

# Charter

Cornell University

Graduate and Professional Student Assembly

*as amended on February 21, 2023*

## PREAMBLE

To effect more extensive involvement in campus government, this charter establishes within the campus governance structure the requirements for a Graduate and Professional Student Assembly, elected by graduate and professional school students and concerned with those matters directly affecting graduate and professional students of Cornell University. Furthermore, this body may interact with and discuss issues of common interest with the Student, Employee and University Assemblies, and the Faculty Senate.

The purpose of the Graduate and Professional Student Assembly is to ensure a direct focus for the continued involvement of graduate and professional school students in the governance of non-academic affairs and in the life of the University, as well as to foster an increased sense of community among all constituencies through shared responsibilities.

The Graduate and Professional Student Assembly will actively seek to involve Cornell's diverse graduate and professional student population in the Assembly's decision-making activities. Particular effort will be made to ensure that underrepresented groups have access to Graduate and Professional Student Assembly positions.

## ARTICLE I: ESTABLISHMENT

Pursuant to the authority delegated by the Board of Trustees, the President of the University hereby establishes the Graduate and Professional Student Assembly. Articles I through X of this document constitute the Charter of the Graduate and Professional Student Assembly.

## ARTICLE II: AUTHORITY

### Section 2.01: Scope of Authority

- A. The Graduate and Professional Student Assembly (hereinafter referred to as the GPSA) shall have a voice in those activities, program areas, and non-academic policies that affect graduate and professional students.
- B. The GPSA shall serve as a body for the exchange of views between the graduate and professional student population and the administration.
- C. The GPSA shall explore opportunities to enhance the role and function of graduate and professional students, and their contribution to the well-being of the University.

## **Section 2.02: Graduate and Professional Student Activity Fee**

- A. The GPSA, during the fall semester of odd-numbered years, through the authority delegated by the President of the University and the Board of Trustees, shall be charged with recommending the amount and the allocation of the Graduate and Professional Student Activity Fee, subject to the approval of the President of the University.
- B. Neither an opt-out option nor an option to pay extra will be allowed to exempt a student from paying the Student Activity Fee.
  - i. Exceptions may be considered if recommended and approved by the GPSA, and approved by the President of the University.
- C. These procedures shall be reviewed by the Student Assembly, the GPSA, and a representative of the President of the University, at least every four years in a non-fee-setting year.

## **Section 2.03: Legislative Authority Over Policies**

- A. The GPSA shall have the authority to examine the University policies that impact graduate and professional school students.
- B. The GPSA shall have the authority to make recommendations to the appropriate bodies and University administrators concerning these matters.
- C. The GPSA shall be consulted with respect to the modification and development of non-academic policies, which directly affect graduate and professional school students.

## **Section 2.04: University Calendar**

- A. The Provost is requested to consult with the GPSA in the formulation of the University calendar.
- B. The GPSA may review and ask for reconsideration of the calendar before it becomes final.
- C. The GPSA may propose changes in the calendar to the Provost.

## **Section 2.05: Requests for Information from the President of the University**

- 55        A. The GPSA may obtain specific information from the President regarding any subject which it  
56            requests to fulfill its responsibilities.
- 57        B. If the information requested is not provided, the President will report to the GPSA the reasons why  
58            the information cannot be furnished.

59        **Section 2.06: Public hearings, forums, and referendums**

- 60        A. The GPSA may conduct public hearings, forums, and referendums concerning topics of current  
61            graduate and professional student interest, and determine other appropriate ways to assess student  
62            needs and opinions.

63        **Section 2.07: Committees**

- 64        A. The GPSA may appoint graduate and professional students to serve on committees of the GPSA and  
65            other Assemblies that have designated seats for graduate and professional student representatives.
- 66        B. The GPSA may nominate graduate and professional students to serve on other University  
67            committees.

68        **Section 2.08: Representatives to the Student and Employee Assemblies and**  
69        **Faculty Senate**

- 70        A. The GPSA will interface with the Student and Employee Assemblies and Faculty Senate by sending  
71            one representative to each group as an ex-officio, non-voting delegate.

72        **Section 2.09: GPSA Standing and Ad Hoc Committees**

- 73        A. The GPSA will have authority over matters concerning the internal operation and maintenance of  
74            the GPSA, including the proposal of amendments to the GPSA Charter pursuant to Article X and  
75            creation of bylaws and procedures consistent with the obligations of the GPSA, as set forth in this  
76            charter for the GPSA.
- 77        B. The GPSA will have authority over matters concerning its standing and ad hoc committees and may  
78            establish standing and ad hoc committees, as are appropriate to the performance of its functions.

79        **ARTICLE III: RESPONSIBILITY**

80        **Section 3.01: Reporting of Actions**

- A. Actions of the GPSA will be reported to the President of the University in writing by the President of the GPSA.
- B. The GPSA will respond to the President of the University's requests for information regarding GPSA actions.
- C. The President of the University shall respond in writing to the GPSA recommendations pursuant to Section 2.03.A above.
- D. The GPSA will report its actions in writing to the Employee, Student and University Assemblies and the Faculty Senate, in conjunction with reporting of the actions to the President of the University.

### **Section 3.02: Semi-Annual Report**

- A. The GPSA will present a semi-annual, written report at the end of each academic term to the President of the University and the graduate and professional student population.
- B. The report will include:
  - i. a summary of the GPSA's work during the preceding term,
  - ii. a description of any unresolved issues,
  - iii. an exploration of issues that are expected to arise in the future.
- C. The GPSA of the following year is required to respond formally to the unfinished business presented in the semi-annual report.
- D. All members of the Cornell community will have access to this report.

### **Section 3.03: Agendas and pending resolutions**

- A. Agendas and pending resolutions will be distributed to the leadership of the other Assemblies at least 24 hours prior to the GPSA meeting at which they are to be presented.
- B. Agenda and pending resolutions will be distributed to the GPSA at least 24 hours prior to the GPSA meeting at which they are to be presented.

### **Section 3.04: Objection to Actions**

- A. Objections
  - i. Upon receipt of the semi-annual report of the GPSA, other constituent bodies may object, by a two-thirds vote at its next regularly scheduled meeting, to an action taken by the GPSA.
  - ii. The objecting bodies will report back to the GPSA within five working days of the vote to object.

- iii. At its next regularly scheduled meeting, the GPSA will review the objection and either modify the original position to account for the objections of the other constituencies or will reaffirm the original action.
  - iv. The GPSA shall report to the objecting bodies within five working days of reviewing the objection(s).
- B. Reconciliation of the differences
- i. If the GPSA determines by a two-thirds vote that the action of another constituency body impacts its constituency, comparable procedures for the reconciliation of the differences will be pursued.

## ARTICLE IV: MEMBERSHIP

### Section 4.01: Graduate and Professional Student Rights

- A. All graduate and professional students shall have the following rights to:
- i. Contribute to a rich academic and social community that benefits all graduate and professional students;
  - ii. Regularly attend GPSA meetings and remain informed about issues brought before the GPSA;
  - iii. Apply to and, if selected, serve on committees staffed by the GPSA,
  - iv. Engage in discussion and, where appropriate, bring before the GPSA issues or concerns affecting graduate or professional students at the University;
  - v. Bring before the GPSA resolutions concerning issues affecting graduate and professional students at the University.
- B. Graduate and professional students shall have additional rights, should they become members of the GPSA.

### Section 4.02: Overview of GPSA Membership

- A. Membership in the GPSA shall be made available to all matriculated graduate and professional students of the University.
- B. Members from demographic backgrounds reflecting the diverse nature of the University are especially encouraged to participate.
- C. Membership shall consist of:
- i. Representatives selected from each graduate field and professional school (hereafter referred to as Field representatives);
  - ii. Voting members.

142     **Section 4.03: GPSA Field Representatives**

- 143     A. Field representatives shall have the following responsibilities:
- 144         i. Provide updates to constituents regarding GPSA events and initiatives, and solicit feedback
- 145             where appropriate;
- 146                 1. Such communication will include information forwarded over the GPSA electronic
- 147                     mailing list, as well as any other information deemed appropriate by the
- 148                     representatives for dissemination to constituents.
- 149                 2. Members are encouraged to use existing communications channels within their fields
- 150                     or professional school or (if none exist) create a dedicated electronic mailing list.
- 151         ii. Elect and empower the GPSA Voting members as described in Section 4.05;
- 152         iii. Elect GPSA Officers and standing committee chairs;
- 153     B. The composition of Field representatives shall be:
- 154         i. One representative elected in the fall from each graduate field (two from fields with over 100
- 155             students);
- 156         ii. Three representatives elected by each professional school;
- 157         iii. One elected representative from the Cornell NYC Tech campus in New York, NY and one
- 158             elected representative from the New York State Agricultural Experiment Station in Geneva,
- 159             NY (regardless of whether their field or professional school is already represented by a field
- 160             representative);
- 161         iv. The students in each individual field/professional school may prescribe their own election
- 162             procedures. If not filled through election, a representative may be appointed by the field's
- 163             Director of Graduate Studies (DGS) or Dean of a professional school, subject to the approval
- 164             of the students.
- 165     C. Field representatives may be removed by obtaining signatures from 51% of the matriculated
- 166         students in the field/professional school.
- 167     D. Vacant seats remain open until a Field representative is selected by election or appointment.
- 168     E. Field representative seats are not transferable.
- 169     F. Field representatives may serve as many one-year terms as they like, but they must be elected or
- 170         appointed annually.

171     **Section 4.04: GPSA Voting Members**

- 172     A. Voting members shall have the following responsibilities:
- 173         i. Remain sufficiently informed about issues brought before the GPSA to cast informed votes
- 174             on resolutions, formation of committees, and other matters;

# Cornell University Graduate and Professional Student Assembly

- 175           ii.    Each Division shall internally appoint one (1) Diversity and International students (D&I)  
176               Representative; this Representative shall attend all Diversity & International Student  
177               Committee (DISC) or its successor committee's meetings within the academic year and serve  
178               as a contact point and voice for D&I students and relevant concerns;
- 179           iii.   All voting members must serve as either the Chair or member of at least one GPSA internal  
180               committee and shall attend all regularly scheduled meetings of those respective committees;
- 181           iv.    In the years that the Graduate & Professional Community Initiative (GPCI) documents are to  
182               be revised, all voting members are required to attend the GPCI revision committee meetings  
183               and contribute to drafting the strategic plan; attending meetings of the GPCI revision  
184               committee will fulfill the requirement to serve as a member of an Internal Committee.
- 185   B.   There shall be thirty-six (36) Voting Members, composed as follows:
  - 186           i.    Four (4) graduate or professional students enrolled in Master's degree programs as follows:  
187               One (1) at-large, one (1) Master or Public Administration, one (1) Master of Engineering, and  
188               one (1) Masters of Industrial & Labor Relations.
    - 189                   i.    Should any seat designated for a specific degree program remain empty after the  
190                       conclusion of the fall semester, that seat shall become open to any masters or  
191                       professional student pursuing a master's degree as an at-large seat.
  - 192           ii.   Fourteen (14) from the divisions of the Graduate School as follows: three (3) from  
193               Humanities, three (3) from Biological Sciences, four (4) from Physical Sciences, and four (4)  
194               from Social Sciences.
    - 195                   i.    One seat from each of the divisions shall be preferentially reserved for a graduate or  
196                       professional student enrolled in a master's degree program. Such preference shall  
197                       result in the seating of a master's student ahead of all non-master's students. Should  
198                       any of these seats not be filled after the third meeting of the fall semester, the vacancy  
199                       shall then be open to any graduate or professional student within that division  
200                       regardless of degree program.
  - 201           iii.   Nine (9) professional students, four (4) from the Samuel Curtis Johnson School of Business,  
202               three (3) from Cornell Law School, and two (2) the College of Veterinary Medicine.
  - 203           iv.    *Ex officio* Voting Membership shall be granted to the Chairpersons of the following GPSA  
204               standing committees, provided that the committee chair is either an elected Officer or a  
205               member appointed through an election by a majority of all members:
    - 206                   i.    Executive Committee (Bylaws §3.02)
    - 207                   ii.   Operations and Staffing Committee (Bylaws §3.03)
    - 208                   iii.   Appropriations Committee (Bylaws §3.05)
    - 209                   iv.    Communications Committee (Bylaws §3.06)
    - 210                   v.    Finance Commission (Bylaws §3.07)

- vi. Student Advocacy Committee (Bylaws §3.08)
  - vii. Graduate and Professional Student Programming Board (Bylaws §3.09)
  - viii. Faculty Teaching, Advising, and Mentorship Award Committee (Bylaws §3.10)
  - ix. Diversity & International Students Committee (Bylaws §3.11)
- C. Voting members do not count as Field representatives from their respective graduate fields or professional schools.
- D. Voting members shall be limited to one vote, even if that member holds multiple *ex-officio* voting member positions.

## Section 4.05: Election of Voting Members

- A. Registered students from Divisions defined by the Graduate School are eligible to run for Voting member positions:
- i. The 14 Voting members who represent the divisions of the Graduate School, the Masters of Engineering, and the one “at-large” Master’s student enrolled in a Master’s degree program administered by the Graduate School.
  - ii. In the Physical Sciences, at least one seat shall be from an engineering field and at least one seat shall be from a non-engineering field.
  - iii. The week prior to the second to last regularly scheduled GPSA meeting, the solicitation of candidates for the aforementioned Voting member positions will open. Solicitations shall be accepted via email, or during a call for solicitations during the second to last regularly scheduled GPSA meeting. The solicitation period shall end after this meeting.
  - iv. Three days prior to the last regularly scheduled GPSA meeting the election period will open, ending one hour prior to the last regularly scheduled GPSA meeting. The Voting member election results shall be announced at the start of this meeting.
  - v. Voting for the GPSA Voting member elections shall take place via email, graduate students shall only be permitted to vote on candidates from their respective degree programs.
  - vi. Unfilled seats shall remain open to members of that respective program until the second GPSA meeting of the fall semester, where after that meeting, the seat shall be thrown open as “at-large,” and a member may be elected from any graduate or professional degree program.
  - vii. The GPSA will be responsible for marketing elections, defining a nomination collection strategy, and coordinating a timeline and tasks with the Office of the Assemblies. The Office of the Assemblies will be responsible for creating and distributing ballots.
- B. The professional schools shall select one Voting member each by whatever means they choose.
- C. Master’s Degree Specific Members

- i. The two (2) Voting members who represent graduate students enrolled in Master's degree programs will be elected by GPSA members at the first regularly scheduled meeting of the fall semester.
- ii. Candidates for these seats must be enrolled in Master's degree programs administered by the Graduate School.
- iii. At least one of the Master's degree seats shall be from an engineering field.
- iv. If, by the third regularly scheduled meeting, no eligible candidate from an engineering field has been nominated for the engineering seat, the seat shall be opened to any student enrolled in any Master's degree program administered by the Graduate School.
- v. If filled by a non-engineering student, the engineering seat reverts to its original designation at the next regular election.
- vi. If no Master's degree students are nominated, these seats may remain vacant until eligible candidate(s) can be identified.

#### **Section 4.06: Filling Vacant Seats**

- A. If one of the seats representing a Division of the Graduate School becomes vacant during the term of office, that seat is thrown open as "at-large," and a member may be elected from among the entire GPSA membership.
- B. A special election shall be held at the first regularly scheduled meeting following the existence of the vacancy.
- C. Professional school seats vacated during the term of office shall be filled according to procedures outlined by the respective professional schools.
- D. Both Field representatives and Voting members shall elect at-large members.

#### **Section 4.07: Presidential Appointments**

- A. The President of the University may appoint one member of the administration to serve as a consultant to the GPSA at its meetings.

### **ARTICLE V: OFFICERS OF THE GPSA**

#### **Section 5.01: Definitions**

- A. The officers of the GPSA shall be the President, the Executive Vice President, the Vice President for Operations, the Vice President of Finance, and the Vice President for Communications,
- B. The Counsel to the Assembly shall serve as an ex-officio officer of the GPSA

274    **Section 5.02: Officer Elections**

- 275       A. Registered students from any graduate or professional degree program are eligible to run for a  
276       GPSA Officer position.
- 277           i. The week prior to the second to last regularly scheduled GPSA meeting, the solicitation of  
278           Officer candidates shall begin. Solicitations shall be accepted via email, or during a call for  
279           solicitations during the second to last regularly scheduled GPSA meeting. The solicitation  
280           period will end after this meeting.
- 281           ii. Three days prior to the last regularly scheduled GPSA meeting the election period will open,  
282           ending one hour prior to the last regularly scheduled GPSA meeting. The Officer election  
283           results shall be announced at the start of this meeting.
- 284           iii. Voting for the GPSA Officers shall take place via email, at the same time as the Voting  
285           member elections.
- 286           iv. The GPSA will be responsible for marketing elections, defining a nomination collection  
287           strategy, and coordinating a timeline and tasks with the Office of the Assemblies. The Office  
288           of the Assemblies will be responsible for creating and distributing ballots.

289    **Section 5.03: Officer Responsibilities**

- 290       A. President
- 291           i. It shall be the responsibility of the President of the GPSA to:
- 292               a. Assure the smooth and effective operation and maintenance of the GPSA,
- 293               b. Delegate responsibilities as needed to accomplish the duties of the office and the
- 294               goals set forth in the this Charter and associated Bylaws,
- 295               c. Chair, or appoint a delegate chair to, all meetings of the GPSA,
- 296               d. Transmit notice of the actions and recommendations of the GPSA
- 297               e. Serve as spokesperson of the GPSA, correspond with the President of the University,
- 298               enumerate actions taken by the GPSA, and submit the semi-annual year-end report to
- 299               the University President.
- 300       B. Executive Vice President
- 301           i. It shall be the responsibility of the Executive Vice President of the GPSA to:
- 302               a. Assist the President as needed;
- 303               b. Recruit graduate and professional students reflecting the diverse nature of the
- 304               University to serve on the GPSA,
- 305               c. Maintain an accurate list of members,
- 306               d. Maintain attendance records at all GPSA meetings,
- 307               e. Distribute the agenda and meeting materials for all GPSA meetings,

# Cornell University Graduate and Professional Student Assembly

- 308 f. Chair the Executive Committee of the GPSA,
- 309 g. Chair meetings of the GPSA in the absence of the President.
- 310 C. Vice President for Operations
- 311 i. It shall be the responsibility of the Vice President for Operations to:
- 312 a. Chair the Operations and Staffing Committee,
- 313 b. Maintain accurate lists of committee appointees,
- 314 c. Maintain communication with committee appointees and chairs,
- 315 d. Coordinate committee reporting procedures,
- 316 e. Review and update the GPSA Charter and Bylaws,
- 317 f. Chair meetings of the GPSA in the absence of both the President and Executive Vice
- 318 President.
- 319 D. Vice President of Finance
- 320 i. It shall be the responsibility of the Vice President of Finance to:
- 321 a. Chair the Appropriations Committee.
- 322 b. Maintain all aspects of the Graduate and Professional Student Activity Fee, including
- 323 review of the GPSA Byline Allocation Procedures, the GPSA Eligibility Criteria and
- 324 Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, and
- 325 the GPSA Internal Budget.
- 326 c. Chair meetings in the absence of the President, Executive Vice President, and Vice
- 327 President for Operations.
- 328 E. Vice President for Communications
- 329 i. It shall be the responsibility of the Vice President for Communications to:
- 330 a. Chair the Communications Committee.
- 331 b. Oversee and manage the timely and accurate communication between the Executive
- 332 Committee, the GPSA, the Graduate and Professional Student Community, and
- 333 Cornell University.
- 334 c. Chair meetings in the absence of the President, Executive Vice President, Vice
- 335 President for Operations, and Vice President of Finance.
- 336 F. Counsel to the Assembly
- 337 i. It shall be the responsibility of the Counsel to the Assembly to:
- 338 1. Help maintain continuity of the GPSA agenda between administrations,
- 339 2. Keep track of GPSA history and precedents,
- 340 3. Serve as a non-voting, ex-officio member of the Executive Committee and the
- 341 Operations and Staffing Committee, at the discretion of these committees.
- 342 ii. The Counsel to the Assembly shall not be charged with performing any tasks other than
- 343 advising the GPSA and the Executives, unless the Counsel wishes to take on a task.

iii. Eligibility

1. The Counsel to the Assembly is not required to be a current member of the GPSA.
2. The Counsel to the Assembly must be a matriculated graduate or professional student at Cornell.
3. The position may remain vacant if a qualified candidate is not found.
4. The Counsel to the Assembly must have previously served as a GPSA President, Executive Vice President, Vice President for Operations, Vice President of Finance, or Vice President for Communications.

**Section 5.04: Replacement of Officers**

- A. In the case that an officer resigns or is unable to perform the duties of the office, the following general procedures shall be used to find a replacement:
- i. Nominees to fill officer positions during the current GPSA term shall be subject to a majority approval of the GPSA members.
  - ii. Elections will be held at regularly scheduled meetings.
- B. The following specific procedures for the replacement of GPSA officers shall be used:
- i. President
    - a. The Executive Vice President shall assume the position of President.
    - b. If the Executive Vice President declines the position, the GPSA members will elect a new President from among the Voting members.
  - ii. Executive Vice President
    - a. The Vice President for Operations shall assume the position of Executive Vice President.
    - b. If the Vice President for Operations declines the position, the GPSA members will elect a new Executive Vice President from among the Voting members.
  - iii. Vice President for Operations
    - a. The Vice President of Finance shall assume the position of the Vice President for Operations.
    - b. If the Vice President of Finance declines the position, the GPSA members will elect a new Vice President for Operations from among the Voting members.
  - iv. Vice President of Finance
    - a. The Vice President for Communications shall assume the position of the Vice President of Finance.
    - b. If the Vice President for Communications declines the position, the GPSA members will elect a new Vice President of Finance from among the Voting members.
  - v. Vice President for Communications

- a. The GPSA Members will elect a new Vice President for Communications from among the Voting members.

vi. Lack of Available Voting Members

- a. Should all eligible voting members refuse to be nominated to the any of the officer positions, the GPSA Members will elect a new officer from amongst the Field Representatives.”;

## ARTICLE VI: COMMITTEES

### Section 6.01: Establishment

- A. The GPSA shall create and staff the standing committees pursuant to Section 2.10.  
B. The GPSA may establish ad hoc committees, pursuant to Section 2.10, for the proper performance of its functions, and may prescribe their responsibilities and their membership.  
C. The GPSA shall appoint representatives to University committees and assemblies.

### Section 6.02: Standing Committees

- A. The standing committees of the GPSA shall be the Executive Committee, Operations and Staffing Committee, Elections Committee, Appropriations Committee, the Graduate and Professional Student Assembly Finance Commission (GPSAFC), the Communications Committee and other committees as described in the GPSA Bylaws.  
B. The standing committees of the GPSA allow for focused, detailed work on issues of concern to the graduate and professional student body.  
C. The standing committees may appoint sub-committees that report only to the standing committee. Membership of the sub-committee must consist of members of the respective standing committee.  
D. A Voting member of the GPSA shall serve as Chair of each standing committee whenever possible, but other GPSA members may serve as needed.  
E. Any matriculated graduate or professional student is eligible to serve on committees.  
i. The Chair of the Appropriations Committee will be elected during the last regularly scheduled meeting of the fall semester. It is strongly encouraged that the Appropriations Chair have served on the committee for at least one semester prior to election.  
ii. If no suitable candidate can be found, a vacancy shall exist.  
iii. Vacancies in standing committee chairs that occur during the current GPSA term may be filled by majority vote of GPSA members at the next regularly scheduled meeting.  
iv. The Vice President for Operations may appoint an acting chair from among the committee’s members or Executive Committee to serve until a new chair is elected.

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412 **Section 6.03: Election of the Standing Committee Chairs**

413 A. Registered students from a graduate or professional degree program are eligible to run for a  
414 Standing Committee Chair position.

415 i. The week prior to the second to last regularly scheduled GPSA meeting, the solicitation of  
416 Standing Committee Chairperson candidates shall begin. Solicitations shall be accepted via  
417 email, or during a call for solicitations during the second to last regularly scheduled GPSA  
418 meeting. The solicitation period will end after this meeting.

419 ii. Three days prior to the last regularly scheduled GPSA meeting the election period will open,  
420 ending one hour prior to the last regularly scheduled GPSA meeting. The Standing  
421 Committee Chairpersons election results shall be announced at the start of this meeting.

422 iii. Voting for the GPSA Standing Committee Chairpersons shall take place via email, at the  
423 same time as the Voting member elections.

424 **ARTICLE VII: ESTABLISHMENT OF BYLAWS AND PROCEDURES**

425 A. The GPSA may establish bylaws and other procedural rules that are necessary for the normal and  
426 efficient operation of the GPSA.

427 B. The adoption of such bylaws and rules will be subject to a majority vote of the Voting members.

428 **ARTICLE VIII: ESTABLISHMENT OF THE GRADUATE AND**  
429 **PROFESSIONAL STUDENT ACTIVITY FEE**

430 A. The GPS Activity Fee is mandatory for all graduate and professional students of the University and  
431 is used to support activities and programs that benefit the Cornell Community, in particular, its  
432 graduate and professional student population.

433 B. The President of the University delegated responsibility for setting and allocating of the GPS  
434 Activity Fee to the GPSA in a letter dated March 1, 1999. A set of guidelines are attached to said  
435 letter. The GPSA recognizes that along with setting and distributing the GPS Activity Fee comes  
436 accountability.

437 C. The GPS Activity Fee shall be established every two years — with the extensive participation and  
438 active input from the graduate and professional student body — by the last day of classes in the fall  
439 semester of the fee-setting year. In the event that the GPSA cannot meet this deadline, the GPS  
440 Activity Fee shall be fixed at the amount and allocation in effect during the fee-setting year.

441 D. The GPSA shall establish three funding rules and procedures documents:

442 i. The GPSA Byline Allocation Procedures

- a. For the purpose of allocating the activity fee, this document's rules and procedures hold the same weight and precedence as the GPSA Charter.
- b. Any changes to this document must be presented, in writing, at least one regularly scheduled meeting prior to the vote.
- c. Changes to this document require a 2/3 vote of the voting GPSA members.
- ii. The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations
  - a. For the purpose of allocating the activity fee, this document's rules and procedures hold the same weight and precedence as the GPSA Charter.
  - b. Any changes to this document must be presented, in writing, at least one regularly scheduled meeting prior to the vote.
  - c. Changes to this document require a 2/3 vote of the voting GPSA members.
- iii. GPSAFC Funding Guidelines
  - a. The Appropriations Committee shall present any revisions to the GPSAFC Funding Guidelines for majority vote of the voting members at least one meeting prior to a vote.
  - b. The Appropriations Committee shall review the GPSAFC Funding Guidelines in non-activity fee setting years.
- E. Funds from the Activity Fee will be allocated:
  - i. To the GPSA to help fulfill its mission and role in student government and advocating on behalf of graduate and professional students. Funds allocated to the GPSA are overseen by the Executive Committee in collaboration with the Chair of the Appropriations Committee.
  - ii. To the GPSA Finance Commission, no less than 35% of the total Activity Fee, to fund student organizations which contribute to the graduate and professional student experience at Cornell. Organizations must be registered with the Student Activities Office; further eligibility criteria and procedures are outlined in the GPSAFC Funding Guidelines, which are determined by the GPSA.
  - iii. Direct byline funding to organizations which surpass in size and scope those typically funded through the GPSAFC. Eligibility criteria, procedures and obligations for such organizations are outlined in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
- F. Guidelines and procedures regarding the GPSAF shall be reviewed by the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

## ARTICLE IX: PROTECTION

### Section 9.01: Community Rights

- A. The GPSA and its committees shall respect and protect the rights of individual members of the Cornell community.

## **Section 9.02: Confidentiality**

- A. When a subject under discussion or examination requires the use of personal confidential information, all reasonable efforts shall be made to safeguard the confidentiality of this information.

# **ARTICLE X: CHARTER AND BYLAWS AMENDMENT**

## **Section 10.01: Voting Requirements**

- A. An affirmative vote of a majority of the Voting members shall be required to amend the Bylaws and Procedures of the GPSA, and an affirmative vote of two-thirds of the Voting members shall be required to amend the GPSA Charter.

## **Section 10.02: GPSA Charter Amendment**

- A. The GPSA Charter may be amended in one of the following ways:
- i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate and Professional student may present an amendment 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 proposed amendment.
    - b. The form and wording of the amendment, as voted upon by the GPSA Voting members, shall be identical in form and wording to that of the petition.
  - ii. Any GPSA member may present an amendment to the GPSA for consideration. Within two regularly scheduled meetings after such presentation, the GPSA Voting members will discuss and vote on the proposed amendment(s).
  - iii. Any amendment must be presented in writing to all GPSA Voting members at least one regularly scheduled meeting prior to the meeting where the amendment will be considered.

## **Section 10.03: Bylaws Amendment**

- A. The Bylaws may be amended in one of the following ways:
- i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate and Professional student may present an amendment 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 proposed amendment.

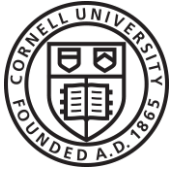
b. The form and wording of the amendment, as voted upon by the GPSA Voting members, shall be identical in form and wording to that of the petition.

ii. Any GPSA member may present an amendment to the GPSA for consideration. Within two regularly scheduled meetings after such presentation, the GPSA Voting members will discuss and vote on the proposed amendment(s).

iii. Bylaw amendments must be presented in writing to all GPSA Voting members at least 24 hours before the amendment will be considered for a vote.

#### **Section 10.04 Authority and responsibility**

A. The amendments of those Articles of the Charter which appear under the headings, Authority, Responsibility, Membership, and Charter and Bylaws Amendment shall require, in addition, the approval of the President of the University.



# Graduate and Professional Student Assembly

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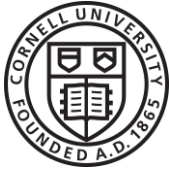
## APPENDIX A: THE GPSA BYLINE ALLOCATION PROCEDURES

*Adopted April 23, 2012; Amended April 27, 2026*

### **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:

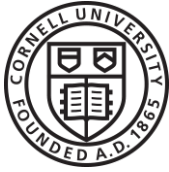
1. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be reviewed by and meet the approval of the President of the University.
2. The Student 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



# Graduate and Professional Student Assembly

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- c) Operate primarily for students by students with funds disbursed through a university operating account
- 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.



# Graduate and Professional Student Assembly

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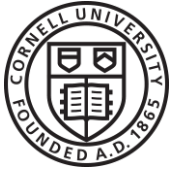
8. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

## 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.



# Graduate and Professional Student Assembly

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## 2. Responsibilities of the Executive Committee

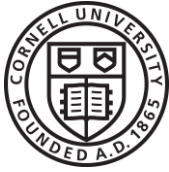
- a) The GPSA General Meeting Agenda shall prioritize presentations by byline-funded organizations upon request and facilitate voting on funding recommendations.
- b) The GPSA President shall oversee the discussion and voting procedure for the approval of the initial recommendation during the regular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



# Graduate and Professional Student Assembly

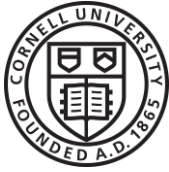
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## V. **Timeline**

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

## VI. **Amendments**

- A. This document may be amended according to Article VIII §D of the GPSA Charter.
- B. All changes must be reflected in the GPSA Eligibility Criteria and Obligations, GPSAFC Guidelines, GPSA Bylaws, and GPSA Charter.
  - 1. It is recommended to amend the Charter first and then the other documents 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 27, 2026*

### **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.

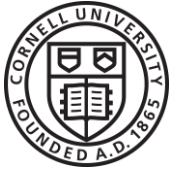
### **II. Eligibility Requirements**

#### **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.



# Graduate and Professional Student Assembly

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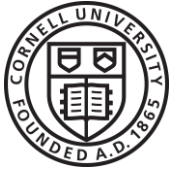
2. If an independent organization, they must also:
  - (1) Provide evidence of engaging with more than 5% of the graduate and professional student community on campus.,
  - (2) Have received funding from GPSAFC for at least the 4 semesters preceding their application.
- b) If a University organization:
  - (1) Provide evidence of engaging with more than 5% of the graduate and professional student community on campus.

## 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



# Graduate and Professional Student Assembly

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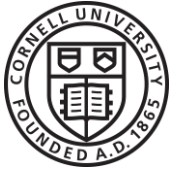
2. In addition to the initial application requirements, the application shall also include:
  - a) All edit requests made by the appropriations committee rectified from the initial application
  - b) Updated funding request
  - c) Mission, constitution, charter, and bylaws
  - d) Financial documentation (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.



# Graduate and Professional Student Assembly

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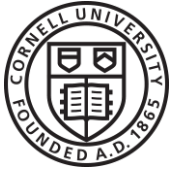
- E. The time spent on any particular organization's application or presentation may be restricted at the discretion of the Appropriations Committee Chair.
- F. Members of the committee may send follow-up questions to the organization after each hearing, to which organizations must respond within 1 week.

## 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 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.



# Graduate and Professional Student Assembly

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## VIII. Obligations

### A. General Obligations

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 their events on Campus Groups.
  - c) Organizations must also take additional reasonable steps to ensure Graduate/Professional students are aware of their events.

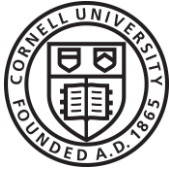
### B. Additional GPSA-specific Obligations

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 500 program/events per year, which include:
  - a) TGIF
  - b) Summer TGIF
  - c) Orientation events for incoming students



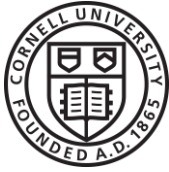
# Graduate and Professional Student Assembly

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3. The Big Red Barn will also provide monthly programming developed in collaboration with the Barn's student fellows. These programs will span a range of focus areas, including Sustainability, Art, Wellness, Family, Culture, Social, Career, Purchasing, and Trivia, as well as additional and seasonal events as deemed appropriate.
4. The Big Red Barn shall maintain the program in the following respects:
  - a) Support local artists by prioritizing programming that highlights and uplifts creative work within the community.
  - b) Promote sustainability by ensuring that events held at the Barn incorporate environmentally responsible practices.
  - c) Provide programming support to external graduate student organizations interested in hosting events at the Barn, helping them plan and execute successful gatherings.
  - d) Maintain strong communication with the GPSA to ensure that all programming remains aligned with the needs and interests of graduate and professional students.
  - e) Include transparent financial information in all future funding requests, detailing the Graduate School's financial support for the Big Red Barn.
5. All Big Red Barn-organized events shall continue to offer free soft drinks.

## 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 seek to diversify its funding sources in order to avoid relying on GPSA support.
5. Cornell Cinema should seek to provide graduate students with more equitable ticket pricing, recognizing their comparatively greater financial contribution to Cornell Cinema relative to other students.



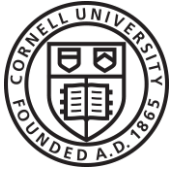
# Graduate and Professional Student Assembly

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- 379 6. Cornell Cinema shall make a reasonable effort to keep GPSA informed  
380 about any significant changes to its organizational and functional structure  
381 to ensure collaboration between GPSA and Cornell Cinema can remain  
382 most beneficial for both parties involved. Cornell Cinema shall keep  
383 collecting information on how many graduate and professional students  
384 attend Cornell Cinema events and present this information to the GPSA.  
385 a) This provision may be suspended by a  $\frac{2}{3}$  majority of the seated  
386 GPSA Appropriations Committee membership upon notice to the  
387 Voting Membership of the GPSA, in accordance with previous  
388 communications between the GPSA and Cornell Cinema.

389 C. Cornell Concert Commission (CCC)

- 390 1. All obligations listed in Appendix B, Section VIII.A  
391 2. The Cornell Concert Commission shall continue to offer discounted  
392 tickets for all ticketed events.  
393 3. The Concert Commission shall seek to produce two shows at Bailey Hall  
394 or a similarly sized venue each academic year.  
395 4. The Concert Commission shall seek to produce two shows at Barton Hall  
396 or a similarly sized venue each academic year.  
397 5. The Cornell Concert Commission shall seek to produce one free show  
398 every year on the Arts Quad.  
399 6. Each year, the Cornell Concert Commission shall co-sponsor a minimum  
400 of three on-campus music events with other Cornell University groups.  
401 7. The Cornell Concert Commission shall allocate at least 35% of tickets for  
402 sale exclusively to graduate/professional students on the first day of sales.  
403 Any tickets not sold to graduate/professional students at the end of the day  
404 may be returned to the general student pool. If all allocated  
405 graduate/professional student tickets are sold, graduate/professional  
406 students may still purchase discounted tickets from the general student  
407 pool.  
408 8. The Cornell Concert Commission shall track the number of tickets sold to  
409 graduate/professional students and report these numbers back to the GPSA  
410 upon request.  
411 9. The Cornell Concert Commission shall offer identical pricing to  
412 graduate/professional and undergraduate students.  
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# Graduate and Professional Student Assembly

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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.

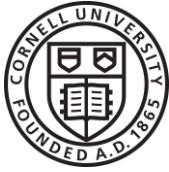
11. The Cornell Concert Commission shall consider the unique tastes of graduate/professional students in their act selection and shall host at least one show a year where an act is specifically chosen for their appeal to graduate/professional students.

## 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 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.



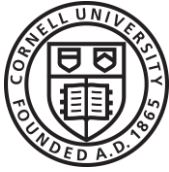
# Graduate and Professional Student Assembly

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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.
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.



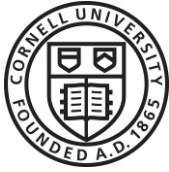
# Graduate and Professional Student Assembly

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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.

## G. Graduate and Professional Student Assembly

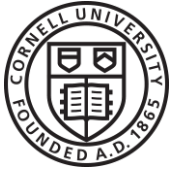
1. All obligations listed in Section VIII.A.
2. No more than 20% of the GPSA budget may be utilized for travel by Executive Committee and Voting Members. Exceptions may be approved by a majority vote of the seated membership of the GPSA Appropriations Committee.
  - a) Travel includes lodging, transportation, meals, and registration fees.
3. The GPSA shall, at least once per byline cycle, distribute a survey to all professional and graduate students to solicit feedback on their satisfaction and knowledge of the GPSA's actions.
  - a) The anonymized data from this survey shall be collected and the GPSA Executive Committee members shall present this data some time after the survey's completion.
  - b) The survey data shall also be made available to all members of the GPSA.
  - c) The survey should contain the following questions:
    - (1) What student group are you in? (graduate/professional/dual degree)
    - (2) Have you heard of the Graduate and Professional Student Assembly (GPSA)? (yes/no)
    - (3) Have you heard of the Graduate and Professional Student Assembly Finance Commission (GPSAFC)? (yes/no)
    - (4) Do you know what the Graduate and Professional Student Activity Fee is? (yes/no)



# Graduate and Professional Student Assembly

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- (5) Do you know what the Graduate and Professional Student Activity Fee is used for? (yes/no)
- (6) Have you ever participated in GPSA committees or served as field representative to the GPSA? (yes/no)
- (7) Do you know who your field's representative to the GPSA is? (yes/no)
- (8) How can the GPSA improve itself to better serve graduate/professional students? (500 character limit)
- (9) Do you feel that the GPSA is addressing issues of concern to you (yes/no)
- (a) If (yes/no) what issues do you think the GPSA has addressed (well/poorly)? (short response)
- (10) Demographic questions (optional) for example (as an illustrative, not constraining list) : gender, ethnicity/race, citizenship status, nationality, sexuality, age range, married/single, parental status, religion, disability (physical, mental) status, funding source, political viewpoint.
- 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 seek to maximize the number of tickets sold to graduate and professional students for the Grad Student Gala event.



# Graduate and Professional Student Assembly

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- 559 5. The GPS Programming Board shall continue to make additional efforts to  
560 reach out to professional schools to advertise and co-sponsor events.

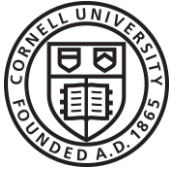
561 I. International Graduate and Professional Student Organization (IGPS)

- 562 1. All obligations listed in Appendix B, Section VIII.A  
563 2. The IGPS shall focus on its mission of providing advocacy for  
564 international students, ensuring it focuses on the unique and distinct needs  
565 of international graduate/professional students.  
566 3. The IGPS shall seek to hold at least four events per semester, with more  
567 than 500 graduate and professional students participating per semester.  
568 4. The IGPS shall track graduate and professional student attendance and  
569 feedback for events.  
570 5. The IGPS shall track the utilization of funds from the graduate and  
571 professional student activity fee and shall report on their utilization to the  
572 GPSA Appropriations Committee in all subsequent byline applications.  
573

574 **X. Enforcement and Violations**

575 A. Sanctions for Noncompliance

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



# Graduate and Professional Student Assembly

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