

IPDGA Constitution

Ratified on 1/22/18

The Master's students of Integrated Product Design are deeply committed to designing our graduate experience and contributing to the strength of this program. To ensure this shared, collaborative tradition continues to serve all students, we establish this document to guide our formal representative body.

History of IPDGA

The University of Pennsylvania's Integrated Product Design students are deeply involved in designing their own experience during their two years in the program. Formed in 2015, the Integrated Product Design Student Graduate Association (IPDGA) serves as a means of formally representing the interests of these students within the Graduate Student Engineering Group (GSEG). Comprised solely of students, IPDGA is responsible for liaising with the program's department, the University administration, and peer organizations to serve the needs of students.

Purpose

IPDGA's primary purpose is to represent and serve the interests of IPD students within the University of Pennsylvania. To this end, IPDGA works to:

- Monitor issues of importance to the program's students.
- Host academic, career, and social events for the IPD student community.
- Organize programs to improve the quality of students' experience and build connections between students, alumni, and faculty.
- Augment programming provided by the school and department.

Board Member Roles

IPDGA is comprised of a core group of students elected annually to fulfill the goals of the organization. These board members include (1) president, (1) vice president, (1) treasurer/GSEG representative, (3) social programming chairs, (2) career chairs, (1) marketing chair, and (1) studiomaster.

Board members are expected to serve for the full academic year, until the election of their successors.

President & Vice President

The President and Vice President are responsible for focusing IPDGA's short- and long-term goals and strategy. They do so by organizing and facilitating monthly board meetings, communicating needs to the IPD department staff, and supporting each board member in their individual roles. When vacancies in the board arise, they are responsible for filling these roles and ensuring smooth transitions between each academic year. After their election in the spring, the President and Vice President assume responsibility for facilitating elections of the remaining board positions at the start of the school year and for their successors at the end of the academic year.

Treasurer/GSEG Representative

The Treasurer acts as IPD's GSEG liaison, serving as a member on both boards for the full academic year. In order to secure funding for the department, this person must follow all requirements as a GSEG board member, including but not limited to attending half of GSEG's monthly meetings and volunteering at GSEG events. The Treasurer monitors IPDGA's annual finances, working with each committee to establish a

budget. They are responsible for ensuring that students are reimbursed appropriately for expenses through GSEG.

Social Programming Chairs

The Social Programming Chairs are responsible for building camaraderie among IPD students, as well as the larger university community. They work to strategize, propose, plan, and execute events during the academic year. They are responsible for communicating these events to their peers through shared communication channels.

It is recommended, though not required, that at least 1 second-year student serve in this role.

Career Chairs

The Career and Alumni Relations Chairs work to facilitate professional development opportunities that serve the interests and needs of students from all backgrounds. They further work to establish and maintain connections with IPD's alumni by engaging them in current events and developing a pipeline for career exploration for current students. They are responsible for communicating career-related opportunities, events, and conferences to their peers through shared communication channels.

It is recommended, though not required, that at least 1 second-year student serve in this role.

Marketing & Communications Chair

The Marketing and Communications Chair is responsible for maintaining the program's established social media channels and promoting IPD activities, student work, and daily life. This individual is further charged with identifying and acting on press opportunities to grow IPD's network and brand within the University and externally with the public.

Studio Master

The Studio Master oversees the IPD studio space. They are responsible for ordering and maintaining supplies and materials, as well as organizing and delegating regular clean-ups for this and other common spaces. The Studio Master works with students across both years to strategically organize shared spaces and create functional working environments.

It is recommended, though not required, that a first-year student serve in this role.

Nominations & Elections

Elections Timeline

IPDGA hosts two elections during each academic year. All currently enrolled IPD students are eligible and strongly encouraged to attend and vote in each of these elections.

Executive Election: Before the final board meeting of the year, the students in the IPD program nominate and elect a President and Vice President.

General Election: Fall elections are held to nominate and elect all other IPDGA positions. These elections must be held within the first 3 weeks of the fall semester classes.

Nominations

Any current IPD student is eligible to nominate themselves or another IPD student to a position. However, nominees for the President and Vice President roles must have served on IPDGA in their first year with at least a 75% attendance rate at monthly board meetings or be a member of the IPD student body that attended at least 50% of monthly board meetings in their first year.

Students may run for more than one position but may only serve in one board position at a time. They may be re-elected to the same or different position in another year.

Election Process

At least one week prior to an election, the standing President or Vice President must announce the election date and submit a call for nominations to the entire IPD student body. Nominees must be notified and announced to the student body with no less than 24 hours notice. A quorum of two-thirds of the current IPD student body is required at any election. Each nominee is allowed up to 5 minutes to deliver a speech about their candidacy. Students may use either physical or digital methods to submit their votes but may only submit one ballot per person.

As some individuals may run for more than one position but can only hold one position on the board, the ballot design must account for this. If there is a tie, those candidates will be given an opportunity to make additional comments and the student body will vote between those candidates.

Meetings

Board members will convene for monthly meetings to review committee activity, discuss relevant topics, and plan for upcoming needs. Attendance is required for board members, but all IPD students are invited to attend meetings. The student body will be informed with at least 36 hour advance notice when the event time or location is moved.

Monthly agendas will be set by the President and Vice President. Anyone from the student body or program department may propose discussion topics. Topics should be submitted to the President or Vice President at least 24 hours in advance of the meeting. For meeting proceedings to be valid, at least two-thirds of the Board must be present.

Voting Rules

Anyone attending a board meeting may call a motion to vote on a topic. While all IPD students may attend meetings, bring topics for discussion, and advocate for their perspective, only elected board members may cast a vote.

In order for a motion to pass, more than 50 percent of the votes must be in favor of the motion. If there is a tie, the president assumes responsibility for breaking the tie. A quorum of two-thirds of the board is required for a vote to stand; reasonable effort must be made to gather all board members.

Budget

The budget provides necessary funds for the operations of the Board, elections, events, and other activities in line with the IPDGA mission. The budget will comprise of GSEG-provided funding but may be augmented with additional monies accrued through GSEG's interdepartmental funds, the IPD department, and targeted personal contributions from the IPD student body for attendance at specific events.

The Treasurer is responsible for maintaining records of funds available and spent, as well as reimbursements due and completed. If a purchase needs to be made, board members may either pay for the expense themselves or complete a purchase order through the Business Office. If a Board Member pays personally for an expense, they will be required to present an original, itemized receipt to the Treasurer, who will return a check from GSEG to the board member. Without a receipt, no reimbursement may be made. The treasurer will ensure reimbursements are made as quickly as possible, but no later than within one month of submission.

Documentation & History

IPDGA records and maintains documentation of meeting agendas and minutes, event planning, press, outreach, and budgets to ensure continuity across each academic school year. Each board committee preserves their files and any processes to pass on to future members in an agreed-upon, shared location.

In serving on the board, members agree to share and save files in a common location. As of Fall 2017, the board currently employs the following:

- Google Drive - File storage
- Slack - Board communication & coordination
- Groupme - Student communication
- Google Calendar - Event management & tracking

These tools are subject to change and will be agreed upon at the first board meeting of each year.

Amendments

Amendments to the constitution may be proposed by any member of the IPD student body at any time during the academic year. The text of the proposed amendment must be sent to all board members. The board will facilitate an open forum to discuss the amendment with the IPD student body and administration within ten days of the proposal submission. The board will then vote whether to adopt the amendment.

A quorum of two-thirds of the board is required to be in attendance at the vote. In order to be adopted, proposed amendments to the constitution must receive at least two-thirds of the votes cast. An updated version of the constitution will be shared with the student body within one week of adoption.

Board Member Removal

A motion for board member removal may be initiated by any member of the IPD student body or administration at any time. The President and/or Vice President shall provide the member seven days written notice and facilitate a platform for the board member to make a statement to the board. All other elected board members must be in attendance for the statement and vote. If all other elected board members vote unanimously for removal, the board member will be removed from his or her position effective immediately.

The President and/or Vice President will facilitate a timely election to fill the position. If the President is removed from the board, the Vice President assumes the role of President and facilitates an election to fill the position of Vice President. Prior to the election, the President and/or Vice President will fulfill all duties of the role until a replacement can be made.