I. GAPSA Interdivisional Graduate Diversity Organization Committee

A. Pursuant to the authority of the Associated Student Body Constitution, Title III, Article III, § 11 (to be added to GAPSA bylaws and constitution), the GAPSA Interdivisional Graduate Diversity Organization Committee shall be a standing committee of the GAPSA Assembly.
B. The GAPSA Interdivisional Graduate Diversity Organization Committee shall serve as the authority to recognize the Interdivisional Graduate Diversity Organizations under the Graduate and Professional Student Association with student affairs.
C. The purpose of the GAPSA Interdivisional Graduate Diversity Organization Committee is to recognize the prospective GAPSA Interdivisional Graduate Diversity Organizations. Furthermore, this committee shall advise the Interdivisional Graduate Diversity Organizations in all constitutional or procedural matters. To this end, the Interdivisional Graduate Diversity Organization Committee will hear presentations on, investigate, and deliberate over all requests for funding in a timely and judicious manner.
D. The GAPSA Interdivisional Graduate Diversity Organization Committee expressly reserves to itself all powers and duties designated to the Committee by the ASB Constitution.
E. All GAPSA Affinity fund allocations must be referred to the GAPSA Interdivisional Graduate Diversity Organization Committee before consideration by the GAPSA Assembly. The GAPSA Assembly reserves the right to discharge funding requests from the Interdivisional Graduate Diversity Organization Committee upon a two-thirds vote by the assembly.
F. Extraordinary powers and duties are vested in the Executive Council when the matter is of an emergency nature and it is impractical for the Interdivisional Graduate Diversity Organization Committee to meet. The Vice President for Student Affairs or his/her representative must certify such circumstances as per ASB Constitution, Title III, Art. III, § 5(f).
   a. Any decision-making authority vests in the Executive Council only when its actions include the participation and vote of both the Director of Student Budgets and the Vice President for Student Affairs or his/her representative.

II. RECOGNITION

A. GAPSA Interdivisional Graduate Diversity Organizations are subject to a two-step recognition process. Initial recognition proposals will be presented to the Interdivisional Graduate Diversity Organization Committee and subjected to a vote. Proposals require a simple majority vote.
B. Recognition proposals approved by the Interdivisional Graduate Diversity Organization Committee will then be presented to the GAPSA General Assembly by the IGDO Co-Chairs, and require a 2/3 majority vote of the assembly.
   a. Notwithstanding Part A above, the Interdivisional Graduate Diversity Organization Committee may recommend withholding recognition as a sanction against an organization for violations of ASB and GAPSA regulations.
C. In order for any student organization to receive funds, its membership must consist of students, staff, or faculty from at least three of Tulane’s graduate school divisions.
D. In order to receive funds, an organization must have on file in the Office of Student Programs a current copy of its constitution, the names, Tulane emails, and phone numbers of its officers, and the name of its faculty (if applicable) and student organization advisor.

III. FUNDING REQUEST PROCEDURES

A. All groups shall submit written notification of intent to apply for event funds and this notification must be received via Orgsync twenty-four hours prior to the next Interdivisional Graduate Diversity Organization Committee meeting.
B. At least one officer of each organization must be available for the presentation of the event fund request. The Interdivisional Graduate Diversity Organization Committee will specify time and date of their meetings.
C. At the time that the event budget is presented, the Interdivisional Graduate Diversity Organization Committee 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 Interdivisional Graduate Diversity Organization Committee for organizations that will require greater amounts of time.
D. In any one year, no organization shall be allowed to submit funding requests totaling greater than $1000 per year per organization. The Interdivisional Graduate Diversity Organization Committee reserves the right to approve
event funding exceeding $1000 total per year per organization, but this approval requires a ⅔ majority vote and the decision to allow or disallow funding greater than $1000 per year per organization is perview to a vote separate from the event funding proposal.

E. The Interdivisional Graduate Diversity Organization Committee must notify the GAPSA Vice President of Finance of event funding recommendations and these recommendations must be presented to the GAPSA General Assembly at the next Assembly meeting.

F. Expected attendance at events primarily funded from the Affinity Fund is expected to be primarily graduate 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.

IV. AFFINITY FUND REQUESTS

A. Affinity Fund requests must be submitted in the format designated by the Interdivisional Graduate Diversity Organization Committee which will be available via OrgSync. All Affinity Fund Requests must be approved by a simple majority vote. Affinity Fund Requests must be signed by the Interdivisional Graduate Diversity Organization advisor.

B. All Affinity Fund Requests must include all expected income from other sources and projected expenses.

C. Following the deadline for affinity fund requests, an organization’s bottom-line affinity fund expenditure may not exceed the organization’s initial affinity fund request.

D. The Interdivisional Graduate Diversity Organization Committee shall require all Interdivisional Graduate Diversity Organizations to submit a membership list including name, Tulane email, and phone number to the Interdivisional Graduate Diversity Organization Committee along with its affinity fund request in order to be eligible for funding. Student government lists should only include elected representatives and committee chairs.

V. REALLOCATION OF FUNDS

A. Reallocation of funds approved by the Interdivisional Graduate Diversity Organization Committee 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 Office of Student Programs.

B. All extraordinary and emergency allocations must be approved by the Executive Council as defined by the ASB Constitution (Title III, Article 3, Section 5, Part E).

VII. REVENUES AND DONATIONS

A. All revenues and donations received by all GAPSA recognized organizations shall be deposited according to university procedure.

B. Income generated from services rendered shall be deposited into “I” 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. INVENTORY CONTROL

A. All organizations shall annually submit an inventory report with their budget requests, showing state of repair and location of any equipment initially valued over five hundred dollars ($500).

B. All equipment over five hundred dollars ($500) is to be inventoried, tagged, and processed by the University Property Management office.

C. No equipment is to be kept for personal use.

D. All equipment inventory is subject to Interdivisional Graduate Diversity Organization Committee inspection and verification checks upon 24 hour notification to the organization.

IX. CHECKS AND BALANCES
A. All organizations are subject to an audit by the GAPSA Treasurer with 24 hour prior notice. The GAPSA treasurer may only audit a single organization once a semester. Any additional audit(s) may be conducted during that semester only upon a two-third 2/3 majority vote from the GAPSA Interdivisional Graduate Diversity Organization Committee for each additional audit upon that organization.

B. All Books and records are to be kept up to date by the individual organization treasurers.

C. Any organization anticipating a deficit must report to the GAPSA Treasurer. Such a deficit may constitute grounds for freezing that organization’s budget.

X. WRONGFUL APPROPRIATIONS OR MISUSE OF FUNDS

A. Individuals responsible for misuse of students’ funds may, upon recommendation of the Interdivisional Graduate Diversity Organization Committee, be referred for disciplinary action as specified in the Student Code of Conduct.

B. The Interdivisional Graduate Diversity Organization Committee, 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 Treasurer may, at his/her discretion, immediately freeze the budget of an organization which has violated existing procedures, subject to review at the following Interdivisional Graduate Diversity Organization Committee meeting. The GAPSA Treasurer must notify the president of said organization or his/her representative and the respective student organization advisor within five (5) school days of freezing said organization’s budget. The budget may be unfrozen by a majority vote of the Interdivisional Graduate Diversity Organization Committee.

D. No member of a GAPSA funded organization shall hold a paid position with his/her organization.

E. GAPSA activity fee money and the 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.

XI. ALLEGED VIOLATIONS

A. Alleged violations of financial procedure should be reported immediately in writing to the Director of Student Budgets and the GAPSA Treasurer.

B. The Interdivisional Graduate Diversity Organization Committee has an obligation to act only on written reports.

XII. CONFLICTS OF INTEREST

A. At no time shall a Interdivisional Graduate Diversity Organization Committee member use his/her affiliation with the Interdivisional Graduate Diversity Organization Committee in an effort to achieve personal benefits (e.g. extortion, accepting bribes). Subject to the due process provisions of the ASB Constitution, a violation of this rule shall result in the immediate expulsion of that member from the Interdivisional Graduate Diversity Organization Committee if the evidence is sufficient to warrant this action. Individuals violating this rule may upon recommendation by the Interdivisional Graduate Diversity Organization Committee, 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.

XIII. AGENDAS AND MINUTES OF MEETINGS

A. Agendas of each Interdivisional Graduate Diversity Organization Committee meeting and the minutes taken at the previous meeting must be available for each Interdivisional Graduate Diversity Organization Committee member at least 24 hours prior to the meeting time. Approved minutes must be available for each Interdivisional Graduate Diversity Organization Committee member 24 hours after the meeting at which they are approved.

B. A Interdivisional Graduate Diversity Organization Committee 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 Interdivisional Graduate Diversity Organization Committee 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. Interdivisional Graduate Diversity Organization Committee members shall be notified of a special meeting of the Interdivisional Graduate Diversity Organization Committee at least 48 hours in advance of the special meeting. Special meetings may be called by the Co-Chairs of the Interdivisional Graduate Diversity Organization Committee. No business shall be transacted except that mentioned in the call.

XIV. MEETING ATTENDANCE, USE OF PROXIES, AND QUORUM

A. Absence of a Interdivisional Graduate Diversity Organization Committee member from three regular meetings
without proxy shall result in automatic removal of that member from the Student Organization Committee.

B. Interdivisional Graduate Diversity Organization Committee 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.

C. 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.

D. In the event of removal of a Interdivisional Graduate Diversity Organization Committee member, the Co-Chairs of the Interdivisional Graduate Diversity Organization Committee shall be required to notify the GAPSA Assembly at the next regular meeting, following the removal, and petition for the election of a new member.

E. In order for the Interdivisional Graduate Diversity Organization Committee to conduct business, it must have quorum. Quorum is defined as 70% of the Interdivisional Graduate Diversity Organization Committee (of which one must be the Vice President of Student Affairs or his/her proxy) and the Committee Co-Chairs.

XV. TRAVEL REQUESTS

A. If the Interdivisional Graduate Diversity Organization requests for travel funds, the GAPSA Interdivisional Graduate Diversity Organization Committee 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 Interdivisional Graduate Diversity Organization Committee

B. The GAPSA Reserve Fund may be used in times of unique emergencies or to cover any GAPSA over charges.

C. All Reserve Fund Requests must be submitted in writing to the GAPSA Treasurer. Requests must include all written estimates, pamphlets, brochures, and other written material that states information about what is being requested.

D. Recommendation of a Reserved Fund request to GAPSA requires a 2/3rds vote of the Interdivisional Graduate Diversity Organization Committee with a quorum that exceeds 70% attendance.

E. The Interdivisional Graduate Diversity Organization Committee encourages GAPSA organizations to also seek funding from additional sources for these projects.

XVI. EFFECTIVE DATE

These by-laws shall be in full course and effective immediately upon approval by the GAPSA Interdivisional Graduate Diversity Organization Committee and GAPSA Assembly and are valid for an indefinite period until changes are made by a future Interdivisional Graduate Diversity Organization Committee as of September 29, 2018.

Amended October 31, 2018