



# gapsa

GRADUATE *and* PROFESSIONAL STUDENT ASSEMBLY  
UNIVERSITY *of* PENNSYLVANIA

## *GAPSA-G12+ Accountability Program (GAP) Bylaws* *(As of 6/15/21)*

### 1. DEFINITIONS

- 1.1. GAPSA and its constituent G12+ student government partners shall support a GAPSA-G12+ Accountability Program (GAP) whose purpose shall be to promote partnership and accountability among and between GAPSA and G12+ student governments. GAP shall have four components:
- 1.2. The Presidents' Advisory Council (PAC) shall be comprised of the presidents of GAPSA and its G12+ constituent partners.
- 1.3. The Finance Advisory Board (FAB) shall be comprised of the treasurers of GAPSA and its G12+ constituent partners.
- 1.4. The GAPSA Finance Associations Council (GFAC) shall be comprised of the treasurers of GAPSA and its constituent student organizations, including G12+ and student groups funded by GAPSA.
- 1.5. The Interschool Partnership Fund (IPF) shall be funded in partnership between GAPSA and its constituent G12+ partners.

### 2. GOVERNANCE VOTING PROCEDURES

- 2.1. Decisions pertaining to the operating procedures of GAP are subject to a majority vote of all financial stakeholders.
  - 2.1.1. Financial stakeholders shall be defined as all opted-in, investing school governments plus the Graduate and Professional Student Assembly (GAPSA).
  - 2.1.2. Each participating government, including GAPSA, will have one vote.

- 2.2. GAP bylaws may only be amended by a supermajority vote of participating governments, subject to ratification by simple majority vote of the GAPSA General Assembly.
- 2.3. In each funding year, after repassing the bylaws by majority vote of participating governments, those participating governments will be deemed to have invested ten (10) percent of their G12+ allocation into the Interschool Partnership Fund (IPF). GAPSA will be deemed to have invested funds to match each dollar invested by the participating schools.
- 2.4. The Presidents' Advisory Council (PAC) and Finance Advisory Board (FAB) will meet at least twice per semester in the fall and spring. The GAPSA-G12+ Summit qualifies as one of the required PAC/FAB meetings. Additional PAC/FAB meetings may be called as needed.

### 3. ACCESSING THE FUNDS

- 3.1. To access any of the funds, at least two governments must present a proposal for use of the funds.
  - 3.1.1. Notification of open or closed events, sponsoring schools, and dates will be posted on the shared GAPSA/G12+ communication forum.
  - 3.1.2. Event promotion materials will include listed sponsors.
- 3.2. No government may access the invested funds of another government without either that government's co-sponsorship of the event, or express written consent of that school government.
- 3.3. If a school government chooses to donate part of its investment, up to the ten (10) percent, to another school government, they must provide written notification to the opt in, participating school governments and GAPSA.
  - 3.3.1. Donated funds will be eligible for standard GAPSA dollar-for-dollar matching.
- 3.4. Only the members of PAC, FAB, or authorized proxies may approve access of IPF for each participating government, respectively.

### 4. FUND MAINTENANCE

- 4.1. The GAPSA VP Finance & Operations (or designee) will maintain a spreadsheet accessible to all participating, opt-in G12+ student government presidents and treasurers. This spreadsheet will indicate the amount of funds spent by each G12+ student government, as well as the amount of remaining funds available to each G12+ student government.
- 4.2. By June 15<sup>th</sup> of each year, the executive boards of the G12+ student governments will notify the GAPSA President and Director of Logistics in writing if they will opt into the IPF for the following year.

4.3. Any G12+ participating, opt-in government's unspent FY'20/21 IPF contributions will roll over into its FY'21/22 IPF investment. School governments who choose not to invest in the FY'21/22 IPF will have the unspent FY'20/21 IPF returned as part of their FY'21/22 G12+ allocation, subject to offset or claw back.

## 5. OPT-IN AND WITHDRAWAL OPERATIONS

5.1. Opt-out governments may choose to opt-in to the fund at any point up until December 15<sup>th</sup> each year. At that point, GAPSA will no longer reserve its dollar-for-dollar matching for opt out governments, and the previously held dollars will revert to the Finance Admin and/or Synergy Fund, respectively.

5.2. At three points in the fiscal year, opt-in governments may choose to withdraw any percentage of their respective IPF investments.

5.2.1. Withdrawal points will be:

5.2.1.1. November 30th

5.2.1.2. February 28th

5.2.1.3. March 20th

5.2.2. To withdraw, governments must notify the GAPSA President and VP Finance & Operations in writing by the date listed above that they no longer wish to invest in the fund after the selected withdrawal date.

5.2.3. Upon receiving notice of the desire to withdraw, the GAPSA VP Finance & Operations (or designee) will instruct the Office of Student Activities to transfer the unused percentage of that government's IPF into its individual school's business office account. GAPSA will no longer reserve that government's dollar-for-dollar matching. The GAPSA dollars will be released into the Finance Admin and/or Synergy Fund, respectively.

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