

## **Graduate and Professional Student Association Graduate Diversity Committee By-Laws**

### **I. Graduate and Professional Student Association Graduate Diversity Committee**

- A. Pursuant to the authority of the Graduate and Professional Student Association (GAPSA) Constitution, Title III, Article V, the GAPSA Graduate Diversity Committee (GDC) shall be a standing committee of the GAPSA Assembly.
- B. The GAPSA GDC shall serve as the authority to recognize Interdivisional Graduate Diversity Organizations (IGDOs) under GAPSA with student affairs.
- C. The purpose of the GAPSA GDC is to address diversity issues across campus, recognize prospective GAPSA IGDOs, and distribute the GAPSA Affinity Fund. Furthermore, this committee shall advise the IGDOs in all constitutional or procedural matters. To this end, the GDC will hear presentations on, investigate, and deliberate over all requests for recognition and funding in a timely and judicious manner.
- D. The GAPSA GDC expressly reserves to itself all powers and duties designated to the Committee by the GAPSA Constitution.
- E. All GAPSA Affinity Fund allocations must be referred to the GAPSA GDC before consideration by the GAPSA Assembly. The GAPSA Assembly reserves the right to approve funding requests recommended by the GDC upon a two-thirds vote by the assembly.
- F. Extraordinary powers and duties are vested in the GDC Co-Chairs when the matter is of an emergency nature and it is impractical for the GDC to meet. The Vice President for Student Affairs or his/her representative must certify such circumstances as per GAPSA Constitution, Title III, Article III, Section 5(e).
  - a. Any decision-making authority vests in the Co-Chairs only when its actions include both the participation and vote of the Associate Director of the Lavin-Bernick Center (LBC), Administration and Finance, and the Vice President for Student Affairs or his/her representative.

### **II. RECOGNITION**

- A. GAPSA IGDOs are subject to a two-step recognition process. Initial recognition proposals will be presented to the GDC and subjected to a vote. A simple majority vote by the committee is required to advance to the second step of the recognition process. The GDC Co-Chairs then must present the GDC recommendation for/against recognition of the potential IGDO to the GAPSA General Assembly where it is subjected to a vote requiring a  $\frac{2}{3}$  majority vote of the assembly to gain recognition.
  - a. Notwithstanding the above, the GDC may recommend withholding recognition as a sanction against an organization for violations of GAPSA or Tulane regulations.
  - b. Each year at the start of the Fall semester, previously recognized IGDOs must re-submit their documentation via OrgSync to maintain status as a registered IGDO. Changes in leadership, constitution, or advisor should be reported to the GDC in a timely fashion when these changes do not occur with re-submission in the Fall semester.
  - c. Each semester, recognized IGDOs must update their membership roster and submit a Semester Event Budget to the GDC to maintain good standing.
- B. In order for any student organization to be recognized as an IGDO and apply for use of the Affinity Fund, its membership must consist of at least 10 students from at least three of Tulane's graduate school divisions within GAPSA. Dual-degree candidates will be considered belonging to the Division which their student fees are allocated.
- C. In order to receive funding from the Affinity Fund, an organization must have on file in their OrgSync Portal a current copy of its Constitution, Advisor Form, Membership Roster current for that semester, and the names, Tulane emails, and phone numbers of its officers, and its faculty or staff advisor.

### **III. FUNDING REQUEST PROCEDURES**

- A. At the beginning of each semester, a Semester Events Budget must be submitted to the GDC.
  - a. The due date for this budget will be provided on the GAPSA GDC webpage.
  - b. This budget will include a proposal of events for the coming semester, and must include a general budget for each event categorized by Natural Accounts that would be used for each category of purchase.
  - c. Proposals will be evaluated by the GDC at the beginning of the semester, and the GDC will forward their recommendation of approval/modification to the GAPSA Assembly at the next GAPSA Assembly meeting.
  - d. Newly recognized organizations will be allowed to submit a Semester Budget at their convenience, which will be reviewed at the next GDC meeting exceeding one week after their recognition.
  - e. Examples will be available on the GAPSA GDC webpage, and supplied during annual re-training.
  - f. Ad Hoc GDC meetings will be held in the summer semester(s) to allow for approval of events throughout the summer. The dates of these meetings, when requested, will be available on the GAPSA GDC

Website.

- B. Events for which the budget was approved in the Semester Events Budget shall submit written notification of intent to apply for use of the Affinity Fund and this notification must be received via Orgsync and email to the Co-Chairs seven days prior to the next GDC meeting.
  - a. Notification of intent will include a detailed Event Budget, and examples of such a budget will be available on the GAPSA GDC webpage and supplied during annual re-training.
  - b. If no requests are received, the monthly committee meeting may be cancelled and notification of cancellation will be distributed to the committee members via email at least one day prior to the scheduled meeting.
- C. At least one officer of each organization must be available for the presentation of the Semester Events Budget and the Event Budget Affinity Fund request. The GDC will specify time and date of their meetings, and this information will be available on the GAPSA GDC website as well as supplied to the organization after the OrgSync request has been received.
- D. At the time that the Event Budget is presented, the GDC must have specific time limitations set for the presentations of budgets as well as a question and answer period. Exceptions to these limits can be made by a two-thirds majority vote of the GDC for organizations that will require greater amounts of time.
- E. In any one semester, organizations shall be informed of the recommended maximum Affinity Fund request per organization. The GDC reserves the right to approve event funding exceeding this maximum total per semester per organization, but this approval requires a GDC 2/3 majority vote.
- F. The GDC must notify the Associate Director of the Lavin-Bernick Center (LBC) Administration and Finance of event funding recommendations and these recommendations must be presented to the GAPSA General Assembly at the beginning of the semester at the next Assembly meeting.
  - a. Approval of the GDC Prospective Event Budget recommendations by the General Assembly thus bestows the right of individual Event Budget approvals upon the GDC within the confines of the approved Prospective Event Budget.
- G. Expected attendance at events primarily funded from the Affinity Fund is expected to be primarily graduate and professional students. If an event is expected to primarily be attended by undergraduate students or post-doctoral students, the committee should recommend to the organization to seek additional funding from the Undergraduate Student Government or the Office of Graduate and Professional Students, among other Tulane offices.
- H. After recognition has been approved by the GAPSA general assembly, the organization will receive information regarding how to access the approved funds from the GDC Co-Chairs.

#### **IV. AFFINITY FUND REQUESTS**

- A. Event Budget Affinity Fund requests must be submitted in the format designated by the GDC which will be available via OrgSync. All funding requests must be approved by the GDC via a simple majority vote.
- B. Event Fund requests not previously approved by the GAPSA Assembly via the Semester Events Budget presented at the beginning of the fiscal year must be additionally approved by the GAPSA General Assembly at the next meeting. Approval can be conditionally awarded by the Committee pending General Assembly approval or Student Affairs approval.
- C. All Affinity Fund Requests must report all other potential sources of funding that they are approved for or plan to seek for the specified event. If other sources of funding are sought before or after approval of Event Fund Requests, the organization must report this funding to the GDC as soon as funds are requested or they are informed of granted funding.
- D. Following the deadline for Affinity Fund requests, an organization's bottom-line Affinity Fund expenditure may not exceed the organization's initial dollar amount requested. GAPSA and/or the GDC are not responsible for funds exceeding the initial dollar amount approved.
- E. In any case where the event proposed by the IGDO is not approved by Student Affairs or an appeal has been granted by the GAPSA General Assembly, the approved funding will be revoked.
- F. If the IGDOs request travel funds, the GAPSA GDC will serve as the body responsible for investigating the merits of requests for those travel funds.
  - a. Approval of a travel fund request requires a 2/3rds vote of the GDC
- G. The GDC Co-Chairs may request the Finance Committee consider the use of the GAPSA Reserve Fund or another GAPSA line item to be used/reallocated in times of unique emergencies.
  - a. All Reserve Fund Requests must be submitted in writing to the GAPSA VP Finance. Requests must include all written estimates, pamphlets, brochures, and other written material that state information about what is being requested.
  - b. Recommendation of a Reserve Fund or Reallocation request to the Finance Committee requires a 2/3rds vote of the GDC with a quorum that exceeds 50% attendance.
- H. The GAPSA GDC encourages IGDOs to also seek funding from additional sources.
- I. IGDOs are not eligible for GAPSA CEF funding unless multiple IGDOs are involved in the request.

**V. REALLOCATION OF FUNDS**

- A. Reallocation of funds approved by the GDC for the purpose of holding events would require the re-approval of the event by standard procedure as mentioned in Sections III and IV.

**VI. EXPENDITURES**

- A. All expenditures must conform to existing purchasing and accounting procedures. Current procedures will be available from the Student Organization Center in the LBC.
- B. All extraordinary and emergency allocations must be approved by the Executive Council as defined by the GAPSA Constitution (Title III, Article 3, Section 5(e)).

**VII. REVENUES AND DONATIONS**

- A. All revenues and donations received by all GAPSA IGDOs shall be deposited to their unique accounts created and maintained by student affairs according to the university procedures. If the organization does not have an account, it may not produce revenue or collect donations.
- B. Income generated from services rendered shall be deposited into the specific accounts in accordance with an organization's stated purpose.
- C. No GAPSA/USG recognized organizations shall charge another GAPSA/USG recognized organization for more than the cost of materials on services rendered to that organization.

**VIII. CHECKS AND BALANCES**

- A. IGDOs are subject to an audit by the GAPSA V.P. Finance with 24 hour prior notice. The GDC Co-Chairs will maintain proper books and records in regards to the approved IGDOs. The GAPSA V.P. Finance may only audit the organizations once a semester. Any additional audit(s) may be conducted during that semester only upon a 2/3 majority vote from the GAPSA GDC for each additional audit upon that organization.
- B. All books and records are to be kept up to date by the individual organization treasurers as well as the GDC Co-Chairs.
- C. Any organization anticipating a deficit must report to the GAPSA V.P. Finance. Such a deficit may constitute grounds for freezing that organization's ability to request funding.

**IX. WRONGFUL APPROPRIATIONS OR MISUSE OF FUNDS**

- A. Individuals responsible for misuse of students' funds may, upon recommendation of the GDC, be referred for disciplinary action as specified in the Student Code of Conduct.
- B. The GDC, at its discretion, may refuse to allocate funds, for a maximum period of two years, to any organization found guilty of violating procedures, subject to appeal before the GAPSA Assembly.
- C. The GAPSA V.P. Finance may, at his/her discretion, immediately revoke approved funding of an organization which has violated existing procedures, subject to review at the following GDC meeting. The GAPSA V.P. Finance must notify the President of said organization or his/her representative and the respective student organization advisor within five (5) school days of revoking approved funding. The budget may be unfrozen by a majority vote of the GDC .
- D. No member of a GAPSA funded organization shall hold a paid position with his/her organization.
- E. GAPSA activity fee money, and money generated from the use of this money, will not be appropriated for individual memberships but can fund the group membership in a regional, national, or international organization.

**X. ALLEGED VIOLATIONS**

- A. Alleged violations of financial procedure should be reported immediately in writing to the Associate Director of the Lavin-Bernick Center (LBC), Administration and Finance and the GAPSA V.P. Finance.
- B. The GDC has an obligation to act only on written reports.

**XI. CONFLICTS OF INTEREST**

- A. At no time shall a GDC member use his/her affiliation with the IGDOs in an effort to achieve personal benefits (e.g. extortion, accepting bribes). Subject to the due process provisions of the GAPSA Constitution, a violation of this rule shall result in the immediate expulsion of that member from the GDC if the evidence is sufficient to warrant this action. Individuals violating this rule may, upon recommendation by the GDC, be referred to disciplinary action as specified in the Student Code of Conduct.
- B. No member should vote in any matter in which he/she feels there is a conflict of interest.

## **XII. AGENDAS AND MINUTES OF MEETINGS**

- A. Agendas of each GDC meeting and the minutes taken at the previous meeting must be available for each GDC member at least 24 hours prior to the meeting time. Approved minutes must be available for each GDC member 24 hours after the meeting at which they are approved. Approved minutes will be available on the GAPSAs GDC webpage.
- B. A GDC meeting agenda shall include the following: date, time, and location of said meeting, and a list of each event fund request to be reviewed at said meeting.
- C. The GDC members will not be obligated to review any event fund request which has not been made available at least 24 hours prior to the meeting at which the request is presented.
- D. The GDC members shall be notified of a special meeting of the GDC at least 48 hours in advance of the special meeting. Special meetings may be called by the Co-Chairs of the GDC. No business shall be transacted except that mentioned in the call.

## **XIII. MEETING ATTENDANCE, USE OF PROXIES, AND QUORUM**

- A. The GDC will be composed of the following:
  - a. One member from each GAPSAs Division, interested in issues pertaining to diversity
  - b. GAPSAs Uptown VP and GAPSAs Downtown VP Co-Chairs
  - c. GAPSAs President
  - d. GAPSAs EVP
- B. GDC members, if unable to attend a meeting, shall be required to send a proxy. A proxy is defined as a person authorized to act for another.
  - a. Absence of a GDC GAPSAs Division member from three regular meetings without proxy shall result in automatic removal of that member from the Committee.
  - b. A proxy should be someone in the same school or division as the member; e.g. a medical school representative should have a medical school student as a proxy.
  - c. In the event of removal of a GDC member, the Co-Chairs of the GDC shall be required to notify the GAPSAs Assembly at the next regular meeting, following the removal, and petition for the election of a new member.
- C. In order for the GDC to conduct business, it must have quorum. Quorum is defined as 50% of the GDC and the Committee Co-Chairs.

## **XIV. EFFECTIVE DATE**

These by-laws shall be in full course and effective immediately upon approval by the GAPSAs GDC and GAPSAs Assembly and are valid for an indefinite period until changes are made by a future GDC as of **(DATE)**.

*Approved (DATE)*