

1 **Item I. Preamble**

2 The purpose of the Graduate and Professional Student Activity Fee (GPSAF) is to support
3 organizations and programs that are operated primarily for students, by students.
4 Organizations receiving funding directly from the GPSAF are called byline-funded organizations.
5 This document describes how organizations may obtain byline funding and, once they have
6 received funding, which obligations they must fulfill in return for funding.

7 **Item II. Eligibility**

8 **Section 2.01**

9 The Board of Trustees set forth eligibility criteria for receiving byline funding, which are
10 available on the Appropriations Committee website. In order to be considered for byline
11 funding from the Activity Fee, all organizations must:

- 12 a. Directly and primarily serve and benefit the entire graduate and professional student
13 community at Cornell,
- 14 b. Allow all students equal access to services and/or participation,
- 15 c. Request a minimum of \$0.50 per student per year.

16 **Section 2.02**

17 Organizations that have not received byline funding in the past, or have had their eligibility
18 revoked by the GPSA, must in addition:

- 19 a. Register with the Student Leadership, Engagement and Campus Activities Office,
- 20 b. Have a Cornell operating account with internally-controlled funds,
- 21 c. Have a Cornell-employed advisor with oversight of Cornell funds,
- 22 d. Help advertise and organize at least one informational forum regarding their request for
23 GPSAF funding.
- 24 e. If an independent organization:
 - 25 i. Have petitions with signatures of 10% of the graduate and professional student
26 community,
 - 27 ii. Have received funding from GPSAFC for at least the 4 semesters preceding their
28 application.
- 29 f. If a University organization:
 - 30 i. Have petitions with signatures of 10% of the graduate and professional student
31 community.

32 **Section 2.03**

33 All organizations must cooperate in the application process outlined under Item IV of this
34 document.

35 **Section 2.04**

36 The GPSA may also elect to provide byline funding for other programs and services, which are
37 not registered organizations but whose purpose and operations are consistent with the criteria
38 outlined above for byline funded organizations, with the approval of the President of the
39 University.

40 a. Such programs or services need to demonstrate their appeal to graduate and
41 professional students via petitions with signatures of at least 10% of graduate and
42 professional student community, or

43 b. A 2/3 vote of the seated members can make an exception to this rule in the spring
44 semester preceding the byline funding application process.

45 **Item III. Petitioning Guidelines**

46 **Section 3.01 Petitions must be registered with the Office of the Assemblies before presenting**
47 **to the public.**

48 a. Petitions must state the name of the organization, the mission statement of the
49 organization, and the initial monetary request it seeks when presented to the public.

50 b. Organizations seeking to receive byline funding will collect petition signatures during the
51 four weeks preceding the initial application deadline, and the collected signatures shall
52 be verified by the Office of Assemblies.

53 **Item IV. Procedure**

54 **Section 4.01**

55 Each organization seeking byline funding must submit an application by the deadline set forth
56 by the Appropriations Committee.

57 a. With its application the organization must submit, unless prohibited by the University
58 Confidentiality and Disclosure requirements:

59 i. Dollar request per student per year,

60 ii. Mission Statement, Constitution, Charter, and Bylaws,

61 iii. Financial Information (5–10 pages),

62 1. Statements for the past four fiscal years,

- 63 2. Budget and spending to date for the current year,
- 64 3. Budgets for the two years of the funding cycle applying for.
- 65 iv. Group Portrait (3 pages) including:
 - 66 1. Officers,
 - 67 2. Number of members,
 - 68 3. Number of students served,
 - 69 4. History,
 - 70 5. Activities, programming, and events in current academic cycle.

71 **Section 4.02**

72 If the group is a new group, the organization must, in addition, present evidence that the
73 requirements of Article II Section 2.02 are met.

74 **Section 4.03**

75 The Appropriations Committee will review the organization’s application at one of its meetings.

76 a. All organizations meeting any of the following criteria will be required to present their
77 request at an Appropriations Committee meeting, which will be scheduled at least one
78 week in advance by the Chair:

- 79 i. Any new organization requesting funding,
- 80 ii. Any organization requesting an increase in funding,
- 81 iii. Any organization whose application the Appropriations Committee feels needs
82 further explanation,
- 83 iv. Any organization who wishes to present its case, at the discretion of the
84 Appropriations Chair.

85 b. The time spent on any particular organization’s application or presentation may be
86 restricted at the discretion of the Appropriations Committee Chair.

87 **Section 4.04 Appropriations Committee Recommendation**

88 a. When an organization’s application has been discussed in the Appropriations
89 Committee, the Committee shall make a recommendation to the GPSA.

90 b. Recommendation to the GPSA should include:

- 91 i. Recommendation on whether to allocate funding to an organization,

- 92 ii. Recommendation on the amount of funding.
- 93 c. Each organization’s allocation recommendation will be presented to the GPSA by the
94 Appropriations Committee Chair on an individual basis no later than the fifth regular
95 GPSA business meeting of the Fall semester in a fee-setting year.
- 96 d. Recommendations are passed by a simple majority approval of the present voting
97 members.

98 **Section 4.05 Recommendation Reconsideration**

- 99 a. The GPSA may request the Appropriations Committee to reconsider its recommendation
100 for an organization.
- 101 b. Should this occur, the organization will be informed by the Appropriations Committee
102 Chair and given the opportunity to revise its request.

103 **Section 4.06 Time Line**

- 104 a. The Appropriations Committee shall present its initial recommendations no later than
105 the fifth regular GPSA meeting of the fall semester.
- 106 b. The allocation process will be finished by the last day of classes of the Fall semester.
- 107 c. The applying organizations will be informed of the allocation they received prior to the
108 start of the Spring Semester.

109 **Section 4.07 Funding Obligations and Guidelines for Organizations**

- 110 a. In the spring semester following the setting of the Activity Fee, the Appropriations
111 Committee will make recommendations for guidelines and obligations regarding
112 individual organizations that have been granted byline funding, in consultation with
113 each organization and in line with the organization’s funding application.
- 114 b. Such obligations and guidelines shall be passed by the GPSA and appended to this
115 document.
- 116 c. To prevent said appendix from being outdated, the Appropriations Committee shall, for
117 each two year cycle, present a complete and coherent appendix as a resolution to the
118 GPSA during the spring semester after the GPSAF is approved, to replace the previous
119 appendix in its entirety.

120

121 **Item V. Obligations**

122 **Section 5.01 The GPSA shall assist GPSAF recipients in adhering to the obligations and**
123 **guidelines as follows:**

- 124 a. The GPSA shall provide each organization, as well as the Dean of Students and the Dean
125 of the Graduate School, a current copy of the obligations and guidelines and of the GPSA
126 Charter each year.
- 127 b. Each organization shall be notified of any GPSA meeting in which legislation concerning
128 or affecting GPSAF recipients is pending.

129 **Section 5.02 Once funded by the GPSAF, organizations must abide by the rules outlined**
130 **below.**

- 131 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for which
132 admission is charged,
- 133 i. Cornell students shall receive a reasonable discount to reflect their prior
134 contribution via the GPSAF.
- 135 ii. Cornell students shall be given the first opportunity to purchase tickets. At least
136 the first day of ticket sales must be for Cornell students exclusively.
- 137 b. Regarding publicity, each organization shall include the following (or similar) statement
138 on all fliers, posters, promotions, programs, and literature: "Funded in part by the
139 Graduate and Professional Student Activity Fee."
- 140 c. Regarding organizational structure
- 141 i. Each organization shall regularly advertise its existence and encourage student
142 participation in its meetings, which shall be open to the public.
- 143 ii. The GPSA shall have the option of appointing a graduate or professional student
144 to serve as a non-voting liaison to each organization or, where appropriate, its
145 Advisory Board or Steering Committee.
- 146 d. Regarding finances and reporting
- 147 i. Each organization shall, every fall semester, present to the GPSA during a regular
148 meeting an oral account of the use of its Activity Fee allocation for the previous
149 academic year. In addition, the GPSA may request an organization to present
150 (during a regular meeting) an oral account of its entire operations and/or a
151 summary of its activities, including usage statistics and future programming
152 plans.

- 153 ii. All organizations must notify the Appropriations Committee prior to any changes
154 in the organizations/bylaws and/or constitution.
- 155 iii. For accounting and reporting purposes, the GPSAF monies shall be held in a
156 separate university account.
- 157 iv. Organizations that own capital equipment are strongly encouraged to include
158 depreciation in their full yearly budgets and must report balances in all
159 depreciation in yearly financial statements. Capital equipment purchases must
160 be reported in the financial statements of the year purchased.

161 **Section 5.03 Regarding violations**

- 162 a. Organizations which repeatedly violate these guidelines shall have their eligibility for
163 funding investigated and the GPSA may levy penalties or sanctions to organizations that
164 are found in violation of these guidelines. The GPSA expressly reserves the right to
165 revoke Activity Fee funding.

166 **Item VI. Ratification and Expiry**

167 Upon adoption by the GPSA, this document shall be in effect as of June 1, 2016. It shall expire
168 on May 31, 2018.

169 **Item VII. Amendments**

170 **Section 7.01**

171 This document may be amended pursuant to Article VIII Section 8.04 of the GPSA Charter.

172 **Section 7.02**

173 All amendments must also be incorporated into the GPSA Byline Allocation Procedures, the
174 GPSAFC Funding Guidelines, and the GPSA Charter.

175

176 **Appendix A. Individual Organization Obligations for Funding**

177 **Section A.01**

178 Furthermore, individual organizations shall adhere to the following additional Guidelines:

179 a. Cornell Concert Commission

- 180 i. The Cornell Concert Commission shall continue to offer discounted tickets for all
181 ticketed events.
- 182 ii. The Concert Commission shall seek to produce two shows at Bailey Hall or
183 similarly sized venue each academic year.
- 184 iii. The Concert Commission shall seek to produce two shows at Barton Hall or
185 similarly sized venue each academic year.
- 186 iv. The Cornell Concert Commission shall seek to produce one free show every year
187 on the Arts Quad.
- 188 v. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three
189 on-campus music events with other Cornell University groups.
- 190 vi. The Cornell Concert Commission shall make reasonable effort to allocate at least
191 10% of tickets for sale exclusively to graduate/professional students on the first
192 day of sales. Any tickets not sold to graduate/professional students at the end of
193 the day may be returned to the general student pool of tickets. If all allocated
194 graduate/professional student tickets are sold, graduate/professional students
195 may still purchase discounted tickets from the general student pool.
- 196 vii. The Cornell Concert Commission shall track the number of tickets sold to
197 graduate/professional students, and report these numbers back to the GPSA
198 upon request.

199

- 200 b. Cornell Cinema
- 201 i. Cornell Cinema shall not change (increase or decrease) graduate/professional
202 student ticket prices without formally requesting and receiving the express
203 approval of the GPSA.
- 204 ii. Cornell Cinema shall, at every film showing, provide a suggestion box or similar
205 medium for determining student preferences.
- 206 iii. Cornell Cinema shall make a reasonable effort to maintain the range, quality and
207 amount of programming it currently provides, taking into account limitations
208 that may be imposed by venue availability and alterations in funding from other
209 sources, including ticket sales.
- 210 iv. Cornell Cinema shall allocate one seat on its advisory board to a representative
211 appointed by the GPSA.
- 212 v. Cornell Cinema shall collect information on how many graduate and professional
213 students attend Cornell Cinema events and present this information to the GPSA.
- 214 c. Cornell University Program Board
- 215 i. The Program Board shall fund at least one lecture per year with an honorarium
216 of at least \$10,000.
- 217 ii. The Program Board can subsidize expenses for no more than one elected or
218 appointed public official per year, regardless of cost. At the speaker's request,
219 any honorarium paid may go to a charity.
- 220 iii. The Program Board shall seek to have at least one event free of charge to all
221 Cornell students.
- 222 iv. The Program Board shall offer students reduced ticket prices as well as the
223 opportunity to purchase the best seats available at performance venues one full
224 day before being sold to the general public.
- 225 v. In order to alleviate costs for other Cornell organizations, the Program Board
226 shall designate at least 5% of its budget for co-sponsorships.
- 227 vi. The Program Board shall make reasonable effort to allocate at least 10% of
228 tickets for sale exclusively to graduate/professional students on the first day of
229 sales. Any tickets not sold to graduate/professional students at the end of the
230 day may be returned to the general student pool of tickets. If all allocated
231 graduate/professional student tickets are sold, graduate/professional students
232 may still purchase discounted tickets from the general student pool.

- 233 vii. The Program Board shall track the number of tickets sold to
234 graduate/professional students, and report these numbers back to the GPSA
235 upon request.
- 236 d. Emergency Medical Services
- 237 i. Cornell EMS shall continue to provide exemplary emergency response and basic
238 life support for the graduate and professional students of the Cornell
239 community, using updated equipment and emergency response vehicles.
- 240 ii. Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation
241 (CPR) and automated external defibrillation (AED) instruction, along with First
242 Aid classes for training of EMS members and interested graduate and
243 professional students.
- 244 iii. Cornell EMS shall continue to provide emergency response support for special
245 events on the Cornell campus.
- 246 iv. Cornell EMS shall provide extensive training to all squad members consisting of
247 basic emergency medical technicians (EMT-B), Critical Care Technicians (AEMT-
248 CC), and Paramedics (AEMT-P).
- 249 e. Big Red Barn
- 250 i. The Big Red Barn shall continue to provide TGIF, Summer TGIF, International
251 Coffee Hour, Orientation events for incoming students, and the Year-End
252 Barbecue. At its discretion, it shall also continue to provide weekly dance classes,
253 periodic movie nights, and other such events and seasonal events as it sees fit.
- 254 ii. The Big Red Barn shall maintain the program in the following respects:
- 255 1. Maintain newspaper and magazine subscriptions,
- 256 2. Strive to include programming for each BRB fellow that involves local
257 artists,
- 258 3. Hold one special event each semester to enhance the programming as a
259 whole.
- 260 4. Make a reasonable effort to maintain a relationship with one or more
261 food trucks to provide food at TGIF whenever possible.
- 262 iii. The encumbrance from the 2014-2016 funding cycle, plus \$1.17 per student
263 during this cycle, shall be used to fund media (audio and visual) upgrades to the
264 Barn. Use of these funds for any other purpose must receive prior approval from
265 the GPSA Appropriations Committee.

- 266 f. Athletics
- 267 i. The Department of Athletics and Physical Education shall provide graduate and
268 professional students and their families free admission to all home athletic
269 contests. This does not include men’s ice hockey, in which the graduate and
270 professional students and their families are eligible to purchase tickets at a
271 reduced price upon presenting proper Cornell identification.
- 272 ii. The Department of Athletics and Physical Education shall continue to provide
273 access to the fitness centers and fitness opportunities (exercise classes,
274 intramural sports, etc.) for the graduate and professional student community,
275 providing the opportunity to engage in a healthy lifestyle and foster personal
276 development.
- 277 iii. The Department of Athletics and Physical Education shall continue to provide a
278 wide range of physical education courses for the graduate and professional
279 student community. In addition to physical education courses, the department
280 will provide opportunities for outdoor education through the Outdoor Education
281 Program and related programs for the graduate and professional student
282 community.
- 283 iv. The Department shall also allocate at least 250 Hockey season tickets to
284 graduate and professional students. The distribution of these tickets shall not
285 require graduate and professional students to wait more than four hours in the
286 “Line”.
- 287 v. The Department of Athletics and Physical Education shall seek to track the
288 attendance of graduate/professional students at events and report this
289 information back to the GPSA upon request.
- 290 g. Graduate and Professional Student Assembly Programming Board
- 291 i. The GPSA Programming Board shall continue to plan quality events for the
292 graduate/professional student community.
- 293 ii. The GPSA Programming Board shall spend no more than 60% of its byline
294 allocation on any single event (e.g. Grad Ball).
- 295 iii. The GPSA Programming Board shall seek to co-sponsor at least two events per
296 semester.
- 297 h. Cornell International Student Union (ISU)
- 298 i. The International Student Union shall focus on its mission of providing advocacy
299 for international students and de-emphasize their role as a funding agency to
300 supplement the GPSAFC.

- 301 ii. The International Student Union shall seek to host or co-host at least two events
302 per semester.
- 303 i. Graduate and Professional Student Assembly (GPSA)
- 304 i. Of the GPSA's allocation, \$2.50 per student shall be set aside for the proposed
305 Anabel grocery store. If funded, the GPSA executive committee and the
306 Appropriations Committee will carefully evaluate (annually in the Fall semester)
307 if the grocery store satisfies all the obligations set forth by the GPSA. The funding
308 to the Grocery store is provided for a four year period (2016-2020); if more
309 funding is required for the grocery store, then they are required to apply as an
310 independent byline funded group.
- 311 ii. In the event that the grocery store proposal fails or that the GPSA reconsiders its
312 support, the funds will be rolled over to the Graduate and Professional Student
313 Assembly Finance Commission (GPSAFC) to be used to fund the smaller graduate
314 student organizations on campus. .
- 315 iii. No more than 20% of the GPSA budget can be utilized for travel (~\$3000 per
316 year) unless such travel receives approval in the form of a super majority vote
317 (2/3rds) by the assembly.
- 318 j. Cornell Tech Campus
- 319 i. The activity fee (GPSAF), appropriately deducted for the contributions to the
320 GPSA & Risk Management, will be returned to a registered and officially
321 recognized organization at the Tech campus in NYC. The Cornell Tech
322 organization formed must satisfy these conditions:
- 323 1. Have a set of bylaws and funding guidelines that will outline how the
324 funds will be distributed (equitably) among the different groups on the
325 Cornell Tech Campus.
- 326 2. Register every year with the SLECA office via the OrgSync platform (or
327 equivalent registration system needed for every student organization at
328 Cornell University).
- 329 3. Submit a detailed report to the appropriations committee every two
330 years in the activity fee setting year outlining all their request and
331 expenses similar to every byline funded organization.
- 332 4. Subject to all Cornell regulations as enforced by the GPSA and the Office
333 of Assemblies.

334 5. Review and update their bylaws & funding guidelines two years. It is
335 recommended that this be performed in the spring semester of the
336 activity fee setting year.

337 6. Follow all the regulations required for a byline-funded organization.

338 ii. Conflict Resolution: Any student group funded by Cornell Tech Organization has
339 the right to appeal if they feel that their allocation was unfair. The Cornell Tech
340 Organization shall set a formal appeals process, which will be reviewed and
341 approved by the GPSA Appropriations Committee by December 1, 2016, to
342 determine how these disputes will be resolved.

343