

GRADUATE & PROFESSIONAL
ALLOCATIONS COMMITTEE

BYLAWS

Adopted November 2021

GRADUATE & PROFESSIONAL ALLOCATIONS COMMITTEE

I. DEFINITIONS

II. GENERAL PROVISIONS

- (A) Members.
 - 1) *Member ineligibility*
- (B) Appointment and Terms.
 - 1) *Emergency meetings.*
- (C) GPSG Finance Director
- (D) GPAC Director.
- (E) Public Disclosure.

III. STUDENT FEES ALLOCATION

- (A) Authority.
- (B) Recommendations.

IV. ELIGIBILITY AND FUNDING PRIORITIES

- (A) Eligibility.
- (B) Organizational Classification.
 - 1) *Undergraduate Organizations.*
 - 2) *Graduate and Professional Organizations.*
 - 3) *All-Student Organizations.*
- (C) Program Funding Level.
- (D) Human Rights Policy.
- (E) Non-discrimination in GPSG Funding.

V. ALLOCATION AND FUNDING LEVELS.

- (A) Funding Authority.
 - 1) *Establishing Funding Guidelines.*
 - a) *GPAC Funding Guidelines and Tenets.*
 - b) *Amendments to GPAC Funding Guidelines and Tenets.*
 - 2) *Publishing Decisions.*
 - 3) *Funding Not Guaranteed.*
 - 4) *Allocation Authority.*
- (B) Allocation Requests.
 - 1) *Funding Priorities.*
 - 2) *Target Population.*

- 3) *Program Effectiveness.*
- (C) Budget Request Reduction Criteria.
 - 1) *Funding Guidelines.*
 - 2) *Impermissible Expenses.*
 - 3) *Human Rights Violation.*
 - 4) *Group Viability.*
 - 5) *Misrepresentation.*
 - 6) *Civil or Criminal Liability.*
 - 7) *Fiscal Misfeasance.*
 - 8) *Accountability.*
 - 9) *Personal Goods.*
 - 10) *Durable Goods.*
 - 11) *Standard Office Supplies.*
 - 12) *Multiple Programs.*
 - 13) *Satisfied Need.*
 - 14) *Lower Cost Alternatives.*
 - 15) *Outside Funding Pursuit and Availability.*
 - 16) *Publicity/Advertising.*
 - 17) *Expenses covered.*
- (D) Prohibited Allocations.
 - 1) *Trophies/Awards.*
 - 2) *Contingencies/Unspecified Expenses.*
 - 3) *Membership Fees.*
 - 4) *Contributions.*
 - 5) *Commencement.*
 - 6) *Political Groups.*
 - 7) *Fundraising Events/Activities.*
 - 8) *Food and Beverages.*

VI. VI. FUNDING ALLOCATION PROCESS.

- (A) Budget Request Forms.
- (B) Student Organizations.
 - 1) *Cyclical Funding Requested by Student Organizations.*
 - 2) Rapid Funding Process

- 3) *Post Event Assessment.*
- (C) Administrative Action
- (D) Quorum

VII. REVISION OF GPAC BYLAWS

- (A) Revisitation.

VIII. ARCHIVES

- (A) Group Data.
 - 1) *Annual Activity.*
 - 2) *Publications.*
- (B) Minutes.

IX. CONFLICT OF INTEREST POLICY

- (A) Employment/Leadership.
- (B) Sales.
- (C) Voting Ineligibility.
- (D) GPSG Notification.
- (E) Sanctions.
 - 1) *Impeachment.*
 - 2) *Allocations.*
 - 3) *Notification.*

X. TERMS AND CONDITIONS

- (A) Allocation Transfer.
- (B) Contract.
 - 1) *Line Items.*
 - 2) *Conditions.*
 - 3) *Allocation Forfeiture.*
 - 4) *University Account.*
 - (a) *Receipts/Expenditures.*
 - (b) *Violation.*
 - 5) *Accounting Procedures.*
 - (a) *Standard Procedures.*
 - (b) *Incorrect Line Items.*
 - 6) *Good Custodianship.*
 - 7) *Publications/Advertisements.*

- 8) *Line Transfer.*
 - (b) *Contract Amendment.*
 - (c) *Unapproved Transfers.*
- 9) *Automatic Freezing.*
 - (a) *Year End.*
 - (b) *Contract Violation.*
 - (c) *Neglected Audit.*
- 10) *Reversions.*
 - (a) *Year End.*
 - b) *Fundraising Revenues.*
 - (c) *Penalties.*
- 11) *Breach of Contract.*
 - (a) *Interim Freeze.*
 - (b) *Notice.*
 - (c) *GPAC Hearing.*
 - (d) *GPAC Recommendation.*
 - (e) *GPSG Actions.*

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 budget lines.

(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. This term may be used to describe annual (e.g., fiscal year) requests, or supplemental requests between annual requests.¹

(D) Leadership, Service and Civic Engagement

This acronym shall refer to the Office of Leadership, Service and Civic Engagement (was Center for Student Involvement & Leadership).

(E) GPSG.

This acronym shall refer to the Graduate and Professional Student Government. With regard to budgeting and allocation processes, GPSG shall enjoy the same rights and privileges as Member Governments.

(F) GPAC.

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

(G) GPAC Funds.

This term shall refer to monies GPAC allocates 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. GPSG, or parts thereof, United Students of Iowa, Collegiate and Residence Associations, Commissions, Student Organizations, and student fee-supported services).

(I) Budget Line.

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 the University accounting procedures as interpreted by the Student Organization Budget Office. This term shall also refer to requests for such individual expense classes during GPAC deliberations on budget requests.

(J) Member Governments.

This term shall refer to the student governments that comprise the Graduate and Professional Student Government, as defined by the GPSG Charter. Member governments (sometimes abbreviated "MG") shall be eligible for rights and privileges in the budgeting and allocation

process, including waived restrictions on expenditures such as food, beverage, social activities, and insurance; and discretionary budgets over which member governments may exercise autonomous control to redistribute their GPAC recommended line items, consistent with university policy.

(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 USG and GPAC funds.

(M) 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.

(N) SABAC.

This acronym shall refer to the Student Assembly Budgeting and Allocations Committee (USG Const. Art. II, Sec. F, Par. 5b), which is GPAC's counterpart allocating committee composed of undergraduate students.

(O) Student Organizations.

This term shall refer to all University of Iowa student organizations recognized by the Leadership, Service and Civic Engagement. This term will cover all student groups regardless of their constituency or membership. Depending on use, this term may denote student groups that are recognized by Leadership, Service and Civic Engagement and are not member governments.

(P) UIOM.

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

(Q) USG.

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

(R) VPSL.

This acronym shall refer to the Vice President of Student Life.

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, Law, Medical, Nursing, Pharmacy, and Public Health Colleges.

1) Member ineligibility

To ensure impartial judgment of funding allocations, applying persons must disclose any conflicts of interest listed in § IX.A of these Bylaws during the application process. The GPSG Finance Director holds the responsibility to state specific disqualification criteria prior to disseminating the application to preserve the integrity of GPAC duties and expectations. The respective member government representing the applicants may challenge these decisions of the Finance Director per voting process outlined in the GPSG Charter.

(B) Appointment and Terms.

New GPAC representatives shall be appointed by the deadline of the Fall Funding period of each year and shall take office immediately upon being approved by the GPSG Finance Director and their member government. Representatives shall be chosen through an application process set by the GPSG Finance Director and GPAC Director. Such applicants shall be disclosed to their respective member governments, along with any recommendations upon approval. The GPSG Finance Director shall notify member governments of their obligations to disseminate the application to each college's entire student body. GPAC members' terms shall expire on Friday of Finals Week of the Spring semester.

1) Emergency meetings.

Should circumstances arise that require GPAC to convene during the summer recess, the GPSG Finance Director shall request constituent member governments appoint temporary GPAC members for the purposes of the summer meeting(s). Temporary members shall serve from their time of appointment until permanent GPAC members are chosen during the fall semester, or until September 1, whichever comes first.

(C) GPSG Finance Director

The Finance Director will serve as the budget director for GPSG. The Finance Director will also oversee the operations of the Graduate and Professional Allocations Committee (GPAC) and the Graduate and Professional Grants Committee *via* the GPAC Chair and Grants Director, and report directly to the GPSG President and Delegates. The Finance Director will oversee the finances related to those two committees but will not facilitate in the decision-making process and will not hold voting rights in the committees. The Finance Director will conglomerate and distribute Student Organization funding requests and GPSG grant applications to the GPAC Chair and Grants Director, respectively. The Finance Director will also be responsible for communicating the maximum allowable funds for each budget or grants cycle.

(D) GPAC Director.

The GPSG GPAC Director, as nominated in accordance to Article II, Section 7 in the GPSG Constitution and By-Laws, shall serve as the Chairperson to the Graduate and Professional Allocations Committee. Upon taking office on the Monday of the week following Spring semester finals, the chairperson shall not serve as a representative to GPAC from a member government and should not have voting rights unless in the event of a committee tie where the chairperson shall cast the tie-breaking vote.

(E) Public Disclosure.

All of the following shall be posted on the GPSG website or Engage/CampusLabs, as applicable, within seven business days of becoming effective:

- 1) Amendments to these bylaws;
- 2) Any allocation of GPSG funds from the Student Activity Fee;
- 3) Any allocation funding recommendation, which shall also be provided to the requesting organization at least 24 hours after the GPSG meeting at which the recommendation is considered;
- 4) Revised funding guidelines and a set of funding tenets.
- 5) Grounds for denying funds or reducing allocation recommendations;
- 6) A list of GPAC members;
- 7) A final budget report prepared by the GPSG Finance Director;
- 8) Dates and submission methods for supplemental funding periods.

III. STUDENT FEES ALLOCATION

(A) Authority.

The GPSG 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 GPSG funds shall also be vested in the Delegates of the Graduate and Professional Student Government. GPSG 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 will be made by GPAC to GPSG. GPSG will review GPAC recommendations and approve, amend, or fail to approve recommendations. All approved allocations will immediately be sent to the Office of the Vice President for Student Life, or their designee for approval. Approved allocations will also be sent to the Student Organizations Budget Office. 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 GPSG and the Leadership, Service and Civic Engagement and Leadership before applying for GPAC funding.

(B) Organizational Classification.

GPAC shall make note of requesting organizations' general classification when considering budget requests. General 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 GPSG funds.

2) Graduate and Professional Organizations.

Each of the professional schools and the Graduate College contain an array of groups specifically targeted to their respective professional interests. These organizations seek primarily to serve graduate and professional student interests, and are made up of heavy majorities of graduate/professional students. These organizations shall receive the highest priority in allocating GPSG 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. 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:

(C) Program Funding Level.

All groups within each general 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 all budget requests 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. GPSG or GPAC defers all decisions regarding the application of the UI Human Rights Policy to the Office of the Vice President for Student Life.

(E) Non-discrimination in GPSG Funding.

All groups, having met specifications within these bylaws, shall have an equal opportunity for GPSG funding, respective of those priorities and criteria listed within these bylaws. GPAC and GPSG may not discriminate in their funding decisions based on race, creed, or ideology, nor may they engage in viewpoint discrimination of 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 Funding Guidelines.

GPAC shall issue recommended program funding levels for student organizations. GPAC shall establish equitable written guidelines, with approval of GPSG and subject to review by the University Human Rights Committee. Upon adoption of the Funding Guidelines, GPAC shall abide by the maximum funding levels in the guidelines when making funding decisions.

a) GPAC Funding Guidelines and Tenets.

GPAC may of its own accord implement further restrictions on the allocation of funds during budget reviews. These restrictions, called GPAC Funding Tenets, shall be published on the GPSG website in accordance with the public disclosure provisions of these bylaws. GPAC Funding Tenets may set funding maximums that are less than, and not in excess of, those approved by GPSG in the GPAC Bylaws.

b) Amendments to GPAC Funding Guidelines and Tenets.

GPAC may of its own accord vote and approve amendments to the GPAC Funding Tenets by a simple majority. All amendments will be communicated to the GPSG Delegates at the next GPSG Delegate Council meeting.

2) Publishing Decisions.

Upon the conclusion of funding allocations, GPAC will provide a statement with its rationale for funding decisions to all requesting Groups via the Engage/CampusLabs budget submission system.

3) Funding Not Guaranteed.

Submission of budget request forms and satisfaction of all rules and regulations contained herein will not ensure GPAC funding; funding will be determined upon the considerations listed in these bylaws and other applicable regulations.

4) Allocation Authority.

Unless otherwise provided, GPSG has final authority in accepting or rejecting allocations. All allocations shall be sent to the VPSL 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 GPSG Finance Director and GPSG President. An egregious 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 to establish recommended allocations. Motions to reduce or deny 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 Life, GPSG 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 Life, 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.

2) *Impermissible Expenses.*

GPAC shall deny funding for certain items which are deemed impermissible.

3) *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 Life.

4) *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 USG or GPSG funds; or,
- b) Demonstrated completion of sufficient groundwork for the requested programs.

5) *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.

6) *Civil or Criminal Liability.*

GPAC may reduce or deny funding if it has any reason to believe that an allocation of GPSG funding would cause GPSG 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.

7) *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.

8) *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.

9) *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.

10) *Durable Goods.*

GPAC may reduce or deny funding requested if the Line Item is a durable good previously funded by USG or GPSG 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.

11) *Standard Office Supplies.*

“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.

12) *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.

13) *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 group.

14) *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.

15) *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 of if it is utilized.

16) *Publicity/Advertising.*

GPAC may reduce or deny funding for publicity and/or advertising based on the anticipated effectiveness of the Group's advertising campaign. GPAC shall accord a low priority to requests for non-sustainable advertising such as fliers and posters.

17) *Expenses covered.*

GPAC may reduce or deny funding for any line items that have been funded by USG or outside funds, already funded during another budget review cycle, and/or if alternate funding sources are available to meet a financial need.

(D) Prohibited Allocations.

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

1) *Trophies/Awards.*

2) *Contingencies/Unspecified Expenses.*

3) *Membership Fees.*

Such fees shall be defined as those of an individual or individuals paid to an organization on a periodic basis

4) Contributions.

Contributions to UI departments or GPSG 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 GPSG.

5) Commencement.

Any graduation service or ceremony for any of the colleges of the University of Iowa.

6) Political Groups.

No funding shall be provided to groups directly affiliated with a political party or political candidate.

7) Fundraising Events/Activities.

No funding shall be provided to fundraising events. A fundraising event shall be defined as an event at which admission is required to attend. However, at an event for which GPSG funds shall have been allocated, fees may be charged for goods and services other than those for which GPSG funds have been allocated. Such fees also shall not exceed the cost of the event less the amount allocated for the event by the USG and outside sources of funding. Incidental line items, e.g. advertising and room charges, which support both the fee-charging and the GPSG- funded portions of the event shall also be eligible for GPSG funding. All advertising shall clearly state that attendance to the GPSG-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.

8) Food and Beverages.

No funds will be allocated to organizations to cover the cost of food under any circumstance.

VI. VI. FUNDING ALLOCATION PROCESS.

(A) Budget Request Forms.

GPAC shall in collaboration with Leadership, Service and Civic Engagement and USG create and revise if needed Budget Request forms for the use of organizations requesting funds from GPAC via the Engage/CampusLabs online platform. GPAC will provide instructions to accompany the form.

(B) Student Organizations.

All UI student organizations may apply for and receive funding from GPSG through GPAC pursuant to these Bylaws.

1) *Cyclical Funding Requested by Student Organizations.*

- a) Student organizations may request cyclical funding for the next fiscal year through the appropriate Engage/CampusLabs budget form.
- b) GPAC will deliberate and consider the criteria outlined in §§ V.B – V.D 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 GPSG.

2) Rapid Funding Process

- a) The GPAC Director will be ultimately responsible for overseeing the process of collecting and routing the GPAC funding requests for approval within 14 (fourteen) days.
- b) A GPAC rapid funding request will be considered approved if endorsed by all of the following: 1) GPAC Director; 2) Finance Director; and 3) Vice President — if either the Finance Director or Vice President are unreachable or unable to offer substantive review and endorsement, the President may step in as a temporary proxy for the specific funding request up for consideration.
- c) GPAC rapid funding requests may be distributed up to but not in excess of \$500 (five hundred dollars), but all other qualifications for a valid GPAC funding request during the regular cycles will apply.
- d) The GPAC Director will provide to the GPSG Delegate Council a report of rapid funding allocations at least once a semester (fall and spring) per academic year.

3) *Post Event Assessment.*

- e) Large Event Follow Up Forms. Student organizations must submit a large event follow up form for any event with allocations greater than \$250.

(C) Administrative Action

GPAC may, by a simple majority, invoke this section to empower the GPSG Finance Director to take certain administrative actions after the GPAC meeting has concluded but before GPSG votes on final budget approval. The approved actions are limited to:

- 1) Across-the-board percentage reductions to allocations to bring total allocated amount within an agreed-upon allocation cap.

(D) Quorum

- 1) To ensure full representation of funding allocations, a GPAC vote cannot commence until a simple majority quorum, that is set and approved by GPSG upon approval of GPAC members, is established and recorded by some means of communication deemed appropriate by the GPSG Finance Director.
- 2) In the case where a quorum cannot be reached in a timely manner, GPSG delegates hold the right to empower the GPSG Finance Director to give funding recommendations per the GPAC funding tenets as outlined in the GPAC Bylaws.

VII. REVISION OF GPAC BYLAWS

(A) Revisitation.

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

VIII. ARCHIVES

(A) Group Data.

The GPSG Finance Director shall make available to GPSG, 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 the constituent groups for which data is available.

1) Annual Activity.

This shall include account balances forwarded and funding reversions back to GPSG or USG 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 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 GPSG deliberations on GPAC recommendations. GPAC will maintain formal meeting minutes to either be recorded by the GPSG Communications Director or another individual appointed at the discretion of the GPAC Director. The minutes shall be deposited within the GPSG Archives in a timely manner after each meeting.

IX. CONFLICT OF INTEREST POLICY

(A) Employment/Leadership.

Any GPAC member who is, or will be, in an elected or appointed leadership position or employed by the Group seeking funding shall notify the GPSG GPAC Director before the GPAC deliberation on any budget request for the particular Group.

(B) Sales.

Any GPAC member who sells or will sell any goods to any Group shall notify the GPAC Director 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 Director.

(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) GPSG Notification.

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

(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 Director and GPSG Finance Director to the GPSG Delegate Council.

2) Allocations.

Such violations shall also render null and void the allocation contract between the affected group and GPSG. 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 Director shall be responsible for notifying all GPAC members of the conflict-of-interest policy. The GPAC Director shall also be responsible for immediately notifying new members who are appointed to the GPAC. The GPSG Vice President shall notify all existing and new delegates of the conflict-of-interest policy.

X. TERMS AND CONDITIONS

(A) Allocation Transfer.

The amount of any and all allocations approved by GPSG 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 electronic contract between the GPSG and the Group receiving the allocation shall have been electronically 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 GPSG Finance Director or USG Finance Director, or their designee.

(B) Contract.

There shall be a legally binding contract between the GPSG and the Group receiving the allocation, electronically signed by at least one authorized representative of the receiving group. Copies of this contract shall be maintained electronically 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 GPSG, and shall contain at least the following elements:

1) Line Items.

Line items shall be specified within the Group's account in a manner provided by the Student Organizations Budget Office, or as modified by the GPSG Finance Director.

2) Conditions.

There shall be a statement indicating that the group agrees to abide by the GPSG Constitution, the general conditions contained within this document, the GPAC bylaws, and the following specific conditions:

- a) GPSG funds shall not be spent on any prohibited or extraordinary expense without the approval of GPSG. Such approval may either be in the form of separate legislation or as part of the allocation, and shall be noted in writing via the CampusLabs system.
- b) GPSG funds shall not be used for any purpose other than those listed in the contract (with the exception of organizations with the MG designation as outlined in I: K of these Bylaws) and equipment and supplies purchased with GPSG 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 GPSG 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) GPAC reserves the right to require an organization to submit an audit to GPAC. Details of what must be contained within the audit will be sent via e-mail to each recipient organization. Organizations that do not submit their audit in a timely or appropriate fashion will have their GPSG funding frozen and/or revoked.

3) Allocation Forfeiture.

Any Group that fails to accept the terms and conditions and electronically sign the contract posted on the CampusLabs budget submission system may have their allocation revoked by GPSG using the same procedure as for revocation due to breach of contract.

4) University Account.

All Groups receiving GPSG funding shall be required to have an account or accounts within the University Student Organization Business Office system. All groups affiliated with the University of Iowa, whether receiving GPSG 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 GPSG. Such groups, shall forward copies of all statements and correspondence relating to such excepted accounts to GPSG 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 GPSG, 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 GPSG. The written release for each such expenditure approved by GPSG shall be signed by the GPSG President or GPSG Finance Director 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 GPSG funding frozen and/or revoked, and any Group may have its status as a recognized student organization revoked.

5) Accounting Procedures.

(a) Standard Procedures.

All Groups receiving GPSG 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 Student Organization 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 GPSG funds.

7) Publications/Advertisements.

All groups which receive GPSG funding to print publications or ads shall be required to submit copies of each such publication or ad to the GPAC Director for archival upon the request of GPAC. GPAC reserves the right to make such requests at any time from any organization that has received GPSG funding. All such publications, excluding the Daily Iowan newspaper published by Student Publications Incorporated, shall include the GPSG logo. Such logo shall be at least one inch in diameter. All such ads published after, shall indicate that GPSG funding was provided.

8) Line Transfer.

No GPSG funds may be used for any purpose other than those for which they were allocated by GPSG and which are listed on the CampusLabs budget submission system. Only expenses actually used for a given expense class may be paid from line item(s) designated for that purpose (with the exception of organizations with the MG designation as outlined in I: K of these Bylaws). Upon request of the receiving Group, however, GPAC may approve the transfer of GPSG funds between line items or other re-allocation as appropriate.

(b) Contract Amendment.

Contract amendments and line transfer approved by GPAC shall be brought before GPSG as an informational item (with the exception of organizations with the MG designation as outlined in I: K of these Bylaws).

(c) Unapproved Transfers.

If GPAC does not approve the line-item transfer or other amendments to funding requests, that information shall be brought to the attention of the GPSG Delegate Council as an informational item.

9) Automatic Freezing.

Any University account that receives GPSG funding shall be automatically

frozen at the end of fiscal year, or in the instance of the terms of the contract between GPSG and the group receiving the allocation shall have been violated.

(a) Year End.

All University accounts which receive GPSG 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 15, except for funds already encumbered, or with permission of the GPSG President and/or GPSG Finance Director. Both encumbrances and permission shall be in a proper written format as defined by GPSG to be valid. The accounts of specific CFOs may be exempted from this freeze due to the ongoing and pressing nature of their programs. 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 GPSG funding shall be automatically frozen if there is reasonable cause to believe that the terms of the contract between GPSG 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 GPSG President, the GPSG Finance Director, or a majority vote of either GPAC or GPSG. If invoked by means other than the GPSG or GPAC, such a freeze shall be valid for no more than two weeks, during which time it must be upheld by a majority vote of either the GPSG or GPAC to be extended. Once frozen by the GPSG or GPAC, such frozen accounts will be dealt with in the regular review process.

(c) Neglected Audit.

Any University account that receives GPSG funding shall be automatically frozen if they have not submitted a financial audit by the deadline requested by GPAC or if their submitted audit is judged by the GPAC Director and GPSG Finance Director to be improperly completed or lacks requested information. The freeze shall remain in effect until the organization satisfies the to the satisfaction of the GPAC Director or GPSG Finance Director. Any such freezes will be reported to the GPSG Delegate Council as an informational item.

10) Reversions.

When fees charged at a GPSG-funded event generate excess revenues, all or part of the GPSG funds allocated to an account may be reverted to GPSG at the end of the fiscal year.

(a) Year End.

All University accounts which receive GPSG funding shall be reverted to GPSG at the end of fiscal year, with the exception of those outlined in I:O

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 Student Organizations Business Office.

b) Fundraising Revenues.

When revenues from fees charged for goods and services at GPSG-funded events exceed the cost of the event less the amount allocated for the event by GPSG and other sources of funding, the excess, up to the amount of GPSG funding allocated for the event, shall be reverted to the GPSG. If the event or program is jointly funded by GPSG and USG, the excess funding shall revert to GPSG proportionate to the amount that GPSG funded the event or program. If the restrictions on fundraising events are violated, however, the full amount of GPSG funding may be revoked as a penalty, regardless of the uncovered costs. GPAC has the authority to revoke GPSG funding and GPSG shall have the ability to reverse such revocation.

(c) Penalties.

If a group receiving GPSG funds breaches the terms of the allocation contract by violating the GPSG Constitution or GPAC Bylaws, part or all of the GPSG funding allocated to that group may be reverted to the GPSG. Such reversions shall be ordered by GPAC and GPSG shall have the ability to reverse such reversion.

11) Breach of Contract.

GPSG and GPAC reserve the right to freeze, restrict the use of, revert, or revoke GPSG 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 GPSG funds, within the current fiscal year to GPSG, where the amount transferred shall not exceed the lesser of the current Line Item balance and the total fiscal year GPSG allocations to the Line Item. Revocation shall entail the transfer of funds from an account that shall have received GPSG funds within the current fiscal year to the GPSG, when the amount transferred shall not exceed the lesser of the current account balance and the total fiscal year GPSG allocations to the Line Item. GPAC and GPSG action shall use the following procedure:

(a) Interim Freeze.

Upon approval of a majority of either the GPAC or the GPSG, 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 GPSG President, the GPSG Finance Director, GPAC Director, or a majority vote of either GPAC or GPSG. To approve the interim freezing or restriction of accounts, GPAC or GPSG 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 GPSG may be immediately revoked by a majority vote of GPAC or GPSG.

(b) Notice.

Written notice of the actions taken and the period for which the actions are in effect shall be sent by email 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 GPSG President and GPAC members. Said notice shall be sent by the GPSG Finance Director and GPAC Director, and shall include at least the following elements:

- i) The action taken and the period for which it is in effect;
- 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 the Group receiving GPSG 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 GPSG funding to the account involved is appropriate, it shall forward such a recommendation to GPSG. 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 GPSG. Written notice of the decision, actions, or lack of such actions by the GPAC shall be sent to the group representative originally informed before consideration of the report by GPAC.

(e) GPSG Actions.

GPSG 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, GPSG 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 GPSG shall fail to approve the recommendation of GPAC, then any temporary freeze or restriction shall be removed. If GPSG shall wish to consider permanent actions against the involved account, either against or with the lack of a decision by GPAC, GPSG shall call for a hearing. Calling such a hearing shall require a majority vote of GPSG. Such hearing shall be conducted under the same procedure as the equivalent GPAC hearing.