

# Bylaws

## Cornell University

### Graduate and Professional Student Assembly

*As amended on February 1, 2021*

#### ARTICLE I: ESTABLISHMENT AND AUTHORITY

##### Section 1.01: Establishment

- A. The Graduate and Professional Student Assembly Bylaws are established in accordance with the Graduate and Professional Student Assembly Charter Article VII.

##### Section 1.02: Authority

- A. The Graduate and Professional Student Assembly Bylaws are granted authority in accordance with the Graduate and Professional Student Assembly Charter Article VII.

#### ARTICLE II: DEFINITIONS

##### Section 2.01: GPSA Bylaws Document Definitions

- A. The Graduate and Professional Student Assembly is hereafter referred to as the GPSA.
- B. The Graduate and Professional Student Assembly Charter hereafter is referred to as the GPSA Charter.
- i. The GPSA Charter may also be referenced by citing the appropriate article, section, and subsection number.
- C. The Graduate and Professional Student Assembly Bylaws hereafter are referred to as the GPSA Bylaws.
- i. The GPSA Bylaws may be referenced by citing the appropriate item, section, and subsection number.

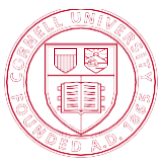
#### ARTICLE III: GPSA STANDING COMMITTEES

##### Section 3.01: Responsibilities for All Committees

- A. Submit a budget request outlining and justifying all planned expenditures to the Appropriations Committee Chair two weeks prior to the second GPSA meeting, and shall submit an update on the status of their budget by the end of February.

##### Section 3.02: Executive Committee

- A. Purpose
- i. The Executive Committee shall be responsible for the day-to-day operations of the GPSA.
- ii. The Executive Committee shall ensure the smooth operation of the GPSA in coordination with the standing committee chairs.
- B. Chairperson



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- i. The Executive Vice-President of the GPSA is the chairperson of the Executive Committee.

**C. Membership**

- i. The Executive Committee shall be composed of the officers of the GPSA, of which there shall be at least four.

**D. Duties**

- i. Represent the GPSA in University matters.
- ii. Speak for the GPSA on issues that must be addressed before the next regularly scheduled meeting.
- iii. Establish agendas for the meetings of the GPSA.
- iv. Make appointments to University committees, liaison positions, and all other external committees that become vacant prematurely.
- v. Conduct an orientation meeting with all the chairs of the GPSA's standing committees at the beginning of the current GPSA term.
- vi. Work closely with the Office of Assemblies to book rooms, contract equipment, follow through with other issues related to meeting logistics, and any other relevant tasks.
- vii. Provide executive updates at GPSA meetings.
- viii. Maintain open communication with GPSA members and the Office of Assemblies staff regarding meetings and other information relevant to the GPSA.
- ix. Receive and review documents to be sent to GPSA members or other members of the Cornell University community.
- x. Function as the Elections Committee during the current GPSA term.
- xi. Respond to e-mails addressed to GPSA email addresses.
- xii. Assist the Office of Assemblies staff in maintaining a functional and up-to-date website and listservs.
- xiii. Take on any additional responsibilities for the proper functioning of the GPSA.
- xiv. Present an update from the GPSA at the March Board of Trustees Meeting.
- xv. Select and coordinate representatives to attend the Ivy Summit.
- xvi. Complete the required registration process to ensure the GPSA is recognized as a student organization with the Student Activities Office (SAO).
- xvii. Distribute the semi-annual report of the GPSA to the members.

**E. Meetings**

- i. The Executive Committee shall meet prior to GPSA meetings.
- ii. When consensus cannot be reached, simple majority votes shall be exercised.
- iii. The members may call additional meetings as deemed necessary for the proper functioning of the GPSA.
- iv. The Executive Committee meets regularly with deans of the Graduate School, deans of the Professional schools, University administrators, and executives of other assemblies.

**Section 3.03: Operations and Staffing Committee**

**A. Purpose**

- i. The Operations and Staffing Committee is charged with appointing graduate and professional students to committees staffed by the GPSA, and with maintaining and updating the GPSA Charter, GPSA Bylaws, and relevant documents.

**B. Chairperson**

- i. The chairperson for the Operations and Staffing Committee is the Vice President for Operations.

**C. Membership**



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- v. All standing committee chairs and GPSA delegates to the University Assembly are required to serve on the Operations and Staffing Committee.
- vi. The President and Counsel to the GPSA shall serve as ex-officio members.
- vii. The graduate and professional student University Assembly representatives shall be considered voting members for all appointments to University Assembly committees.

### D. Duties

- i. Work closely with the Office of Assemblies to communicate the appointment process to graduate and professional students, make committee appointments, update appointment lists, communicate appointments to relevant chairs and representatives, and any other relevant tasks.
- ii. In coordination with the entire body of the GPSA and interested individuals, ensure that the practices of the GPSA at its meetings and campus activities are environmentally sustainable.
- iii. In addition to advertising committee vacancies, reviewing applications, and acting as a liaison between committee representatives and the GPSA, the Committee also determines committee size and prepares relevant documents and application materials for the appointment process.
- iv. The Vice President for Operations shall present the process for committee appointments at the first meeting in the fall semester.
  - a. External committee appointments shall be completed by the following meeting and presented to the GPSA at that meeting. Any remaining vacancies will be staffed on a rolling basis by the Executive Committee
  - b. The appointments shall be subject to the review of the Executive Committee. In the case of premature vacancy, the Executive Committee may staff these external appointments by majority vote.
- v. The Chairperson is charged with requesting revisions to the GPSA Bylaws from standing committee chairs.
- vi. The revisions are to be incorporated into the GPSA Bylaws.
- vii. The revised GPSA Bylaws are to be presented as a resolution at the second meeting of the current GPSA term for approval.
- viii. The Chairperson shall serve as an administrator of the appropriate governing documents and Robert's Rules of Parliamentary Procedure during meetings.

### E. Meetings

- i. All Committee meetings shall be open to the graduate and professional student community.
- ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all Committee members present.
- iii. Minutes shall be taken at meetings, and upon review by the Committee Chair, shall be submitted to the Office of Assemblies for posting.

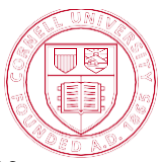
### F. GPSA Standing Committee Appointments

- i. By the end of September, the Committee shall set the size of and appoint members to the Appropriations Committee, Communications Committee, Graduate and Professional Student Assembly Finance Commission, Graduate and Professional Student Programming Board, Faculty Awards Committee, Diversity and International Students Committee, and Student Advocacy Committee. These appointments shall be subject to the approval of the Executive Committee.
- ii. After initial committee appointments are made, vacancies may be filled by members appointed by the Executive Committee or appointed by committee chairs to their own committee.
  - a. Any members appointed by committee chairs are non-voting members until the appointments are approved by the Executive Committee.

### G. GPSA External Committee Appointments

- i. The Operations and Staffing Committee shall appoint the following:
  - a. Eight graduate or professional students (two from Biological Sciences, Social Sciences, Humanities and Physical Sciences of which one from each division will be appointed annually for a two-year term) to the

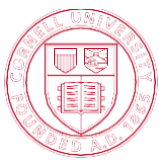
*Bylaws of the Cornell University Graduate and Professional Student Assembly as amended February 1, 2021*



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Academic Integrity Hearing Board,

- b. One graduate or professional student to the Trustee Nominating Committee,
- c. One liaison officer (a current member of the GPSA) each to the Faculty Senate, the Employee Assembly and the Student Assembly as ex-officio, non-voting members,
- d. One graduate or professional student to each of the following Faculty Senate committees,
  - 1. Academic Freedom and Professional Status of the Faculty,
  - 2. Advisory Committee on Athletics and Physical Education,
  - 3. Educational Policy Committee,
  - 4. ROTC-University Relations Committee,
  - 5. University Faculty Library Board,
  - 6. University Lectures Committee,
- e. One graduate or professional student to each of the following Student Assembly committees,
  - 1. Dining Services,
  - 2. Inclusion and Diversity Initiatives Committee,
- f. Two graduate or professional students to the Gorge Safety Committee,
- g. One graduate or professional student to the Learning Technologies Governance Committee,
- h. One graduate or professional student to the President's Sustainable Campus Advisory Committee,
- i. One graduate or professional student to the Public Safety Advisory Committee,
- j. Two graduate or professional students to the Student Insurance Health Plan Advisory Committee,
- k. One graduate or professional student to the Student Library Advisory Council,
- l. Three graduate or professional students to the University Council on Mental Health and Welfare,
- m. One graduate or professional student to the University Diversity Council,
- n. One graduate or professional student to the University Neighborhood Council,
- o. Two representatives to the Family Life Advisory with one position reserved for a graduate or professional student with a child or children and the other reserved for the partner of a graduate student,
- p. Two graduate or professional students to the Campus Planning Committee,
- q. Two graduate or professional students to the Transportation Hearing and Appeals Board,
- r. One graduate or professional student to the Council on Hazing Prevention,
- s. Two graduate or professional students to the President's Council on Alcohol and Other Drugs,
- t. One graduate or professional student to the Orientation Planning Committee,
- u. Liaisons to the byline organizations funded by the Graduate and Professional Student Activity Fee;
  - 1. Two graduate or professional students to the Cornell Cinema Student Advisory Board,
  - 2. Three graduate or professional students to the Big Red Barn Advisory Board,
  - 3. Two graduate or professional students as liaison to the Cornell University Programming Board,
  - 4. Two graduate or professional students as liaison to the Cornell University Emergency Medical Service,
  - 5. Two graduate or professional students as liaison to the International Students Union,
  - 6. Two graduate or professional students as liaison to the Physical Education Department,
- v. One current GPSA member to each of the following University Assembly committees,
  - 1. Campus Infrastructure Committee,
  - 2. Campus Welfare Committee,
  - 3. Codes and Judicial Committee.



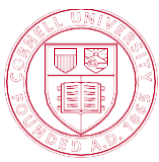
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- ii. As requests for representatives come from other external committees, these positions will be staffed as necessary.
- a. Additional or temporary committees will be kept in the records of the Vice-President of Operations, to be added to the Bylaws as necessary
- iii. General Committee of the Graduate School
  - a. Following the election of the GPSA officers each year, but preceding the election of the standing committee chairs, a representative for the General Committee of the Graduate School shall be elected.
  - b. The elected representative shall serve a two-year term so that there are at any time no more than two elected representatives from the GPSA.
  - c. Should either of these seats become vacant before the end of their term, the Vice President for Operations may appoint an interim representative until an election can be held for a new representative to complete the term.
  - d. An interim representative to the General Committee, appointed by the Vice President for Operations is subject the approval of the Executive Committee.
  - e. These seats are not transferable.
- H. University Assembly Committee appointments
  - i. The Operations and Staffing Committee, in cooperation with the graduate and professional student representatives of the University Assembly, shall appoint graduate and professional student representatives and liaisons to all committees under the jurisdiction of the University Assembly.
- I. Faculty Senate Committee Appointments
  - i. The Operations and Staffing Committee shall appoint graduate and professional student representatives to the relevant committees under the jurisdiction of the Faculty Senate.

### Section 3.04: GPSA Elections Committee

- A. Purpose
  - i. The Elections Committee shall be responsible for overseeing the election of the GPSA Voting Members, officers, and committee chairs.
- B. Constitution
  - i. The Executive Committee shall serve as the Elections Committee unless the ability of the Executive Committee to impartially conduct the elections is called into question by a one third vote of the seated Voting Members. Immediately following such a vote, the Voting Members and Field Representatives shall elect a Chairperson for the Elections Committee.
- C. Membership
  - i. The Chairperson may recruit other Voting Members of the GPSA as members of the Elections Committee.
- D. Duties
  - i. Decide on the procedural rules for elections.
  - ii. Be responsible for gathering and leading the caucuses for the Biological Sciences, Physical Sciences, Social Sciences and Humanities.
  - iii. Be responsible for running the caucuses by asking for nominations, soliciting statements from nominees, moderating question and answer sessions, and counting ballots.
  - iv. Announce the newly elected persons to the GPSA.
- E. Meetings



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- i. The Elections Committee shall meet prior to the second to last regularly scheduled GPSA meeting of the current GPSA term.
- ii. All meetings of the Elections Committee shall be open to the graduate and professional student community.

### F. Election of the Officers

- i. The sitting President of the GPSA shall temporarily act as the Chairperson during the elections of the officers of the GPSA until a new President is elected, after which the new President shall preside over the election of officers and community chairs.

## Section 3.05: Appropriations Committee

### A. Purpose

- i. The Appropriations Committee shall concern itself with all aspects of the Graduate and Professional Student (GPS) Activity Fee, including review of the GPSA Byline Allocation Procedures, the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, and the GPSA Internal Budget.

### B. Chairperson

- i. The Committee shall have a chairperson elected by the GPSA.

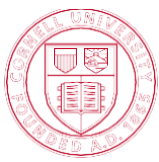
### C. Membership

- i. The Committee shall consist of members appointed by the GPSA Operations and Staffing Committee.
- ii. Members shall attend the meetings of the Committee.
- iii. Members shall serve until the end of the current GPSA term in which they are appointed, unless they are subject to removal.
- iv. Termination of a committee member is at the discretion of the Chair when a committee member is absent for more than two scheduled committee meetings. A replacement may be sought after consultation with the Operations and Staffing Committee.
- v. At the discretion of the Chair, new applications received during the fall semester of fee-setting years may be placed on hold until the following semester.

### D. Duties

- i. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
- ii. The Chair of the Appropriations Committee will serve on the GPSA Finance Commission.
- iii. The Committee shall review, maintain and adhere to the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
- iv. The Committee shall review the policies and procedures for setting the GPS Activity Fee.
  - a. In the Fall of fee-setting years:
    1. The Committee shall make a recommendation to the GPSA regarding the amount and distribution of the GPS Activity Fee.
  - b. In the Fall of non-fee-setting years:
    1. The Committee shall coordinate with the Student Assembly to determine deadlines for the preliminary byline applications in April and the final byline applications in September.
    2. The Committee shall work with the Vice President of Operations to ensure liaison positions for each by-line funded organization are filled before the end of the Fall semester.
    3. The Chair will arrange time at GPSA meetings for by-line funded organizations to speak and





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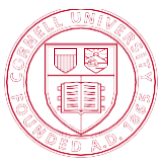
- 249 provide an update to their operations.
- 250 v. The Committee shall maintain the GPSAFC Funding Guidelines. If deemed necessary, it shall make
- 251 suggestions for changes to the GPSA.
- 252 vi. The Committee shall oversee the internal funds of the GPSA and work with the Office of Assemblies to
- 253 ensure adherence to the budget. The Committee shall provide budget updates to the Executive
- 254 Committee, as requested.
- 255 vii. The Chairperson shall collect budget proposals from all standing committee chairs two weeks prior to
- 256 the second regularly scheduled GPSA meeting. The Chairperson shall then propose the GPSA Internal
- 257 Budget based on the collected budget proposals, which shall be presented as a resolution at the second
- 258 regularly scheduled meeting in the Fall semester.
- 259 viii. At the end of their term, the Chairperson shall transfer access to historical documents and chairperson-
- 260 specific information to the new Chairperson.

### 261 E. Meetings

- 262 i. The Committee shall hold meetings, as necessary, subject to the minimum requirements of Item 3.05.e.v.
- 263 ii. Meetings of the Committee shall generally be open to the graduate and professional student community.
- 264 However, the Chairperson, in consultation with the Committee, may decide to close parts of the meetings
- 265 in order protect sensitive information from being made public.
- 266 iii. The Committee is encouraged to consider town hall style meetings late in the Spring semester of non-
- 267 funding years to provide information about the GPS Activity Fee and gather relevant input from the
- 268 graduate and professional student body, in particular, with regard to the appeal of the applying byline
- 269 funded organizations.
- 270 iv. Minutes shall be taken, and upon review by the Chairperson, shall be submitted to the Office of
- 271 Assemblies for posting on the Committee's website, along with meeting agendas.
- 272 v. The minimum number of meetings to fulfill the Committee's mission is:
- 273 a. In non-GPSA Activity Fee setting years:
- 274 1. One meeting before winter break to explain the application process for byline funded groups to
- 275 the members of the Committee,
- 276 2. One meeting in the spring semester with the GPSAFC to discuss the GPSAFC Funding
- 277 Guidelines.
- 278 b. In GPSA Activity Fee setting years:
- 279 1. One meeting as soon as the Committee is staffed to review the GPSA Activity Fee process, as
- 280 described in the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and
- 281 Obligations for Byline Funded Organizations, and Article IX of the GPSA Charter,
- 282 2. One meeting, as stipulated in the GPSA Byline Allocation Procedures, to discuss the byline
- 283 applications and the amounts of funding to be recommended,
- 284 3. One meeting to which applying byline organizations are invited and may state their cause if the
- 285 Committee recommends an allocation lower than the requested amount,
- 286 4. One meeting to reconsider the recommended funding amount if such reconsideration is
- 287 requested by the GPSA after a meeting.

### 288 F. Coordination with the Office of Assemblies

- 289 i. The Committee shall rely on the Office of the Assemblies to:
- 290 a. Help with the administrative aspects of coordinating with byline funded organizations,
- 291 b. Provide organizations applying for byline funding with information,
- 292 c. Provide institutional memory,
- 293 d. Provide the Appropriations Committee Chairperson at least read-only access to the financial system



that tracks the GPSA Internal Budget.

e. Provide the current balance of any GPSA rollover funds upon request.

#### G. GPSA Internal Budget

- i. The GPSA Internal Budget will be based upon budget proposals submitted by the standing committee chairs.
- ii. Standing committee chairs shall present a budget proposal to the Appropriations Committee Chairperson two weeks prior to the second regularly scheduled GPSA meeting of the Fall Semester.
- iii. Standing committee budgets may include line items for operational and food expenses. The food line item is specifically for food provided at committee meetings for committee members.
- iv. The Appropriations Committee Chairperson will execute the process of setting the GPSA Internal Budget pursuant to Item 3.05.d.vii.
- v. Upon approval of the GPSA Internal Budget by the GPSA, the Appropriations Committee Chairperson will operate in conjunction with the Office of Assemblies to establish enforcement guidelines for committee spending.

#### H. Ethical Responsibility

- i. The GPSA Activity Fee is set by the GPSA and paid by every graduate and professional student, and thus is not only set apart from other fees and tuition by the way it is determined, but also by its source. The Chairperson, the Committee, and the GPSA have a responsibility in ensuring that the money is well spent, and supporting organizations providing valuable services and events to the graduate and professional student community.

### Section 3.06: Communications Committee

#### A. Purpose

- i. The Communications Committee is charged with maintaining a strong communication link between the GPSA and all graduate fields, professional schools, and the Cornell community.

#### B. Chairperson

- i. The Vice President for Communications shall serve as the chairperson of the Communications Committee.

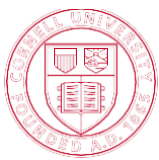
#### C. Membership

- i. The Committee shall consist of the Division Chiefs for each of the caucuses. Additional members may be appointed by the GPSA Operations and Staffing Committee.
- ii. Termination of a committee member is at the discretion of the Chair when a committee member is absent for more than two scheduled committee meetings.

#### D. Duties

- i. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
- ii. The Chairperson is charged with contacting all appropriate administrative offices so that they and the Committee are in regular contact throughout the year.
- iii. The Committee will maintain the GPSAINFO listserv and is in charge of the creation of the GPSAINFO newsletter. Distribution will be coordinated by the Committee in cooperation with the Graduate School to reach all students registered through the Graduate School, and with the Johnson Graduate School of Management, the Cornell Law School, and the College of Veterinary Medicine to reach the registered professional students.
- iv. The Chairperson will work closely with the Executive Committee, the Executive Vice President, and the Graduate School to coordinate the involvement of the GPSA in the new student orientation.





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- v. The committee will designate one committee member to contact all GPSA committees and focus groups throughout the year to assist them in publicizing meetings and committee-related events. These events will be announced in the GPSAINFO, any GPSA web sites, and the Graduate School Calendar.
- vi. Division Chiefs
  - a. Each division caucus will elect from amongst themselves a Division Chief.
  - b. A Chief will be a Voting Member that is not a member of the Executive Committee.
  - c. If a Division Chief is elected to a position on the Executive Committee or the position is otherwise vacated, then a new Division Chief will be elected by the division caucus as soon as arrangements can be reasonably made.
  - d. The Vice President for Communications may appoint interim Chiefs as necessary. These appointments are subject to the approval of the Executive Committee.
  - e. Each Division Chief is a member of the Communications Committee.
  - f. Each Division Chief is the primary person responsible for transmitting information between the GPSA and the Field Representatives, Field Organizations, Deans, students, and other members of their respective division.
  - g. Each Division Chief is encouraged to make themselves known to, and meet periodically with the Field Representatives, Field Organizations, and other members whom they are responsible to.
  - h. Division Chiefs are to assist the Vice President for Communications in any other way as needed.
  - i. Division Chiefs can be removed from their position by a majority vote of their division caucus.

**E. Meetings**

- i. The Committee will meet at least once a month. All committee meetings shall be open to the graduate and professional student community.
- ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
- iii. Minutes shall be taken at meetings and, upon review by the Committee Chair, shall be submitted to the Office of Assemblies for posting.

## **Section 3.07: GPSA Finance Commission**

**A. Purpose**

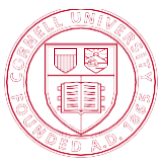
- i. The GPSA Finance Commission (GPSAFC) is charged with allocating funds to registered graduate and professional student organizations on the Ithaca and Geneva campuses of Cornell University.

**B. Chairperson**

- i. The Commission shall have a chairperson, elected by the GPSA.

**C. Membership**

- i. The Commission shall consist of at least six and no more than fifteen members, hereafter referred to as finance commissioners, appointed by the GPSA Operations and Staffing Committee.
- ii. When possible, the finance commissioners should represent each of the professional schools and each of the Divisions of the Graduate School.
- iii. Finance commissioners have exclusive voting privileges for allocating funds according to the rules set forth in the GPSAFC Funding Guidelines.
- iv. Finance commissioners shall attend the meetings of the Commission.
- v. If a finance commissioner is absent from two or more consecutive meetings of the Commission, without providing prior notice to the Chairperson, the Chairperson may ask the GPSA Operations and Staffing



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Committee to replace that commissioner.

- vi. Finance commissioners shall serve until the end of current GPSA term in which they are appointed, unless they are subject to removal as stated in Item 3.07.c.v.

### D. Duties

- i. The Commission is responsible for distributing funds to student groups according to the rules as set forth in the GPSAFC Funding Guidelines.
- ii. The Chairperson is responsible for the operations of the Commission: The Chairperson oversees the Commission's actions and operating budget, and schedules and runs the meetings of the Commission.
- iii. The Chairperson, in cooperation with the Office of the Assemblies staff, sets the schedule for the annual budget application process.
- iv. The Chairperson may appoint a Vice-Chair and delegate any of the Chairperson's responsibilities to the Vice-Chair. The Vice-Chair shall be responsible to the Chairperson, and the Chairperson can terminate the Vice-Chair's duties at any time.
- v. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal to the Commission to the Appropriations Committee Chairperson two weeks prior to the second GPSA meeting.
- vi. The Chairperson may additionally delegate specific duties to other GPSAFC members, as necessary. These duties may include, but are not limited to: preparing materials for meetings, keeping the minutes, making updates to the GPSAFC website, and reviewing the GPSAFC Funding Guidelines and suggesting beneficial changes to the Chairperson of the GPSA Appropriations Committee.
- vii. The Chairperson shall submit a written update to the Appropriations Committee Chairperson on the status of the internal budget by the end of February.

### E. Meetings

- i. The Commission shall meet at least three times each semester to deliberate on matters set forth in the GPSAFC Funding Guidelines.
- ii. The GPSAFC Chairperson also has the responsibility of organizing one meeting during the latter part of the spring semester, prior to the annual budget request deadline, where student organizations may come to learn about the regulations and procedures of the Commission.
- iii. The Chairperson shall notify the Office of the Assemblies of the Commission's meeting times and locations.
- iv. Meetings shall be open to the public. However, the Chairperson or any of the commissioners may call for a vote to be taken by secret ballot.
- v. Any representative of a student organization wishing to present his or her organization's case at a meeting must notify the Chairperson at least three days in advance of the meeting.
- vi. When the GPSAFC cannot reach a consensus, a simple majority vote will suffice for decision-making within the Commission.
- vii. Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office of Assemblies for posting.

### F. Deadlines for Funding Applications

- i. The deadline for current-year budget applications shall be in late April, with the specific date set by the Commission each year.
- ii. The last date for summer funding shall be in late March.

### G. Unallocated Funds

- i. If funds remain for allocation in the current-year budget, those funds will remain in the Commission's account for allocations in future GPSA terms.



## 429 **Section 3.08: Student Advocacy Committee**

### 430 A. Purpose

- 431 i. The GPSA Student Advocacy Committee works on issues of diversity, finances, stipend levels, mental  
432 and physical health, accessibility, child care and the general well-being of all graduate and professional  
433 students. The Student Advocacy Committee works in consultation with other relevant student and  
434 University committees and interested parties.

### 435 B. Chairperson

- 436 i. The Committee shall have a chairperson, elected by the GPSA.

### 437 C. Members

- 438 i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants  
439 will be reviewed and staffed by the Operations and Staffing Committee.
- 440 ii. Termination of a committee member is at the discretion of the Chairperson when a committee member is  
441 absent for more than half of the scheduled committee meetings.

### 442 D. Duties

- 443 i. The Committee is required to update the Graduate and Professional Student Resource List posted on the  
444 Student Advocacy Committee Website at least once each GPSA term.
- 445 ii. In order to be more fully aware of the issues faced by the graduate and professional student community,  
446 the Committee will hold an open town hall meeting, at least one per year. Funding will come from the  
447 Committee budget. The meeting will have two goals: To provide a brief overview of current and past  
448 Committee activities and to gather information and anecdotes on current problems facing the community.  
449 Following these town hall meetings, the Committee will report their results to the GPSA and any relevant  
450 Cornell administrators.
- 451 iii. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee  
452 the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
- 453 iv. The Chairperson is charged with contacting all appropriate administrative offices so that they and the  
454 committee are in regular contact throughout the year.

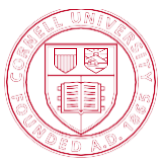
### 455 E. Meetings

- 456 i. The Committee will meet once per month during the months of September, October, November,  
457 December, February, March, and April, and additionally as necessary. All committee members are  
458 expected to attend these meetings unless informed otherwise.
- 459 ii. All Committee meetings shall be open to the graduate and professional student community. When a  
460 consensus cannot be reached, actions shall be determined by a majority vote of all committee members  
461 present.
- 462 iii. Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office  
463 of Assemblies for posting.
- 464 iv. All meeting agendas and minutes shall be posted to the Committee's website.
- 465 v. It is the responsibility of the Committee to post and advertise any advocacy related material on its website  
466 and ensure that the website is kept current.

## 468 **Section 3.09: Graduate and Professional Student Programming Board**

### 469 A. Purpose

- 470 i. The Graduate and Professional Student Programming Board (GPSPB) organizes events for graduate and  
471 professional students sponsored by the GPSA, such as receptions, speakers, socials, Grad Ball, Grads'  
472 Nights Out and other events that may arise as stated in Article 6.04.h of the GPSA Charter.



B. Chairperson

- i. The Board shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.

C. Membership

- i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants will be reviewed and staffed by the Operations and Staffing Committee.
- ii. One member of the Committee will serve on the Slope Day Steering Committee.
- iii. Termination of a committee member is at the discretion of the Chairperson when a committee member is absent for more than half of the scheduled committee meetings.

D. Duties

- i. The GPSPB's primary purpose is to plan, seek funding for, and carry out the annual Grad Ball.
- ii. The Chair shall submit a budget request outlining and justifying all planned expenditures internal to the Programming Board to the Appropriations Chair by two weeks prior to the second regularly scheduled GPSA meeting.
- iii. At the fourth regularly scheduled meeting of the fall semester and first regularly scheduled meeting of the spring semester, the Chair shall propose a schedule of events for the upcoming term.
- iv. The Programming Board shall work closely with the Office of Assemblies to contract entertainment, book rooms, and other issues as necessary.
- v. The Programming Board shall work with the Student Advocacy Committee to plan town hall event(s).
- vi. The Chairperson shall be responsible for the operations of the Programming Board: The Chairperson shall oversee the Programming Board's actions and operating budget, as well as schedule and run the meetings of the Committee.
- vii. The Chairperson is charged with contacting all appropriate administrative offices so that they and the Programming Board are in regular contact throughout the year.

E. Meetings

- i. The Programming Board will meet at least once every six weeks during the current GPSA term. The Chair will schedule additional meetings as necessary. All committee members are expected to attend these meetings unless informed otherwise.
- ii. All Programming Board meetings shall be open to the graduate and professional student community.
- iii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
- iv. Minutes shall be taken at meetings and, upon review by the Programming Board Chair, shall be submitted to the Office of Assemblies for posting.

### Section 3.10: Faculty Teaching, Advising, and Mentorship Award Committee

A. Purpose

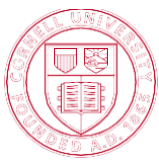
- i. The primary purpose of the Faculty Teaching, Advising, and Mentorship Award Committee ("Award Committee") is to solicit nominations for and administer one or more annual Awards to recognize faculty who exhibit excellence in the teaching, advising, and mentorship of graduate and professional students.

B. Chairperson

- i. The Award Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.

C. Membership

- i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants



will be reviewed and staffed by the Operations and Staffing Committee as specified in Section 3.03.f.

- ii. Termination of a committee member is at the discretion of the Chairperson when a committee member is absent for more than half of the scheduled committee meetings.

#### D. Duties

- i. Articulate and disseminate selection criteria for the Award(s).
- ii. Establish a process for soliciting nominations and/or applications for the annual Award(s).
- iii. Select Award recipient(s) before the end of the last day of classes in the Spring semester.
- iv. Seek funding for and host an Award Ceremony to celebrate and recognize the Award recipient(s) each academic year before the end of May.
- v. Coordinate with the GPSA Communications Committee to publicize both the solicitation of nominations and the administration of the Award(s), once selections have been made.
- vi. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal to the Award Committee to the Appropriations Chair by two weeks prior to the second regularly scheduled GPSA meeting. The budget shall include funds to publicize both the solicitation of nominations and the administration of the Award(s).
- vii. The Chairperson shall be responsible for the operations of the Award Committee: The Chairperson shall oversee the Award Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.

#### E. Meetings

- i. The Award Committee will meet at least once per year during the current GPSA term to select Award recipient(s). The Chair will schedule additional meetings as necessary.
- ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
- iii. Minutes shall be taken at meetings and, upon review by the Award Committee Chairperson, shall be submitted to the Office of Assemblies for posting. Respect will be paid to the privacy of nominators and nominated faculty members.

### Section 3.11: Diversity & International Students Committee

#### A. Purpose

- i. The primary purpose of the Diversity & International Students Committee ("Diversity Committee") is to promote diversity and inclusion in all its forms within the GPSA membership and within the broader graduate and professional student community at Cornell University.

#### B. Chairperson

- i. The Diversity Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.

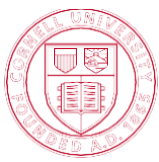
#### C. Membership

- i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants will be reviewed and staffed by the Operations and Staffing Committee as specified in Section 3.03(f).
- ii. Termination of a committee member is at the discretion of the Chairperson when a committee member is absent for more than half of the scheduled committee meetings.

#### D. Duties

- i. Communicate with groups engaged with diversity and international student issues in order to involve and engage diverse students with the work of the GPSA.
- ii. Provide a forum to discuss diversity and inclusion within the graduate and professional student





community.

- iii. Host an annual meeting for groups representing diversity and international students.
- iv. Engage Cornell administration in issues affecting diversity and international students.
- v. Bring before the GPSA resolutions on issues related to diversity and international students.
- vi. Present to the GPSA annually during the second to last meeting of the GPSA term on its work supporting international students, Students of Color, gender equality, LGBTQI students, students with disabilities, and related issues.

### Section 3.12: University Assembly Representation

- A. The President of the GPSA shall serve as a member of the University Assembly.
- B. The members of the GPSA will elect representatives to the University Assembly, the number and composition of which shall be in accordance with the University Assembly Charter.
  - i. If they are not already GPSA Voting Members or Field Representatives, these delegates shall be considered ex officio members of the GPSA.
  - ii. These delegates are required to report on University Assembly activities at meetings at the request of the Executive Committee.

### Section 3.13: Committee Delegates

- A. The Operations and Staffing Committee will appoint graduate and professional students to University committees which it staffs, GPSA committees and liaison positions, hereafter referred to as committee designees.
- B. Committee designees may serve as many one-year terms as they like, but must be appointed annually.
- C. All committee designees must be matriculated graduate or professional students of Cornell University.
- D. Exceptions to this rule may be made by a majority vote of the seated Voting Members at the request of the Vice President for Operations.

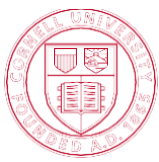
### Section 3.14: Committee and Committee Designee Reporting

- A. To ensure accountability and responsibility to the student body, each standing committee shall present a written report to the GPSA at least once a semester in addition to oral reports at meetings.
- B. To ensure accountability and responsibility to the student body, each ad hoc committee shall present a written report to the GPSA at least once a semester.
- C. Prior to meetings of the GPSA, committee designees shall submit to the GPSA Vice President for Operations a report to be shared with the GPSA.
  - i. Reports shall include, but are not limited to, notification of whether the committee has met the committee's agenda and a short summary of the meeting.
  - ii. The Executive Committee may remove committee designees for failing to submit a report for two consecutive meetings and shall appoint a new designee accordingly.

### Section 3.15: GPSA Ad-Hoc Committees

- A. Purpose
  - i. The GPSA may form an ad-hoc committee when a need cannot be fulfilled through existing standing committees or through committees in the other Assemblies or in the University, or when the GPSA feels





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additional consideration is required.

ii. To increase efficiency and decrease duplication, every effort will be made to address perceived needs of graduate and professional school students through existing University Committees and other appropriate bodies first.

### B. Chairperson

i. The Committee shall have a chairperson, elected by the members of the ad-hoc committee.

ii. The chairperson shall schedule and chair the meetings of the committee.

iii. The chairperson is responsible for providing committee updates to the GPSA.

### C. Membership

i. Any graduate or professional student is eligible to apply to become a member of the committee.

Applicants will be reviewed and staffed by the GPSA Operations & Staffing committee.

ii. Shall consist of at least three members approved by the GPSA Operations & Staffing Committee.

iii. Shall have at least one GPSA Voting Member.

iv. Additional committee membership may be recommended by the GPSA Operations and Staffing Committee.

### D. Meetings

i. The Committee will meet as necessary during the current GPSA term. All committee members are expected to attend these meetings unless informed otherwise.

ii. All Committee meetings shall be open to the graduate and professional student community. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.

iii. Minutes shall be taken at meetings and, upon request, shall be presented to the GPSA.

### E. Formation, Termination, and Re-Establishment

i. Formation of an ad hoc committee is to be presented as a motion.

ii. The ad-hoc committee will be dissolved when either the work of the committee has been completed or at the end of the term of office, whichever comes first.

iii. An ad-hoc committee can be re-established by a resolution to continue its function in the next GPSA term by the GPSA.

## Section 3.16: Internal Budget

A. GPSA Committees will track their own expenses.

B. GPSA Committees will not commit to actions that could incur expenses that exceed the total amount budgeted for their operations without first obtaining the approval of the GPSA Appropriations Committee Chairperson.

C. In the event that a GPSA Committee overruns their budgeted allocation, the Committee committing the overrun will collaborate with the Appropriations Committee to draft a resolution revising the GPSA Internal Budget so the expenses may be accounted.

D. All queries regarding the GPSA Internal Budget and the current state of GPSA funds are to be directed to the Appropriations Committee Chairperson (Item 3.05.b).

## ARTICLE IV: PROCEDURES

### Section 4.01: Term of Office



- A. The term of office of the GPSA shall be from June 1 to May 31, except for the positions of Appropriations Committee Chair and Finance Commission Chair, which will be from January 1 to December 31.

## Section 4.02: Meeting Schedule

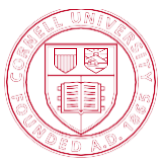
- A. Meetings shall be scheduled throughout the GPSA term, totaling seven (7) meetings per semester.  
B. Meetings defined in Section 4.02.a shall be referred to as “regularly scheduled meetings”.  
C. The GPSA will adopt a schedule of regularly scheduled meetings for the next term at the last meeting of the current GPSA term.

## Section 4.03: Regularly Scheduled Meetings

- A. Regularly scheduled meetings are open to all constituents and to the public.  
B. The GPSA Executive Committee shall determine appropriate discussion and business items.  
C. The presiding officer shall only vote on resolutions or subsidiary motions when the vote will affect the result. Examples include when a tie exists (for actions requiring majority approval) and when actions requiring two-thirds approval fall one vote short.

## Section 4.04: Agendas and Resolutions

- A. Agendas
- i. Agenda items will be compiled by the GPSA President in consultation with the Executive Committee.
  - ii. Agendas must be sent to the members at least 24 hours prior to the meeting.
- B. Resolutions
- i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate and Professional Student may present a resolution to the GPSA for consideration.
    - a. Within two regularly scheduled meetings after the presentation of the petition, the GPSA Voting Members will discuss and vote on the resolution.
    - b. The form and wording of the resolution, as voted upon by the GPSA, shall be identical in form and wording to that of the petition.
  - ii. Any GPSA member may present a resolution to the GPSA for consideration.
  - iii. Procedure
    - a. The primary sponsoring GPSA member explains the purpose of the resolution to the Assembly.
    - b. The sponsor answers questions directly pertaining to the resolution. The sponsor may defer to other people in attendance for answering questions.
    - c. For votes on resolutions, majority and two-thirds majority vote shall be determined based on total number of Voting Members participating in the vote, with the following exceptions:
      1. Motions to amend or rescind a previously adopted motion shall require either (1) prior notice and a two-thirds majority of those participating in the vote, or (2) a majority of the entire Voting Membership without prior notice.
      2. Amendments to the Bylaws and the Charter shall adhere to majority requirements stated in the Charter §10.01
    - d. If the Assembly adopts a resolution, the President must convey the resolution to the President of the University within two weeks following the meeting in which the resolution is adopted. The



wording of the resolution must be identical to that of the adopted resolution. If the President is unwilling or unable to perform this responsibility, the Officer of highest precedence shall have the responsibility to do so. If no Officer is willing or able to perform this responsibility, the sponsor of the resolution shall have the responsibility to do so.

#### **Section 4.05: Additional Meetings**

- A. Additional meetings may be scheduled at least one week in advance by the Executive Committee, with written approval from at least two-thirds of the seated Voting Members.
- B. Only one additional meeting may be called per semester.

#### **Section 4.06: Division Summits**

- A. For each Division of the Graduate School and jointly for the Professional Schools, at least one Division Summit shall be scheduled each GPSA term by the Division Chiefs for the Division.
- B. The Voting Members will compile an agenda of discussion topics, focusing on issues pertaining specifically to the Division.
- C. The exact date is to be determined at the Voting Members' discretion. Voting Members must notify Field Representatives sufficiently in advance of the time and location of the summit.
- D. GPSA members from other Divisions may be invited at the discretion of the Voting Members of the Divisions sponsoring the summit.

#### **Section 4.07: Executive Session**

- A. Meetings may be closed for special executive session when deemed necessary to protect the rights of members of the Cornell community by majority vote of the Voting Members present.
- B. Field Representatives may be excluded from these sessions in addition to constituents and the public.
- C. No binding actions will take place while in executive session.

#### **Section 4.08: Parliamentary Procedure**

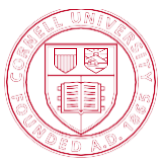
- A. The GPSA will use Robert's Rules of Order (latest edition) as the basis for determining procedures for formal debate and legislative action.
  - i. As stated in Robert's Rules of Order, basic motions require the approval of the majority of cast votes to take effect; abstentions are not considered cast votes.
- B. The GPSA is not constrained to use parliamentary procedure for all discussions.

#### **Section 4.09: Quorum**

- A. A quorum of GPSA Voting Members is required before business items may be voted on at regularly scheduled meetings.
- B. A quorum of the Voting Members shall consist of a majority of the seated Voting Members of the GPSA.

#### **Section 4.10: Absences**

- A. Voting members



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- i. Must notify the Executive Vice-President in advance of any absence.
- ii. Absences will be determined to be excused or unexcused by two-thirds majority vote of the Executive Committee.
- iii. May be unseated by a simple majority of the Executive Committee if they have more than two absences from GPSA meetings during the current GPSA term. Unseated members do not count as part of the total vote when calculating quorum, majority votes, or two-thirds votes.

### **Section 4.11: Removal**

#### A. Voting members

- i. An unseated member may be removed from the GPSA Voting Members following a vote by two-thirds of the Executive Committee.
- ii. The Executive Committee may not vote to remove an unseated Voting Member until one regularly scheduled GPSA meeting has elapsed since the Voting Member was informed that they were unseated.

#### B. Field Representatives

- i. Must notify the Executive Vice-President in advance of any absence.
  - a. A Field Representative who will miss a meeting may send an alternate from their field, who will satisfy their attendance requirement for that meeting.
- ii. Absences will be determined to be excused or unexcused, and alternates approved, by two-thirds majority vote of the Executive Committee.

#### C. Committee Chairs and University Assembly Representatives

- i. A GPSA standing committee chair, ad hoc committee chair, or University Assembly representative may be removed from their position by a two-thirds vote of the seated Voting Members but may retain their seat as a Voting Member.

#### D. GPSA Officers

- i. GPSA officers may be removed from office by a two-thirds vote of the seated Voting Members but may retain their Voting Membership.

## **ARTICLE V: SUSPENSION OF THE GPSA BYLAWS**

- A. A GPSA Voting Member may make a motion to suspend an Article of the GPSA Bylaws for the duration of a meeting.
- B. The Article of the GPSA Bylaws is suspended with two-thirds of the seated Voting Members in favor.
- C. Article V, in its entirety, may not be suspended.