

Standard Operating Procedures

Of the

**National Association of Graduate-Professional
Students, Inc.**



Standard Operating Procedures
Approved by the NAGPS Board of Directors
16 July 2010
2010 NAGPS Board of Directors Meeting

Alex Evans, President & Chairman
Donna Dueker, Director of Administration

TABLE OF CONTENTS

<u>NAGPS STANDARD OPERATING PROCEDURE FOR THE NAGPS ADVISORY BOARD (NAB)</u>	<u>3</u>
<u>CONFLICT OF INTEREST POLICY AND LOYALTY AGREEMENT FOR MEMBERS OF THE NATIONAL ASSOCIATION OF GRADUATE-PROFESSIONAL STUDENTS ADVISORY BOARD</u>	<u>5</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR FRIENDS OF NAGPS PROGRAM</u>	<u>6</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR STAFF HIRING AND DC INTERNSHIP APPOINTMENT POLICY</u>	<u>7</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR THE REGIONAL CONFERENCE HOSTS</u>	<u>8</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR THE NATIONAL CONFERENCE HOSTS</u>	<u>9</u>
<u>STATEMENT OF ADHERENCE TO CONFERENCE POLICIES OF THE NATIONAL ASSOCIATION OF GRADUATE-PROFESSIONAL STUDENTS</u>	<u>11</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR THE BUDGET</u>	<u>13</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR THE ENDOWMENT</u>	<u>14</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR THE RAINY DAY FUND</u>	<u>15</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR FUNDRAISING AND SOLICITATION</u>	<u>16</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR REIMBURSEMENTS OF THE BOARD OF DIRECTORS</u>	<u>17</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR TRAVEL</u>	<u>18</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR OFFICE VACANCY AND ACTING PRESIDENT</u>	<u>20</u>
<u>NAGPS STANDARD OPERATING PROCEDURE FOR AFFILIATES, PARTNERS, & OTHER ORGANIZATIONS</u>	<u>21</u>
<u>APPENDIX I</u>	<u>22</u>

**NAGPS STANDARD OPERATING PROCEDURE FOR THE NAGPS ADVISORY
BOARD (NAB)**

1. Selection of the Advisory Board:

- The NAGPS Board of Directors (BOD) majority vote selects the members of the NAB.
- There will be a minimum of six members on the NAB, comprising at least one professional school administrator and one administrator of a school with a total student enrollment below 10,000 students.
- General guidelines for member selection include:
 - Prominence in higher education, specifically issues of graduate and professional education
 - Past involvement and interaction with NAGPS
 - Possible synergies in their job functions and NAGPS goals
 - Experience in directing strategy of higher educational institutions/groups
- Members of the NAB may be proposed by any member of the Board of Directors.
- Members shall be appointed for two-year terms. Members are eligible to be re-selected, subject to a majority of the BOD.
- A member of the NAB shall serve as the NAB Chairman.
 - The Chairman shall be determined by a majority vote of the NAB members.
 - The Chairman shall serve for a period of one year and may be reappointed to that position by a majority vote of the NAB members.
 - The Chairman may be recalled by a majority vote of the NAB members.

2. NAB Member Responsibilities

- The role of NAB members is described as the following, in addition to any new roles that future members of the BOD may conceive:
 - Advise NAGPS strategy
 - Help establish connections to organizations and sponsors
 - Participate in national/regional conferences, if possible
 - Be available on an e-mail list for discussion
- NAB members are invited to attend all in-person NAGPS BOD meetings, including the Spring and Fall Legislative Action Days, appropriate Regional Conferences, and the National Membership Meeting.
- NAB members are responsible for all travel-related expenses. NAB members shall not be subject to registration fees associated with NAGPS events.

3. Communication between the NAGPS BOD and NAB

- The President and CEO of NAGPS shall be the primary liaison and contact person with the NAB.
- The Director of Administration of NAGPS BOD shall maintain an e-mail list for all NAB members, including the President, Director of Administration, and Director of Communications.
- The President shall arrange a minimum of two teleconference meetings per year with the NAB to update the NAB on the direction and strategy of NAGPS and elicit feedback.
- The President and Director of Communications shall communicate with the NAB as and when necessary to obtain their expertise and feedback on specific issues.

4. Conflict of Interest

- NAB members may not be employees of, or have financial ties to organizations which may constitute a conflict of interest with the NAGPS mission and goals, including, but not limited to companies who provide lending and consolidation services for higher educational expenses.
- NAB members are required to sign the NAGPS Conflict of Interest Policy and Loyalty Agreement

5. Process for Removal of NAB members

- Any member of the NAB may be removed from office for malfeasance, misfeasance or nonfeasance by a majority vote of the NAGPS BOD.
- Any member of the NAB may be also removed from Office for malfeasance, misfeasance or nonfeasance subject to the grievance procedure outlined for the Board of Directors in the NAGPS Official Documents.
- Removal and/or resignation of a NAB member shall not entitle said person to financial restitution. All property of NAGPS shall be returned upon removal or resignation.
- In the event that a NAB member shall have a temporary incapacity to perform the duties of the office, the member may request a leave of absence from the NAGPS President.
 - Finite leave of absence - the member may request a finite leave of absence if the end-date of the temporary incapacity is known. On completion of the term of leave, the member shall resume the office or submit a resignation.
 - Indefinite leave of absence - the member may request an indefinite leave of absence if the member does not know at the time of the incapacity when the incapacity will end.
 - In no event shall any leave of absence exceed four months, nor may a leave of absence extend beyond the end of the term of office.
 - The NAGPS President, on granting a leave of absence, shall nominate within 30 days a person to serve in the position on an interim basis, subject to approval by a majority of the Board of Directors.
 - In the event that on definite leave of absence is unable to resume the office at the end of the leave of absence or after four months on an indefinite leave of absence, the member shall be considered as resigned from Office and the interim member shall assume the Office.

CONFLICT OF INTEREST POLICY AND LOYALTY AGREEMENT FOR MEMBERS OF THE NATIONAL ASSOCIATION OF GRADUATE-PROFESSIONAL STUDENTS ADVISORY BOARD

It is important for the National Association of Graduate-Professional Students (NAGPS) Advisory Board (NAB) to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of NAGPS and that the appearance of conflict can be troublesome. Conflicts occur because the many persons associated with NAGPS should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the university and postgraduate community. In these situations, a person will sometimes owe identical duties of loyalty to two or more organizations.

Conflicts may place external interests ahead of obligations of NAGPS to its charitable purposes and to the interest of postgraduate education. Conflicts often reflect adversely upon the person involved and upon the institutions with which he/she is affiliated, regardless of motivation. However, the long-term interests of NAGPS do not require the termination of persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Therefore, NAB members involved with external organizations that conduct business or seek affiliation/support from NAGPS, shall follow the established, general principles:

- 1 Each member of the NAGPS Advisory Board has a duty of loyalty to NAGPS. Members of the NAB shall avoid acts of self-dealing which may adversely affect the tax-exempt status of NAGPS or cause there to arise any sanction or penalty by a governmental authority.

- 2 In the event any NAB member or a member of his/her family has a personal or business interest in, or is involved in any way with, an organization with whom the BOD is considering a sponsorship request or business contract, such interest or involvement shall be immediately disclosed to the BOD. In such event, the interested NAB member shall neither vote nor participate in the discussion of the matter. The interested NAB member shall be excluded from the discussion and presence at that portion of the meeting when the matter giving rise to the apparent conflict is discussed. However, any NAB member who is excluded from voting or presence pursuant to this policy may answer pertinent questions of other Directors and be present when the interested NAB member's knowledge regarding the matter will assist the BOD.

- 3 The minutes of the meeting shall indicate that the interested NAB member disclosed the interest or involvement in the matter being considered by the board, recused herself/himself from the discussion, and abstained from voting on the matter.

I HAVE READ AND UNDERSTAND THE FOREGOING CONFLICT OF INTEREST POLICY AND AGREEMENT. I AGREE TO THE TERMS AND MY ACTIONS HAVE BEEN AND WILL BE GUIDED THEREIN.

National Association of Graduate and Professional Students, Inc

Date _____

NAB Member Name _____

NAB Member Signature _____

**NAGPS STANDARD OPERATING PROCEDURE FOR FRIENDS OF NAGPS
PROGRAM**

- I. Objective: Capitalize on affiliation with key academic administrators and/or educational advocates for the purpose of recruiting new NAGPS members, sponsors, and donors
- II. Program Structure
 - a. Key affiliations promote the efforts of NAGPS
 - i. Advocacy
 - 1. Institutional
 - 2. Legislative
 - ii. Networking for GSA leaders
 - iii. Sharing GSA best practices
 - iv. Improving connections with like-minded organizations: CGS, ASGS, other education-related institutions
 - v. Attaining 100+ GSA members for NAGPS
 - b. Responsibilities of Friends
 - i. Provide support for graduate students from your institution participating in NAGPS
 - ii. Keep informed of NAGPS efforts
 - c. Benefits
 - i. Supporting the graduate-professional student community
 - ii. Promoting graduate-professional education
- III. Use of Affiliation by NAGPS
 - a. NAGPS Website
 - b. Select NAGPS email correspondence (not letterhead)
 - c. Select NAGPS publications

**NAGPS STANDARD OPERATING PROCEDURE FOR STAFF HIRING AND DC
INTERNSHIP APPOINTMENT POLICY**

1. A minimum of 2 individuals will be interviewed for any open position.
2. For any open position, a Personnel committee shall be proposed and shall oversee the interview and selection process. At least three Directors must interview the individuals in person or via teleconference.
3. The Board of Directors must approve selection(s) of the Personnel committee before an offer may be extended.
4. Hiring shall be done according to the guidelines of the EEOC.
5. The appointment of legislative interns will follow the guidelines set forth in Appendix I.

**NAGPS STANDARD OPERATING PROCEDURE FOR THE REGIONAL
CONFERENCE HOSTS**

NAGPS Regional Conferences shall be held in conjunction with the respective Regional Membership Meetings. All regional conferences shall occur annually between 1 March and 31 April.

Host Organization Obligations

1. Host organizations shall submit a letter from their governing student body to the NAGPS Executive Committee no later than January 15th of the regional conference year. This letter shall provide:
 - a. Approval of the organization to host the regional conference.
 - b. A Director of Regional Conference to coordinate planning and volunteers of the regional conference. The Director shall be a member of the host organization.
2. Host organizations shall secure funding for the conference. It is the responsibility of the host school to lead fundraising efforts. All fundraising and other partners must be submitted to the Board of Directors, which reserves the right to reject any partnership.
3. Host organizations shall adhere to the NAGPS Constitution, Bylaws, and Standard Operating Procedures.
4. All approved written and verbal communications to host the conference are binding. Due to the cost incurred for advertisement, recruitment and sponsors notification of cancellation shall be given in writing at least 30 days prior to the conference date and only upon extenuating circumstances beyond the control of the host organization or NAGPS.
5. Host organizations shall submit a detailed list of conference expenditures, as well as a determination of how each expenditure will be paid (registration fees, local funding, etc.) for approval by the Board of Directors no less than 14 days prior to the national conference. Therefore, this expenditure list should be submitted prior to the 14-day deadline in case multiple iterations are required.

NAGPS Obligations

1. The Regional Chair shall oversee the planning of the Regional Conference and Regional Membership Meeting.
2. NAGPS may provide monies to each region to offset costs of hosting the regional conference.
3. NAGPS shall not cover the cost of alcohol at any event and will not accept the liability for events at which alcohol is served.

Benefits

1. At the conclusion of the conference, any extra funds in excess of all conference expenses will be divided between the host organization and NAGPS as a percentage of monies allocated and raised for the regional conference.
2. The conference registration fee will be waived for members of the host organization.
3. The regional conference registration fee shall be waived for two persons at the next regional conference.

NAGPS STANDARD OPERATING PROCEDURE FOR THE NATIONAL CONFERENCE
HOSTS

The NAGPS National Conference shall be held in conjunction with the National Membership Meeting. In accordance with the NAGPS Bylaws, each region shall host the National Conference at least once every ten years. No region shall host the National Conference in consecutive years.

Host Organization (National Conference Coordinator) Obligations

1. Host organizations shall submit a letter of approval from their governing student body to the NAGPS Executive Committee prior to the bid selection process. This letter shall provide:
 - a. Approval of the organization to host the national conference.
 - b. A Director of National Conference to coordinate planning and volunteers of the national conference. The Director shall be a member of the host organization.
2. A National Conference bid selection process shall be conducted at the National Membership Meeting. Each host organization candidate shall present a proposal for the National Conference including, but not limited to:
 - a. Dates of conference.
 - b. Location and host organization candidate overview.
 - c. Conference schedule and overview.
 - d. Meeting Facilities.
 - e. Accommodations.
 - f. Projected budget.
 - g. Projected expenses for an attending organization.
 - h. Name of the Director of the National Conference.
 - i. Required assistance from NAGPS.
3. Host organizations shall secure funding for the conference. It is the responsibility of the host school to lead fundraising efforts. All fundraising and other partners must be submitted to the Board of Directors, which reserves the right to reject any partnership.
4. With the explicit recognition that the National Conference is not primarily a fundraising event, a comprehensive budget (accounting for all money raised and all expenses) will be maintained by the host organization with the assistance NAGPS Director of Finance.
5. The host organization shall adhere to the NAGPS Constitution, Bylaws, and Standard Operating Procedures.
6. All approved written and verbal communications to host the conference are binding. Due to the cost incurred for advertisement, recruitment and sponsors notification of cancellation shall be given in writing by 15 January of the national conference year and only upon extenuating circumstances beyond the control of the host organization or NAGPS. ***
7. Host organizations shall submit a detailed list of conference expenditures, as well as a determination of how each expenditure will be paid (registration fees, local funding, etc.) for approval by the Board of Directors no less than 14 days prior to the national conference. Therefore, this expenditure list should be submitted prior to the 14-day deadline in case multiple iterations are required.

NAGPS Obligations

1. Conference events must correspond with all NAGPS guidelines and spending procedures.
2. The NAGPS Board of Directors shall determine all fees for the conference.
3. The Vice President shall act as liaison to and oversee the host organization.
4. The Board of Directors shall be responsible for the content of the National Conference and the National Membership Meeting.
5. NAGPS shall not cover the cost of alcohol at any event and will not accept the liability for events at which alcohol is served.

Benefits

1. At the conclusion of the conference, any extra funds in excess of all conference expenses will be divided between the host organization and NAGPS as a percentage of monies allocated and raised for the regional conference.
2. The conference registration fee will be waived for members of the host organization, and other persons with the approval of the Vice President.
3. The national conference registration fee shall be waived for two persons at the next national conference.
4. The membership fee for the year following the national conference shall be waived for the host organization.

STATEMENT OF ADHERENCE TO CONFERENCE POLICIES OF THE NATIONAL ASSOCIATION OF GRADUATE-PROFESSIONAL STUDENTS

THIS SECTION TO BE COMPLETED BY NATIONAL CONFERENCE HOST ORGANIZATIONS

As an authorized representative of my organization, I, _____, do commit the resources of my organization to host the National Conference in accordance with the Standard Operating Procedure for National Conference Hosts. We hereby delegate the authority for conference coordination by our organization to the Director of National Conference, _____.

THIS SECTION TO BE COMPLETED BY REGIONAL CONFERENCE HOST ORGANIZATIONS

As an authorized representative of my organization, I, _____, do commit the resources of my organization to host the _____ Regional Conference in accordance with the Standard Operating Procedure for Regional Conference Hosts. We hereby delegate the authority for conference coordination by our organization to the Director of Regional Conference, _____.

The Regional Conference shall commence on / / and shall terminate on / / .

I HAVE RECEIVED A COPY OF THE NAGPS CONSTITUTION, BY-LAWS, AND THE STANDARD OPERATING PROCEDURE FOR CONFERENCE. I HAVE READ AND UNDERSTAND THE FOREGOING RESPONSIBILITIES OF THE HOST ORGANIZATION. I WILL ADHERE TO THE NAGPS CONSTITUTION, BY-LAWS, AND STANDARD

OPERATING PROCEDURE AND MY ACTIONS IN EXECUTION OF THE CONFERENCE
HAVE BEEN AND WILL BE GUIDED THEREIN.

National Association of Graduate-Professional Students, Inc

Date: _____

Member Signature: _____

Host Organization: _____

NAGPS STANDARD OPERATING PROCEDURE FOR THE BUDGET

1. The Director of Finance shall devise a NAGPS Budget Orientation packet, containing brief explanations of the NAGPS budget process, sources of revenue and expenditures, to be used as an orientation tool for new officers, and available for review by members. This packet shall be revised annually.
2. The Director of Finance shall generate a proposed budget for the next fiscal year (FY) with the advice and consent of the Board of Directors.
3. The President/CEO and Director of Finance/CFO shall have access to NAGPS financial records and maintain signature authorization on all accounts. This shall also include issuance of credit and bank cards on all accounts to both individuals.

NAGPS STANDARD OPERATING PROCEDURE FOR THE ENDOWMENT

1. The goal of the NAGPS Endowment is to provide NAGPS with a stable stream of income that is equivalent to the annual regular organizational membership dues no longer paid by legacy members.
2. All legacy member dues shall be deposited into an endowment, overseen by the Director of Finance.
3. The endowment shall be managed by an investment professional. Any change in management must be approved by a majority vote of the Board of Directors.
4. The manager of the endowment shall be directed to maximize long-term growth, while minimizing risk to the initial endowment investment.
5. Minimum Balance Requirement. No NAGPS action (transfers, withdrawals, etc.) may cause the endowment balance to fall below the amount of legacy member dues that have been deposited into the endowment since its inception.
6. The maximum regular annual endowment transfer to the general fund shall be the lesser of
 - a. the amount yielded by multiplying the regular organizational membership fee by the total number of legacy members;
 - b. the amount which does not violate the minimum balance requirement.

NAGPS STANDARD OPERATING PROCEDURE FOR THE RAINY DAY FUND

1. The goal of the NAGPS Rainy Day Fund is to provide NAGPS with an emergency fund that can be used in the case of unexpected expenses or shortfalls in revenues.
2. An amount up to the budget surplus for a given year shall be transferred into the Rainy Day Fund from the general fund at the end of each fiscal budget, with the two-thirds (2/3) majority approval of the Board of Directors.
3. The Rainy Day Fund will be held in an interest-bearing account at a U.S. Bank, and overseen and managed by the Director of Finance.
4. Any amount up to the balance of the Rainy Day Fund may be withdrawn from the fund and transferred to the general fund with the two-thirds (2/3) majority approval of the Board of Directors.

NAGPS STANDARD OPERATING PROCEDURE FOR FUNDRAISING AND SOLICITATION

1. Funds may only be contributed to NAGPS by approved partners. The Director of Relations will maintain a list of "approved partners." For the purposes of this policy, an "approved partner" shall be defined as:
 - A corporation, foundation or other private entity which can contribute funds to NAGPS
 - A corporation, business or individual who provides NAGPS with a royalty in exchange for providing a NAGPS-endorsed product or service to NAGPS members

The Board may choose to add or remove partners from the list of approved partners at any time during a regular meeting, and the list of approved partners shall be made available to any NAGPS member upon request.

2. Formation of corporate partnerships shall follow the guidelines set forth in Appendix II at the partnership levels and fee schedule set forth by the Board each fiscal year.
3. Any member of the Association can initiate contact with any potential partner, but once initial contacts have been made, the Board shall review the potential partner for addition to the list of "approved partners", based on the relationship of the partner to NAGPS, existence of common interests, social responsibility, and any other information deemed relevant.
4. Once a partner is approved, the Executive Committee, acting on behalf of the Association, may approve any subsequent fundraising ventures on behalf of NAGPS.
5. Prior to the release of any NAGPS mailings, a copy of the materials to be mailed to NAGPS members by the partner must be previewed by the President, Director of Communications, and Director of Relations for content.
6. NAGPS shall not sell its member list.

**NAGPS STANDARD OPERATING PROCEDURE FOR REIMBURSEMENTS OF THE
BOARD OF DIRECTORS**

The following Board of Directors reimbursement policies are implemented and enforced by the Director of Finance.

1. **Deadline: ALL** reimbursement requests must be submitted **within 45 days** of incurring the expense, or within 45 days of the date of the invoice/bill mailed to the Board member, whichever period of time is greater. Calls necessary for conducting NAGPS business will **NOT** be reimbursed without prior approval by the Director of Finance.
2. **Reimbursement Protocol:** Only requests adhering to the following protocol will be reimbursed:
 - a. It is required that a request to the Board member's local campus community entities (e.g., Student Government, Graduate Student Association, Graduate School, etc.) be made, and denied, prior to any NAGPS reimbursement. Any response should be documented.
 - b. Reimbursement for Board travel to Legislative Action Days (LAD) will only be made if the Board member has documented six (6) scheduled legislative and/or partnership visits on behalf of NAGPS during their time in DC.
 - c. For remaining unsupported costs, a request for pre-approval from the Director of Finance must be made, submitting copies of the above responses.
 - d. Original receipts must be submitted to the Director of Finance (with the Board Member retaining a copy) within the 45-day deadline, once the expense is incurred. Reimbursement requests must be itemized.
 - e. For expenses incurred where a receipt is not available or is lost, the Board Member must complete a Lost Receipt Form for approval by the Director of Finance before being reimbursed.
3. The Director of Finance will remit payment of approved reimbursements within 30 days after receipt of the original and complete reimbursement request.

NAGPS STANDARD OPERATING PROCEDURE FOR TRAVEL

The following are guidelines for NAGPS Board Members travel to NAGPS conferences and to events to support the NAGPS mission. All expenses are pre-tax amounts, though reimbursement will be for the total amount after taxes. Travel for NAGPS business must be pre-approved by the Director of Finance or President. All travel requests must be submitted using the Travel Request Form (TRF). TRF's must be submitted to the Director of Finance at least 30 days in advance of the planned travel dates. The Director of Finance will notify the board member of approval, denial or modification of the request within two business days of receiving the TRF. In general NAGPS does not pre-pay board travel expenses. Request for pre-payment must be approved by the Director of Finance and President. **If it is necessary for a Board Member to make changes to the travel plan submitted on the original TRF, an amended TRF must be submitted and re-approved by the Director of Finance and/or President. Changes will not be considered within one week of the planned travel. If an unforeseeable emergency arises within one week of planned travel the Director of Finance and President must be notified by telephone in order to request a release of monetary liability incurred for cancelled or rescheduled travel plans.**

Hotel:

Hotel reservations for Board Members of NAGPS travel will be made by the Director of Finance. Hotel expenses should not exceed the maximum lodging rates as found at www.gsa.gov for the destination city. It is expected that hotel rooms will be shared by NAGPS Board Members. NAGPS will not mandate that Board members of the opposite gender share rooms. Requests to share rooms with non-BOD members shall be submitted to the Director of Finance for approval. When rooms are shared with non-BOD members, room charges must also be shared between NAGPS and the non-BOD member.

Transportation to airport:

BOD members are encouraged to use the most economical means feasible for travel to and from airports. Taxi costs are rarely approved for this type of transportation. All requests for reimbursement of travel to and from airports must be included in the travel request and are subject to approval by the Director of Finance.

Transportation:

Airfare expenses should not exceed \$450 for roundtrip domestic flight. Train and bus fare expenses are covered but should not exceed the price of airfare between the departing and destination cities for a two-week advance purchase. All airfares must be made outside of the two-week advance purchase time frame and pre-approved by the Director of Finance. If not pre-approved by the Director of Finance, reimbursement is not guaranteed.

Car Rental:

Car rentals must be pre-approved by the Director of Finance and/or President. BOD members must select the least expensive category of car that will allow for the number of NAGPS passengers and NAGPS cargo/luggage to be transported. Rentals of vehicles of higher classes are not permitted.

Mileage:

Board members will be reimbursed at the rate as determined by www.gsa.gov per mile for mileage incurred. This covers gas, wear and tear on the automobile. Mileage to and from the airport will be reimbursed.

Parking:

When required long-term economy parking will be reimbursed at departing airports. Parking will also be reimbursed at destination hotels, parking will not be covered for travel unrelated to business. Valet parking will not be reimbursed.

Meals:

NAGPS attempts to provide means for the BOD as a group at events. In the case that such meals are not available, NAGPS will reimburse the cost of meals necessary during travel to and from NAGPS events. Those with special dietary considerations should consult with the Director of Finance in advance for pre-approval of other meal expenditures. NAGPS does not reimburse for alcohol. NAGPS will reimburse for tips of not more than 20% on meals.

In general, expenses will be reimbursed to the traveler. In rare cases travelers will have any part of his or her expenses pre-paid only with prior approval from the Director of Finance and President

**NAGPS STANDARD OPERATING PROCEDURE FOR OFFICE VACANCY AND
ACTING PRESIDENT**

Section 1

In case of the removal of a Director from office or of his death or resignation, his office shall be considered vacant.

Section 2

Whenever the office of the President is vacant or the President transmits to the Board of Directors his written declaration that he is unable to discharge the powers and duties of his office, and until he transmits to them a written declaration to the contrary, such powers and duties shall be discharged by the Officer, who is highest on the order of election list as determined by Article IV of the By-Laws and is not under disability to discharge the powers and duties of the office of President, as Acting President.

Section 3

Whenever the Vice President and a majority of either the Officers or Directors transmit a written declaration to the Board of Directors that the President is unable to discharge the powers and duties of his office, the Vice President shall immediately assume the powers and duties of the office as Acting President.

Thereafter, when the President transmits to the Board of Directors his written declaration that no inability exists, he shall resume the powers and duties of his office unless the Vice President and a majority of either the Officers or Directors, transmit within seven days to the Board of Directors their written declaration that the President is unable to discharge the powers and duties of his office. Thereupon the Board of Directors shall decide the issue, assembling within forty-eight hours for that purpose if not in session. If a two-thirds majority of the Board of Directors determines that the President is unable to discharge the powers and duties of his office, the Vice President shall continue to discharge the same as Acting President; otherwise, the President shall resume the powers and duties of his office.

**NAGPS STANDARD OPERATING PROCEDURE FOR AFFILIATES, PARTNERS, &
OTHER ORGANIZATIONS**

Section 1: Clarification on Institutional Affiliate Membership

Any non-staff classified as a member, partner, affiliate, or an associate of an Institutional Affiliate shall not be considered an NAGPS Member and is ineligible for NAGPS benefits through the Institutional Affiliate. If an Institutional Affiliate is a college or university without an eligible organizational member, NAGPS may extend benefits to its graduate and professional students.

Section 2: Definition of NAGPS Partners & Non-Partners

An NAGPS Partner shall be any organization or institution otherwise ineligible for organizational membership, approved by the Board of Directors to work in conjunction with NAGPS on a specific campaign, event, and/or initiative. Any other organization or institution not considered a sponsor, partner, or affiliate of NAGPS shall be considered a non-partner.

Section 3: Joint Operations with NAGPS Partners & Affiliates

Distribution or publication of any materials and/or communications containing the NAGPS logo or endorsement issued by a Partner or Affiliate shall be allowed only with the prior approval of the NAGPS President.

Section 4: Joint Operations & Coordination with Other Organizations

1. Distribution or publication of any materials and/or communications issued by a non-partner shall not contain the NAGPS logo or endorsement.
2. Communications, events, publications, and/or websites issued or moderated by NAGPS shall not contain the logo, endorsement, or reference of a non-partner.

APPENDIX I

NAGPS Legislative Intern Program

About NAPGS: The National Association of Graduate-Professional Students (NAGPS) is a national organization representing over 350,000 students from over 50 major universities within the United States. NAGPS strives to provide resources for graduate student associations, to directly assist students and to advocate on their behalf at the state and national levels.

Legislative Internship Program: NAPGS is committed to providing graduate students the opportunity to represent their peers nationally via lobbying experience based out of Washington D.C. We provide opportunities to work with our President, Legislative Concerns Chair, Board of Directors, and Advisory Board as well as our partner organizations to track, lobby and organize our national response to legislation that impacts Graduate and Professional Students. The ability to work within a nationally distributed social network is required.

Mission Statement: It is the mission of the NAGPS Legislative Internship Program to provide students with an opportunity to participate in a professional capacity in the legislative process, lobbying, grassroots organizing, media relations, non-profit interest group advocacy, and higher education policy. Your partnership with NAGPS as an intern will hone your skills in analyzing and articulate political concepts and meeting comfortably with the legislators and other decision-makers that govern our Nation and education systems.

Advantage: We have a huge representational base allowing the opportunity to make a difference and being a key player in making that happen. NAGPS interns work closely with the Legislative Concerns Chair to assess their abilities and interests and set goals to ensure that both the intern and the organization have a positive and meaningful the internship experience.

Program Description: This is an unpaid internship program. We provide the opportunity for meaningful legislative experience. The duties of interns are tailored to individual and organizational needs but will include tracking legislation, making appointments for NAGPS members with legislators, aids, and Partners. Interns may also manage the national distribution of call for action when we wish the membership to contact their legislators to lobby for change. Interns typically work for an academic term (semester or quarter). NAGPS is willing to work with faculty and/or administrators on campus to assist interns in securing academic credit for their time.

Portfolios: Intern portfolios are used to ensure there is tangible evidence of accomplishment for each intern. Each outcome that an intern produces or participates in will be recorded by the intern in their portfolio. Included will be an essay of why they wish to serve in this internship as well as a report at the end of each academic term expressing accomplishments, what was gain/lost/learned/etc. Other information to be included: analysis, press releases, calls to action, promotional materials, campaign plans, letters to decision-makers, or other tangible outcomes. Portfolios will be reviewed by NAGPS every quarter/semester.

Responsibilities: Each NAGPS Legislative Intern's responsibilities may be different but generally include:

- Tracking legislation, composing official correspondence, and attending legislative hearings
- Conducting research on higher education policy problems and preparing investigative reports and analysis
- Proposing of media events as appropriate, assisting in preparation of news releases and opinion pieces
- Coordinating grassroots campaign activities including social networking management and assisting with Legislative Action Days (twice a year National Event) and the National Conference
- Up to 1/3 of the intern's time will be devoted to working with our partner organizations in their DC offices
- Lobbying congressional representatives on Capitol Hill

Qualifications:

- Verifiable enrollment as a student in a higher education institution at the time the application is submitted or proof that such enrollment will exist at the time of the proposed internship period.
- Ability to work at least 15 hours a week
- Have basic knowledge of the national government, the legislative process, interests groups, and student government
- Have good writing and communication skills
- Proficient with Microsoft Office, Facebook and other social networking sites
- Exhibit responsible attitude and work habits
- Be at least 18 years of age

To apply, please email a resume and cover letter to: personnel@nagps.org

The cover letter should include a description of your internship goals, what you expect to get from your internship experience and a description of course work or extracurricular experience that make you particularly qualified as well as the proposed dates of your internship. Upon selection of a candidate additional details will be negotiated individually.

For more information: Please visit the NAGPS website at www.nagps.org or contact NAGPS Legislative Concerns Chair at lcc@nagpc.org.