APPENDIX A: THE GPSA BYLINE ALLOCATION PROCEDURES

Adopted April 23, 2012; Amended September 23, 2012; May 17, 2018; July 9, 2021

1 Item I. Responsibility
2 1. The byline allocation procedures are coordinated by the Executive Committee and the Appropriations Committee of the GPSA.

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

26 Item III. The Executive Committee will oversee the following aspects of the byline allocation procedures:
28 1. The President of the GPSA shall prioritize byline funded groups’ presentations at regular GPSA meetings upon written request.
30 2. The President of the GPSA shall oversee the discussion and voting procedure for the approval of the initial recommendation during the regular GPSA meetings. The discussion and voting process shall follow the following procedure:
32 a. Ensure sufficient time for the Appropriations Committee Chair to present the Committee’s recommendations and answer questions from the floor during the regular meeting.
34 b. The President of the GPSA shall offer a series of motions:
36 i. Groups applying for byline funding where the Appropriations Committee recommendation is greater than or equal to the minimum funding amount (50¢) described...
in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, as follows: “RESOLVED, That the Appropriations Committee’s recommendation to fund [organization] at [dollar figure] per student is approved and incorporated into the final resolution.” This motion requires a majority vote of seated voting members.

1. If the motion fails, the President of the GPSA will offer a motion as follows: “RESOLVED, that all GPSAF funding for [organization] shall be eliminated in the current cycle.” This motion requires a two-thirds vote of seated voting members. If the vote fails, the Appropriations Committee will be responsible for considering the GPSA’s discussion and revising its recommendation in response.

ii. Groups applying for byline funding where the Appropriations Committee recommendation is to eliminate funding, as follows: “RESOLVED, that all GPSAF funding for [organization] shall be eliminated in the current cycle and stated as such in the final resolution.” This motion requires a two-thirds vote of seated voting members.

1. If the motion fails, the Appropriations Committee will be responsible for considering the GPSA’s discussion and revising its recommendation in response.

c. If an organization’s first request for byline funding is not approved, the organization shall then have the opportunity to revise its request downward, and the Appropriations Committee will reconsider its recommendation before the next regular GPSA meeting.

d. At the next regular GPSA meeting, the Chair of the Appropriations Committee will present the revised recommendation to the GPSA voting membership. The President of the GPSA shall offer a series of motions:

   i. For each revised recommendation greater than or equal to the minimum funding amount described in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, as follows: “RESOLVED, That the Appropriations Committee’s revised recommendation to fund [organization] at [dollar figure] per student is approved and incorporated into the final resolution.” This motion requires a majority vote of seated voting members.

      1. If the motion fails, the group seeking byline funding loses its eligibility to receive byline funding for the two-year cycle.

   ii. For each revised recommendation to eliminate funding, as follows: “RESOLVED, That the Appropriations Committee’s revised recommendation to eliminate funding for [organization] is approved and stated in the final resolution.” This motion requires a 2/3 vote of seated members.

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

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

   a. After each of the Appropriations Committee’s recommendations for organizations seeking byline funding has been voted on, a collective GPSAF is presented to the GPSA voting members as a resolution. The allocations of the GPSAF will only be to the “eligible” organizations discussed in Appendix B: The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.

   b. As a resolution, this Activity Fee allocation is debatable, amendable and follows all other rules of Parliamentary Procedure (i.e., any member present can change the funding of an organization by an
 amendment.)

i. Any amendment to funding for any organization in this document will require a two-thirds vote of the seated voting members.

The GPSAF allocation requires a two-thirds vote of the seated voting members for passage.

d. After the GPSAF allocation is approved, it will automatically be rounded up to the nearest whole number. The difference between the GPSAF and the new, rounded figure will be allocated to GPSAFC.

e. Should the resulting fee not satisfy the balance requirement, i.e., not allocate at least 35% to the GPSAFC, then the GPSAFC’s allocation shall be increased in increments of one dollar until the requirement is met.

f. No byline funded group, except the GPSAFC, through adjustments to meet 35%, can ever receive a higher amount of funding than requested in the final application for byline funding.

g. Once funded during any GPSAF funding cycle, a byline funded organization is obliged to follow the guidelines for byline funded organizations, as prescribed in the Eligibility Criteria and Obligations for Byline Funded Organizations. Should they fail to do so, they may be fined some or all of their allocation or be removed from the activity fee entirely.

4. Illustrations of funding cycle procedures

a. The following diagrams are for illustrative purposes only. Should they conflict with the written guidelines, those guidelines shall supersede.

i. Diagram 1: Presentation of the Initial Recommendations for GPSAF:
ii. Diagram 2: Presentation of Revised Recommendations for GPSAF:

Revised Recommendation to GPSA

Recommend to approve funds:
1) 50% approval of seated voting members
2) <50% approval of seated voting members

Recommend to deny funds:
1) 2/3 approval of seated voting members
2) <2/3 approval of seated voting members

Final GPSAF Resolution

Byline funding is denied for the next cycle

Byline funding defaults to current allocation

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

Final GPSAF Resolution

1) ⅔ approval of seated voting members
2) <⅔ approval of seated voting members

New Student Activity Fee

Amend Resolution and seek ⅔ approval prior to the last day of Fall semester:
1) Approval
2) Failure to approve

Default to current Student Activity Fee

Item IV. Timeline
1. Deadlines for the initial and final application materials will be determined in the Fall of non-fee-setting years by majority vote of Appropriations Committee.

2. Currently funded byline organizations shall attend a meeting of the Assembly or Appropriations Committee upon request to provide an update on their operations, usually conducted, but not required to be done, during the Fall of non-fee-setting years.

3. The Chair of Appropriations Committee will distribute application materials within 1 week of the final application deadline among the Appropriations Committee members for evaluation and summary reports.

4. The Appropriations Committee will schedule public hearings for each organization as described in Appendix B Item IV §4.03.

5. The Appropriations Committee shall present its initial recommendations, along with summary report and justification for each organization, no later than the fifth regular GPSA meeting of the Fall semester.

6. The allocation process will be finished by the last day of classes of the Fall semester.

   a. Failure to complete the allocation process will result in the Student Activity Fee defaulting to the amount and allocation currently in effect during the fee-setting year.

      i. Any organization which received funding in the past byline cycle, but did not apply for the upcoming GPSAF byline cycle, will have its funding allocated to the GPSAFC with the purpose of increasing funds for all graduate/professional student groups.

7. The applying organizations will be informed of their allocation prior to the start of the Spring Semester of a fee setting year by the Chair of the Appropriations Committee.

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

### Item V. Amendments

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

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

### Item VI. Criteria for Setting and Allocating the Student Activity Fee and Delegation of Authority

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

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

2. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set every two years for a period of two years by the SA and the GPSA, respectively.

3. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-setting year.
4. In general, in order to be considered for funding from the monies collected through the Student Activity Fee, an organization must meet the following criteria:
   a. Register as a student or university organization with the Student Activities Office
   b. Allow students equal access to the services being provided by the organization or participation in the organization’s activities
   c. Operate primarily for students by students with funds disbursed through a university operating account
   d. Have an advisor to assist with oversight of the university operating account.
   e. Funding from the monies collected through the Student Activities Fee may be provided directly to an organization, which applies for and receives “byline” funding status, outside of the established Student Assembly Finance Commission or Graduate and Professional Student Assembly Finance Commission processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding must demonstrate:
      i. Its activities are of direct and primary benefit to the entire Cornell community represented by the respective assembly; and
      ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.

5. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational structure and programs and services are consistent with the criteria outlined above for by-line funded organizations. Such funding would require the approval of the respective assembly and the President of the University.

6. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-line funded organizations and the Student Assembly Finance Commission or Graduate and Professional Student Assembly Finance Commission, respectively. The SA and GPSA shall allocate no less than 35% of their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-by-line funded organizations.

7. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the Student Activity Fee, due to the funding instability inherent in administering such a system. Exceptions may be considered if recommended and approved by the respective assembly and approved by the President of the University.

8. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.
APPENDIX B: THE GPSA ELIGIBILITY CRITERIA AND OBLIGATIONS FOR BYLINE FUNDED ORGANIZATIONS

Adopted May 7, 2018; Amended February 7, 2023; October 17, 2022

218 Item I. Preamble

219 The purpose of the Graduate and Professional Student Activity Fee (GPSAF) is to primarily support
220 organizations and programs that are operated for students, by students. Organizations receiving funding directly
221 from the GPSAF are called byline-funded organizations. This document describes how organizations may obtain
222 byline funding and, once they have received funding, which obligations they must fulfill in return for funding.

223 Item II. Eligibility

224 Section 2.01 Eligibility Criteria

225 The Board of Trustees set forth eligibility criteria for receiving byline funding, which appear in Appendix A: The
226 GPSA Byline Allocation Procedures document. In order to be considered for byline funding from the Activity
227 Fee, all organizations must:
228 a. Directly and primarily serve and benefit the entire graduate and professional student community at Cornell.
229 b. Allow all students equal access to services and/or participation
230 c. Request a minimum of $0.50 per student per year.

231 Section 2.02 Additional Requirements

232 Organizations that have not received byline funding in the past, or have had their
233 eligibility revoked by the GPSA, must in addition:
234 a. Register with the Student Leadership, Engagement and Campus Activities Office,
235 b. Have a Cornell operating account with internally-controlled funds,
236 c. Have a Cornell-employed advisor with oversight of Cornell funds,
237 d. Help advertise and organize at least one informational forum regarding their request for GPSAF funding.
238 e. If an independent organization:
239 i. Have petitions with signatures of 10% of the graduate and professional student community,
240 ii. Have received funding from GPSAFC for at least the 4 semesters preceding their application.
241 f. If a University organization:
242 i. Have petitions with signatures of 10% of the graduate and professional student community.

243 Section 2.03 Compliance

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

246 Section 2.04 Exception for Unregistered Organizations

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

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

252 Item III. Petitioning Guidelines

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

a. When soliciting petition signatures: Petitions must state the organization’s name, description, mission statement, and the initial monetary request it is seeking.

b. Organizations seeking to receive byline funding will collect petition signatures during the four weeks preceding the initial application deadline, and the collected signatures shall be verified by the Office of Assemblies.

259 Item IV. Application

260 Section 4.01 Contents

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

a. With its initial application the organization must submit,

   i. Official name,
   ii. Status in regards to the Undergraduate Student Activity Fee,
   iii. Status in regards to the Graduate and Professional Student Activity Fee,
   iv. Spring leadership information for:
      1. President
      2. Treasurer
      3. Cornell University Faculty or Staff Advisor
   v. Contact information for Spring/Fall leadership in roles listed in (iv),
   vi. Organization email,
   vii. Organization on-campus address,
   viii. Expected request for the GPSAF in dollar request per student per year and/or as annual lump sum in whole numbers,
   ix. Eligibility criteria,
   x. New or returning applicant status,

b. With its final application the organization must submit,

   i. Official name,
   ii. Dollar request per student per year and/or as annual lump sum in whole numbers,
   iii. Mission Statement, Constitution, Charter, and Bylaws,
   iv. Financial Information (5–10 pages),
      1. Statements for the past four fiscal years,
      2. Budget and spending to date for the current year,
      3. Budgets for the two years of the funding cycle applying for.
   v. Group Profile (3 pages maximum) including:
      1. Officers,
      2. Number of members,
      3. Number of students served,
      4. History,
      5. Activities, programming, and events in current academic cycle.
   vi. For byline applicants who received byline funding in the current cycle, organizations must include:
      digital copies of all event advertisements, email templates, and general publicity documents from the
295 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.

298 Section 4.03 Public Hearings

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

a. All organizations meeting any of the following criteria will be required to present their request at an Appropriations Committee meeting, which will be scheduled at least one week in advance by the Chair:
   1. Any new organization requesting funding,
   2. Any organization requesting an increase in funding,
   3. Any organization whose application the Appropriations Committee feels needs further explanation,
   4. Any organization who wishes to present its case, at the discretion of the Appropriations Chair.

b. Closed door meetings to discuss financial or other confidential information that is not permitted to be shared with the public will occur, as needed.

c. The open-door meetings should be no less than 30 minutes for each organization. The time spent on any particular organization’s application or presentation may be restricted at the discretion of the Appropriations Committee Chair.

d. Members of the committee may send follow-up questions to the organization after each hearing, to which organizations must respond within 1 week.

313 Section 4.04 Appropriations Committee Recommendation and Approval

a. When an organization’s application has been discussed in the Appropriations Committee, the Committee shall make a recommendation to the GPSA.

b. Recommendation to the GPSA should include:
   i. Recommendation on whether to allocate funding to an organization,
   ii. Recommendation on the amount of funding.

c. Each organization’s allocation recommendation will be presented to the GPSA by the Appropriations Committee Chair on an individual basis no later than the fifth regular GPSA meeting of the Fall semester in a fee-setting year.

d. Initial recommendations for any level of funding to an organization are passed by a simple majority approval of seated voting members.
   i. If the recommendation is not approved the GPSA will immediately vote to eliminate all funding for that organization. This requires a 2/3 majority of seated voting members to pass.
   ii. If the elimination of funding of an organization is rejected, the organization will be informed by the Appropriations Committee Chair and given the opportunity to revise its request.

e. Initial recommendations to eliminate funding for an organization are passed by a 2/3 majority approval of seated voting members.
   iii. If the elimination of funding of an organization is rejected, the organization will be informed by the Appropriations Committee Chair and given the opportunity to revise its request.

f. Revised recommendations by the Appropriations Committee, if needed, are then voted on by the Assembly:
   iv. If the recommendation passes by a simple majority of seated members, it will be incorporated into the final activity fee resolution.
   v. If the recommendation does not pass, the organization will be deemed ineligible for funding during the current cycle.
   vi. If the appropriations committee recommends defunding an organization and the motion does not receive 2/3 majority vote of seated voting members, the allocation will default to that currently in effect (not to
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339 exceed the current final application request). This defaulted amount may be amended in the final activity
340 fee resolution.

341 Section 4.05 Timeline

342 a. In the Spring semester of non-fee setting years, the leaders of any organization may meet with members of the
343 Appropriations Committee to discuss the process of applying, or to discuss past issues to overcome.
344 b. The initial application for GPSAF will be due in the Spring semester of a non-fee setting year.
345 c. The final application for GPSAF will be due during the Fall semester of fee-setting years.
346 d. The Appropriations Committee will hold public meetings with an organization’s leadership.
347 e. The Appropriations Committee will present its initial recommendations no later than the fifth regular GPSA
348 meeting of the fall semester.
349 f. The Appropriations Committee will reconsider any recommendations rejected by the GPSA membership, with
350 organizations being allowed to revise their request voluntarily.
351 g. The Appropriations Committee will present its revised recommendations to the GPSA membership to vote on
352 and finalize all recommendations to be placed into the final GPSAF resolution.
353 h. The allocation process will conclude by the last day of classes of the Fall semester and culminate in a
354 resolution listing final allocations to applicants of byline funding, whether approved or rejected for funding.
355 i. The Appropriations committee will inform applying organizations of the allocation they received prior to the
356 start of the Spring semester of the fee-setting year.

357 Section 4.06 Funding Obligations and Guidelines for Organizations

358 a. In the spring semester following the setting of the Activity Fee, the Appropriations Committee will make
359 recommendations for guidelines and obligations regarding individual organizations that have been granted byline
360 funding, in consultation with each organization and in line with the organization’s funding application.
361 b. Such obligations and guidelines shall be passed by ⅔ majority vote of seated members and appended to this
362 document.
363 c. Every byline cycle, the Appropriations Committee will update this appendix in the form of a resolution to the
364 GPSA during the spring semester. This update shall take place after the GPSAF is approved and shall replace the
365 previous appendix in its entirety.

366 Item V. Obligations

367 Section 5.01 The GPSA shall assist GPSAF recipients in adhering to the obligations and guidelines as
368 follows:

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

373 Section 5.02 Once funded by the GPSAF, organizations must abide by the rules outlined below.

374 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for which admission is charged,
375 i. Cornell students shall receive a reasonable discount to reflect their prior contribution via the GPSAF.
376 ii. Cornell students shall be given the first opportunity to purchase tickets. At least the first day of ticket
377 sales must be for Cornell students exclusively.
378 b. Regarding publicity, each organization shall include the following (or similar) statement on all fliers, posters,
379 promotions, programs, and literature: “Funded in part by the Graduate and Professional Student Activity Fee.”
380 i. Each organization shall include electronic copies of publicity documents for events in the current funding
cycle.
ii. At a minimum, organizations will advertise to Graduate Students in the Graduate School Announcement (or its successor publication) and Professional Students to their respective college-wide listservs (lawstudent-events-L@cornell.edu, GM-~MBA20XX@groups.cornell.edu [replace ‘20XX’ with years corresponding to graduation dates of current student body].) If a listserv is no longer in operation advertisements should be sent to the Dean of Students (or equivalent) of the school in question.
iii. Organizations must also take additional reasonable steps to ensure Graduate/Professional students are aware of their events.

c. Regarding organizational structure
i. Each organization shall regularly advertise its existence and encourage student participation in its meetings, which shall be open to the public.
ii. The GPSA shall have the option of appointing up to two graduate or professional students to serve as voting liaisons to each organization’s executive or governing body, or, where appropriate, its Advisory Board or Steering Committee.

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

d. Regarding finances and reporting
i. In the Fall of non-fee setting years each organization may be called upon to present to the GPSA during a regular meeting an oral account of the use of its Activity Fee allocation for the previous academic year. In addition, the GPSA may request an organization to present (during a regular meeting) an oral account of its entire operations and/or a summary of its activities, including usage statistics and future programming plans.
ii. All organizations must secure the approval of the Appropriations Committee (by formal affirmative vote of the majority of the seated membership) prior to implementing any changes in the organizations’ bylaws and/or constitution. Any changes made without formal approval shall be considered null and void and may result in fines being issued.
iii. For accounting and reporting purposes, the GPSAF monies shall be held in a separate university account, and shall not be commingled with other sources of funding.
iv. Organizations that own capital equipment are strongly encouraged to include depreciation in their full yearly budgets and must report balances in all depreciation in yearly financial statements. Capital equipment purchases must be reported in the financial statements of the year purchased.

Section 5.03 Additional Obligations for Specific Byline Organizations

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

Cornell Cinema
1. All obligations listed in Article 5 §5.02.
2. Cornell Cinema shall not increase graduate/professional student ticket prices without formally requesting and
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receiving the express approval of the GPSA. Cornell Cinema shall make a reasonable effort to maintain the range
and quality of programming it currently provides, taking into account limitations that may be imposed by venue
availability and alterations in funding from other sources, including ticket sales.

3. Cornell Cinema shall make a reasonable effort to keep GPSA informed about any significant changes to its
organizational and functional structure, so as to ensure collaboration between GPSA and Cornell Cinema can
remain most beneficial for both parties involved. Cornell Cinema shall keep collecting information on how many
graduate and professional students attend Cornell Cinema events and present this information to the GPSA. This
provision may be suspended by a ⅔ majority of the seated GPSA Appropriations Committee membership, upon
notice to the Voting Membership of the GPSA. In accordance with previous communications between the GPSA
4. Appropriations Committee, GPSA General Body, and Cornell Cinema during the 2018-2020 byline funding
cycle, the Cinema’s future funding requests shall be automatically approved by the GPSA as specified in the
schedule below (Table 1). Pursuant to this agreement, the Cinema is not required to submit a formal application
to receive the SAF funding outlined in Table 1:

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

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

<table>
<thead>
<tr>
<th>Funding cycle</th>
<th>SAF Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020–2022</td>
<td>$9</td>
</tr>
<tr>
<td>2022–2024</td>
<td>$7</td>
</tr>
<tr>
<td>2024–2026</td>
<td>$5</td>
</tr>
<tr>
<td>2026-2028</td>
<td>$3</td>
</tr>
</tbody>
</table>

Cornell Concert Commission (CCC)

1. All obligations listed in Article 5 §5.02.
2. The Cornell Concert Commission shall continue to offer discounted tickets for all ticketed events.
3. The Concert Commission shall seek to produce two shows at Bailey Hall or similarly sized venue each
academic year.
4. The Concert Commission shall seek to produce two shows at Barton Hall or similarly sized venue each
academic year.
5. The Cornell Concert Commission shall seek to produce one free show every year on the Arts Quad.
6. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three on-campus music events
with other Cornell University groups.
7. The Cornell Concert Commission shall allocate at least 35% of tickets for sale exclusively to
graduate/professional students on the first day of sales. Any tickets not sold to graduate/professional students at
the end of the day may be returned to the general student pool of tickets. If all allocated graduate/professional
student tickets are sold, graduate/professional students may still purchase discounted tickets from the general
student pool.
8. The Cornell Concert Commission shall track the number of tickets sold to graduate/professional students, and
report these numbers back to the GPSA upon request.
9. The Cornell Concert Commission shall offer identical pricing to

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graduate/professional and undergraduate students.

10. The Cornell Concert Commission shall follow the following advertising guidelines:
   a. CCC shall notify Graduate/Professional students at least 14 calendar days
   prior to tickets going on sale of at minimum: 1) The act/show, 2) The date
   and time of the act, 3) The price of tickets, 4) How to purchase tickets.

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

**Cornell Tech Campus - Master’s Students**

1. The activity fee (GPSAF), appropriately deducted for the contributions to the GPSA & Risk Management, will
   be returned to a registered and officially recognized organization at the Tech campus in NYC. The Cornell Tech
   organization must satisfy these conditions:
   - Have a set of bylaws and funding guidelines that will outline how the funds will be distributed equitably among
     the different groups on the Cornell Tech Campus.
   - Register every year with the SLECA office via the OrgSync platform (or equivalent registration system needed
     for every student organization at Cornell University).
   - Submit a detailed report to the appropriations committee every two years in the activity fee setting year. This
     report must be submitted by the final byline application deadline and outline all their requests and expenses
     similar to every byline funded organization.
   - Subject to all Cornell regulations as enforced by the GPSA.
   - Review and update their bylaws & funding guidelines for two years. It is recommended that this be performed in
     the Spring semester of the activity fee setting year.
   - Follow all the regulations required for a byline-funded organization.

2. Conflict Resolution: Any student group funded by Cornell Tech Organization has the right to appeal if they
   feel that their allocation was unfair. The Cornell Tech Organization shall set a formal appeals process, which will
   be reviewed and approved by the GPSA Appropriations Committee by December 1, 2018, to determine how
   these disputes will be resolved.

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

1. All obligations listed in Article §5.02.

2. The Dept. of Athletics and Physical Education shall continue to provide graduate and professional students
   with opportunities for physical and outdoor education, recreational services, and intercollegiate athletic
   competition including, but not limited to, participation in Cornell Outdoor Education (COE), the intramural sports
   program, and access to the Cornell Fitness Centers.

3. The Dept. of Athletics and Physical Education shall continue to maintain and distribute, in their current form,
   the Big Red Sports Pass and discounted men’s ice hockey season tickets to graduate and professional students at
   publicly specified times and locations.

4. The Dept. of Athletics and Physical Education shall monitor the attendance of graduate and professional
   students at athletic events in order to better facilitate future GPSA appropriations decisions.

5. At least once per semester, an email will be sent to all students advertising information about
   graduate/professional student event/ticket sign-up and purchase options, including, but not limited to, the Big Red
   Sports Pass and hockey season tickets.

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

1. All obligations listed in Article §5.02.

2. Cornell EMS shall continue to provide exemplary emergency response and basic life support for the graduate
   and professional students of the Cornell community, using updated equipment and emergency response vehicles.

3. Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation (CPR) and automated external
   defibrillation (AED) instruction, along with First Aid classes for training of EMS members and interested
   graduate and professional students.

*Appendix A & B of the GPSA Charter*

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4. Cornell EMS shall continue to provide emergency response support for special events on the Cornell campus.

5. Cornell EMS shall provide extensive training to all squad members consisting of basic emergency medical technicians (EMT-B), Critical Care Technicians (AEMT-CC), and Paramedics (AEMT-P).

6. Cornell EMS shall continue to stand by at graduate and professional student events free of charge.

**Cornell University Programming Board (CUPB)**

1. All obligations listed in Article 5 §5.02.

2. The Program Board shall fund at least one lecture per year with an honorarium of at least $10,000. At the speaker’s request, any honorarium paid may go to charity.

3. The Program Board can subsidize expenses for no more than one elected or appointed public official per year, regardless of cost. At the speaker’s request, any honorarium paid may go to charity.

4. The Program Board shall seek to have at least one event free of charge to all Cornell students.

5. The Program Board shall offer students reduced ticket prices as well as the opportunity to purchase the best seats available at performance venues one full day prior to being sold to the general public.

6. In order to alleviate costs for other Cornell organizations, the Program Board shall designate at least 5% of its budget for co-sponsorships.

7. The Program Board shall allocate at least 35% of tickets for sale exclusively to graduate/professional students on the first day of ticket sales. Any tickets not sold to graduate/professional students at the end of the day may be returned to the general pool of tickets. If all allocated graduate/professional student tickets are sold, graduate/professional students may still purchase tickets from the general student pool.

8. The Program Board shall track the number of tickets sold to graduate/professional students and report these numbers back to the GPSA upon request.

9. The Program Board shall offer identical pricing for tickets to graduate/professional and undergraduate students.

10. The Program Board shall make efforts to advertise to the graduate/professional students about the upcoming events within a reasonable period of time before tickets go on sale.

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

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

All obligations listed in Article 5 §5.02. Of the GPSA’s allocation, $2.71 per student (or the amount per student equal to $20,000/year) shall be set aside for Anabel’s grocery store. The GPSA executive committee and the Appropriations Committee will carefully evaluate (annually in the Fall semester) if the grocery store satisfies all the obligations set forth by the GPSA in Resolution #3 (AY: 2017-2018). The funding to Anabel’s grocery store is provided for a maximum of four years (equal to no more than $80,000); if more funding is required for the grocery store beyond this they are required to apply as an independent byline funded group. In the event that the GPSA reconsiders its support for Anabel’s grocery store, the funds will remain with the Assembly and will be rolled over towards a Graduate and Professional student emergency fund (for example, modelled upon undergraduate Students Helping Students fund). No more than 20% of the GPSA budget may be utilized for travel by Executive Committee and Voting Members. Exceptions may be approved by a majority vote of the seated membership of the GPSA Appropriations Committee. Travel includes lodging, transportation, meals, and registration fees. The GPSA shall, at least once per byline cycle, distribute a survey to all professional and graduate students to solicit feedback on their satisfaction and knowledge of the GPSA’s actions. The anonymized data from this survey shall be collected and the GPSA Executive Committee members shall present this data some time after the survey completion. The survey data shall also be made available to all members of the Assembly.
GPSA.
a. The survey should contain the following questions:
   i. What student group are you in? (graduate/professional/dual degree)
   ii. Have you heard of the Graduate and Professional Student Assembly (GPSA)? (yes/no)
   iii. Have you heard of the Graduate and Professional Student Assembly Finance Commission (GPSAFC)? (yes/no)
   iv. Do you know what the Graduate and Professional Student Activity Fee is? (yes/no)
   v. Do you know what the Graduate and Professional Student Activity Fee is used for? (yes/no)
   vi. Have you ever participated in GPSA committees or served as field representative to the GPSA? (yes/no)
   vii. Do you know who your field’s representative to the GPSA is? (yes/no)
   viii. How can the GPSA improve itself to better serve graduate/professional students? (500 character limit)
   ix. Do you feel that the GPSA is addressing issues of concern to you (yes/no)?
      1. If (yes/no) what issues do you think the GPSA has addressed (well/poorly)? (short response)
   x. Demographic questions (optional) for example (as an illustrative, not constraining list) : gender, ethnicity/race, citizenship status, nationality, sexuality, age range, married/single, parental status, religion, disability (physical, mental) status, funding source, political viewpoint.

b. Survey questions may be modified, or new questions added in subsequent byline cycles.

Graduate and Professional Student Programming Board
1. All obligations listed in Article §5.02.
2. The GPS Programming Board shall continue to plan quality events for the graduate/professional student community.
3. The GPS Programming Board shall spend no more than 50% of its byline allocation on any single event (e.g. Grad Ball).
4. The GPS Programming Board shall seek to co-sponsor at least two events per semester.
5. The GPS Programming Board shall continue to make additional efforts to reach out to professional schools to advertise and co-sponsor events.
6. The GPS Programming Board shall provide $750 to the Big Red Barn for its annual Alumni Networking Event.

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

Section 5.04 Regarding Violations
1. Organizations which violate these guidelines shall have their eligibility for funding investigated by the GPSA Appropriations Committee. After a notification provided to the GPSA during the Appropriations Committee
Update at a regular meeting, or via email, the Appropriations Committee may levy penalties or sanctions to organizations that are found in violation of these guidelines. The GPSA expressly reserves the right to revoke Activity Fee funding.

i. First-time violations will be followed up with communication explaining the violation to an organization’s leadership, addressing any confusion in the requirements, and steps to ensure future adherence, pending the severity of the violation.

ii. For additional violations:

1. Minor violations, deemed as such after investigation by the GPSA Appropriations Committee and consultation with the GPSA, will result in fines no more than $750 or 5% of an organization’s annual byline funding allocation, whichever is greater.

2. Major violations, deemed as such after investigation by the GPSA Appropriations Committee and consultation with the GPSA, will result in fines up to the entire Activity Fee funding.

iii. Any fines collected will be given to the GPSAFC for the purpose of funding graduate/professional student organizations.

2. Organizations that are sanctioned may petition the Appropriations Committee to re-evaluate their decision within 14 calendar days of the sanction being imposed. Petitions may include additional information or evidence of a violation being ameliorated. The Appropriations Committee may modify the prior sanction by ⅔ vote of its seated members.

3. Should the Appropriations Committee decline to modify a sanction, an organization may request the Judicial Codes Counselor examine the action taken. The Judicial Codes Counselor shall review the sanction verifying that the Appropriations Committee followed their procedures and that the sanction is based off either objective facts or reasonable inference(s). The Judicial Codes Counselor may not substitute their judgment for that of the Appropriations Committee in substantive matters. Should the Judicial Codes Counselor find the Appropriations Committee did not follow their procedures or act upon objective facts or reasonable inference(s) the Judicial Codes Counselor shall document their findings and provide relevant information to the full Graduate and Professional Student Assembly. The Assembly may then modify or overturn the sanction by a majority vote of its seated members.

**Item VI. Ratification and Expiry**

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

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

**Item VII. Amendments**

**Section 7.01**

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

**Section 7.02**

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