



Graduate and Professional Student Assembly

Bylaws Cornell University Graduate and Professional Student Assembly *as amended on February 24, 2025*

ARTICLE I: ESTABLISHMENT AND AUTHORITY

Section 1.01: Establishment

- A. The Graduate and Professional Student Assembly Bylaws are established in accordance with the Graduate and Professional Student Assembly Charter Article VII.

Section 1.02: Authority

- A. The Graduate and Professional Student Assembly Bylaws are granted authority in accordance with the Graduate and Professional Student Assembly Charter Article VII.

ARTICLE II: DEFINITIONS

Section 2.01: GPSA Bylaws Document Definitions

- A. The Graduate and Professional Student Assembly is hereafter referred to as the GPSA.
B. The Graduate and Professional Student Assembly Charter hereafter is referred to as the GPSA Charter.
i. The GPSA Charter may also be referenced by citing the appropriate article, section, and subsection number.
C. The Graduate and Professional Student Assembly Bylaws hereafter are referred to as the GPSA Bylaws.
i. The GPSA Bylaws may be referenced by citing the appropriate item, section, and subsection number.

ARTICLE III: GPSA STANDING COMMITTEES

Section 3.01: Responsibilities for All Committees

- A. All Committees will meet at least once a month or as needed as determined by the committee chair. All committee meetings shall be open to the graduate and professional student community unless otherwise stated.
B. Membership



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- i. Voting membership is determined by appointments made by the Operations Committee and approved by the Executive Committee unless otherwise stated.
- ii. Members shall serve until the end of the current GPSA term in which they are appointed, unless they are subject to removal.
- iii. Termination of a committee member is at the discretion of the Chair when a committee member is absent for more than two scheduled committee meetings. A replacement may be sought after consultation with the Operations and Staffing Committee.

C. Committee Chair

- i. Unless otherwise stated, each Committee Chair shall be elected by a simple majority vote of the GPSA.
- ii. All committee chairs are responsible for the following items:
 - a. Managing meeting minutes and submitting completed minutes to the Office of the Assemblies
 - b. Submitting committee meeting attendance to the Vice President of Operations
 - c. Maintaining a Committee budget in coordination with the Vice President of Finance
 - d. Providing updates to the GPSA on the business of the Committee
 - e. Setting the Committee meeting schedule at the beginning of each academic term

D. Meetings

- i. Committee chairs are responsible for the scheduling of meetings. A simple majority vote of the Committee may add or remove meetings without the consent of the chair.
- ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
- iii. Minutes shall be taken at meetings and, upon review by the Committee Chair, shall be submitted to the Office of Assemblies for posting.
- iv. Submit a budget request outlining and justifying all planned expenditures to the Appropriations Committee Chair two weeks prior to the second GPSA meeting, and shall submit an update on the status of their budget by the end of February.

Section 3.02: Executive Committee

A. Purpose

- i. The Executive Committee shall be responsible for the day-to-day operations of the GPSA.
- ii. The Executive Committee shall ensure the smooth operation of the GPSA in coordination with the standing committee chairs.

B. Chairperson

- i. The Executive Vice-President of the GPSA is the chairperson of the Executive Committee.

C. Membership

- i. The Executive Committee shall be composed of the officers of the GPSA, including the chair of each standing committee listed under Section 3.

D. Duties

- i. Represent or delegate representation of the GPSA in all University matters.
- ii. Speak for the GPSA on issues that must be addressed before the next regularly scheduled meeting.
- iii. Establish agendas for the meetings of the GPSA.
- iv. Make appointments to University committees, liaison positions, and all other external committees that become vacant prematurely.
- v. Conduct an orientation meeting with all the chairs of the GPSA's standing committees at the beginning of the current GPSA term.
- vi. Coordinate with the Office of Assemblies to manage logistical tasks related to GPSA business, including



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but not limited to booking rooms, contracting equipment, maintaining current online resources and emailing lists

vii. Provide executive updates at GPSA meetings.

viii. Receive and review documents to be sent to GPSA members or other members of the Cornell University community.

ix. Function as the Elections Committee during the current GPSA term.

x. Represent or assign GPSA representation to March Board of Trustees Meeting and the annual Ivy Summit

xi. Complete the required registration process to ensure the GPSA maintains good standing with all relevant University offices including but not limited to the Student Activities Office (SAO).

xii. Distribute the semi-annual report of the GPSA to the members.

E. Meetings

i. The Executive Committee shall meet prior to each GPSA meeting.

ii. Executive committee meetings are closed to the public by default and exempt from Section 3.01.A. A simple majority vote is required to open a meeting to members of the public, subject to veto from the Executive Committee chair.

Section 3.03: Operations and Staffing Committee

A. Purpose

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. Chairperson

i. The chairperson for the Operations and Staffing Committee is the Vice President for Operations.

C. Membership

i. The President and Counsel to the GPSA shall serve as ex-officio members.

ii. The graduate and professional student University Assembly representatives shall be considered voting members for all appointments to University Assembly committees.

D. Duties

i. Coordinate with the Office of Assemblies to communicate and officiate GPSA internal and external appointment processes, make committee appointments, update appointment lists, communicate appointments to relevant chairs and representatives, manage vacancies, and any other relevant tasks.

ii. In coordination with the entire body of the GPSA and interested individuals, ensure that the practices of the GPSA at its meetings and campus activities are environmentally sustainable.

iii. The Vice President for Operations shall present the process for committee appointments at the first meeting in the fall semester.

a. External committee appointments shall be completed by the following meeting and presented to the GPSA at that meeting. Any remaining vacancies will be staffed on a rolling basis by the Executive Committee

b. The appointments shall be subject to the review of the Executive Committee. In the case of premature vacancy, the Executive Committee may staff these external appointments by majority vote.

iv. The Chairperson is charged with requesting revisions to the GPSA Bylaws from standing committee chairs.

v. The Chairperson shall serve as an administrator of the appropriate governing documents and Robert's Rules of Parliamentary Procedure during meetings.

vi. The Chairperson shall manage the list of all external committee positions to be filled by the GPSA.

a. Additional or temporary committees will be kept in the records of the Vice-President of Operations,



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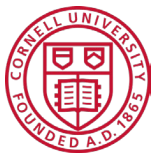
to be added to the Bylaws as necessary

E. GPSA Standing Committee Appointments

- i. By the end of September, the Committee shall set the size of and appoint members to the Appropriations Committee, Communications Committee, Graduate and Professional Student Assembly Finance Commission, Graduate and Professional Student Programming Board, Faculty Awards Committee, Diversity and International Students Committee, and Student Advocacy Committee.
- ii. After initial committee appointments are made, vacancies may be filled by members appointed by the Executive Committee or appointed by committee chairs to their own committee.
 - a. Any members appointed by committee chairs are non-voting members until the appointments are approved by the Executive Committee.

F. GPSA External Committee Appointments

- i. The Operations and Staffing Committee shall appoint the following:
 - a. One graduate or professional student to the Committee for Campus-Constituency-Elected Trustees,
 - b. One liaison officer (a current member of the GPSA) each to the Faculty Senate, the Employee Assembly and the Student Assembly as ex-officio, non-voting members,
 - c. One graduate or professional student to each of the following Faculty Senate committees,
 1. Academic Freedom and Professional Status of the Faculty,
 2. Advisory Committee on Athletics and Physical Education,
 3. Educational Policy Committee,
 4. ROTC-University Relations Committee,
 5. University Faculty Library Board,
 - d. One graduate or professional student to each of the following Student Assembly committees,
 1. Dining Committee,
 2. Student Health Advisory Committee,
 - e. ,
 - f. Two graduate or professional students to the Student Health Benefits Advisory Committee,
 - g. One graduate or professional student to the Student Library Advisory Council,
 - h. One graduate or professional student to the Coalition on Mental Health ,
 - i. Two representatives to the Family Life Advisory with one position reserved for a graduate or professional student with a child or children and the other reserved for the partner of a graduate student,
 - j. Two graduate or professional students to the Campus Planning Committee,
 - k. Two graduate or professional students to the Transportation Hearing and Appeals Board,
 - l. Liaisons to the byline organizations funded by the Graduate and Professional Student Activity Fee;
 1. Two graduate or professional students to the Cornell Cinema Student Advisory Board,
 2. Three graduate or professional students to the Big Red Barn Advisory Board,
 3. Two graduate or professional students as liaison to the Cornell University Programming Board,
 4. Two graduate or professional students as liaison to the Cornell University Emergency Medical Service,
 5. Two graduate or professional students as liaison to the International Students Union,
 6. Two graduate or professional students as liaison to the Physical Education Department,
 - m. One current GPSA member to each of the following University Assembly committees,
 1. Campus Committee on Infrastructure, Technology, and the Environment,
 2. Campus Welfare Committee,
 3. Campus Codes Committee.
- ii. These positions will be reviewed every two years by the Vice President of Operations in conjunction with the Office of Assemblies to ensure that the committees listed here are still in operation.



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173 iii. General Committee of the Graduate School

- 174 a. Following the election of the GPSA officers each year, but preceding the election of the standing
175 committee chairs, a representative for the General Committee of the Graduate School shall be elected.
176 b. The elected representative shall serve a two-year term so that there are at any time no more than two
177 elected representatives from the GPSA.
178 c. Should either of these seats become vacant before the end of their term, the Vice President for
179 Operations may appoint an interim representative until an election can be held for a new
180 representative to complete the term.
181 d. An interim representative to the General Committee, appointed by the Vice President for Operations
182 is subject the approval of the Executive Committee.
183 e. These seats are not transferable.

184 G. University Assembly Committee appointments

- 185 i. The Operations and Staffing Committee, in cooperation with the graduate and professional student
186 representatives of the University Assembly, shall appoint graduate and professional student
187 representatives and liaisons to all committees under the jurisdiction of the University Assembly.

188 H. Faculty Senate Committee Appointments

- 189 i. The Operations and Staffing Committee shall appoint graduate and professional student representatives to
190 the relevant committees under the jurisdiction of the Faculty Senate.

192 **Section 3.04: GPSA Elections Committee**

194 A. Purpose

- 195 i. The Elections Committee shall be responsible for overseeing the election of the GPSA Voting Members,
196 officers, and committee chairs.

197 B. Constitution

- 198 i. The Executive Committee shall serve as the Elections Committee. Members of the Executive Committee
199 that are running in any given election are to recuse themselves. If this excludes the entire Executive
200 Committee the Executive Committee will choose a GPSA member to chair this effort who shall be
201 approved by a majority vote of GPSA voting members.

202 C. Membership

- 203 i. Chairperson may recruit other Voting Members of the GPSA as members of the Elections Committee.

204 D. Duties

- 205 i. Decide on the procedural rules for elections.
206 ii. Announce the newly elected persons to the GPSA.

207 E. Meetings

- 208 i. The Elections Committee shall meet prior to the second to last regularly scheduled GPSA meeting of the
209 current GPSA term.
210 ii. All meetings of the Elections Committee shall be open to the graduate and professional student
211 community.

212 F. Election of the Officers

- 213 i. The sitting President of the GPSA shall temporarily act as the Chairperson during the elections of the
214 officers of the GPSA until a new President is elected, after which the new President shall preside over the
215 election of officers and community chairs.



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Section 3.05: Appropriations Committee

A. Purpose

- i. The Appropriations Committee shall concern itself with all aspects of the Graduate and Professional Student (GPS) Activity Fee, including review of the GPSA Byline Allocation Procedures, the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, and the GPSA Internal Budget.

B. Chairperson

- i. The Committee shall be chaired by the Vice President of Finance.

C. Membership

- i. At the discretion of the Chair, new applications received during the fall semester of fee-setting years may be placed on hold until the following semester.

D. Duties

- i. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
- ii. The Chair of the Appropriations Committee will serve on the GPSA Finance Commission.
- iii. The Committee shall review, maintain and adhere to the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
- iv. The Committee shall review the policies and procedures for setting the GPS Activity Fee.
 - a. In the Fall of fee-setting years:
 1. The Committee shall make a recommendation to the GPSA regarding the amount and distribution of the GPS Activity Fee.
 - b. In the Fall of non-fee-setting years:
 1. The Committee shall coordinate with the Student Assembly to determine deadlines for the preliminary byline applications in April and the final byline applications in September.
 2. The Committee shall work with the Vice President of Operations to ensure liaison positions for each by-line funded organization are filled before the end of the Fall semester.
 3. The Chair will arrange time at GPSA meetings for by-line funded organizations to speak and provide an update to their operations.
- v. The Committee shall maintain the GPSAFC Funding Guidelines. If deemed necessary, it shall make suggestions for changes to the GPSA.
- vi. The Committee shall oversee the internal funds of the GPSA and work with the Office of Assemblies to ensure adherence to the budget. The Committee shall provide budget updates to the Executive Committee, as requested.
- vii. The Chairperson shall collect budget proposals from all standing committee chairs two weeks prior to the second regularly scheduled GPSA meeting. The Chairperson shall then propose the GPSA Internal Budget based on the collected budget proposals, which shall be presented as a resolution at the second regularly scheduled meeting in the Fall semester.
- viii. At the end of their term, the Chairperson shall transfer access to historical documents and chairperson-specific information to the new Chairperson.

E. Meetings

- i. The Committee shall hold meetings, as necessary, subject to the minimum requirements of Item 3.05.e.v.
- ii. Meetings of the Committee shall generally be open to the graduate and professional student community. However, the Chairperson, in consultation with the Committee, may decide to close parts of the meetings in order protect sensitive information from being made public.
- iii. The Committee is encouraged to consider town hall style meetings late in the Spring semester of non-



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265 funding years to provide information about the GPS Activity Fee and gather relevant input from the
266 graduate and professional student body, in particular, with regard to the appeal of the applying byline
267 funded organizations.

268 iv. Minutes shall be taken, and upon review by the Chairperson, shall be submitted to the Office of
269 Assemblies for posting on the Committee's website, along with meeting agendas.

270 v. The minimum number of meetings to fulfill the Committee's mission is:

271 a. In non-GPSA Activity Fee setting years:

- 272 1. One meeting before winter break to explain the application process for byline funded groups to
- 273 the members of the Committee,
- 274 2. One meeting in the spring semester with the GPSAFC to discuss the GPSAFC Funding
- 275 Guidelines.

276 b. In GPSA Activity Fee setting years:

- 277 1. One meeting as soon as the Committee is staffed to review the GPSA Activity Fee process, as
- 278 described in the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and
- 279 Obligations for Byline Funded Organizations, and Article IX of the GPSA Charter,
- 280 2. One meeting, as stipulated in the GPSA Byline Allocation Procedures, to discuss the byline
- 281 applications and the amounts of funding to be recommended,
- 282 3. One meeting to which applying byline organizations are invited and may state their cause if the
- 283 Committee recommends an allocation lower than the requested amount,
- 284 4. One meeting to reconsider the recommended funding amount if such reconsideration is requested
- 285 by the GPSA after a meeting.

286 F. Coordination with the Office of Assemblies

287 i. The Committee shall rely on the Office of the Assemblies to:

- 288 a. Help with the administrative aspects of coordinating with byline funded organizations,
- 289 b. Provide organizations applying for byline funding with information,
- 290 c. Provide institutional memory,
- 291 d. Provide the Appropriations Committee Chairperson at least read-only access to the financial system
- 292 that tracks the GPSA Internal Budget.
- 293 e. Provide the current balance of any GPSA rollover funds upon request.

294 G. GPSA Internal Budget

- 295 i. The GPSA Internal Budget will be based upon budget proposals submitted by the standing committee
- 296 chairs.
- 297 ii. Standing committee chairs shall present a budget proposal to the Appropriations Committee Chairperson
- 298 two weeks prior to the second regularly scheduled GPSA meeting of the Fall Semester.
- 299 iii. Standing committee budgets may include line items for operational and food expenses. The food line item
- 300 is specifically for food provided at committee meetings for committee members.
- 301 iv. The Appropriations Committee Chairperson will execute the process of setting the GPSA Internal Budget
- 302 pursuant to Item 3.05.d.vii.
- 303 v. Upon approval of the GPSA Internal Budget by the GPSA, the Appropriations Committee Chairperson
- 304 will operate in conjunction with the Office of Assemblies to establish enforcement guidelines for
- 305 committee spending.

306 H. Ethical Responsibility

- 307 i. The GPSA Activity Fee is set by the GPSA and paid by every graduate and professional student, and thus
- 308 is not only set apart from other fees and tuition by the way it is determined, but also by its source. The
- 309 Chairperson, the Committee, and the GPSA have a responsibility in ensuring that the money is well spent,
- 310 and supporting organizations providing valuable services and events to the graduate and professional
- 311 student community.



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Section 3.06: Communications Committee

A. Purpose

- 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. Chairperson

- i. The Vice President for Communications shall serve as the chairperson of the Communications Committee.

C. Membership

- i. The Committee shall consist of the Division Chiefs for each of the caucuses. Additional members may be appointed by the GPSA Operations and Staffing Committee.
- ii. Termination of a committee member is at the discretion of the Chair when a committee member is absent for more than two scheduled committee meetings.

D. Duties

- i. The Committee will maintain the GPSA listserv and is in charge of the creation of the GPSA newsletter. Distribution will be coordinated by the Committee in cooperation with the Graduate School to reach all students registered through the Graduate School, and with the Johnson Graduate School of Management, the Cornell Law School, and the College of Veterinary Medicine to reach the registered professional students.
- ii. The Chairperson will work closely with the Executive Committee, the Executive Vice President, and the Graduate School to coordinate the involvement of the GPSA in the new student orientation.
- iii. The committee will designate one committee member to contact all GPSA committees and focus groups throughout the year to assist them in publicizing meetings and committee-related events. These events will be announced in the GPSA, any GPSA web sites, and the Graduate School Calendar.

Section 3.07: GPSA Finance Commission

A. Purpose

- i. The GPSA Finance Commission (GPSAFC) is charged with allocating funds to registered graduate and professional student organizations on the Ithaca and Geneva campuses of Cornell University.

B. Chairperson

- i. The Commission shall have a chairperson, elected by the GPSA.

C. Vice-Chairperson

- i. Upon consultation of GPSAFC commissioners, the chairperson shall appoint a vice-chairperson.

D. Membership

- i. The Commission shall consist of at least six and no more than fifteen members, hereafter referred to as finance commissioners, appointed by the GPSA Operations and Staffing Committee.
- ii. When possible, the finance commissioners should represent each of the professional schools and each of the Divisions of the Graduate School.
- iii. Finance commissioners have exclusive voting privileges for allocating funds according to the rules set forth in the GPSAFC Funding Guidelines.
- iv. Finance commissioners shall attend the meetings of the Commission.
- v. If a finance commissioner is absent from two or more consecutive meetings of the Commission, without providing prior notice to the Chairperson, the Chairperson may ask the GPSA Operations and Staffing Committee to replace that commissioner.



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- vi. Finance commissioners shall serve until the end of current GPSA term in which they are appointed, unless they are subject to removal as stated in Item 3.07.c.v.

E. Duties

- i. The Commission is responsible for distributing funds to student groups according to the rules as set forth in the GPSAFC Funding Guidelines.
- ii. The Chairperson is responsible for the operations of the Commission: The Chairperson oversees the Commission's actions and operating budget, and assists the Vice-Chair in scheduling and running the meetings of the Commission.
- iii. The Chairperson, in cooperation with the Office of the Assemblies staff, sets the schedule for the annual budget application process.
- iv. The Chairperson may appoint a Vice-Chair with the consent of the GPSAFC, and the Chair can delegate any of the Chairperson's responsibilities to the Vice-Chair. The Vice-Chair shall be responsible to the Chairperson, and the Chairperson can terminate the Vice-Chair's duties at any time.
- v. The Vice-Chair shall stand in for the Chair when the position is temporarily vacant.
- vi. The Vice-Chair shall schedule and run the meetings of the Commission, including assigning budget reviews to commissioners and taking attendance.
- vii. The Vice-Chair will assist the Chair in writing policy changes and resolutions to the GPSA Bylaws and GPSAFC Funding Guidelines.
- viii. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal to the Commission to the Appropriations Committee Chairperson two weeks prior to the second GPSA meeting.
- ix. The Chairperson may additionally delegate specific duties to other GPSAFC members, as necessary. These duties may include, but are not limited to: preparing materials for meetings, keeping the minutes, making updates to the GPSAFC website, and reviewing the GPSAFC Funding Guidelines and suggesting beneficial changes to the Chairperson of the GPSA Appropriations Committee.
- x. The Chairperson shall submit a written update to the Appropriations Committee Chairperson on the status of the internal budget by the end of February.

F. Meetings

- i. The Commission shall meet at least three times each semester to deliberate on matters set forth in the GPSAFC Funding Guidelines.
- ii. The GPSAFC Chairperson also has the responsibility of organizing one meeting during the latter part of the spring semester, prior to the annual budget request deadline, where student organizations may come to learn about the regulations and procedures of the Commission.
- iii. The Chairperson shall notify the Office of the Assemblies of the Commission's meeting times and locations.
- iv. Meetings shall be open to the public. However, the Chairperson or any of the commissioners may call for a vote to be taken by secret ballot.
- v. Any representative of a student organization wishing to present his or her organization's case at a meeting must notify the Chairperson at least three days in advance of the meeting.

G. Deadlines for Funding Applications

- i. The deadline for current-year budget applications shall be in late April, with the specific date set by the Commission each year.
- ii. The last date to submit proposals for advanced, standard summer funding shall be in late May. This funding shall cover any events during the months of June-August.
- iii. An emergency, rolling summer funding budget shall also be available for student organizations. Funding requests may be submitted starting in mid-May and ending July 31st.
- iv. These requests will be reviewed by the GPSA Finance Commission during the period of May-August per



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Commissioner availability but at a minimum of two predetermined dates.

- v. The funds from the emergency, rolling budget may only be used for events during the summer term.

H. Unallocated Funds

- i. If funds remain for allocation in the current-year budget, those funds will remain in the Commission's account for allocations in future GPSA terms.

Section 3.08: Student Advocacy Committee

A. Purpose

- i. The GPSA Student Advocacy Committee works on issues of diversity, mental and physical health, accessibility and the general well-being of all graduate and professional students related to matters of the academic environment. The Student Advocacy Committee works in consultation with other relevant student and University committees and interested parties.

B. Chairperson

- i. The Committee shall have a chairperson, elected by the GPSA.

C. Duties

- i. In order to be more fully aware of the issues faced by the graduate and professional student community, the Committee will hold an open town hall meeting, at least one per year. Funding will come from the Committee budget. The meeting will have two goals: To provide a brief overview of current and past Committee activities and to gather information and anecdotes on current problems facing the community. Following these town hall meetings, the Committee will report their results to the GPSA and any relevant Cornell administrators.

Section 3.09: Graduate and Professional Student Programming Board

A. Purpose

- i. The Graduate and Professional Student Programming Board (GPSPB) organizes events for graduate and professional students sponsored by the GPSA

B. Chairperson

- i. The Board shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.

C. Membership

- i. One member of the Committee will serve on the Slope Day Steering Committee.

D. Duties

- i. The GPSPB's primary purpose is to plan, seek funding for, and carry out the annual Grad Ball.
- ii. The Chair shall submit a budget request outlining and justifying all planned expenditures internal to the Programming Board to the Appropriations Chair by two weeks prior to the second regularly scheduled GPSA meeting.
- iii. The Programming Board shall work closely with the Office of Assemblies to contract entertainment, book rooms, and other issues as necessary.
- iv. The Programming Board shall work with the Student Advocacy Committee to plan town hall event(s).
- v. The Chairperson shall be responsible for the operations of the Programming Board: The Chairperson shall oversee the Programming Board's actions and operating budget, as well as schedule and run the meetings of the Committee.
- vi. The Chairperson is charged with contacting all appropriate administrative offices so that they and the Programming Board are in regular contact throughout the year.



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Section 3.10: Faculty Advising, Teaching, and Mentorship Award Committee

A. Purpose

- i. The primary purpose of the Faculty Advising, Teaching, and Mentorship Award Committee (“FATMAC”) is to solicit nominations for and administer one or more annual Awards to recognize faculty who exhibit excellence in the teaching, advising, and mentorship of graduate and professional students.

B. Chairperson

- i. The Award Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.

C. Duties

- i. Articulate and disseminate selection criteria for the Award(s).
- ii. Establish a process for soliciting nominations and/or applications for the annual Award(s).
- iii. Select Award recipient(s) before the end of the last day of classes in the Spring semester.
- iv. Seek funding for and host an Award Ceremony to celebrate and recognize the Award recipient(s) each academic year before the end of May.
- v. Coordinate with the GPSA Communications Committee to publicize both the solicitation of nominations and the administration of the Award(s), once selections have been made.

D. Meetings

- i. The Award Committee will meet at least once per year during the current GPSA term to select Award recipient(s). The Chair will schedule additional meetings as necessary.

Section 3.11: Diversity & International Students Committee

A. Purpose

- i. The primary purpose of the Diversity & International Students Committee (“Diversity Committee”) is to promote diversity and inclusion in all its forms within the GPSA membership and within the broader graduate and professional student community at Cornell University.

B. Chairperson

- i. The Diversity Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.

C. Duties

- i. Communicate with groups engaged with diversity and international student issues in order to involve and engage diverse students with the work of the GPSA.
- ii. Provide a forum to discuss diversity and inclusion within the graduate and professional student community.
- iii. Host an annual meeting for groups representing diversity and international students.
- iv. Engage Cornell administration in issues affecting diversity and international students.
- v. Bring before the GPSA resolutions on issues related to diversity and international students.
- vi. Present to the GPSA annually during the second to last meeting of the GPSA term on its work supporting international students, Students of Color, gender equality, LGBTQIA2S+ students, students with disabilities, and related issues.

Section 3.12: University Assembly Representation

- A. The President of the GPSA shall serve as a member of the University Assembly.



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- B. The members of the GPSA will elect representatives to the University Assembly, the number and composition of which shall be in accordance with the University Assembly Charter.
- If they are not already GPSA Voting Members or Field Representatives, these delegates shall be considered ex officio members of the GPSA.
 - These delegates are required to report on University Assembly activities at meetings at the request of the Executive Committee.

Section 3.13: Committee Delegates

- A. The Operations and Staffing Committee will appoint graduate and professional students to University committees which it staffs, GPSA committees and liaison positions, hereafter referred to as committee designees.
- B. Committee designees may serve as many one-year terms as they like, but must be appointed annually.
- C. All committee designees must be matriculated graduate or professional students of Cornell University.
- D. Exceptions to this rule may be made by a majority vote of the seated Voting Members at the request of the Vice President for Operations.

Section 3.14: Committee and Committee Designee Reporting

- A. To ensure accountability and responsibility to the student body, each standing committee shall present a written report to the GPSA at least once a semester in addition to oral reports at meetings.
- B. To ensure accountability and responsibility to the student body, each ad hoc committee shall present a written report to the GPSA at least once a semester.
- C. Prior to meetings of the GPSA, committee designees shall submit to the GPSA Vice President for Operations a report to be shared with the GPSA.
- Reports shall include, but are not limited to, notification of whether the committee has met the committee's agenda and a short summary of the meeting.
 - The Executive Committee may remove committee designees for failing to submit a report for two consecutive meetings and shall appoint a new designee accordingly.

Section 3.15: GPSA Ad-Hoc Committees

- A. Purpose
- The GPSA may form an ad-hoc committee when a need cannot be fulfilled through existing standing committees or through committees in the other Assemblies or in the University, or when the GPSA feels additional consideration is required.
 - To increase efficiency and decrease duplication, every effort will be made to address perceived needs of graduate and professional school students through existing University Committees and other appropriate bodies first.
- B. Chairperson
- The Committee shall have a chairperson, elected by the members of the ad-hoc committee.
 - The chairperson shall schedule and chair the meetings of the committee.
 - The chairperson is responsible for providing committee updates to the GPSA.
- C. Membership
- Any graduate or professional student is eligible to apply to become a member of the committee. Applicants will be reviewed and staffed by the GPSA Operations & Staffing committee.



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- ii. Shall consist of at least three members approved by the GPSA Operations & Staffing Committee.
- iii. Shall have at least one GPSA Voting Member.
- iv. Additional committee membership may be recommended by the GPSA Operations and Staffing Committee.

D. Meetings

- i. The Committee will meet as necessary during the current GPSA term. All committee members are expected to attend these meetings unless informed otherwise.
- ii. All Committee meetings shall be open to the graduate and professional student community. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
- iii. Minutes shall be taken at meetings and, upon request, shall be presented to the GPSA.

E. Formation, Termination, and Re-Establishment

- i. Formation of an ad hoc committee is to be presented as a motion.
- ii. The ad-hoc committee will be dissolved when either the work of the committee has been completed or at the end of the term of office, whichever comes first.
- iii. An ad-hoc committee can be re-established by a resolution to continue its function in the next GPSA term by the GPSA.

Section 3.16: Internal Budget

- A. GPSA Committees will track their own expenses.
- B. GPSA Committees will not commit to actions that could incur expenses that exceed the total amount budgeted for their operations without first obtaining the approval of the GPSA Appropriations Committee Chairperson.
- C. In the event that a GPSA Committee overruns their budgeted allocation, the Committee committing the overrun will collaborate with the Appropriations Committee to draft a resolution revising the GPSA Internal Budget so the expenses may be accounted.
- D. All queries regarding the GPSA Internal Budget and the current state of GPSA funds are to be directed to the Appropriations Committee Chairperson (Item 3.05.b).
- E. Any Current GPSA voting member, or field representative can propose a resolution to use funds from the GPSA reserve account. This resolution must be approved by a majority vote of present voting members and field representatives.
 - i. A limit of how much can be approved by members present and anything above the limit requires a two-thirds majority vote of the entire GPSA, both voting and non-voting members. This limit is \$3000.
 - ii. Resolutions can only be passed when reserves are at least 10% of annual funding received.

ARTICLE IV: PROCEDURES

Section 4.01: Term of Office

- A. The term of office of the GPSA shall be from June 1 to May 31, except for the positions of Appropriations Committee Chair and Finance Commission Chair, which will be from January 1 to December 31.



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Section 4.02: Meeting Schedule

- A. Meetings shall be scheduled throughout the GPSA term, totaling seven (7) meetings per semester.
- B. Meetings defined in Section 4.02.a shall be referred to as “regularly scheduled meetings”.
- C. The GPSA will adopt a schedule of regularly scheduled meetings for the next year at the last meeting of the current GPSA year.

Section 4.03: Regularly Scheduled Meetings

- A. Regularly scheduled meetings are open to all constituents and to the public.
- B. The GPSA Executive Committee shall determine appropriate discussion and business items.
- C. The presiding officer shall only vote on resolutions or subsidiary motions when the vote will affect the result. Examples include when a tie exists (for actions requiring majority approval) and when actions requiring two-thirds approval fall one vote short.

Section 4.04: Agendas and Resolutions

- A. Agendas
 - i. Agenda items will be compiled by the GPSA President in consultation with the Executive Committee.
 - ii. Agendas must be sent to the members at least 24 hours prior to the meeting.
- B. Resolutions
 - i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate and Professional Student may present a resolution to the GPSA for consideration.
 - a. Within two regularly scheduled meetings after the presentation of the petition, the GPSA Voting Members will discuss and vote on the resolution.
 - b. The form and wording of the resolution, as voted upon by the GPSA, shall be identical in form and wording to that of the petition.
 - ii. Any GPSA member may present a resolution to the GPSA for consideration.
 - iii. Procedure
 - a. The primary sponsoring GPSA member explains the purpose of the resolution to the Assembly.
 - b. The sponsor answers questions directly pertaining to the resolution. The sponsor may defer to other people in attendance for answering questions.
 - c. For votes on resolutions, majority and two-thirds majority vote shall be determined based on total number of Voting Members participating in the vote, with the following exceptions:
 - 1. Motions to amend or rescind a previously adopted motion shall require either (1) prior notice and a two-thirds majority of those participating in the vote, or (2) a majority of the entire Voting Membership without prior notice.
 - 2. Amendments to the Bylaws and the Charter shall adhere to majority requirements stated in the Charter §10.01
 - d. If the Assembly adopts a resolution, the President must convey the resolution to the President of the University by the end of the semester in which the resolution is adopted. The wording of the resolution must be identical to that of the adopted resolution. If the President is unwilling or unable to perform this responsibility, the Officer of highest precedence shall have the responsibility to do so. If no Officer is willing or able to perform this responsibility, the sponsor of the resolution shall have the responsibility to do so.



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Section 4.05: Additional Meetings

- A. Additional meetings may be scheduled at least two weeks in advance by the Executive Committee, with approval from at least two-thirds of the seated Voting Members.
- B. Only one additional meeting may be called per semester.

Section 4.07: Executive Session

- A. Meetings may be closed for special executive session when deemed necessary to protect the rights of members of the Cornell community by majority vote of the Voting Members present.
- B. Field Representatives may be excluded from these sessions in addition to constituents and the public.
- C. No binding actions will take place while in executive session.

Section 4.08: Parliamentary Procedure

- A. The GPSA will use Robert's Rules of Order (latest edition) as the basis for determining procedures for formal debate and legislative action.
 - i. As stated in Robert's Rules of Order, basic motions require the approval of the majority of cast votes to take effect; abstentions are not considered cast votes.
- B. The GPSA is not constrained to use parliamentary procedure for all discussions.

Section 4.09: Quorum

- A. A quorum of GPSA Voting Members is required before business items may be voted on at regularly scheduled meetings.
- B. A quorum of the Voting Members shall consist of a majority of the seated Voting Members of the GPSA.

Section 4.10: Absences

- A. Voting members
 - i. Must notify the Vice President of Operations in advance of any absence.
 - ii. May be unseated by a simple majority of the Executive Committee if they have more than two absences from GPSA meetings during the current GPSA term. Unseated members do not count as part of the total vote when calculating quorum, majority votes, or two-thirds votes.

Section 4.11: Removal

- A. Voting members
 - i. An unseated member may be removed from the GPSA Voting Members following a vote by two-thirds of the Executive Committee.
 - ii. The Executive Committee may not vote to remove an unseated Voting Member until one regularly scheduled GPSA meeting has elapsed since the Voting Member was informed that they were unseated.
- B. Committee Chairs and University Assembly Representatives
 - i. A GPSA standing committee chair, ad hoc committee chair, or University Assembly representative may



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be removed from their position by a two-thirds vote of the seated Voting Members but may retain their seat as a Voting Member.

C. GPSA Officers

- i. GPSA officers may be removed from office by a two-thirds vote of the seated Voting Members but may retain their Voting Membership.

ARTICLE V: GPSA Election Rules

Section 5.01: Voter Eligibility

- A. To vote in any GPSA election, a person must be a registered student in a graduate or professional degree program.

Section 5.02: Definitions

- A. The following words throughout the Election Rules are defined as such:
 - i. Classroom: is any space in which a professor, teaching assistant, or any other instructor holds prescribed class times. "Classroom" includes in person, hybrid, and online courses.
 - ii. Cyber Bullying: is the act of bullying in any online space. These election rules follow the same definition of bullying as outlined in the Student Code of Conduct and applicable university policies or governmental laws.
 - iii. Individual or self-promoting publicity: is any outreach events, office hours, postings, or public facing events, whether in-person or virtual, in which interaction with, or promotion of, the candidate is a substantial reason for the act.
 - iv. Social Media: is any online service that allows users to share, create, or post content for social networking purposes. Social media services include, but are not limited to: Instagram, Snapchat, TikTok, LinkedIn, Twitter, Facebook, Tumblr, Reddit, MySpace, Pinterest, YouTube, and CampusGroups. However, email, GroupMe, WhatsApp, Signal, SMS texting, and private messaging features on other applications are not social media.

Section 5.03: Compliance with University Policies and Student Code of Conduct

- A. Candidates and supporters acting on their behalf must be aware of and comply with all applicable policies and provisions of the Student Code of Conduct, including but not limited to:
 - i. Use of Cornell Name, Logo & Artwork policy
 - ii. Event Registration policies
 - iii. Facilities Reservation policies
 - iv. University Postering and Chalking policies
 - v. Intimidation tactics and cyberbullying activities are strictly prohibited
- B. A violation of any University policy is a violation of these rules and therefore grounds for a challenge if it compromises the fairness of the election. It is the candidate's responsibility to read the referenced documents and be familiar with the rules and regulations established within them. The Elections Committee may also refer any reported violations to the Office of Student Conduct and Community Standards (OSCCS) or any other appropriate office, which may impose disciplinary remedies and penalties according to its own rules and procedures.



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Section 5.04: Electronic Communications

- A. Candidates and supporters acting on their behalf:
 - i. Cannot receive campaign support through a Cornell Administered list-serv.
 - ii. Must comply with Cornell University IT policies

Section 5.05: Campaign Finance

- A. Candidates or supporters acting on their behalf must submit all receipts and/or proof of fair market value with the signed expense report to the Office of the Assemblies by the last regularly scheduled GPSA meeting. Candidates who do not submit receipts and/or proof of fair market value will be presumed to have spent \$0 on their campaign.
 - i. Candidates and supporters acting on their behalf may not exceed the limit for out-of-pocket expenses and fair market value of donations of materials, professional services, and/or money.
 - ii. Fair market value is the value at which something is to be obtained normally if documentation of its dollar value is not provided. If there is a supporting receipt for goods used in a candidate's campaign, then the value of that good is the dollar value on the supporting receipt as long as the transaction was conducted at arm's length.
 - iii. For donated materials, professional services, or other goods for which no official receipt is provided, candidates must seek the most plausible assessment of the fair market value of the goods. Professional services will be defined as any work for which the given individual/donor is typically compensated. Volunteer time donated by full-time students, who are not professionals (have received payment for service) in the area of their volunteer effort, will not be considered professional services.
 - iv. Paid advertisements and related costs on social networking sites or other websites must also be accounted for at fair market value.
 - v. Candidates may use any platforms at their disposal, granted they are free. If these platforms require purchasing, candidates are required to report this in their expense report form.

Section 5.06: Endorsements

- A. All registered student organizations receiving funds from the GPSA are encouraged to endorse candidates. If an organization chooses to endorse a candidate, it is expected to abide by the guidelines below.
 - i. Student Activities Funding Commission (SAFC) funded and Student Activity Fee (SAF) byline funded organizations may endorse candidates. All groups must act in a way that is fair and balanced when deciding on the endorsement of candidates.
 - ii. The Elections Committee may recommend that the GPSAFC impose fines on or revoke allocated funds from organizations failing to comply.
 - iii. If a member of the Elections Committee sits on the Executive Board or governing body of an organization, that organization is prohibited from endorsing candidates
 - iv. All registered graduate and professional students are encouraged to individually endorse candidates.



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Section 5.07: Campaign Ethics

- A. Candidates and supporters acting on their behalf:
 - i. May not, at any time before, during or after the elections, harass, threaten, or coerce others.
 - ii. May not provide anything of material value to a member of the Cornell community to further themselves in the election or to promote their candidacy.
 - iii. May not compel any person to endorse their candidacy, assist their campaign, or act as supporter as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization.

ARTICLE VI: SUSPENSION OF THE GPSA BYLAWS

- A. A GPSA Voting Member may make a motion to suspend an Article of the GPSA Bylaws for the duration of a meeting.
- B. The Article of the GPSA Bylaws is suspended with two-thirds of the seated Voting Members in favor.
- C. Article V, in its entirety, may not be suspended.