
Operating Procedures & Policies of the
Joint Finance Committee
of ECGPS & UISG

Purpose: This document articulates the operating procedures and policies for the Joint Finance Committee of ECGPS and UISG. The recognition and renewal of CFO status, CFO fiscal year allocations, and student activity fee allocations by student governments are managed according to provisions contained herein.

The Joint Finance Committee is part of the shared governance between the Executive Council of Graduate and Professional Students (ECGPS) and the University of Iowa Student Government (UISG). As part of the shared governance between the respective Student Governments at the University of Iowa, the Joint Finance Committee derives its authority and legitimacy from being part of both ECGPS and UISG as described in their respective governance documents, the ECGPS Charter and the UISG Constitution.

This document was approved by ECGPS and UISG on **September 3, 2013** and shall expire on **February 24, 2016**.

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I. DEFINITIONS

- a. **Allocation**
This term shall refer to the JFC funds assigned, or recommended for assignment, by JFC to a group for specific purposes.
- b. **Board of Regents**
This term shall refer to the Board of Regents, State of Iowa.
- c. **Budget request**
This term shall generally refer to the electronic application for funding.
- d. **Cap**
This term shall generally refer to the maximum amount of student activity fee dollars that can be allocated to Collaborative Funding Organizations.
- e. **CSIL**
This acronym shall refer to the Center for Student Involvement and Leadership.
- f. **CFO**
This acronym shall refer to Collaborative Funding Organizations.
- g. **ECGPS**
This acronym shall refer to the Executive Council of Graduate and Professional Students, the student government of graduate/professional students at the University of Iowa. ECGPS is one of the two constituent governments (the other being UISG).
- h. **“Fail to pass”**
This phrase, when applied to the approval of JFC recommendations by UISG and/or ECGPS, shall mean any substantive alteration of JFC recommendations.
- i. **Fiscal year residual**
This term shall refer to all fiscal year student activity fee funds remaining after JFC allocations to CFOs, and other jointly funded items, as applicable.
- j. **GPAC**
This acronym shall refer to the Graduate/Professional Allocation Committee.
- k. **JFC**
This acronym shall refer to the Joint Finance Committee of ECGPS and UISG.
- l. **Line item**
This term shall refer to an individual expense class as defined by the Student Organizations Business Office and relevant university policies and procedures.
- m. **OFP**
This acronym shall refer to the official fee proportion, which is the proportion of student activity fees contributed by graduate/professional and undergraduate students, respectively. See section IV.d.
- n. **OVPSL**
This acronym shall refer to the Office for the Vice President for Student Life.
- o. **Outside funds**
This term shall refer to monies raised by groups aside from funds received from UISG, ECGPS, and/or JFC.
- p. **SABAC**
This acronym shall refer to the Student Assembly Budgeting and Allocating Committee.
- q. **SAFC**
This acronym shall refer to the Student Activity Fee Committee.
- r. **Student organizations**
This term, or its alternate “organizations,” shall refer to student groups that are recognized by CSIL.
- s. **UISG**

This acronym shall refer to the University of Iowa Student Government, the student government of undergraduate students at the University of Iowa. UISG is one of the two constituent governments (the other being ECGPS).

t. Unspent allocated funds

This term shall refer to student activity fee funds that are allocated by JFC, ECGPS, and/or UISG and which are not spent at the end of the fiscal year for which they were allocated.

u. Student Government Executives

This term shall refer to an ad hoc working group consisting of the President, Vice President, Chief Financial Officer, and SABAC Chair of UISG and the President, Vice President, Executive Officer, and Budget Director/GPAC Chair of ECGPS.

v. Joint Resolution

This term shall refer to a legislative resolution passed jointly by ECGPS and UISG according to their respective legislative processes and procedures.

II. JOINT FINANCE COMMITTEE STRUCTURE

a. Members

- i. *Selection:* The members of the Joint Finance Committee are appointed by their constituent government (i.e., UISG or ECGPS). One of the graduate/professional full voting members shall be the GPAC Chair, and one of the undergraduate full voting members shall be the SABAC Chair.
- ii. *Full voting members:* the JFC shall consist of nine full voting members: three graduate/professional students, and six undergraduate students. Full voting members shall have the authority to discuss, deliberate, and cast a vote on any issue on the committee agenda, unless precluded from doing so by the Conflict of Interest Policy set out in these procedures.
 1. The following persons are not permitted to sit as full voting members of the JFC: the President, Vice President, Chief of Staff, Executive Officer, Treasurer, Chief Financial Officer, or Speaker of the Senate of either UISG or ECGPS. Further, none of the appointees to the JFC may be current members of the Student Activity Fee Committee.
- iii. *Co-chairs:* the GPAC Chair and the SABAC Chair will serve as co-chairs of the JFC. The co-chairs will:
 1. Organize meetings (including room reservation, date selection, and public disclosure of meeting details).
 2. Construct the agenda for JFC meetings.
 3. Chair meetings and maintain order.
 4. Serve as spokespeople for the committee.
 5. Construct, edit, and finalize any forms and documents necessary for committee work.
 6. Manage the publishing of results, documents, and other pertinent information on OrgSync.
 7. Keep all members of the JFC informed of committee activities, issues, and upcoming meetings.

- iv. *Alternates*: Constituent governments may appoint alternate members to the JFC. Alternate members shall have voting and discussion rights only if they are serving in place of a full voting member. Alternate members must meet the same eligibility requirements as full voting members.
- v. *Ex-officio Members*: The following persons are ex-officio members of the JFC and shall not have voting rights:
 - 1. UISG Chief Financial Officer (CFO)
 - 2. Director of the Center for Student Involvement & Leadership or their designee.
 - 3. ECGPS Executive Officer
 - 4. UISG Legislative Secretary
 - a. This non-voting member shall be responsible for record and preparing meeting minutes and agendas.
 - b. This member shall not be allowed to participate in discussion on any matter before the JFC.

b. Appointment and Terms

New Joint Finance Committee co-chairs shall be appointed no later than May 1, and shall take office the week following finals week of the Spring semester. New JFC members shall be appointed by September 15 each year, and shall take office upon confirmation by their respective constituent student governments. Representatives shall be chosen according to the applicable constitutions and/or bylaws of their respective constituent student government. The JFC co-chairs shall notify constituent student governments of their obligations to elect or appoint JFC representatives. The terms of JFC members shall expire on the Friday of finals week during each Spring semester.

- i. *Emergency meetings*: Should circumstances arise that require the JFC to convene during the summer recess, the co-chairs shall request constituent member governments appoint temporary JFC members for the summer meeting(s). Temporary members shall serve from the time of their appointment until permanent JFC members are chosen during the Fall semester, or until September 15, whichever comes first. For the purposes of emergency meetings, all restrictions on the selection of full voting members are waived except the prohibition against members of the Student Activity Fee Committee serving on the JFC, which shall remain in effect.

c. Quorums and Voting

- i. A quorum shall consist of five full voting members, and must include at least one graduate/professional student. The JFC shall adjourn upon loss of quorum.
- ii. Once quorum is achieved, all JFC motions and recommendations shall pass with a simple majority of members present. Abstentions affect neither quorum nor the majority.

III. CFO ELIGIBILITY REVIEW, RECOGNITION, & RENEWAL

a. Recognition and Renewal Timeline

- i. The JFC co-chairs shall publish forms for CFO recognition and renewal by October 1 of each Fall semester in which the currently recognized CFOs are due to apply for renewal. Applications for recognition shall not be entertained non-renewal years.
 - 1. Non-CFOs wishing to apply for CFO status shall complete the “New CFO Recognition Form”.

2. Currently recognized CFOs wishing to renew their CFO status shall complete the “CFO Renewal Form”.
 3. The JFC co-chairs shall set a deadline for submission of the above-mentioned forms. The deadline shall occur no later than November 15.
- ii. Review of applications
 1. The JFC shall convene prior to the Thanksgiving recess to review and recommend a list of CFOs to UISG and ECGPS for final approval.
 2. The JFC shall base its recommendations on the standards of review set out in these procedures.
 3. The JFC co-chairs shall invite applicants for CFO recognition and renewal to appear at the meeting and make brief comments on the merits of their applications and take questions from JFC members.
 4. The JFC co-chairs shall inform applicants of JFC recognition/non-recognition recommendations within seven working days after the JFC meeting, and at least 72 hours in advance of the meetings in which ECGPS and UISG are scheduled to vote on JFC’s recommendations.
 - iii. Appeals of JFC CFO recognition/renewal recommendations: organizations may appeal JFC recognition/renewal recommendations by sending a letter (or email) to the JFC co-chairs at least 24 hours before UISG and ECGPS are scheduled to vote on final approval of the recommendations. Appealing organizations shall appear before ECGPS and UISG (sitting independently) and make a brief statement of their reasons for appeal. Each government will decide whether or not to grant the appeal; granting the appeal, and therefore altering JFC’s recommendations, shall trigger the fail mechanism described below in section III.d.

b. CFO Recognition Standards

Organizations may apply for CFO status if they meet the objective criteria set out in the CFO application form. JFC CFO recognition recommendations shall be guided by the following standards:

- i. JFC shall consider evidence of applicants’ impact on the university community.
- ii. JFC shall consider the degree to which applicants’ serve both graduate/professional and undergraduate student populations.
- iii. JFC shall consider the degree to which services offered by the applicant are already available to students.
- iv. JFC shall consider the importance of applicants’ services/programs to students.
- v. JFC shall consider applicants’ organizational and financial viability.
- vi. JFC shall consider other information pertinent to recommendation or non-recommendation for CFO status.

c. CFO Renewal Standards

All currently recognized CFOs shall apply for renewal of CFO status every two fiscal years. JFC’s CFO renewal recommendations shall be guided by the following standards:

- i. JFC shall consider the objective criteria for CFO status set out in the CFO renewal form.
- ii. JFC shall consider the financial records of applicant CFOs, including initial balances, income, and expenditures in any account maintained by the organization.
- iii. JFC shall consider event/service metrics (i.e., attendance counts) to gauge the impact of applicants on the campus community.
- iv. JFC shall consider applicants’ financial viability.

- v. JFC shall consider applicants' membership (i.e., percent undergraduate, graduate/professional, staff/faculty, community members), as applicable.
- vi. JFC shall consider other information pertinent to the recommendation or non-recommendation for CFO status renewal.

d. Fail mechanism for CFO recognition/renewal

Recognition/renewal of student organizations as CFOs shall be made by Joint Resolution of ECGPS and UISG. In the event either of the student governments fails to pass the recognition/renewal resolution presented by the JFC, the Student Government Executives shall meet and make any changes to the Joint Resolution that are necessary and proper to encourage its passage. Any changes to the JFC's original Joint Resolution shall be made by consensus of the Student Government Executives. After the Student Government Executives have agreed, the Joint Resolution shall be returned for approval by ECGPS and UISG, even if all of the JFC's original recommendations remain intact. Failure to pass the Joint Resolution by either government shall refer the entire matter to the Student Activity Fee Committee for final determination. SAFC decisions are not subject to appeal.

IV. STUDENT ACTIVITY FEE ALLOCATIONS

a. Authority

JFC shall have the authority to allocate student activity fee funds in the following ways:

- i. Fiscal year allocations to CFOs: JFC shall set the fiscal year budget for all CFOs.
- ii. Fiscal year residuals: JFC shall govern the allocation of fiscal year residual funds (see definition in section I) to UISG and ECGPS. This allocation is automatic (see section IV.e).
- iii. Fiscal year reversions: JFC shall govern the reversion of unspent and unallocated fiscal year funds. This reversion is automatic (see section IV.f).
- iv. Other programs/organizations: JFC shall govern the allocation of funds to other events, programs, or organizations that serve both undergraduate and graduate/professional students, and are deemed necessary and proper by JFC, UISG, and ECGPS.

b. CFO Fiscal Year Funding

- i. CFOs shall submit an application for fiscal year funding by the deadline set by JFC co-chairs. Generally, this deadline will occur near February 1.
- ii. JFC co-chairs shall convene a meeting to review CFO fiscal year budgets. The JFC co-chairs shall invite representatives from CFOs to appear at the meeting and make brief comments on the merits of their applications and take questions from JFC members. CFO fiscal year budget recommendations shall be transmitted to UISG and ECGPS.
- iii. CFO fiscal year budget cap:
 - (1) A cap on the total amount that can be allocated to all CFOs during a fiscal year shall be imposed. Once set, cap cannot be exceeded, revised, or appealed.
 - (2) The cap shall be set in a manner that reflects the current financial health of the university, the current and projected levels of Student Activity Fee revenue, and the number of organizations recognized as CFOs. The cap shall be set according to the following formula: the previous fiscal year's CFO cap plus or minus the percentage change in the SAF revenue (as approved by the Regents), plus the three-fiscal year weighted average (with the third year receiving the greatest weight) of the approved allocations of any newly recognized CFOs, minus the current fiscal year allocation of any CFO that loses recognition. The cap shall act as a ceiling; the JFC is not obligated to fund up to the cap

- (3) The cap shall be calculated, certified, and enforced by the Student Government Leaders in consultation with the Office of the Vice President for Student Life, the Director of the Center for Student Involvement and Leadership, and other relevant university administrators.
 - (4) If a student organizations is newly granted CFO status the cap may revised to for JFC funding recommendations met previously funded needs of the organization prior to becoming a CFO.
- iv. JFC members shall evaluate the need for, and potential impact of, proposed CFO expenditures when evaluating CFO fiscal year budgets.
 - v. Appeal: CFOs may appeal JFC funding recommendations by sending a letter (or email) to the JFC co-chairs at least 48 hours before UISG and ECGPS are scheduled to vote on final approval of the recommendations. Appealing CFOs shall appear before ECGPS and UISG (sitting independently) and make a brief statement of their reasons for appeal. Each government will decide whether or not to grant the appeal; granting the appeal, and therefore altering JFC's recommendations, shall trigger the fail mechanism described below in section IV.c.

c. Fail mechanism for JFC student activity fee allocations

Allocation of Student Activity Fees by JFC shall be approved by Joint Resolution of ECGPS and UISG. In the event either of the student governments fails to pass the allocation resolution presented by the JFC, the Student Government Executives shall meet and make any changes to the Joint Resolution that are necessary and proper to encourage its passage. Any changes to the JFC's original Joint Resolution shall be made by consensus of the Student Government Executives. After the Student Government Executives have agreed, the Joint Resolution shall be returned for approval by ECGPS and UISG, even if all of the JFC's original recommendations remain intact. Failure to pass the Joint Resolution by either government shall refer the entire matter to the Student Activity Fee Committee for final determination. SAFC decisions are not subject to appeal.

d. Official fee proportion

The official fee proportion (or "OFP") is the proportion of student activity fees paid by undergraduate and graduate/professional students, respectively. Effective fiscal year 2013, the OFP is 73% UISG (undergraduates) and 27% ECGPS (graduate/professional).

- i. The OFP shall be revised every three fiscal years by the Office of the Vice President for Student Life. The OFP shall be calculated as the average proportion contribution by undergraduates and graduate/professional students, respectively, over the preceding three fiscal years.
- ii. The first revision shall occur at the beginning of fiscal year 2016 (July 2015).

e. Fiscal year residual funds

After fiscal year allocations to CFOs and other relevant programs/organizations have received final approval, the remaining student activity fee funds, called "fiscal year residual funds," shall be allocated to UISG and ECGPS according to the official fee proportion. This allocation occurs under the auspices of JFC and these operating procedures, but is automatic and does not require any action on the part of JFC, ECGPS, or UISG.

f. Year-end reversion of funds

- i. At the end of each fiscal year, unspent funds allocated by UISG shall revert back to UISG, and unspent funds allocated by ECGPS shall revert back to ECGPS. JFC, ECGPS and UISG may make provisions that exempt certain organizations from year-end reversion of

unspent funds (i.e., permit those organizations' funds to roll over year-to-year); CFOs shall be automatically exempted from year-end reversion of unspent funds.

- ii. At the end of each fiscal year, any excess funds not allocated to ECGPS or UISG shall be transferred to a joint reversion account. The Student Activity Committee may, in accordance with its policies and procedures, make certain allocations using the funds in the joint reversion account. Funds remaining in the joint reversion account after SAFC action (or inaction) shall be allocated to ECGPS and UISG contingency accounts according to the official fee proportion no later than the end of the third week of classes of the Fall semester. This allocation occurs under the auspices of JFC and these operating procedures, but is automatic and does not require any action on the part of JFC, ECGPS, or UISG.

g. CFO Contracts, Terms, and Conditions

JFC co-chairs shall prepare written contracts for CFOs each fiscal year. The JFC co-chairs may include such reasonable provisions as they see fit to ensure responsible use of, and accurate accounting for, student activity fee funds by CFOs. Once the terms of the contracts are approved by ECGPS and UISG, the JFC co-chairs and at least one authorized representative of each CFO shall execute the contract and it shall become legally binding. CFOs shall exercise good custodianship of funds allocated by JFC, and shall extend reasonable effort and care to maintain the usefulness of all equipment and supplies purchased with said funds.

V. COMPLIANCE REQUIREMENTS

a. Nondiscrimination and Human Rights

- i. All groups, having met the applicable requirements contained in this document and other relevant policies/procedures, shall have an equal opportunity for JFC funding, respective of those criteria listed within this operating procedures and policies. JFC, ECGPS, and UISG may not discriminate in their funding decisions based on gender, race, creed, or ideology, nor may they engage in viewpoint discrimination. Groups' programs, not pertaining to ideology, must be in accordance with the educational objectives of the university.
- ii. JFC funds may only be allocated to those groups that comply with the UI Human Rights Policy as defined in Chapter 3 of the University of Iowa Operations Manual. This compliance shall be determined by the University of Iowa Human Rights Committee. ECGPS and UISG shall refer all decisions regarding the application of the UI Human Rights Policy to the Office of the Vice President for Student Life.

b. Conflict of interest policy

- i. Employment/leadership: Any JFC member who is, or will be, employed by or a leader of a group seeking recognition as a CFO, renewal of CFO status, or funding during the fiscal year shall notify the co-chairs before deliberation of any item related to said group. For the purpose of this provision, group leaders are defined as those persons occupying official, elected or appointed positions within a group such as president, vice president, treasurer, or other comparable senior managerial role.
- ii. Sales: any JFC member who sells, or will sell, any goods to any group shall notify the co-chairs before deliberation of any item related to the group.
- iii. Voting ineligibility: Any JFC member who reported, or should have reported, any conflict of interest outlined above shall be barred from voting on any matter related to the affected group. Such members shall not, however, be barred from voting on the complete allocation recommendations or from participating in debate.

- iv. Sanctions: violations of these conflict of interest provisions shall be grounds for removal from the JFC. Removal from the JFC may be affected by the student government that made the initial appointment of the member.
- v. Responsibilities of the co-chairs: the JFC co-chairs bear responsibility for informing JFC members of the conflict of interest policy, for enforcing the policy, and for providing relevant information related to conflicts of interest to the presidents of UISG and ECGPS.

c. Public records

All records pertaining to applications for CFO recognition or renewal, applications for funds, allocation of student activity fee funds, and use of student activity fee funds shall be made available to the public upon request. Requests for records shall be honored within a reasonable period of time and shall not be delayed without cause. This provision shall apply to all actions of the JFC, and all groups, constituent governments, and other organizations that receive allocations under the auspices of JFC, even if that authority is exercised via automatic allocation.

VI. OTHER PROVISIONS

a. Public Disclosure Requirements

All of the following shall be posted on OrgSync and/or on the ECGPS and UISG websites within seven business days of becoming effective:

- i. Amendments to these operating procedures;
- ii. Any allocation of JFC funds from the Student Activity Fee;
- iii. Any allocation funding recommendation;
- iv. Revised operating procedures and an annual set of guidelines;
- v. Grounds for denying funds or reducing allocation recommendations;
- vi. A list of eligible CFOs;
- vii. A list of JFC members;
- viii. A final budget report prepared by the JFC co-chairs;
- ix. Dates, times, and locations of regularly scheduled JFC meetings; and
- x. Dates and submission methods for supplemental funding periods.

b. Amending JFC Operating Procedures and Policies

- i. The JFC Operating Procedures and Policies shall be amended by vote of ECGPS and UISG acting on the recommendation of JFC. Failure by either ECGPS or UISG to adopt JFC's recommended amendments to these procedures shall result in the matter being referred back to the JFC.
- ii. The JFC co-chairs shall convene the committee early in the Fall semester every two years to consider recommendations for revisions to these procedures. JFC-approved recommendations shall be provided to UISG and ECGPS for final approval.
- iii. These procedures shall expire 130 weeks (2.5 years) after they are approved by UISG and ECGPS. Absent approved procedures, UISG and ECGPS shall lose authority to allocate student activity fee funds for any purpose.

c. Archives

The JFC co-chairs shall maintain sufficiently detailed archives of committee actions to satisfy the requirements of members and officers of ECGPS and UISG. Co-chairs shall maintain records of CFO recognition/renewal application and recommendations, fiscal year allocation requests and

recommendations, CFO contracts, other allocations (including automatic allocations), and other records pertinent to the business of the committee.