of the funds to the effected Group's University account and expenditures from such account.
  - (b) *Violation.* Any Group which violates the prohibition against outside accounts shall have ECGPS funding frozen and/or revoked, and any Group may have its status as a recognized student group revoked.
- (5) *Accounting Procedures.*
  - (a) *Standard Procedures.* All Groups receiving ECGPS funding shall follow all standard University accounting procedures. All such Groups shall also follow any additional procedures as specified such as the Student Organizations Account Handbook and UI Operations Manual.

- (b) *Incorrect Line Items.* After attempts have been made to correct the error, expenses with incorrectly specified line items or expense classes shall be deducted from that account's 00 line item balance, unless such balance is insufficient to cover such expenses. If such 00 line item balance shall be insufficient, then the expense shall be dealt with in the manner decided by the University Business Office.
- (6) *Good Custodianship.* The receiving group shall extend reasonable effort and care to maintain the usefulness of all equipment and supplies purchased with ECGPS funds.
- (7) *Publications/Advertisements.* All groups which receive ECGPS funding to print publications or ads shall be required to submit copies of each such publication or ad to the ECGPS Executive Branch for archival. All such publications, excluding the Daily Iowan newspaper published by Student Publications Incorporated, shall include the ECGPS logo. Such logo shall be at least one inch in diameter. All such ads published after, shall indicate that ECGPS funding was provided.
- (8) *Line Transfer.* No ECGPS funds may be used for any purpose other than those for which they were allocated by ECGPS and which are listed on the contract. Only expenses actually used for a given program may be paid from line items designated for that program (with the exception of organizations with the MG designation as outlined in I: N of these Bylaws). Upon request of the receiving Group, however GPAC may, by majority vote, approve the transfer of ECGPS funds between line items.
  - (a) *Transfer Restrictions.* All line transfers must fall within the following restrictions:
    - (i) ECGPS funds may only be transferred into line items that already exist in the group's contract at the time the request is made or used to create new programs in the event that the previously allocated project is impossible to conduct.
    - (ii) No transfer may be made if such transfer would prevent the effective completion of the program for which the allocation was intended and if such transfer would be to a line item for a program that received a significantly lower program funding level evaluation.
  - (b) *Contract Amendment.* Line transfers approved by GPAC shall be brought before ECGPS for a vote (with the exception of organizations with the MG designation as outlined in I: N of these Bylaws). A copy of such line transfer amendments shall be forwarded to ECGPS.
  - (c) *Unapproved Transfers.* If GPAC does not approve the line-item transfer



requested, that information shall be brought to the attention of ECGPS in the form of legislation and ECGPS shall then make its recommendation regarding the transfer.

- (d) *Other transfers.* Line transfers that do not comply with these restrictions shall be accomplished only if ECGPS shall revert the amount desired to be transferred and reallocate it to the new line item.
- (e) *Suspension of Line-Item By-Laws.* The above By-Laws may only be suspended in the following cases:
  - a) The initial program must be canceled due to circumstances the Group has no control over (e.g. the main speaker canceled), or
  - b) Any transfer otherwise unauthorized that is deemed necessary by GPAC for the completion of a program.
  - c) Any discrepancy within these bylaws exist that would contradict the ability of organizations with the MG designation as outlined in I: N of these Bylaws to adjust their GPAC recommended and ECGPS approved budget.
- (9) *Automatic Freezing.* Any University account that receives ECGPS funding shall be automatically frozen at the end of fiscal year, or in the instance of the terms of the contract between ECGPS and the group receiving the allocation shall have been violated.
  - (a) *Year End.* All University accounts which receive ECGPS funding shall be automatically frozen at the end of fiscal year, which shall run from July 1 to June 30 of the following calendar year. In addition, no new indebtedness shall be incurred after June 1, except for funds already encumbered, or with permission of the ECGPS President. Both encumbrances and permission shall be in a proper written format as defined by ECGPS to be valid. The accounts of specific CFOs may be excepted from this freeze due to the ongoing and pressing nature of their programs. Such exception shall be granted by a majority vote of ECGPS. Organizations that have received GPAC allocations with targeted program/event dates between July 1 and the first supplemental funding period shall be excepted from this.
  - (b) *Contract Violation.* Any University account that receives ECGPS funding shall be automatically frozen if there is reasonable cause to believe that the terms of the contract between ECGPS and the Group receiving the allocation have been or will be violated. An automatic freeze on a Group's account may be invoked by the ECGPS President, the GPAC Chair, or a majority vote of either GPAC or ECGPS. If invoked by means other than the ECGPS or GPAC, such a freeze shall be valid for

no more than six working days, during which time it must be upheld by a majority vote of either the ECGPS or GPAC to be extended. Once frozen by the ECGPS or GPAC, such frozen accounts will be dealt with in the regular review process.

- (c) *Neglected Semester Audit.* Any University account that receives ECGPS funding shall be automatically frozen if they have not submitted a semester financial audit by the deadline posted on the ECGPS website or if their submitted audit contains clearly erroneous information. The freeze shall remain in effect until the organization satisfies the requirement to produce a per semester audit.
- (10) *Reversions.* When fees charged at an ECGPS-funded event generate excess revenues, all or part of the ECGPS funds allocated to an account may be reverted to ECGPS at the end of the fiscal year.
- (a) *Year End.* All University accounts which receive ECGPS funding shall be reverted to ECGPS at the end of fiscal year, with the exception of those outlined in I: N of these Bylaws. The accounts of specific Groups may be excepted from this freeze due to the ongoing nature of the programs. Such exception shall be granted by a majority vote of the GPAC and consent of the University Business Office.
  - (b) *Fundraising Revenues.* When revenues from fees charged for goods and services at ECGPS-funded events exceed the cost of the event less the amount allocated for the event by ECPGS and other sources of funding, the excess, up to the amount of ECGPS funding allocated for the event, shall be reverted to the ECGPS. If the event or program is jointly funded by ECGPS and UISG, the excess funding shall revert to ECGPS proportionate to the amount that ECGPS funded the event or program. If the restrictions on fundraising events are violated, however, the full amount of ECGPS funding may be revoked as a penalty, regardless of the uncovered costs. GPAC has the authority to revoke ECGPS funding and ECGPS shall have the ability to reverse such revocation.
  - (c) *Penalties.* If a group receiving ECGPS funds breaches the terms of the allocation contract by violating the ECGPS Constitution or GPAC Bylaws, part or all of the ECGPS funding allocated to that group may be reverted to the ECGPS. Such reversions shall be ordered by GPAC and ECGPS shall have the ability to reverse such reversion.
- (11) *Breach of Contract.* ECGPS and GPAC reserve the right to freeze, restrict the use of, revert, or revoke ECGPS funds allocated when sufficient cause shall be shown that the terms of the allocation contract have been breached. Reversion shall entail the transfer of funds from an account's Line Items that shall have received ECGPS funds, within the current fiscal year to ECPGS, where the amount transferred shall not exceed the lesser of the current Line

Item balance and the total fiscal year ECGPS allocations to the Line Item. Revocation shall entail the transfer of funds from an account that shall have received ECPGS funds within the current fiscal year to the ECGPS, when the amount transferred shall not exceed the lesser of the current account balance and the total fiscal year ECGPS allocations to the Line Item. GPAC and ECPGS action shall use the following procedure:

- (a) *Interim Freeze.* Upon approval of a majority of either the GPAC or the ECPGS, the account involved shall be frozen or restricted for a period not to exceed 45 days. The account may also be temporarily frozen by the ECGPS President, the GPAC Chair, or a majority vote of either GPAC or ECGPS. To approve the interim freezing or restriction of accounts, GPAC or ECGPS shall be shown reasonable evidence that the terms of the allocation contract have been breached. A freeze or restriction invoked by anyone other than GPAC or ECGPS may be immediately revoked by a majority vote of GPAC or ECGPS.
- (b) *Notice.* Written notice of the actions taken and the period for which the actions are in effect shall be sent by certified mail to the chief executive of the effected Group. If the Group has no executives, then said notice shall be sent to one of the authorized representatives of the affected Group. Copies of said notice shall also be delivered to the ECPGS President and GPAC members. Said notice shall be sent by the GPAC Chair and shall include at least the following elements:
  - i) The action taken and the period for which it is in affect;
  - ii) The cause for the action taken, and the evidence of such cause;
  - iii) The date, time, and place of the hearing;
  - iv) The name, address, and title of the person responsible for sending the notice.
- (c) *GPAC Hearing.* During the period of the freeze or restriction, GPAC will hold a hearing to determine whether or not the Group receiving ECGPS funding has breached the allocation contract.. The affected Group shall be allowed to speak and present evidence in its defense. All other aspect of such hearings shall be conducted in accordance with the Administrative Procedures Act (State Code of Iowa Chapter 17a).
- (d) *GPAC Recommendation.* If GPAC determines that a permanent freeze, restriction, reversion, or revocation of ECGPS funding to the account involved is appropriate, it shall forward such a recommendation to ECGPS. Such a decision shall require a majority vote of GPAC. If GPAC determines that the terms of the allocation contract shall have not been breached and the involved account has been temporarily frozen or restricted, GPAC may reinstate the account with a majority vote. If GPAC cannot reach a conclusion, then notice of such shall be sent to the ECGPS. Written notice of the decision, actions, or lack of either by the

GPAC shall be sent to the group representative originally informed before consideration of the report by GPAC.

- (e) *ECGPS Actions.* ECPGS shall consider the recommendation or notice of GPAC by hearing the report of GPAC and any appeal by the affected Group. If the recommendation of GPAC shall be to invoke permanent actions, ECPGS shall either 1) approve the recommendation by a majority vote, 2) approve the recommendation with amendments to reduce the actions against the accounts involved by a majority vote, or 3) reject the recommendation by failing to approve it. If the affected Group shall wish to appeal the GPAC recommendation, then such consideration shall be conducted under the same procedure as the GPAC hearing. If ECGPS shall fail to approve the recommendation of GPAC, then any temporary freeze or restriction shall be removed. If ECGPS shall wish to consider permanent actions against the involved account, either against or with the lack of a decision by GPAC, ECPGS shall call for a hearing. Calling such a hearing shall require a majority vote of ECGPS. Such hearing shall be conducted under the same procedure as the equivalent GPAC hearing.