

Appendix B: The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations

Item I. Preamble

The purpose of the Graduate and Professional Student Activity Fee (GPSAF) is to primarily support organizations and programs that are operated for students, by students. Organizations receiving funding directly from the GPSAF are called byline-funded organizations.

This document describes how organizations may obtain byline funding and, once they have received funding, which obligations they must fulfill in return for funding.

Item II. Eligibility

Section 2.01 Eligibility Criteria

The Board of Trustees set forth eligibility criteria for receiving byline funding, which appear in [Appendix A: The GPSA Byline Allocation Procedures document](#). In order to be considered for byline funding from the Activity Fee, all organizations must:

- a. Directly and primarily serve and benefit the entire graduate and professional student community at Cornell.
- b. Allow all students equal access to services and/or participation
- c. Request a minimum of \$0.50 per student per year.

Section 2.02 Additional Requirements

Organizations that have not received byline funding in the past, or have had their eligibility revoked by the GPSA, must in addition:

- a. Register 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.
- e. If an independent organization:
 - i. Have petitions with signatures of 10% of the graduate and professional student community,
 - ii. Have received funding from GPSAFC for at least the 4 semesters preceding their application.
- f. If a University organization:

- 41 i. Have petitions with signatures of 10% of the graduate and professional
42 student community.

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44 **Section 2.03 Compliance**

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46 All organizations must cooperate in the application process outlined under Item IV of
47 this document.

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49 **Section 2.04 Exception for Unregistered Organizations**

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51 The GPSA may also elect to provide byline funding for other programs and services,
52 which are not registered organizations but whose purpose and operations are
53 consistent with the criteria outlined above for byline funded organizations, with the
54 approval of the President of the University.

- 55 a. Such programs or services need to demonstrate their appeal to graduate and
56 professional students via petitions with signatures of at least 10% of graduate
57 and professional student community.

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59 **Item III. Petitioning Guidelines**

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61 **Section 3.01 Petitions must be registered with the Office of the Assemblies before**
62 **presenting to the public.**

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64 a. **When soliciting petition signatures:** Petitions must state **the organization's name,**
65 **description, mission statement,** and the initial monetary request it **is seeking.**
66 b. Organizations seeking to receive byline funding will collect petition signatures
67 during the four weeks preceding the initial application deadline, and the collected
68 signatures shall be verified by the Office of Assemblies.

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70 **Item IV. Application**

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72 **Section 4.01 Contents**

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74 Each organization seeking byline funding must submit **both initial and final** applications
75 by the deadlines set forth by the Appropriations Committee.

- 76 a. **With its initial application the organization must submit,**
77 i. **Official name,**
78 ii. **Status in regards to the Undergraduate Student Activity Fee,**
79 iii. **Status in regards to the Graduate and Professional Student Activity Fee,**
80 iv. **Spring leadership information for:**

- 81 1. President
82 2. Treasurer
83 3. Cornell University Faculty or Staff Advisor
84 v. Contact information for Spring/Fall leadership in roles listed in (iv),
85 vi. Organization email,
86 vii. Organization on-campus address,
87 viii. Expected request for the GPSAF in dollar request per student per year
88 and/or as annual lump sum in whole numbers,
89 ix. Eligibility criteria,
90 x. New or returning applicant status,
91 b. With its final application the organization must submit,
92 i. Official name,
93 ii. Dollar request per student per year and/or as annual lump sum in whole
94 numbers,
95 iii. Mission Statement, Constitution, Charter, and Bylaws,
96 iv. Financial Information (5–10 pages),
97 1. Statements for the past four fiscal years,
98 2. Budget and spending to date for the current year,
99 3. Budgets for the two years of the funding cycle applying for.
100 v. Group **Profile** (3 pages maximum) including:
101 1. Officers,
102 2. Number of members,
103 3. Number of students served,
104 4. History,
105 5. Activities, programming, and events in current academic cycle.
106 vi. **For byline applicants who received byline funding in the current cycle,**
107 **organizations must include: digital copies of all event advertisements,**
108 **email templates, and general publicity documents from the current cycle.**
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110 **Section 4.02 Requirement of Evidence for New Applicants**

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112 If the group is a new group, the organization must, in addition, present evidence that the
113 requirements of Article II § 2.02 are met.

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115 **Section 4.03 Public Hearings**

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117 The Appropriations Committee will review the organization’s application at one of its
118 meetings.
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- 120 a. All organizations meeting any of the following criteria will be required to present
121 their request at an Appropriations Committee meeting, which will be scheduled at
122 least one week in advance by the Chair:
- 123 i. Any new organization requesting funding,
 - 124 ii. Any organization requesting an increase in funding,
 - 125 iii. Any organization whose application the Appropriations Committee feels
126 needs further explanation,
 - 127 iv. Any organization who wishes to present its case, at the discretion of the
128 Appropriations Chair.
- 129 b. Closed door meetings to discuss financial or other confidential information that is
130 not permitted to be shared with the public will occur, as needed.
- 131 i. The time spent on any particular organization's application or presentation
132 may be restricted at the discretion of the Appropriations Committee Chair.
 - 133 ii. The open-door meetings should be no less than 30 minutes for each
134 organization.
 - 135 iii. Members of the committee may send follow-up questions to the
136 organization after each hearing, to which organizations must respond
137 within 1 week.
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139 **Section 4.04 Appropriations Committee Recommendation and Approval**

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- 141 a. When an organization's application has been discussed in the Appropriations
142 Committee, the Committee shall make a recommendation to the GPSA.
- 143 b. Recommendation to the GPSA should include:
 - 144 i. Recommendation on whether to allocate funding to an organization,
 - 145 ii. Recommendation on the amount of funding.
- 146 c. Each organization's allocation recommendation will be presented to the GPSA by
147 the Appropriations Committee Chair on an individual basis no later than the fifth
148 regular GPSA meeting of the Fall semester in a fee-setting year.
- 149 d. Recommendations are passed by a simple majority approval of seated voting
150 members.
 - 151 i. If the recommendation is not approved the GPSA will immediately vote to
152 eliminate all funding for that organization. This requires a 2/3 majority of
153 seated voting members to pass.
 - 154 ii. If the elimination of funding of an organization is rejected, the organization
155 will be informed by the Appropriations Committee Chair and given the
156 opportunity to revise its request.
- 157 e. Revised recommendations by the Appropriations Committee, if needed, are then
158 voted on by the Assembly:

- 159 i. If the recommendation passes by a simple majority of seated members it
160 will be incorporated into the final activity fee resolution.
161 ii. If the recommendation does not pass, the organization will be deemed
162 ineligible for funding during the current cycle.
163 iii. If the appropriations committee recommends defunding an organization
164 and the motion does not receive $\frac{2}{3}$ majority vote of seated voting
165 members, the allocation will default to that currently in effect (not to
166 exceed the current final application request). This defaulted amount may
167 be amended in the final activity fee resolution.
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169 **Section 4.05 Timeline**

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171 a. In the Spring semester of non-fee setting years, the leaders of any organization
172 may meet with members of the Appropriations Committee to discuss the process
173 of applying, or to discuss past issues to overcome.
174 b. The initial application for GPSAF will be due in the Spring semester of a non-fee
175 setting year.
176 c. The final application for GPSAF will be due during the Fall semester of fee-
177 setting years.
178 d. The Appropriations Committee will hold public meetings with an organization's
179 leadership.
180 e. The Appropriations Committee will present its initial recommendations no later
181 than the fifth regular GPSA meeting of the fall semester.
182 f. The Appropriations Committee will reconsider any recommendations rejected by
183 the GPSA membership, with organizations being allowed to revise their request
184 voluntarily.
185 g. The Appropriations Committee will present its revised recommendations to the
186 GPSA membership to vote on and finalize all recommendations to be placed into
187 the final GPSAF resolution.
188 h. The allocation process will conclude by the last day of classes of the Fall
189 semester and culminate in a resolution listing final allocations to applicants of
190 byline funding, whether approved or rejected for funding.
191 i. The Appropriations committee will inform applying organizations of the allocation
192 they received prior to the start of the Spring semester of the fee-setting year.
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194 **Section 4.06 Funding Obligations and Guidelines for Organizations**

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196 a. In the spring semester following the setting of the Activity Fee, the Appropriations
197 Committee will make recommendations for guidelines and obligations regarding

- 198 individual organizations that have been granted byline funding, in consultation
199 with each organization and in line with the organization's funding application.
- 200 b. Such obligations and guidelines shall be passed by $\frac{2}{3}$ majority vote of seated
201 members and appended to this document.
- 202 c. Every byline cycle, the Appropriations Committee will update this appendix in the
203 form of a resolution to the GPSA during the spring semester. This update shall
204 take place after the GPSAF is approved, and shall replace the previous appendix
205 in its entirety.

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207 **Item V. Obligations**

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209 **Section 5.01 The GPSA shall assist GPSAF recipients in adhering to the** 210 **obligations and guidelines as follows:**

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

217

218 **Section 5.02 Once funded by the GPSAF, organizations must abide by the rules** 219 **outlined below.**

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- 221 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for
222 which admission is charged,
- 223 i. Cornell students shall receive a reasonable discount to reflect their prior
224 contribution via the GPSAF.
- 225 ii. Cornell students shall be given the first opportunity to purchase tickets. At
226 least the first day of ticket sales must be for Cornell students exclusively.
- 227 b. Regarding publicity, each organization shall include the following (or similar)
228 statement on all fliers, posters, promotions, programs, and literature: "Funded in
229 part by the Graduate and Professional Student Activity Fee."
- 230 i. Each organization shall include electronic copies of publicity documents
231 for events in the current funding cycle.
- 232 ii. At a minimum organizations will advertise to Graduate Students in the
233 Graduate School Announcement (or its successor publication) and
234 Professional Students to their respective college-wide listservs
235 (lawstudent-events-L@cornell.edu, GM-MBA20XX@groups.cornell.edu
236 [replace '20XX' with years corresponding to graduation dates of current

- 237 student body].) If a listserv is no longer in operation advertisements should
238 be sent to the Dean of Students (or equivalent) of the School in question.
- 239 iii. Organizations must also take additional reasonable steps to ensure
240 Graduate/Professional students are aware of their events.
- 241 c. Regarding organizational structure
- 242 i. Each organization shall regularly advertise its existence and encourage
243 student participation in its meetings, which shall be open to the public.
- 244 ii. The GPSA shall have the option of appointing up to two graduate or
245 professional students to serve as voting liaisons to each organization's
246 executive or governing body, or, where appropriate, its Advisory Board or
247 Steering Committee.
- 248 1. If the GPSA declines to appoint a representative to a byline funded
249 organization's advisory board at any given point during the funding
250 cycle, the organization in question shall make a reasonable effort to
251 keep GPSA informed about any significant changes to its
252 organizational and functional structure, so as to ensure beneficial
253 collaboration between GPSA and byline funded organizations.
- 254 d. Regarding finances and reporting
- 255 i. In the Fall of non-fee setting years each organization may be called upon
256 to present to the GPSA during a regular meeting an oral account of the
257 use of its Activity Fee allocation for the previous academic year. In
258 addition, the GPSA may request an organization to present (during a
259 regular meeting) an oral account of its entire operations and/or a summary
260 of its activities, including usage statistics and future programming plans.
- 261 ii. All organizations must secure the approval of the Appropriations
262 Committee (by formal affirmative vote of the majority of the seated
263 membership) prior to implementing any changes in the organizations'
264 bylaws and/or constitution. Any changes made without formal approval
265 shall be considered null and void and may result in fines being issued.
- 266 iii. For accounting and reporting purposes, the GPSAF monies shall be held
267 in a separate university account, and shall not be commingled with other
268 sources of funding.
- 269 iv. Organizations that own capital equipment are strongly encouraged to
270 include depreciation in their full yearly budgets and must report balances
271 in all depreciation in yearly financial statements. Capital equipment
272 purchases must be reported in the financial statements of the year
273 purchased.

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275 **Section 5.03 Additional Obligations for Specific Byline Organizations**
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277 **Big Red Barn (BRB)**

- 278 1. All obligations listed in Article 5 §5.02.
- 279 2. The Big Red Barn shall continue to provide TGIF, Summer TGIF, Orientation
- 280 events for incoming students, and the Year-End Barbeque. At its discretion, it
- 281 shall also continue to provide weekly dance classes, trivia nights, speed dating,
- 282 student art exhibits, and other such events and seasonal events as it sees fit.
- 283 3. The Big Red Barn shall maintain the program in the following respects:
- 284 a. Maintain newspaper and magazine subscriptions,
- 285 b. Strive to include programming for each BRB fellow that involves local
- 286 artists,
- 287 c. Hold one special event each semester to enhance the programming as a
- 288 whole.
- 289 d. All Big Red Barn organized events shall continue to offer free soft drinks.
- 290 4. Any future funding requests will include information regarding financial support
- 291 provided to the Big Red Barn by the Graduate School.
- 292

293 **Cornell Cinema**

- 294 1. All obligations listed in Article 5 §5.02.
- 295 2. Cornell Cinema shall not increase graduate/professional student ticket prices
- 296 without formally requesting and receiving the express approval of the GPSA.
- 297 3. Cornell Cinema shall make a reasonable effort to maintain the range and quality
- 298 of programming it currently provides, taking into account limitations that may be
- 299 imposed by venue availability and alterations in funding from other sources,
- 300 including ticket sales.
- 301 4. Cornell Cinema shall make a reasonable effort to keep GPSA informed about
- 302 any significant changes to its organizational and functional structure, so as to
- 303 ensure collaboration between GPSA and Cornell Cinema can remain most
- 304 beneficial for both parties involved.
- 305 5. Cornell Cinema shall keep collecting information on how many graduate and
- 306 professional students attend Cornell Cinema events and present this information
- 307 to the GPSA.
- 308 a. This provision may be suspended by a 2/3 majority of the seated GPSA
- 309 Appropriations Committee membership, upon notice to the Voting
- 310 Membership of the GPSA.
- 311 6. In accordance with previous communications between the GPSA Appropriations
- 312 Committee, GPSA General Body, and Cornell Cinema during the 2018-2020
- 313 byline funding cycle, the Cinema's future funding requests shall be automatically
- 314 approved by the GPSA as specified in the schedule below (Table 1). Pursuant to
- 315 this agreement, the Cinema is not required to submit a formal application to
- 316 receive the SAF funding outlined in Table 1:

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

331
 332 Table 1. Future funding of Cornell Cinema as agreed upon between GPSA
 333 Appropriations and Cornell Cinema.

Funding cycle	SAF Amount requested
2020–2022	\$9
2022–2024	\$7
2024–2026	\$5
2026-2028	\$3

- 334
 335 **Cornell Concert Commission (CCC)**
- 336 1. All obligations listed in Article 5 §5.02.
 - 337 2. The Cornell Concert Commission shall continue to offer discounted tickets for all
 338 ticketed events.
 - 339 3. The Concert Commission shall seek to produce two shows at Bailey Hall or
 340 similarly sized venue each academic year.

- 341 4. The Concert Commission shall seek to produce two shows at Barton Hall or
342 similarly sized venue each academic year.
- 343 5. The Cornell Concert Commission shall seek to produce one free show every year
344 on the Arts Quad.
- 345 6. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three
346 on-campus music events with other Cornell University groups.
- 347 7. The Cornell Concert Commission shall allocate at least 35% of tickets for sale
348 exclusively to graduate/professional students on the first day of sales. Any tickets
349 not sold to graduate/professional students at the end of the day may be returned
350 to the general student pool of tickets. If all allocated graduate/professional
351 student tickets are sold, graduate/professional students may still purchase
352 discounted tickets from the general student pool.
- 353 8. The Cornell Concert Commission shall track the number of tickets sold to
354 graduate/professional students, and report these numbers back to the GPSA
355 upon request.
- 356 9. The Cornell Concert Commission shall offer identical pricing to
357 graduate/professional and undergraduate students.
- 358 10. The Cornell Concert Commission shall follow the following advertising guidelines:
359 a. CCC shall notify Graduate/Professional students at least 14 calendar days
360 prior to tickets going on sale of at minimum: 1) The act/show, 2) The date
361 and time of the act, 3) The price of tickets, 4) How to purchase tickets.
- 362 11. The Cornell Concert Commission shall consider the unique tastes of
363 graduate/professional students in their act selection and shall host at least one
364 show a year where an act is specifically chosen for their appeal to
365 graduate/professional students.
- 366

367 **Cornell Tech Campus - Master's Students**

- 368 1. The activity fee (GPSAF), appropriately deducted for the contributions to the
369 GPSA & Risk Management, will be returned to a registered and officially
370 recognized organization at the Tech campus in NYC. The Cornell Tech
371 organization must satisfy these conditions:
- 372 a. Have a set of bylaws and funding guidelines that will outline how the funds
373 will be distributed equitably among the different groups on the Cornell
374 Tech Campus.
- 375 b. Register every year with the SLECA office via the OrgSync platform (or
376 equivalent registration system needed for every student organization at
377 Cornell University).
- 378 c. Submit a detailed report to the appropriations committee every two years
379 in the activity fee setting year. **This report must be submitted by the final**

- 380 byline application deadline and outline all their requests and expenses
381 similar to every byline funded organization.
- 382 d. Subject to all Cornell regulations as enforced by the GPSA.
 - 383 e. Review and update their bylaws & funding guidelines two years. It is
384 recommended that this be performed in the Spring semester of the activity
385 fee setting year.
 - 386 f. Follow all the regulations required for a byline-funded organization.
- 387 2. Conflict Resolution: Any student group funded by Cornell Tech Organization has
388 the right to appeal if they feel that their allocation was unfair. The Cornell Tech
389 Organization shall set a formal appeals process, which will be reviewed and
390 approved by the GPSA Appropriations Committee by December 1, 2018, to
391 determine how these disputes will be resolved.

392 **Cornell University Department of Athletics & Physical Education**

- 394 1. All obligations listed in Article 5 §5.02.
- 395 2. The Dept. of Athletics and Physical Education shall continue to provide graduate
396 and professional students with opportunities for physical and outdoor education,
397 recreational services, and intercollegiate athletic competition including, but not
398 limited to, participation in Cornell Outdoor Education (COE), the intramural sports
399 program, and access to the Cornell Fitness Centers.
- 400 3. The Dept. of Athletics and Physical Education shall continue to maintain and
401 distribute, in their current form, the Big Red Sports Pass and discounted men's
402 ice hockey season tickets to graduate and professional students at publicly
403 specified times and locations.
- 404 4. The Dept. of Athletics and Physical Education shall monitor the attendance of
405 graduate and professional students at athletic events in order to better facilitate
406 future GPSA appropriations decisions.
- 407 5. At least once per semester, an email will be sent to all students advertising
408 information about graduate/professional student event/ticket sign-up and
409 purchase options, including, but not limited to, the Big Red Sports Pass and
410 hockey season tickets.

411 **Cornell University Emergency Medical Service (CUEMS)**

- 412 1. All obligations listed in Article 5 §5.02.
- 413 2. Cornell EMS shall continue to provide exemplary emergency response and basic
414 life support for the graduate and professional students of the Cornell community,
415 using updated equipment and emergency response vehicles.
- 416 3. Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation
417 (CPR) and automated external defibrillation (AED) instruction, along with First
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- 419 Aid classes for training of EMS members and interested graduate and
420 professional students.
- 421 4. Cornell EMS shall continue to provide emergency response support for special
422 events on the Cornell campus.
- 423 5. Cornell EMS shall provide extensive training to all squad members consisting of
424 basic emergency medical technicians (EMT-B), Critical Care Technicians
425 (AEMT- CC), and Paramedics (AEMT-P).
- 426 6. Cornell EMS shall continue to stand by at graduate and professional student
427 events free of charge.
- 428

429 Cornell University Programming Board (CUPB)

- 430 1. All obligations listed in Article 5 §5.02.
- 431 2. The Program Board shall fund at least one lecture per year with an honorarium of
432 at least \$10,000. At the speaker's request, any honorarium paid may go to
433 charity.
- 434 3. The Program Board can subsidize expenses for no more than one elected or
435 appointed public official per year, regardless of cost. At the speaker's request,
436 any honorarium paid may go to charity.
- 437 4. The Program Board shall seek to have at least one event free of charge to all
438 Cornell students.
- 439 5. The Program Board shall offer students reduced ticket prices as well as the
440 opportunity to purchase the best seats available at performance venues one full
441 day prior to being sold to the general public.
- 442 6. In order to alleviate costs for other Cornell organizations, the Program Board
443 shall designate at least 5% of its budget for co-sponsorships.
- 444 7. The Program Board shall allocate at least 35% of tickets for sale exclusively to
445 graduate/professional students on the first day of ticket sales. Any tickets not
446 sold to graduate/professional students at the end of the day may be returned to
447 the general pool of tickets. If all allocated graduate/professional student tickets
448 are sold, graduate/professional students may still purchase tickets from the
449 general student pool.
- 450 8. The Program Board shall track the number of tickets sold to
451 graduate/professional students, and report these numbers back to the GPSA
452 upon request.
- 453 9. The Program Board shall offer identical pricing for tickets to
454 graduate/professional and undergraduate students.
- 455 10. The Program Board shall make efforts to advertise to the graduate/professional
456 students about the upcoming events within a reasonable period of time before
457 tickets go on sale.

458 a. The Program Board shall notify Graduate/Professional students at least 14
459 calendar days prior to tickets going on sale of at minimum: 1) The
460 act/show, 2) The date and time of the act, 3) The price of tickets, 4) How
461 to purchase tickets.

462 11. The Program Board must attend any and all hearings for the organization and
463 respond to any inquiries presented by the GPSA Appropriations Committee
464 during the setting of the 2020-2022 Activity Fee to be considered for the full
465 funding request.

466

467 **Graduate and Professional Student Assembly (GPSA)**

468 1. All obligations listed in Article 5 §5.02.

469 2. Of the GPSA's allocation, \$2.71 per student (or the amount per student equal to
470 \$20,000/year) shall be set aside for Anabel's grocery store. The GPSA executive
471 committee and the Appropriations Committee will carefully evaluate (annually in
472 the Fall semester) if the grocery store satisfies all the obligations set forth by the
473 GPSA in Resolution #3 (AY: 2017-2018). The funding to Anabel's grocery store
474 is provided for a maximum of four years (equal to no more than \$80,000); if more
475 funding is required for the grocery store beyond this they are required to apply as
476 an independent byline funded group.

477 3. In the event that the GPSA reconsiders its support for Anabel's grocery store, the
478 funds will remain with the Assembly and will be rolled over towards a Graduate
479 and Professional student emergency fund (for example, modelled upon
480 undergraduate Students Helping Students fund)

481 4. No more than 20% of the GPSA budget may be utilized for travel by Executive
482 Committee and Voting Members. Exceptions may be approved by a majority vote
483 of the seated membership of the GPSA Appropriations Committee.

484 5. The GPSA shall, at least once per byline cycle, distribute a survey to all
485 professional and graduate students to solicit feedback on their satisfaction and
486 knowledge of the GPSA's actions. The anonymized data from this survey shall
487 be collected and the GPSA Executive Committee members shall present this
488 data some time after the survey completion. The survey data shall also be made
489 available to all members of the GPSA.

490 a. The survey should contain the following questions:

491 i. What student group are you in? (graduate/professional/dual
492 degree)

493 ii. Have you heard of the Graduate and Professional Student
494 Assembly (GPSA)? (yes/no)

495 iii. Have you heard of the Graduate and Professional Student
496 Assembly Finance Commission (GPSAFC)? (yes/no)

- 497 Do you know what the Graduate and Professional Student Activity
498 Fee is? (yes/no)
- 499 iv. Do you know what the Graduate and Professional Student Activity
500 Fee is used for? (yes/no)
- 501 v. Have you ever participated in GPSA committees or served as field
502 representative to the GPSA? (yes/no)
- 503 vi. Do you know who your field's representative to the GPSA is?
504 (yes/no)
- 505 vii. How can the GPSA improve itself to better serve
506 graduate/professional students? (500 character limit)
- 507 viii. Do you feel that the GPSA is addressing issues of concern to you
508 (yes/no)?
- 509 1. If (yes/no) what issues do you think the GPSA has
510 addressed (well/poorly)? (short response)
- 511 ix. Demographic questions (optional) for example (as an illustrative,
512 not constraining list) : gender, ethnicity/race, citizenship status,
513 nationality, sexuality, age range, married/single, parental status,
514 religion, disability (physical, mental) status, funding source, political
515 viewpoint.
- 516 b. Survey questions may be modified, or new questions added in subsequent
517 byline cycles.
- 518

519 **Graduate and Professional Student Programming Board**

- 520 1. All obligations listed in Article 5 §5.02.
- 521 2. The GPS Programming Board shall continue to plan quality events for the
522 graduate/professional student community.
- 523 3. The GPS Programming Board shall spend no more than 50% of its byline
524 allocation on any single event (e.g. Grad Ball).
- 525 4. The GPS Programming Board shall seek to co-sponsor at least two events per
526 semester.
- 527 5. The GPS Programming Board shall continue to make additional efforts to reach
528 out to professional schools to advertise and co-sponsor events.
- 529

530 **International Student Union (ISU)**

- 531 1. All obligations listed in Article 5 §5.02.
- 532 2. The International Student Union shall focus on its mission of providing advocacy
533 for international students ensuring they focus on the unique and distinct needs of
534 international graduate/professional students and de-emphasize their role as a
535 funding agency to supplement the GPSAFC.

- 536 3. The International Student Union shall seek to engage graduate and professional
537 communities, especially by way of recruiting additional graduate and professional
538 student members to the International Student Union.
- 539 4. The International Student Union shall track graduate and professional student
540 attendance and feedback for events.
- 541 5. GPSA funds may only be used to support student events and organizations that
542 are primarily focused upon or hosted by Graduate and Professional student
543 organizations.
- 544 6. The International Student Union shall track the utilization of funds from the
545 graduate and professional student activity fee and shall report on their utilization
546 to the GPSA Appropriations Committee in all subsequent byline applications.
- 547 7. The International Students Union shall make additional efforts to reach out to
548 Graduate and Professional students.
- 549
- 550

551 **Section 5.04 Regarding Violations**

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- 553 a. Organizations which violate these guidelines shall have their eligibility for funding
554 investigated by the GPSA Appropriations Committee. After a notification provided
555 to the GPSA during the Appropriations Committee Update at a regular meeting,
556 or via email, the Appropriations Committee may levy penalties or sanctions to
557 organizations that are found in violation of these guidelines. The GPSA expressly
558 reserves the right to revoke Activity Fee funding.
- 559 i. First-time violations will be followed up with communication explaining the
560 violation to an organization's leadership, address any confusion in the
561 requirements, and steps to ensure future adherence, pending the severity
562 of the violation.
- 563 ii. For additional violations:
- 564 1. Minor violations, deemed as such after investigation by the GPSA
565 Appropriations Committee and consultation with the GPSA, will
566 result in fines no more than \$750 or 5% of an organization's annual
567 byline funding allocation, whichever is greater.
- 568 2. Major violations, deemed as such after investigation by the GPSA
569 Appropriations Committee and consultation with the GPSA, will
570 result in fines up to the entire Activity Fee funding.
- 571 iii. Any fines collected will be given to the GPSAFC for the purpose of funding
572 graduate/professional student organizations.
- 573 1. Organizations that are sanctioned may petition the Appropriations
574 Committee to re-evaluate their decision within 14 calendar days of
575 the sanction being imposed. Petitions may include additional

576 information or evidence of a violation being ameliorated. The
577 Appropriations Committee may modify the prior sanction by $\frac{2}{3}$ vote
578 of its seated members.
579 2. Should the Appropriations Committee decline to modify a sanction,
580 an organization may request the Judicial Codes Counselor examine
581 the action taken. The Judicial Codes Counselor shall review the
582 sanction verifying that the Appropriations Committee followed their
583 procedures and that the sanction is based off either objective facts
584 or reasonable inference(s). The Judicial Codes Counselor may not
585 substitute their judgment for that of the Appropriations Committee in
586 substantive matters. Should the Judicial Codes Counselor find the
587 Appropriations Committee did not follow their procedures or act
588 upon objective facts or reasonable inference(s) the Judicial Codes
589 Counselor shall document their findings and provide relevant
590 information to the full Graduate and Professional Student
591 Assembly. The Assembly may then modify or overturn the sanction
592 by a majority vote of its seated members.
593

594 **Item VI. Ratification and Expiry**

595
596 Upon adoption by the GPSA, this document shall be in effect as of June 1, 2018. It shall
597 expire on May 31, 2020 subject to the following exception:

598 a. Should the Assembly default on setting the Activity Fee, this document in
599 its current form shall continue in force during the period of default and
600 shall expire upon the next fee set and approved by the Assembly entering
601 into effect.
602

603 **Item VII. Amendments**

604 605 **Section 7.01**

606
607 This document may be amended pursuant to Article VIII §D of the GPSA Charter.
608

609 **Section 7.02**

610 All amendments must also be incorporated into the GPSA Eligibility Criteria and
611 Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, the
612 GPSA Bylaws and the GPSA Charter. It is recommended to amend the Charter first
613 and then the other documents in sequence.