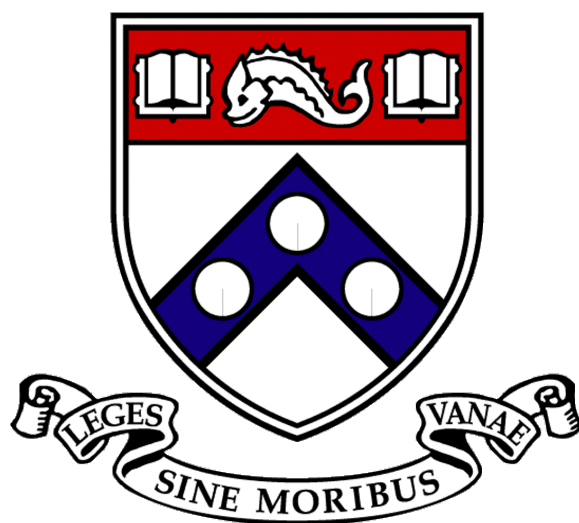


University of Pennsylvania  
College of Liberal and Professional Studies  
(LPS)

LPS Graduate Student Government  
Governance Rules & Regulations  
2023-2024



REVISED June 2023

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UNIVERSITY OF PENNSYLVANIA COLLEGE LIBERAL AND PROFESSIONAL  
STUDIES GRADUATE STUDENT GOVERNMENT (LPSGov)

Rules and Regulations

Drafted January 2019 – Revised May 2020, May 2022

As adopted by the LPS Graduate Student Government April 2, 2019, and as amended in accordance with Article IV, Section 1 of the LPS Graduate Government Rules and Regulations.

**PREAMBLE**

1. Subject to and in accordance with guidance from the Director of Graduate Programs for the College of Liberal and Professional Studies (LPS) and the Graduate and Professional Student Assembly (GAPSA), LPSGov is empowered to formulate such rules and regulations that it shall deem wise and proper for the governance of affairs primarily affecting LPS graduate students and to take such steps as it shall deem necessary for their implementation and administration.
2. LPSGov shall work to enhance the learning experience and professional development of all LPS graduate students both in and out of the classroom.

LPSGov shall work to ensure that opportunities in LPS are open to all of its graduate students without exception. This includes but is not limited to: race, religion, sex, gender identity and expression, color, disability, national origin, ancestry, sexual orientation, political affiliation, marital or parental status, socio-economic status and to the extent specified by law, age or veteran status.

LPSGov shall work to protect and enhance its graduate students' right to free speech.

LPSGov shall work to build a vital and thriving LPS graduate student community through programming and funding.

Members of LPSGov shall use cultural sensitivity. This includes allowing for full discussion, questions, and answers to ensure that the voting body adequately understands the heritage, particular situations, and unique needs of individual students.

3. Nothing in the LPSGov Rules and Regulations shall be construed as being contrary to GAPSA, LPS, or University governance procedures.
4. These rules and regulations shall become effective upon the approval of the majority of LPSGov with a 2/3 vote of the Executive Council and Program Representatives.

1. Rules and Regulations so formulated may be enacted, amended or repealed by a 2/3 vote of the members present and voting at a regular or special meeting when the notice of the meeting states the substance of the enactment, amendment, or repeal to be considered.
2. Upon 2/3 vote of the members present and voting, LPSGov may give final approval for an exemption from a specific rule or regulation.

## **ARTICLE I. LPSGOV GENERAL ASSEMBLY**

### **1. MEMBERSHIP & EX OFFICIO**

- 1.1. LPSGov Rules and Regulations shall be effective as they pertain to LPSGov and any members and appointees of LPSGov.
- 1.2. LPSGov shall consist of:
  - 1.2.1. An executive team with a President, Executive Vice President, Vice President of Finance, Vice President of Operations, Vice President of Communications, and Vice President of Events and Outreach elected by LPS students.
  - 1.2.2. Sixteen (16) program representatives of each master's program in LPS, elected or appointed by LPSGov President :
    - 1.2.2.1. Two (2) representatives from Applied Positive Psychology (MAPP), two (2) representatives from Behavioral and Decision Sciences (MBDS), two (2) representatives from Chemical Sciences (MCS), two (2) representatives from Environmental Studies and Applied Geosciences (MES/MSAG), two (2) representatives from Liberal Arts (MLA), two (2) representatives from Organizational Dynamics (MSOD), two (2) representatives from Public Administration (FELS), and two (2) representatives from International Public Administration (IMPA).
    - 1.2.3. Three (3) GAPSA representatives elected or appointed in adherence to GAPSA's requirements.
    - 1.2.4. Student representatives to primarily support LPSGov and LPS committees. Student representatives are selected from any program in LPS, and should be recognized as ex-officio members of LPSGov.
- 1.3. Each representative must be a member of the identified constituent body and remain enrolled in course or research work at the University of Pennsylvania during the semester of the office term being served.
- 1.4. Ex officio, non-voting members of LPSGov (e.g., executive team members, GAPSA representatives, additional representatives from programs, guests) will hold all rights, privileges, and responsibilities as prescribed by LPSGov Rules and

Regulations, except that they shall not vote and shall not be counted for the determination of quorum.

- 1.5. All representatives of LPSGov shall organize and motivate student volunteers in support of all LPSGov projects, initiatives, and events.
- 1.6. All LPSGov representatives must work together to maintain annual transition documentation, specific to their role, that is stored within LPSGov Google Drive.

## 2. RESPONSIBILITIES OF A PROGRAM REPRESENTATIVE

- 2.1. All program representatives are to attend all LPSGov meetings. If a representative is not able to attend an LPSGov meeting, the representative must find a proxy and the Vice President of Operations must be notified at least 12 hours prior to the meeting. A proxy for the program may attend in place of the representative when necessary. Absences and proxies shall be recorded in the minutes of every meeting.
  - 2.1.1. A proxy is subject to approval from the Vice President of Operations.
  - 2.1.2. An absence will be excused for the following reasons: family emergencies, holidays, substantial illness, interviews, or academic obligations. All other reasons will be considered by the Executive Committee and excused based on discretion.
  - 2.1.3. Any program representative who has missed more than 1/3 of the number of scheduled meetings for the year shall be placed on probation and a meeting will be scheduled with the Executive Vice President to discuss absences, and s/he may be dismissed by LPSGov.
- 2.2. Program representatives are expected to perform outreach to their respective constituencies to understand the needs of the students in their program.
- 2.3. Program representatives shall communicate with their constituent body to determine appropriate spending of their fiscal year allocation. They shall create a year-end report summarizing how program funds were spent.
- 2.4. Program representatives shall keep the Vice President of Communications and the Vice President of Finances apprised of their current contact information.
- 2.5. Program representatives shall contribute items to the agenda for every LPSGov General Assembly meeting and describe their constituent body's activities, budget updates, and future plans during the meeting.
- 2.6. All program representatives must work together to maintain annual transition documentation that is stored within LPSGov internal Google Drive.
- 2.7. Program representatives are expected to serve on an LPSGov committee as one of the members and also assist the Executive Committee member who facilitates the work of the committee.

- 2.8. Program representatives are expected to serve LPSGov from the beginning of July to the end of May.

3. **RESPONSIBILITIES OF A GAPSA REPRESENTATIVE**

- 3.1. All GAPSA representatives are to attend all GAPSA meetings and LPSGov meetings.
  - 3.1.1. GAPSA representatives shall abide by all attendance policies in Article II Section 5 of the GAPSA Constitution and LPSGov Article I Section 2.1.
- 3.2. GAPSA representatives are required to attend meetings when requested by the Executive Committee, to the extent that at least one representative is available at the given time.
- 3.3. GAPSA representatives shall provide to the GAPSA Chair for Operations documentation that certifies their election to the GAPSA General Assembly and their status as a duly appointed or elected representative.
- 3.4. GAPSA representatives shall represent LPSGov to GAPSA and GAPSA to LPSGov.
  - 3.4.1. GAPSA representatives shall prepare a report for every LPSGov meeting to update LPSGov on all GAPSA matters.
- 3.5. GAPSA representatives shall consult the Executive Committee on GAPSA matters affecting LPS students prior to voting on said matters in the GAPSA general assembly.
- 3.6. GAPSA representatives shall serve effectively on one standing committee of the GAPSA General Assembly in order to help GAPSA carry out its mission.
- 3.7. GAPSA representative shall keep the GAPSA Chair for Operations and LPS Vice President of Communications apprised of their current contact information.
- 3.8. All GAPSA representatives must work together to maintain annual transition documentation that is stored within the LPSGov internal Google Drive.

## **ARTICLE II. LPSGOV EXECUTIVE STAFF**

1. **EXECUTIVE COMMITTEE**

- 1.1. **DEFINITION.** The Executive Committee of LPSGov shall function as specified in the LPSGov Rules and Regulations. Its functions shall include the handling of the mechanical functioning of LPSGov and service to LPSGov as an informative and organizational source.
- 1.2. **MEMBERSHIP.** The Executive Committee of LPSGov shall consist of members as follows:

- 1.2.1. President,
  - 1.2.2. Executive Vice President,
  - 1.2.3. Vice President of Finance,
  - 1.2.4. Vice President of Operations,
  - 1.2.5. Vice President of Communications,
  - 1.2.6. Vice President of Events and Outreach.
- 1.3. VOTING. All Executive Committee shall serve as ex officio members of LPSGov.
  - 1.3.1. Executive Committee members shall not serve as GAPSA representatives or program representatives.
- 1.4. TERMS OF SERVICE. All members of the Executive Committee (President, Executive Vice President, VP of Finance, VP of Operations, VP of Communications, and VP of Events and Outreach) shall serve from July 1<sup>st</sup> through June 30<sup>th</sup>.
- 1.5. ATTENDANCE. Attendance shall be taken at each LPSGov Executive Committee meeting. Any member who incurs four (4) absences of any kind within one (1) semester shall be suspended from the Executive Committee.
  - 1.5.1. The Executive Committee may, on its own initiative, reinstate a member of the committee if it feels that the absences were caused by extremely extenuating circumstances. In addition, specifications regarding future attendance of the reinstated person(s) shall rest with the discretion of the Executive Committee.
- 1.6. FUNCTION. The Executive Committee shall ensure that all functions of LPSGov are carried out expeditiously and in conformity with the LPSGov Rules and Regulations and shall bring before LPSGov all matters that should be the concern of the entire LPSGov membership.
  - 1.6.1. The Executive Committee shall schedule meetings of LPSGov and establish and rigorously review the agenda for such meetings.
  - 1.6.2. The Executive Committee shall be responsible for periodically reviewing the attendance of LPSGov members.
  - 1.6.3. The Executive Committee shall be responsible for the drafting, enforcement, approval and revision of the responsibilities for each executive staff position described below (Article II, Sections 2 through 5).
- 2. RESPONSIBILITIES OF THE PRESIDENT
  - 2.1. The President shall execute no less than the following responsibilities:
  - 2.2. The President shall ensure an open line of communication between LPSGov, GAPSA, and all other student governments on campus.
  - 2.3. The President shall be responsible for being responsive to inquiries by official channels.

- 2.3.1. If the President will be out of town for an extended period of time (i.e., a week or longer), s/he will notify the Executive Committee, and the Executive Vice President will serve in place of the President.
- 2.4. The President shall advocate for the interests of LPS graduate students.
- 2.5. The President may appoint executive officers and representatives of LPSGov with the consent of two-thirds of the LPSGov General Assembly members.
  - 2.5.1. The President is responsible for the direct oversight of the executive committee officers, GAPSA representatives, and program representatives, and student representatives.
- 2.6. The President shall serve as the primary LPSGov representative to all University administration and personnel and shall attend all meetings with such personnel as necessary and appropriate.
- 2.7. The President, in conjunction with the Executive Committee, shall devise and implement annual goals and strategies for fulfilling LPSGov's mission.
- 2.8. The President shall organize and motivate student volunteers in support of all LPSGov projects, initiatives, and events.
- 2.9. The President shall delegate such responsibilities as appropriate to other members of the Executive Committee.
- 2.10. The President shall organize the agendas for Executive Committee meetings and LPSGov General Assembly meetings.
- 2.11. The President shall lead annual reviews of LPSGov Rules and Regulations with the Executive Committee and General Assembly.
- 2.12. The President shall be responsible to serve on the President Advisory Council (PAC), which is organized by the GAPSA President each year.
- 2.13. The President shall support the committees within LPSGov and GAPSA as necessary.

### 3. RESPONSIBILITIES OF THE EXECUTIVE VICE PRESIDENT

- 3.1. The Executive Vice President shall act as chief of staff of LPSGov and work closely with the President on all LPSGov matters.
- 3.2. The Executive Vice President shall assume responsibilities of the President in the event that the President is absent or the office becomes vacant.
- 3.3. The Executive Vice President shall be the election commissioner and manage the voting process (see Article V).
  - 3.3.1. The Executive Vice President may delegate an election commissioner from within LPSGov with approval from the Executive Committee.
  - 3.3.2. The election commissioner shall be responsible for creating and maintaining election guidelines for summer and fall elections.



- 3.3.3. The election commissioner shall work with the Vice President of Events and Outreach to ensure fair governance and accessibility of the summer and fall elections for all LPS students.
    - 3.3.4. If a dispute should arise with elections protocol, the elections guidelines are subject to the approval of the LPSGov Governance Committee first. If the committee cannot reach a conclusion, then the dispute is brought forth to the next LPSGov general assembly.
  - 3.4. The Executive Vice President shall be responsible for the orientation of new GAPSA representatives and program representatives.
    - 3.4.1. The orientation shall include, but is not limited to, providing copies of the LPSGov rules and regulations as described in the Bylaws, providing a description of LPSGov procedures, providing a description of a representative's responsibilities, and providing any other information considered necessary.
  - 3.5. The Executive Vice President shall directly oversee the accomplishment of the job descriptions and goals of the members of the Executive Committee and General Assembly.
    - 3.5.1. The Executive Vice President shall lead annual reviews of LPSGov position descriptions with the Executive Committee.
  - 3.6. The Executive Vice President shall support the committees within LPSGov as necessary.
- 4. RESPONSIBILITIES OF THE VICE PRESIDENT OF FINANCE
  - 4.1. The Vice President of Finance shall be responsible for all budget issues including maintaining accurate and current financial reports and records.
  - 4.2. The Vice President of Finance shall report to the GAPSA Chair of Finance on budget and spending updates.
  - 4.3. The Vice President of Finance shall budget, allocate, and monitor funds; LPSGov representatives will keep the Vice President of Finance apprised of their spending and budget balances.
  - 4.4. The Vice President of Finance shall be responsible for submitting all purchase orders to support events, programming, and funding organized by the central LPSGov office.
  - 4.5. The Vice President of Finance shall be responsible for serving on the Finance Advisory Board (FAB) of GAPSA.
  - 4.6. The Vice President of Finance shall be responsible for facilitating the Finance Committee.

5. RESPONSIBILITIES OF THE VICE PRESIDENT OF OPERATIONS

- 5.1. The Vice President of Operations shall record all minutes of Executive Committee and General Assembly meetings and distribute the meeting minutes within 48 hours after the meeting adjournment.
  - 5.1.1. Both minutes will be approved at the beginning of the next meeting.
  - 5.1.2. All minutes shall be archived in a Google document shared between all Executive Committee member's institutional emails.
- 5.2. The Vice President of Operations shall coordinate all room reservations, planning refreshments, and supplies for all Executive Committee and General Assembly meetings at the time the meeting is held in-person.
- 5.3. The Vice President of Operations shall monitor attendance at all meetings.
- 5.4. The Vice President of Operations shall draft an annual report for LPSGov that highlights the year's activities as coordinated by the Executive Committee as well as Program Representatives, includes a financial overview, and makes recommendations regarding future events. Program Representatives and Executive Committee members shall all contribute to this report.
- 5.5. The Vice President of Operations shall maintain access and organization of all documents in Google Drive for all members of LPSGov.
- 5.6. The Vice President of Operations shall establish and maintain access to a communication line within the LPSGov team.
- 5.7. The Vice President of Operations shall be responsible for creating, launching, and analyzing the results of the annual LPSGov campus-wide survey.
- 5.8. The Vice President of Operations shall be responsible for facilitating the Governance Committee.

6. RESPONSIBILITIES OF THE VICE PRESIDENT OF COMMUNICATIONS

- 6.1. The Vice President of Communications shall work to promote communication of information between LPSGov and the LPS graduate student body.
  - 6.1.1. The Vice President of Communications shall be responsible for the production of newsletters for the LPS graduate student body from LPSGov.
  - 6.1.2. The Vice President of Communications shall be responsible for promoting LPSGov-organized and LPSGov-partnered events on social media.
  - 6.1.3. The Vice President of Communications shall be responsible for creating promotional materials.
- 6.2. The Vice President of Communications shall manage the LPSGov website and all social media accounts.

- 6.3. The Vice President of Communications shall maintain current contact information of all members of the Executive Committee and General Assembly (i.e., Program Representatives and GAPSA Representatives).
  - 6.4. The Vice President of Communications shall monitor, screen, and disseminate all formal LPSGov internal and external e-mail communications, including to the LPS graduate student body.
  - 6.5. The Vice President of Communications shall be responsible for facilitating an LPSGov Campus Outreach committee each year.
7. RESPONSIBILITIES OF THE VICE PRESIDENT OF EVENTS AND OUTREACH
- 7.1. The Vice President of Events and Outreach shall be the primary LPSGov representative to all programs within LPS.
    - 7.1.1. The Vice President of Events and Outreach shall facilitate program related activities as needed and serve as the lead to coordinate multi-program events with Program Representatives.
    - 7.1.2. The Vice President of Events and Outreach shall remain in contact with other G12 student government organizations for collaborative-events.
    - 7.1.3. The Vice President of Events and Outreach shall stay in contact with other UPenn departments, centers and student organizations that coordinate event planning (such as cultural centers, affinity groups, etc.).
  - 7.2. The Vice President of Events and Outreach shall organize and execute LPSGov-organized events across LPS.
  - 7.3. The Vice President of Events and Outreach shall monitor the interests of the LPS graduate student body and organize programs based on these interests to enhance the academic and professional experience.
    - 7.3.1. After the Governance Committee drafts and launches the campus-wide survey, the Vice President of Events and Outreach shall take the results into consideration for future outreach.
  - 7.4. The Vice President of Events and Outreach shall be responsible for facilitating the Events Committee.
8. ROLE OF THE DIRECTOR OF GRADUATE PROGRAMS
- 8.1. The Director of Graduate Programs for LPS serves as the staff liaison for LPSGov. S/he helps onboard new leadership team members (e.g., making appropriate introductions to school administrators, monitoring account balances, maintaining passwords for various LPSGov accounts).
  - 8.2. The staff liaison attends regular leadership team meetings and shares information of relevance and interest with LPSGov leaders. S/he provides guidance with respect to events and programming to make sure activities are in line with University policies.

- 8.3. The Director of Graduate Programs works with all of the LPS graduate program directors so is in a position to share best practices (e.g., setting up capstone awards), suggest activities that may be of interest to students, and facilitate networking with other administrative units across campus.
- 8.4. The staff liaison should be viewed as the “go to person” for questions that the LPSGov leadership may have.

## 9. COMMITTEES

- 9.1. LPSGov shall implement annual standing committees that fulfill the operations goals of LPSGov and meet the current needs of LPS constituents. Committees are subject to review based on the Committee Charter.
  - 9.1.1. The Committee Charter shall be updated by the Executive Committee as needed.
  - 9.1.2. For example, new LPSGov committees created in 2022 include Governance, Events, and Campus Outreach in addition to the pre-existing Finance Committee.
- 9.2. Ad hoc committees may be added as needed by any LPSGov representative.
- 9.3. Membership of all committees should include as much representation from all branches of LPSGov as possible.
  - 9.3.1. Each committee must have at least:
    - 9.3.1.1. One program representative
    - 9.3.1.2. One executive officer
    - 9.3.1.3. One student representative
  - 9.3.2. A GAPSA representative may substitute for any of the other members.
- 9.4. LPS has two staff/faculty-led committees that annually recruit LPS students. One LPS student is asked to serve on each committee. LPS students on these committees are appointed by the LPSGov President.
  - 9.4.1. SAS Continuing Education Committee requests one student each year to help with reviewing educational policies and providing feedback on proposed new degree programs and other academic issues. A faculty member serves as Chair of the committee, which typically starts meeting during the Fall semester and ends in the Spring. The committee consists of LPS staff, faculty, one undergraduate and one professional graduate student. Meetings usually occur twice a semester for less than two (2) hours and have historically been virtual. A member of an LPSGov committee will serve on this SAS committee and then report back to LPSGov with relevant updates for the General Assembly.

- 9.4.2. Penn Grad Talks Planning Committee requests one graduate student from LPSGov and one from SASGov to help plan the annual SAS Penn Grad Talks. This event consists of live or pre-recorded TED Talk-style presentations by Penn Arts and Sciences graduate students representing the Humanities, Social Sciences, Natural Sciences, and Professional Master's programs. These presentations are judged and followed by a reception to celebrate the winners. Here is the link with more information and last years' winners.  
<https://www.sas.upenn.edu/penn-grad-talks>. LPSGov has traditionally appointed a leader within the Executive Committee to serve on the planning committee, given the nature of the role is to distribute campus-wide emails, recruit students from all programs, and actively post on social media. The terms of service are from November to March each year, with meetings happening virtually approximately every 3-4 weeks. Penn Grad Talks typically takes place in February, with higher levels of involvement during that time. An LPSGov member of the planning committee should report back to the General Assembly with all relevant updates.

### **ARTICLE III. MEETINGS**

1. Meeting Schedule
  - 1.1. LPSGov General Assembly meetings will be held once a month when school is in session at a time that is suitable for all LPSGov leadership team members.
  - 1.2. LPSGov Executive Committee meetings will be held once a month just prior to the General Assembly meetings when school is in session at a time that is suitable for all LPSGov Executive Committee and GAPSA Representative members.
  - 1.1. Meetings can be added, cancelled, or extended as needed with as much advance notice given as possible to ensure adequate attendance.
2. Meeting Regulations
  - 2.1. All agendas for a meeting must be finalized and sent out at least 24 hours in advance.
  - 2.2. Any necessary information or documents concerning items that need to be passed by the Executive Committee and General Assembly must be sent out at least seven (7) days prior to the meeting date where the item is up for discussion.
  - 2.3. All Executive Committee and General Assembly meeting announcements must be sent 48 hours in advance to the President prior to the meeting.
  - 2.4. All general assembly meetings are open to LPS graduate students.

### **ARTICLE IV. GENERAL ASSEMBLY AND EXECUTIVE STAFF**

## 1. CODE OF ETHICS

- 1.1. Members of LPSGov are empowered by the LPS graduate student body to responsibly and ethically represent student interests. In order to guide representative's expectations about conduct, the following Code of Ethics will apply:
  - 1.1.1. Members will faithfully and honestly represent their constituency.
  - 1.1.2. Members will exercise cultural competency and consider the impact of decisions on underrepresented students.
  - 1.1.3. Members will present all proposals with complete and accurate information.
  - 1.1.4. Members will consistently and regularly vote on matters before LPSGov.
    - 1.1.4.1 Each member has only one (1) vote.
  - 1.1.5. Members will actively participate in LPSGov meetings and show respect to all guests and speakers.
  - 1.1.6. Representatives shall practice mutual respect for all fellow members of LPSGov.
  - 1.1.7. Members shall not knowingly use their position to solicit any monetary or non-monetary gift or normally unattainable advantage from any individual.
- 1.2. Discipline and Enforcement. If an individual feels that another member has breached this Code of Ethics, they should approach a member of the Executive Committee.

## 2. DISCIPLINARY PROCEDURES

- 2.1. Members found in violation of LPSGov Rules and Regulations, can be censured, put on probation, suspended, or removed from their positions.
- 2.2. A disciplinary hearing will be held by the Executive Committee to determine the appropriate action. The hearing will follow guidelines set by the Office of Student Conduct (<https://csa.upenn.edu/community-standards/know-codes>) and result in a written report.
- 2.3. All reports must include: (1) a written summary of the decision; (2) the Committee's basis for making the decision; and (3) findings of fact. Where a member is found responsible for the charges, the report must also include (4) the Committee's recommended action.
- 2.4. A neutral party may be requested by participating member(s) in the hearing.
  - 2.4.1. The neutral party will join as an ex officio member of the disciplinary board.

## ARTICLE V- ELECTION CODE

### 1. PURPOSE AND SCOPE

- 1.1. This Article, known as the LPSGov Election Code, shall govern LPSGov elections of Executive Committee members, Program Representatives, and GAPSA Representatives. This Code shall be construed to promote a fair, free, and equitable electoral process.

### 2. ELECTION SCHEDULE

- 2.1. The Executive Committee will be elected before the end of the academic year in May prior to the next academic year. If all roles are not filled with the spring election, there may be a summer election, followed by the fall election.
- 2.2. GAPSA Representatives will be elected before the end of September .
- 2.3. In case an Executive Committee member or GAPSA Representative needs to resign their position before the end of the academic year, a special election will be held and follow the same format described below.
- 2.4. Online voting polls must be open for two (2) weeks to allow the LPS graduate student body to vote.
  - 2.4.1. Online voting polls must be sent to the entire LPS graduate student body.
- 2.5. A fall election is held for all positions that are left open after the spring and optional summer elections.
  - 2.5.1. The fall election will take place in September .
  - 2.5.2. Individuals will be appointed to all positions that are not filled after the fall elections by the Executive Committee.

### 3. GENERAL REGULATIONS ON ELECTIONEERING

- 3.1. Each enrolled LPS graduate student will be allowed one (1) vote.
  - 3.1.1. LPS non-graduate students will be unable to vote.
- 3.2. Candidates shall not solicit votes with any monetary or non-monetary gifts.
- 3.3. Standing Executive Committee shall be responsible for facilitating the election process for the next academic year.
  - 3.3.1. All nominations should be submitted to the President or Executive Vice President of LPSGov for review and compilation.
  - 3.3.2. The Executive Vice President will be responsible for drafting the nomination form and voting ballot, disseminating them, and compiling the results.
  - 3.3.3. Students can nominate themselves, or someone else can nominate them, and then the Executive Committee will obtain their approval to run.

- 3.3.4. Nominations must be submitted no later than 15 April, and candidates must submit a brief biography and statement of interest in the position for which they're running.
- 3.3.5. Online elections will be open for 2 weeks the latter half of April and new officers announced in late April/early May. If all roles are not filled with spring election, there may be a summer election, followed by a fall election.
- 3.4. All LPSGov elections will be held online to ensure accessibility for all LPSGov graduate students.

## **ARTICLE VI- BUDGET CODE**

### **1. ESTABLISHMENT**

- 1.1. The purpose of these articles shall be to govern the distribution of funds by LPSGov.  
Funding will support the LPSGov mission statement to (1) connect and empower graduate students to live well, (2) reach their personal and professional goals, and (3) transform society.
- 1.2. The Finance Committee manages funding for the LPSGov accounts and provides support for Program Representatives; for more information contact [lpsgov-finance@sas.upenn.edu](mailto:lpsgov-finance@sas.upenn.edu)

### **2. BUDGETARY PROCEDURE**

- 2.1. Executive Student Activity Fee Manual
  - 2.1.1. All expenditures of LPSGov shall be subject to the pertinent guidelines and rules of the University, first and foremost, with specific spending guidelines contained in the LPSGov Spending Guidelines Policies document and provided by the Regional Business Office (RBO).
- 2.2. Business office procedures
  - 2.2.1. No expenditure of LPSGov funds may be allowed unless the procedures and paperwork required by the RBO and LPSGov Finance Committee are handled accurately in accordance with the rules and processes stipulated in this document or with any other relevant University document or policy.
  - 2.2.2. Review the LPSGov Spending Guidelines Policies document (online) for specific policy guidelines regarding alcohol, contracts, fundraising, university name, and ways to make purchases, as well as RBO contact information.
- 2.3. Supplemental use



- 2.3.1. This document is intended solely as a supplement to other University manuals and shall not take precedence in any case where there is a conflict with other University Guidelines. This document is meant only to outline the proper procedures for funding that LPSGov has adopted in governing the distribution of funds.

### 3. REGULATIONS ON FUNDING USAGE

#### 3.1. Funding available

- 3.1.1. LPSGov has many sources of funding available to support University of Pennsylvania graduate and professional students for travel, research, initiatives, and events. Most funds are awarded through the Graduate and Professional Student Assembly (GAPSA) from student fees.

#### 3.1.2. Funding allocations

The voting membership of the GAPSA Allocations Committee shall consist of the Vice President of Finance and all the General Assembly members. Funds are distributed to LPSGov centrally and subsequently 30% is distributed to LPS program funds. The formula for allocating funds to each program is based on the number of students enrolled in each program during the preceding fall semester. The remaining 70% shall stay in the central fund to support the funding of events that contribute to a vital and thriving LPS grad student community that is available to all students independent of their program.

- 3.1.3. Each year, the LPS Central Fund will allocate \$500 to the graduate student winner of the “LPS Distinguished Student Service Award.”

#### 3.2. Event funding criteria

- 3.2.1. The LPSGov Vice President of Finance (responsible for LPSGov’s budget) and each LPSGov Program Representative shall keep a record of expenditures that shall include a detailed line-item breakdown of expenses and potential income, the logistics of the event, the purpose for holding the event, the reason why LPSGov should be a financial partner in the event, the date, time, and location of the event, and any other information that enhances the detailed understanding of the event.

- 3.2.2. Requests for funding must be submitted through the Event Request Form or Finance Request Form no later than 7 calendar days before the event is to occur. These forms are maintained by the LPSGov Vice President of Finance and may be changed at their discretion, and adherence to University Policy.

- 3.2.3. Permissible activities shall include, but not be limited to: guest speaker travel/entertainment reimbursement, honorarium, awards, catering, bookstore/computer connection purchases, special events.

3.2.4. The Transaction Request Form shall be used for Purchase Orders, Vendor Orders (e.g., bookstore), and fund transfers between university accounts.

3.2.5. Any transaction or reimbursement request must be submitted no later than May 31<sup>st</sup> for processing in the current fiscal year. In consultation with the RBO, LPSGov may alter the submission deadline in any given fiscal year. Requests submitted after the deadline are subject to exception approval by the RBO.

#### 4. BUDGET ACCOUNTABILITY AND TRANSPARENCY

##### 4.1. Budget Ratification

4.1.1. After GAPSA has established the G12 allocations for the next academic year and prior to the end of the spring semester, the outgoing LPSGov Vice President of Finance shall present a provisional budget for the next academic year to the General Assembly. The provisional budget would include projected rollover funds and program allocations.

4.1.2. Prior to the second scheduled General Assembly meeting of the fall semester, the newly elected LPSGov Vice President of Finance shall share a final budget for discussion with the General Assembly.

4.1.3. The General Assembly may amend the budget at any time upon a three-fourths vote.

4.1.4. Any unspent funds awarded to individual programs by year end, will rollover to the entire LPSGov budget of the next fiscal year to be redistributed as outlined in 3.1.2.

##### 4.2. Financial Disclosure

4.2.1. Each LPSGov Program Representative shall be required to submit budget information and updates (i.e. planned and actual expenses and revenues, including funding sources) to the LPSGov Vice President of Finance and LPSGov Finance Committee each semester or when requested to do so.

4.2.2. The LPSGov budget shall be made available to the LPSGov community. Any constituent of LPSGov may request a copy of the budget information.

##### 4.3 Unspent Funds

4.3.1. Any unspent program or central funds by year end will rollover to the entire LPSGov budget of the next fiscal year to be redistributed as outlined in 3.1.2.