

1 **Bylaws**
2 **Cornell University**
3 **Graduate and Professional Student Assembly**
4 *As amended on November 27, 2017*

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
11 Graduate 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
25 Chair two weeks prior to the second GPSA meeting, and shall submit an update on the status of their budget by
26 the 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 a. All decisions of the Executive Committee shall be subject to the approval of a majority vote of the
41 seated Voting Members.
42 iii. Establish agendas for the meetings of the GPSA.
43 iv. Make appointments to University committees, liaison positions, and all other external committees that
44 become vacant prematurely.
45 v. Conduct an orientation meeting with all the chairs of the GPSA's standing committees at the beginning
46 of the current GPSA term.
47 vi. Work closely with the Office of Assemblies to book rooms, contract equipment, follow through with
48 other issues related to meeting logistics, and any other relevant tasks.
49 vii. Provide executive updates at GPSA meetings.
50 viii. Maintain open communication with GPSA members and the Office of Assemblies staff regarding
51 meetings and other information relevant to the GPSA.
52 ix. Receive and review documents to be sent to GPSA members or other members of the Cornell University
53 community.
54 x. Function as the Elections Committee during the current GPSA term.
55 xi. Respond to e-mails addressed to GPSA email addresses.
56 xii. Assist the Office of Assemblies staff in maintaining a functional and up-to-date website and listservs.
57 xiii. Take on any additional responsibilities for the proper functioning of the GPSA.
58 xiv. Present an update from the GPSA at the March Board of Trustees Meeting.
59 xv. Select and coordinate representatives to attend the Ivy Summit.
60 xvi. Complete the required registration process to ensure the GPSA is recognized as a student organization
61 with the Student Activities Office (SAO).
62 xvii. Distribute the semi-annual report of the GPSA to the members.
63 E. Meetings
64 i. The Executive Committee shall meet prior to GPSA meetings.
65 ii. When consensus cannot be reached, simple majority votes shall be exercised.
66 iii. The members may call additional meetings as deemed necessary for the proper functioning of the GPSA.
67 iv. The Executive Committee meets regularly with deans of the Graduate School, deans of the Professional
68 schools, University administrators, and executives of other assemblies.
69

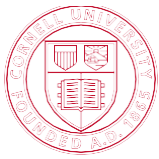
70 **Section 3.03: Operations and Staffing Committee**

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



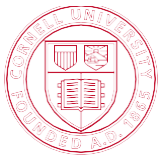
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- 75 B. Chairperson
76 i. The chairperson for the Operations and Staffing Committee is the Vice President for Operations.
77 C. Membership
78 v. All standing committee chairs and GPSA delegates to the University Assembly are required to serve on
79 the Operations and Staffing Committee.
80 vi. The Executive Vice-President and Counsel to the GPSA shall serve as ex-officio members.
81 vii. The graduate and professional student University Assembly representatives shall be considered voting
82 members for all appointments to University Assembly committees.
83 D. Duties
84 i. Work closely with the Office of Assemblies to communicate the appointment process to graduate and
85 professional students, make committee appointments, update appointment lists, communicate
86 appointments to relevant chairs and representatives, and any other relevant tasks.
87 ii. In coordination with the entire body of the GPSA and interested individuals, ensure that the practices of
88 the GPSA at its meetings and campus activities are environmentally sustainable.
89 iii. In addition to advertising committee vacancies, reviewing applications, and acting as a liaison between
90 committee representatives and the GPSA, the Committee also determines committee size and prepares
91 relevant documents and application materials for the appointment process.
92 iv. The Vice President for Operations shall present the process for committee appointments at the first
93 meeting in the fall semester.
94 a. External committee appointments shall be completed by the following meeting and presented to the
95 GPSA at that meeting. Any remaining vacancies will be staffed on a rolling basis by the Executive
96 Committee
97 b. The appointments shall be subject to the review of the Executive Committee. In the case of
98 premature vacancy, the Executive Committee may staff these external appointments by majority
99 vote.
100 v. The Chairperson is charged with requesting revisions to the GPSA Bylaws from standing committee
101 chairs.
102 vi. The revisions are to be incorporated into the GPSA Bylaws.
103 vii. The revised GPSA Bylaws are to be presented as a resolution at the second meeting of the current GPSA
104 term for approval.
105 viii. The Chairperson shall serve as an administrator of the appropriate governing documents and Robert's
106 Rules of Parliamentary Procedure during meetings.
107 E. Meetings
108 i. All Committee meetings shall be open to the graduate and professional student community.
109 ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all Committee
110 members present.
111 iii. Minutes shall be taken at meetings, and upon review by the Committee Chair, shall be submitted to the
112 Office of Assemblies for posting.
113 F. GPSA Standing Committee Appointments
114 i. By the end of September, the Committee shall set the size of and appoint members to the Appropriations
115 Committee, Communications Committee, Graduate and Professional Student Assembly Finance
116 Commission, Graduate and Professional Student Programming Board, Faculty Awards Committee,
117 Diversity and International Students Committee, and Student Advocacy Committee. These appointments
118 shall be subject to the approval of the Executive Committee.
119 ii. After initial committee appointments are made, vacancies may be filled by members appointed by the
120 Executive Committee or appointed by committee chairs to their own committee.



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



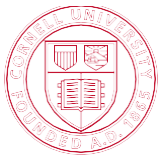
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- 163 ii. As requests for representatives come from other external committees, these positions will be staffed as
164 necessary.
- 165 a. Additional or temporary committees will be kept in the records of the Vice-President of Operations,
166 to be 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
169 committee chairs, a representative for the General Committee of the Graduate School shall be
170 elected.
- 171 b. The elected representative shall serve a two-year term so that there are at any time no more than two
172 elected representatives from the GPSA.
- 173 c. Should either of these seats become vacant before the end of their term, the Vice President for
174 Operations may appoint an interim representative until an election can be held for a new
175 representative to complete the term.
- 176 d. An interim representative to the General Committee, appointed by the Vice President for Operations
177 is subject the approval of the Executive Committee.
- 178 e. These seats are not transferable.
- 179 H. University Assembly Committee appointments
- 180 i. The Operations and Staffing Committee, in cooperation with the graduate and professional student
181 representatives of the University Assembly, shall appoint graduate and professional student
182 representatives and liaisons to all committees under the jurisdiction of the University Assembly.
- 183 I. Faculty Senate Committee Appointments
- 184 i. The Operations and Staffing Committee shall appoint graduate and professional student representatives
185 to the relevant committees under the jurisdiction of the Faculty Senate.
- 186

187 **Section 3.04: GPSA Elections Committee**

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



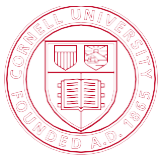
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- 207 i. The Elections Committee shall meet prior to the second to last regularly scheduled GPSA meeting of the
208 current GPSA term.
- 209 ii. All meetings of the Elections Committee shall be open to the graduate and professional student
210 community.
- 211 F. Election of the Officers
- 212 i. The sitting President of the GPSA shall temporarily act as the Chairperson during the elections of the
213 officers of the GPSA until a new President is elected, after which the new President shall preside over
214 the election of officers and community chairs.
- 215

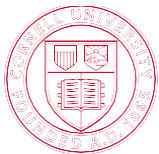
216 **Section 3.05: Appropriations Committee**

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



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- 251 provide an update to their operations.
- 252 v. The Committee shall maintain the GPSAFC Funding Guidelines. If deemed necessary, it shall make
253 suggestions for changes to the GPSA.
- 254 vi. The Committee shall oversee the internal funds of the GPSA and work with the Office of Assemblies to
255 ensure adherence to the budget. The Committee shall provide budget updates to the Executive
256 Committee, as requested.
- 257 vii. The Chairperson shall collect budget proposals from all standing committee chairs two weeks prior to
258 the second regularly scheduled GPSA meeting. The Chairperson shall then propose the GPSA Internal
259 Budget based on the collected budget proposals, which shall be presented as a resolution at the second
260 regularly scheduled meeting in the Fall semester.
- 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
294 that tracks the GPSA Internal Budget.
- 295 e. Provide the current balance of any GPSA rollover funds upon request.

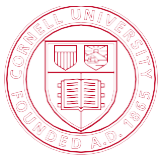


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- 296 G. GPSA Internal Budget
297 i. The GPSA Internal Budget will be based upon budget proposals submitted by the standing committee
298 chairs.
299 ii. Standing committee chairs shall present a budget proposal to the Appropriations Committee Chairperson
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
330 Committee.
331 ii. The Chairperson is charged with contacting all appropriate administrative offices so that they and the
332 Committee are in regular contact throughout the year.
333 iii. The Committee will maintain the GPSAINFO listserv and is in charge of the creation of the GPSAINFO
334 newsletter. Distribution will be coordinated by the Committee in cooperation with the Graduate School
335 to reach all students registered through the Graduate School, and with the Johnson Graduate School of
336 Management, the Cornell Law School, and the College of Veterinary Medicine to reach the registered
337 professional students.
338 iv. The Chairperson will work closely with the Executive Committee, the Executive Vice President, and the
339 Graduate School to coordinate the involvement of the GPSA in the new student orientation.
340 v. The committee will designate one committee member to contact all GPSA committees and focus groups



341 throughout the year to assist them in publicizing meetings and committee-related events. These events
342 will be announced in the GPSAINFO, any GPSA web sites, and the Graduate School 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
348 can 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
353 GPSA and the Field Representatives, Field Organizations, Deans, students, and other members of
354 their 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

367 **Section 3.07: GPSA Finance Commission**

368 A. Purpose

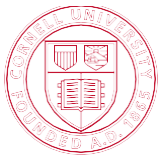
- 369 i. The GPSA Finance Commission (GPSAFC) is charged with allocating funds to registered graduate and
370 professional student organizations on the Ithaca and Geneva campuses of Cornell University.

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 ten 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
383 Committee to replace that commissioner.



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384 vi. Finance commissioners shall serve until the end of current GPSA term in which they are appointed,
385 unless 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
395 the 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.
400 These duties may include, but are not limited to: preparing materials for meetings, keeping the minutes,
401 making updates to the GPSAFC website, and reviewing the GPSAFC Funding Guidelines and
402 suggesting 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
404 status 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. In the spring term, the Commission shall hold one half-day meeting to review all annual budget
409 applications for the following year and to make allocations based on the GPSAFC Funding Guidelines.

410 iii. The GPSAFC Chairperson also has the responsibility of organizing one meeting during the latter part of
411 the spring semester, prior to the annual budget request deadline, where student organizations may come
412 to learn about the regulations and procedures of the Commission.

413 iv. The Chairperson shall notify the Office of the Assemblies of the Commission's meeting times and
414 locations.

415 v. Meetings shall be open to the public. However, the Chairperson or any of the commissioners may call
416 for a vote to be taken by secret ballot.

417 vi. Any representative of a student organization wishing to present his or her organization's case at a
418 meeting must notify the Chairperson at least three days in advance of the meeting.

419 vii. When the GPSAFC cannot reach a consensus, a simple majority vote will suffice for decision-making
420 within the Commission.

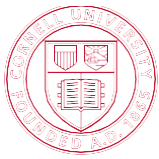
421 viii. Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office
422 of Assemblies for posting.

423 F. Annual Budget Applications Approval Procedure

424 i. The GPSAFC will make annual budget allocations at the spring meeting described in Item 3.07.e.ii.

425 ii. The Chairperson may appoint volunteers to assist the finance commissioners in reading applications and
426 making allocations.

427 iii. The finance commissioners and volunteers shall be divided into groups, each containing at least one
428 finance commissioner. The Chairperson shall give each group an equal number of applications to review
429 from the total number of applications submitted. Two different groups shall review each application and



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430 individually provide suggested allocations according to the GPSAFC Funding Guidelines. All finance
431 commissioners shall then compare the two suggested allocations and, if different, provide a third and
432 final decision.

433 G. Deadlines for Funding Applications

434 i. The deadline for current-year budget applications shall be in late April, with the specific date set by the
435 Commission each year.

436 ii. The last date for summer funding shall be in late March.

437 H. Unallocated Funds

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

440 **Section 3.08: Student Advocacy Committee**

441

442 A. Purpose

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

447 B. Chairperson

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

449 C. Members

450 i. Any graduate or professional student is eligible to apply to become a member of the Committee.
451 Applicants will be reviewed and staffed by the Operations and Staffing Committee.

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

454 D. Duties

455 i. The Committee is required to update the Graduate and Professional Student Resource List posted on the
456 Student Advocacy Committee Website at least once each GPSA term.

457 ii. In order to be more fully aware of the issues faced by the graduate and professional student community,
458 the Committee will hold an open town hall meeting, at least one per year. Funding will come from the
459 Committee budget. The meeting will have two goals: To provide a brief overview of current and past
460 Committee activities and to gather information and anecdotes on current problems facing the
461 community. Following these town hall meetings, the Committee will report their results to the GPSA and
462 any relevant Cornell administrators.

463 iii. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee
464 the Committee's actions and operating budget, as well as schedule and run the meetings of the
465 Committee.

466 iv. The Chairperson is charged with contacting all appropriate administrative offices so that they and the
467 committee are in regular contact throughout the year.

468 E. Meetings

469 i. The Committee will meet once per month during the months of September, October, November,
470 December, February, March, and April, and additionally as necessary. All committee members are
471 expected to attend these meetings unless informed otherwise.

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



- 475 iii. Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office
476 of Assemblies for posting.
- 477 iv. All meeting agendas and minutes shall be posted to the Committee's website.
- 478 v. It is the responsibility of the Committee to post and advertise any advocacy related material on its
479 website and ensure that the website is kept current.

481 **Section 3.09: Graduate and Professional Student Programming Board**

482 A. Purpose

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

486 B. Chairperson

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

489 C. Membership

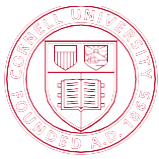
- 490 i. Any graduate or professional student is eligible to apply to become a member of the Committee.
491 Applicants will be reviewed and staffed by the Operations and Staffing Committee.
- 492 ii. One member of the Committee will serve on the Slope Day Steering Committee.
- 493 iii. Termination of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

495 D. Duties

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

510 E. Meetings

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



519

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

521 A. Purpose

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

526 B. Chairperson

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

529 C. Membership

530 i. Any graduate or professional student is eligible to apply to become a member of the Committee.
 531 Applicants will be reviewed and staffed by the Operations and Staffing Committee as specified in
 532 Section 3.03.f.

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

535 D. Duties

536 i. Articulate and disseminate selection criteria for the Award(s).

537 ii. Establish a process for soliciting nominations and/or applications for the annual Award(s).

538 iii. Select Award recipient(s) before the end of the last day of classes in the Spring semester.

539 iv. Seek funding for and host an Award Ceremony to celebrate and recognize the Award recipient(s) each
 540 academic year before the end of May.

541 v. Coordinate with the GPSA Communications Committee to publicize both the solicitation of nominations
 542 and the administration of the Award(s), once selections have been made.

543 vi. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal
 544 to the Award Committee to the Appropriations Chair by two weeks prior to the second regularly
 545 scheduled GPSA meeting. The budget shall include funds to publicize both the solicitation of
 546 nominations and the administration of the Award(s).

547 vii. The Chairperson shall be responsible for the operations of the Award Committee: The Chairperson shall
 548 oversee the Award Committee’s actions and operating budget, as well as schedule and run the meetings
 549 of the Committee.

550 E. Meetings

551 i. The Award Committee will meet at least once per year during the current GPSA term to select Award
 552 recipient(s). The Chair will schedule additional meetings as necessary.

553 ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee
 554 members present.

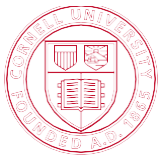
555 iii. Minutes shall be taken at meetings and, upon review by the Award Committee Chairperson, shall be
 556 submitted to the Office of Assemblies for posting. Respect will be paid to the privacy of nominators and
 557 nominated faculty members.

558

559 **Section 3.11: Diversity & International Students Committee**

560 A. Purpose

561 i. The primary purpose of the Diversity & International Students Committee (“Diversity Committee”) is to



Cornell University

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- 562 promote diversity and inclusion in all its forms within the GPSA membership and within the broader
563 graduate and professional student community at Cornell University.
- 564 B. Chairperson
- 565 i. The Diversity Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of
566 the GPSA Charter.
- 567 C. Membership
- 568 i. Any graduate or professional student is eligible to apply to become a member of the Committee.
569 Applicants will be reviewed and staffed by the Operations and Staffing Committee as specified in
570 Section 3.03(f).
- 571 ii. Termination of a committee member is at the discretion of the Chairperson when a committee member is
572 absent for more than half of the scheduled committee meetings.
- 573 D. Duties
- 574 i. Communicate with groups engaged with diversity and international student issues in order to involve and
575 engage diverse students with the work of the GPSA.
- 576 ii. Provide a forum to discuss diversity and inclusion within the graduate and professional student
577 community.
- 578 iii. Host an annual meeting for groups representing diversity and international students.
- 579 iv. Engage Cornell administration in issues affecting diversity and international students.
- 580 v. Bring before the GPSA resolutions on issues related to diversity and international students.
- 581 vi. Present to the GPSA annually during the second to last meeting of the GPSA term on its work supporting
582 international students, Students of Color, gender equality, LGBTQI students, students with disabilities,
583 and related issues.

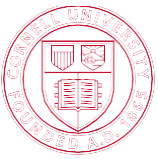
584 585 **Section 3.12: University Assembly Representation**

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

593 594 **Section 3.13: Committee Delegates**

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

602 603 **Section 3.14: Committee and Committee Designee Reporting**

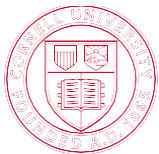


Cornell University
Graduate and Professional
Student Assembly

- 604 A. To ensure accountability and responsibility to the student body, each standing committee shall present a
605 written report to the GPSA at least once a semester in addition to oral reports at meetings.
- 606 B. To ensure accountability and responsibility to the student body, each ad hoc committee shall present a written
607 report to the GPSA at least once a semester.
- 608 C. Prior to meetings of the GPSA, committee designees shall submit to the GPSA Vice President for Operations a
609 report to be shared with the GPSA.
- 610 i. Reports shall include, but are not limited to, notification of whether the committee has met the
611 committee's agenda and a short summary of the meeting.
- 612 ii. The Executive Committee may remove committee designees for failing to submit a report for two
613 consecutive meetings and shall appoint a new designee accordingly.
- 614

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

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



647

648 **Section 3.16: Internal Budget**

- 649 A. GPSA Committees will track their own expenses.
650 B. GPSA Committees will not commit to actions that could incur expenses that exceed the total amount budgeted
651 for their operations without first obtaining the approval of the GPSA Appropriations Committee 657
652 Chairperson.
653 C. In the event that a GPSA Committee overruns their budgeted allocation, the Committee committing the
654 overrun will collaborate with the Appropriations Committee to draft a resolution revising the GPSA Internal
655 Budget so the expenses may be accounted.
656 D. All queries regarding the GPSA Internal Budget and the current state of GPSA funds are to be directed to the
657 Appropriations Committee Chairperson (Item 3.05.b).
658

659

660 **ARTICLE IV: PROCEDURES**

661 **Section 4.01: Term of Office**

- 662 A. The term of office of the GPSA shall be from June 1 to May 31, except for the positions of Appropriations
663 Committee Chair and Finance Commission Chair, which will be from January 1 to December 31.
664

665 **Section 4.02: Meeting Schedule**

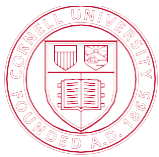
- 666 A. Meetings shall be scheduled throughout the GPSA term, totaling seven (7) meetings per semester.
667 B. Meetings defined in Section 4.02.a shall be referred to as “regularly scheduled meetings”.
668 C. The GPSA will adopt a schedule of regularly scheduled meetings for the next term at the last meeting of the
669 current GPSA term.
670

671 **Section 4.03: Regularly Scheduled Meetings**

- 672 A. Regularly scheduled meetings are open to all constituents and to the public.
673 B. The GPSA Executive Committee shall determine appropriate discussion and business items.
674 C. The presiding officer shall only vote on resolutions or subsidiary motions when the vote will affect the result.
675 Examples include when a tie exists (for actions requiring majority approval) and when actions requiring two-
676 thirds approval fall one vote short.
677

678 **Section 4.04: Agendas and Resolutions**

- 679 A. Agendas
680 i. Agenda items will be compiled by the GPSA President in consultation with the Executive Committee.
681 ii. Agendas must be sent to the members at least 24 hours prior to the meeting.
682 B. Resolutions
683 i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate and
684 Professional Student may present a resolution to the GPSA for consideration.
685 a. Within two regularly scheduled meetings after the presentation of the petition, the GPSA Voting



686 Members will discuss and vote on the resolution.

- 687 b. The form and wording of the resolution, as voted upon by the GPSA, shall be identical in form and
688 wording to that of the petition.
- 689 ii. Any GPSA member may present a resolution to the GPSA for consideration
- 690 iii. For votes on resolutions, a majority and super-majority shall be determined based on total number of
691 seated members regardless of the number of members present.

692

693 **Section 4.05: Additional Meetings**

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

697

698 **Section 4.06: Division Summits**

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

707

708 **Section 4.07: Executive Session**

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

713

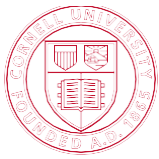
714 **Section 4.08: Parliamentary Procedure**

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

720

721 **Section 4.09: Quorum**

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



725 **Section 4.10: Absences**

- 726 A. Voting members
- 727 i. Must notify the Executive Vice-President in advance of any absence.
- 728 ii. Absences will be determined to be excused or unexcused by two-thirds majority vote of the Executive
729 Committee.
- 730 iii. May be unseated by a simple majority of the Executive Committee if they have more than two absences
731 from GPSA meetings during the current GPSA term. Unseated members do not count as part of the total
732 vote when calculating quorum, majority votes, or two-thirds votes.
- 733

734 **Section 4.11: Removal**

- 735 A. Voting members
- 736 i. An unseated member may be removed from the GPSA Voting Members following a vote by two-thirds
737 of the Executive Committee.
- 738 ii. The Executive Committee may not vote to remove an unseated Voting Member until one regularly
739 scheduled GPSA meeting has elapsed since the Voting Member was informed that they were unseated.
- 740 B. Field Representatives
- 741 i. Must notify the Executive Vice-President in advance of any absence.
- 742 a. A Field Representative who will miss a meeting may send an alternate from their field, who will
743 satisfy their attendance requirement for that meeting.
- 744 ii. Absences will be determined to be excused or unexcused, and alternates approved, by two-thirds
745 majority vote of the Executive Committee.
- 746 C. Committee Chairs and University Assembly Representatives
- 747 i. A GPSA standing committee chair, ad hoc committee chair, or University Assembly representative may
748 be removed from their position by a two-thirds vote of the seated Voting members but may retain their
749 seat as a Voting Member.
- 750 D. GPSA Officers
- 751 i. GPSA officers may be removed from office by a two-thirds vote of the seated Voting members but may
752 retain their Voting Membership.
- 753

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

- 755
- 756 A. A GPSA Voting Member may make a motion to suspend an Article of the GPSA Bylaws for the duration of a
757 meeting.
- 758 B. The Article of the GPSA Bylaws is suspended with two-thirds of the seated Voting Members in favor.
- 759 C. Article V, in its entirety, may not be suspended.