

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 5, 2009

SUBMITTED BY MEGHAN SLANINA, VICE PRESIDENT  
Updated: Date, Initials

## 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 six delegates: five voting Senators and one non-voting Justice.
- C. Delegate Selection: The selection of delegates shall be determined by each individual professional school, as long as 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 incoming class.
  - 2. Delegate selection must occur before October 31<sup>st</sup> for positions to be filled for that academic year. Delegate elections can occur as early as the Spring quarter preceding the academic year in which the term is to be held.
    - (a) Elections for delegate positions of current students should occur in the Spring
    - (b) Elections for delegate positions that are help open for the incoming class can occur in the Fall
  - 3. In the event of a delegate vacancy during the academic, the position can be filled by Appointment. Appointment can occur by the Student Body President of the professional school with a vacancy or by the President of Inter-Professional Council.
- 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 include being the point person for said professional school. They are responsible for relaying changes in the delegate roster, as well as updating the Executive Committee of any pertinent information from their professional school.
- E. Committee Service: Each senator is expected to perform committee service no later than the quarter after election to the Inter-Professional Council
  - 1. Senators are expected to serve on both an external and an internal committee
  - 2. Justices are not expected to serve on an external committee, and their service at IPC PDF Apportionment meetings suffices as an internal committee placement
  - 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 an external 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.
- F. Term of Service: Delegates serving in IPC shall serve a term of one academic year.
  - 1. Elections can occur as the early as the Spring preceding the academic year in which service will occur, and as late as the 31<sup>st</sup> of October.

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

G. Attendance

1. Delegates are expected to attend all Full Council Meetings and to attend their designated internal and external committee meetings
2. If a delegate cannot attend a meeting they must notify the Secretary at least three (3) days prior to the meeting with their excuse.
  - (a) The delegate is also responsible for informing their alternate at least three (3) days prior to the meeting
3. Attendance will be recorded at all Full Council meetings by the Secretary and all Internal Committee meetings by the Chair of the committee
  - (a) These records will be posted on the Inter-Professional Council website

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 unexcused absences, or three unexcused absences within the academic year.
  - (b) Failure to make requested reports to constituents, the Inter-Professional Council, and/or the Council's Executive Officers.
  - (c) Failure to fulfill committee service obligations as mentioned in Section E.1.
2. The delegate being removed will be informed in writing of the reasons for removal by the Executive Committee
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 2/3 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 delegate seat until the end of the regular term.

- I. Alternates: Each professional school will be allowed one alternate. In the case that a delegate from a school is not be able to attend a meeting they may send the alternate from their school.
  1. In the case that an alternate is serving as a proxy for a delegate, the Secretary must be notified three (3) days prior to the scheduled meeting.
  2. An alternate shall have the full voting privileges of the delegate for whom they are serving as proxy.
  3. An alternate may fill a delegate vacancy in the case of resignation or dismissal until a new delegate can be selected.
  4. An alternate can be selected per Section I.C.3 or by a majority vote of the six delegates from the professional school they are to represent.
- J. Visitors: Professional students are welcome to attend general body meetings of the Inter-Professional Council, room permitting
  1. At the discretion of the Vice President, who serves as the chair of Senate, a visitor may be granted privileges of the floor.
  2. The decision of the Vice President may be appealed to the full council.

## II. Meetings

- A. Full Council Meetings: Consist of Executive Committee Members, Senators, and Justices.
  1. Full Council Meetings are held the first Sunday of every month from 5 pm – 7 pm
    - (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 seven (7) times throughout the year.
- B. Internal Committee Meetings: The Service, Social and Outreach committees shall meet on a monthly basis.
  1. These meetings are to be held the third week of the month at the discretion of the Chair, based on member availability
  2. The Chair is responsible for holding a minimum of five (5) committee meetings per year
  3. Attendance at committee meetings by members is expected, per Section I.G.
- C. In order for a delegate to be excused from any Inter-Professional Council meeting, their excuse must be received by the Secretary at least three (3) days prior to the meeting, barring unavoidable circumstances.

## 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
- C. President

1. The Position of President is elected
2. Responsibilities of the President include:
  - (a) Chair the meetings of the Executive Committee and the Cabinet
  - (b) Direct and advise all elected and appointed executive officials
  - (c) Attend meetings as requested by the University on behalf of IPC
  - (d) Schedule and preside over monthly body meetings
  - (e) Serve on the Board of Trustees Selections Committee
  - (f) Represent IPC to the University Committee
3. Powers of the President include:
  - (a) Hold an ex-officio seat on the Senate with no voting rights
  - (b) Appoint the Chief of Staff and Internal Committee Chairs, with the advice of the Executive Committee
  - (c) Remove from office any appointed Cabinet members or administrative assistants
  - (d) Serve as a voting professional representative on the University Senate Steering Committee
  - (e) Have oversight of IPC Internal Committees
  - (f) Authority to veto legislation approved by the Senate

#### D. Vice President

1. The Position of Vice President is elected
2. Responsibilities of the Vice President include:
  - (a) Receive and safely keep funds of the Inter-Professional Council and pay out same, serving as treasurer
  - (b) Prepare and submit audits of IPC banking once after Autumn and once after Spring quarter
  - (c) Coordinate the activities between the Inter-Professional Council and the professional schools, including elections and social events
  - (d) Serve as the professional student representative on Athletic Council
  - (e) Serve as one of the professional student representatives on the Council on Student Affairs
  - (f) Attend all meetings when the president is unable, as a full alternate with voting privileges in his or her place
3. Powers of the Vice President include:
  - (a) Serve as the President in the case of the death, impeachment, or resignation of the President
  - (b) Serve as Chair of the IPC Senate
    - (i) The Vice President serves as an ex-officio officer of the Senate with full voting rights. The Vice President should reserve their right to vote to the case of a tie
    - (ii) The Vice President has the power to introduce legislation to be voted on by the Senate on behalf of the Executive Committee
    - (iii) As Chair, the Vice President should conduct all meetings using basic parliamentary procedure to expedite all discussions and ensure fairness
  - (c) Have oversight of the Inter-Professional Council Internal Committees

#### E. Chief of Staff

1. The Chief of Staff shall be appointed by the President no later than the 3rd week in April prior to the start of the term.
2. Responsibilities of the Chief of Staff include:
  - (a) Compile quarterly reports of University wide committees that are important to the professional student body
  - (b) Notify the Vice President of issues in committee that may be important for IPC to address
  - (c) Maintain contact with university wide committee chairs and serve as a liaison between them and IPC.
3. Powers of the Chief of Staff include:
  - (a) Appoint representatives to University wide committees
  - (b) Bring to the attention of the President and Vice President senators and representatives to university wide committees that are not attending their meetings
  - (c) Serve on the Cabinet and Executive Committee and take part in all executive decisions

#### F. Secretary

1. The Position of Secretary is elected
2. Duties of the Secretary include:
  - (a) Monthly email to the professional student body summing up the events of the month on or off campus that would be of interest
  - (b) Taking minutes of the General Body Meetings, Executive Committee Meetings, and Cabinet Meetings. These minutes must be posted on the webpage no later than two weeks after the meeting date.
  - (c) Track General Body meeting attendance. The Secretary shall bring to the attention of the Executive Committee any delegate who has missed more than two meetings without an excuse.
  - (d) Send email reminders to the delegates of upcoming meeting dates and IPC events.
  - (e) Send email reminders to the professional student body of upcoming General Body Meetings and other IPC events
  - (f) Send out thank you notes to invited speakers and guests and other notes, invitations, and greetings as needed.
  - (g) Prepare an agenda for all General Body Meetings.
3. Powers of the Secretary include:
  - (a) Have oversight of the IPC Internal Committees
  - (b) Serve on the Cabinet and Executive Committee and take part in all executive decisions

#### IV. Cabinet

- A. Membership: The Cabinet consists of all Executive Committee members as well as the Internal Committee Chairs
- B. The Full Cabinet meets on the third Sunday of the month from 4 – 5 pm
  1. The President has the authority to adjust this time if necessary

#### V. The Senate

- A. Senators: Each professional schools shall have 5 representatives that serve as senators representing their constituency
- B. The Vice President acts as the Chair of the Senate
  1. The Vice President will conduct the meeting using proper parliamentary procedure
  2. The Vice President, Chief Justice, and any Senator has the authority to introduce legislation to be voted on by the Senate

C. Powers of Senators include:

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, biannual reports from all students serving on university wide committees, Inter-Professional committees, and the Cabinet. These reports shall be filed at the Inter-Professional Council office.
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 of Staff, Senators, Justices, and professional students on university wide committees.
5. Ratify the budget

4. Overturn a Presidential veto with a 2/3 vote of the Senate

VI. Internal Committees

- A. The three Internal Committees are Social, Service, and Outreach
- B. Committee 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 holding monthly committee meetings the week following Cabinet Meetings
  2. Chairs are responsible for reporting the work of their committee at each General Body Meeting
    - (a) If a Chair is unable to make the General Body Meeting they must send their report to one of their committee members to present during the meeting
    - (b) Chairs must directly inform the President of absences from General Body Meetings at least three (3) days prior to the meeting, as well as the name of the person presenting their committee report
  3. Chairs have discretion over their committee budget, and do not need to take a vote of the Senate if they are spending under \$250 and that money is within their budget
    - (a) Chairs must inform the Vice President of expenditures in order for the Vice President to keep an updated budget
- C. Service Committee: The Service Committee is charged with organizing and planning activities that benefit the community and/or university.
- D. Social Committee: The Social Community is charged with organizing and planning events that promote interaction between professional students.
- E. Outreach Committee: This committee is charged with promoting the events planned and hosted by Inter-Professional Council as well as keeping professional students educated on what Inter-Professional Council does as an organization and seeking feedback on how Inter-Professional Council can better serve students
- F. Each Senator is responsible for serving on an internal committee

VII. External Committees

- A. Each delegate is responsible for serving on an external 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, or planning short-term events
  - 2. Each delegate is responsible for submitting the meeting minutes for the committee of which they are apart to both the Chief of Staff and Secretary.
    - (a) The Secretary will post these meeting minutes on the website
    - (b) The Chief of Staff will monitor attendance and committee participation by receiving minutes.
  - 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 committees are open 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
- 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 quarter.
  - 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 quarter.
  - 3. The budget may be amended at any time during the year with a simple majority of the Senate
- 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 our university funding.
    - (a) The Chairs are able to make financial commitments if they fit in their budget and do not exceed \$250
    - (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 extend from the first day of August to the last day of July
  - E. Reports: The Vice President is responsible for providing quarterly financial reports to the Senate
- IX. Advisory Group
- A. Membership: The Inter-Professional Advisory Group consists of an Associate Dean from each of the Professional Colleges
  - B. Meetings: The Advisory Group along with the President and Vice President will meet on a quarterly basis to discuss the progress, initiatives, and programs of the Inter-Professional Council
  - C. Mission: The Advisory Group is a resource for the Executive Committee for guidance in the development of their programs and initiatives.
- X. The Judiciary
- 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 five weeks into Fall Quarter.
    2. The term of office shall be one year
    3. In the absence of an selected justice, the President may appoint a justice which 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 senate and IPC and is therefore a non-voting position.
    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 4 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 Justices shall review the IPC budget and operating expenditures quarterly.
    7. The Judicial panel shall be responsible for reviewing all cases brought to them.
    8. 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.
    9. The Judicial Panel is in charge of reviewing the IPC Constitution annually and presenting any required amendments to the Senate no later than the last meeting of Winter Quarter.
  - C. Procedures for Case Review
    1. The Panel must thoroughly investigate the case, securing all relevant information in accordance with the Student Code of Conduct.
    2. Panel must deliberate and render a decision on a preponderance of the evidence.
    3. The Panel must apply the Constitution and Organization Election Bylaws as written.
    4. The Panel must reach a conclusion supported by evidence.
    5. The Panel must impose sanctions commensurate with the nature of the violation of this constitution.

6. A Panel Justice will relinquish his/her seat during a case in which a conflict of interest arises; in such a case, the empty justice 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 the Inter-Professional Council.
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 the Inter-Professional Council 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 the Inter-Professional Council.
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 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 Chair of the Judicial Panel. Opinions or excerpts wherefrom may be released only on a need to know basis in consultation with the advisor of the Inter-Professional Council.

G. Appeal

1. Members of the Inter-Professional Council 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 rights 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

1. In the event that a member of the Judicial Panel be accused of a Violation of the Constitution, or Organizational or Election Bylaws:
  - (a) 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.
  - (b) In the event that the accused member is found in violation, the member must permanently relinquish the member's position.
2. 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 the Senate.
3. Replacement should occur within two weeks<sup>4</sup>

