

1 **Charter**
2 **Cornell University**
3 **Graduate and Professional Student Assembly**
4 *As amended on April 23, 2018*

5 **PREAMBLE**

6 To effect more extensive involvement in campus government, this charter establishes within the campus
7 governance structure the requirements for a Graduate and Professional Student Assembly, elected by
8 graduate and professional school students and concerned with those matters directly affecting graduate
9 and professional students of Cornell University. Furthermore, this body may interact with and discuss
10 issues of common interest with the Student, Employee and University Assemblies, and the Faculty Senate.

11 The purpose of the Graduate and Professional Student Assembly is to ensure a direct focus for the
12 continued involvement of graduate and professional school students in the governance of non-academic
13 affairs and in the life of the University, as well as to foster an increased sense of community among all
14 constituencies through shared responsibilities.

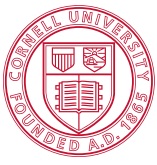
15 The Graduate and Professional Student Assembly will actively seek to involve Cornell's diverse graduate
16 and professional student population in the Assembly's decision-making activities. Particular effort will be
17 made to ensure that underrepresented groups have access to Graduate and Professional Student Assembly
18 positions.

19 **ARTICLE I: ESTABLISHMENT**

20 Pursuant to the authority delegated by the Board of Trustees, the President of the University hereby
21 establishes the Graduate and Professional Student Assembly. Articles I through X of this document
22 constitute the Charter of the Graduate and Professional Student Assembly.

23 **ARTICLE II: AUTHORITY**

24 **Section 2.01: Scope of Authority**



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- 25 A. The Graduate and Professional Student Assembly (hereinafter referred to as the GPSA) shall have a
26 voice in those activities, program areas, and non-academic policies that affect graduate and
27 professional students.
- 28 B. The GPSA shall serve as a body for the exchange of views between the graduate and professional
29 student population and the administration.
- 30 C. The GPSA shall explore opportunities to enhance the role and function of graduate and professional
31 students, and their contribution to the well-being of the University.

32 **Section 2.02: Graduate and Professional Student Activity Fee**

- 33 A. The GPSA, during the fall semester of odd-numbered years, through the authority delegated by the
34 President of the University and the Board of Trustees, shall be charged with recommending the
35 amount and the allocation of the Graduate and Professional Student Activity Fee, subject to the
36 approval of the President of the University.
- 37 B. Neither an opt-out option nor an option to pay extra will be allowed to exempt a student from
38 paying the Student Activity Fee.
- 39 i. Exceptions may be considered if recommended and approved by the GPSA, and approved
40 by the President of the University.
- 41 C. These procedures shall be reviewed by the Student Assembly, the GPSA, and a representative of the
42 President of the University, at least every four years in a non-fee-setting year.

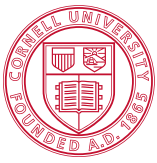
43 **Section 2.03: Legislative Authority Over Policies**

- 44 A. The GPSA shall have the authority to examine the University policies that impact graduate and
45 professional school students.
- 46 B. The GPSA shall have the authority to make recommendations to the appropriate bodies and
47 University administrators concerning these matters.
- 48 C. The GPSA shall be consulted with respect to the modification and development of non-academic
49 policies, which directly affect graduate and professional school students.

50 **Section 2.04: University Calendar**

- 51 A. The Provost is requested to consult with the GPSA in the formulation of the University calendar.
- 52 B. The GPSA may review and ask for reconsideration of the calendar before it becomes final.
- 53 C. The GPSA may propose changes in the calendar to the Provost.

54 **Section 2.05: Requests for Information from the President of the University**



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- 55 A. The GPSA may obtain specific information from the President regarding any subject which it
56 requests to fulfill its responsibilities.
- 57 B. If the information requested is not provided, the President will report to the GPSA the reasons why
58 the information cannot be furnished.

59 **Section 2.06: Public hearings, forums, and referendums**

- 60 A. The GPSA may conduct public hearings, forums, and referendums concerning topics of current
61 graduate and professional student interest, and determine other appropriate ways to assess student
62 needs and opinions.

63 **Section 2.07: Committees**

- 64 A. The GPSA may appoint graduate and professional students to serve on committees of the GPSA and
65 other Assemblies that have designated seats for graduate and professional student representatives.
- 66 B. The GPSA may nominate graduate and professional students to serve on other University
67 committees.

68 **Section 2.08: Representatives to the Student and Employee Assemblies and**
69 **Faculty Senate**

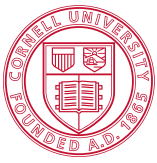
- 70 A. The GPSA will interface with the Student and Employee Assemblies and Faculty Senate by sending
71 one representative to each group as an ex-officio, non-voting delegate.

72 **Section 2.09: GPSA Standing and Ad Hoc Committees**

- 73 A. The GPSA will have authority over matters concerning the internal operation and maintenance of
74 the GPSA, including the proposal of amendments to the GPSA Charter pursuant to Article X and
75 creation of bylaws and procedures consistent with the obligations of the GPSA, as set forth in this
76 charter for the GPSA.
- 77 B. The GPSA will have authority over matters concerning its standing and ad hoc committees and may
78 establish standing and ad hoc committees, as are appropriate to the performance of its functions.

79 **ARTICLE III: RESPONSIBILITY**

80 **Section 3.01: Reporting of Actions**



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- 81 A. Actions of the GPSA will be reported to the President of the University in writing by the President
82 of the GPSA.
- 83 B. The GPSA will respond to the President of the University's requests for information regarding
84 GPSA actions.
- 85 C. The President of the University shall respond in writing to the GPSA recommendations pursuant to
86 Section 2.03.A above.
- 87 D. The GPSA will report its actions in writing to the Employee, Student and University Assemblies and
88 the Faculty Senate, in conjunction with reporting of the actions to the President of the University.

89 **Section 3.02: Semi-Annual Report**

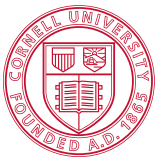
- 90 A. The GPSA will present a semi-annual, written report at the end of each academic term to the
91 President of the University and the graduate and professional student population.
- 92 B. The report will include:
- 93 i. a summary of the GPSA's work during the preceding term,
94 ii. a description of any unresolved issues,
95 iii. an exploration of issues that are expected to arise in the future.
- 96 C. The GPSA of the following year is required to respond formally to the unfinished business
97 presented in the semi-annual report.
- 98 D. All members of the Cornell community will have access to this report.

99 **Section 3.03: Agendas and pending resolutions**

- 100 A. Agendas and pending resolutions will be distributed to the leadership of the other Assemblies at
101 least 24 hours prior to the GPSA meeting at which they are to be presented.
- 102 B. Agenda and pending resolutions will be distributed to the GPSA at least 24 hours prior to the GPSA
103 meeting at which they are to be presented.

104 **Section 3.04: Objection to Actions**

- 105 A. Objections
- 106 i. Upon receipt of the semi-annual report of the GPSA, other constituent bodies may object, by
107 a two-thirds vote at its next regularly scheduled meeting, to an action taken by the GPSA.
- 108 ii. The objecting bodies will report back to the GPSA within five working days of the vote to
109 object.



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- 110 iii. At its next regularly scheduled meeting, the GPSA will review the objection and either
111 modify the original position to account for the objections of the other constituencies or will
112 reaffirm the original action.
113 iv. The GPSA shall report to the objecting bodies within five working days of reviewing the
114 objection(s).
115 B. Reconciliation of the differences
116 i. If the GPSA determines by a two-thirds vote that the action of another constituency body
117 impacts its constituency, comparable procedures for the reconciliation of the differences will
118 be pursued.

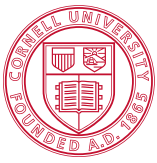
119 **ARTICLE IV: MEMBERSHIP**

120 **Section 4.01: Graduate and Professional Student Rights**

- 121 A. All graduate and professional students shall have the following rights to:
122 i. Contribute to a rich academic and social community that benefits all graduate and
123 professional students;
124 ii. Regularly attend GPSA meetings and remain informed about issues brought before the
125 GPSA;
126 iii. Apply to and, if selected, serve on committees staffed by the GPSA,
127 iv. Engage in discussion and, where appropriate, bring before the GPSA issues or concerns
128 affecting graduate or professional students at the University;
129 v. Bring before the GPSA resolutions concerning issues affecting graduate and professional
130 students at the University.
131 B. Graduate and professional students shall have additional rights, should they become members of
132 the GPSA.

133 **Section 4.02: Overview of GPSA Membership**

- 134 A. Membership in the GPSA shall be made available to all matriculated graduate and professional
135 students of the University.
136 B. Members from demographic backgrounds reflecting the diverse nature of the University are
137 especially encouraged to participate.
138 C. Membership shall consist of:
139 i. Representatives selected from each graduate field and professional school (hereafter referred
140 to as Field representatives);
141 ii. Voting members.

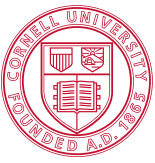


142 Section 4.03: GPSA Field Representatives

- 143 A. Field representatives shall have the following responsibilities:
- 144 i. Provide updates to constituents regarding GPSA events and initiatives, and solicit feedback
145 where appropriate;
- 146 1. Such communication will include information forwarded over the GPSA electronic
147 mailing list, as well as any other information deemed appropriate by the
148 representatives for dissemination to constituents.
- 149 2. Members are encouraged to use existing communications channels within their fields
150 or professional school or (if none exist) create a dedicated electronic mailing list.
- 151 ii. Elect and empower the GPSA Voting members as described in Section 4.05;
- 152 iii. Elect GPSA Officers and standing committee chairs;
- 153 B. The composition of Field representatives shall be:
- 154 i. One representative elected in the fall from each graduate field (two from fields with over 100
155 students);
- 156 ii. Three representatives elected by each professional school;
- 157 iii. One elected representative from the Cornell NYC Tech campus in New York, NY and one
158 elected representative from the New York State Agricultural Experiment Station in Geneva,
159 NY (regardless of whether their field or professional school is already represented by a field
160 representative);
- 161 iv. The students in each individual field/professional school may prescribe their own election
162 procedures. If not filled through election, a representative may be appointed by the field's
163 Director of Graduate Studies (DGS) or Dean of a professional school, subject to the approval
164 of the students.
- 165 C. Field representatives may be removed by obtaining signatures from 51% of the matriculated
166 students in the field/professional school.
- 167 D. Vacant seats remain open until a Field representative is selected by election or appointment.
- 168 E. Field representative seats are not transferable.
- 169 F. Field representatives may serve as many one-year terms as they like, but they must be elected or
170 appointed annually.

171 Section 4.04: GPSA Voting Members

- 172 A. Voting members shall have the following responsibilities:
- 173 i. Remain sufficiently informed about issues brought before the GPSA to cast informed votes
174 on resolutions, formation of committees, and other matters;
- 175 ii. Elect GPSA Voting members;

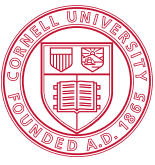


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- 176 iii. Elect GPSA Officers and standing committee chairs.
- 177 iv. Each Division shall internally appoint one (1) Diversity and International students (D&I)
- 178 Representative; this Representative shall attend all Diversity & International Student
- 179 Committee (DISC) or its successor committee's meetings within the academic year and serve
- 180 as a contact point and voice for D&I students and relevant concerns;
- 181 v. All voting members must serve as either the Chair or member of at least one GPSA internal
- 182 committee and shall attend all regularly scheduled meetings of those respective committees;
- 183 vi. In the years that the Graduate & Professional Community Initiative (GPCI) documents are to
- 184 be revised, all voting members are required to attend the GPCI revision committee meetings
- 185 and contribute to drafting the strategic plan; attending meetings of the GPCI revision
- 186 committee will fulfill the requirement to serve as a member of an Internal Committee.
- 187 B. There shall be twenty-seven (27) Voting members, composed as follows:
- 188 i. Four (4) graduate or professional students enrolled in Master's degree programs as follows:
- 189 One (1) at-large, one(1) Master or Public Administration, one(1) Master of Engineering, and
- 190 one (1) Masters of Industrial & Labor Relations.
- 191 i. Should any seat designated for a specific degree program remain empty after the
- 192 conclusion of the fall semester, that seat shall become open to any masters or
- 193 professional student pursuing a master's degree as an at-large seat.
- 194 ii. Fourteen (14) from the divisions of the Graduate School as follows: three (3) from
- 195 Humanities, three (3) from Biological Sciences, four (4) from Physical Sciences, and four (4)
- 196 from Social Sciences.
- 197 i. One seat from each of the divisions shall be preferentially reserved for a graduate or
- 198 professional student enrolled in a master's degree program. Such preference shall
- 199 result in the seating of a master's student ahead of all non-master's students. Should
- 200 any of these seats not be filled after the third meeting of the fall semester, the vacancy
- 201 shall then be open to any graduate or professional student within that division
- 202 regardless of degree program.
- 203 iii. Nine (9) professional students, four (4) from the Samuel Curtis Johnson School of Business,
- 204 three (3) from Cornell Law School, and two (2) the College of Veterinary Medicine.
- 205 C. Voting members do not count as Field representatives from their respective graduate fields or
- 206 professional schools.

207 **Section 4.05: Election of Voting Members**

- 208 A. Registered students from Divisions defined by the Graduate School are eligible to run for Voting
- 209 member positions:



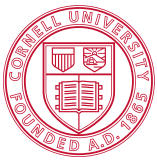
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- 210 i. The 14 Voting members who represent the divisions of the Graduate School will be elected at
211 the second to last GPSA meeting of the current GPSA term.
- 212 ii. At this meeting, field representatives and Voting members shall form caucuses by Division
213 to elect new Voting members from constituent fields.
- 214 a. In the Physical Sciences, at least one seat shall be from an engineering field and at
215 least one seat shall be from a non-engineering field.
- 216 b. If no person is elected pursuant to the above procedure, the seat is thrown open as
217 "at-large," and a member may be elected from among the entire GPSA membership.
218 The seat shall revert to its original Division designation at the next regular election.
- 219 B. The professional schools shall select one Voting member each by whatever means they choose.
- 220 C. Master's Degree Specific Members
- 221 i. The two (2) Voting members who represent graduate students enrolled in Master's degree
222 programs will be elected by GPSA members at the first regularly scheduled meeting of the
223 fall semester.
- 224 ii. Candidates for these seats must be enrolled in Master's degree programs administered by
225 the Graduate School.
- 226 iii. At least one of the Master's degree seats shall be from an engineering field.
- 227 iv. If, by the third regularly scheduled meeting, no eligible candidate from an engineering field
228 has been nominated for the engineering seat, the seat shall be opened to any student enrolled
229 in any Master's degree program administered by the Graduate School.
- 230 v. If filled by a non-engineering student, the engineering seat reverts to its original designation
231 at the next regular election.
- 232 vi. If no Master's degree students are nominated, these seats may remain vacant until eligible
233 candidate(s) can be identified.

234 **Section 4.06: Filling Vacant Seats**

- 235 A. If one of the seats representing a Division of the Graduate School becomes vacant during the term of
236 office, that seat is thrown open as "at-large," and a member may be elected from among the entire
237 GPSA membership.
- 238 B. A special election shall be held at the first regularly scheduled meeting following the existence of the
239 vacancy.
- 240 C. Professional school seats vacated during the term of office shall be filled according to procedures
241 outlined by the respective professional schools.
- 242 D. Both Field representatives and Voting members shall elect at-large members.

243 **Section 4.07: Presidential Appointments**



- 244 A. The President of the University may appoint one member of the administration to serve as a
245 consultant to the GPSA at its meetings.

246 **ARTICLE V: OFFICERS OF THE GPSA**

247 **Section 5.01: Definitions**

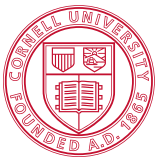
- 248 A. The officers of the GPSA shall be the President, the Executive Vice President, the Vice President for
249 Operations, and the Vice President for Communications.
250 B. The Counsel to the Assembly shall serve as an ex-officio officer of the GPSA

251 **Section 5.02: Officer Elections**

- 252 A. Officers of the GPSA will be elected at the last regularly scheduled meeting of the current GPSA
253 term.
254 B. All GPSA members shall be eligible to elect the officers of the GPSA.
255 C. The order of election shall proceed as follows: President, Executive Vice President, Vice President
256 for Operations, Vice President for Communications, and Counsel to the Assembly.
257 D. To be elected to office, a nominee shall be subject to a majority approval of the GPSA members.

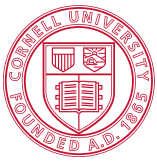
258 **Section 5.03: Officer Responsibilities**

- 259 A. President
260 i. It shall be the responsibility of the President of the GPSA to:
261 a. Assure the smooth and effective operation and maintenance of the GPSA,
262 b. Delegate responsibilities as needed to accomplish the duties of the office and the
263 goals set forth in the this Charter and associated Bylaws,
264 c. Chair, or appoint a delegate chair to, all meetings of the GPSA,
265 d. Transmit notice of the actions and recommendations of the GPSA
266 e. Serve as spokesperson of the GPSA, correspond with the President of the University,
267 enumerate actions taken by the GPSA, and submit the semi-annual year-end report to
268 the University President.
269 B. Executive Vice President
270 i. It shall be the responsibility of the Executive Vice President of the GPSA to:
271 a. Assist the President as needed;
272 b. Recruit graduate and professional students reflecting the diverse nature of the
273 University to serve on the GPSA,



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- 274 c. Maintain an accurate list of members,
275 d. Maintain attendance records at all GPSA meetings,
276 e. Distribute the agenda and meeting materials for all GPSA meetings,
277 f. Chair the Executive Committee of the GPSA,
278 g. Chair meetings of the GPSA in the absence of the President.
- 279 C. Vice President for Operations
- 280 i. It shall be the responsibility of the Vice President for Operations to:
- 281 a. Chair the Operations and Staffing Committee,
282 b. Maintain accurate lists of committee appointees,
283 c. Maintain communication with committee appointees and chairs,
284 d. Coordinate committee reporting procedures,
285 e. Review and update the GPSA Charter and Bylaws,
286 f. Chair meetings of the GPSA in the absence of both the President and Executive Vice
287 President.
- 288 D. Vice President for Communications
- 289 i. It shall be the responsibility of the Vice President for Communications to:
- 290 a. Chair the Communications Committee.
291 b. Oversee and manage the timely and accurate communication between the Executive
292 Committee, the GPSA, the Graduate and Professional Student Community, and
293 Cornell University.
294 c. Chair meetings in the absence of the President, Executive Vice President, and Vice
295 President for Operations.
- 296 E. Counsel to the Assembly
- 297 i. It shall be the responsibility of the Counsel to the Assembly to:
- 298 1. Help maintain continuity of the GPSA agenda between administrations,
299 2. Keep track of GPSA history and precedents,
300 3. Serve as a non-voting, ex-officio member of the Executive Committee and the
301 Operations and Staffing Committee, at the discretion of these committees.
- 302 ii. The Counsel to the Assembly shall not be charged with performing any tasks other than
303 advising the GPSA and the Executives, unless the Counsel wishes to take on a task.
- 304 iii. Eligibility
- 305 1. The Counsel to the Assembly is not required to be a current member of the GPSA.
306 2. The Counsel to the Assembly must be a matriculated graduate or professional
307 student at Cornell.
308 3. The position may remain vacant if a qualified candidate is not found.



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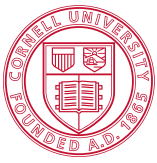
- 309 4. The Counsel to the Assembly must have previously served as a GPSA President,
310 Executive Vice President, Vice President for Operations, or Vice President for
311 Communications.

312 **Section 5.04: Replacement of Officers**

- 313 A. In the case that an officer resigns or is unable to perform the duties of the office, the following
314 general procedures shall be used to find a replacement:
- 315 i. Nominees to fill officer positions during the current GPSA term shall be subject to a majority
316 approval of the GPSA members.
 - 317 ii. Elections will be held at regularly scheduled meetings.
- 318 B. The following specific procedures for the replacement of GPSA officers shall be used:
- 319 i. President
 - 320 a. The Executive Vice President shall assume the position of President.
 - 321 b. If the Executive Vice President declines the position, the GPSA members will elect a
322 new President from among the Voting members.
 - 323 ii. Executive Vice President
 - 324 a. The Vice President for Operations shall assume the position of Executive Vice
325 President.
 - 326 b. If the Vice President for Operations declines the position, the GPSA members will
327 elect a new Executive Vice President from among the Voting members.
 - 328 iii. Vice President for Operations
 - 329 a. The Vice President for Communications shall assume the position of the Vice
330 President for Operations.
 - 331 b. If the Vice President for Communications declines the position, the GPSA members
332 will elect a new Vice President for Operations from among the Voting members.”
 - 333 iv. Vice President for Communications
 - 334 a. The GPSA Members will elect a new Vice President for Communications from among
335 the Voting members.
 - 336 v. Lack of Available Voting Members
 - 337 a. Should all eligible voting members refuse to be nominated to the any of the officer
338 positions, the GPSA Members will elect a new officer from amongst the Field
339 Representatives.”;

340 **ARTICLE VI: COMMITTEES**

341 **Section 6.01: Establishment**



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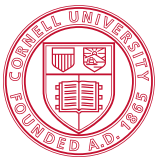
- 342 A. The GPSA shall create and staff the standing committees pursuant to Section 2.10.
343 B. The GPSA may establish ad hoc committees, pursuant to Section 2.10, for the proper performance of
344 its functions, and may prescribe their responsibilities and their membership.
345 C. The GPSA shall appoint representatives to University committees and assemblies.

346 **Section 6.02: Standing Committees**

- 347 A. The standing committees of the GPSA shall be the Executive Committee, Operations and Staffing
348 Committee, Elections Committee, Appropriations Committee, the Graduate and Professional
349 Student Assembly Finance Commission (GPSAFC), the Communications Committee and other
350 committees as described in the GPSA Bylaws.
351 B. The standing committees of the GPSA allow for focused, detailed work on issues of concern to the
352 graduate and professional student body.
353 C. The standing committees may appoint sub-committees that report only to the standing committee.
354 Membership of the sub-committee must consist of members of the respective standing committee.
355 D. A Voting member of the GPSA shall serve as Chair of each standing committee whenever possible,
356 but other GPSA members may serve as needed.
357 E. Any matriculated graduate or professional student is eligible to serve on committees.
358 i. At the last regularly scheduled meeting of the GPSA each term, the GPSA members shall
359 elect, by majority vote, the chairs of the standing committees, with the exception of the Chair
360 of the Appropriations Committee.
361 ii. The Chair of the Appropriations Committee will be elected during the last regularly
362 scheduled meeting of the fall semester. It is strongly encouraged that the Appropriations
363 Chair have served on the committee for at least one semester prior to election.
364 iii. If no suitable candidate can be found, a vacancy shall exist.
365 iv. Vacancies in standing committee chairs that occur during the current GPSA term may be
366 filled by majority vote of GPSA members at the next regularly scheduled meeting.
367 v. The Vice President for Operations may appoint an acting chair from among the committee's
368 members or Executive Committee to serve until a new chair is elected.

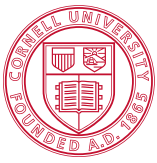
369 **ARTICLE VII: ESTABLISHMENT OF BYLAWS AND PROCEDURES**

- 370 A. The GPSA may establish bylaws and other procedural rules that are necessary for the normal and
371 efficient operation of the GPSA.
372 B. The adoption of such bylaws and rules will be subject to a majority vote of the Voting members.



373 **ARTICLE VIII: ESTABLISHMENT OF THE GRADUATE AND**
374 **PROFESSIONAL STUDENT ACTIVITY FEE**

- 375 A. The GPS Activity Fee is mandatory for all graduate and professional students of the University and
376 is used to support activities and programs that benefit the Cornell Community, in particular, its
377 graduate and professional student population.
- 378 B. The President of the University delegated responsibility for setting and allocating of the GPS
379 Activity Fee to the GPSA in a letter dated March 1, 1999. A set of guidelines are attached to said
380 letter. The GPSA recognizes that along with setting and distributing the GPS Activity Fee comes
381 accountability.
- 382 C. The GPS Activity Fee shall be established every two years — with the extensive participation and
383 active input from the graduate and professional student body — by the last day of classes in the fall
384 semester of the fee-setting year. In the event that the GPSA cannot meet this deadline, the GPS
385 Activity Fee shall be fixed at the amount and allocation in effect during the fee-setting year.
- 386 D. The GPSA shall establish three funding rules and procedures documents:
- 387 i. The GPSA Byline Allocation Procedures
- 388 a. For the purpose of allocating the activity fee, this document's rules and procedures
389 hold the same weight and precedence as the GPSA Charter.
- 390 b. Any changes to this document must be presented, in writing, at least one regularly
391 scheduled meeting prior to the vote.
- 392 c. Changes to this document require a 2/3 vote of the voting GPSA members.
- 393 ii. The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations
- 394 a. For the purpose of allocating the activity fee, this document's rules and procedures
395 hold the same weight and precedence as the GPSA Charter.
- 396 b. Any changes to this document must be presented, in writing, at least one regularly
397 scheduled meeting prior to the vote.
- 398 c. Changes to this document require a 2/3 vote of the voting GPSA members.
- 399 iii. GPSAFC Funding Guidelines
- 400 a. The Appropriations Committee shall present any revisions to the GPSAFC Funding
401 Guidelines for majority vote of the voting members at least one meeting prior to a
402 vote.
- 403 b. The Appropriations Committee shall review the GPSAFC Funding Guidelines in
404 non-activity fee setting years.
- 405 E. Funds from the Activity Fee will be allocated:



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- 406 i. To the GPSA to help fulfill its mission and role in student government and advocating on
407 behalf of graduate and professional students. Funds allocated to the GPSA are overseen by
408 the Executive Committee in collaboration with the Chair of the Appropriations Committee.
409 ii. To the GPSA Finance Commission, no less than 35% of the total Activity Fee, to fund student
410 organizations which contribute to the graduate and professional student experience at
411 Cornell. Organizations must be registered with the Student Activities Office; further
412 eligibility criteria and procedures are outlined in the GPSAFC Funding Guidelines, which
413 are determined by the GPSA.
414 iii. Direct byline funding to organizations which surpass in size and scope those typically
415 funded through the GPSAFC. Eligibility criteria, procedures and obligations for such
416 organizations are outlined in the GPSA Eligibility Criteria and Obligations for Byline Funded
417 Organizations.
418 F. Guidelines and procedures regarding the GPSAF shall be reviewed by the GPSA and a
419 representative of the President of the University at least every four years in a non-fee-setting year.

420 **ARTICLE IX: PROTECTION**

421 **Section 9.01: Community Rights**

- 422 A. The GPSA and its committees shall respect and protect the rights of individual members of the
423 Cornell community.

424 **Section 9.02: Confidentiality**

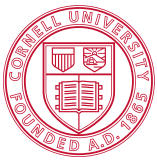
- 425 A. When a subject under discussion or examination requires the use of personal confidential
426 information, all reasonable efforts shall be made to safeguard the confidentiality of this information.

427 **ARTICLE X: CHARTER AND BYLAWS AMENDMENT**

428 **Section 10.01: Voting Requirements**

- 429 A. An affirmative vote of a majority of the Voting members shall be required to amend the Bylaws and
430 Procedures of the GPSA, and an affirmative vote of two-thirds of the Voting members shall be
431 required to amend the GPSA Charter.

432 **Section 10.02: GPSA Charter Amendment**



- 433 A. The GPSA Charter may be amended in one of the following ways:
- 434 i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate
435 and Professional student may present an amendment to the GPSA for consideration.
- 436 a. Within two regularly scheduled meetings after the presentation of the petition, the
437 GPSA Voting members will discuss and vote on the proposed amendment.
- 438 b. The form and wording of the amendment, as voted upon by the GPSA Voting
439 members, shall be identical in form and wording to that of the petition.
- 440 ii. Any GPSA member may present an amendment to the GPSA for consideration. Within two
441 regularly scheduled meetings after such presentation, the GPSA Voting members will
442 discuss and vote on the proposed amendment(s).
- 443 iii. Any amendment must be presented in writing to all GPSA Voting members at least one
444 regularly scheduled meeting prior to the meeting where the amendment will be considered.

445 **Section 10.03: Bylaws Amendment**

- 446 A. The Bylaws may be amended in one of the following ways:
- 447 i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate
448 and Professional student may present an amendment to the GPSA for consideration.
- 449 a. Within two regularly scheduled meetings after the presentation of the petition, the
450 GPSA Voting members will discuss and vote on the proposed amendment.
- 451 b. The form and wording of the amendment, as voted upon by the GPSA Voting
452 members, shall be identical in form and wording to that of the petition.
- 453 ii. Any GPSA member may present an amendment to the GPSA for consideration. Within two
454 regularly scheduled meetings after such presentation, the GPSA Voting members will
455 discuss and vote on the proposed amendment(s).
- 456 iii. Bylaw amendments must be presented in writing to all GPSA Voting members at least 24
457 hours before the amendment will be considered for a vote.

458 **Section 10.04 Authority and responsibility**

- 459 A. The amendments of those Articles of the Charter which appear under the headings, Authority,
460 Responsibility, Membership, and Charter and Bylaws Amendment shall require, in addition, the
461 approval of the President of the University.



APPENDIX A: THE GPSA BYLINE ALLOCATION PROCEDURES

Adopted April 23, 2012; Amended September 23, 2012; May 17, 2018

1 **Item I. Responsibility**

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

4 **Item II. The Appropriations Committee will oversee the following aspects of the byline allocation** 5 **procedures:**

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

25

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

- 27 1. The President of the GPSA shall prioritize byline funded groups' presentations at regular GPSA meetings
28 upon written request.
- 29 2. The President of the GPSA shall oversee the discussion and voting procedure for the approval of the initial
30 recommendation during the regular GPSA meetings. The discussion and voting process shall follow the
31 following procedure:
- 32 a. Ensure sufficient time for the Appropriations Committee Chair to present the Committee's
33 recommendations and answer questions from the floor during the regular meeting.
- 34 b. The President of the GPSA shall offer a series of motions:
- 35 i. Groups applying for byline funding where the Appropriations Committee

36 recommendation is greater than or equal to the minimum funding amount (50¢) described
37 in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, as
38 follows: “RESOLVED, That the Appropriations Committee’s recommendation to fund
39 [organization] at [dollar figure] per student is approved and incorporated into the final
40 resolution.” This motion requires a majority vote of seated voting members.

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

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

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

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

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

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

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

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

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

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

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

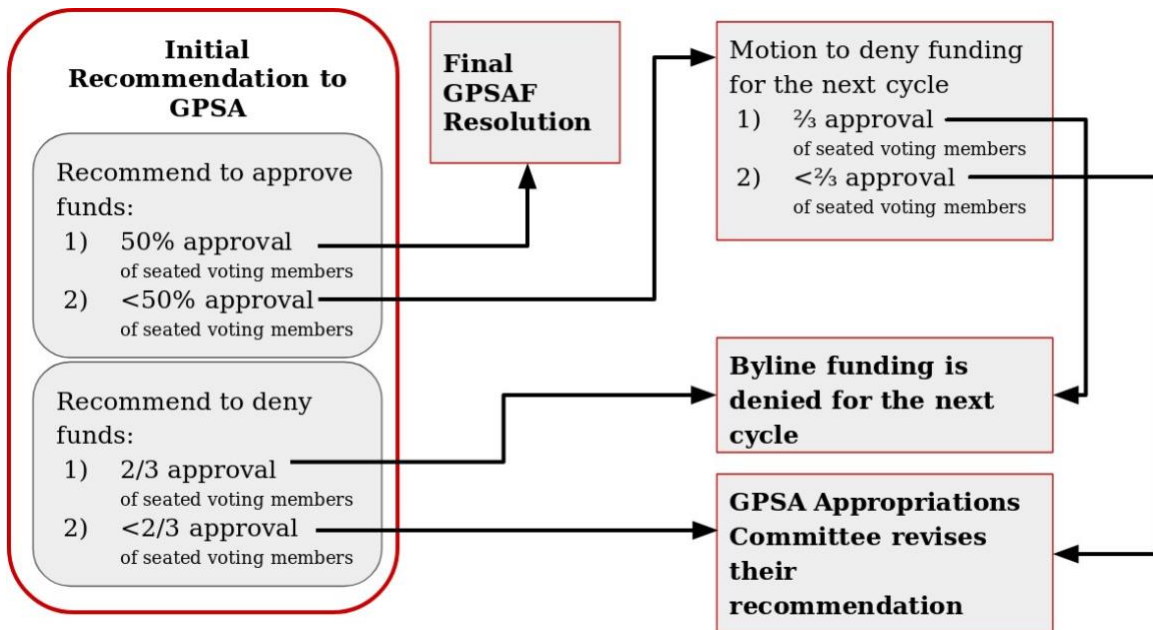
81 b. As a resolution, this Activity Fee allocation is debatable, amendable and follows all other rules of
82 Parliamentary Procedure (i.e., any member present can change the funding of an organization by an

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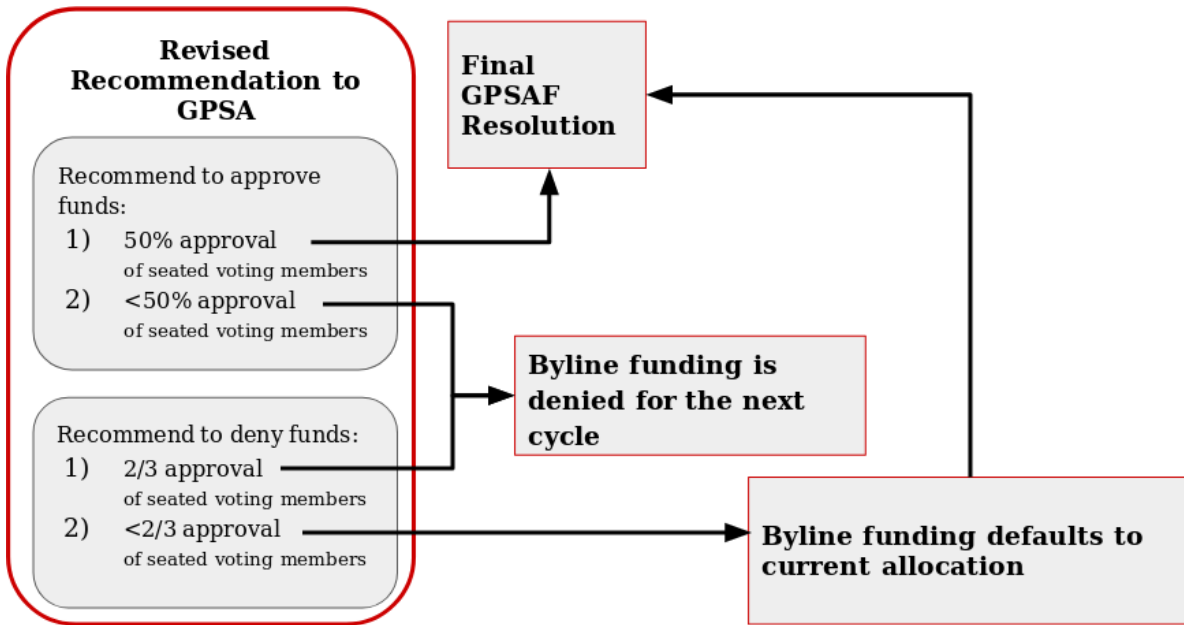
amendment.)

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



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

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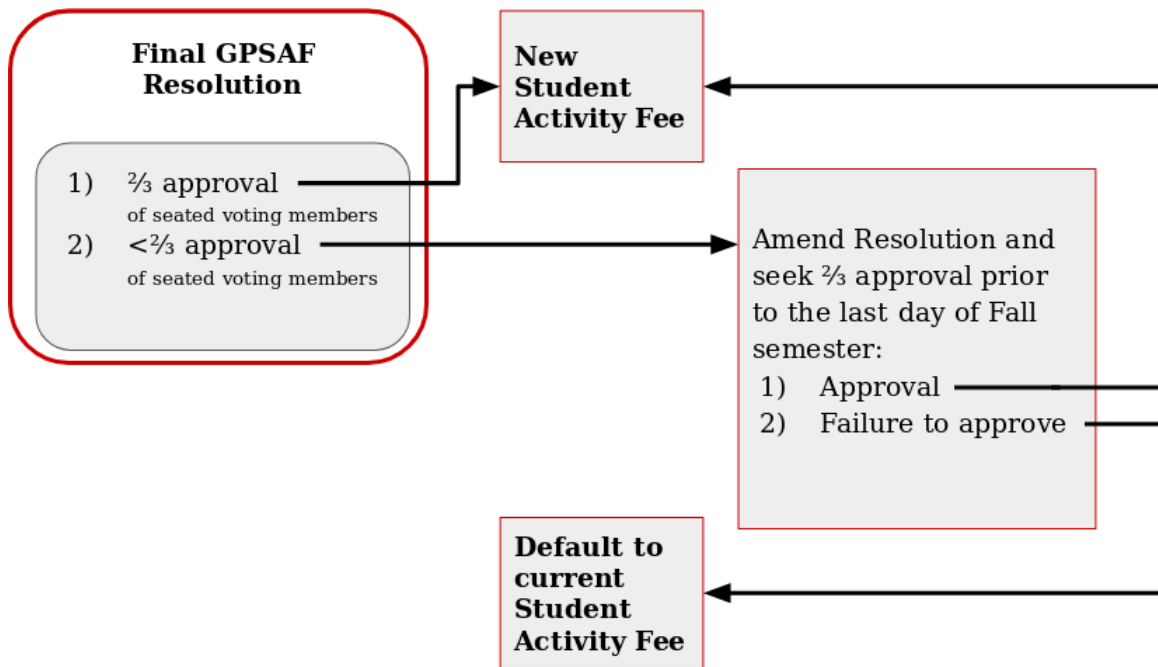
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142 **Item IV. Timeline**

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

- 145 2. Currently funded byline organizations shall attend a meeting of the Assembly or Appropriations Committee
146 upon request to provide an update on their operations, usually conducted, but not required to be done,
147 during the Fall of non-fee-setting years.
- 148 3. The Chair of Appropriations Committee will distribute application materials within 1 week of the final
149 application deadline among the Appropriations Committee members for evaluation and summary reports.
- 150 4. The Appropriations Committee will schedule public hearings for each organization as described in
151 Appendix B Item IV §4.03.
- 152 5. The Appropriations Committee shall present its initial recommendations, along with summary report and
153 justification for each organization, no later than the fifth regular GPSA meeting of the Fall semester.
- 154 6. The allocation process will be finished by the last day of classes of the Fall semester.
- 155 a. Failure to complete the allocation process will result in the Student Activity Fee defaulting to the
156 amount and allocation currently in effect during the fee-setting year.
- 157 i. Any organization which received funding in the past byline cycle, but did not apply for the
158 upcoming GPSAF byline cycle, will have its funding allocated to the GPSAFC with the
159 purpose of increasing funds for all graduate/professional student groups.
- 160 7. The applying organizations will be informed of their allocation prior to the start of the Spring Semester of a
161 fee setting year by the Chair of the Appropriations Committee.
- 162 8. The GPSAF approved by the GPSA, according to Item III, shall, by January 1, be presented to the
163 President of the University by the Appropriations Committee Chair and the President of the GPSA.

164

165 **Item V. Amendments**

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

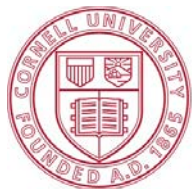
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171 **Item VI. Criteria for Setting and Allocating the Student Activity Fee and Delegation of Authority**

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

- 175 1. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and
176 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be
177 reviewed by and meet the approval of the President of the University.
- 178 2. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set
179 every two years for a period of two years by the SA and the GPSA, respectively.
- 180 3. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of
181 the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-
182 setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the
183 applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-
184 setting year.
- 185 4. In general, in order to be considered for funding from the monies collected through the Student Activity
186 Fee, an organization must meet the following criteria:

- 187 a. Register as a student or university organization with the Student Activities Office
- 188 b. Allow students equal access to the services being provided by the organization or participation in
- 189 the organization's activities
- 190 c. Operate primarily for students by students with funds disbursed through a university operating
- 191 account
- 192 d. Have an advisor to assist with oversight of the university operating account.
- 193 e. Funding from the monies collected through the Student Activities Fee may be provided directly to
- 194 an organization, which applies for and receives "by-line" funding status, outside of the established
- 195 Student Assembly Finance Commission or Graduate and Professional Student Assembly Finance
- 196 Commission processes. In addition to the general criteria set out above, an organization wishing to
- 197 receive by-line funding must demonstrate:
- 198 i. Its activities are of direct and primary benefit to the entire Cornell community represented
- 199 by the respective assembly; and
- 200 ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 201 5. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are
- 202 not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational
- 203 structure and programs and services are consistent with the criteria outlined above for by-line funded
- 204 organizations. Such funding would require the approval of the respective assembly and the President of the
- 205 University.
- 206 6. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-
- 207 line funded organizations and the Student Assembly Finance Commission or Graduate and Professional
- 208 Student Assembly Finance Commission, respectively. The SA and GPSA shall allocate no less than 35% of
- 209 their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-
- 210 by-line funded organizations.
- 211 7. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity
- 212 Fee for specific programs or services will be allowed for purposes of exempting a student from paying the
- 213 full amount of the Student Activity Fee, due to the funding instability inherent in administering such a
- 214 system. Exceptions may be considered if recommended and approved by the respective assembly and
- 215 approved by the President of the University.
- 216 8. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and
- 217 the GPSA and a representative of the President of the University at least every four years in a non-fee-
- 218 setting year.



Cornell University

Graduate and Professional Student Assembly

APPENDIX B: THE GPSA ELIGIBILITY CRITERIA AND OBLIGATIONS FOR BYLINE FUNDED ORGANIZATIONS

Adopted on May 7th, 2018

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Item I. Preamble

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

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

Item II. Eligibility

Section 2.01 Eligibility Criteria

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

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

Section 2.02 Additional Requirements

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

- a. Register with the Student Leadership, Engagement and Campus Activities Office,
- b. Have a Cornell operating account with internally-controlled funds,
- c. Have a Cornell-employed advisor with oversight of Cornell funds,
- d. Help advertise and organize at least one informational forum regarding their request for GPSAF funding.
- e. If an independent organization:
 - i. Have petitions with signatures of 10% of the graduate and professional student community,
 - ii. Have received funding from GPSAFC for at least the 4 semesters preceding their application.
- f. If a University organization:
 - i. Have petitions with signatures of 10% of the graduate and professional student community.

Section 2.03 Compliance

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

Section 2.04 Exception for Unregistered Organizations



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Graduate and Professional Student Assembly

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

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

50

51 **Item III. Petitioning Guidelines**

52

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

55

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

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

61

62 **Item IV. Application**

63

64 **Section 4.01 Contents**

65

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

- 68 a. With its initial application the organization must submit,
69 i. Official name,
70 ii. Status in regards to the Undergraduate Student Activity Fee,
71 iii. Status in regards to the Graduate and Professional Student Activity Fee,
72 iv. Spring leadership information for:
73 1. President
74 2. Treasurer
75 3. Cornell University Faculty or Staff Advisor
76 v. Contact information for Spring/Fall leadership in roles listed in (iv),
77 vi. Organization email,
78 vii. Organization on-campus address,
79 viii. Expected request for the GPSAF in dollar request per student per year and/or as annual
80 lump sum in whole numbers,
81 ix. Eligibility criteria,
82 x. New or returning applicant status,
83 b. With its final application the organization must submit,
84 i. Official name,
85 ii. Dollar request per student per year and/or as annual lump sum in whole numbers,
86 iii. Mission Statement, Constitution, Charter, and Bylaws,
87 iv. Financial Information (5–10 pages),
88 1. Statements for the past four fiscal years,
89 2. Budget and spending to date for the current year,
90 3. Budgets for the two years of the funding cycle applying for.
91 v. Group Profile (3 pages maximum) including:
92 1. Officers,



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Graduate and Professional Student Assembly

- 93 2. Number of members,
94 3. Number of students served,
95 4. History,
96 5. Activities, programming, and events in current academic cycle.
97 vi. For byline applicants who received byline funding in the current cycle, organizations must
98 include: digital copies of all event advertisements, email templates, and general publicity
99 documents from the current cycle.

Section 4.02 Requirement of Evidence for New Applicants

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

Section 4.03 Public Hearings

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

- 110 a. All organizations meeting any of the following criteria will be required to present their request at an
111 Appropriations Committee meeting, which will be scheduled at least one week in advance by the
112 Chair:
- 113 i. Any new organization requesting funding,
 - 114 ii. Any organization requesting an increase in funding,
 - 115 iii. Any organization whose application the Appropriations Committee feels needs further
116 explanation,
 - 117 iv. Any organization who wishes to present its case, at the discretion of the Appropriations
118 Chair.
- 119 b. Closed door meetings to discuss financial or other confidential information that is not permitted to
120 be shared with the public will occur, as needed.
- 121 i. The time spent on any particular organization's application or presentation may be restricted
122 at the discretion of the Appropriations Committee Chair.
 - 123 ii. The open-door meetings should be no less than 30 minutes for each organization.
 - 124 iii. Members of the committee may send follow-up questions to the organization after each
125 hearing, to which organizations must respond within 1 week.

Section 4.04 Appropriations Committee Recommendation and Approval

- 129 a. When an organization's application has been discussed in the Appropriations Committee, the
130 Committee shall make a recommendation to the GPSA.
- 131 b. Recommendation to the GPSA should include:
- 132 i. Recommendation on whether to allocate funding to an organization,
 - 133 ii. Recommendation on the amount of funding.
- 134 c. Each organization's allocation recommendation will be presented to the GPSA by the
135 Appropriations Committee Chair on an individual basis no later than the fifth regular GPSA meeting
136 of the Fall semester in a fee-setting year.
- 137 d. Recommendations are passed by a simple majority approval of seated voting members.
- 138 i. If the recommendation is not approved the GPSA will immediately vote to eliminate all
139 funding for that organization. This requires a 2/3 majority of seated voting members to pass.



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Graduate and Professional Student Assembly

- 140 ii. If the elimination of funding of an organization is rejected, the organization will be informed
141 by the Appropriations Committee Chair and given the opportunity to revise its request.
142 e. Revised recommendations by the Appropriations Committee, if needed, are then voted on by the
143 Assembly:
144 i. If the recommendation passes by a simple majority of seated members it will be
145 incorporated into the final activity fee resolution.
146 ii. If the recommendation does not pass, the organization will be deemed ineligible for funding
147 during the current cycle.
148 iii. If the appropriations committee recommends defunding an organization and the motion
149 does not receive $\frac{2}{3}$ majority vote of seated voting members, the allocation will default to
150 that currently in effect (not to exceed the current final application request). This defaulted
151 amount may be amended in the final activity fee resolution.
152

153 Section 4.05 Timeline

- 154
155 a. In the Spring semester of non-fee setting years, the leaders of any organization may meet with
156 members of the Appropriations Committee to discuss the process of applying, or to discuss past
157 issues to overcome.
158 b. The initial application for GPSAF will be due in the Spring semester of a non-fee setting year.
159 c. The final application for GPSAF will be due during the Fall semester of fee-setting years.
160 d. The Appropriations Committee will hold public meetings with an organization's leadership.
161 e. The Appropriations Committee will present its initial recommendations no later than the fifth regular
162 GPSA meeting of the fall semester.
163 f. The Appropriations Committee will reconsider any recommendations rejected by the GPSA
164 membership, with organizations being allowed to revise their request voluntarily.
165 g. The Appropriations Committee will present its revised recommendations to the GPSA membership
166 to vote on and finalize all recommendations to be placed into the final GPSAF resolution.
167 h. The allocation process will conclude by the last day of classes of the Fall semester and culminate in a
168 resolution listing final allocations to applicants of byline funding, whether approved or rejected for
169 funding.
170 i. The Appropriations committee will inform applying organizations of the allocation they received
171 prior to the start of the Spring semester of the fee-setting year.
172

173 Section 4.06 Funding Obligations and Guidelines for Organizations

- 174
175 a. In the spring semester following the setting of the Activity Fee, the Appropriations Committee will
176 make recommendations for guidelines and obligations regarding individual organizations that have
177 been granted byline funding, in consultation with each organization and in line with the
178 organization's funding application.
179 b. Such obligations and guidelines shall be passed by $\frac{2}{3}$ majority vote of seated members and appended
180 to this document.
181 c. Every byline cycle, the Appropriations Committee will update this appendix in the form of a
182 resolution to the GPSA during the spring semester. This update shall take place after the GPSAF is
183 approved, and shall replace the previous appendix in its entirety.
184

185 Item V. Obligations

186



Cornell University

Graduate and Professional Student Assembly

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

- 189
- 190 a. The GPSA shall provide each organization, as well as the Dean of Students and the Dean of the
191 Graduate School, a current copy of the obligations and guidelines and of the GPSA Charter each
192 year.
 - 193 b. Each organization shall be notified of any GPSA meeting in which legislation concerning or affecting
194 GPSAF recipients is pending.

195

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

197

- 198 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for which admission is
199 charged,
 - 200 i. Cornell students shall receive a reasonable discount to reflect their prior contribution via the
201 GPSAF.
 - 202 ii. Cornell students shall be given the first opportunity to purchase tickets. At least the first day
203 of ticket sales must be for Cornell students exclusively.
 - 204 b. Regarding publicity, each organization shall include the following (or similar) statement on all fliers,
205 posters, promotions, programs, and literature: “Funded in part by the Graduate and Professional
206 Student Activity Fee.”
 - 207 i. Each organization shall include electronic copies of publicity documents for events in the
208 current funding cycle.
 - 209 ii. At a minimum organizations will advertise to Graduate Students in the Graduate School
210 Announcement (or its successor publication) and Professional Students to their respective
211 college-wide listservs (lawstudent-events-L@cornell.edu, GM-~MBA20XX@groups.cornell.edu [replace ‘20XX’ with years corresponding to graduation
212 dates of current student body].) If a listserv is no longer in operation advertisements should
213 be sent to the Dean of Students (or equivalent) of the School in question.
 - 214 iii. Organizations must also take additional reasonable steps to ensure Graduate/Professional
215 students are aware of their events.
 - 216 c. Regarding organizational structure
 - 217 i. Each organization shall regularly advertise its existence and encourage student participation
218 in its meetings, which shall be open to the public.
 - 219 ii. The GPSA shall have the option of appointing up to two graduate or professional students
220 to serve as voting liaisons to each organization’s executive or governing body, or, where
221 appropriate, its Advisory Board or Steering Committee.
 - 222 1. If the GPSA declines to appoint a representative to a byline funded organization’s
223 advisory board at any given point during the funding cycle, the organization in
224 question shall make a reasonable effort to keep GPSA informed about any
225 significant changes to its organizational and functional structure, so as to ensure
226 beneficial collaboration between GPSA and byline funded organizations.
 - 227 d. Regarding finances and reporting
 - 228 i. In the Fall of non-fee setting years each organization may be called upon to present to the
229 GPSA during a regular meeting an oral account of the use of its Activity Fee allocation for
230 the previous academic year. In addition, the GPSA may request an organization to present
231 (during a regular meeting) an oral account of its entire operations and/or a summary of its
232 activities, including usage statistics and future programming plans.
- 233



Cornell University

Graduate and Professional Student Assembly

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- 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)

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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:
 - a. Maintain newspaper and magazine subscriptions,
 - b. Strive to include programming for each BRB fellow that involves local artists,
 - c. Hold one special event each semester to enhance the programming as a whole.
 - d. All Big Red Barn organized events shall continue to offer free soft drinks.
 4. Any future funding requests will include information regarding financial support provided to the Big Red Barn by the Graduate School.

Cornell Cinema

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1. All obligations listed in Article 5 §5.02.
 2. Cornell Cinema shall not increase graduate/professional student ticket prices without formally requesting and receiving the express approval of the GPSA.
 3. 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.
 4. 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.
 5. Cornell Cinema shall keep collecting information on how many graduate and professional students attend Cornell Cinema events and present this information to the GPSA.
 - a. This provision may be suspended by a $\frac{2}{3}$ majority of the seated GPSA Appropriations Committee membership, upon notice to the Voting Membership of the GPSA.
 6. In accordance with previous communications between the GPSA 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:



Cornell University

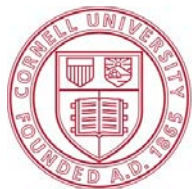
Graduate and Professional Student Assembly

- 280 a. The following language was agreed upon by both Cornell Cinema and Graduate &
 281 Professional Student Assembly during the fee setting year for the 2018-2020 funding cycle
 282 fees. In this, the Assembly has agreed to the following schedule of funding. This provision
 283 may only be modified by a unanimous vote of the seated voting membership of the
 284 Graduate & Professional Student Assembly.
 285 b. This agreement shall expire after the 2026-2028 byline cycle. During the byline application
 286 process for 2028-2030, Cornell Cinema may elect to re-apply for byline funding, in the same
 287 manner as other byline applicants. The Assembly, in evaluating Cornell Cinema's request,
 288 may choose to maintain the current level of funding, cease byline funding, or pursue an
 289 alternative course of action. Should the Assembly and Cinema choose to keep funding the
 290 Cinema, the Cinema must re-apply for funding pursuant to the guidelines in effect at the
 291 time.
 292

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

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

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 296 **Cornell Concert Commission (CCC)**
 297 1. All obligations listed in Article 5 §5.02.
 298 2. The Cornell Concert Commission shall continue to offer discounted tickets for all ticketed events.
 299 3. The Concert Commission shall seek to produce two shows at Bailey Hall or similarly sized venue
 300 each academic year.
 301 4. The Concert Commission shall seek to produce two shows at Barton Hall or similarly sized venue
 302 each academic year.
 303 5. The Cornell Concert Commission shall seek to produce one free show every year on the Arts Quad.
 304 6. Each year, the Cornell Concert Commission shall co-sponsor a minimum of three on-campus music
 305 events with other Cornell University groups.



Cornell University

Graduate and Professional Student Assembly

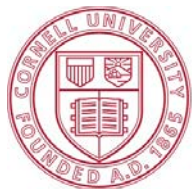
- 306 7. The Cornell Concert Commission shall allocate at least 35% of tickets for sale exclusively to
307 graduate/professional students on the first day of sales. Any tickets not sold to graduate/professional
308 students at the end of the day may be returned to the general student pool of tickets. If all allocated
309 graduate/professional student tickets are sold, graduate/professional students may still purchase
310 discounted tickets from the general student pool.
- 311 8. The Cornell Concert Commission shall track the number of tickets sold to graduate/professional
312 students, and report these numbers back to the GPSA upon request.
- 313 9. The Cornell Concert Commission shall offer identical pricing to graduate/professional and
314 undergraduate students.
- 315 10. The Cornell Concert Commission shall follow the following advertising guidelines:
- 316 a. CCC shall notify Graduate/Professional students at least 14 calendar days prior to tickets
317 going on sale of at minimum: 1) The act/show, 2) The date and time of the act, 3) The price
318 of tickets, 4) How to purchase tickets.
- 319 11. The Cornell Concert Commission shall consider the unique tastes of graduate/professional students
320 in their act selection and shall host at least one show a year where an act is specifically chosen for
321 their appeal to graduate/professional students.
322

Cornell Tech Campus - Master's Students

- 324 1. The activity fee (GPSAF), appropriately deducted for the contributions to the GPSA & Risk
325 Management, will be returned to a registered and officially recognized organization at the Tech
326 campus in NYC. The Cornell Tech organization must satisfy these conditions:
- 327 a. Have a set of bylaws and funding guidelines that will outline how the funds will be
328 distributed equitably among the different groups on the Cornell Tech Campus.
- 329 b. Register every year with the SLECA office via the OrgSync platform (or equivalent
330 registration system needed for every student organization at Cornell University).
- 331 c. Submit a detailed report to the appropriations committee every two years in the activity fee
332 setting year. This report must be submitted by the final byline application deadline and
333 outline all their requests and expenses similar to every byline funded organization.
- 334 d. Subject to all Cornell regulations as enforced by the GPSA.
- 335 e. Review and update their bylaws & funding guidelines two years. It is recommended that this
336 be performed in the Spring semester of the activity fee setting year.
- 337 f. Follow all the regulations required for a byline-funded organization.
- 338 2. Conflict Resolution: Any student group funded by Cornell Tech Organization has the right to appeal
339 if they feel that their allocation was unfair. The Cornell Tech Organization shall set a formal appeals
340 process, which will be reviewed and approved by the GPSA Appropriations Committee by
341 December 1, 2018, to determine how these disputes will be resolved.
342

Cornell University Department of Athletics & Physical Education

- 344 1. All obligations listed in Article 5 §5.02.
- 345 2. The Dept. of Athletics and Physical Education shall continue to provide graduate and professional
346 students with opportunities for physical and outdoor education, recreational services, and
347 intercollegiate athletic competition including, but not limited to, participation in Cornell Outdoor
348 Education (COE), the intramural sports program, and access to the Cornell Fitness Centers.
- 349 3. The Dept. of Athletics and Physical Education shall continue to maintain and distribute, in their
350 current form, the Big Red Sports Pass and discounted men's ice hockey season tickets to graduate
351 and professional students at publicly specified times and locations.



Cornell University

Graduate and Professional Student Assembly

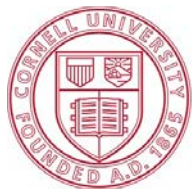
- 352 4. The Dept. of Athletics and Physical Education shall monitor the attendance of graduate and
353 professional students at athletic events in order to better facilitate future GPSA appropriations
354 decisions.
- 355 5. At least once per semester, an email will be sent to all students advertising information about
356 graduate/professional student event/ticket sign-up and purchase options, including, but not limited
357 to, the Big Red Sports Pass and hockey season tickets.

Cornell University Emergency Medical Service (CUEMS)

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- 360 1. All obligations listed in Article 5 §5.02.
- 361 2. Cornell EMS shall continue to provide exemplary emergency response and basic life support for the
362 graduate and professional students of the Cornell community, using updated equipment and
363 emergency response vehicles.
- 364 3. Cornell EMS shall continue to offer and provide cardiopulmonary resuscitation (CPR) and
365 automated external defibrillation (AED) instruction, along with First Aid classes for training of EMS
366 members and interested graduate and professional students.
- 367 4. Cornell EMS shall continue to provide emergency response support for special events on the Cornell
368 campus.
- 369 5. Cornell EMS shall provide extensive training to all squad members consisting of basic emergency
370 medical technicians (EMT-B), Critical Care Technicians (AEMT- CC), and Paramedics (AEMT-P).
- 371 6. Cornell EMS shall continue to stand by at graduate and professional student events free of charge.
- 372

Cornell University Programming Board (CUPB)

- 373
- 374 1. All obligations listed in Article 5 §5.02.
- 375 2. The Program Board shall fund at least one lecture per year with an honorarium of at least \$10,000.
376 At the speaker's request, any honorarium paid may go to charity.
- 377 3. The Program Board can subsidize expenses for no more than one elected or appointed public official
378 per year, regardless of cost. At the speaker's request, any honorarium paid may go to charity.
- 379 4. The Program Board shall seek to have at least one event free of charge to all Cornell students.
- 380 5. The Program Board shall offer students reduced ticket prices as well as the opportunity to purchase
381 the best seats available at performance venues one full day prior to being sold to the general public.
- 382 6. In order to alleviate costs for other Cornell organizations, the Program Board shall designate at least
383 5% of its budget for co-sponsorships.
- 384 7. The Program Board shall allocate at least 35% of tickets for sale exclusively to graduate/professional
385 students on the first day of ticket sales. Any tickets not sold to graduate/professional students at the
386 end of the day may be returned to the general pool of tickets. If all allocated graduate/professional
387 student tickets are sold, graduate/professional students may still purchase tickets from the general
388 student pool.
- 389 8. The Program Board shall track the number of tickets sold to graduate/professional students, and
390 report these numbers back to the GPSA upon request.
- 391 9. The Program Board shall offer identical pricing for tickets to graduate/professional and
392 undergraduate students.
- 393 10. The Program Board shall make efforts to advertise to the graduate/professional students about the
394 upcoming events within a reasonable period of time before tickets go on sale.
- 395 a. The Program Board shall notify Graduate/Professional students at least 14 calendar days
396 prior to tickets going on sale of at minimum: 1) The act/show, 2) The date and time of the
397 act, 3) The price of tickets, 4) How to purchase tickets.



Cornell University

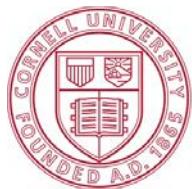
Graduate and Professional Student Assembly

398 11. The Program Board must attend any and all hearings for the organization and respond to any
399 inquiries presented by the GPSA Appropriations Committee during the setting of the 2020-2022
400 Activity Fee to be considered for the full funding request.
401

Graduate and Professional Student Assembly (GPSA)

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- 403 1. All obligations listed in Article 5 §5.02.
 - 404 2. Of the GPSA's allocation, \$2.71 per student (or the amount per student equal to \$20,000/year) shall
405 be set aside for Anabel's grocery store. The GPSA executive committee and the Appropriations
406 Committee will carefully evaluate (annually in the Fall semester) if the grocery store satisfies all the
407 obligations set forth by the GPSA in Resolution #3 (AY: 2017-2018). The funding to Anabel's
408 grocery store is provided for a maximum of four years (equal to no more than \$80,000); if more
409 funding is required for the grocery store beyond this they are required to apply as an independent
410 byline funded group.
 - 411 3. In the event that the GPSA reconsiders its support for Anabel's grocery store, the funds will remain
412 with the Assembly and will be rolled over towards a Graduate and Professional student emergency
413 fund (for example, modelled upon undergraduate Students Helping Students fund)
 - 414 4. No more than 20% of the GPSA budget may be utilized for travel by Executive Committee and
415 Voting Members. Exceptions may be approved by a majority vote of the seated membership of the
416 GPSA Appropriations Committee.
 - 417 5. The GPSA shall, at least once per byline cycle, distribute a survey to all professional and graduate
418 students to solicit feedback on their satisfaction and knowledge of the GPSA's actions. The
419 anonymized data from this survey shall be collected and the GPSA Executive Committee members
420 shall present this data some time after the survey completion. The survey data shall also be made
421 available to all members of the GPSA.
 - 422 a. The survey should contain the following questions:
 - 423 i. What student group are you in? (graduate/professional/dual degree)
 - 424 ii. Have you heard of the Graduate and Professional Student Assembly (GPSA)?
425 (yes/no)
 - 426 iii. Have you heard of the Graduate and Professional Student Assembly Finance
427 Commission (GPSAFC)? (yes/no)
428 Do you know what the Graduate and Professional Student Activity Fee is? (yes/no)
 - 429 iv. Do you know what the Graduate and Professional Student Activity Fee is used for?
430 (yes/no)
 - 431 v. Have you ever participated in GPSA committees or served as field representative to
432 the GPSA? (yes/no)
 - 433 vi. Do you know who your field's representative to the GPSA is? (yes/no)
 - 434 vii. How can the GPSA improve itself to better serve graduate/professional students?
435 (500 character limit)
 - 436 viii. Do you feel that the GPSA is addressing issues of concern to you (yes/no)?
 - 437 1. If (yes/no) what issues do you think the GPSA has addressed
438 (well/poorly)? (short response)
 - 439 ix. Demographic questions (optional) for example (as an illustrative, not constraining
440 list) : gender, ethnicity/race, citizenship status, nationality, sexuality, age range,
441 married/single, parental status, religion, disability (physical, mental) status, funding
442 source, political viewpoint.
 - 443 b. Survey questions may be modified, or new questions added in subsequent byline cycles.
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Graduate and Professional Student Programming Board



Cornell University

Graduate and Professional Student Assembly

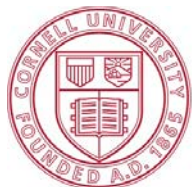
- 446 1. All obligations listed in Article 5 §5.02.
447 2. The GPS Programming Board shall continue to plan quality events for the graduate/professional
448 student community.
449 3. The GPS Programming Board shall spend no more than 50% of its byline allocation on any single
450 event (e.g. Grad Ball).
451 4. The GPS Programming Board shall seek to co-sponsor at least two events per semester.
452 5. The GPS Programming Board shall continue to make additional efforts to reach out to professional
453 schools to advertise and co-sponsor events.
454

International Student Union (ISU)

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456 1. All obligations listed in Article 5 §5.02.
457 2. The International Student Union shall focus on its mission of providing advocacy for international
458 students ensuring they focus on the unique and distinct needs of international graduate/professional
459 students and de-emphasize their role as a funding agency to supplement the GPSAFC.
460 3. The International Student Union shall seek to engage graduate and professional communities,
461 especially by way of recruiting additional graduate and professional student members to the
462 International Student Union.
463 4. The International Student Union shall track graduate and professional student attendance and
464 feedback for events.
465 5. GPSA funds may only be used to support student events and organizations that are primarily focused
466 upon or hosted by Graduate and Professional student organizations.
467 6. The International Student Union shall track the utilization of funds from the graduate and
468 professional student activity fee and shall report on their utilization to the GPSA Appropriations
469 Committee in all subsequent byline applications.
470 7. The International Students Union shall make additional efforts to reach out to Graduate and
471 Professional students.
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Section 5.04 Regarding Violations

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476 a. Organizations which violate these guidelines shall have their eligibility for funding investigated by the
477 GPSA Appropriations Committee. After a notification provided to the GPSA during the
478 Appropriations Committee Update at a regular meeting, or via email, the Appropriations Committee
479 may levy penalties or sanctions to organizations that are found in violation of these guidelines. The
480 GPSA expressly reserves the right to revoke Activity Fee funding.
481 i. First-time violations will be followed up with communication explaining the violation to an
482 organization's leadership, address any confusion in the requirements, and steps to ensure
483 future adherence, pending the severity of the violation.
484 ii. For additional violations:
485 1. Minor violations, deemed as such after investigation by the GPSA Appropriations
486 Committee and consultation with the GPSA, will result in fines no more than \$750
487 or 5% of an organization's annual byline funding allocation, whichever is greater.
488 2. Major violations, deemed as such after investigation by the GPSA Appropriations
489 Committee and consultation with the GPSA, will result in fines up to the entire
490 Activity Fee funding.
491 iii. Any fines collected will be given to the GPSAFC for the purpose of funding
492 graduate/professional student organizations.



Cornell University

Graduate and Professional Student Assembly

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1. 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 $\frac{2}{3}$ vote of its seated members.
 2. 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.

511 **Item VI. Ratification and Expiry**

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513 Upon adoption by the GPSA, this document shall be in effect as of June 1, 2018. It shall expire on May 31,
514 2020 subject to the following exception:

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

518 **Item VII. Amendments**

519 **Section 7.01**

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

522 **Section 7.02**

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