

1 **Appendix A: The GPSA Byline Allocation Procedures**

2 *Adopted April 23, 2012, Amended September 23, 2012, April XX, 2018*

3 **Item I. Responsibility**

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- 5 1. The byline allocation procedures are coordinated by the Executive Committee and the
6 Appropriations Committee of the GPSA.

7 **Item II. The Appropriations Committee will oversee the following aspects** 8 **of the byline allocation procedures:**

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- 10 1. Inform student groups of Graduate and Professional Student Activity Fee (GPSAF)
11 funding, eligibility criteria and procedures as outlined in the GPSA Eligibility Criteria
12 and Obligations for Byline Funded Organizations.
- 13 2. Consult with the Office of Assemblies and VP of Finance in the SA in the development
14 of initial and final application materials for organizations seeking to apply.
- 15 3. Ensure that applying organizations, including the Graduate and Professional Student
16 Assembly (GPSA) and the Graduate and Professional Student Assembly Finance
17 Commission (GPSAFC), fulfill all requirements outlined therein.
- 18 4. Communicate regarding deadlines with all organizations, especially those that have not
19 applied for byline funding before, and answer questions about the process.
- 20 5. Email the entire graduate and professional student population to inform them of the
21 upcoming GPSA GPSAF hearings.
- 22 6. In accordance with the GPSA Eligibility Criteria and Obligations for Byline Funded
23 Organizations, hold public (and optional executive session) hearings at which
24 applications are discussed. In further meetings discuss and specify allocations for
25 recommendation to the GPSA.
- 26 7. The Chair of the Appropriations Committee will present recommendations and received
27 applications with necessary redactions of confidential information to the GPSA
28 according to the timeline in Item IV. Upon vote of the Assembly, the GPSA will enter
29 executive session where it may review unredacted confidential information.

30 **Item III. The Executive Committee will oversee the following aspects of the** 31 **byline allocation procedures:**

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- 33 1. The President of the GPSA shall prioritize byline funded groups' presentations at
34 regular GPSA meetings upon written request.
- 35 2. The President of the GPSA shall oversee the discussion and voting procedure for the
36 approval of the initial recommendation during the regular GPSA meetings. The
37 discussion and voting process shall follow the following procedure:

- 38 a. Ensure sufficient time for the Appropriations Committee Chair to present the
39 Committee's recommendations and answer questions from the floor during the
40 regular meeting.
- 41 b. The President of the GPSA shall offer a series of motions:
- 42 i. Groups applying for byline funding where the Appropriations Committee
43 recommendation is greater than or equal to the minimum funding amount
44 (50¢) described in the GPSA Eligibility Criteria and Obligations for Byline
45 Funded Organizations, as follows: "RESOLVED, That the Appropriations
46 Committee's recommendation to fund [organization] at [dollar figure] per
47 student is approved and incorporated into the final resolution." This
48 motion requires a majority vote of seated voting members.
- 49 1. If the motion fails, the President of the GPSA will offer a motion as
50 follows: "RESOLVED, That all GPSAF funding for [organization]
51 shall be eliminated in the current cycle." This motion requires a
52 two-thirds vote of seated voting members. If the vote fails, the
53 Appropriations Committee will be responsible for considering the
54 GPSA's discussion and revising its recommendation in response.
- 55 ii. Groups applying for byline funding where the Appropriations Committee
56 recommendation is to eliminate funding, as follows: "RESOLVED, That all
57 GPSAF funding for [organization] shall be eliminated in the current cycle
58 and stated as such in the final resolution." This motion requires a two-
59 thirds vote of seated voting members.
- 60 1. If the motion fails, the Appropriations Committee will be
61 responsible for considering the GPSA's discussion and revising its
62 recommendation in response.
- 63 c. If an organization's first request for byline funding is not approved, the
64 organization shall then have the opportunity to revise its request downward, and
65 the Appropriations Committee will reconsider its recommendation before the
66 next regular GPSA meeting.
- 67 d. At the next regular GPSA meeting, the Chair of the Appropriations Committee
68 will present the revised recommendation to the GPSA voting membership. The
69 President of the GPSA shall offer a series of motions:
- 70 i. For each revised recommendation greater than or equal to the minimum
71 funding amount described in the GPSA Eligibility Criteria and Obligations
72 for Byline Funded Organizations, as follows: "RESOLVED, That the
73 Appropriations Committee's revised recommendation to fund
74 [organization] at [dollar figure] per student is approved and incorporated
75 into the final resolution." This motion requires a majority vote of seated
76 voting members.
- 77 1. If the motion fails, the group seeking byline funding loses its
78 eligibility to receive byline funding for the two-year cycle.

79 ii. For each revised recommendation to eliminate funding, as follows:
80 “RESOLVED, That the Appropriations Committee’s revised
81 recommendation to eliminate funding for [organization] is approved and
82 stated in the final resolution.” This motion requires a $\frac{2}{3}$ vote of seated
83 members.

84 1. If the motion fails, the funding for this organization seeking byline
85 funding will default to the amount currently in effect (not to exceed
86 the current final application request during the fee-setting year and
87 included as such in the final resolution. However, the default may
88 still be amended in the final fee setting resolution.

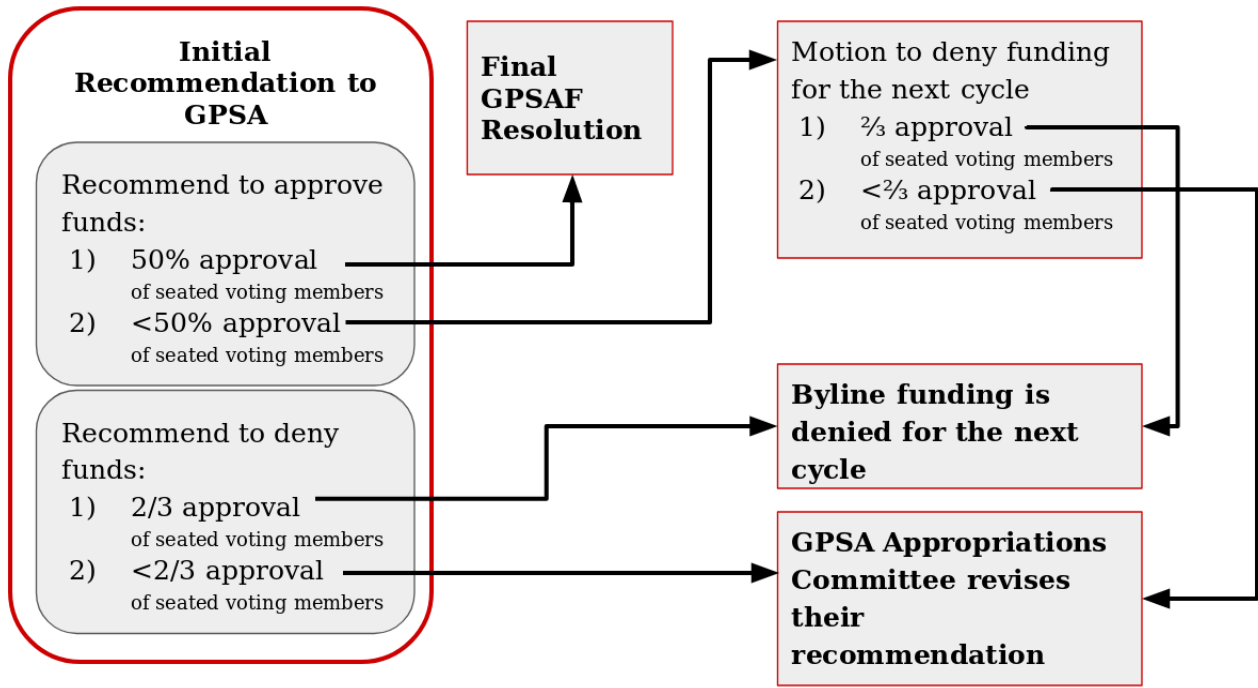
89 3. The discussion and voting process for the approval of the final recommendation shall
90 follow the following procedure:

- 91 a. After each of the Appropriations Committee’s recommendations for
92 organizations seeking byline funding has been voted on, a collective GPSAF is
93 presented to the GPSA voting members as a resolution. The allocations of the
94 GPSAF will only be to the “eligible” organizations discussed in Appendix B: The
95 GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
96 b. As a resolution, this Activity Fee allocation is debatable, amendable and follows
97 all other rules of Parliamentary Procedure (i.e., any member present can change
98 the funding of an organization by an amendment.)
99 i. Any amendment to funding for any organization in this document will
100 require a two-thirds vote of the seated voting members.
101 c. The GPSAF allocation requires a two-thirds vote of the seated voting members
102 for passage.
103 d. After the GPSAF allocation is approved, it will automatically be rounded up to
104 the nearest whole number. The difference between the GPSAF and the new,
105 rounded figure will be allocated to GPSAFC.
106 e. Should the resulting fee not satisfy the balance requirement, i.e., not allocate at
107 least 35% to the GPSAFC, then the GPSAFC’s allocation shall be increased in
108 increments of one dollar until the requirement is met.
109 f. No byline funded group, except the GPSAFC, through adjustments to meet
110 35%, can ever receive a higher amount of funding than requested in the final
111 application for byline funding.
112 g. Once funded during any GPSAF funding cycle, a byline funded organization is
113 obliged to follow the guidelines for byline funded organizations, as prescribed in
114 the Eligibility Criteria and Obligations for Byline Funded Organizations. Should
115 they fail to do so, they may be fined some or all of their allocation or be removed
116 from the activity fee entirely.

117 4. Illustrations of funding cycle procedures

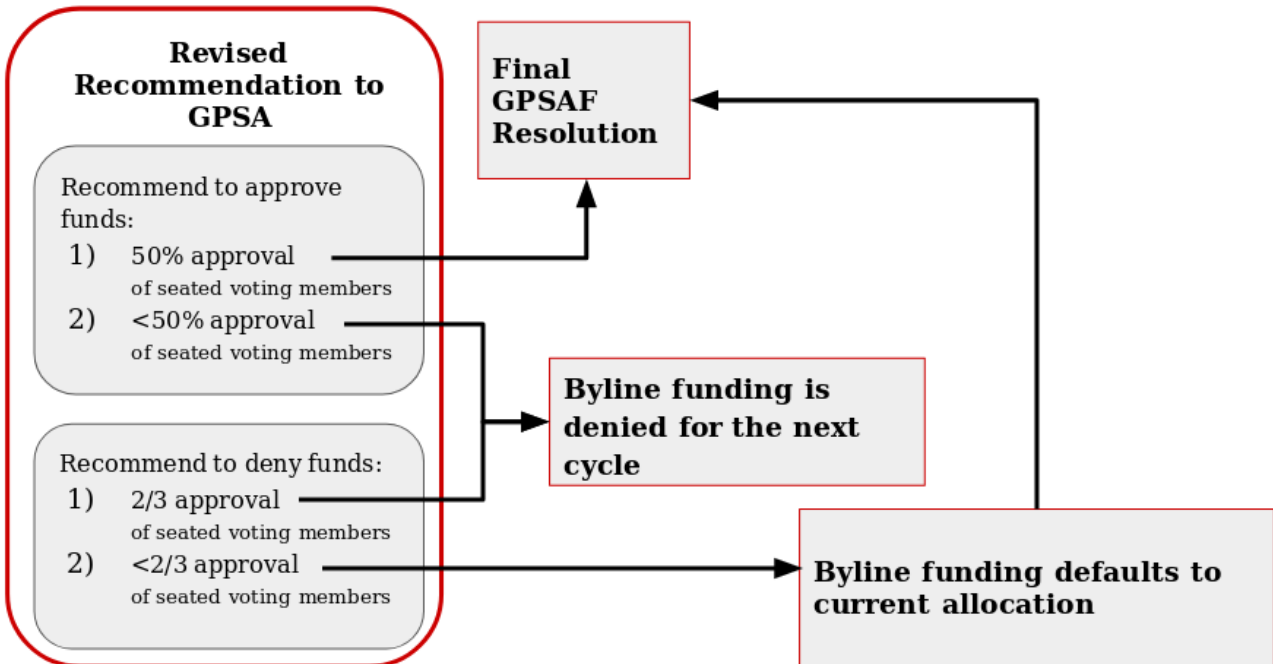
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- a. The following diagrams are for illustrative purposes only. Should they conflict with the written guidelines, those guidelines shall supercede.
- i. Diagram 1: Presentation of the Initial Recommendations for GPSAF:



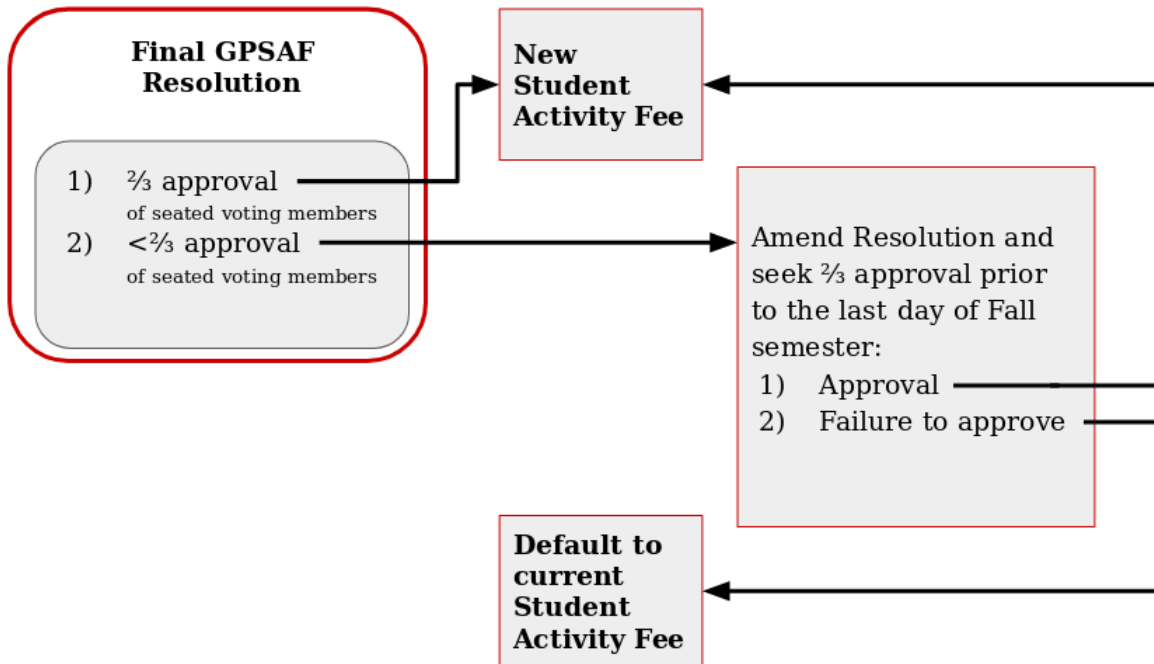
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- ii. Diagram 2: Presentation of Revised Recommendations for GPSAF:



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- iii. Diagram 3: Presentation of the full Activity Fee Resolution to the Assembly:



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127 **Item IV. Timeline**

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- 129 1. Deadlines for the initial and final application materials will be determined in the Fall of
- 130 non-fee-setting years by majority vote of Appropriations Committee.
- 131 2. Currently funded byline organizations shall attend a meeting of the Assembly or
- 132 Appropriations Committee upon request to provide an update on their operations,
- 133 usually conducted, but not required to be done, during the Fall of non-fee-setting years.
- 134 3. The Chair of Appropriations Committee will distribute application materials within 1
- 135 week of the final application deadline among the Appropriations Committee members
- 136 for evaluation and summary reports.
- 137 4. The Appropriations Committee will schedule public hearings for each organization as
- 138 described in Appendix B Item IV §4.03.
- 139 5. The Appropriations Committee shall present its initial recommendations, along with
- 140 summary report and justification for each organization, no later than the fifth regular
- 141 GPSA meeting of the Fall semester.
- 142 6. The allocation process will be finished by the last day of classes of the Fall semester.
- 143 a. Failure to complete the allocation process will result in the Student Activity Fee
- 144 defaulting to the amount and allocation currently in effect during the fee-setting
- 145 year.
- 146 i. Any organization which received funding in the past byline cycle, but did
- 147 not apply for the upcoming GPSAF byline cycle, will have its funding
- 148 allocated to the GPSAFC with the purpose of increasing funds for all
- 149 graduate/professional student groups.
- 150 7. The applying organizations will be informed of their allocation prior to the start of the
- 151 Spring Semester of a fee setting year by the Chair of the Appropriations Committee.

152 8. The GPSAF approved by the GPSA, according to Item III, shall, by January 1, be
153 presented to the President of the University by the Appropriations Committee Chair
154 and the President of the GPSA.

155 **Item V. Amendments**

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- 157 1. This document may be amended pursuant to Article VIII §D of the GPSA Charter.
 - 158 2. All amendments must also be incorporated into the GPSA Eligibility Criteria and
159 Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, the
160 GPSA Bylaws and the GPSA Charter. It is recommended to amend the Charter first
161 and then the other documents in sequence.

162 **Item VI. Criteria for Setting and Allocating the Student Activity Fee** 163 **Delegation of Authority**

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

- 169 1. The SA and the GPSA shall each amend their respective charters to include the criteria
170 for the setting and allocation of the Student Activity Fee, including the guidelines set
171 forth herein and which criteria shall be reviewed by and meet the approval of the
172 President of the University.
- 173 2. The Student Activity Fee for undergraduate students and for graduate and professional
174 students shall be set every two years for a period of two years by the SA and the
175 GPSA, respectively.
- 176 3. The amount of the Student Activity Fee shall be determined by the last day of classes
177 in the fall semester of the fee-setting year by the SA and the GPSA, after substantive
178 input and active participation in the fee-setting process by their constituencies. In the
179 event the SA or the GPSA is unable to meet this deadline, the applicable Student
180 Activity Fee will default to the amount and allocation currently in effect during the fee-
181 setting year.
- 182 4. In general, in order to be considered for funding from the monies collected through the
183 Student Activity Fee, an organization must meet the following criteria:
 - 184 1. Register as a student or university organization with the Student Activities Office
 - 185 2. Allow students equal access to the services being provided by the organization
186 or participation in the organization's activities
 - 187 3. Operate primarily for students by students with funds disbursed through a
188 university operating account
 - 189 4. Have an advisor to assist with oversight of the university operating account.
- 190 5. Funding from the monies collected through the Student Activities Fee may be provided
191 directly to an organization, which applies for and receives "by-line" funding status,

192 outside of the established Student Assembly Finance Commission or Graduate and
193 Professional Student Assembly Finance Commission processes. In addition to the
194 general criteria set out above, an organization wishing to receive by-line funding must
195 demonstrate:

- 196 1. Its activities are of direct and primary benefit to the entire Cornell community
197 represented by the respective assembly; and
 - 198 2. It has a demonstrated budgetary need equivalent to at least 50 cents per
199 student per year.
- 200 6. The SA and the GPSA may also elect to provide by-line funding for other programs and
201 services, which are not registered organizations (e.g., Students Helping Students, club
202 insurance) but whose organizational structure and programs and services are
203 consistent with the criteria outlined above for by-line funded organizations. Such
204 funding would require the approval of the respective assembly and the President of the
205 University.
 - 206 7. The SA and the GPSA will ensure that an appropriate balance is maintained between
207 funds allocated to by-line funded organizations and the Student Assembly Finance
208 Commission or Graduate and Professional Student Assembly Finance Commission,
209 respectively. The SA and GPSA shall allocate no less than 35% of their respective
210 Student Activity Fees to the applicable Finance Commission for disbursement among
211 non-by-line funded organizations.
 - 212 8. Neither a check-off option nor an option to pay an amount in addition to the established
213 Student Activity Fee for specific programs or services will be allowed for purposes of
214 exempting a student from paying the full amount of the Student Activity Fee, due to the
215 funding instability inherent in administering such a system. Exceptions may be
216 considered if recommended and approved by the respective assembly and approved
217 by the President of the University.
 - 218 9. These guidelines and the procedures established in accordance therewith shall be
219 reviewed by the SA and the GPSA and a representative of the President of the
220 University at least every four years in a non-fee-setting year.

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