

# Inter-Professional Council

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## Welcome 2018-2019 IPC Delegates!

It gives us great pleasure to congratulate you all on your first or returning year as an IPC senator at THE Ohio State University! It is no small thing to be included in this prestigious group of individuals. You all represent the very best and brightest in the nation, and in our buckeye community. Your decision to join IPC speaks to your spirit of service to your fellow classmate, and we are thrilled to have you on our team for the 2018-2019 school year!

As an IPC senator you have the unique privilege to represent the interests of your fellow professional students to the university at large. This means that it is your responsibility to be sure that the voices of your classmates are heard across the institution. Whether this be regarding issues related to parking, student life, university governance, academics, or health insurance; your voice is now heard at the very highest levels of university administration. It is a duty that takes integrity and a commitment to serve more than just your own interests, and we are looking forward to how we can support you in representing professional students this upcoming year.

As the liaison to your college's administration, professors, and students it will be up to you for them to stay informed of what is going on at the university level. It is our hope that you will actively engage in your college's community, and in turn become the voice of IPC amongst your student body. We will rely on you to promote events, inform students of relevant university news, and gather information so that IPC can be more effective in our role for your college.

The success of IPC this year will be dependent on your leadership. As a central goal this year, we hope that you will invest in knowing your fellow senator not just from your school, but those from the other five schools represented in our diverse senate body. It is an incredibly unique opportunity to attend an institution with six professional schools on one campus. We hope you'll take advantage of this and build relationships with those you're working with on the senate and in your committees.

We are excited about what this year will hold and look forward to working alongside you to make the 2018- 2019 incredibly successful. Please do not hesitate to reach out with questions, concerns, or suggestions. Welcome to the new school year, go bucks!

Sarah Gartner Matt Hamrick President Vice President



## **Inter-Professional Council 2018- 2019 Goals**

The incoming cabinet has chosen five goals for the next year that we feel are most appropriate for the status of our organization and the climate of the University community. Over the next year, we will structure our calendar, meetings, and brainstorming on this framework. If you have ideas on how we can best accomplish, measure, or revisit these goals, please let us know.

### **1. Improve Senator Relationships**

a. We are a diverse group of student leaders spread out amongst six professional schools with different interests and specialties. However, we are also all invested in IPC, and out of that we hope that senators will take advantage of knowing who they are working with in the senate. Out of these relationships we hope will emerge a more efficient and effective IPC delegation. b. To promote inter-organization relationships, we will continue to use name placards

at meetings and will add a senator social at the beginning of the year. 2. Reach Constituents through Social Media

a. We have the tools to promote and maintain our social media presence with our

Facebook, Instagram, and Twitter accounts active and accessible. b. We will be reinstating the Public Relations (PR) chair to work with the President on

maintaining an active presence on social media using the aforementioned accounts c. The President and PR chair will work together to maintain the IPC website and

keep events up to date. d. The Social chair will be actively engaged in promoting the use of social media by

the IPC senators. 3. Committee Updates

a. Attending university committees is a foundational and primary function of the IPC senator, and central to the function of an IPC senator as a representative of the interests of professional students. b. We will begin regular committee updates during senate meetings using a schedule

determined by the President and the Chief of Staff. This schedule will be communicated to senators so as to give them adequate notice for committee updates.

#### 4. Inter-Professional Summit Attendance

a. To align the summit with our goal of including not only health science degrees but also other professions, the Health Professionals Summit was changed to the Inter- Professional Summit in 2018. b. The Inter-Professional Summit has become the signature event of IPC, and as such

will be a priority for all senators to engage in promotion and attendance. c. This year, we aim to increase IPS attendance to 200 people, with at least 30 per

professional school. d. We hope to gain attendance from students of schools not previously represented at

prior IPS events. 5. Enhancing IPC's Presence on Campus

a. In recent years IPC has made a fantastic impact with providing funding opportunities as well as service and social events to our constituents. This year it will be imperative to continue this work. b. We plan to hold at least 2 service/social events per month (excluding December) for

our professional students. c. In regards to Professional Development Funding, we will strive to obtain equal

funding across all six professional schools by increasing advertising from our lead senators.

# General Body Meeting Schedule 2018- 2019

## **Autumn Semester**

Date Time Event Location

September 16th, 2018 5:00 PM – 7:00 PM Senate Meeting Ohio Union Senate Chambers

September 30th, 2018 5:00 PM – 7:00 PM Senate Meeting Ohio Union Senate Chambers

October 21st, 2018 5:00 PM – 7:00 PM Senate Meeting Ohio Union Senate Chambers

November 4th, 2018 5:00 PM – 7:00 PM Senate Meeting Ohio Union Senate Chambers

December 2nd, 2018 5:00 PM – 7:00 PM Senate Meeting Ohio Union Senate Chambers

## **Spring Semester**

Date Time Event Location

January 13th, 2019 5:00 PM – 7:00 PM Senate Meeting Ohio Union Senate Chambers

January 27th, 2019 5:00 PM – 7:00 PM Senate Meeting Ohio Union Senate Chambers

February 24th, 2019 5:00 PM – 7:00 PM

Senate Meeting \* Officer Nominations

Ohio Union Senate Chambers

March 24th, 2019 5:00 PM – 7:00 PM

Senate Meeting \* Officer Elections

Ohio Union Senate Chambers

April 14th, 2019 5:00 PM – 7:00 PM

Inauguration for 2018- 2019 Senate

Ohio Union Senate Chambers

## IPC 2018-2019 Roster

Name Position Email Executive Team Sarah Gartner President sarah.gartner@osumc.edu Matt Hamrick Vice President hamrick.78@osu.edu

Secretary Kyle Hickman Chief of Staff hickman.209@osu.edu

College of Dentistry Gabriel Quinones Lead Delegate, Justice quinones-betancourt.2@osu.edu Allison Colvin Senator colvin.101@osu.edu Alexandra Shehata Senator shehata.16@osu.edu Spenser Bowen Senator bowen.359@osu.edu Mihail Ocrainiciuc Senator ocrainiciuc.2@osu.edu Kristin Perez Senator Perez.341@osu.edu William Vu Senator Vu.190@osu.edu

College of Law Olivia Grieszmer Senator grieszmer.3@osu.edu Masallay Kanu Senator kanu.20@osu.edu TJ Beavers Lead Delegate beavers.58@osu.edu Margaret Huck Senator huck.47@osu.edu Seth Barany Senator barany.4@osu.edu Brianne Schell Senator schell.66@osu.edu Jacob Zuberi Senator zuberi.10@osu.edu

College of Medicine Sarah Gartner President sarah.gartner@osumc.edu Jordan Vajda IPS Chair jordan.vajda@osumc.edu Ani Tarimala Social Chair anirudh.tarimala@osumc.edu Janice Bonsu Lead Delegate, Justice janice.bonsu@osumc.edu Mary Feliu Senator marianela.feliu@osumc.edu Candice Park Senator candice.park@osumc.edu James Gallagher Senator james.gallagher@osumc.edu

College of Optometry Lydia Pickrell Lead Delegate Pickrell.32@osu.edu Francesco Maiorca Justice maiorca.4@osu.edu Natalie Hartman PR Chair hartman.559@osu.edu Kelly Lutmer Outreach Chair lutmer.13@osu.edu Nicole Auble Service Chair auble.12@osu.edu Fareedah Haroun Senator haroun.3@osu.edu Richard Wan Senator wan.182@osu.edu



College of Pharmacy Matthew Hamrick Vice President hamrick.78@osu.edu Smit Patel Lead Delegate Patel.3121@osu.edu Virgil Vulvara Justice vulvara.1@osu.edu Kyle Hickman Chief of Staff hickman.209@osu.edu Chelsea Garza Senator garza.85@osu.edu Chris Stuessey-Vidas Senator stuessey-vidas.1@osu.edu Shivani Patel Senator Patel.2152@osu.edu

College of Veterinary Medicine Nathanael Hopkins Lead Delegate hopkins.773@osu.edu Drew Burnett Justice burnett.193@osu.edu Taylor Wickware Senator wickware.2@osu.edu Macon Overcast Senator overcast.3@osu.edu Adam Feinzig Senator feinzig.1@osu.edu Jorge-Euardo Mendoza Senator mendoza.773@osu.edu Sophie Cressman Senator cressman.9@osu.edu

## Committee Information

Inter-Professional Council is responsible for appointing student representatives to a variety of committees around the university. These committees cover all facets of student and university life and the student appointee is responsible for providing professional students with a voice to the university wide community. Each senator must serve on at least one committee that is listed below.

Professional Students are appointed to committees both in the University Senate and University wide committees:

**Affordability Committee Description:** Internal committee to IPC that serves to understand the current financial state of our professional students, compare OSU to other Big 10 schools on affordability, and create recommendations on where the professional schools can make education more affordable. Will be presenting to the Provost in Spring 2019.

**Recommendations:** Members appointed by IPC President.

**Alumni Awards for Distinguished Teaching Description:** This award is the University's most prominent and public recognition of the central role that teaching plays in its mission. It acknowledges ten individuals' efforts to improve the quality of their teaching. The Alumni Award for Distinguished Teaching Committee generally meets for two to three hours up to five times between autumn and winter quarters. Committee members are also responsible for reading nomination materials between meetings. The quantity of materials can be substantial and their review requires a significant time commitment, however, past student committee members have found this to be an enjoyable and memorable experience.

*Representation: 1 Member*

**Commencement Speaker Nomination Committee Description:** This committee meets to seek out nominations for the commencement speaker at The Ohio State University.

*Representation: 1 Member*

**COTA Advisory Committee Description:** This committee reviews and monitors all aspects of the OSU/COTA partnership, including service quantity, quality, and frequency, education and awareness about service, and specific details of the arrangement between the University and COTA.

*Representation: 1 Member*

**Energy Academic Collaboration Council Description:** The EACC will serve as our university Board of Advisors to attain a strong foundation for an integrated 50-year partnership with OSEP that advances the sustainability academic mission of Ohio State. The EACC will ensure that we maximize and enhance the value of this unique relationship with broad, university-wide interaction and that we continually bring new ideas and elements into the partnership as our respective institutions evolve.

**Representation:** 1 Member (IPC President)

Government Affairs Committee Description: Internal committee to IPC that serves in an advisory capacity on legislative affairs affecting higher education. Members will be in contact with the Office of Governmental Affairs to determine how key policy changes on a national and state level will affect our professional students. They will be charged with presenting to the IPC President.

Representation: Members appointed by IPC President.

Ohio Union Council Description: The Ohio Union Council is responsible for establishing general policy on matters such as financial planning, facility use, student development and public and campus relations. The council meets monthly to discuss a wide range of topics affecting the Ohio Union and the student body. Additionally, the Ohio Union Activities Board (OUAB) reports to the Ohio Union Council each month so the council can ensure OUAB's programming meets the needs of undergraduate, graduate and professional students.

Representation: 2 Members, One 1-year term, One 2-year term

Ohio Union Activities Board (OUAB) Grad/Prof Committee Description: This committee provides diverse programs and events that are educational and entertaining. OUAB strives to be the premier programming organization of The Ohio State University.

*Representation: 1 Member*

Ohio Union Catering 101 Description: This committee samples and discuss the Ohio Union 101 catering providing feedback and guidance to the Union on quality.

*Representation: 1 Member*

Parking Advisory Committee Description: Chaired by the Office of Administration and Planning, the committee is comprised of students, faculty and staff and serves as an advisory group to university leadership.

*Representation: 1 Member*

President and Provost's Council on Sustainability Description: The President and Provost's Council on Sustainability (PPCS) provides strategic advisement on the integration of sustainable practices, programs, and projects throughout The Ohio State University. The Council meets periodically to guide campus planning and program development, working with a network of university committees, offices and departments. PPCS members represent the leadership in academics, research, operations, medical center, athletics, student life and student government, joined in a shared mission and collective dialogue.

Representation: 1 Member (IPC President)

Provost's Award for Distinguished Teaching by a Lecturer Description: The Provost's Award for Distinguished Teaching by a Lecturer annually recognizes a maximum of six lecturers, senior lecturers, or other associated faculty members for their teaching excellence. Students, faculty, staff and alumni may put forward nominees, and a committee of students, faculty and alumni will choose the recipients. Recipients are recognized with a \$5,000 honorarium made possible by the Office of Academic Affairs.  
Representation: 1 member

Student Health Insurance Committee Description: This committee serves as an oversight committee for the Student Health Insurance plan. They make recommendations as far as benefits, fees, eligibility criteria, and coverage policies.

Representation: 1 Member; invite all interested students to serve on committee

Student Legal Services Strategic Advisory Board Description: Ohio State established a Strategic Advisory Board to provide input and recommendations regarding the overall scope, services, operation and direction of the legal services plan and to consider issues regarding the legal services provided to students. The Board is designed to balance and preserve the interests of all Ohio State students.  
Representation: 1 Member

University Conduct Board Description: This committee hears cases of nonacademic student misconduct. Student appointees serve as part of a pool of members consisting of faculty, staff, and students. The committee issues sanctions ranging from warnings to permanent dismissal from the University.

*Representation: 2 Members*

University Recreational Sports Committee (URSC) Description: The University Recreational Sports Committee's (URSC) mission is to maintain a cooperative relationship among entities sharing Recreational Sports facility space at The Ohio State University; promote user satisfaction of all Recreational Sports facilities and programs at Ohio State; and ensure that the university is fiscally addressing the needs of students, faculty and staff for high quality facilities and programs.

*Representation: 2 members*

University Senate Description: The University Senate was created by action of the Board of Trustees on July 7, 1972. The Senate is a body of one hundred thirty seven members representing three constituencies: faculty (70), administration (26), and students (41). Regular meetings of the Senate are scheduled at least seven times during the academic year. The meetings are held on Thursday afternoons in Drinko Hall of the Law School. The University Senate serves as the legislative body of the University.

Representation: Five Voting Members, One Alternate

University Senate Athletic Council Description: The Athletic Council maintains policies and programs that are designed to improve the academic progress and well-being of athletes. The committee also advises the Department of Athletics on decisions about finances and facilities.

Representation: 1 Member (IPC Vice President)

University Senate Council on Academic Affairs (CAA) Description: The Council on Academic Affairs (CAA) is at the heart of the university's mission. It approves all curriculum, and brings all program changes to the full senate for approval. The committee and its subcommittees meet weekly to keep pace with academic changes across the academy. The university meets the changing needs of our students and society through these programmatic changes.

Representation: 1 Member, 1 Alternate

University Senate Council on Enrollment and Student Progress (CESP) Description: The Council on Enrollment and Student Progress (CESP) monitors the recruitment, admission, retention, degree completion, and graduation of all students. The council advises on policies that affect the characteristics of the student body and that impact timely completion of degrees.

Representation: 2 Members SEI Subcommittee: filled by one of the CESP appointees

University Senate Council on Student Affairs Description: The Council on Student Affairs (CSA) takes up issues which affect all aspects of the life of a student at the university, including policies, practices, and the organization of the office of student life. The committee also administers the use of the student activities fee and is responsible for revisions to the code of student conduct. The committee is chaired by one of the student members.

Representation: 2 Members, Vice President serves as one member, 1 Alternate

University Senate Council on Distance, Education, Libraries, and Information Technology (DELIT) Description: The Council on Distance Education, Libraries, and Information Technology (DELIT) has the broad charge of understanding and overseeing our digital resources for education, communication, and information storage and exchange. The work of DELIT helps define what it means to have a smart campus, and provides an important voice in key technological initiatives.

*Representation: 1 Member*

University Senate Council on the Physical Environment (COPE) Description: The Council on the Physical Environment (COPE) oversees the application of the architectural framework plan for capital development and improvement at the university. The committee advises on policies and programs that affect how people use and move through the campus.

*Representation: 1 Member*

University Senate Diversity Committee Description: The Diversity Committee assesses how well the university promotes and achieves a broad representation of people and ideas in the life of the institution. The committee recognizes, rewards, and supports efforts by individuals or groups that enhance diversity, and also looks for ways the university can improve diversity. The committee recommends solutions to the problems that the university must face in order to best represent society as a whole.

*Representation: 1 Member*

University Senate Fiscal Committee Description: The Fiscal Committee and its subcommittees meet weekly throughout the academic year to make recommendations concerning financial matters facing the university. This large and intensive committee reviews all the sources of funding for the university. They regularly review the distribution of funds to colleges and other units, and assess how the budget model is working. The committee makes recommendations to the Chief Financial Officer, the President, and the Executive Vice President and Provost concerning budgetary concerns.

*Representation: 1 Member*

University Senate Research Committee Description: The University Research Committee (URC) evaluates policies and programs affecting scholarly and creative activities at the university. They encourage and facilitate cooperation between all sectors of the university, including centers, to promote disciplinary and transdisciplinary research, and to reduce any barriers to the free and open pursuit of research and creative expression for all faculty, students, and staff.

*Representation: 1 Member*

University Senate Rules Committee Description: The Rules Committee is the guardian of the faculty rules. The rules are a part of the Ohio Administrative Code, and proposals to change the rules must be vetted by the rules committee, in collaboration with other committees, including faculty council. The specific rule language must be finalized by the committee before any rule change is proposed to the University Senate for approval.

*Representation: 1 Member*

University Senate Steering Committee Description: The Steering Committee is the committee on committees'. It sets the agenda for all University Senate meetings, and steers proposals to other relevant senate committees. Its membership consists of the elected leaders of the faculty, students, and staff as well as key administrative leaders of the university.

Representation: 1 Member (IPC President)

## **Appointed Positions in IPC**

**Chief of Staff** Responsible for all committee appointments for IPC—this requires soliciting interests and schedules from delegates to match with a university committee that they are able to and interested in attending. Additionally, Chief of Staff is responsible for staying informed on committee agendas and calling for updates to the senate as appropriate. Chief of Staff is responsible for following up with University committee chairpersons throughout the year to assess the attendance and participation of delegates appointed to committees. Other duties include running the cabinet, and planning inauguration. The Chief of Staff is a member of exec and the cabinet.

**Secretary** The Secretary is responsible for taking minutes at General Body Meetings, Executive Committee Meetings and Cabinet Meetings, tracking General Body meeting attendance, sending e-mail reminders about upcoming meetings and events and preparing the agenda. The Secretary also serves on the Executive Committee and Cabinet. Other duties throughout the year include creating the orientation handbook with president, contacting members who are not in compliance with attendance requirements and notifying the executive committee of any delinquent delegates. The Secretary is responsible for maintaining records of meeting minutes and resolutions.

**Service Chair** The Service Chair is responsible for organizing and planning activities that benefit the community and/or university. He/She is in charge of organizing the IPC Community Day, Charity Soccer Tournament and Charity Volleyball Tournament to benefit a charity to be decided. The Service Chair is also expected to brainstorm other events and engage delegates to organize these events. The service chair will also sit on the cabinet.

**Outreach Chair** The purpose of outreach is to communicate the purpose and mission of IPC to our constituents. The goal is to make them better aware of the resources which we offer, and to obtain name recognition as their student government. Outreach chairs have accomplished this in the past through outreach donut breakfasts. They are in charge of designing and ordering all promotional items IPC has throughout the year, as well as conducting a survey of the constituents in order to assess our performance and provide data to help decide the direction of IPC's initiatives.

**Social Chair** The purpose of the Social Chair is to connect the six colleges through social means—this can be in conjunction with service or with other organizations, but has recently meant organizing happy hours, bowling nights, tailgates, laser tag nights, and any other social ideas that arise. Other ideas have been wine tastings, cooking classes, etc. They will assist the President in planning the IPC Halloween Party in the fall. Social chair will sit on cabinet.

**Public Relations Chair** This position is responsible for the advertisement of IPC events, working in conjunction with committee chairs and lead delegates. Responsibilities include ensuring the creation of a complete calendar of events for IPC, dissemination of this calendar to all colleges, student councils, social media and listservs. Responsible for ensuring that PR materials are created and put out on a timely basis for all IPC events, planned by all IPC chairpersons or delegates. Responsible for aiding in the promotion of events which IPC supports through student organization funding resolutions. Would also be the primary individual responsible for submitting “graphics requests” to the union graphics department to create logos and posters for all events.

**Inter-Professional Summit (IPS) Chair** This newly created position is responsible for the annual Inter-Professionals Summit. Responsibilities include assembling a team to help plan IPS, securing funding for the event, planning the IPS, creating a PR campaign in conjunction with the PR chair, and running the event on the day of.



## **Where IPC Gets Funds...**

### ● Student Activity Fee

o \$37.50 Semester fee assessed to all students (will be increased within the next few years for incoming students) o Student governments receive ~7.5% of the total funds collected

- Money is then divided among the undergraduate, graduate, and professional student governments based upon size of student population
- IPC receives the smallest percentage o Approximate Funds from the Student Activity Fee: ~\$41,000

### ● Colleges

o Each of the six professional schools provide IPC with \$5,000 for the Professional Development Fund for a total of \$30,000

### ● Office of Academic Affairs

o The Office of Academic Affairs provides IPC with \$15,000 for the Professional Development Fund

### ● Coke Fund

o Coke provides each of the student government with funds to be used for the benefit of their student body o Approximate Funds from Coke: ~\$6,000

**Total 2018-2019 Budget: ~\$41,000 How to Spend IPC**

## **Funds...**

### ● Bills

o IPC has limited funds to provide to professional student groups for events that are open and engage students from multiple colleges o Procedure:

- Write & present bill to full Senate
- Once passed, fill out the “Student Government Request for Payment” form (attached) and turn in the completed form and bill to Teresa in the IPC office

### ● Events

o RULE OF THUMB:

- Complete “Student Government Request for Payment” form
  - Get a quote or invoice or some itemized budget, regardless of the vendor o Types of Purchasing Forms (Can use the Request Form for all types)

- P-Card Purchase: Outside purchases under \$5000. This includes budget approved supplies, food purchases, etc.
- 100W Purchase: Purchases made inside the university, regardless of cost. This includes University Catering, Union Events to Go, etc.
  - Purchase Order Form: Outside purchases over \$5000. Same requirements as the p-card, just with larger purchases. (E.g., T-shirts, coffee mugs, etc.) o NO GIFTCARDS! (These must be purchased on the private account)



## **How to introduce legislation in IPC:**

Any and every delegate can introduce legislation for approval by the body.

Use a resolution to propose funding support for a student organization, event, etc. The resolution should include all information that the senate will need to make an informed decision on the proposed funding or declaration of support.

Use an act to propose an amendment or addition to the IPC constitution or bylaws.

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### **Resolution 1314-AU-001**

#### **Supporting the Awesome Inter-Professional Event occurring soon**

Authors: Your name here, Delegate of the College of Awesome Sponsor: If on behalf of a committee in IPC? Introduced: date of senate meeting

WHEREAS... here's background information that gives context to this resolution; and

WHEREAS there's more information you need to know; and,

WHEREAS the other student governments are doing it too; and

WHEREAS a university committee is requesting this; and

WHEREAS all professional students will love us for this; and

WHEREAS it's also just a good idea; and

THEREFORE LET IT BE RESOLVED the Inter-Professional Council support this

LET IT BE FURTHER RESOLVED the Inter-Professional Council does something else too

Date Approved:

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President | Inter-Professional Council

After passing a resolution, the president will endorse it, and copies must be given to both the President and Webmaster in order to archive and publish online.

# **ACT 1314-AU-001**

## **Proposing an Amendment to the IPC Constitution or Bylaws**

Authors: Your name here, Delegate of the College of Awesome Sponsor: If on behalf of a committee in IPC? Introduced: date of senate meeting

Section 1. The purpose of this act is to amend....

Section 2. The recommending language changes are as follows...

Section 3. This act will take effect immediately upon approval at a regular meeting of the Inter-Professoinal

Council

Date Approved:

After passing an act, copies must be given to both the President and Webmaster in order to archive and publish online.

# CONSTITUTION of the INTER-PROFESSIONAL COUNCIL

Updated by vote of the Senate:

February 1, 2009, MCS

Updated by September 8, 2013 Senate

Updated by January 21, 2018 Senate

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## MISSION STATEMENT

We, the Inter-Professional Council (IPC) being those professional students of The Ohio State University elected and appointed by our peers, with our authority derived from the professional student body and recognized by the faculty, staff, and administration of this university, dedicate ourselves to the betterment of higher education and student life at The Ohio State University. We hereby promise to be accessible to the professional students, remain sensitive to the concerns of all undergraduate and graduate students, and to be a voice for professional issues. Therefore, IPC at The Ohio State University charges itself with creating and maintaining an environment for the promotion of student excellence.

## PREAMBLE

In the belief that students have the right, as well as the obligation, to play a significant role in guiding their university, and in the belief that a democratic student government is the best manner through which this role may be played, we, the professional students of The Ohio State University, hereby create this government, to be called the Inter-Professional Council of The Ohio State University.

With its authority derived from the professional student body and its existence recognized by the faculty, administration, and Board of Trustees of this university, IPC will institute programs for the betterment and enrichment of the university community, as well as express the opinions of students on any and all issues that are of concern to them. We acknowledge that responsibilities are necessary complements to rights and authority. Every student and student organization must respect the rights of other members of the university community. Each student shall use appropriate channels when exercising individual rights pertaining to the educational community. The academic and civic integrity of the institution must be upheld by all who play a significant role in university affairs.

IPC reserves the right to pass and enforce such legislation pertaining to its election proceedings as authorized by the student body of The Ohio State University and limit election practices equally among all candidates for IPC offices as deemed necessary by the Student Assembly for purposes of fair elections to the offices within student government, up to and including economic limits for campaigning for these offices.

## **BILL OF RIGHTS**

1. We recognize the right of every student to consideration in all matters by the university without reference

to race, national origin, religious creed, political belief, age, sex, or sexual orientation. 2. We recognize the right to protection from unreasonable, unauthorized, or illegal search, seizure or

detention. 3. We recognize the right of every student to live wherever they may choose, and in doing so incur no

substantive loss of privileges. This right is subject to:

a. Rules approved by the Council of Student Affairs, and b. The present financial pledge by the university to make possible the erection and operation of

student residence halls. 4. We recognize the right of students to conduct research freely, to publish, discuss and exchange findings and recommendations, and to have access to all library materials subject to library operational rules. 5. We recognize the right of students to petition through proper channels for the amendment of regulations,

the redress of grievances, and the changing of university policies. 6. We recognize:

a. The right of students to form organizations and hold meetings; b. The right of any academically qualified students to hold office in an organization without

university regulation; c. The right to establish an office on or off campus, subject to space availability (incurring no

substantive loss of privileges due to choice of quarters); and d. The right to use university facilities, subject to space availability and reasonable procedural and

financial regulations. e. The right of students to establish and elect a democratic student government which shall be autonomous in those areas concerning the student population of the campus community.

This government shall be represented at all levels of university planning. We further recognize the right of

all students to effective and equitable representation in the legislature of these governments. 7. Any recognized student organization has the right to use the university name in its title upon presentation of a complete list of officers and affidavit of student membership. An organization that has lost its faculty

advisor has the right to continue using the university name for a reasonable period of time while still

active. 8. We recognize the right of every student and of every student organization to a clear and precise written statement of the university rights and responsibilities to be set forth in a Code of Student Conduct

to be revised annually. 9. We recognize the right of every student or group of students to propose to the

Council of Student Affairs new rules, or changes in the present rules, which shall be given fair and impartial consideration by that Council. 10. We recognize the right of every student organization and

living unit by democratic process to place upon its members additional rules within the framework of the

rules set forth in the Code of Student Conduct. 11. We recognize the right of every student and student

organization to due process. This right includes, but

is not limited to:

a. The right to formal notice of specific charges before any hearing or trial, b. The right to a fair and open



hearing, c. The right to confront and cross-examine testifying witnesses, d. The right to be informed before any hearing or trial that the defendant's statements may be used

against him/her, and e. The right to request the services of tenured members of the university faculty or a student defender

as an advisor.

12. We recognized the right of every student and recognized student organization to generate their opinions and beliefs, and to circulate petitions with full protection from the maintenance and political beliefs by the university. 13. We recognize the right of every student organization to solicit funds, to distribute literature, and to invite the campus speakers of their choice, speaking on subjects of their choice, subject to established procedure and statutory requirements. Reasonable regulations for the solicitation of funds may be imposed by living area governments. 14. We recognize the right of every student and student organization to engage in any off-campus activity so

long as the student organization does not claim to represent the university. 15. We recognize the right of students and student organizations to maintain and distribute newsletters and other means of general communication, free of censorship, but subject to statutory limitations imposed on all publications by the State of Ohio. Any such publication within the university community supported wholly or in part by student fees should offer all student organizations equal opportunities to advertise and publicize their activities. 16. We recognize the right of every instructor to maintain order and high academic standards in his/her classes, laboratories, and offices. Unreasonable disciplinary action on the part of a faculty member may be appealed to the department chair, and if necessary and reasonably warranted, to the dean of the college, to the Provost, to the Chair of the Board of Trustees, and ultimately, to the courts. 17. The enumeration of certain rights herein shall not be construed as to nullify or limit any other rights possessed by students.

### **Article I: The Legislative Branch**

The Legislative Branch of IPC shall consist of a Senate, which shall be the official representative of the professional student body.

#### **A. Powers**

The Senate shall be empowered to:

1. Recommend action and express opinion on behalf of the professional student body in all areas of student life, legislate in all areas of student life, and to legislate in all areas of student interest not directly delegated to other governmental organization by the student body, the university administration, or the Board of Trustees. 2. Require and receive written or verbal, reports from all students serving on university wide committees, IPC, and the Cabinet. These reports shall be filed at the IPC office or presented at IPC senate meetings. 3. Establish such temporary and standing committees that are required in order to study legislation

and issues affecting the professional student body. 4. Impeachment and/or censure of the President, Vice President, Secretary, Chief Justice, Chief of

Staff, Senators, Justices, and professional students on university wide committees. 5. Ratify the budget 6. Overturn a Presidential veto with a two-thirds vote of the Senate

## B. Senators

1. The Senate shall have the designated number of delegates popularly elected within each individual college for one-year terms from the following constituencies:

Dentistry (7) Law (7) Medicine (7) Optometry (7) Pharmacy (7) Veterinary Medicine (7) a. All college delegates must be enrolled in the college they are representing for the entire term

of representation b. Each college will designate 5 senators, 1 justice, and 1 alternate from their 7 delegates c. Reelection is not required to serve subsequent terms 2. Voting members shall have all powers of speech, debate, and voting, including the right to introduce

motions, and introduce and sponsor legislation.

a. Voting members include 5 senators and a justice from each school for a total of 6 voting

members per school b. Alternate senators only vote in the absence of one of the 6 voting members 3. A seventh delegate is designated an “alternate”. The Council suggests this individual be elected from the first-year class at the commencement of the fall semester, however their election is up to the discretion of the school’s lead delegate. An alternate shall share all responsibilities of a senator, but will only have voting rights in the absence of one senator from their college. The lead delegate selects the alternate at the start of each academic year.

## C. University Senate

1. The President shall present both a written and oral report of the activities of IPC to the University Senate as a whole whenever requested. Moreover, this report is to be published and available to all professional students.

## D. Meetings

1. Senate meetings shall be held once per month during autumn and spring Semesters. The President, acting as chair of the Senate, has the power to call a meeting at any time.

## E. Removal/Replacement

1. If a delegate fails to take his/her obligation seriously and does not attend two consecutive meetings or three meetings within the academic year, the delegate may be replaced by an appropriate representative from the same college. 2. If a delegate qualifies for removal or replacement, they shall be notified at least 14 days in advance to submit an explanatory statement to the senate that will be presented at the next senate meeting for a vote. 3. The Senate will review the statement and vote with 2/3 majority required for removal 4. In the event of a vacancy of a delegate seat without another member from that constituency the President shall appoint, with the advice and consent of the Senate, a new delegate to the seat from the appropriate constituency. 5. Any person succeeding to an elected seat shall hold that seat until the end of the regular term.

6. Should concerns arise about a delegate's fulfillment of duties, but not fulfilling the absence-based criteria in E.1 for removal from the Senate, whether from within the council or from within a college or constituency, the President will be responsible for bringing these concerns to the attention of the delegate within 14 days. Additionally, the President will be responsible for calling a meeting of the delegate in question, the Vice President, the Chief of Staff, the Chief Justice, the lead delegate from that college, and the student council president (or equivalent) from the college within 21 days in order to formulate a plan for improvement.

#### F. Quorum

1. One-half of the total number of voting members shall constitute a quorum for any meeting of the Senate. Vacant seats shall not be counted in determining quorum. If an alternate is filling in the absence of a voting member, this seat shall be included in a quorum. It is up to the lead delegate to report the number of voting members from their college to the secretary before voting.

#### G. Collective Bargaining

1. The Senate shall be recognized as the agent of the professional students to any collective bargaining contract subject to the limits imposed by federal or state law.

#### H. Lead Delegate

1. A Lead Delegate will be selected from among the senators and justice from each college. 2. The responsibilities of the Lead Delegate shall include:

a. Serve as the primary point of communication on issues regarding their college, acting as

liaison between their respective college, the Council, and the students. b. Maintain reliable communication with the members of the Cabinet, with an expectation of e-

mail response within 48 hours of receipt c. Send a monthly e-mail to the students in their college summarizing IPC news and activities

on campus which might be of interest d. Serve as the primary leader of the 7 delegates from each college, ensuring that members are aware of expectations. Should a delegate within the college enter into poor standing with the Council, the Lead Delegate shall be involved in the Council's efforts to determine if removal is necessary e. Assist committee chairs in the execution of events within their college, or identify delegates

who are able to do so. f. Maintain a presence within social media utilized by constituents including but not limited to working with the Public Relations and Social cabinet chair members to promote those events sponsored by IPC g. At Senate meetings, report to the secretary if a non-voting alternate is present for voting and

attendance purposes

## Article II: The Executive Branch

### A. President

1. The President shall be elected annually by majority vote of the outgoing Senate and shall serve as its chief executive and spokesperson. 2. The President shall have the power to:

a. Hold an ex-officio seat on the Senate with no voting rights and chair the senate b. Appoint the Chief of Staff and Internal Committee Chairs, as outlined in the organizational

bylaws, with approval of the Executive Committee c. Remove from office any appointed Cabinet members or administrative assistants that are not

fulfilling their responsibilities d. Hold a non-voting seat on the University Senate e. Serve as a voting professional representative on the University Senate Steering Committee f. Have oversight of one IPC Internal Committee g. Veto legislation as approved by the Senate 3. The responsibilities of the President shall include:

a. Chair meetings of the Cabinet, or designate someone to serve as Chair b. Direct and advise all other appointed and elected executive officials c. Schedule and preside over monthly Senate meetings of IPC d. Serve on the Board of Trustees Selection Committee or chair it as needed. e. Attend all other meetings as requested on behalf of IPC f. Oversee periodic review of the organizational and election bylaws and propose amendments

as needed before the Senate g. Organize an orientation for new delegates prior to the first meeting

### B. Vice President

1. The Vice President shall be elected annually by majority vote of the outgoing Senate and shall serve as its secondary executive and spokesperson. 2. The Vice President shall have the power to:

a. Serve as President in the case of the death, impeachment, or resignation of the President. b. Hold an ex-officio seat on the Senate with full voting rights c. Initiate legislation for a Senate vote on behalf of the Executive Committee d. Hold a non-voting seat on the University Senate e. Serve on the Board of Trustees Selection Committee f. Have oversight of one IPC Internal Committee 3. The responsibilities of the Vice President shall include:

a. Receive and safely keep funds of IPC by serving as treasurer. b. Prepare and submit audits of IPC banking once after autumn and once after spring semester. c. Coordinate the activities between IPC and the professional schools, including elections and

social events. d. Serve as the professional student representative on Athletic Council, or appoint a designee e. Serve as one of the professional student representatives on the Council of Student Affairs, or

appoint a designee f. Engage all speakers for Senate meetings. g. Attend all meetings when the President is unable as a full alternate with voting privileges in his/her place.

### C. Executive Committee

1. The Executive Committee shall consist of the President, Vice-President, Secretary, and Chief of Staff.
2. The Executive Committee shall meet monthly prior to each Senate meeting or at the President's discretion

### D. Cabinet

1. The Cabinet shall consist of the President, Vice-President, Secretary, Chief of Staff, Chief Justice and IPC Internal Committee Chairs.
2. The Cabinet shall advise the President and recommend programs, and be responsible for the execution of programs ordered by the President.
3. The Cabinet shall meet at the discretion of the President.
4. Cabinet Directors shall have responsibility for the internal organization of their offices or committees.
5. Cabinet Members shall be responsible for semesterly reports with the President, whether written or verbal.

### E. Secretary

1. The Secretary shall be elected annually by majority vote of the outgoing Senate. If no candidates run for the position, the Secretary shall be appointed by the President.
2. The Secretary shall have the power to:
  - a. Have oversight of one IPC Internal Committee
  - b. Serve on the Cabinet and take part in all executive decisions
3. The responsibilities of the Secretary shall include:
  - a. Minutes for Senate meetings. These minutes must be posted on the webpage no later than two weeks after the meeting date.
  - b. Track Senate meeting attendance. The Secretary shall bring to attention of the Executive Committee any delegate who has missed two or more meetings
  - c. Send email reminders to the delegates of upcoming meeting dates and IPC events.
  - d. Post Senate meeting dates on IPC website so constituents are aware of when they may attend a Senate meeting
  - e. Send out thank you notes to invited speakers and guests and other notes, invitations, and greetings as needed.
  - f. Prepare an agenda for all Senate meetings

### F. Chief of Staff

1. The Chief of Staff shall be appointed by the President from the active Senate body
2. The Chief of Staff shall have the power to:
  - a. Appoint representatives to university wide committees and organize the recruitment of Senators to serve as alternates if a representative cannot attend a meeting
  - b. Bring to the attention of the President the names of representatives to university wide committees that are not attending their meetings
  - c. Serve on the Cabinet and take part in all executive decisions
  - d. The responsibilities of the Chief of Staff shall include:
  - e. Compile semesterly reports to the

Senate of university wide issues currently in committee that are important in the professional student body. Reports may be made orally at Senate meetings and included in Senate minutes. f. Notify the President of issues brought up in committee meetings that may be important for

IPC to address.

g. Maintain contact with university wide committee chairs and serve as a liaison between them and IPC. h. Schedule and conduct committee updates at IPC Senate meetings with those senators seated

on the respective committees.

#### G. Chain of Command

1. In the event of the resignation, death, or impeachment of the President, the Vice President shall succeed to the Presidency. The Vice President, after succession to the Presidency, shall select a new Vice President, whose appointment must be ratified by a two-thirds vote of the Senate. 2. In the event of the resignation, death, or impeachment of both the President and Vice President, the Secretary shall succeed to the Presidency. The Secretary, after succession to the Presidency, shall select a new Vice President and Secretary, whose appointment must be ratified by a two-thirds vote of the Senate. 3. If the Secretary refuses the office of President, or there is a vacancy in the office of Secretary nominations shall be taken from within the Senate, and the body shall elect within eight days, a President and Vice President. 4. If there is no member of the Senate who will take the office of President and Vice President, or an election is deadlocked, then the Senate reserves the right to elect professional students from outside the Senate to the office of President and Vice President. 5. In the event of the resignation, death or impeachment of the Vice President, the President shall select

a new Vice President, whose appointment must be ratified by a two-thirds vote of the Senate. 6. Any person succeeding to an elected seat shall hold that seat until the end of the term.

#### H. Advisor

1. The IPC Advisor shall be a faculty member on staff at one of the 6 professional schools 2. The Advisor's responsibilities include:

a. Assisting the Executive Committee

i. The Advisor and the Executive Committee are together referred to as the Advisory

Group b. Attending Senate meetings when able c. Acting as a liaison between IPC and faculty



### **Article III: The Judicial Branch A. Selections**

1. Six Justices shall be selected, one from each college amongst the delegates chosen from that college to serve on IPC, and shall take office not later than 5 weeks into Fall Semester 2. The six Justices together form the Judicial Panel 3. The term of office shall be one year 4. In the absence of a selected Justice, the President may appoint a Justice that must be ratified by a two-thirds majority vote of the Senate

#### **B. Duties and Responsibilities**

1. The Judicial Branch serves as an oversight body for the executive and legislative branches of IPC 2. The Judicial Panel shall select from amongst themselves a Chief Justice. 3. Each panel Justice shall have one vote 4. Quorum shall consist of 3 panel Justices 5. The Judicial Branch shall be responsible for assurance that IPC is in compliance with its constitution and shall therefore be responsible for recommending changes of the constitution to the Senate as needed 6. The Judicial Panel is in charge of reviewing the IPC Constitution annually and presenting any

required amendments to the Senate no later than the second meeting of Spring Semester 7. The Chief Justice shall review the IPC budget and operating expenditures semesterly 8. The Judicial panel shall be responsible for reviewing all cases brought to them. 9. The Justices shall have control over the Professional Development Fund including guidelines, application creation and revision, application screening, and award decisions within the limits of the Standing Rules of the Professional Development Fund. They are responsible for amending the Standing Rules of the Professional Development Fund as needed and with the approval of a Senate majority vote

#### **C. Procedures for Case Review**

1. The Judicial Panel must thoroughly investigate the case, securing all relevant information in accordance with the Student Code of Conduct. 2. The Judicial Panel must deliberate and render a decision on a preponderance of the evidence. 3. The Judicial Panel must apply the Constitution and Organization Election Bylaws as written. 4. The Judicial Panel must reach a conclusion supported by evidence. 5. The Judicial Panel must impose sanctions commensurate with the nature of the violation of this

constitution. 6. A Justice will relinquish his/her seat during a case in which a conflict of interest arises; in such a case,

the empty seat will remain vacant as long as quorum is secured. 7. If a quorum is not secured due to conflicts of interest and other extenuating circumstances, the case

will be considered an appellate case and will be referred to University Court for adjudication

#### **D. Jurisdiction**

1. The Judicial Panel will have original jurisdiction over all alleged violations of the Constitution and

Organizational Bylaws of IPC 2. The Judicial Panel, or its designee, will have jurisdiction on any or all alleged violations of the

Election Bylaws



## E. Adjudication Process

1. The member of IPC in question (hereinafter referred to as Member) will have been notified by the Chair of the Judicial Panel in writing of the alleged violation at least seven days in advance of any Judicial Panel proceeding. The Judicial Panel will convene no less than seven, but within fourteen days of receipt of the alleged violation, unless there is an immediate threat of harm. The Chief Justice has primary procedural control of the hearing. The Member may respond in writing to the alleged violation. The Member will have the opportunity to present evidence on the Member's behalf to the Judicial Panel. The Member may make an oral testimony in the Member's defense and answer any questions from the Judicial Panel at least twenty-four hours in advance of the Judicial Panel proceedings. The Judicial Panel reserves the right to limit witness testimony so long as the accused has reasonable opportunity to explain the allegation. All Judicial Panel proceedings will be recorded for the purpose of appeal only. The Judicial Panel reserves the right to establish those policies and procedures heretofore not expressed. 2. In closed session, with the Member not present, the Member will be found in violation or not in

violation of the Constitution or Organizational or Election Bylaws. 3. If the Member is found in violation, mitigating circumstances will be considered at this time. 4. Prohibitive areas such as the following are not to be considered during the sanction process:

a. Voting behavior b. Personality c. Sex, race, religion, or any other characteristics which the university identifies in its non-

discrimination policy, or d. Involvement in activities outside of IPC. 5. Upon consideration of the mitigating circumstances, the Member who has been found in violation will be sanctioned by the Judicial Panel. A two-thirds vote Judicial Panel is necessary to accept the sanction

## F. Opinions

1. The Judicial Panel must submit its written opinion of the case or interpretation in question no later than three weeks from its receipt by the Chief Justice. Opinions or excerpts wherefrom may be released only on a need to know basis in consultation with the advisor of IPC.

## G. Appeal

1. Members of IPC can appeal the decision of the Judicial Panel to the University Court only if: new facts are introduced, there is a violation of the due process right's of the accused, there is a procedural error or a Justice of the University Court has received notification for appeal no later than seven days from the original decision. The last instance, the University Court will serve as the final level of appeal.

## H. Impeachment, Censure or Removal of Members of the Judicial Panel

1. In the event that a Member of the Judicial Panel be accused of a violation of the Constitution, or

Organizational or Election Bylaws: 2. The Member shall relinquish the Member's seat on the Judicial Panel from receipt of notice of alleged violation until completion of the judicial proceedings. These Judicial proceedings will be administered by the University Court. 3. In the event that the accused Member is found in violation, the Member must permanently relinquish

the Member's position.



4. Replacement of a removed Justice can occur by general election within the necessary college or can be an appointment by the President with ratification of two-thirds of the Senate. 5. Replacement should occur within two weeks

#### **Article IV: Recall and Impeachment**

A. The President or Vice President may be recalled by a majority vote of the student body. Such an election shall be called by the submission of a petition for such an election, containing the number of signatures of one-third of the professional student body and the approval of two-thirds of the Senate. A Senator may be recalled by a majority vote of the representative constituency in a recall election. Such an election shall be called by the submission of a petition for such an election, containing the signatures of one-third of the professional students in the representative constituency.

#### **Article V: Bylaws A. Bylaws**

1. A set of Organizational Bylaws shall be established. 2. A set of Election Bylaws shall be established. 3. These Bylaws may be established and amended by a two-thirds vote of the Senate.

Article VI: Amendment Procedures A. This Constitution may only be amended by a two-thirds vote of the Senate. In order for the Constitution to be amended changes must be presented at one meeting prior to the call to vote or by e-mail one month prior to the call to vote.

#### **Article VII: Term of Office A. Terms of Office**

1. The terms of office for the Senators, Justices, and Alternates shall be one year. Reelection by constituents is not required for consecutive terms. 2. The term of office for the President, Vice President, Secretary, and Chief of Staff shall be one year, starting the 1st day of May.

Article VIII: Non-Discrimination Clause A. IPC and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

# ORGANIZATIONAL BYLAWS

of the

# INTER-PROFESSIONAL COUNCIL

For the purpose of establishing governance rules for the Inter-Professional Council

Approved by Resolution of the Senate: October 2009, MCS

Updated September 9, 2013 Senate Updated November 19, 2018 Senate

## I. Membership

A. Members: The membership of Inter-Professional Council (hereinafter also referred to as “IPC”) shall be derived from equal representation of the six professional schools.

B. Representation: Each of the six professional schools shall have seven delegates: 6 voting members including 5 senators and one Justice, and one non-voting alternate senator granted voting rights only in the absence of at least one delegate from their elected college.

1. An effort shall be made to keep representation present from each class within a professional school, with distribution of elections at the discretion of the cabinet and lead delegates. Alternate delegate spots should be held for election among the first year class each fall.

C. Delegate Selection: The selection of delegates shall be determined by each individual professional school, provided the following criteria are met:

1. Delegate selection must occur based on a vote of the student body, whether that be amongst the entire population of that professional school or amongst the population of the class from which the delegate is elected

(a) Elections for open delegate positions of current students shall occur in the Spring

(b) Elections for alternate delegate positions, or any additional positions that are held open for the incoming class can occur in the Fall

2. In the event of a delegate vacancy during the academic year, the position can be filled by Appointment. Appointment can occur by the lead senator from the respective professional school and must be approved by Senate by a two-thirds majority vote.

(a) Once approved, the appointed senator will serve as the alternate, and the current alternate, if one exists, shall become a voting senator.

D. Lead Delegate: Each professional school shall determine one delegate from their school, whether they are a Justice or Senator, to fill the position of Lead Delegate.

1. Responsibilities of the lead delegate are as outlined within the constitution of the Inter-Professional Council and subject to the discretion of the executive team.

E. Committee Service: Each senator is expected to perform committee service upon election to their delegate seat.

1. Senators are expected to serve on a University committee as demand exists

2. Justices are not expected to serve on a University committee in lieu of their service at IPC PDF Apportionment meetings

3. Committee appointments will be assigned by the Chief of Staff taking into consideration a senator’s preference, seniority status, as well as previous committee performance.





4. If a senator cannot fulfill a University committee placement due to the nature of their course schedule, the Chief of Staff can, at his or her discretion, allow the senator to substitute this requirement with other IPC service.

5. Senators not fulfilling their committee service, either by not attending committee meetings or not volunteering for committee service or its equivalent as determined by the Chief of Staff will be subject to the adjudication process as outlined in section III.E in the IPC constitution.

F. Term of Service: Delegates serving in IPC shall serve a term of one academic year and able to fulfill consecutive one year terms throughout their enrollment in an OSU professional college without a need for re-election between terms.

1. Elections can occur as the early as the Spring preceding the academic year in which service will occur, and as late as the 31st of September

2. Once elections occur, names of the new delegates should be immediately forwarded by the Lead Delegate to the Secretary and the rest of the Executive Committee in order to update the roster.

3. Delegates that are appointed to fill a vacancy shall commence service immediately

4. Termination of service can be determined by a senator graduation, voluntary termination, or as a result of removal as outlined in section I.H of this document.

G. Attendance

1. Delegates are expected to attend all Full Council Meetings as well as their designated University committee meetings.

2. If a delegate cannot attend a meeting they must notify the Secretary prior to the meeting.

(a) The delegate is also responsible for informing their alternate of their voting rights prior to the meeting in order to ensure quorum.

3. Attendance shall be recorded at all Full Council meetings by the Secretary.

(a) Attendance records will be kept on record and made available upon request

(b) Lack of attendance shall be cause for removal per Section I.E.1. of the Constitution of the Inter-Professional Council.

H. Removal: Delegates not fulfilling their required duties in a responsible manner, may be removed by the Executive Committee, acting either on its own initiative, at the request of the Senate, or at the request of students from a delegate's professional school.

1. A lack of responsibility shall include, but not be limited to, the following:

(a) Excessive absence from Inter-Professional Council meetings, which is defined as two consecutive absences, or three absences within the academic year.

(b) Failure to make requested reports to constituents, the Inter-Professional Council, and/or the

Council's Executive Officers.

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(c) Failure to fulfill committee service obligations as mentioned in Section E. of this document

2. A delegate being considered for removal will be notified by the President within 14 days of concerns being brought to their attention, and call a meeting with the delegate and appropriate parties within 21 days of notification of grievances, as outlined in Section I.E.6. of the Constitution of the Inter-Professional Council

3. Delegates who have been informed of their removal may appeal the decision directly to the Inter-Professional Council Senate.

(a) To appeal the delegate must submit a written explanatory statement to the Inter-Professional Council fourteen (14) days before the next General Body meeting to be disbursed to all delegates.

(b) The Executive Committee will also provide documentation of the perceived failed duties to the Inter-Professional Council delegate body at least seven (7) days prior to the next General Body meeting.

(c) Each party will be given 5 minutes of the following Senate Meeting to explain their case to the Delegate Body.

(d) The Senate will review the evidence and vote with a two-thirds majority required for removal.

4. Once removed the delegate will be replaced by a new delegate from the appropriate constituency per Section I.C.3. The new delegate will hold the alternate seat until the end of the regular term.

I. Alternates: Each professional school will be allowed one alternate. Alternates are expected to attend all general body meetings. In the case that a delegate from a school is not able to attend a meeting they must notify the alternate in order to assume the voting rights of the absent delegate.

1. An alternate shall have the full voting privileges of the delegate for whom they are serving as proxy.

2. An alternate will fill a delegate vacancy in the case of resignation or dismissal..

3. The alternate position shall be elected from each professional school, and the appointment and term of this position is at the discretion of the lead senator.

4. The alternate will become a full voting senator at the end of a full academic year, or in the case of a vacancy.

J. Visitors: Professional students and members of the OSU community including faculty and staff are welcome to attend general body meetings of the Inter-Professional Council, room permitting

1. At the discretion of the President, who serves as the chair of Senate, a visitor may be granted privileges on the floor.

2. The decision of the President may be appealed to the full council.

## II. Meetings

A. Full Council Meetings: Consist of Executive Committee Members, Senators, Alternate Senators and Justices.

1. Full Council meetings are scheduled at the discretion of the Executive Committee

(a) Meeting times may be amended at the discretion of the Executive Committee on the basis of room availability and scheduling conflicts

(b) Full Council meetings may be canceled if there is no business to discuss.

(i) Notification of cancellation must occur three (3) days prior to the scheduled meeting

(ii) Updates should be compiled by the Secretary and sent to the Full Council

(c) Full Council must meet a minimum of eight (8) times throughout the year.

## III. Executive Committee

A. Membership: The Executive Committee consists of the Inter-Professional Council President, Vice-President, Chief of Staff, and Secretary.

B. Executive Committee meetings occur monthly prior to the General Body Meeting

1. The President has the right to call additional Executive Committee meetings as needed

## IV. Cabinet

A. Membership: The Cabinet consists of all Executive Committee members, the chief justice, and all chairs appointed by the President

B. The Full Cabinet meets periodically at the discretion of the President

## V. The Senate

A. Senators: Each professional school shall have seven (7) representatives, with five (5) serving as senators, one serving as alternate senator and one serving as justice

B. The President acts as the Chair of the Senate

1. The President will conduct the meeting using proper parliamentary procedure

2. The Vice President, Chief of Staff, Secretary, Chief Justice, any senator or alternate senator, and any justice has the authority to introduce legislation to be voted on by the senate. The President, serving as the Chair of the Senate, does not have the authority to introduce legislation.

## VI. Internal Committees

A. The Internal Committees are Social, Service, Health Professionals Summit, Public Relations, and Outreach and may be altered at the discretion of the executive committee.

B. Chairs: Chairs are appointed by the President, with approval of the Executive Committee, no later than the 1st of May.

1. The Chairs are responsible for the development of a calendar of events prior to the beginning of each semester and may delegate the planning and execution of these events among delegates as they see fit.

C. Service Committee is charged with organizing and planning activities that encourage the involvement of professional students for the benefit of a philanthropic organization as designated by the committee chair

D. Social Committee is charged with organizing and planning events that promote interaction between professional students.

E. Outreach Committee is charged with the promotion of IPC through designing, purchasing, and distribution of promotion items, and planning events for the purpose of promotion of IPC to the professional schools and the university.

F. Public Relations Committee is charged with all advertising for IPC run and sponsored events, if warranted, and charged with running all social media accounts for IPC.

G. Health Professionals Summit Committee is charged with the planning, execution, and fundraising involved with the Health Professional Summit.

## VII. University Committees

A. Each delegate is responsible for serving on a University committee

1. If a delegate is unable to fulfill this obligation due to their course schedule, they may request of the Chief of Staff to fulfill this obligation in another manner

(a) Examples of how a delegate may fulfill an obligation include short term ad-hoc governance review committees, serving as an alternate for committees, or planning short-term events

2. Each delegate is responsible for updating the Chief of Staff, executive committee, and general senate body as requested.

(a) The Chief of Staff will monitor attendance and committee participation by through communication with the senators on those committees.

3. A delegate is responsible for bringing to the attention of Full Council any issues that are brought up in committee that relate to professional students.

4. A delegate can be removed from a committee if they are not fulfilling their role in committee work

(a) Dismissal occurs at the discretion of the Chair of the committee, in consultation with the Chief of Staff

B. The Chief of Staff is responsible for making all committee appointments

1. Delegates will receive first priority for committee positions
2. Selections will be determined based on interest, the priority of the committee, and the attendance record of the delegate.
3. If committee appointments are unable to be fulfilled from within the body of delegates, any professional student may apply and be appointed by submitting a statement of interest to the Chief of Staff
  - (a) If the Chief of Staff receives multiple applications for a position, the Chief of Staff has the final decision as to which professional student will receive the position
  - (b) The professional student selected will report directly to the Chief of Staff, and will submit committee updates at the discretion of the Chief of Staff.

C. The Executive Committee is responsible for prioritizing the list of committee placement requests that the Inter-Professional Council receives and ensuring that professional students have representation on the committees that address professional student needs and concerns.

#### VIII. Finances

A. Budget: The financial resources of the Inter-Professional Council must be allocated in accordance with an annual balanced budget.

B. The Vice President is responsible for preparing a budget in consultation with the Executive Committee.

1. The budget will be presented for approval of the Senate at the first Full Council meeting of Autumn semester
2. The budget, or an amended version thereof, must be adopted by the Senate via a simple majority vote at the first meeting of Autumn semester.
3. The budget may be amended at any time during the year with a simple majority of the Senate
4. The Vice President shall present updates on the year-to-date expenditures from the budget in written form at every Full Council meeting

C. Expenditures

1. Authority: The President, Vice President, and Chief Justice are the only officers with the authority to submit financial documents in order to access university funding, submission from any other delegate requires the approval from the Vice President

- (a) The Chairs are able to make financial commitments if they fit in their budget and are approved by the Vice President in advance.
- (b) All other financial commitments must receive the approval of the Vice President



- (c) Any expenditure that is not budgeted for and exceeds \$500 must get the approval of Senate
- D. Fiscal Year: The fiscal year of the Inter-Professional Council will mirror the University fiscal calendar, extending from the first day of July to the last day of June
- E. Reports: The Vice President is responsible for providing regular financial reports to the Senate at all full council meetings, as well as providing reports as requested by the University

#### IX. Advisory Group

- A. Membership: The IPC Advisory Group consists of the Executive Committee under direct advisement of Dr. Donald Mutti, IPC's registered advisor and faculty member from the College of Optometry.
- B. Meetings: The Advisory Group will meet on as deemed necessary by the Executive Committee or Dr. Mutti to discuss the progress, initiatives, and programs of the Inter-Professional Council as well as provide financial reports delineating the expenditure of the Professional Development fund.
- C. Mission: The Advisory Group is a resource for the Executive Committee for guidance in the development of their programs and initiatives.



# ELECTION BYLAWS

of the

# INTER-PROFESSIONAL COUNCIL

For the purpose of establishing governance rules for the election of new officers to the Inter-  
Professional Council

Approved by Resolution of the Senate: October 5, 2009

Updated March 11th, 2012 Senate

Updated by November 19th, 2018 Senate

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## I. Officer Positions Elected

A. The positions of President, Vice President and Secretary are elected positions II. Election Procedures

### A. Elections Chair

1. The Vice President serves as the Elections Chair.

(a) In the event that the Vice President is seeking an elected office, they shall recuse themselves from the position, and the Executive Committee will designate a replacement. B. Timeline

1. Nominations occur during the third to last General Body Meeting for the Spring semester

(a) Candidates can nominate themselves, or other delegates may nominate a potential candidate. (b) If a candidate receives a nomination from someone else, they must confirm they wish to seek

the elected office before being included amongst the nominees. (i) If a potential candidate is nominated and not present at the meeting the Elections Chair will

contact the candidate via telephone or email. (c) It is strongly encouraged that any potential candidate meets with the officer that currently holds

the position before nominations occur. (d) Nominations will remain open until immediately prior to the election of that office at the senate

meeting in which voting occurs. (e) In order to be eligible, a candidate must be currently serving in an IPC delegate or Executive

Committee position and must be enrolled in a professional program for the entirety of the academic year they will be serving their term. (f) Any documents provided by the candidates in support of their platform may be submitted to the

Secretary and distributed to all the delegates prior to or on the day of the election. 2. Elections

(a) Officers shall be elected in the following order: President, Vice President, then Secretary. (b) Immediately prior to the election, each candidate for a particular office will have the

opportunity to address the Inter-Professional Council for a maximum of ten minutes. After all candidates for a position have spoken, the delegates may ask questions targeted at all candidates. Each candidate shall have the opportunity to respond to each question. The Elections Chair may set time limits on the length of the question period or on the length of any single response. Such limits must be the same for all candidates for a particular office and be made known to them at the beginning of the meeting at which elections are held. (c) Voting shall be by secret ballot in contested elections and by Objection to Consent in uncontested

elections. Write in votes and blank ballots shall be invalid and not counted in the total. (d) A simple majority of those delegates voting is required to elect an officer. If no candidate receives a majority, then at the same meeting the delegates shall vote again between the two candidates receiving the most votes. Prior to any additional voting, the two candidates receiving the most votes will each have 2 minutes to re-address the delegates, and an additional question may be asked of both

candidates. This procedure shall be repeated as necessary until a candidate is elected

# STANDING RULES

for the

## PROFESSIONAL DEVELOPMENT FUND

of the

### INTER-PROFESSIONAL COUNCIL

For the purpose of establishing guidelines for the apportionment of professional development funds.

Approved by Resolution of the Senate: October 5, 2009 Updated: September 9, 2012 Updated: November  
19th, 2019 Senate

## I. Acknowledgement of Superseding Documents

A. All rules contained herein are superseded by and shall not conflict with the Inter-Professional Council Constitution and Bylaws.

## II. Funding Sources

### A. Professional Schools

1. Each of the six professional programs comprising Inter-Professional

Council contributes \$5,000 to the Professional Development Fund 2. Contracts are in place with each professional school Dean to secure this

funding. These contracts need to be renewed periodically. B. Office of Academic Affairs

1. The Office of Academic Affairs provides \$15,000 towards the Professional

Development Fund. 2. The contract for this money is in place with the Provost of the University.

This contract needs to be renewed periodically. C. The total amount of funding for the Professional Development Fund is \$45,000 for the fiscal year.

## III. Apportionment

A. Each professional school that contributes to the Professional Development Fund will receive at least that amount in Professional Development Funding for students at their school. Should the total amount of funding request for a school be less than the amount their school contributed the remaining money will not be distributed and will be rolled over to the following cycle. B. Funding from the Office of Academic Affairs will be used in a discretionary manner

by the Justices based on the quantity of applications from each school. C. Per annum, an individual is limited to \$750 in Professional Development Funding. For the purpose of Professional Development Funds the year will be considered Autumn Semester through Summer Semester. D. The maximum amount any individual may request is the total allowable expenses minus any outside funding that has been awarded.

## IV. Student Eligibility

A. The applicant must be currently enrolled in Professional School at The Ohio State University during the semester in which the eligible experience occurred, or the experience must occur during a summer between two academic years in which the applicant is enrolled. B. The applicant must be enrolled and in good standing with their professional program at the time of the application submission.

## V. Eligible Experiences

A. The purpose of the Professional Development Fund is to support activities that professional students engage in that enhance their educational experience. These experiences include, but are not limited to:

1.Conferences 2.Externships

a. Study abroad courses or any activity done for academic credit or pay/salary and are not fundable. b. Externships are defined by the individual professional schools.

i. Any externship in which the applicant receives credit is

ineligible. 3. Research Presentation Experiences 4. Career Fairs 5. Professional Mission Trips B. For an experience to qualify for funding, it must provide an educational component

for the applicant.

1. Assessment of the educational value of the experience will be determined

based on the essay submitted with the application. 2. The essay should detail the educational benefit to the individual, benefit the individual can bring back to their professional program, and/or any benefit provided to a community if the applicant engaged in a clinical experience. 3. The Justices (composed of one student from each professional school) will determine the eligibility of the experience. All decisions made by the Justices are final, with no option for appeal.

## VI. Eligible Expenses

A. Travel to and from the site of the eligible experience is reimbursable:

1. Airplane tickets, rental car fees (not including gas or mileage), train

tickets, bus tickets, etc. 2. If traveling by personal vehicle mileage will be reimbursed at the state

rate per mile. 3. Transportation at or during the conference is reimbursable, to a maximum of \$30/day. 4. Airport parking fees are also reimbursable. B. Registration fees are reimbursable. This may include food only if a banquet or other

meal is inseparable from the registration fee. C. Lodging is reimbursable. D. Some other costs may be considered reimbursable. These items will be reimbursed

at the discretion of the Justices. E. Non-allowable expenses include, but are not limited to:

1. Food 2. Alcohol 3. Entertainment

## VII. Applications

A. Applications are available biannually, during Autumn and Spring semesters.

1. Applications are due the last Friday of October and last Friday of February. 2. No late applications will be accepted. 3. No incomplete applications will be accepted by the committee.

B. For an application to be considered eligible, the experience must have occurred between the first day of the spring semester through the last Friday of October for





fall reimbursement and between the first day of the fall semester and the last Friday of February for spring reimbursement. C. Students are limited to two applications annually. D. Applications must be complete and turned in before the deadline to be accepted. In

order to be considered complete, the application must include:

1. The application 2. The AP Compliance form 3. A one page explanation statement, and

An itemized budget with original receipts or itemized bank statements. E.

Applications will be judged based on a point system that considers personal development, professional development, academic merit, benefit to the University, and benefit of service.

These points should be addressed in the statement the applicant provides explaining his/her

experience. F. All applications must be either mailed or hand delivered to the Inter-Professional Council Office at The Ohio Union within the office hours stated on the application. (2088)

1.No member of IPC should accept applications from constituents in lieu of

deliverance to the IPC office. 2.Upon receipt of the application the staff assistant shall time-stamp the application and enter the name of the applicant, professional school, and time of application receipt into the spreadsheet. 3. Within 48 hours of the PDF deadline, the office staff will send a confirmation email to each applicant to verify receipt of the application. 4.All applications will be scanned and converted to a PDF document and

saved as an electronic copy within one week of application deadline.

#### VIII. Outside Funding Sources

A. The Professional Development Fund is supplemental to other sources of funding. Applicants are expected to seek funding from other sources. Applicants must disclose any other funding they have received.

1.If an applicant fails to disclose other funding sources or falsifies information on their application:

a. They will not be eligible for Inter-Professional Council funding for

the rest of their tenure at The Ohio State University. b. The committee will refer the matter to the individual professional

school Associate Dean and the University Judicial Panel. B. If an applicant receives funding from an additional source after their Professional Development Fund award, they are required to disclose this to an Inter- Professional Council Justice within 15 days.

1.If the additional funding combined with the Inter-Professional Council Funding puts an applicant over their allowable expenses, they will be required to return the excess to Inter-Professional Council and the other awarding funding source, proportional to the award of each source.



## IX. Statement of Accountability

A. The application shall include the following statement before the signature:

“I hereby certify that all information included in this application is true to the best of my knowledge and that all expenses detailed in this application directly relate to a professional development experience. Furthermore, I agree to disclose all other funding sources related to this experience. I understand that if I fail to disclose funding within 15 days of the notification of such an award or if I have falsified any information, I will be required to return any funding received and I will lose all rights to future funding from the Inter-Professional Council.”

## X. Funding Disbursement

A. The Justices are in charge of the Professional Development Fund. There is one justice to represent each of the six professional schools, with one of them serving as the chief justice.

### 1. Application Assignments

a. Each application should be read and scored by at least two Justices. 2. Justices will be assigned all of the applications from their professional college along with another random college for which they should score applications.

a. If a Justice is applying for an award, at least two other Justices must

score the application. 3. Application Scoring

i. Justices will all grade applications independently based on the following rubric Total score out of 50 points possible. ( \_/15) Level of responsibility

i. No points awarded for conference attendant ii. ( \_/10) Type of Activity

i. Order of weight: service trips > externships > research presentations > conferences/career fairs

iii. ( \_/10) Education Benefit to the Individual (essay) iv. ( \_/5) Benefit to the Professional Program (essay)

i. Activities that expand the name/influence of the

professional school. v. ( \_/5) Benefit of service (essay)

i. Only applies to activities where service to others was

rendered. vi. ( \_/5) Time Commitment b. Justices will score applications and submit

their scores to the Chief Justice within one week of receiving their PDF grading assignments. c.

The Chief Justice will compile and average the application scores. Any application that has a large score discrepancy will be assigned to another Justice to read. d. The compiled scores will then be emailed to all of the Justices. e. The tiers are:

i. Tier One: Top 67-100 percentile of the applicants in the respective professional school.



ii. Tier Two: 34-66 percentile of the applicants in the respective professional school. iii. Tier Three: 0-33 percentile of the applicants in the respective professional school. iv. XI. Professional Development Fund Allocation

#### A. Professional College Financial Allocation

1. The Chief Justice will allocate the \$5,000 of annual funding from their professional colleges to their constituents in three tiers based on the average PDF application score.

a. The \$5,000 will be split for the two application cycles based on the

discretion of the chief justice. B. Office of Academic Affairs Endowment Allocation

1. After the compilation of the scores and the allocation of the professional college endowment, The \$7,500 per cycle (\$15,000 annually) will be distributed proportionately based upon the total amount of funds requested from each school 2. The funding through OAA will be awarded in order to equalize the percentage awards between schools; therefore, those colleges that had a lower percentage award will receive more funding through OAA. C. Applicant Allocation

1. Once the total amount to be awarded to each school has been calculated,

those funds will be allocated to applicants based on the tier system 2. Different tiers should have a 10-20% difference in the percentage of the request that they are awarded based on the discretion of the chief justice. For those schools with less than 50 applicants, any student slated to receive less than \$25 will be removed from the application pool for that cycle and the tiered percentages will be recalculated.

a. Those students removed from the application pool are unable to re-

apply for that same experience in the following application cycle. 3. For those schools with 50 or more applicants, any student slated to receive less than \$50 will be removed from the application pool for that cycle and the tiered percentages will be recalculated.

a. Those students removed from the application pool are unable to re-

apply for that same experience in the following application cycle. 4. Once awards have been decided, the Chief Justice and the IPC Vice

President must sign off on the application.

#### D. Award Reporting

1. Upon completion of allocation the Chief Justice will compile a spreadsheet including, but not limited to: name, college, email address, and a short description of the professional activity.

2. The Chief Justice will present the report to the IPC general body and provide it to the university accounting department to facilitate the dispersal of awards. 3. Once allocations are determined, Justices will notify the applicants from

their school of the amount to be awarded.

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# **PROFESSIONAL DEVELOPMENT FUND APPLICATION FOR REIMBURSEMENT**

The Professional Development Fund provides supplemental funding to students for experiences that enhance their professional education.

## **Submission Materials**

- Completed application
- AP Compliance Form (unless currently on University payroll)
- One (1) page explanation statement
  - o Statement should include description of activity and the benefit provided to your educational experience
- Itemized budget with original receipts
  - o If original receipts do not show proof of payment, include supplemental documentation (e.g. credit card statement with your name, cancelled check showing payment, etc...)
- Applications must be submitted in compliance with the Standing Rules of the Professional Development Fund. Failure to comply may result in denial of funding.

Applicant Eligibility

- o Applicants must be enrolled and in good standing in Professional School at the University during the semester in which the eligible experience occurred, or the experience must have occurred during a summer semester between two academic years in which the applicant is enrolled.
- o Students are eligible for a maximum of \$750 annually.
- o Students are limited to two applications annually.
- o The experience must have occurred within one (1) semester preceding the application semester.

## **Application Submission**

Applications must be mailed or hand delivered to the Student Government Suite (Room 2088 in the Center for Leadership and Service) at the Ohio Union.

The Ohio Union Center for Leadership and Service, Room 2088 1739 North High Street Columbus, Ohio  
43210

Hours for submission: Monday - Friday: 9:30 AM -5:30 PM

### **Eligible Expenses Guidelines**

The following information serves to assist potential applicants in determining what possible experiences may be reimbursed. Please reference the Standing Rules for the Professional Development Fund additional information.

#### **Eligible Experiences:**

o Conferences o Externships

o Any activity done for academic credit or pay/salary is not eligible for funding. o Externships are defined by the individual professional schools. o Research Presentation Experiences o Career Fairs Possible

#### **Eligible Expenses:**

o Travel to and from the site of the eligible experience is reimbursable:

o Airplane tickets, rental car fees (not including gas or mileage), train tickets, bus tickets,

etc. o If traveling by personal vehicle mileage will be reimbursed at the state rate per mile. If

reimbursed for mileage, the applicant will not be eligible for reimbursement for the cost of gasoline o Transportation at or during the conference is reimbursable, to a maximum of \$30/day. o Airport parking fees are also reimbursable. o Registration fees are reimbursable. This may include food if a banquet or other meal is

inseparable from the registration fee. o Lodging is reimbursable. o Some other costs may be considered reimbursable. These items will be reimbursed at the

#### **discretion of the Justices. Non-allowable expenses include:**

o Food o Alcohol o Entertainment o Travel for interviews

\*\* Note that you will not be able to apply for IPC fund if you already have applied and received (or plan to receive) reimbursement from other source of funding.

**\*\*\*\* APPLICATIONS ARE DUE TO THE INTER-PROFESSIONAL COUNCIL OFFICE AT THE OHIO UNION (RM: 2088) ON THE LAST FRIDAY OF OCTOBER & FEBRUARY EACH YEAR \*\*\*\***



# APPLICATION FOR PROFESSIONAL DEVELOPMENT FUND

## I. PERSONAL INFORMATION

Name: \_\_\_\_\_

Email & Student Identification Number: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Have you set up/received payment from the University payroll in the last 180 days?: \_\_\_\_\_

\*\*\*\*If yes, then you do not need to complete an AP Compliance Form\*\*\*\*

Current Professional School: \_\_\_\_\_

## II. EXPERIENCE & REIMBURSEMENT INFORMATION Experience

Category:

• Conference

o Attendant o Presenter

• Externship

• Career Fair

• Other, please explain: \_\_\_\_\_

Name of Experience: \_\_\_\_\_

Location of Experience: \_\_\_\_\_

Date of Experience: \_\_\_\_\_

Amount of Reimbursement Requested (\$750 maximum): \_\_\_\_\_

Have you applied for funding from other sources?: \_\_\_\_\_

If yes, when will you know of these other awards?: \_\_\_\_\_

Have you previously applied for Professional Development Funds?: \_\_\_\_\_

If yes, please list the semesters(s), year(s), and name of experience(s): \_\_\_\_\_

\_\_\_\_\_

## III. CERTIFICATION

I hereby certify that all information included in this application is true to the best of my knowledge and that all expenses detailed in this application directly relate to a professional development experience. Furthermore, I agree to disclose all other funding sources related to this trip. I understand that if I fail to disclose funding within 15 days of the notification of such an award or if I have falsified any information, I will be required to return any funding received and I will lose all rights to future funding from the Inter-Professional Council. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use Only: Amount Chief Justice to be Signature:

Reimbursed: \_\_\_\_\_ Appendix 1: PDF Evaluation Vice  
Advisor Report

President Signature: Signature: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

College: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Requested: \_\_\_\_\_

Application Checklist:



AP compliance Form



Application



Explanation Statement



Original Receipts show name of applicant (or other identifying information)



Receipts are for applicable expenditures:

o

Lodging o

Travel o

Registration Fees

Rubric:

Points

Level of Responsibility (No points for Conference Attendance) \_\_\_\_\_/15 Type of Activity  
\_\_\_\_\_/10 Education Benefit to the Individual (essay) 0-10 points \_\_\_\_\_/10 Benefit to the  
Professional Program (essay) 0-5 points \_\_\_\_\_/5 Benefit of service (essay) 0-5 points \_\_\_\_\_/5  
Time Commitment \_/5

Total Points: \_\_\_\_\_/50

Signature of Justice: \_\_\_\_\_ College:

\_\_\_\_\_ Date:

# Notes

# Notes