

THE CONSTITUTION OF THE INTERCULTURAL FUND OF THE UNIVERSITY OF PENNSYLVANIA

I. Mission: It shall be the mission of the Intercultural Fund (ICF) to enhance the student life at the University of Pennsylvania by supporting events that break boundaries, celebrate our diversity, and provide forums for underrepresented communities to express themselves.

II. Funds:

- A. The amount of money which the fund shall appropriate for each year will be set by VPUL and account for inflation.
- B. The funds granted by VPUL for any given year shall be evenly divided between fall semester and spring semester.
- C. Any summer programming will be funded through the spring semester's budget.
- D. The fund may give money to large and small events, and shall aim to fund both types in each semester.

III. Board Structure:

- A. The board of the Intercultural Fund will be comprised of at least one representative from the following coalitions, hereafter referred to as the Managing Coalitions:
 1. Asian Pacific Student Coalition (APSC)
 2. Lambda Alliance
 3. Latino Coalition (LC)
 4. Penn's Consortium for Undergraduate Women (PCUW)
 5. UMOJA
 6. United Minorities Council (UMC)
- B. Each coalition will appoint its representative to the board under its own discretion; however, they may not occupy the Chair position or the most senior Vice-Chair position. Once determined, this representative should continue to represent the coalition at all meetings associated with the Intercultural Fund, including all funding meets, during their term.
- C. More than one representative per group may be present during funding meetings, but each member organization will receive only one vote to allocate funding.
- D. A temporary Facilitator and Secretary shall preside over each meeting. To eliminate bias, their appointments are predetermined alphabetically by group name which they represent. For instance, during the first meeting, the Facilitator will be the representative from the APSC and the Secretary the representative from the Lambda Alliance. During the second meeting the Facilitator will be the representative from the Lambda Alliance and the Secretary the representative from the LC, so on and so forth. The rotation will occur at the beginning of each meeting.
- E. These shall be the duties of the Facilitator:
 1. Convene and run the ICF meeting.
 2. Communicate with the VPUL after the ICF funding meeting.
 3. In the event of a meeting between the VPUL and the ICF board, convene such meeting.
 4. Keep track of and update the ICF budget and grant allocation.
 5. Appoint an Evaluator for each event that is approved to be funded by the ICF.
- F. These shall be the duties of the Secretary:
 1. Communicate with applicants about meeting times, funding allocation, guidelines, etc.
 2. Minute all meetings of the ICF.

IV. Voting Procedures:

- A. Representatives from at least five Managing Coalitions shall constitute a quorum to do business.
- B. The representatives of at least four Managing Coalitions must consent to a funding application at a quorate funding meeting before it may be approved.
- C. This Constitution may be revised by the unanimous consent of the boards of the Managing Coalitions.

V. Funding Meeting Dates:

- A. There shall be no less than three funding meetings per semester. There may otherwise be funding meetings at such times as the Board sees proper.
- B. The board will make an attempt to advertise all funding meeting dates prior to the start of each semester.

VI. Funding Allocation:

- A. The method of allocating funds to the approved event is situational and under the discretion of the board. However, the default method will be as follows:
 1. One-half of the approved sum of money will be given to an individual liable for the financial records of and the spending for the expenses of the approved event up-front.
 2. An Evaluator, appointed by the Facilitator, will attend the event to impartially evaluate how appropriately the money was spent and to determine whether the involved groups stayed true to the ICF guidelines.
 3. If the Evaluator reports favorably on behalf of the involved groups, the second half of the approved sum of money will be paid by form of reimbursement.
 4. All expenditures using ICF funds must be accounted for by valid receipts.
- B. If the Evaluator reports unfavorably on behalf of the involved groups—i.e., if the groups misspent their first half of the ICF allotment—they will not be awarded their second half. Furthermore, all involved groups will be forbidden to apply for the ICF for one year and other consequences the VPUL deems appropriate will apply.
- C. Should the Evaluator return an unfavorable report on the groups, the groups in question shall be informed and provided with a copy of the Evaluator's report. They may, if they wish, appeal the report to the Board at the next funding meeting. If an appeal is lodged, the representatives of four Managing Coalitions must agree to accept the unfavorable report before the unfavorable report comes into effect.