

# Career Advancement Joint Allocation Committee

## *Policy and Procedure*

2022

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The Career Advancement Joint Allocation Committee (“JAC”) was established through the Student Government Association (SGA) to fund improvements to campus career development services and resources including the Georgia Tech Career Center.. The JAC will work with the Georgia Institute of Technology (“Institute” or “Georgia Tech”) leadership to create a sustainable strategy that will provide long-term solutions and resources to Georgia Tech students. Proposals may be submitted by any student, faculty, staff, RSO, or department attending, working, or affiliated with Georgia Tech. Additional elements of positive impacts, such as sustainability, are sought after but not required.

## **Membership and Meetings**

The members of the JAC are:

- 2 Undergraduate House of Representatives, selected by UHR
- 2 Graduate Student Senators, selected by GSS
- 1 Non-UHR student member, appointed by the Undergraduate Student Body President
- 1 Non-GSS student member, appointed by the Graduate Student Body President
- The Undergraduate Student Body President
- The Graduate Student Body President
- 1 Non-voting Georgia Tech Career Center Consultant

The Chair of the JAC (“Chair”) will be elected by the members of the committee in the first meeting in September. The Chair may be removed for failure to uphold duties by both Student Body Presidents or four-fifths approval of all voting members of JAC. The Legislative branch of SGA must be notified at the next regularly scheduled meeting by the respective Student Body President. Should the Chair be removed or resign, a new Chair of the JAC will be elected by the members of the committee by the next full meeting of the JAC. In the case where no individuals run in the election for a chair, the current chair will continue their role of chair until the new chair is appointed by both Student Body Presidents. An Associate Chair shall be elected and may be removed in the same manner as the Chair. The Associate Chair will take minutes for the JAC and act as a JFC liaison to facilitate communication between the JFC and the JAC, reporting on all bills passed to each committee.

A non-voting Georgia Tech Career Center Representative (“Consultant”) is selected by the Institute’s Career Center to serve on the committee for a fiscal year term. There is no term limit for the Consultant seat. If at any point the Consultant is unable to attend a JAC meeting in which Proposals were reviewed, the Associate Chair will provide a report to them within 5 business days of the meeting. The Consultant acts as an advisory member to the committee, providing professional insights on the Proposals and the expected impact on the Georgia Tech student body.

The total size of the committee may be altered by agreement of the Undergraduate Student Body President and Graduate Student Body President at the beginning of the academic year. At all times the committee’s voting membership must be made up of at least 60% elected representative members of the student body and must be made up of the same number of graduates and undergraduates. The JAC may, by majority vote, include other members (both students and non-students) in an advisory non-voting role.

All JAC meetings will be open to the Georgia Tech community and meeting times must be posted on the SGA website at the start of the Fall and Spring semesters.

A quorum of the JAC is required to take action on any Proposals or committee business. A quorum is met if at least over half the voting members, the Chair (should one be elected at the time), and one Student Body President or designee is present.

Starting in the 2022-23 academic year, meeting agendas can be requested for all years since the date of an agenda in question. Additionally, a record of all Proposals and their allocation outcomes should also be provided on the SGA website as long as the JAC exists.

## **Transparency**

A designated UHR or GSS representative from JAC will report to the Graduate Student Senate and Undergraduate House of Representatives ("Legislative Branches of SGA") at the end of each Fall and Spring semester on the Proposals reviewed by the JAC during that fiscal year as well as the progress of any ongoing or recently completed Proposals from previous fiscal years. The report should include the Proposal's allocation outcome along with the current progress or result of the Proposal. All approved Proposals and their current progress will be made public on the SGA website after the Proposal has been completed. All Proposals allocating \$10,000 or more in total funds requested shall be reported by the JAC to the Legislative Branches of SGA within two regularly scheduled meetings of the respective body.

## **Initial Criteria**

The work of the JAC will be funded by a contribution of \$100,000 from the Capital Outlay account.

Requests for funding will be in the form of Proposals submitted to the JAC and follow the following criteria. Should any proposal violate these initial criteria the Proposal will be denied.

1. Proposals submitted to the JAC cannot:
  - a. Violate the laws of the United States of America, the State of Georgia, the City of Atlanta, the Georgia Tech Codes of Conduct, or the restrictions of the funds in question
  - b. Be used to purchase prizes, donations, or gifts;
  - c. Be used to purchase alcohol or tobacco products.
2. Food expenses cannot exceed one-third of the total expenses of the bill.

## **Proposal Allocation Process**

The process for all Proposals submitted to the JAC is as follows:

1. All Proposals shall be presented to the JAC, for their review and allocation determination.
2. Any Proposal presented for allocation must contain the following required information:
  - a. A detailed written description of the specific programs, activities, or events to be funded;
  - b. An explanation of how the programs, activities, or events will improve career services and/or resources at Georgia Tech, including the number of potential students impacted by the proposal
  - c. Accurate written cost estimates of any supplies or services required for the program, activity, or event;
  - d. The amount of funding, if any, received from other sources for the programs, activities, events, supplies, or services;
  - e. If event funding is requested, a plan for promotion of the event to the student body;
  - f. If applicable, written preliminary approval from areas, offices, or departments that would be required for the Proposal to be carried out.
3. During the Fall and Spring semester, within ten business days of an email notification to the JAC of a Proposal being properly submitted with all required information, the JAC shall schedule a time with the Proposal's submitter(s) to review all documentation and evidence. If the JAC is notified that a Proposal has been submitted during an Institute break or the Summer semester, the JAC shall schedule a time with the Proposal's submitter(s) no later than ten business days after the upcoming Fall or Spring semester has begun or the current Fall or Spring semester has continued.
4. The JAC will approve Proposals with majority approval.
5. The JAC will deny any Proposal that:
  - a. Fails to provide all the required information;
  - b. Fail to objectively explain how student mental health will be advanced; or,
  - c. Exceeds available funds.
6. In case of a tied vote of the JAC, the Proposal will be referred to the Joint Finance Committee (JFC) in line with the normal JFC bill process.

## **Appeals Process**

In the event that a Proposal is denied or approved for an amount less than requested by the JAC, the proposal submitter or directly affiliated group, such as a department or RSO, may appeal the allocation decision. The submitter must request a written determination for the reduction or rejection within ten business days of receiving the written decision from the JAC. The JAC will have ten business days to provide the requested written determination to the submitter. All appeals will be heard by the Dean of Students or their non-student designee.

Appeals must be in writing and submitted correctly within ten business days after the submitter receives the written determination, or if the JAC failed to issue a timely written determination after the submitter properly requested one after the time for the JAC to issue the determination has expired.

The submitter's appeal must be based on one of the following grounds:

- a. The JAC's rejection or reduction of the request was arbitrary;
- b. The JAC engaged in viewpoint discrimination or another legal violation; or,
- c. The JAC failed to follow the process and procedures outlined in this document.

Within twenty business days of submitting the appeal, the Dean of Students or designee will provide the submitter with a written decision granting or denying the appeal and detailing the reasons for that determination. If the appeal is granted and approves of the Proposal or parts of it, the new allocation amount will be included in the written decision.

## **Amendments**

Should this policy and procedure require amending, an initial revision and written approval are required from the Institute's Office of Legal Affairs to ensure compliance with governing Institute policies. Once an initial written approval has been granted, final approval from the Legislative Branches of SGA shall be required in the form of a 2/3rds majority approval in each body to ratify and properly amend this document.