



# Graduate and Professional Student Assembly

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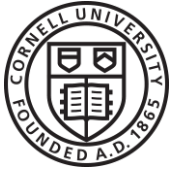
## APPENDIX A: THE GPSA BYLINE ALLOCATION PROCEDURES

*Adopted April 23, 2012; Amended April 28, 2025*

### **I. Criteria for Setting and Allocating the Student Activity Fee and Delegation of Authority**

A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate & Professional Student Assembly (GPSA) within the following guidelines:

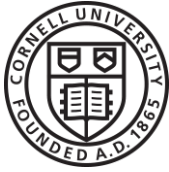
1. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be reviewed by and meet the approval of the President of the University.
2. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set every two years for a period of two years by the SA and the GPSA, respectively.
3. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-setting year.
4. In general, in order to be considered for funding from the monies collected through the Student Activity Fee, an organization must meet the following criteria: Register as a student or university organization with the Student Activities Office.
  - a) Register as a student or university organization with the Student Activities Office
  - b) Allow students equal access to the services being provided by the organization or participation in the organization's activities
  - c) Operate primarily for students by students with funds disbursed through a university operating account



# Graduate and Professional Student Assembly

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- d) Have an advisor to assist with oversight of the university operating account.
- e) Funding from the monies collected through the Student Activities Fee may be provided directly to an organization, which applies for and receives “byline” funding status, outside of the established Student Assembly Finance Commission or Graduate and Professional Student Assembly Finance Commission processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding must demonstrate:
  - (1) Its activities are of direct and primary benefit to the entire Cornell community represented by the respective assembly; and
  - (2) It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 5. The SA and the GPSA may also elect to provide by-line funding for other programs and services, that are not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational structure and programs and services are consistent with the criteria outlined above for by-line funded organizations. Such funding would require the approval of the respective assembly and the President of the University.
- 6. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-line funded organizations and the Student Assembly Finance Commission or Graduate and Professional Student Assembly Finance Commission, respectively. The SA and GPSA shall allocate no less than 35% of their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-by-line funded organizations.
- 7. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity Fee for specific programs or services will be allowed for purposes of exempting a student from paying the amount of the Student Activity Fee, due to the funding instability inherent in administering such a system. Exceptions may be considered if recommended and approved by the respective assembly and approved by the President of the University.
- 8. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the GPSA and a representative of the



# Graduate and Professional Student Assembly

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President of the University at least every four years in a non-fee-setting year.

## II. Oversight and Administration

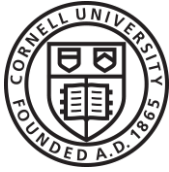
A. The Graduate and Professional Student Assembly (GPSA) Executive Committee and Appropriations Committee shall jointly coordinate the byline funding allocation process.

### 1. Responsibilities of the Appropriations Committee

- a) Disseminate information regarding the Graduate and Professional Student Activity Fee (GPSAF), including eligibility requirements and application procedures, as outlined in Appendix B.
- b) Collaborate with the Office of the Assemblies and the Vice President of Finance in the Student Assembly (SA) to develop and update application materials.
- c) Ensure applicant compliance with eligibility and procedural requirements, including the GPSA and GPSAFC.
- d) Provide guidance and deadlines to all applicant organizations, with additional support for first-time applicants.
- e) Publicly announce GPSAF hearings via email to the graduate and professional student community.
- f) Conduct public hearings (with optional executive sessions) on all applications.
- g) Deliberate and draft allocation recommendations for submission to the GPSA.
- h) The Chair of the Appropriations Committee shall present redacted applications and funding recommendations to the GPSA. Upon Assembly vote, executive session may be convened to review confidential content.

### 2. Responsibilities of the Executive Committee

- a) The GPSA General Meeting Agenda shall prioritize presentations by byline-funded organizations upon request and facilitate voting on funding recommendations.
- b) The GPSA President shall oversee the discussion and voting procedure for the approval of the initial recommendation during the regular GPSA meetings through Robert's Rules of Order Procedure.



# Graduate and Professional Student Assembly

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- c) In the event the initial recommendation is not approved, the organization shall have the opportunity to revise its request, and the Appropriations Committee shall reconsider its recommendation before the next regular GPSA meeting.
- d) At the next regular GPSA meeting, the Chair of the Appropriations Committee or their designee shall present the revised recommendation to the GPSA voting membership.

## III. Voting

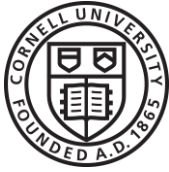
- A. Following votes on individual organizations, a comprehensive GPSAF resolution is submitted to the Assembly.
- B. The GPSAF allocation requires a two-thirds vote of the seated voting members for passage.

## IV. Implementation

- A. After the GPSAF allocation is approved, it will automatically be rounded up to the nearest whole number. The difference between the GPSAF and the new, rounded figure will be allocated to GPSAFC.
- B. To maintain compliance with the minimum GPSAFC allocation (35%), funding may be incrementally increased until the requirement is satisfied.
- C. No byline funded group, except the GPSAFC, through adjustments to meet 35%, can ever receive a higher amount of funding than requested in the final application for byline funding.
- D. Once funded during any GPSAF funding cycle, a byline funded organization is obliged to follow the guidelines for byline funded organizations, as prescribed in the Eligibility Criteria and Obligations for Byline Funded Organizations. Should they fail to do so, they may be fined some or all of their allocation or be removed from the activity fee entirely.

## V. Timeline

- A. Application deadlines are determined each Fall of non-fee-setting years by majority vote of the Appropriations Committee.
- B. Currently funded byline organizations may be asked to present operational updates to the GPSA or the Appropriations Committee during the Fall of non-fee-setting years.
- C. The Chair of the Appropriations Committee will distribute application materials to Committee members within one week of the final deadline.
- D. Public hearings are held for all organizations per Appendix B.



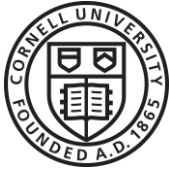
# Graduate and Professional Student Assembly

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- 144 E. The Appropriations Committee shall present its initial recommendations, along  
145 with summary report and justification for each organization, no later than the fifth  
146 regular GPSA meeting of the Fall semester.  
147 F. The allocation process must be finalized by the last day of classes of the Fall  
148 semester.  
149 1. If the deadline is not met, the GPSAF reverts to the existing amount and  
150 distribution.  
151 a) Non-applicant organizations from the previous cycle will have  
152 their funding reallocated to GPSAFC.  
153 G. Applicants will be notified of their approved allocation before the Spring semester  
154 begins.  
155 H. The final approved GPSAF resolution must be submitted to the University  
156 President by January 1.  
157

## 158 VI. Amendments

- 159 A. This document may be amended according to Article VIII §D of the GPSA  
160 Charter.  
161 B. All changes must be reflected in the GPSA Eligibility Criteria and Obligations,  
162 GPSAFC Guidelines, GPSA Bylaws, and GPSA Charter.  
163 1. It is recommended to amend the Charter first and then the other documents  
164 in sequence.



## Graduate and Professional Student Assembly

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# APPENDIX B: THE GPSA ELIGIBILITY CRITERIA AND OBLIGATIONS FOR BYLINE FUNDED ORGANIZATIONS

*Adopted May 7, 2018; Amended April 28, 2025*

### **I. Preamble**

A. The Graduate and Professional Student Activity Fee (GPSAF) exists to support student-led organizations that provide services and programming for the benefit of the entire graduate and professional student community. Organizations receiving funding directly from the GPSAF are called byline-funded organizations. This Appendix outlines the eligibility criteria and responsibilities for organizations seeking or receiving byline funding.

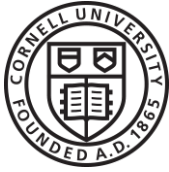
### **II. Eligibility Requirements**

#### **A. Core Criteria**

1. To be eligible for byline funding, an organization must:
  - a) Directly and primarily serve and benefit the entire graduate and professional student community at Cornell.
  - b) Provide equitable access to all students.
  - c) Request no less than \$0.50 per student per year in funding.

#### **B. Additional Criteria**

1. To be eligible for byline funding, an organization must abide by all other obligations as outlined in Appendix A, Section 1. This includes:
  - a) Registering with the Student Leadership, Engagement and Campus Activities Office,
  - b) Have a Cornell operating account with internally-controlled funds,
  - c) Have a Cornell-employed advisor with oversight of Cornell funds,
  - d) Help advertise and organize at least one informational forum regarding their request for GPSAF funding.
2. If an independent organization, they must also:
  - (1) Have petitions with signatures of 10% of the graduate and professional student community,



# Graduate and Professional Student Assembly

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(2) Have received funding from GPSAFC for at least the 4 semesters preceding their application.

b) If a University organization:

(1) Have petitions with signatures of 10% of the graduate and professional student community.

### III. Compliance

A. All applicants must participate in the procedures and hearings outlined in this Appendix.

1. Failure to do so will result in the risk of forfeiture of funding.

### IV. Application

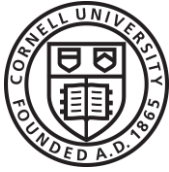
1. Each organization seeking byline funding must apply by the deadlines set forth by the Appropriations Committee.

B. Contents

1. With its initial application, the organization must submit:

- a) Registered Organization Name
  - b) New or returning applicant status
  - c) Status regarding the Undergraduate Student Activity Fee
  - d) Status regarding the Graduate and Professional Student Activity Fee
  - e) How the organization fulfills the eligibility criteria
  - f) Leadership information, including names and emails for
    - (1) President
    - (2) Treasurer
    - (3) Faculty/Staff Advisor
  - g) Number of Members
  - h) Use of currently allocated GPSA funds
  - i) How funds are used for the betterment of the graduate community
    - (1) Itemized (or proposed) budget sheet
  - j) Information on all sources of funds and financial statements for the previous three years
2. In addition to the initial application requirements, the final application shall also include:
- a) All edit requests made by the appropriations committee rectified from the initial application
  - b) Updated funding request





# Graduate and Professional Student Assembly

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- c) Mission, constitution, charter, and bylaws
- d) Financial documentation (last four fiscal years, current year budget/spending, proposed two-year budget, etc.)
- e) Group profile (all officers, membership, meeting, programming, and event history, etc.)

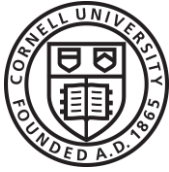
## C. Appropriations Committee Recommendation and Approval

1. The application will be reviewed by the Appropriations Committee and, upon approval of the Appropriations Committee, will be presented to the General GPSA body through resolution. Upon majority approval, the new bylines will be ratified.
  - a) If the GPSA declines to appoint a representative to a byline funded organization's advisory board at any given point during the funding cycle, the organization in question shall make a reasonable effort to keep GPSA informed about any significant changes to its organizational and functional structure, so as to ensure beneficial collaboration between GPSA and byline funded organizations.

## V. Public Hearings

- A. The Appropriations Committee will review the organization's application at one of its meetings.
- B. All organizations meeting any of the following criteria will be required to present their request at an Appropriations Committee meeting, which will be scheduled at least one week in advance by the Chair:
  1. Any new organization requesting funding,
  2. Any organization requesting an increase in funding,
  3. Any organization whose application the Appropriations Committee feels needs further explanation,
  4. Any organization who wishes to present its case, at the discretion of the Appropriations Chair.
- C. Closed door meetings to discuss financial or other confidential information that is not permitted to be shared with the public will occur, as needed.
- D. The open-door meetings should be no less than 30 minutes for each organization.
- E. The time spent on any particular organization's application or presentation may be restricted at the discretion of the Appropriations Committee Chair.
- F. Members of the committee may send follow-up questions to the organization after each hearing, to which organizations must respond within 1 week.





# Graduate and Professional Student Assembly

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## VI. Timeline

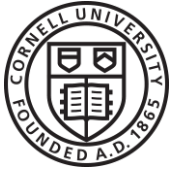
- A. In the Spring semester of non-fee-setting years, the leaders of any organization may meet with members of the Appropriations Committee to discuss the application process or to overcome past issues.
  1. The initial application for GPSAF will be due in the Spring semester of a non-fee setting year.
  2. The final application for GPSAF will be due during the Fall semester of fee-setting years.
- B. The Appropriations Committee will present its recommendations in resolution no later than the third to last regular GPSA meeting of the fall semester.
- C. The Appropriations Committee will reconsider recommendations if they fail to achieve majority support by the GPSA membership.
- D. The Appropriations Committee will present its revised recommendations to the GPSA membership for a vote at the next GPSA meeting.
  1. The GPSAF allocation requires a two-thirds vote of the seated voting members for passage.
- E. The resolution must list final allocations of byline funding and must be approved by the last day of classes in the fall semester of the fee-setting year.
- F. The Appropriations Committee will inform applying organizations of the allocation they received before the start of the Spring semester of the fee-setting year.

## VII. Post-Approval Obligations

- A. In the spring semester following the setting of the Activity Fee, the Appropriations Committee shall develop specific operational guidelines in coordination with each funded organization.
  1. Guidelines require two-thirds approval by the GPSA and are appended to this Appendix.
- B. Every byline cycle, the Appropriations Committee will update this appendix in the form of a resolution to the GPSA during the spring semester.
  1. This update shall take place after the GPSAF is approved and shall replace the previous appendix in its entirety.

## VIII. Obligations

- A. General Obligations



# Graduate and Professional Student Assembly

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1. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for which admission is charged:
  - a) Cornell students shall receive a reasonable discount to reflect their prior contribution via GPSAF
  - b) Cornell students shall be given the first opportunity to purchase tickets. At least the first day of ticket sales must be exclusively for Cornell students.
2. Regarding publicity, each organization shall include the following (or similar) statement on all fliers, posters, promotions, programs, and literature: “Funded in part by the Graduate and Professional Student Activity Fee.”
  - a) Each organization shall include electronic copies of publicity documents for events in the current funding cycle.
  - b) At a minimum, organizations will advertise to Graduate Students in the Graduate School Announcement (or its successor publication) and Professional Students to their respective college-wide listservs (lawstudent-events-L@cornell.edu, GM~MBA20XX@groups.cornell.edu [replace ‘20XX’ with year corresponding to graduation dates of current student body].)
  - c) Organizations must also take additional reasonable steps to ensure Graduate/Professional students are aware of their events.

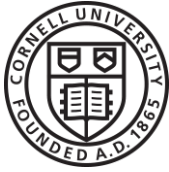
## B. Additional GPSA-specific Obligations

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

## IX. Additional Obligations for Specific Byline Organizations

### A. Big Red Barn (BRB)

1. All obligations listed in Appendix B, Section VIII.A
2. The Big Red Barn shall continue to provide:
  - a) TGIF
  - b) Summer TGIF
  - c) Orientation events for incoming students
  - d) The Year-End Barbeque
3. At its discretion, The Big Red Barn shall provide :



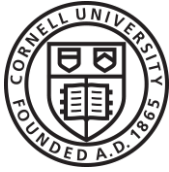
# Graduate and Professional Student Assembly

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- a) weekly dance classes
- b) trivia nights
- c) speed dating
- d) student art exhibits
- e) other events and seasonal events as it sees fit.
4. The Big Red Barn shall maintain the program in the following respects:
  - a) Maintain newspaper and magazine subscriptions.
  - b) Strive to include programming for each BRB fellow that involves local artists.
  - c) Hold one special event each semester to enhance the programming.
5. All Big Red Barn-organized events shall continue to offer free soft drinks.
6. Any future funding requests will include information regarding financial support provided to the Big Red Barn by the Graduate School.

## B. Cornell Cinema

1. All obligations listed in Appendix B, Section VIII.A
2. Cornell Cinema shall not increase graduate/professional student ticket prices without formally requesting and receiving the express approval of the GPSA.
3. Cornell Cinema shall make a reasonable effort to maintain the range and quality of programming it currently provides, considering limitations that may be imposed by venue availability and alterations in funding from other sources, including ticket sales.
4. Cornell Cinema shall make a reasonable effort to keep GPSA informed about any significant changes to its organizational and functional structure to ensure collaboration between GPSA and Cornell Cinema can remain most beneficial for both parties involved. Cornell Cinema shall keep collecting information on how many graduate and professional students attend Cornell Cinema events and present this information to the GPSA.
  - a) This provision may be suspended by a  $\frac{2}{3}$  majority of the seated GPSA Appropriations Committee membership upon notice to the Voting Membership of the GPSA, in accordance with previous communications between the GPSA and Cornell Cinema.
5. Appropriations Committee, GPSA General Body, and Cornell Cinema during the 2018-2020 byline funding cycle, the Cinema's future funding requests shall be automatically approved by the GPSA as specified in the schedule below. Pursuant to this agreement, the Cinema is not required to



# Graduate and Professional Student Assembly

submit a formal application to receive the SAF funding outlined in Table 1:

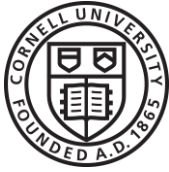
- a) The following language was agreed upon by both Cornell Cinema and Graduate & Professional Student Assembly during the fee setting year for the 2018-2020 funding cycle fees. In this, the Assembly has agreed to the following schedule of funding. This provision may only be modified by a unanimous vote of the seated voting membership of the Graduate & Professional Student Assembly.
- b) This agreement shall expire after the 2026-2028 byline cycle. During the byline application process for 2028- 393 2030, Cornell Cinema may elect to re-apply for byline funding, in the same manner as other byline applicants. The Assembly, in evaluating Cornell Cinema's request, may choose to maintain the current level of funding, cease byline funding, or pursue an alternative course of action. Should the Assembly and Cinema choose to keep funding the Cinema, the Cinema must re-apply for funding pursuant to the guidelines in effect at that time.

## 6. Table 1:

- a) Future funding of Cornell Cinema as agreed upon between GPSA Appropriations and Cornell Cinema.
  - (1) 2020–2022
    - (a) SAF Amount requested \$9
  - (2) 2022–2024
    - (a) \$7
  - (3) 2024–2026
    - (a) \$5
  - (4) 2026-2028
    - (a) \$3

## C. Cornell Concert Commission (CCC)

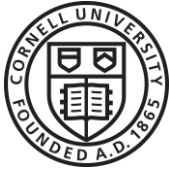
1. All obligations listed in Appendix B, Section VIII.A
2. The Cornell Concert Commission shall continue to offer discounted tickets for all ticketed events.
3. The Concert Commission shall seek to produce two shows at Bailey Hall or a similarly sized venue each academic year.
4. The Concert Commission shall seek to produce two shows at Barton Hall or a similarly sized venue each academic year.



# Graduate and Professional Student Assembly

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5. The Cornell Concert Commission shall seek to produce one free show every year on the Arts Quad.
  6. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three on-campus music events with other Cornell University groups.
  7. The Cornell Concert Commission shall allocate at least 35% of tickets for sale exclusively to graduate/professional students on the first day of sales. Any tickets not sold to graduate/professional students at the end of the day may be returned to the general student pool. If all allocated graduate/professional student tickets are sold, graduate/professional students may still purchase discounted tickets from the general student pool.
  8. The Cornell Concert Commission shall track the number of tickets sold to graduate/professional students and report these numbers back to the GPSA upon request.
  9. The Cornell Concert Commission shall offer identical pricing to graduate/professional and undergraduate students.
  10. The Cornell Concert Commission shall follow the following advertising guidelines: CCC shall notify graduate/professional students at least 14 calendar days prior to tickets going on sale, at a minimum of
    - a) the act/show
    - b) the date and time of the act
    - c) The price of tickets
    - d) How to purchase tickets.
  11. The Cornell Concert Commission shall consider the unique tastes of graduate/professional students in their act selection and shall host at least one show a year where an act is specifically chosen for their appeal to graduate/professional students.
- D. Cornell University Department of Athletics & Physical Education
1. All obligations listed in Appendix B, Section VIII.A
  2. The Dept. of Athletics and Physical Education shall continue to provide graduate and professional students with opportunities for physical and outdoor education, recreational services, and intercollegiate athletic competition, including, but not limited to, participation in Cornell Outdoor Education (COE), the intramural sports program, and access to the Cornell Fitness Centers.
  3. The Dept. of Athletics and Physical Education shall continue to maintain and distribute, in their current form, the Big Red Sports Pass and



# Graduate and Professional Student Assembly

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discounted men's ice hockey season tickets to graduate and professional students at publicly specified times and locations.

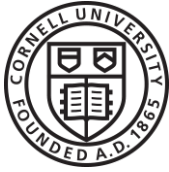
4. The Department of Athletics and Physical Education shall monitor the attendance of graduate and professional students at athletic events to better facilitate future GPSA appropriations decisions.
5. At least once per semester, an email will be sent to all students advertising information about graduate/professional student event/ticket sign-up and purchase options, including, but not limited to, the Big Red Sports Pass and hockey season tickets.

## E. Cornell University Emergency Medical Service (CUEMS)

1. All obligations listed in Appendix B, Section VIII.A
2. Cornell EMS shall continue to provide exemplary emergency response and basic life support for the graduate and professional students of the Cornell community, using updated equipment and emergency response vehicles.
3. Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) instruction, along with First Aid classes for training of EMS members and interested graduate and professional students.
4. Cornell EMS shall continue to provide emergency response support for special events on the Cornell campus.
5. Cornell EMS shall provide extensive training to all squad members, including basic emergency medical technicians (EMT-B), critical care technicians (AEMT-CC), and paramedics (AEMT-P).
6. Cornell EMS shall continue to stand by at graduate and professional student events free of charge.

## F. Cornell University Programming Board (CUPB)

1. All obligations listed in Appendix B, Section VIII.A
2. The Program Board shall fund at least one lecture per year with an honorarium of at least \$10,000. At the speaker's request, any honorarium paid may go to charity.
3. The Program Board can subsidize expenses for no more than one elected or appointed public official per year, regardless of cost. At the speaker's request, any honorarium paid may go to charity.
4. The Program Board shall seek to give all Cornell students at least one event free of charge.



# Graduate and Professional Student Assembly

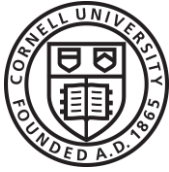
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5. The Program Board shall offer students reduced ticket prices and the opportunity to purchase the best seats available at performance venues one full day before being sold to the public.
6. The Program Board shall designate at least 5% of its budget for co-sponsorships to alleviate costs for other Cornell organizations.
7. The Program Board shall allocate at least 35% of tickets for sale exclusively to graduate/professional students on the first day of ticket sales.
  - a) Any tickets not sold to graduate/professional students at the end of the day may be returned to the general pool of tickets.
  - b) If all allocated graduate/professional student tickets are sold, graduate/professional students may still purchase tickets from the general student pool.
8. The Program Board shall track the number of tickets sold to graduate/professional students and report these numbers back to the GPSA upon request.
9. The Program Board shall offer identical pricing for graduate/professional and undergraduate student tickets.
10. The Program Board shall make efforts to advertise the upcoming events to the graduate/professional students within a reasonable period before tickets go on sale. The Program Board shall notify Graduate/Professional students at least 14 calendar days prior to tickets going on sale of at minimum:
  - a) The act/show
  - b) The date and time of the act
  - c) The price of tickets
  - d) How to purchase tickets.
11. To be considered for the full funding request, the Program Board must attend all organizational hearings and respond to any inquiries presented by the GPSA Appropriations Committee during the setting of the 2026-2028 Activity Fee.

## G. Graduate and Professional Student Assembly

1. All obligations listed in Section VIII.A.
2. No more than 20% of the GPSA budget may be utilized for travel by Executive Committee and Voting Members. Exceptions may be approved by a majority vote of the seated membership of the GPSA Appropriations Committee.

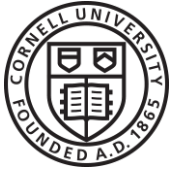




# Graduate and Professional Student Assembly

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- 528 a) Travel includes lodging, transportation, meals, and registration  
529 fees.
- 530 3. The GPSA shall, at least once per byline cycle, distribute a survey to all  
531 professional and graduate students to solicit feedback on their satisfaction  
532 and knowledge of the GPSA's actions.
- 533 a) The anonymized data from this survey shall be collected and the  
534 GPSA Executive Committee members shall present this data some  
535 time after the survey completion.
- 536 b) The survey data shall also be made available to all members of the  
537 GPSA.
- 538 c) The survey should contain the following questions:
- 539 (1) What student group are you in? (graduate/professional/dual  
540 degree)
- 541 (2) Have you heard of the Graduate and Professional Student  
542 Assembly (GPSA)? (yes/no)
- 543 (3) Have you heard of the Graduate and Professional Student  
544 Assembly Finance Commission (GPSAFC)? (yes/no)
- 545 (4) Do you know what the Graduate and Professional Student  
546 Activity Fee is? (yes/no)
- 547 (5) Do you know what the Graduate and Professional Student  
548 Activity Fee is used for? (yes/no)
- 549 (6) Have you ever participated in GPSA committees or served  
550 as field representative to the GPSA? (yes/no)
- 551 (7) Do you know who your field's representative to the GPSA  
552 is? (yes/no)
- 553 (8) How can the GPSA improve itself to better serve  
554 graduate/professional students? (500 character limit)
- 555 (9) Do you feel that the GPSA is addressing issues of concern  
556 to you (yes/no)
- 557 (a) If (yes/no) what issues do you think the GPSA has  
558 addressed (well/poorly)? (short response)
- 559 (10) Demographic questions (optional) for example (as an  
560 illustrative, not constraining list) : gender, ethnicity/race,  
561 citizenship status, nationality, sexuality, age range,  
562 married/single, parental status, religion, disability (physical,  
563 mental) status, funding source, political viewpoint.



# Graduate and Professional Student Assembly

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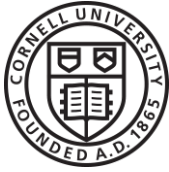
- d) Survey questions may be modified, or new questions added in subsequent byline cycles.
- 4. The GPSA is authorized to provide a financial incentive to the GPSA Executive Board members with three separate payments extended during the summer, fall, and spring semesters.
  - a) Each of these payments are \$500, totaling \$1500 per GPSA Executive Committee member, per academic year.
  - b) At the start of each new GPSA session, the Executive Committee financial incentive will be approved as a budget line item and is able to be amended by a majority vote of the assembly.

## H. Graduate and Professional Student Programming Board

- 1. All obligations listed in Appendix B, Section VIII.A
- 2. The GPS Programming Board shall continue to plan quality events for the graduate/professional student community.
- 3. The GPS Programming Board shall seek to co-sponsor at least two events per semester.
- 4. The GPS Programming Board shall continue to make additional efforts to reach out to professional schools to advertise and co-sponsor events.

## I. International Student Association (ISA)

- 1. All obligations listed in Appendix B, Section VIII.A
- 2. The ISA shall focus on its mission of providing advocacy for international students, ensuring it focuses on the unique and distinct needs of international graduate/professional students, and de-emphasizes its role as a funding agency to supplement the GPSAFC.
- 3. The ISA shall seek to engage graduate and professional communities, especially by recruiting additional graduate and professional student members.
- 4. The ISA shall track graduate and professional student attendance and feedback for events.
- 5. GPSA funds may only be used to support student events and organizations that are primarily focused upon or hosted by Graduate and Professional student organizations.
- 6. The ISA shall track the utilization of funds from the graduate and professional student activity fee and shall report on their utilization to the GPSA Appropriations Committee in all subsequent byline applications.



# Graduate and Professional Student Assembly

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7. The ISA shall make additional efforts to reach out to Graduate and Professional students.

## **X. Enforcement and Violations**

### **A. Sanctions for Noncompliance**

1. Violations of these obligations will be reviewed by the Appropriations Committee. After a notification provided to the GPSA during the Appropriations Committee Update at a regular meeting or via email, the Appropriations Committee may levy penalties or sanctions to organizations found in violation of these guidelines. The GPSA expressly reserves the right to revoke Activity Fee funding.
  - a) Major and Minor penalties are deemed as such after investigation by the GPSA Appropriations Committee and consultation with the GPSA.
2. Penalties include:
  - a) First violation: Educational notice with required corrective action.
    - (1) A communication explaining the violation to an organization's leadership, addressing any confusion in the requirements, and, pending the severity of the violation, steps to ensure future adherence.
  - b) Minor subsequent violations: Fines up to \$750 or 5% of annual byline funding.
  - c) Major violations: Fines up to the full byline allocation.
  - d) All fines are redirected to the GPSAFC for general student group funding.

### **B. Appeals Process**

1. Sanctioned organizations may submit an appeal with additional information to the Appropriations Committee within 14 days.
2. The Committee may modify the sanction by a two-thirds vote.
3. If declined, organizations may request an administrative review by the GPSA general membership.
  - a) The GPSA may overturn or amend the sanction by a  $\frac{2}{3}$  majority vote.

## **XI. Amendments**

- ### **A.**
- This document may be amended according to Article VIII §D of the GPSA Charter.



# Graduate and Professional Student Assembly

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- 636 B. All changes must be reflected in the GPSA Eligibility Criteria and Obligations,  
637 GPSAFC Guidelines, GPSA Bylaws, and GPSA Charter.  
638 1. It is recommended to amend the Charter first and then the other documents  
639 in sequence.