

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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Section 4.02 Requirement of Evidence for New Applicants

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

Section 4.03 Public Hearings

The Appropriations Committee will review the organization’s application at one of its meetings.

- 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 c. The open-door meetings should be no less than 30 minutes for each
132 organization.
- 133 i. The time spent on any particular organization's application or presentation
134 may be restricted at the discretion of the Appropriations Committee Chair.
- 135 d. Members of the committee may send follow-up questions to the organization
136 after each hearing, to which organizations must respond within 1 week.
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138 **Section 4.04 Appropriations Committee Recommendation and Approval**

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

- 158 i. If the elimination of funding of an organization is rejected, the organization
159 will be informed by the Appropriations Committee Chair and given the
160 opportunity to revise its request.
- 161 f. Revised recommendations by the Appropriations Committee, if needed, are then
162 voted on by the Assembly:
- 163 i. If the recommendation passes by a simple majority of seated members it
164 will be incorporated into the final activity fee resolution.
- 165 ii. If the recommendation does not pass, the organization will be deemed
166 ineligible for funding during the current cycle.
- 167 iii. If the appropriations committee recommends defunding an organization
168 and the motion does not receive $\frac{2}{3}$ majority vote of seated voting
169 members, the allocation will default to that currently in effect (not to
170 exceed the current final application request). This defaulted amount may
171 be amended in the final activity fee resolution.

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173 **Section 4.05 Timeline**

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

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198 **Section 4.06 Funding Obligations and Guidelines for Organizations**

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

210

211 **Item V. Obligations**

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

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

221

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

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- 225 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for
226 which admission is charged,
227 i. Cornell students shall receive a reasonable discount to reflect their prior
228 contribution via the GPSAF.
229 ii. Cornell students shall be given the first opportunity to purchase tickets. At
230 least the first day of ticket sales must be for Cornell students exclusively.
231 b. Regarding publicity, each organization shall include the following (or similar)
232 statement on all fliers, posters, promotions, programs, and literature: "Funded in
233 part by the Graduate and Professional Student Activity Fee."
234 i. Each organization shall include electronic copies of publicity documents
235 for events in the current funding cycle.
236 ii. At a minimum organizations will advertise to Graduate Students in the
237 Graduate School Announcement (or its successor publication) and

238 Professional Students to their respective college-wide listservs
239 (lawstudent-events-L@cornell.edu, GM-~MBA20XX@groups.cornell.edu
240 [replace '20XX' with years corresponding to graduation dates of current
241 student body].) If a listserv is no longer in operation advertisements should
242 be sent to the Dean of Students (or equivalent) of the School in question.

243 iii. Organizations must also take additional reasonable steps to ensure
244 Graduate/Professional students are aware of their events.

245 c. Regarding organizational structure

246 i. Each organization shall regularly advertise its existence and encourage
247 student participation in its meetings, which shall be open to the public.

248 ii. The GPSA shall have the option of appointing up to two graduate or
249 professional students to serve as voting liaisons to each organization's
250 executive or governing body, or, where appropriate, its Advisory Board or
251 Steering Committee.

252 1. If the GPSA declines to appoint a representative to a byline funded
253 organization's advisory board at any given point during the funding
254 cycle, the organization in question shall make a reasonable effort to
255 keep GPSA informed about any significant changes to its
256 organizational and functional structure, so as to ensure beneficial
257 collaboration between GPSA and byline funded organizations.

258 d. Regarding finances and reporting

259 i. In the Fall of non-fee setting years each organization may be called upon
260 to present to the GPSA during a regular meeting an oral account of the
261 use of its Activity Fee allocation for the previous academic year. In
262 addition, the GPSA may request an organization to present (during a
263 regular meeting) an oral account of its entire operations and/or a summary
264 of its activities, including usage statistics and future programming plans.

265 ii. All organizations must secure the approval of the Appropriations
266 Committee (by formal affirmative vote of the majority of the seated
267 membership) prior to implementing any changes in the organizations'
268 bylaws and/or constitution. Any changes made without formal approval
269 shall be considered null and void and may result in fines being issued.

270 iii. For accounting and reporting purposes, the GPSAF monies shall be held
271 in a separate university account, and shall not be commingled with other
272 sources of funding.

273 iv. Organizations that own capital equipment are strongly encouraged to
274 include depreciation in their full yearly budgets and must report balances
275 in all depreciation in yearly financial statements. Capital equipment
276 purchases must be reported in the financial statements of the year

277 purchased.

278

279 **Section 5.03 Additional Obligations for Specific Byline Organizations**

280

281 **Big Red Barn (BRB)**

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

296

297 **Cornell Cinema**

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

317 byline funding cycle, the Cinema’s future funding requests shall be automatically
318 approved by the GPSA as specified in the schedule below (Table 1). Pursuant to
319 this agreement, the Cinema is not required to submit a formal application to
320 receive the SAF funding outlined in Table 1:

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

335
336 Table 1. Future funding of Cornell Cinema as agreed upon between GPSA
337 Appropriations and Cornell Cinema.

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

338
339 **Cornell Concert Commission (CCC)**

- 340 1. All obligations listed in Article 5 §5.02.

- 341 2. The Cornell Concert Commission shall continue to offer discounted tickets for all
342 ticketed events.
- 343 3. The Concert Commission shall seek to produce two shows at Bailey Hall or
344 similarly sized venue each academic year.
- 345 4. The Concert Commission shall seek to produce two shows at Barton Hall or
346 similarly sized venue each academic year.
- 347 5. The Cornell Concert Commission shall seek to produce one free show every year
348 on the Arts Quad.
- 349 6. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three
350 on-campus music events with other Cornell University groups.
- 351 7. The Cornell Concert Commission shall allocate at least 35% of tickets for sale
352 exclusively to graduate/professional students on the first day of sales. Any tickets
353 not sold to graduate/professional students at the end of the day may be returned
354 to the general student pool of tickets. If all allocated graduate/professional
355 student tickets are sold, graduate/professional students may still purchase
356 discounted tickets from the general student pool.
- 357 8. The Cornell Concert Commission shall track the number of tickets sold to
358 graduate/professional students, and report these numbers back to the GPSA
359 upon request.
- 360 9. The Cornell Concert Commission shall offer identical pricing to
361 graduate/professional and undergraduate students.
- 362 10. The Cornell Concert Commission shall follow the following advertising guidelines:
363 a. CCC shall notify Graduate/Professional students at least 14 calendar days
364 prior to tickets going on sale of at minimum: 1) The act/show, 2) The date
365 and time of the act, 3) The price of tickets, 4) How to purchase tickets.
- 366 11. The Cornell Concert Commission shall consider the unique tastes of
367 graduate/professional students in there act selection and shall host at least one
368 show a year where an act is specifically chosen for their appeal to
369 graduate/professional students.
- 370

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

- 372 1. The activity fee (GPSAF), appropriately deducted for the contributions to the
373 GPSA & Risk Management, will be returned to a registered and officially
374 recognized organization at the Tech campus in NYC. The Cornell Tech
375 organization must satisfy these conditions:
- 376 a. Have a set of bylaws and funding guidelines that will outline how the funds
377 will be distributed equitably among the different groups on the Cornell
378 Tech Campus.

- 379 b. Register every year with the SLECA office via the OrgSync platform (or
380 equivalent registration system needed for every student organization at
381 Cornell University).
- 382 c. Submit a detailed report to the appropriations committee every two years
383 in the activity fee setting year. This report must be submitted by the final
384 byline application deadline and outline all their requests and expenses
385 similar to every byline funded organization.
- 386 d. Subject to all Cornell regulations as enforced by the GPSA.
- 387 e. Review and update their bylaws & funding guidelines two years. It is
388 recommended that this be performed in the Spring semester of the activity
389 fee setting year.
- 390 f. Follow all the regulations required for a byline-funded organization.
- 391 2. Conflict Resolution: Any student group funded by Cornell Tech Organization has
392 the right to appeal if they feel that their allocation was unfair. The Cornell Tech
393 Organization shall set a formal appeals process, which will be reviewed and
394 approved by the GPSA Appropriations Committee by December 1, 2018, to
395 determine how these disputes will be resolved.
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397 **Cornell University Department of Athletics & Physical Education**

- 398 1. All obligations listed in Article 5 §5.02.
- 399 2. The Dept. of Athletics and Physical Education shall continue to provide graduate
400 and professional students with opportunities for physical and outdoor education,
401 recreational services, and intercollegiate athletic competition including, but not
402 limited to, participation in Cornell Outdoor Education (COE), the intramural sports
403 program, and access to the Cornell Fitness Centers.
- 404 3. The Dept. of Athletics and Physical Education shall continue to maintain and
405 distribute, in their current form, the Big Red Sports Pass and discounted men's
406 ice hockey season tickets to graduate and professional students at publicly
407 specified times and locations.
- 408 4. The Dept. of Athletics and Physical Education shall monitor the attendance of
409 graduate and professional students at athletic events in order to better facilitate
410 future GPSA appropriations decisions.
- 411 5. At least once per semester, an email will be sent to all students advertising
412 information about graduate/professional student event/ticket sign-up and
413 purchase options, including, but not limited to, the Big Red Sports Pass and
414 hockey season tickets.
- 415

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

- 417 1. All obligations listed in Article 5 §5.02.

- 418 2. Cornell EMS shall continue to provide exemplary emergency response and basic
419 life support for the graduate and professional students of the Cornell community,
420 using updated equipment and emergency response vehicles.
- 421 3. Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation
422 (CPR) and automated external defibrillation (AED) instruction, along with First
423 Aid classes for training of EMS members and interested graduate and
424 professional students.
- 425 4. Cornell EMS shall continue to provide emergency response support for special
426 events on the Cornell campus.
- 427 5. Cornell EMS shall provide extensive training to all squad members consisting of
428 basic emergency medical technicians (EMT-B), Critical Care Technicians
429 (AEMT- CC), and Paramedics (AEMT-P).
- 430 6. Cornell EMS shall continue to stand by at graduate and professional student
431 events free of charge.
- 432

433 **Cornell University Programming Board (CUPB)**

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

- 457 9. The Program Board shall offer identical pricing for tickets to
458 graduate/professional and undergraduate students.
- 459 10. The Program Board shall make efforts to advertise to the graduate/professional
460 students about the upcoming events within a reasonable period of time before
461 tickets go on sale.
- 462 a. The Program Board shall notify Graduate/Professional students at least 14
463 calendar days prior to tickets going on sale of at minimum: 1) The
464 act/show, 2) The date and time of the act, 3) The price of tickets, 4) How
465 to purchase tickets.
- 466 11. The Program Board must attend any and all hearings for the organization and
467 respond to any inquiries presented by the GPSA Appropriations Committee
468 during the setting of the 2020-2022 Activity Fee to be considered for the full
469 funding request.
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471 **Graduate and Professional Student Assembly (GPSA)**

- 472 1. All obligations listed in Article 5 §5.02.
- 473 2. Of the GPSA's allocation, \$2.71 per student (or the amount per student equal to
474 \$20,000/year) shall be set aside for Anabel's grocery store. The GPSA executive
475 committee and the Appropriations Committee will carefully evaluate (annually in
476 the Fall semester) if the grocery store satisfies all the obligations set forth by the
477 GPSA in Resolution #3 (AY: 2017-2018). The funding to Anabel's grocery store
478 is provided for a maximum of four years (equal to no more than \$80,000); if more
479 funding is required for the grocery store beyond this they are required to apply as
480 an independent byline funded group.
- 481 3. In the event that the GPSA reconsiders its support for Anabel's grocery store, the
482 funds will remain with the Assembly and will be rolled over towards a Graduate
483 and Professional student emergency fund (for example, modelled upon
484 undergraduate Students Helping Students fund)
- 485 4. No more than 20% of the GPSA budget may be utilized for travel by Executive
486 Committee and Voting Members. Exceptions may be approved by a majority vote
487 of the seated membership of the GPSA Appropriations Committee.
- 488 a. Travel includes lodging, transportation, meals, and registration fees.
- 489 5. The GPSA shall, at least once per byline cycle, distribute a survey to all
490 professional and graduate students to solicit feedback on their satisfaction and
491 knowledge of the GPSA's actions. The anonymized data from this survey shall
492 be collected and the GPSA Executive Committee members shall present this
493 data some time after the survey completion. The survey data shall also be made
494 available to all members of the GPSA.
- 495 a. The survey should contain the following questions:

- 496 i. What student group are you in? (graduate/professional/dual
497 degree)
- 498 ii. Have you heard of the Graduate and Professional Student
499 Assembly (GPSA)? (yes/no)
- 500 iii. Have you heard of the Graduate and Professional Student
501 Assembly Finance Commission (GPSAFC)? (yes/no)
502 Do you know what the Graduate and Professional Student Activity
503 Fee is? (yes/no)
- 504 iv. Do you know what the Graduate and Professional Student Activity
505 Fee is used for? (yes/no)
- 506 v. Have you ever participated in GPSA committees or served as field
507 representative to the GPSA? (yes/no)
- 508 vi. Do you know who your field's representative to the GPSA is?
509 (yes/no)
- 510 vii. How can the GPSA improve itself to better serve
511 graduate/professional students? (500 character limit)
- 512 viii. Do you feel that the GPSA is addressing issues of concern to you
513 (yes/no)?
- 514 1. If (yes/no) what issues do you think the GPSA has
515 addressed (well/poorly)? (short response)
- 516 ix. Demographic questions (optional) for example (as an illustrative,
517 not constraining list) : gender, ethnicity/race, citizenship status,
518 nationality, sexuality, age range, married/single, parental status,
519 religion, disability (physical, mental) status, funding source, political
520 viewpoint.
- 521 b. Survey questions may be modified, or new questions added in subsequent
522 byline cycles.
- 523

524 **Graduate and Professional Student Programming Board**

- 525 1. All obligations listed in Article 5 §5.02.
- 526 2. The GPS Programming Board shall continue to plan quality events for the
527 graduate/professional student community.
- 528 3. The GPS Programming Board shall spend no more than 50% of its byline
529 allocation on any single event (e.g. Grad Ball).
- 530 4. The GPS Programming Board shall seek to co-sponsor at least two events per
531 semester.
- 532 5. The GPS Programming Board shall continue to make additional efforts to reach
533 out to professional schools to advertise and co-sponsor events.
- 534

535 **International Student Union (ISU)**

- 536 1. All obligations listed in Article 5 §5.02.
537
538 2. The International Student Union shall focus on its mission of providing advocacy
539 for international students ensuring they focus on the unique and distinct needs of
540 international graduate/professional students and de-emphasize their role as a
541 funding agency to supplement the GPSAFC.
542 3. The International Student Union shall seek to engage graduate and professional
543 communities, especially by way of recruiting additional graduate and professional
544 student members to the International Student Union.
545 4. The International Student Union shall track graduate and professional student
546 attendance and feedback for events.
547 5. GPSA funds may only be used to support student events and organizations that
548 are primarily focused upon or hosted by Graduate and Professional student
549 organizations.
550 6. The International Student Union shall track the utilization of funds from the
551 graduate and professional student activity fee and shall report on their utilization
552 to the GPSA Appropriations Committee in all subsequent byline applications.
553 7. The International Students Union shall make additional efforts to reach out to
554 Graduate and Professional students.
555

556 **Section 5.04 Regarding Violations**

557

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

- 576 iii. Any fines collected will be given to the GPSAFC for the purpose of funding
577 graduate/professional student organizations.
- 578 1. Organizations that are sanctioned may petition the Appropriations
579 Committee to re-evaluate their decision within 14 calendar days of
580 the sanction being imposed. Petitions may include additional
581 information or evidence of a violation being ameliorated. The
582 Appropriations Committee may modify the prior sanction by $\frac{2}{3}$ vote
583 of its seated members.
- 584 2. Should the Appropriations Committee decline to modify a sanction,
585 an organization may request the Judicial Codes Counselor examine
586 the action taken. The Judicial Codes Counselor shall review the
587 sanction verifying that the Appropriations Committee followed their
588 procedures and that the sanction is based off either objective facts
589 or reasonable inference(s). The Judicial Codes Counselor may not
590 substitute their judgment for that of the Appropriations Committee in
591 substantive matters. Should the Judicial Codes Counselor find the
592 Appropriations Committee did not follow their procedures or act
593 upon objective facts or reasonable inference(s) the Judicial Codes
594 Counselor shall document their findings and provide relevant
595 information to the full Graduate and Professional Student
596 Assembly. The Assembly may then modify or overturn the sanction
597 by a majority vote of its seated members.

598
599 **Item VI. Ratification and Expiry**

600
601 Upon adoption by the GPSA, this document shall be in effect as of June 1, 2018. It shall
602 expire on May 31, 2020 subject to the following exception:

- 603 a. Should the Assembly default on setting the Activity Fee, this document in
604 its current form shall continue in force during the period of default and
605 shall expire upon the next fee set and approved by the Assembly entering
606 into effect.

607
608 **Item VII. Amendments**

609
610 **Section 7.01**

611
612 This document may be amended pursuant to Article VIII §D of the GPSA Charter.

613
614 **Section 7.02**

615 All amendments must also be incorporated into the GPSA Eligibility Criteria and

616 Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, the
617 GPSA Bylaws and the GPSA Charter. It is recommended to amend the Charter first
618 and then the other documents in sequence.