

1 **Bylaws**
2 **Cornell University**
3 **Graduate and Professional Student Assembly**
4 *As amended on September 24, 2018*

5 **ARTICLE I: ESTABLISHMENT AND AUTHORITY**

6 **Section 1.01: Establishment**

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

9 **Section 1.02: Authority**

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

12
13 **ARTICLE II: DEFINITIONS**

14 **Section 2.01: GPSA Bylaws Document Definitions**

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

21
22 **ARTICLE III: GPSA STANDING COMMITTEES**

23 **Section 3.01: Responsibilities for All Committees**

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

27 **Section 3.02: Executive Committee**

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



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- 33 i. The Executive Vice-President of the GPSA is the chairperson of the Executive Committee.
34 C. Membership
35 i. The Executive Committee shall be composed of the officers of the GPSA, of which there shall be at least
36 four.
37 D. Duties
38 i. Represent the GPSA in University matters.
39 ii. Speak for the GPSA on issues that must be addressed before the next regularly scheduled meeting.
40 iii. Establish agendas for the meetings of the GPSA.
41 iv. Make appointments to University committees, liaison positions, and all other external committees that
42 become vacant prematurely.
43 v. Conduct an orientation meeting with all the chairs of the GPSA's standing committees at the beginning
44 of the current GPSA term.
45 vi. Work closely with the Office of Assemblies to book rooms, contract equipment, follow through with
46 other issues related to meeting logistics, and any other relevant tasks.
47 vii. Provide executive updates at GPSA meetings.
48 viii. Maintain open communication with GPSA members and the Office of Assemblies staff regarding
49 meetings and other information relevant to the GPSA.
50 ix. Receive and review documents to be sent to GPSA members or other members of the Cornell University
51 community.
52 x. Function as the Elections Committee during the current GPSA term.
53 xi. Respond to e-mails addressed to GPSA email addresses.
54 xii. Assist the Office of Assemblies staff in maintaining a functional and up-to-date website and listservs.
55 xiii. Take on any additional responsibilities for the proper functioning of the GPSA.
56 xiv. Present an update from the GPSA at the March Board of Trustees Meeting.
57 xv. Select and coordinate representatives to attend the Ivy Summit.
58 xvi. Complete the required registration process to ensure the GPSA is recognized as a student organization
59 with the Student Activities Office (SAO).
60 xvii. Distribute the semi-annual report of the GPSA to the members.
61 E. Meetings
62 i. The Executive Committee shall meet prior to GPSA meetings.
63 ii. When consensus cannot be reached, simple majority votes shall be exercised.
64 iii. The members may call additional meetings as deemed necessary for the proper functioning of the GPSA.
65 iv. The Executive Committee meets regularly with deans of the Graduate School, deans of the Professional
66 schools, University administrators, and executives of other assemblies.
67

68 **Section 3.03: Operations and Staffing Committee**

- 69 A. Purpose
70 i. The Operations and Staffing Committee is charged with appointing graduate and professional students to
71 committees staffed by the GPSA, and with maintaining and updating the GPSA Charter, GPSA Bylaws, and
72 relevant documents.
73 B. Chairperson
74 i. The chairperson for the Operations and Staffing Committee is the Vice President for Operations.
75 C. Membership



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

81 D. Duties

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

102 E. Meetings

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

108 F. GPSA Standing Committee Appointments

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

118 G. GPSA External Committee Appointments

- 119 i. The Operations and Staffing Committee shall appoint the following:
120 a. Eight graduate or professional students (two from Biological Sciences, Social Sciences, Humanities and
121 Physical Sciences of which one from each division will be appointed annually for a two-year term) to the
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- 122 Academic Integrity Hearing Board,
123 b. One graduate or professional student to the Trustee Nominating Committee,
124 c. One liaison officer (a current member of the GPSA) each to the Faculty Senate, the Employee Assembly
125 and the Student Assembly as ex-officio, non-voting members,
126 d. One graduate or professional student to each of the following Faculty Senate committees,
127 1. Academic Freedom and Professional Status of the Faculty,
128 2. Advisory Committee on Athletics and Physical Education,
129 3. Educational Policy Committee,
130 4. ROTC-University Relations Committee,
131 5. University Faculty Library Board,
132 6. University Lectures Committee,
133 e. One graduate or professional student to each of the following Student Assembly committees,
134 1. Dining Services,
135 2. Inclusion and Diversity Initiatives Committee,
136 f. Two graduate or professional students to the Gorge Safety Committee,
137 g. One graduate or professional student to the Learning Technologies Governance Committee,
138 h. One graduate or professional student to the President's Sustainable Campus Advisory Committee,
139 i. One graduate or professional student to the Public Safety Advisory Committee,
140 j. Two graduate or professional students to the Student Insurance Health Plan Advisory Committee,
141 k. One graduate or professional student to the Student Library Advisory Council,
142 l. Three graduate or professional students to the University Council on Mental Health and Welfare,
143 m. One graduate or professional student to the University Diversity Council,
144 n. One graduate or professional student to the University Neighborhood Council,
145 o. Two representatives to the Family Life Advisory with one position reserved for a graduate or professional
146 student with a child or children and the other reserved for the partner of a graduate student,
147 p. Two graduate or professional students to the Campus Planning Committee,
148 q. Two graduate or professional students to the Transportation Hearing and Appeals Board,
149 r. One graduate or professional student to the Council on Hazing Prevention,
150 s. Two graduate or professional students to the President's Council on Alcohol and Other Drugs,
151 t. One graduate or professional student to the Orientation Planning Committee,
152 u. Liaisons to the byline organizations funded by the Graduate and Professional Student Activity Fee;
153 1. Two graduate or professional students to the Cornell Cinema Student Advisory Board,
154 2. Three graduate or professional students to the Big Red Barn Advisory Board,
155 3. Two graduate or professional students as liaison to the Cornell University Programming Board,
156 4. Two graduate or professional students as liaison to the Cornell University Emergency Medical Service,
157 5. Two graduate or professional students as liaison to the International Students Union,
158 6. Two graduate or professional students as liaison to the Physical Education Department,
159 v. One current GPSA member to each of the following University Assembly committees,
160 1. Campus Infrastructure Committee,
161 2. Campus Welfare Committee,
162 3. Codes and Judicial Committee.



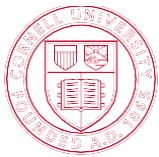
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- 163 ii. As requests for representatives come from other external committees, these positions will be staffed as
164 necessary.
- 165 a. Additional or temporary committees will be kept in the records of the Vice-President of Operations, to be
166 added to the Bylaws as necessary
- 167 iii. General Committee of the Graduate School
- 168 a. Following the election of the GPSA officers each year, but preceding the election of the standing committee
169 chairs, a representative for the General Committee of the Graduate School shall be elected.
- 170 b. The elected representative shall serve a two-year term so that there are at any time no more than two elected
171 representatives from the GPSA.
- 172 c. Should either of these seats become vacant before the end of their term, the Vice President for Operations
173 may appoint an interim representative until an election can be held for a new representative to complete the
174 term.
- 175 d. An interim representative to the General Committee, appointed by the Vice President for Operations is
176 subject the approval of the Executive Committee.
- 177 e. These seats are not transferable.
- 178 H. University Assembly Committee appointments
- 179 i. The Operations and Staffing Committee, in cooperation with the graduate and professional student
180 representatives of the University Assembly, shall appoint graduate and professional student representatives and
181 liaisons to all committees under the jurisdiction of the University Assembly.
- 182 I. Faculty Senate Committee Appointments
- 183 i. The Operations and Staffing Committee shall appoint graduate and professional student representatives to the
184 relevant committees under the jurisdiction of the Faculty Senate.
- 185

186 **Section 3.04: GPSA Elections Committee**

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



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- 205 i. The Elections Committee shall meet prior to the second to last regularly scheduled GPSA meeting of the
206 current GPSA term.
- 207 ii. All meetings of the Elections Committee shall be open to the graduate and professional student
208 community.
- 209 F. Election of the Officers
- 210 i. The sitting President of the GPSA shall temporarily act as the Chairperson during the elections of the
211 officers of the GPSA until a new President is elected, after which the new President shall preside over
212 the election of officers and community chairs.
- 213

214 **Section 3.05: Appropriations Committee**

- 215 A. Purpose
- 216 i. The Appropriations Committee shall concern itself with all aspects of the Graduate and Professional
217 Student (GPS) Activity Fee, including review of the GPSA Byline Allocation Procedures, the GPSA
218 Eligibility Criteria and Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines,
219 and the GPSA Internal Budget.
- 220 B. Chairperson
- 221 i. The Committee shall have a chairperson elected by the GPSA.
- 222 C. Membership
- 223 i. The Committee shall consist of members appointed by the GPSA Operations and Staffing Committee.
- 224 ii. Members shall attend the meetings of the Committee.
- 225 iii. Members shall serve until the end of the current GPSA term in which they are appointed, unless they are
226 subject to removal.
- 227 iv. Termination of a committee member is at the discretion of the Chair when a committee member is absent
228 for more than two scheduled committee meetings. A replacement may be sought after consultation with
229 the Operations and Staffing Committee.
- 230 v. At the discretion of the Chair, new applications received during the fall semester of fee-setting years may
231 be placed on hold until the following semester.
- 232 D. Duties
- 233 i. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee
234 the Committee's actions and operating budget, as well as schedule and run the meetings of the
235 Committee.
- 236 ii. The Chair of the Appropriations Committee will serve on the GPSA Finance Commission.
- 237 iii. The Committee shall review, maintain and adhere to the GPSA Byline Allocation Procedures and GPSA
238 Eligibility Criteria and Obligations for Byline Funded Organizations.
- 239 iv. The Committee shall review the policies and procedures for setting the GPS Activity Fee.
- 240 a. In the Fall of fee-setting years:
- 241 1. The Committee shall make a recommendation to the GPSA regarding the amount and
242 distribution of the GPS Activity Fee.
- 243 b. In the Fall of non-fee-setting years:
- 244 1. The Committee shall coordinate with the Student Assembly to determine deadlines for the
245 preliminary byline applications in April and the final byline applications in September.
- 246 2. The Committee shall work with the Vice President of Operations to ensure liaison positions for
247 each by-line funded organization are filled before the end of the Fall semester.
- 248 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



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- 294 that tracks the GPSA Internal Budget.
295 e. Provide the current balance of any GPSA rollover funds upon request.
- 296 G. GPSA Internal Budget
- 297 i. The GPSA Internal Budget will be based upon budget proposals submitted by the standing committee
298 chairs.
- 299 ii. Standing committee chairs shall present a budget proposal to the Appropriations Committee Chairperson
300 two weeks prior to the second regularly scheduled GPSA meeting of the Fall Semester.
- 301 iii. Standing committee budgets may include line items for operational and food expenses. The food line
302 item is specifically for food provided at committee meetings for committee members.
- 303 iv. The Appropriations Committee Chairperson will execute the process of setting the GPSA Internal
304 Budget pursuant to Item 3.05.d.vii.
- 305 v. Upon approval of the GPSA Internal Budget by the GPSA, the Appropriations Committee Chairperson
306 will operate in conjunction with the Office of Assemblies to establish enforcement guidelines for
307 committee spending.
- 308 H. Ethical Responsibility
- 309 i. The GPSA Activity Fee is set by the GPSA and paid by every graduate and professional student, and
310 thus is not only set apart from other fees and tuition by the way it is determined, but also by its source.
311 The Chairperson, the Committee, and the GPSA have a responsibility in ensuring that the money is well
312 spent, and supporting organizations providing valuable services and events to the graduate and
313 professional student community.
314

315 **Section 3.06: Communications Committee**

- 316 A. Purpose
- 317 i. The Communications Committee is charged with maintaining a strong communication link between the
318 GPSA and all graduate fields, professional schools, and the Cornell community.
- 319 B. Chairperson
- 320 i. The Vice President for Communications shall serve as the chairperson of the Communications
321 Committee.
- 322 C. Membership
- 323 i. The Committee shall consist of the Division Chiefs for each of the caucuses. Additional members may
324 be appointed by the GPSA Operations and Staffing Committee.
- 325 ii. Termination of a committee member is at the discretion of the Chair when a committee member is absent
326 for more than two scheduled committee meetings.
- 327 D. Duties
- 328 i. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee
329 the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
- 330 ii. The Chairperson is charged with contacting all appropriate administrative offices so that they and the
331 Committee are in regular contact throughout the year.
- 332 iii. The Committee will maintain the GPSAINFO listserv and is in charge of the creation of the GPSAINFO
333 newsletter. Distribution will be coordinated by the Committee in cooperation with the Graduate School to
334 reach all students registered through the Graduate School, and with the Johnson Graduate School of
335 Management, the Cornell Law School, and the College of Veterinary Medicine to reach the registered
336 professional students.
- 337 iv. The Chairperson will work closely with the Executive Committee, the Executive Vice President, and the
338 Graduate School to coordinate the involvement of the GPSA in the new student orientation.



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- 339 v. The committee will designate one committee member to contact all GPSA committees and focus groups
- 340 throughout the year to assist them in publicizing meetings and committee-related events. These
- 341 events will be announced in the GPSAINFO, any GPSA web sites, and the Graduate School
- 342 Calendar.
- 343 vi. Division Chiefs
- 344 a. Each division caucus will elect from amongst themselves a Division Chief.
- 345 b. A Chief will be a Voting Member that is not a member of the Executive Committee.
- 346 c. If a Division Chief is elected to a position on the Executive Committee or the position is otherwise
- 347 vacated, then a new Division Chief will be elected by the division caucus as soon as arrangements can
- 348 be reasonably made.
- 349 d. The Vice President for Communications may appoint interim Chiefs as necessary. These
- 350 appointments are subject to the approval of the Executive Committee.
- 351 e. Each Division Chief is a member of the Communications Committee.
- 352 f. Each Division Chief is the primary person responsible for transmitting information between the GPSA
- 353 and the Field Representatives, Field Organizations, Deans, students, and other members of their
- 354 respective division.
- 355 g. Each Division Chief is encouraged to make themselves known to, and meet periodically with the
- 356 Field Representatives, Field Organizations, and other members whom they are responsible to.
- 357 h. Division Chiefs are to assist the Vice President for Communications in any other way as needed.
- 358 i. Division Chiefs can be removed from their position by a majority vote of their division caucus.
- 359 E. Meetings
- 360 i. The Committee will meet at least once a month. All committee meetings shall be open to the graduate
- 361 and professional student community.
- 362 ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee
- 363 members present.
- 364 iii. Minutes shall be taken at meetings and, upon review by the Committee Chair, shall be submitted to the
- 365 Office of Assemblies for posting.
- 366

Section 3.07: GPSA Finance Commission

- 368 A. Purpose
- 369 i. The GPSA Finance Commission (GPSAFC) is charged with allocating funds to registered graduate and
- 370 professional student organizations on the Ithaca and Geneva campuses of Cornell University.
- 371 B. Chairperson
- 372 i. The Commission shall have a chairperson, elected by the GPSA.
- 373 C. Membership
- 374 i. The Commission shall consist of at least six and no more than fifteen members, hereafter referred to as
- 375 finance commissioners, appointed by the GPSA Operations and Staffing Committee.
- 376 ii. When possible, the finance commissioners should represent each of the professional schools and each of
- 377 the Divisions of the Graduate School.
- 378 iii. Finance commissioners have exclusive voting privileges for allocating funds according to the rules set
- 379 forth in the GPSAFC Funding Guidelines.
- 380 iv. Finance commissioners shall attend the meetings of the Commission.
- 381 v. If a finance commissioner is absent from two or more consecutive meetings of the Commission, without
- 382 providing prior notice to the Chairperson, the Chairperson may ask the GPSA Operations and Staffing



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- 383 Committee to replace that commissioner.
- 384 vi. Finance commissioners shall serve until the end of current GPSA term in which they are appointed, unless
385 they are subject to removal as stated in Item 3.07.c.v.
- 386 D. Duties
- 387 i. The Commission is responsible for distributing funds to student groups according to the rules as set forth
388 in the GPSAFC Funding Guidelines.
- 389 ii. The Chairperson is responsible for the operations of the Commission: The Chairperson oversees the
390 Commission's actions and operating budget, and schedules and runs the meetings of the Commission.
- 391 iii. The Chairperson, in cooperation with the Office of the Assemblies staff, sets the schedule for the annual
392 budget application process.
- 393 iv. The Chairperson may appoint a Vice-Chair and delegate any of the Chairperson's responsibilities to the
394 Vice-Chair. The Vice-Chair shall be responsible to the Chairperson, and the Chairperson can terminate the
395 Vice-Chair's duties at any time.
- 396 v. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal
397 to the Commission to the Appropriations Committee Chairperson two weeks prior to the second GPSA
398 meeting.
- 399 vi. The Chairperson may additionally delegate specific duties to other GPSAFC members, as necessary. These
400 duties may include, but are not limited to: preparing materials for meetings, keeping the minutes, making
401 updates to the GPSAFC website, and reviewing the GPSAFC Funding Guidelines and suggesting
402 beneficial changes to the Chairperson of the GPSA Appropriations Committee.
- 403 vii. The Chairperson shall submit a written update to the Appropriations Committee Chairperson on the status
404 of the internal budget by the end of February.
- 405 E. Meetings
- 406 i. The Commission shall meet at least three times each semester to deliberate on matters set forth in the
407 GPSAFC Funding Guidelines.
- 408 ii. The GPSAFC Chairperson also has the responsibility of organizing one meeting during the latter part of
409 the spring semester, prior to the annual budget request deadline, where student organizations may come to
410 learn about the regulations and procedures of the Commission.
- 411 iii. The Chairperson shall notify the Office of the Assemblies of the Commission's meeting times and
412 locations.
- 413 iv. Meetings shall be open to the public. However, the Chairperson or any of the commissioners may call for
414 a vote to be taken by secret ballot.
- 415 v. Any representative of a student organization wishing to present his or her organization's case at a meeting
416 must notify the Chairperson at least three days in advance of the meeting.
- 417 vi. When the GPSAFC cannot reach a consensus, a simple majority vote will suffice for decision-making
418 within the Commission.
- 419 vii. Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office
420 of Assemblies for posting.
- 421 F. Deadlines for Funding Applications
- 422 i. The deadline for current-year budget applications shall be in late April, with the specific date set by the
423 Commission each year.
- 424 ii. The last date for summer funding shall be in late March.
- 425 G. Unallocated Funds
- 426 i. If funds remain for allocation in the current-year budget, those funds will remain in the Commission's
427 account for allocations in future GPSA terms.
- 428



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.

467

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.



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- 473 B. Chairperson
- 474 i. The Board shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA
- 475 Charter.
- 476 C. Membership
- 477 i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants
- 478 will be reviewed and staffed by the Operations and Staffing Committee.
- 479 ii. One member of the Committee will serve on the Slope Day Steering Committee.
- 480 iii. Termination of a committee member is at the discretion of the Chairperson when a committee member is
- 481 absent for more than half of the scheduled committee meetings.
- 482 D. Duties
- 483 i. The GPSPB’s primary purpose is to plan, seek funding for, and carry out the annual Grad Ball.
- 484 ii. The Chair shall submit a budget request outlining and justifying all planned expenditures internal to the
- 485 Programming Board to the Appropriations Chair by two weeks prior to the second regularly scheduled
- 486 GPSA meeting.
- 487 iii. At the fourth regularly scheduled meeting of the fall semester and first regularly scheduled meeting of the
- 488 spring semester, the Chair shall propose a schedule of events for the upcoming term.
- 489 iv. The Programming Board shall work closely with the Office of Assemblies to contract entertainment, book
- 490 rooms, and other issues as necessary.
- 491 v. The Programming Board shall work with the Student Advocacy Committee to plan town hall event(s).
- 492 vi. The Chairperson shall be responsible for the operations of the Programming Board: The Chairperson shall
- 493 oversee the Programming Board’s actions and operating budget, as well as schedule and run the meetings
- 494 of the Committee.
- 495 vii. The Chairperson is charged with contacting all appropriate administrative offices so that they and the
- 496 Programming Board are in regular contact throughout the year.
- 497 E. Meetings
- 498 i. The Programming Board will meet at least once every six weeks during the current GPSA term. The Chair
- 499 will schedule additional meetings as necessary. All committee members are expected to attend these
- 500 meetings unless informed otherwise.
- 501 ii. All Programming Board meetings shall be open to the graduate and professional student community.
- 502 iii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee
- 503 members present.
- 504 iv. Minutes shall be taken at meetings and, upon review by the Programming Board Chair, shall be submitted
- 505 to the Office of Assemblies for posting.
- 506

507 **Section 3.10: Faculty Teaching, Advising, and Mentorship Award Committee**

- 508 A. Purpose
- 509 i. The primary purpose of the Faculty Teaching, Advising, and Mentorship Award Committee (“Award
- 510 Committee”) is to solicit nominations for and administer one or more annual Awards to recognize faculty
- 511 who exhibit excellence in the teaching, advising, and mentorship of graduate and professional students.
- 512 B. Chairperson
- 513 i. The Award Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the
- 514 GPSA Charter.
- 515 C. Membership
- 516 i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants

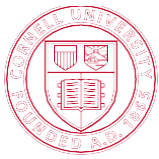


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- 517 will be reviewed and staffed by the Operations and Staffing Committee as specified in Section 3.03.f.
518 ii. Termination of a committee member is at the discretion of the Chairperson when a committee member is
519 absent for more than half of the scheduled committee meetings.
- 520 D. Duties
- 521 i. Articulate and disseminate selection criteria for the Award(s).
522 ii. Establish a process for soliciting nominations and/or applications for the annual Award(s).
523 iii. Select Award recipient(s) before the end of the last day of classes in the Spring semester.
524 iv. Seek funding for and host an Award Ceremony to celebrate and recognize the Award recipient(s) each
525 academic year before the end of May.
526 v. Coordinate with the GPSA Communications Committee to publicize both the solicitation of nominations
527 and the administration of the Award(s), once selections have been made.
528 vi. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal
529 to the Award Committee to the Appropriations Chair by two weeks prior to the second regularly scheduled
530 GPSA meeting. The budget shall include funds to publicize both the solicitation of nominations and the
531 administration of the Award(s).
532 vii. The Chairperson shall be responsible for the operations of the Award Committee: The Chairperson shall
533 oversee the Award Committee's actions and operating budget, as well as schedule and run the meetings of
534 the Committee.
- 535 E. Meetings
- 536 i. The Award Committee will meet at least once per year during the current GPSA term to select Award
537 recipient(s). The Chair will schedule additional meetings as necessary.
538 ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee
539 members present.
540 iii. Minutes shall be taken at meetings and, upon review by the Award Committee Chairperson, shall be
541 submitted to the Office of Assemblies for posting. Respect will be paid to the privacy of nominators and
542 nominated faculty members.

543
544 **Section 3.11: Diversity & International Students Committee**

- 545 A. Purpose
- 546 i. The primary purpose of the Diversity & International Students Committee ("Diversity Committee") is to
547 promote diversity and inclusion in all its forms within the GPSA membership and within the broader
548 graduate and professional student community at Cornell University.
- 549 B. Chairperson
- 550 i. The Diversity Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of
551 the GPSA Charter.
- 552 C. Membership
- 553 i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants
554 will be reviewed and staffed by the Operations and Staffing Committee as specified in Section 3.03(f).
555 ii. Termination of a committee member is at the discretion of the Chairperson when a committee member is
556 absent for more than half of the scheduled committee meetings.
- 557 D. Duties
- 558 i. Communicate with groups engaged with diversity and international student issues in order to involve and
559 engage diverse students with the work of the GPSA.
560 ii. Provide a forum to discuss diversity and inclusion within the graduate and professional student



- 561 community.
- 562 iii. Host an annual meeting for groups representing diversity and international students.
- 563 iv. Engage Cornell administration in issues affecting diversity and international students.
- 564 v. Bring before the GPSA resolutions on issues related to diversity and international students.
- 565 vi. Present to the GPSA annually during the second to last meeting of the GPSA term on its work supporting
- 566 international students, Students of Color, gender equality, LGBTQI students, students with disabilities,
- 567 and related issues.
- 568

569 **Section 3.12: University Assembly Representation**

- 570 A. The President of the GPSA shall serve as a member of the University Assembly.
- 571 B. The members of the GPSA will elect representatives to the University Assembly, the number and composition
- 572 of which shall be in accordance with the University Assembly Charter.
- 573 i. If they are not already GPSA Voting Members or Field Representatives, these delegates shall be
- 574 considered ex officio members of the GPSA.
- 575 ii. These delegates are required to report on University Assembly activities at meetings at the request of the
- 576 Executive Committee.
- 577

578 **Section 3.13: Committee Delegates**

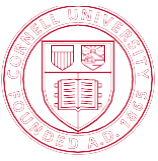
- 579 A. The Operations and Staffing Committee will appoint graduate and professional students to University
- 580 committees which it staffs, GPSA committees and liaison positions, hereafter referred to as committee designees.
- 581 B. Committee designees may serve as many one-year terms as they like, but must be appointed annually.
- 582 C. All committee designees must be matriculated graduate or professional students of Cornell University.
- 583 D. Exceptions to this rule may be made by a majority vote of the seated Voting Members at the request of the
- 584 Vice President for Operations.
- 585

586 **Section 3.14: Committee and Committee Designee Reporting**

- 587
- 588 A. To ensure accountability and responsibility to the student body, each standing committee shall present a
- 589 written report to the GPSA at least once a semester in addition to oral reports at meetings.
- 590 B. To ensure accountability and responsibility to the student body, each ad hoc committee shall present a written
- 591 report to the GPSA at least once a semester.
- 592 C. Prior to meetings of the GPSA, committee designees shall submit to the GPSA Vice President for Operations a
- 593 report to be shared with the GPSA.
- 594 i. Reports shall include, but are not limited to, notification of whether the committee has met the
- 595 committee’s agenda and a short summary of the meeting.
- 596 ii. The Executive Committee may remove committee designees for failing to submit a report for two
- 597 consecutive meetings and shall appoint a new designee accordingly.
- 598

599 **Section 3.15: GPSA Ad-Hoc Committees**

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



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- 603 additional consideration is required.
- 604 ii. To increase efficiency and decrease duplication, every effort will be made to address perceived needs of
605 graduate and professional school students through existing University Committees and other appropriate
606 bodies first.
- 607 B. Chairperson
- 608 i. The Committee shall have a chairperson, elected by the members of the ad-hoc committee.
- 609 ii. The chairperson shall schedule and chair the meetings of the committee.
- 610 iii. The chairperson is responsible for providing committee updates to the GPSA.
- 611 C. Membership
- 612 i. Any graduate or professional student is eligible to apply to become a member of the committee.
613 Applicants will be reviewed and staffed by the GPSA Operations & Staffing committee.
- 614 ii. Shall consist of at least three members approved by the GPSA Operations & Staffing Committee.
- 615 iii. Shall have at least one GPSA Voting Member.
- 616 iv. Additional committee membership may be recommended by the GPSA Operations and Staffing
617 Committee.
- 618 D. Meetings
- 619 i. The Committee will meet as necessary during the current GPSA term. All committee members are
620 expected to attend these meetings unless informed otherwise.
- 621 ii. All Committee meetings shall be open to the graduate and professional student community. When a
622 consensus cannot be reached, actions shall be determined by a majority vote of all committee members
623 present.
- 624 iii. Minutes shall be taken at meetings and, upon request, shall be presented to the GPSA.
- 625 E. Formation, Termination, and Re-Establishment
- 626 i. Formation of an ad hoc committee is to be presented as a motion.
- 627 ii. The ad-hoc committee will be dissolved when either the work of the committee has been completed or at
628 the end of the term of office, whichever comes first.
- 629 iii. An ad-hoc committee can be re-established by a resolution to continue its function in the next GPSA
630 term by the GPSA.
631

632 **Section 3.16: Internal Budget**

- 633 A. GPSA Committees will track their own expenses.
- 634 B. GPSA Committees will not commit to actions that could incur expenses that exceed the total amount budgeted
635 for their operations without first obtaining the approval of the GPSA Appropriations Committee Chairperson.
- 636 C. In the event that a GPSA Committee overruns their budgeted allocation, the Committee committing the overrun
637 will collaborate with the Appropriations Committee to draft a resolution revising the GPSA Internal Budget so
638 the expenses may be accounted.
- 639 D. All queries regarding the GPSA Internal Budget and the current state of GPSA funds are to be directed to the
640 Appropriations Committee Chairperson (Item 3.05.b).
641
642

643 **ARTICLE IV: PROCEDURES**

644 **Section 4.01: Term of Office**



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

647 648 **Section 4.02: Meeting Schedule**

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

653 654 **Section 4.03: Regularly Scheduled Meetings**

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

660 661 **Section 4.04: Agendas and Resolutions**

- 662 A. Agendas
663 i. Agenda items will be compiled by the GPSA President in consultation with the Executive Committee.
664 ii. Agendas must be sent to the members at least 24 hours prior to the meeting.
665 B. Resolutions
666 i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate and
667 Professional Student may present a resolution to the GPSA for consideration.
668 a. Within two regularly scheduled meetings after the presentation of the petition, the GPSA Voting
669 Members will discuss and vote on the resolution.
670 b. The form and wording of the resolution, as voted upon by the GPSA, shall be identical in form and
671 wording to that of the petition.
672 ii. Any GPSA member may present a resolution to the GPSA for consideration.
673 iii. Procedure
674 a. The primary sponsoring GPSA member explains the purpose of the resolution to the Assembly.
675 b. The sponsor answers questions directly pertaining to the resolution. The sponsor may defer to other
676 people in attendance for answering questions.
677 c. The resolution is immediately postponed until the next GPSA meeting. This can be overridden by a
678 two-thirds majority vote of all seated Voting Members, at which point formal discussion of the
679 resolution ensues.
680 d. At the following GPSA meeting, formal discussion of the resolution ensues.
681 e. For votes on resolutions, majority and two-thirds majority vote shall be determined based on total
682 number of seated members regardless of the number of members present.

683 684 **Section 4.05: Additional Meetings**

- 685 A. Additional meetings may be scheduled at least one week in advance by the Executive Committee, with written



686 approval from at least two-thirds of the seated Voting Members.

687 B. Only one additional meeting may be called per semester.

688

689 **Section 4.06: Division Summits**

690 A. For each Division of the Graduate School and jointly for the Professional Schools, at least one Division
691 Summit shall be scheduled each GPSA term by the Division Chiefs for that Division.

692 B. The Voting Members will compile an agenda of discussion topics, focusing on issues pertaining specifically to
693 the Division.

694 C. The exact date is to be determined at the Voting Members' discretion. Voting Members must notify Field
695 Representatives sufficiently in advance of the time and location of the summit.

696 D. GPSA members from other Divisions may be invited at the discretion of the Voting Members of the Divisions
697 sponsoring the summit.

698

699 **Section 4.07: Executive Session**

700 A. Meetings may be closed for special executive session when deemed necessary to protect the rights of members
701 of the Cornell community by majority vote of the Voting Members present.

702 B. Field Representatives may be excluded from these sessions in addition to constituents and the public.

703 C. No binding actions will take place while in executive session.

704

705 **Section 4.08: Parliamentary Procedure**

706 A. The GPSA will use Robert's Rules of Order (latest edition) as the basis for determining procedures for formal
707 debate and legislative action.

708 a. As stated in Robert's Rules of Order, basic motions require the approval of the majority of cast votes
709 to take effect; abstentions are not considered cast votes.

710 B. The GPSA is not constrained to use parliamentary procedure for all discussions.

711

712 **Section 4.09: Quorum**

713 A. A quorum of GPSA Voting Members is required before business items may be voted on at regularly scheduled
714 meetings.

715 B. A quorum of the Voting Members shall consist of a majority of the seated, Voting Members of the GPSA.

716 **Section 4.10: Absences**

717 A. Voting members

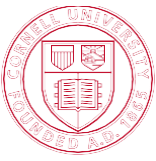
718 i. Must notify the Executive Vice-President in advance of any absence.

719 ii. Absences will be determined to be excused or unexcused by two-thirds majority vote of the Executive
720 Committee.

721 iii. May be unseated by a simple majority of the Executive Committee if they have more than two absences
722 from GPSA meetings during the current GPSA term. Unseated members do not count as part of the total
723 vote when calculating quorum, majority votes, or two-thirds votes.

724

725 **Section 4.11: Removal**



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- 726 A. Voting members
727 i. An unseated member may be removed from the GPSA Voting Members following a vote by two-thirds of
728 the Executive Committee.
729 ii. The Executive Committee may not vote to remove an unseated Voting Member until one regularly
730 scheduled GPSA meeting has elapsed since the Voting Member was informed that they were unseated.
731 B. Field Representatives
732 i. Must notify the Executive Vice-President in advance of any absence.
733 a. A Field Representative who will miss a meeting may send an alternate from their field, who will
734 satisfy their attendance requirement for that meeting.
735 ii. Absences will be determined to be excused or unexcused, and alternates approved, by two-thirds
736 majority vote of the Executive Committee.
737 C. Committee Chairs and University Assembly Representatives
738 i. A GPSA standing committee chair, ad hoc committee chair, or University Assembly representative may
739 be removed from their position by a two-thirds vote of the seated Voting members but may retain their
740 seat as a Voting Member.
741 D. GPSA Officers
742 i. GPSA officers may be removed from office by a two-thirds vote of the seated Voting members but may
743 retain their Voting Membership.
744

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

- 746
747 A. A GPSA Voting Member may make a motion to suspend an Article of the GPSA Bylaws for the duration of a
748 meeting.
749 B. The Article of the GPSA Bylaws is suspended with two-thirds of the seated Voting Members in favor.
750 C. Article V, in its entirety, may not be suspended.