



**Cornell University**  
**Graduate and Professional**  
**Student Assembly**

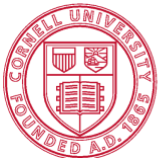
**Cornell University Graduate and Professional Student Assembly**

Agenda of the April 8<sup>th</sup>, 2019 Meeting

5:30 PM – 7:00 PM

**Bache Auditorium, Malott Hall**

- I. Call to Order
- II. Roll Call
- III. Presentations I (35 Minutes)
  - a. Doug McLaren, Manager of Cornell Cinema. Cornell Cinema Update (15 Minutes)
  - b. Jennifer Forbes, Manager of the Big Red Barn, Introduction to the GPSA and Updates on the Big Red Barn (20 Minutes)
- IV. Division Breakout (10 Minutes)
- V. Presentations II (20 Minutes)
  - a. Alexa Cohn, Vice President of Communications, Introduction of the 2019 Graduate and Professional Community Initiative Document (GPCI) (10 Minutes)
  - b. Eszter Otott-Kovacs, Chair of the Graduate and Professional Student Assembly Finance Commission (GPSAFC), Introduction to the changes in FC Guidelines (10 Minutes)
- VI. New Business (15 Minutes)
  - a. Introduction to Resolution 4: *Revising the GPSA Finance Commission Guidelines*
  - b. Introduction to Resolution 5: *Ratification of Ivy+ Student Government Group Constitution*
  - c. Introduction to Resolution 6: *Approval of Rules for the Ivy+ Student Government Group*
- VII. Committee Q&A (5 Minutes)
- VIII. Open Forum (5 Minutes)
- IX. Adjournment



## **GPSA Election Positions 2019**

### **1. President**

- a. Duties
  - i. Assures the smooth and effective operation and maintenance of the GPSA
  - ii. Delegates responsibilities as needed to accomplish the duties of the office and the goals set forth in the Charter and Bylaws
  - iii. Chairs the general meetings
  - iv. Sends notice of actions and recommendations to administrators and other governance bodies
  - v. Serves as spokesperson of the GPSA
  - vi. Serves on Executive Committee
- b. Time Commitment
  - i. 15-30+ hours per week

### **2. Executive Vice President (EVP)**

- a. Committee Description
  - i. The Executive Committee is responsible for the day-to-day operations of the GPSA and ensures smooth operation in coordination with the standing committee chairs.
- b. Duties
  - i. Assists the President
  - ii. Recruits students to serve on the GPSA
  - iii. Maintains an accurate list of members
  - iv. Tracks attendance
  - v. Compiles and distributes general meeting agendas and materials
  - vi. Chairs the Executive Committee
    - 1. Meets every week
  - vii. Chairs general meetings in the absence of the President
- c. Time Commitment
  - i. 10-20 hours per week

### **3. Vice President for Operations (VP Ops)**

- a. Committee Description
  - i. The Operations and Staffing Committee is charged with appointing graduate and professional students to committees staffed by the GPSA, and with maintaining and updating the GPSA Charter, GPSA Bylaws, and relevant documents.
- b. Duties
  - i. Chairs the Operations and Staffing Committee
    - 1. Meets up to once a month
  - ii. Maintains an accurate list of committee appointments
  - iii. Maintains communication with committee appointees and chairs
  - iv. Coordinates committee reporting procedures
  - v. Reviews and updates the GPSA Charter and Bylaws

- vi. Chairs general meetings in the absence of the President and EVP
- vii. Serves on Executive Committee
- c. Time Commitment
  - i. 5-20 hours per week, with the bulk of the work in the Fall

**4. Vice President for Communications (VP Comm)**

- a. Committee Description
  - i. The Communications Committee is charged with maintaining a strong communication link between the GPSA and all graduate fields, professional schools, and the Cornell community
- b. Duties
  - i. Chairs the Communications Committee
    - 1. Meets up to once a month
  - ii. Oversees and manages communication between the Executive Committee, the GPSA, the grad/professional community, and administration
  - iii. Chairs general meetings in the absence of the President, EVP, and VP Ops
  - iv. Serves on Executive Committee
- c. Time Commitment
  - i. 5-20 hours per week

**5. Counsel to the Assembly**

- a. Duties
  - i. Maintains continuity between GPSA administrations
  - ii. Tracks GPSA history and precedents
  - iii. Serves as a non-voting, ex-officio member of the Executive Committee and the Operations and Staffing Committee
  - iv. Takes additional tasks only at their discretion
- b. Time Commitment
  - i. 5-10 hours a week
- c. Eligibility
  - i. Must have previously served as an Executive Committee member
  - ii. Position can remain vacant if no suitable candidate is found

**6. Chair of the Student Advocacy Committee (SAC)**

- a. Committee Description
  - i. The GPSA Student Advocacy Committee works on issues of diversity, finances, stipend levels, mental and physical health, accessibility, child care and the general well-being of all graduate and professional students. The Student Advocacy Committee works in consultation with other relevant student and University committees and interested parties.
- b. Duties
  - i. Organizes and chairs SAC meetings
    - 1. Meets at least once a month
  - ii. Oversees SAC actions and operating budget
  - iii. Serves on the Operations and Staffing Committee
  - iv. Sponsor and draft GPSA resolutions promoting ideas and solutions for issues that affect graduate and professional students

- v. Plans at least one town hall meeting to solicit ideas from the community
- vi. Serves as point of contact with relevant administrators
- c. Time Commitment
  - i. 5-10 hours per week

**7. Chair of the Graduate and Professional Student Programming Board (GPSPB)**

- a. Committee Description
  - i. The GPSPB organizes GPSA-sponsored events for graduate and professional students such as receptions, speakers, socials, Grad Ball, Grads Night Out, and other events that may arise.
- b. Duties
  - i. Organizes and chairs GPSPB meetings
    - 1. Meets at least once a month, more frequently near Grad Ball
  - ii. Oversees GPSPB actions and operating budget
  - iii. Serves on the Operations and Staffing Committee
  - iv. Organizes and plans Grad Ball, socials, mixers, etc.
    - 1. Books venues, catering, etc.
    - 2. Advertises events as appropriate
  - v. Helps SAC plan their town hall
  - vi. Serves as point of contact with relevant administrators
- c. Time Commitment
  - i. 3-10 hours per week, possibly more as Grad Ball approaches in the Spring

**8. Chair of the Faculty Teaching, Advising, and Mentorship Award Committee (Faculty Awards)**

- a. Committee Description
  - i. The Faculty Awards Committee solicits nominations for and administers one or more annual awards to recognize faculty who exhibit excellence in the teaching, advising, and mentorship of graduate and professional students.
- b. Duties
  - i. Organizes and chairs Faculty Awards meetings
    - 1. At least three meetings in the Spring
  - ii. Oversees Faculty Awards actions and operation budget
  - iii. Serves on the Operations and Staffing Committee
  - iv. Organizes the nominating process for awards
  - v. Organizes the nomination review process
  - vi. Organizes and plans the award ceremony
  - vii. Serves as point of contact with relevant administrators
- c. Time Commitment
  - i. Minimal work in the Fall
  - ii. 3-10 hours per week in the Spring during the nomination and award process

**9. Chair of the Diversity and International Students Committee (DISC)**

- a. Committee Description
  - i. DISC promotes diversity and inclusion in all its forms within the GPSA membership and within the broader graduate and professional community at Cornell.

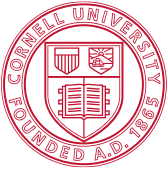
- b. Duties
  - i. Organizes and chairs DISC meetings
    - 1. At least one per month
  - ii. Oversees DISC actions and operation budget
  - iii. Serves on the Operations and Staffing Committee
  - iv. Sponsors and drafts GPSA resolutions promoting ideas and solutions for diversity and inclusion issues that affect graduate and professional students
  - v. Organizes events promoting and discussing diversity and international student issues
  - vi. Plans at least one town hall meeting to solicit ideas from the community
  - vii. Serves as point of contact with relevant administrators and OISE leaders
- c. Time Commitment
  - i. 3-10 hours per week

**10. University Assembly (UA) Delegate (Four delegates total)**

- a. Committee Description
  - i. The UA examines matters which involve the interests or the welfare of a substantial segment of the University community and makes recommendations to the appropriate officers or decision-making bodies of the University.
- b. Duties
  - i. Represents the interests of the GPSA on the University Assembly
    - 1. Meets every other week on Tuesdays, 4:30-6
  - ii. Serves on at least one UA committee (meets 1-2 times a month)
    - 1. Codes and Judicial Committee (CJC)
      - a. Amends the Campus Code of Conduct
    - 2. Campus Welfare Committee (CWC)
      - a. Addresses issues and policies related to diversity and inclusion, family support, health services, or similar topics
    - 3. Campus Infrastructure Committee (CIC)
      - a. Addresses issues and policies related to environmental sustainability, transportation, information technology, renovations, or similar topics
  - iii. Brings relevant issues back to the GPSA for discussion
- c. Time Commitment
  - i. 3-5 hours per week

**11. General Committee of the Graduate School (GC) Delegate (Two-year term)**

- a. Committee Description
  - i. The GC is the administrative, legislative, and judicial board of the Graduate School and approves revisions to the Code of Legislation, approves appointments to the graduate faculty, and makes recommendations for new advanced degrees.
- b. Duties
  - i. Represents the interests of graduate students on the GC
    - 1. Meets once a month
  - ii. Maintains confidentiality of discussed agenda items
- c. Time Commitment
  - i. 2 hours a month



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**GPSA Resolution #4:**

**Revising the GPSA Finance Commission Guidelines**

Sponsored by: Eszter Otott-Kovacs, GPSA Finance Commission Chair; James Bogdanowicz, GPSA Appropriations Committee Chair; Alex Loiben, GPSA Vice President of Operations

**Whereas**, per Section 3.07.A.i. of the GPSA Bylaws, the Graduate and Professional Student Assembly Finance Commission (GPSAFC) is charged with allocating funds to registered graduate and professional student organizations on the Ithaca and Geneva campuses of Cornell University; and

**Whereas**, in the two and a half years since the last revision of the GPSAFC funding guidelines, the GPSAFC has become aware of numerous points of confusion, ambiguity, and error in the guidelines document; and

**Whereas**, certain clauses and sections of the guidelines document are obsolete;

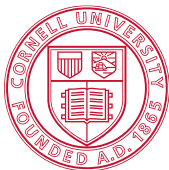
**Be it therefore resolved**, that the current GPSAFC funding guidelines are revised as follows in the appendix attached.

**Respectfully Submitted,**

**Eszter Otott-Kovacs**  
*GPSA Finance Commission Chair*

**James Bogdanowicz**  
*GPSA Appropriations Committee Chair*

**Alex Loiben**  
*GPSA Vice President of Operations*



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**GPSA Resolution #5:**

**Ratification of Ivy+ Student Government Group Constitution**

Sponsored by: Andy Leonel Barrientos-Gómez, GPSA Executive Vice President

**Whereas**, the leaders of the Ivy+ student groups consisting of the graduate and professional student governments of Princeton University, Massachusetts Institute of Technology, University of Pennsylvania, Columbia University, Yale University, Dartmouth College, Brown University, Harvard University, Cornell University, and University of Chicago, drafted a Constitution at the 2018 Ivy+ Summit at Cornell University; and

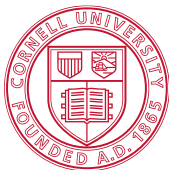
**Whereas**, the new Constitution for the Ivy+ Student groups specifies membership, and decision-making procedures; and

**Whereas**, the representative graduate and professional student governments of all ten schools listed as members as of January 1, 2019 must pass legislation ratifying the Constitution;

**Be it therefore resolved**, that the Graduate and Professional Student Assembly (GPSA), representing the graduate and professional student body at Cornell University, hereby ratify the following Constitution (attached in Appendix 1) for the Ivy+ Graduate and Professional Student Government Group.

**Respectfully Submitted,**

**Andy Leonel Barrientos-Gómez**  
*GPSA Executive Vice President*



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**Appendix 1: Constitution of the Ivy+ Graduate and Professional  
Student Government Group (Ivy+ Student Group)**

**Article I. Membership**

The membership of the Ivy+ Student Group currently consists of the representative graduate and professional student governments of: Princeton University, Massachusetts Institute of Technology, University of Pennsylvania, Columbia University, Yale University, Dartmouth College, Brown University, Harvard University, Cornell University, and University of Chicago.

All representative graduate and professional student governments of schools in the Ivy+ Deans Group that are not already members of the Ivy+ Student Group are eligible to become members of the Ivy+ Student Group. Membership in the Ivy+ Student Group shall not be automatically revoked if a school is removed from the Ivy+ Deans Group.

**Article II. Decision-Making**

In all decisions made with a vote, each member school gets 1 vote.

The following decisions shall require a vote with the specified majority:

- Decisions that affect the finances of member graduate and professional student governments shall be made unanimously.
- Membership changes shall be made with a 2/3 majority vote.
- All other changes to this constitution shall be made unanimously.

All other decisions can be made with a simple majority.

All members agree to abide by any decisions made according to the above procedures.

**Article III. Ratification**

This Constitution shall be ratified if the representative graduate and professional student governments of all ten schools listed as members as of January 1, 2019, pass legislation ratifying this constitution and communicate the ratification to the other member schools.





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**GPSA Resolution #6:**

**Approval of Rules for the Ivy+ Student Government Group**

Sponsored by: Andy Leonel Barrientos-Gómez, GPSA Executive Vice President

**Whereas**, the leaders of the Ivy+ student groups consisting of the graduate and professional student governments of Princeton University, Massachusetts Institute of Technology, University of Pennsylvania, Columbia University, Yale University, Dartmouth College, Brown University, Harvard University, Cornell University, and University of Chicago, drafted a set of rules for the Ivy+ Student Group at the 2018 Ivy+ Summit at Cornell University; and

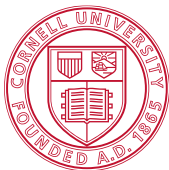
**Whereas**, the rules for the Ivy+ Student Groups specifies the hosting queue, financial obligation(s) of each institution, and voting procedures; and

**Whereas**, the representative graduate and professional student governments of all ten schools listed as members as of January 1, 2019 must pass legislation ratifying the Rules for the Ivy+ Student Group;

**Be it therefore resolved**, that the Graduate and Professional Student Assembly (GPSA), representing the graduate and professional student body at Cornell University, hereby ratify the following Rules (attached in Appendix 1) for the Ivy+ Graduate and Professional Student Government Group.

**Respectfully Submitted,**

**Andy Leonel Barrientos-Gómez**  
*GPSA Executive Vice President*



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**Appendix 1: Rules for the Ivy+ Student Government Group**

The hosting queue for the Ivy+ Summit is a circular queue, and the order of schools within that queue is the same as the order of schools in the membership list in the Ivy+ Student Group Constitution.

New member schools are always added to the back of the hosting queue (so they will, at the earliest, host an Ivy+ Summit immediately before the most recent host hosts again). Another way to put this is that they are inserted in the queue between the most recent host and the host immediately before the most recent host.

Every academic year, each member school contributes \$1500 to the host school of the Ivy+ Summit for the year for the purpose of hosting the Ivy+ Summit. If, for any reason, a school does not pay the \$1500 to the host of the Ivy+ Summit, the host school can decide, just for that year, whether to invite the school that did not pay. If the school that did not pay is not explicitly invited, they cannot attend.

In the second academic year (so between ~18 and ~30 months) before any given school is scheduled to host an Ivy+ Summit, a decision must be made whether that school will actually host an Ivy+ Summit or whether they will be skipped. This will continue until a host is found.

- Under the current financial arrangement of each member school contributing \$1500 to the hosting school for the purpose of hosting the Ivy+ Summit, schools may be prevented from hosting ONLY due to financial difficulties with respect to all member schools getting to that host school. The Ivy+ Student Group is strongly encouraged to utilize any accommodations necessary to allow all member schools to travel to the host being considered.
- Because this decision impacts the finances of member graduate and professional student governments, this must be made unanimously. A non-unanimous vote defaults to the considered school not hosting, and the next host school in the queue will then be considered using the same procedure.
- Voting on this matter may be conducted during the Ivy+ Summit, but any member school may request to bring the matter back to their respective governing body for ratification. In this case, official voting shall happen via email through the procedure laid out below.

Decisions can be made via email (or other equivalent electronic method), but the email thread/conversation with the vote must be its own thread with a clear motion made in the first email, which must be sent to all members. The motion CANNOT be amended. If an amendment must be made, the motion should be withdrawn or voted down, and a new thread with the amended motion should be started.



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## **Committee Updates**

### **Executive**

- We have our next meeting on April 22<sup>nd</sup>, 2019 in which we will be doing elections for Voting Members and Division Chiefs.
- Our guest will be President Martha Pollack.

### **Communications Committee**

- Please send Alexa (arc326) anything you'd like in the meeting summary by 9 am the Tuesday morning after a general body meeting.
- If there is something you'd like advertised on the listserv, you don't have to send it to me. Everyone has access to the listserv and can send emails on it.

### **Operations**

- With the end of the academic year fast approaching, now is the time to start thinking about our upcoming elections for GPSA officers and chairs. The elections will take place at our final meeting of the year (Monday May 6). Please see the attached document describing the available positions. For more information, feel free to ask Alex Loiben (aml372)

### **Programming Board**

- The Grad Professional Ball 2019 is on 27th April, 7 PM to 11 PM at the Museum of the Earth. Buy your tickets here: <https://cornellconcerts.universitytickets.com>
- PB is looking for volunteers to help during the event(Scanning tickets etc.), please reach out at [da476@cornell.edu](mailto:da476@cornell.edu) if you are interested to know more about it and the perks :)
- There is another social event organized at BRB, 6 PM-8 PM on April 18th. The event is open to all graduate and professional students and is co-sponsored by GPSA PB. Look out for event details in the BRB newsletter and email Kasey if you have any questions at [kml287@cornell.edu](mailto:kml287@cornell.edu).

## **Schedule of the GPSA Meetings**

<b>April 22<sup>nd</sup>, 2019</b>	<b>Malott Hall, Bache Auditorium</b>	<b>5:30 – 7:00 PM</b>
<b>May 6<sup>th</sup>, 2019</b>	<b>Malott Hall, Bache Auditorium</b>	<b>5:30 – 7:00 PM</b>

**No Updates:** Student Advocacy Committee, Finance, Diversity and International Students, General Committee, Graduate School, Appropriations, Faculty Awards, GPCI ad-hoc

# GPSAFC Funding Guidelines for Graduate Student Organizations

## I. Eligibility Criteria for Organizations

1. An organization must register with the Campus Activities Office (CAO) (or equivalent office) for the current year. If an organization has not registered with the CAO, or equivalent office, it cannot access any funds, even if such funds have already been allocated.
2. An organization's President and Treasurer must sign the GPSAFC "Statement on Ethical Conduct".
3. An organization's Treasurer must be familiar with these Funding Guidelines and sign a statement to this effect. The GPSAFC will not be responsible for costs that it cannot reimburse due to violation of provisions set forth in these Funding Guidelines or university policies.
4. An organization must have an advisor who is a full-time member of the faculty or staff of Cornell University. Graduate students do not qualify.
5. An organization must have more than 40% graduate/professional student membership.
6. The President or Treasurer of an organization must be registered as a graduate or professional student at Cornell University for the current academic year.
7. An organization must provide a valuable and distinctive service to the Cornell community.

## II. General Funding Parameters

1. The membership criteria and selection processes of an organization should enable any student to join and participate if they have interest and ability.
2. Budgets should be submitted through the electronic community platform used by graduate and professional student organizations by the deadlines specified in the table of important deadlines (II.13). Organizations may submit a single budget or submit multiple budgets over the course of the academic year. For each budget, the budget submission date must be before the date of the events outlined in the request. GPSAFC does not allocate funds retroactively for events that are held before budget submission. Events may be held after budget submission but before budget approval; however, GPSAFC cannot guarantee allocation.
3. For all events, GPSAFC requires detailed event descriptions that demonstrate the event's appeal to graduate and professional students and outline responsible planning. Please note that the lack of justification can be a basis for budget denial.
  - a. To obtain 300 USD or more in funding for an event, additional detailed information, including but not limited to previous receipts, quotes, budget breakdown, time and location of the event, number of attendees should be submitted at the time of budget submission. Furthermore, the organization must submit the event details (i.e. time, location, program speakers, topic descriptions) to University Events Calendar and provide a link to the GPSAFC Event Calendar two (2) weeks before the event. For events receiving less than 300 USD in

GPSAFC funding, detailed budget breakdowns and Event Calendar submission are recommended but not required.

- b. The GPSAFC rarely allocates more than 1000 USD per organization for a single event; to obtain around 1000 USD the event must demonstrate strong appeal to graduate and professional students. The organization seeking funding must show evidence of substantial efforts to secure co-sponsorship.
4. The organization must be open to the entire graduate and professional student community. All advertising must include the statements “Funded by the GPSAFC”, “Open to the Graduate Community” and “Please contact (name of event host) at (netID of the host) for any special arrangements you may require in order to attend this event”. Exceptions are detailed in the Field Category in Item VII.3.A.
5. Groups applying for GPSAFC funding for the first time will have allocations in their budgets restricted to the maximum amount set annually as described in Item VIII.
6. The GPSAFC will treat organizations that have previously applied for GPSA funding, but had a hiatus in applications for GPSAFC funding for two or more years, as “first time applicants”.
7. In order to receive allocated funding, an organization must turn in receipts for expenses to the GPSAFC accounts representative within one month of expenditure.
8. Events funded through GPSA Fall/Spring budget allocations must occur during the academic year, defined for GPSAFC purposes as starting the first day of graduate student classes in August and ending the day of commencement in May, to ensure that majority of the Cornell community has the opportunity to participate. All budgets will terminate at the end of the academic year, regardless of when they were submitted.
9. All events must occur on campus or on auxiliary Cornell properties to ensure that the majority of the Cornell community has the opportunity to participate.
  - a. “On campus” is defined as being located in either the Ithaca campus, the Geneva campus, and the Cornell Tech campus. “Auxiliary Cornell properties” are defined as all Cornell-owned properties that do not fall under “on campus”. If events are held on auxiliary Cornell properties that are not easily walkable from the center of the nearest Cornell campus, reasonable transportation options must be provided.
  - b. The GPSAFC may grant exceptions under special circumstances, such as a lecture series in a downtown science center or community center. An organization must submit a detailed explanation of why the event must be held off campus. The organization must provide reasonable transportation options for off-campus events. Reimbursement for off-campus events will be furnished only if the GPSAFC has approved the event location prior to the event.
10. University organizations (as defined by the CAO) are encouraged to consult with their specific school or department’s financial affairs office, if applicable, in submitting funding requests.
11. All GPSAFC-funded organizations are encouraged to maintain a sign-in sheet or other record of attendees at their events for up to a year after the event. Information on event attendance is required to support funding requests for future events.

12. Some events require registration with the Events Management Planning Team (EMPT); see the EMPT website for details and register if required.

**13. Important deadlines:**

Type	Submission Date	Review Date
Summer Budget	Last Friday of March	By April 15th
Fall/Spring Budget	<p>Last Fridays of:</p> <ul style="list-style-type: none"><li>• August</li><li>• September</li><li>• October</li><li>• November</li></ul> <p>Last Friday of:</p> <ul style="list-style-type: none"><li>• February</li><li>• March (Last date to submit Spring Budget)</li></ul>	<p>By:</p> <ul style="list-style-type: none"><li>• September 15th</li><li>• October 15th</li><li>• November 15th</li><li>• December 15th</li></ul> <ul style="list-style-type: none"><li>• March 15th</li><li>• April 15th</li></ul>
Tier-Related	<p>Last Friday of:</p> <ul style="list-style-type: none"><li>• August (Application for Tier Increase)</li><li>• September (Tier Appeal)</li></ul>	<p>By:</p> <ul style="list-style-type: none"><li>• September 15th</li><li>• October 15th</li></ul>

### III. Organizations and Activities Ineligible for GPSAFC Funding

1. Per GPSA policy, the GPSAFC cannot fund:

- a. Partisan political organizations and activities: The University defines partisan political organizations as those that are affiliated with a registered political party or candidate, or that are formed for the purpose of supporting or opposing any particular legislation. Activities used to support or oppose any particular legislation also fall under this definition. The GPSAFC may fund non-partisan activities sponsored by partisan organizations. Funded groups may “not participate in or intervene in (including the publication or distribution of statements), and campaign on behalf of or in opposition to any candidate for public office.” (Internal Revenue Code - Section 501 (C{3}))

- 100           b. Any religious activities: The GPSAFC relies on the University definition of  
101 religious activities: “A practice or observance that includes moral or ethical  
102 beliefs as to what is right and wrong that is sincerely held, with the strength of  
103 traditional religious views, even if no religious group espouses such beliefs, or the  
104 religious group to which the individual professes to belong may not accept such  
105 belief.” The GPSAFC may fund activities comparing religious systems of belief  
106 and activities examining the intersection of religion with one or more non-  
107 theological academic disciplines. Activities that a religious organization organizes  
108 to achieve research, educational, or public service goals are not considered  
109 religious activities and are eligible for GPSAFC funding.
- 110           c. Charitable organizations: The University prohibits any direct allocation to  
111 charitable organizations; it does allow, however, for the funding of “recruiting,  
112 administration, and travel expense, which would be necessary to make it possible  
113 for Cornell students to participate in service projects.” The essential difference is  
114 between making an outright financial gift and aiding Cornell students in a  
115 promising and valuable project. For fundraising event rules, refer to Item IV.
- 116       2. The GPSAFC will not fund activities for which any organization member receives  
117 academic credit.
- 118       3. Welcome and/or end-of-year receptions will not be funded if they are the only events  
119 planned by an organization in a particular academic year.
- 120       4. In keeping with the University’s policy on non-discrimination, no organization or activity  
121 funded by GPSAFC shall discriminate in its membership policies based on race, religion,  
122 age, gender, sexual preference, or ethnic background. Any group that violates this policy  
123 may have its remaining funding suspended or revoked.
- 124       5. The GPSAFC avoids funding activities that duplicate the activities of other campus  
125 organizations. In allocating funds, the GPSAFC considers whether an organization  
126 provides a unique service or event for the Cornell community. The GPSAFC may make  
127 organizations aware of other groups providing similar services to the University  
128 community in an effort to encourage collaboration.

#### 130 IV. Additional Funding Requirements and Restrictions

- 131       1. To be eligible for funds, an organization must make full disclosure of its income and  
132 expenses (Refer to Item XII for Enforcement). If additional funding is obtained from  
133 other University sources and/or external sources during a school year, a report of this  
134 funding should be furnished to the GPSAFC upon request.
- 135       2. No faculty or staff salaried by Cornell University within the last six months can receive  
136 payment for services with GPSAFC funds. No enrolled graduate student may receive  
137 payment for services with GPSAFC funds.
- 138       3. The GPSAFC will not make fund transfers to Student Assembly Finance Commission  
139 (SAFC)-funded organizations; events may be co-sponsored.



4. Student organizations shall take full advantage of income-producing opportunities and alternate funding sources, and the GPSAFC shall consider their capacity and willingness to do so when making allocations.
5. In making funding allocations, the GPSAFC considers the extent to which graduate and professional students determine and direct an organization and its programs.
6. The GPSAFC may partially support fundraising events. The organization must demonstrate an effort to find co-sponsorship and must charge admission to cover (part of) the event production cost.
7. Organizations must submit an original, itemized receipt that includes the name of the member to be reimbursed within one month of the expense being incurred.
8. Organizations should make efforts to reduce the carbon footprint of their events. We highly encourage use of biodegradable products, and minimization of non-renewable resources at all events.
9. Organizations must leave equipment purchased with GPSAFC funds on campus at the end of the academic year and keep an inventory of all such items so the club may continue to use them in future years. A current list of the club's relevant inventory should be provided along with the request for funding.
10. Organizations that provide a thorough plan to make the event accessible to a broad audience, outlining efforts to enable those with special needs to attend the event will be looked upon favorably. Contact the Cornell University ADA Coordinator Team for assistance.
11. An individual acting as the representative of a field organization cannot concurrently serve as the representative for another organization or field.

## V. Restricted and Ineligible Items for GPSAFC Funding

### 1. Ineligible Items

a. GPSAFC funding is intended to be inclusive, need-based, and extracurricular. Funding is inclusive in the sense that GPSAFC-funded events are available to the graduate and professional student community as a whole and benefit the community rather than individuals. Funding is need-based in the sense that the GPSAFC funds specific events, rather than simply giving organizations a set amount of cash. Funding is extracurricular in the sense that it cannot be used for items that the university should provide for academic use, such as office supplies. Any request that is not inclusive, need-based, and extracurricular will not be approved by the GPSAFC. Specific restricted and ineligible items are listed below; the list is not exhaustive.

#### b. General items:

- Office supplies or equipment
- Organization stationery, certificates, membership or business cards
- Resume books, directories, or other printed materials for professional/career development
- Phone equipment, toll call or fax expenses



- Postage
  - Office space or secretarial expenses
  - Conference expenses or membership fees (except for some Club Sports with the appropriate permission from the GPSAFC)
  - Admission fees for performances, films, museums or sporting events
  - Container deposits
  - Gifts (except for speakers) or trophies
  - Publication of academic journals
  - Purchase of books, magazines, or academic journals
  - Newsletters
  - Web design and web-hosting unless for an online publication
  - Honorariums, travel expenses, and accommodation for alumni whose last degree from Cornell University was received within the last 5 years. Exceptions may be granted with the inclusion of a letter of support from the organization's advisor.
  - Speaker or performance expenses for University employed graduate students.
  - Purchase of T-shirts and other clothing (except non-personalized jerseys for club sports).
  - Items that will be retained by individual members of the organization.
- c. Items towards speakers:
- Charges for bar, video, valet, phone or other personal charges
  - Grocery shopping for food

2. Restricted Items:

- a. Publicity and media expenditures should not exceed 5% of Tier cap.
- b. Honorariums should not exceed 500 USD per speaker.
- c. Publication expenses should not exceed 500 USD per academic year, and only for the publication of a non-professional journal or magazine.
- d. Total GPSAFC-funded alcohol expenditures per academic year should not exceed 10% of Tier cap. Hard alcohol cannot be purchased with GPSAFC funds. Events involving alcohol should be registered with the Events Planning Management Team (EPMT) and adhere to the guidelines outlined in the Campus Code of Conduct and University Policy 4.8 (Alcohol and Other Drugs).

## VI. Reassignment of Allocated Funds Under Exceptional Circumstances

1. Organizations should spend allocated funds for the purposes specified in the budget request.
2. Organizations are encouraged to reschedule events whenever possible if an event cannot be held as originally planned. Organizations should submit a short explanation along with their reimbursement request if one or more of the following minor event details have changed: Date/time, On-campus location, Speaker

- 223
- 224 3. An organization may request cancellation of allocated funding under exceptional
- 225 circumstances outside the control of a graduate student organization. (E.g. A snowstorm
- 226 occurs in May and the event cannot be rescheduled.)
- 227 a. The request should be sent to the FC Chair via email and include:
- 228 • A written explanation of the reason for the cancellation request.
- 229 • Supporting documentation as appropriate, including but not limited to:
- 230 ○ Printout of originally allocated budget
- 231 ○ Documentation of exceptional circumstances
- 232 ○ Correspondence
- 233 ○ Any additional documentation
- 234 b. Lack of interest in an approved event, or mistakes or administrative errors on the
- 235 part of the graduate organization or anyone acting on their behalf are not grounds
- 236 for cancellation of funds.

## 237 VII. Funding Tiers

- 238 1. For the purposes of these Funding Guidelines, the GPSAFC defines two types of student
- 239 organizations: (1) interest organizations and (2) field organizations:
- 240 a. Interest organizations: are groups that represent an extracurricular pursuit, broadly
- 241 including any social or academic activity that is not directly linked to the interests
- 242 of a specific Cornell University-defined academic field. All university
- 243 organizations that are not field organizations are treated as interest organizations
- 244 for purposes of these Funding Guidelines.
- 245 b. Field organizations: are groups whose goals and objectives are to foster the
- 246 academic and social interests of a particular University-recognized academic
- 247 field, with specific attention to fostering interaction and communication amongst
- 248 field members. The graduate school keeps an online record of the graduate fields;
- 249 each professional school is also considered a field. Field organizations may apply
- 250 for Field funding, which is not counted toward Tier limits.
- 251 2. Student organizations are categorized into specific funding tiers, which dictate the upper
- 252 limit of funds each organization is eligible for per academic year. These funding brackets
- 253 are recommended for the 2017-2018 academic year. Each year, the GPSAFC in
- 254 consultation with the GPSA and the GPSA Appropriations Committee, should re-
- 255 evaluate these funding brackets as deemed necessary. Changes to funding brackets may
- 256 be made yearly at the GPSAFC's discretion, and do not require formal amendment of
- 257 these Guidelines. Funding brackets must be made available to organizations in the fall
- 258 semester of each year.
- 259 a. Tier 1: 500 USD cap
- 260 i. Includes first-time applicants.
- 261 b. Tier 2: 1500 USD cap
- 262 c. Tier 3: 2500 USD cap
- 263 i. Groups in this tier must send at least one member to attend at least 50% of
- 264 the GPSA meetings during the academic year.

d. Tier 4: 3500 USD cap

- i. Groups in this tier must demonstrate a history of funding utilization >90% and have a large membership base (registered through the electronic community platform used by student organizations, as determined and announced by the GPSAFC each year). In addition to Tier 3 requirements, groups must send at least one member to serve on the GPSAFC, either as Commissioners or volunteers (see GPSAFC Bylaws for more details)
- ii. Groups must apply annually to remain in Tier 4.

e. Tier assignment will be considered at the beginning of the new academic year, either by the GPSAFC or a special committee led by the chair of the GPSAFC. An organization may move up or down a maximum of one Tier per academic year. The GPSAFC will strive to notify organizations of their new Tier status before the first Fall/Spring budget submission deadline. Tiers are assigned as follows:

- i. Moving up: The deadline for applying to move up a tier is the first budget cycle of the academic year (last Friday of August). The application must be sent via email or through the electronic community platform used by student organizations to the GPSAFC chair. To be considered for this promotion, the organization must fulfill any one of the following criteria:
  1. Utilization of at least 90% of Tier cap and allocated funds (including additional funding through Field and Initiative funding) for at least the past two consecutive years.
  2. Utilization of at least 90% of Tier cap and allocated funds in the past consecutive year, AND at least 35% increase in membership.
  3. Utilization of at least 90% of Tier cap by a Tier 1 organization for at least the past year.
- ii. Moving down a tier: The GPSAFC reviews organization allocations and spending at the end of each academic year. The GPSAFC will move organizations down a tier if either of the following conditions apply:
  1. If the organization's utilization of allocated funding was less than 80%, they will be considered for a downgrade in their Tier.
  2. Groups in Tier 4 failing to reapply to retain their Tier will be moved down a Tier automatically.
- iii. Retaining your tier: An organization will retain its Tier placement, as long as it spends greater than or equal to 80% of the funds allocated in an academic year, and is not eligible for or does not apply for a Tier promotion. To remain in Tier 4, groups must reapply annually.

f. Tier Appeals

- i. Organizations that were moved down a tier can appeal by the last Friday of September c.f. II.13. Appeals are not likely to be granted.
- ii. The request should be sent to the FC Chair via email and include:
  - A written explanation of the reason for the appeal request.

- Supporting documentation as appropriate, including but not limited to:
  - Previous allocations
  - Receipts from events/reimbursements
  - Organizational budgeting files
  - Correspondence
  - Any additional documentation

iii. Mistakes or administrative errors on the part of the graduate organization or anyone acting on their behalf are not grounds for an appeal of tier status.

3. Additional funding: This funding is in addition to the organization's Tier cap limit, and does not count towards the Tier cap.

a. Field: Only one organization per academic field can apply for this funding, once per academic year, and such an organization must represent all the students in a given field. If necessary, the field's Director of Graduate Studies (DGS) or Director of M.Eng. Program, or the professional school's Director of Student Affairs, will make the final determination on which organization represents the graduate or professional students of a given field. While only one organization per field can apply for this funding, if several fields are represented in the aforementioned manner by one organization, that organization can apply for funding (the total membership of all the fields involved will determine the funding allocation for such an organization).

- i. All organizations that wish to receive "field" funding must apply for "field" funding in their budget applications.
- ii. To apply for field funding, at least one seat on the GPSA (voting member or field representative) must be filled by a member from that field. This requirement must be satisfied at the time of budget submission. If this member misses more than two consecutive meetings in a given semester and does not send a replacement, the Executive Vice President shall notify the Chair of the Finance Commission, so that any funding allocated in the "field" category to that organization can be frozen. The funds will be restored when the member attends two consecutive GPSA meetings.
- iii. Each eligible field organization that applies for funding will receive a base allocation of 200 USD, with an additional one (1) USD for each student in that field. The GPSAFC bases field membership numbers on official data from the Fall Census conducted by the graduate school and on official statistics from the data management officials at each of the professional schools. Funding allocations for a given academic year are based on the field membership numbers from the previous academic year's Fall Semester.
- iv. Organizations can use field funding for events occurring during the academic year for which the funds were allocated. Events funded by field funding (and not relying on any other GPSAFC funding) can, at the

organization's discretion, be open exclusively to members of that field. Organizations must advertise all events using field funding to all field members, whether via a list-serve or some other appropriate means.

**b. Initiative Funding**

i. Additional funds are available for events aligning with GPCI Initiatives, as outlined in the most recent GPCI Document. These funds do not count towards an organization's tier cap. Initiative Funding is limited to 200 USD maximum per event and one event per semester per student organization and is subject to availability of funds.

ii. Groups applying for Initiative Funding must outline how their event supports one or more GPCI Objectives in the budget request.

1. e.g. If an event aims at giving information to students with families about resources available at Cornell, the organization could reference Objective 1 under Family Services in the GPCI document.

2. Specific reference to objectives in the GPCI document is required for getting Initiative funding.

iii. All advertisements for events receiving funding from the GPCI must include the statement "Funded by the GPCI"

**VIII. First Time Applicants for GPSAFC Funding**

1. First-time applicants will be placed in Tier 1.
2. New groups can apply to move up one Tier in the next academic year.

**IX. Funding Allocation Appeals**

1. An organization that feels unfairly treated by a GPSAFC funding decision has the right to appeal. An organization may submit an appeal only to contest the GPSAFC's interpretation of the Funding Guidelines. Groups may ask for reconsideration of funding allocation a maximum of one time per budget request to the GPSAFC chairman via the electronic community platform used by student organizations or by email. The decision to adjust the allocation will be voted on by the GPSAFC.
2. The following procedure applies to all appeals:
  - a. The organization is advised to reach a resolution with the GPSAFC chairperson on an informal basis, initiating contact by email to the commission.
  - b. If the matter cannot be resolved on an informal basis, the GPSAFC chairperson will provide the organization with an Appeal Form. The organization must fill out and submit the Appeal Form with proper signatures.
  - c. The GPSAFC will discuss the appeal at its next regular meeting. A representative of the organization submitting the appeal is encouraged to attend this meeting to present the group's case and further clarify the appeal.

- d. The GPSAFC will notify the organization of its decision within three days of its meeting. If the organization wishes to further appeal the GPSAFC's decision, its officers must contact the GPSAFC chairperson by email within one week of this notification.
- e. If an organization makes this second appeal, the GPSAFC chairperson will refer the matter to the Appropriations Committee (GPSA-AC), which can uphold the GPSAFC's decision, advise the GPSAFC to reconsider, or refer the matter to the GPSA.
- f. If an organization has appealed to the GPSAFC and the GPSA-AC and wishes to appeal further, the GPSAFC and GPSA-AC Chairpersons will take the matter to the GPSA for a final decision.

#### X. Summer Budgets

1. For events during the summer (the dates between Graduation and the day before classes begin in the Fall semester), an organization must submit a summer funding application by the last Friday of March detailing information on location, time, program descriptions, and financial breakdown for all planned events.
2. The total sum of allocations towards events hosted during the summer may not exceed 15% of the group's annual GPSAFC allocation during the academic year. Summer budgets do not count towards the organization's yearly tier cap.
3. In order to receive the awarded funding, the organization must submit receipts within 30 days after the event.

#### XI. Co-Sponsorship

1. If two or more GPSAFC funded organizations wish to combine their efforts to produce a single event, they can apply for funds for particular non-overlapping costs of producing the event.
2. GPSAFC organizations cannot transfer funding from one group to another. Organizations must detail what expenses each group will bear at the event.
3. Total allocation for a single event shall not exceed the cap for Tier 4.

#### XII. Enforcement

1. If, at any point, the GPSAFC finds that an organization has not adhered to these Funding Guidelines, has used funds improperly, or has provided false information in an application or correspondence of any kind with the GPSAFC, the commission reserves the right to take one or more of the following actions:
  - a. Provide the organization with a written warning noting the violation and asking the organization to change its practices so that it is no longer in violation.
  - b. Impose a defined probationary period (e.g., one semester or one year) during which the organization cannot apply for GPSAFC funding.

- c. Withdraw part or all of any requested funds remaining from previous allocations
2. The GPSAFC reserves the right to audit (budget, spending, and inventory) all GPSAFC-funded organizations, and it is incumbent on all organizations to aid the audit to the fullest.

### XIII. Amendments

1. These Funding Guidelines may be amended by a majority vote of seated GPSA members.
2. The GPSAFC Chairperson will review these Funding Guidelines each year and suggest appropriate alterations to the Chairperson of the GPSA Appropriations Committee.
3. The GPSA can raise Funding Maximums on Restricted Items (Item V.2) at any time; any lowering of maximums will not take effect until the next budget cycle. The GPSA Appropriations Committee shall recommend changes for the next fiscal year's budget cycle before the end of February of the current academic year.
4. The Appropriations Committee must recommend changes to these Funding Guidelines necessitated by changes in University policies and procedures.
5. Amendments to the Funding Guidelines must be presented to the GPSA for discussion at least one meeting in advance of the meeting in which the final vote will take place. Changes to Tier brackets and/or the Appendix (Item XIV) may be done yearly at the GPSAFC's discretion, and do not require formal amendment of these Guidelines.

### XIV. Appendix

1. Best practices to maximize favorable funding outcomes:
  - a. The GPSAFC highly recommends submission of previous bills, quotes and a thorough justification of budget supplied for funding. The more detailed the line items on the request for funds, and the plan for the event, the more likely you are to receive a favorable decision.
  - b. Collaborative efforts in hosting of events will be seen positively, and the event is likely to receive greater allocation.
2. Examples of GPSAFC-fundable items include:
  - a. Program:
    - i. Speaker: For expenses of bringing a speaker or performer to campus, including:
      1. Honoraria or gifts.
      2. Personal vehicle travel, including toll fares and parking fees.
      3. Rental vehicles for transportation from outside of Ithaca to Cornell, including rental fee, gas, toll fares, and parking fees.
      4. Airline, train, boat, Zeppelin, or bus travel.
      5. Lodging.
    - ii. Event Production: For expenses of producing a cultural, educational, or theatrical event on campus, including:

1. Rental or purchase of equipment: any equipment necessary for an event to be successful, including Audio-Visual equipment, VCRs, slide or film projectors, and table space.
2. Services: additional services provided by the university required for an event, such as CU Police Department and/or Life Safety, lighting or sound experts, or security fees to protect an exhibit.
3. Room rental: for on-campus (or GPSAFC-approved off-campus) facilities that charge a fee.
4. Films: for expenses of showing a film on campus.
- iii. Reception: For food served during or following a cultural, educational, or theatrical event on campus.
- iv. Publicity:
  1. For advertising of GPSAFC funded events, such as: poster printing, banners (for specific events), advertisements and programs.
  2. The GPSAFC encourages organizations to be sustainable by reducing the quantity of paper advertisements and using electronic forms of communication where possible.
- b. Club Sports:
  - i. Non-personalized sport equipment (including jerseys).
  - ii. Facilities rental: funds to rent space for practices or competitions
  - iii. Tournaments: expenses for competitions or tournaments hosted by the organization
- c. Publication: non-professional journal or magazine, including the costs related to printing or copying of issues, or costs related to the production of an online journal
3. Other Funding Sources
  - a. In addition to GPSAFC funding, organizations may be eligible to apply for funding from other agencies on and off campus, including co-sponsorship from other byline-funded organizations. Some on-campus groups that often co-sponsor events include:
    - i. Diversity and International groups: International Students Union (ISU), ALANA, SDDI, Dean of Student, Graduate School (OISE), International Students and Scholars Office (ISSO), Asian and Asian American Center (A3C), South Asia Program
    - ii. Performances: Cornell Concert Commission, Cornell University Programming Board, Department of Music, CUTonight (for late night events)
    - iii. Co-sponsorship: GPSA-Programming Board



## Summary of the main changes in the GPSAFC Guidelines (04/08/2019)

### The new GPSAFC guidelines

- broaden the definition of “Cornell Campus:” now “Cornell Campus” includes Cornell Tech’s NYC campus and Auxiliary Cornell Properties (lines 67-77)
- clarify the budget request submission process. The new FC Guidelines
  - eliminate the budget types “Annual Budgets” and “Special Project Request;” this means that organizations, if they choose so, can submit separate budget requests for their events
  - clarify certain details of the budget submission process (e.g., budgets must be submitted before the event takes place) (lines 26-31)
  - make minor revisions in the deadline chart for budget submissions and tier increase requests (line 86)
  - introduces principles for why certain budget items are ineligible for funding: “GPSAFC funding is inclusive, need-based, and extracurricular” (lines 166-175)
  - include a clause about allocating funds for alcoholic beverages and spending cap on alcohol (lines 210-214)
  - introduce rules for reassigning and cancelling allocated funds (lines 216-236)
- clarify some aspects of the tier assignment process (such as, when and how to submit tier increase requests and how the tier appeal process works) (lines 279-282, 302-316)
- clarify summer funding (lines 406-408)
- clarify the requirements for applying for Initiative Funding (GPCI funding) (lines 353-368)