

Charter

Cornell University

Graduate and Professional Student Assembly

as amended on February 21, 2023

PREAMBLE

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

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

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

ARTICLE I: ESTABLISHMENT

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

ARTICLE II: AUTHORITY

Section 2.01: Scope of Authority

Cornell University Graduate and Professional Student Assembly

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

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

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

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

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

50 **Section 2.04: University Calendar**

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

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

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

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

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

63 **Section 2.07: Committees**

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

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

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

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

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

79 **ARTICLE III: RESPONSIBILITY**

80 **Section 3.01: Reporting of Actions**

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

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

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

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

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

104 **Section 3.04: Objection to Actions**

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

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

119 **ARTICLE IV: MEMBERSHIP**

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

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

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

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

142 **Section 4.03: GPSA Field Representatives**

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

171 **Section 4.04: GPSA Voting Members**

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

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- 175 ii. Each Division shall internally appoint one (1) Diversity and International students (D&I)
176 Representative; this Representative shall attend all Diversity & International Student
177 Committee (DISC) or its successor committee's meetings within the academic year and serve
178 as a contact point and voice for D&I students and relevant concerns;
- 179 iii. All voting members must serve as either the Chair or member of at least one GPSA internal
180 committee and shall attend all regularly scheduled meetings of those respective committees;
- 181 iv. In the years that the Graduate & Professional Community Initiative (GPCI) documents are to
182 be revised, all voting members are required to attend the GPCI revision committee meetings
183 and contribute to drafting the strategic plan; attending meetings of the GPCI revision
184 committee will fulfill the requirement to serve as a member of an Internal Committee.
- 185 B. There shall be thirty-six (36) Voting Members, composed as follows:
- 186 i. Four (4) graduate or professional students enrolled in Master's degree programs as follows:
187 One (1) at-large, one (1) Master or Public Administration, one (1) Master of Engineering, and
188 one (1) Masters of Industrial & Labor Relations.
- 189 i. Should any seat designated for a specific degree program remain empty after the
190 conclusion of the fall semester, that seat shall become open to any masters or
191 professional student pursuing a master's degree as an at-large seat.
- 192 ii. Fourteen (14) from the divisions of the Graduate School as follows: three (3) from
193 Humanities, three (3) from Biological Sciences, four (4) from Physical Sciences, and four (4)
194 from Social Sciences.
- 195 i. One seat from each of the divisions shall be preferentially reserved for a graduate or
196 professional student enrolled in a master's degree program. Such preference shall
197 result in the seating of a master's student ahead of all non-master's students. Should
198 any of these seats not be filled after the third meeting of the fall semester, the vacancy
199 shall then be open to any graduate or professional student within that division
200 regardless of degree program.
- 201 iii. Nine (9) professional students, four (4) from the Samuel Curtis Johnson School of Business,
202 three (3) from Cornell Law School, and two (2) the College of Veterinary Medicine.
- 203 iv. *Ex officio* Voting Membership shall be granted to the Chairpersons of the following GPSA
204 standing committees, provided that the committee chair is either an elected Officer or a
205 member appointed through an election by a majority of all members:
- 206 i. Executive Committee (Bylaws §3.02)
207 ii. Operations and Staffing Committee (Bylaws §3.03)
208 iii. Appropriations Committee (Bylaws §3.05)
209 iv. Communications Committee (Bylaws §3.06)
210 v. Finance Commission (Bylaws §3.07)

- 211 vi. Student Advocacy Committee (Bylaws §3.08)
212 vii. Graduate and Professional Student Programming Board (Bylaws §3.09)
213 viii. Faculty Teaching, Advising, and Mentorship Award Committee (Bylaws §3.10)
214 ix. Diversity & International Students Committee (Bylaws §3.11)
215 C. Voting members do not count as Field representatives from their respective graduate fields or
216 professional schools.
217 D. Voting members shall be limited to one vote, even if that member holds multiple *ex-officio* voting
218 member positions.

219 Section 4.05: Election of Voting Members

- 220 A. Registered students from Divisions defined by the Graduate School are eligible to run for Voting
221 member positions:
- 222 i. The 14 Voting members who represent the divisions of the Graduate School, the Masters of
223 Engineering, and the one “at-large” Master’s student enrolled in a Master’s degree program
224 administered by the Graduate School.
 - 225 ii. In the Physical Sciences, at least one seat shall be from an engineering field and at least one
226 seat shall be from a non-engineering field.
 - 227 iii. The week prior to the second to last regularly scheduled GPSA meeting, the solicitation of
228 candidates for the aforementioned Voting member positions will open. Solicitations shall be
229 accepted via email, or during a call for solicitations during the second to last regularly
230 scheduled GPSA meeting. The solicitation period shall end after this meeting.
 - 231 iv. Three days prior to the last regularly scheduled GPSA meeting the election period will open,
232 ending one hour prior to the last regularly scheduled GPSA meeting. The Voting member
233 election results shall be announced at the start of this meeting.
 - 234 v. Voting for the GPSA Voting member elections shall take place via email, graduate students
235 shall only be permitted to vote on candidates from their respective degree programs.
 - 236 vi. Unfilled seats shall remain open to members of that respective program until the second
237 GPSA meeting of the fall semester, where after that meeting, the seat shall be thrown open as
238 “at-large,” and a member may be elected from any graduate or professional degree program.
 - 239 vii. The GPSA will be responsible for marketing elections, defining a nomination collection
240 strategy, and coordinating a timeline and tasks with the Office of the Assemblies. The Office
241 of the Assemblies will be responsible for creating and distributing ballots.
- 242 B. The professional schools shall select one Voting member each by whatever means they choose.
243 C. Master’s Degree Specific Members

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- 244 i. The two (2) Voting members who represent graduate students enrolled in Master’s degree
245 programs will be elected by GPSA members at the first regularly scheduled meeting of the
246 fall semester.
- 247 ii. Candidates for these seats must be enrolled in Master’s degree programs administered by
248 the Graduate School.
- 249 iii. At least one of the Master’s degree seats shall be from an engineering field.
- 250 iv. If, by the third regularly scheduled meeting, no eligible candidate from an engineering field
251 has been nominated for the engineering seat, the seat shall be opened to any student enrolled
252 in any Master’s degree program administered by the Graduate School.
- 253 v. If filled by a non-engineering student, the engineering seat reverts to its original designation
254 at the next regular election.
- 255 vi. If no Master’s degree students are nominated, these seats may remain vacant until eligible
256 candidate(s) can be identified.

257 **Section 4.06: Filling Vacant Seats**

- 258 A. If one of the seats representing a Division of the Graduate School becomes vacant during the term of
259 office, that seat is thrown open as “at-large,” and a member may be elected from among the entire
260 GPSA membership.
- 261 B. A special election shall be held at the first regularly scheduled meeting following the existence of the
262 vacancy.
- 263 C. Professional school seats vacated during the term of office shall be filled according to procedures
264 outlined by the respective professional schools.
- 265 D. Both Field representatives and Voting members shall elect at-large members.

266 **Section 4.07: Presidential Appointments**

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

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

270 **Section 5.01: Definitions**

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

274 **Section 5.02: Officer Elections**

- 275 A. Registered students from any graduate or professional degree program are eligible to run for a
276 GPSA Officer position.
- 277 i. The week prior to the second to last regularly scheduled GPSA meeting, the solicitation of
278 Officer candidates shall begin. Solicitations shall be accepted via email, or during a call for
279 solicitations during the second to last regularly scheduled GPSA meeting. The solicitation
280 period will end after this meeting.
 - 281 ii. Three days prior to the last regularly scheduled GPSA meeting the election period will open,
282 ending one hour prior to the last regularly scheduled GPSA meeting. The Officer election
283 results shall be announced at the start of this meeting.
 - 284 iii. Voting for the GPSA Officers shall take place via email, at the same time as the Voting
285 member elections.
 - 286 iv. The GPSA will be responsible for marketing elections, defining a nomination collection
287 strategy, and coordinating a timeline and tasks with the Office of the Assemblies. The Office
288 of the Assemblies will be responsible for creating and distributing ballots.

289 **Section 5.03: Officer Responsibilities**

- 290 A. President
- 291 i. It shall be the responsibility of the President of the GPSA to:
 - 292 a. Assure the smooth and effective operation and maintenance of the GPSA,
 - 293 b. Delegate responsibilities as needed to accomplish the duties of the office and the
294 goals set forth in the this Charter and associated Bylaws,
 - 295 c. Chair, or appoint a delegate chair to, all meetings of the GPSA,
 - 296 d. Transmit notice of the actions and recommendations of the GPSA
 - 297 e. Serve as spokesperson of the GPSA, correspond with the President of the University,
298 enumerate actions taken by the GPSA, and submit the semi-annual year-end report to
299 the University President.
- 300 B. Executive Vice President
- 301 i. It shall be the responsibility of the Executive Vice President of the GPSA to:
 - 302 a. Assist the President as needed;
 - 303 b. Recruit graduate and professional students reflecting the diverse nature of the
304 University to serve on the GPSA,
 - 305 c. Maintain an accurate list of members,
 - 306 d. Maintain attendance records at all GPSA meetings,
 - 307 e. Distribute the agenda and meeting materials for all GPSA meetings,

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- 308 f. Chair the Executive Committee of the GPSA,
309 g. Chair meetings of the GPSA in the absence of the President.
- 310 C. Vice President for Operations
- 311 i. It shall be the responsibility of the Vice President for Operations to:
- 312 a. Chair the Operations and Staffing Committee,
313 b. Maintain accurate lists of committee appointees,
314 c. Maintain communication with committee appointees and chairs,
315 d. Coordinate committee reporting procedures,
316 e. Review and update the GPSA Charter and Bylaws,
317 f. Chair meetings of the GPSA in the absence of both the President and Executive Vice
318 President.
- 319 D. Vice President of Finance
- 320 i. It shall be the responsibility of the Vice President of Finance to:
- 321 a. Chair the Appropriations Committee.
322 b. Maintain all aspects of the Graduate and Professional Student Activity Fee, including
323 review of the GPSA Byline Allocation Procedures, the GPSA Eligibility Criteria and
324 Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, and
325 the GPSA Internal Budget.
326 c. Chair meetings in the absence of the President, Executive Vice President, and Vice
327 President for Operations.
- 328 E. Vice President for Communications
- 329 i. It shall be the responsibility of the Vice President for Communications to:
- 330 a. Chair the Communications Committee.
331 b. Oversee and manage the timely and accurate communication between the Executive
332 Committee, the GPSA, the Graduate and Professional Student Community, and
333 Cornell University.
334 c. Chair meetings in the absence of the President, Executive Vice President, Vice
335 President for Operations, and Vice President of Finance.
- 336 F. Counsel to the Assembly
- 337 i. It shall be the responsibility of the Counsel to the Assembly to:
- 338 1. Help maintain continuity of the GPSA agenda between administrations,
339 2. Keep track of GPSA history and precedents,
340 3. Serve as a non-voting, ex-officio member of the Executive Committee and the
341 Operations and Staffing Committee, at the discretion of these committees.
- 342 ii. The Counsel to the Assembly shall not be charged with performing any tasks other than
343 advising the GPSA and the Executives, unless the Counsel wishes to take on a task.

- 344 iii. Eligibility
- 345 1. The Counsel to the Assembly is not required to be a current member of the GPSA.
- 346 2. The Counsel to the Assembly must be a matriculated graduate or professional
- 347 student at Cornell.
- 348 3. The position may remain vacant if a qualified candidate is not found.
- 349 4. The Counsel to the Assembly must have previously served as a GPSA President,
- 350 Executive Vice President, Vice President for Operations, Vice President of Finance, or
- 351 Vice President for Communications.

352 **Section 5.04: Replacement of Officers**

- 353 A. In the case that an officer resigns or is unable to perform the duties of the office, the following
- 354 general procedures shall be used to find a replacement:
- 355 i. Nominees to fill officer positions during the current GPSA term shall be subject to a majority
- 356 approval of the GPSA members.
- 357 ii. Elections will be held at regularly scheduled meetings.
- 358 B. The following specific procedures for the replacement of GPSA officers shall be used:
- 359 i. President
- 360 a. The Executive Vice President shall assume the position of President.
- 361 b. If the Executive Vice President declines the position, the GPSA members will elect a
- 362 new President from among the Voting members.
- 363 ii. Executive Vice President
- 364 a. The Vice President for Operations shall assume the position of Executive Vice
- 365 President.
- 366 b. If the Vice President for Operations declines the position, the GPSA members will
- 367 elect a new Executive Vice President from among the Voting members.
- 368 iii. Vice President for Operations
- 369 a. The Vice President of Finance shall assume the position of the Vice President for
- 370 Operations.
- 371 b. If the Vice President of Finance declines the position, the GPSA members will elect a
- 372 new Vice President for Operations from among the Voting members.
- 373 iv. Vice President of Finance
- 374 a. The Vice President for Communications shall assume the position of the Vice
- 375 President of Finance.
- 376 b. If the Vice President for Communications declines the position, the GPSA members
- 377 will elect a new Vice President of Finance from among the Voting members.
- 378 v. Vice President for Communications

- 379 a. The GPSA Members will elect a new Vice President for Communications from among
380 the Voting members.
- 381 vi. Lack of Available Voting Members
- 382 a. Should all eligible voting members refuse to be nominated to the any of the officer
383 positions, the GPSA Members will elect a new officer from amongst the Field
384 Representatives.”;

385 **ARTICLE VI: COMMITTEES**

386 **Section 6.01: Establishment**

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

391 **Section 6.02: Standing Committees**

- 392 A. The standing committees of the GPSA shall be the Executive Committee, Operations and Staffing
393 Committee, Elections Committee, Appropriations Committee, the Graduate and Professional
394 Student Assembly Finance Commission (GPSAFC), the Communications Committee and other
395 committees as described in the GPSA Bylaws.
- 396 B. The standing committees of the GPSA allow for focused, detailed work on issues of concern to the
397 graduate and professional student body.
- 398 C. The standing committees may appoint sub-committees that report only to the standing committee.
399 Membership of the sub-committee must consist of members of the respective standing committee.
- 400 D. A Voting member of the GPSA shall serve as Chair of each standing committee whenever possible,
401 but other GPSA members may serve as needed.
- 402 E. Any matriculated graduate or professional student is eligible to serve on committees.
- 403 i. The Chair of the Appropriations Committee will be elected during the last regularly
404 scheduled meeting of the fall semester. It is strongly encouraged that the Appropriations
405 Chair have served on the committee for at least one semester prior to election.
- 406 ii. If no suitable candidate can be found, a vacancy shall exist.
- 407 iii. Vacancies in standing committee chairs that occur during the current GPSA term may be
408 filled by majority vote of GPSA members at the next regularly scheduled meeting.
- 409 iv. The Vice President for Operations may appoint an acting chair from among the committee’s
410 members or Executive Committee to serve until a new chair is elected.

411

412 **Section 6.03: Election of the Standing Committee Chairs**

413 A. Registered students from a graduate or professional degree program are eligible to run for a
414 Standing Committee Chair position.

415 i. The week prior to the second to last regularly scheduled GPSA meeting, the solicitation of
416 Standing Committee Chairperson candidates shall begin. Solicitations shall be accepted via
417 email, or during a call for solicitations during the second to last regularly scheduled GPSA
418 meeting. The solicitation period will end after this meeting.

419 ii. Three days prior to the last regularly scheduled GPSA meeting the election period will open,
420 ending one hour prior to the last regularly scheduled GPSA meeting. The Standing
421 Committee Chairpersons election results shall be announced at the start of this meeting.

422 iii. Voting for the GPSA Standing Committee Chairpersons shall take place via email, at the
423 same time as the Voting member elections.

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

425 A. The GPSA may establish bylaws and other procedural rules that are necessary for the normal and
426 efficient operation of the GPSA.

427 B. The adoption of such bylaws and rules will be subject to a majority vote of the Voting members.

428 **ARTICLE VIII: ESTABLISHMENT OF THE GRADUATE AND**
429 **PROFESSIONAL STUDENT ACTIVITY FEE**

430 A. The GPS Activity Fee is mandatory for all graduate and professional students of the University and
431 is used to support activities and programs that benefit the Cornell Community, in particular, its
432 graduate and professional student population.

433 B. The President of the University delegated responsibility for setting and allocating of the GPS
434 Activity Fee to the GPSA in a letter dated March 1, 1999. A set of guidelines are attached to said
435 letter. The GPSA recognizes that along with setting and distributing the GPS Activity Fee comes
436 accountability.

437 C. The GPS Activity Fee shall be established every two years — with the extensive participation and
438 active input from the graduate and professional student body — by the last day of classes in the fall
439 semester of the fee-setting year. In the event that the GPSA cannot meet this deadline, the GPS
440 Activity Fee shall be fixed at the amount and allocation in effect during the fee-setting year.

441 D. The GPSA shall establish three funding rules and procedures documents:

442 i. The GPSA Byline Allocation Procedures

- 443 a. For the purpose of allocating the activity fee, this document's rules and procedures
444 hold the same weight and precedence as the GPSA Charter.
- 445 b. Any changes to this document must be presented, in writing, at least one regularly
446 scheduled meeting prior to the vote.
- 447 c. Changes to this document require a 2/3 vote of the voting GPSA members.
- 448 ii. The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations
- 449 a. For the purpose of allocating the activity fee, this document's rules and procedures
450 hold the same weight and precedence as the GPSA Charter.
- 451 b. Any changes to this document must be presented, in writing, at least one regularly
452 scheduled meeting prior to the vote.
- 453 c. Changes to this document require a 2/3 vote of the voting GPSA members.
- 454 iii. GPSAFC Funding Guidelines
- 455 a. The Appropriations Committee shall present any revisions to the GPSAFC Funding
456 Guidelines for majority vote of the voting members at least one meeting prior to a
457 vote.
- 458 b. The Appropriations Committee shall review the GPSAFC Funding Guidelines in
459 non-activity fee setting years.
- 460 E. Funds from the Activity Fee will be allocated:
- 461 i. To the GPSA to help fulfill its mission and role in student government and advocating on
462 behalf of graduate and professional students. Funds allocated to the GPSA are overseen by
463 the Executive Committee in collaboration with the Chair of the Appropriations Committee.
- 464 ii. To the GPSA Finance Commission, no less than 35% of the total Activity Fee, to fund student
465 organizations which contribute to the graduate and professional student experience at
466 Cornell. Organizations must be registered with the Student Activities Office; further
467 eligibility criteria and procedures are outlined in the GPSAFC Funding Guidelines, which
468 are determined by the GPSA.
- 469 iii. Direct byline funding to organizations which surpass in size and scope those typically
470 funded through the GPSAFC. Eligibility criteria, procedures and obligations for such
471 organizations are outlined in the GPSA Eligibility Criteria and Obligations for Byline Funded
472 Organizations.
- 473 F. Guidelines and procedures regarding the GPSAF shall be reviewed by the GPSA and a
474 representative of the President of the University at least every four years in a non-fee-setting year.

475 **ARTICLE IX: PROTECTION**

476 **Section 9.01: Community Rights**

477 A. The GPSA and its committees shall respect and protect the rights of individual members of the
478 Cornell community.

479 **Section 9.02: Confidentiality**

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

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

483 **Section 10.01: Voting Requirements**

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

487 **Section 10.02: GPSA Charter Amendment**

488 A. The GPSA Charter may be amended in one of the following ways:
489 i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate
490 and Professional student may present an amendment to the GPSA for consideration.
491 a. Within two regularly scheduled meetings after the presentation of the petition, the
492 GPSA Voting members will discuss and vote on the proposed amendment.
493 b. The form and wording of the amendment, as voted upon by the GPSA Voting
494 members, shall be identical in form and wording to that of the petition.
495 ii. Any GPSA member may present an amendment to the GPSA for consideration. Within two
496 regularly scheduled meetings after such presentation, the GPSA Voting members will
497 discuss and vote on the proposed amendment(s).
498 iii. Any amendment must be presented in writing to all GPSA Voting members at least one
499 regularly scheduled meeting prior to the meeting where the amendment will be considered.

500 **Section 10.03: Bylaws Amendment**

501 A. The Bylaws may be amended in one of the following ways:
502 i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate
503 and Professional student may present an amendment to the GPSA for consideration.

- 504 a. Within two regularly scheduled meetings after the presentation of the petition, the
505 GPSA Voting members will discuss and vote on the proposed amendment.
- 506 b. The form and wording of the amendment, as voted upon by the GPSA Voting
507 members, shall be identical in form and wording to that of the petition.
- 508 ii. Any GPSA member may present an amendment to the GPSA for consideration. Within two
509 regularly scheduled meetings after such presentation, the GPSA Voting members will
510 discuss and vote on the proposed amendment(s).
- 511 iii. Bylaw amendments must be presented in writing to all GPSA Voting members at least 24
512 hours before the amendment will be considered for a vote.

513 **Section 10.04 Authority and responsibility**

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



APPENDIX A: THE GPSA BYLINE ALLOCATION PROCEDURES

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

1 Item I. Responsibility

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

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

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

25

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

- 27 1. The President of the GPSA shall prioritize byline funded groups’ presentations at regular GPSA meetings
 28 upon written request.
- 29 2. The President of the GPSA shall oversee the discussion and voting procedure for the approval of the initial
 30 recommendation during the regular GPSA meetings. The discussion and voting process shall follow the
 31 following procedure:
- 32 a. Ensure sufficient time for the Appropriations Committee Chair to present the Committee’s
 33 recommendations and answer questions from the floor during the regular meeting.
- 34 b. The President of the GPSA shall offer a series of motions:
- 35 i. Groups applying for byline funding where the Appropriations Committee recommendation is
 greater than or equal to the minimum funding amount (50¢) described



- 36 in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, as
37 follows: “RESOLVED, That the Appropriations Committee’s recommendation to fund
38 [organization] at [dollar figure] per student is approved and incorporated into the final
39 resolution.” This motion requires a majority vote of seated voting members.
- 40 1. If the motion fails, the President of the GPSA will offer a motion as follows:
41 “RESOLVED, that all GPSAF funding for [organization] shall be eliminated in
42 the current cycle.” This motion requires a two-thirds vote of seated voting
43 members. If the vote fails, the Appropriations Committee will be responsible for
44 considering the GPSA’s discussion and revising its recommendation in response.
- 45 ii. Groups applying for byline funding where the Appropriations Committee
46 recommendation is to eliminate funding, as follows: “RESOLVED, that all GPSAF
47 funding for [organization] shall be eliminated in the current cycle and stated as such in the
48 final resolution.” This motion requires a two-thirds vote of seated voting members.
- 49 1. If the motion fails, the Appropriations Committee will be responsible for
50 considering the GPSA’s discussion and revising its recommendation in response.
- 51 c. If an organization’s first request for byline funding is not approved, the organization shall then
52 have the opportunity to revise its request downward, and the Appropriations Committee will
53 reconsider its recommendation before the next regular GPSA meeting.
- 54 d. At the next regular GPSA meeting, the Chair of the Appropriations Committee will present the
55 revised recommendation to the GPSA voting membership. The President of the GPSA shall offer a
56 series of motions:
- 57 i. For each revised recommendation greater than or equal to the minimum funding amount
58 described in the GPSA Eligibility Criteria and Obligations for Byline Funded
59 Organizations, as follows: “RESOLVED, That the Appropriations Committee’s revised
60 recommendation to fund [organization] at [dollar figure] per student is approved and
61 incorporated into the final resolution.” This motion requires a majority vote of seated
62 voting members.
- 63 1. If the motion fails, the group seeking byline funding loses its eligibility to receive
64 byline funding for the two-year cycle.
- 65 ii. For each revised recommendation to eliminate funding, as follows: “RESOLVED, That
66 the Appropriations Committee’s revised recommendation to eliminate funding for
67 [organization] is approved and stated in the final resolution.” This motion requires a 2/3
68 vote of seated members.
- 69 1. If the motion fails, the funding for this organization seeking byline funding will
70 default to the amount currently in effect (not to exceed the current final
71 application request during the fee-setting year and included as such in the final
72 resolution. However, the default may still be amended in the final fee setting
73 resolution.
- 74 3. The discussion and voting process for the approval of the final recommendation shall follow the following
75 procedure:
- 76 a. After each of the Appropriations Committee’s recommendations for organizations seeking byline
77 funding has been voted on, a collective GPSAF is presented to the GPSA voting members as a
78 resolution. The allocations of the GPSAF will only be to the “eligible” organizations discussed in
79 Appendix B: The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
- 80 b. As a resolution, this Activity Fee allocation is debatable, amendable and follows all other rules of
81 Parliamentary Procedure (i.e., any member present can change the funding of an organization by an

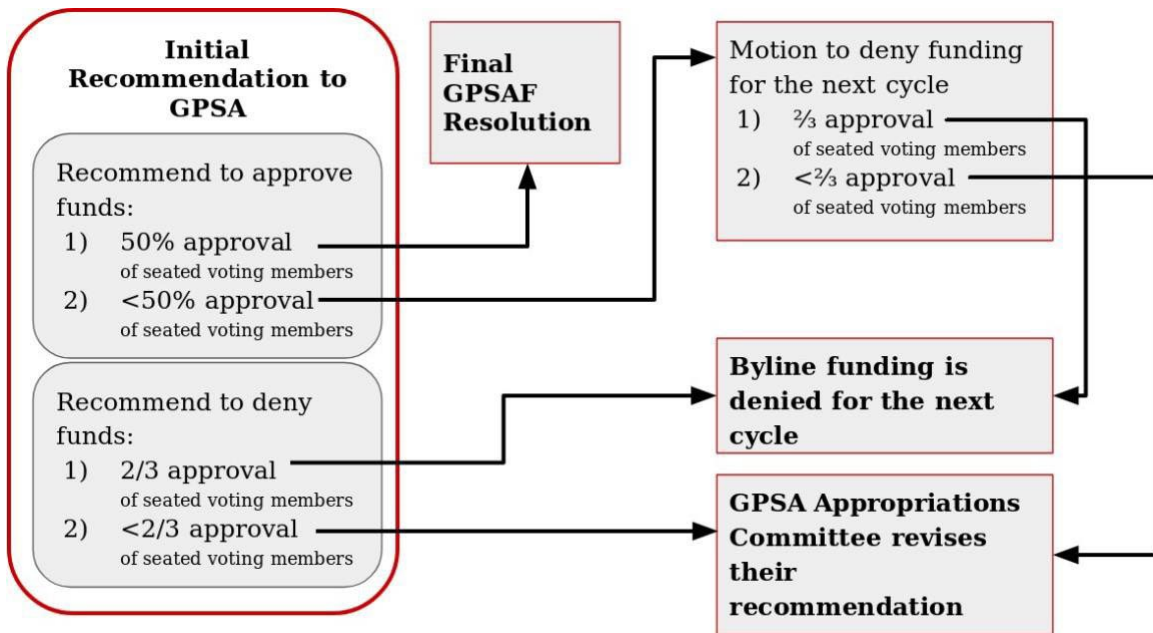


- 82 amendment.)
- 83 i. Any amendment to funding for any organization in this document will require a two-thirds
- 84 vote of the seated voting members.
- 85 c. The GPSAF allocation requires a two-thirds vote of the seated voting members for passage.
- 86 d. After the GPSAF allocation is approved, it will automatically be rounded up to the nearest whole
- 87 number. The difference between the GPSAF and the new, rounded figure will be allocated to
- 88 GPSAFC.
- 89 e. Should the resulting fee not satisfy the balance requirement, i.e., not allocate at least 35% to the
- 90 GPSAFC, then the GPSAFC's allocation shall be increased in increments of one dollar until the
- 91 requirement is met.
- 92 f. No byline funded group, except the GPSAFC, through adjustments to meet 35%, can ever receive
- 93 a higher amount of funding than requested in the final application for byline funding.
- 94 g. Once funded during any GPSAF funding cycle, a byline funded organization is obliged to follow
- 95 the guidelines for byline funded organizations, as prescribed in the Eligibility Criteria and
- 96 Obligations for Byline Funded Organizations. Should they fail to do so, they may be fined some or
- 97 all of their allocation or be removed from the activity fee entirely.

98 4. Illustrations of funding cycle procedures

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

101 i. Diagram 1: Presentation of the Initial Recommendations for GPSAF:

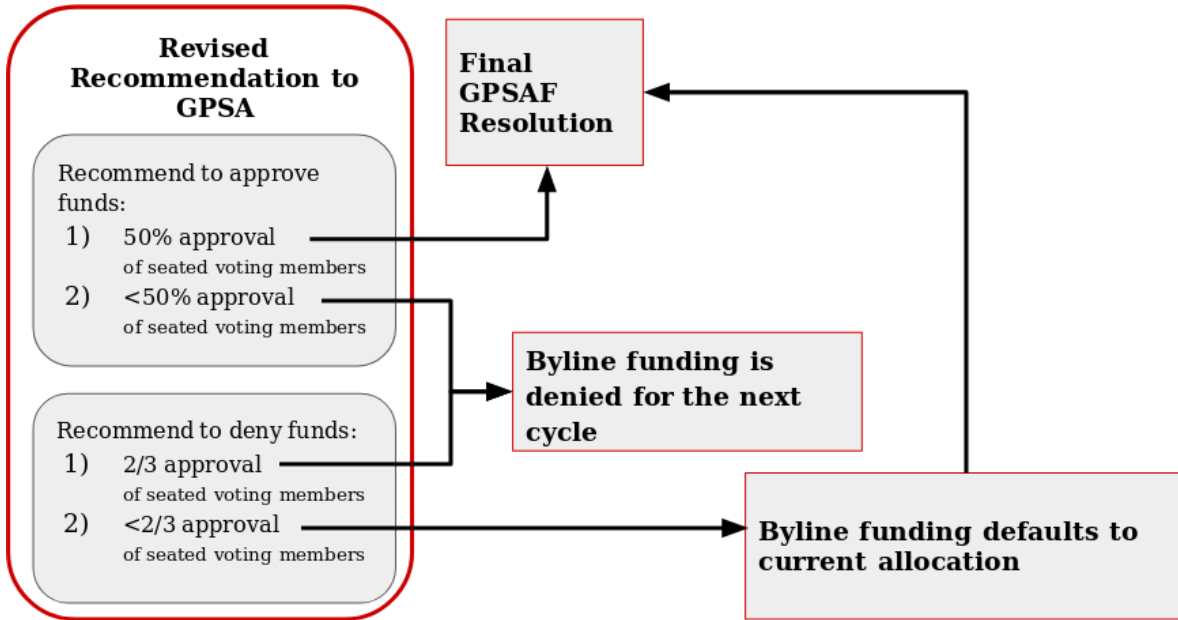




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ii. Diagram 2: Presentation of Revised Recommendations for GPSAF:



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

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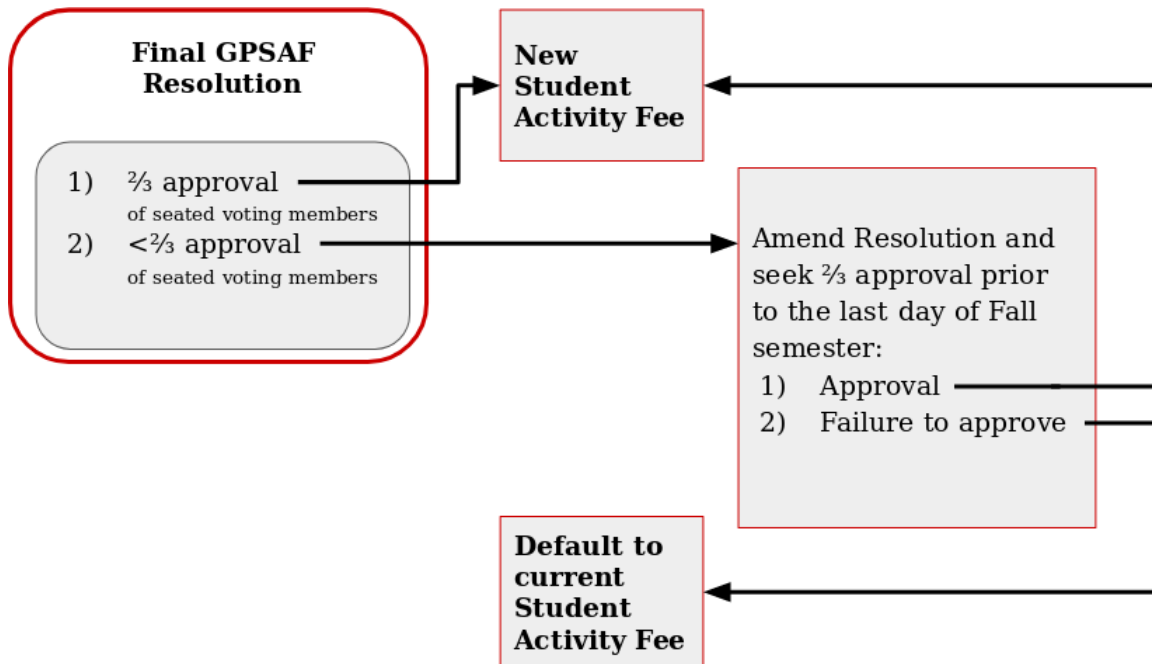
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Item IV. Timeline



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

165 **Item V. Amendments**

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

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

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

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



Cornell University
Graduate and Professional
Student Assembly

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



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

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

218 Item I. Preamble

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

223 Item II. Eligibility

224 Section 2.01 Eligibility Criteria

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

231 Section 2.02 Additional Requirements

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

243 Section 2.03 Compliance

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

246 Section 2.04 Exception for Unregistered Organizations

247 The GPSA may also elect to provide byline funding for other programs and services, which are not registered



- 248 organizations but whose purpose and operations are consistent with the criteria outlined above for byline funded
249 organizations, with the approval of the President of the University.
250 a. Such programs or services need to demonstrate their appeal to graduate and professional students via petitions
251 with signatures of at least 10% of graduate and professional student community.

252 **Item III. Petitioning Guidelines**

- 253 Section 3.01 Petitions must be registered with the Office of the Assemblies before presenting to the public.
254 a. When soliciting petition signatures: Petitions must state the organization's name, description, mission
255 statement, and the initial monetary request it is seeking.
256 b. Organizations seeking to receive byline funding will collect petition signatures during the four weeks
257 preceding the initial application deadline, and the collected signatures shall be verified by the Office of
258 Assemblies.

259 **Item IV. Application**

260 **Section 4.01 Contents**

- 261 Each organization seeking byline funding must submit both initial and final applications by the deadlines set forth
262 by the Appropriations Committee.
263 a. With its initial application the organization must submit,
264 i. Official name,
265 ii. Status in regards to the Undergraduate Student Activity Fee,
266 iii. Status in regards to the Graduate and Professional Student Activity Fee,
267 iv. Spring leadership information for:
268 1. President
269 2. Treasurer
270 3. Cornell University Faculty or Staff Advisor
271 v. Contact information for Spring/Fall leadership in roles listed in (iv),
272 vi. Organization email,
273 vii. Organization on-campus address,
274 viii. Expected request for the GPSAF in dollar request per student per year and/or as annual lump sum in
275 whole numbers,
276 ix. Eligibility criteria,
277 x. New or returning applicant status,
278 b. With its final application the organization must submit,
279 i. Official name,
280 ii. Dollar request per student per year and/or as annual lump sum in whole numbers,
281 iii. Mission Statement, Constitution, Charter, and Bylaws,
282 iv. Financial Information (5–10 pages),
283 1. Statements for the past four fiscal years,
284 2. Budget and spending to date for the current year,
285 3. Budgets for the two years of the funding cycle applying for.
286 v. Group Profile (3 pages maximum) including:
287 1. Officers,
288 2. Number of members,
289 3. Number of students served,
290 4. History,
291 5. Activities, programming, and events in current academic cycle.
292 vi. For byline applicants who received byline funding in the current cycle, organizations must include:
293 digital copies of all event advertisements, email templates, and general publicity documents from the



295 Section 4.02 Requirement of Evidence for New Applicants

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

298 Section 4.03 Public Hearings

299 The Appropriations Committee will review the organization’s application at one of its meetings.
 300 a. All organizations meeting any of the following criteria will be required to present their request at an
 301 Appropriations Committee meeting, which will be scheduled at least one week in advance by the Chair:
 302 1. Any new organization requesting funding,
 303 2. Any organization requesting an increase in funding,
 304 3. Any organization whose application the Appropriations Committee feels needs further explanation,
 305 4. Any organization who wishes to present its case, at the discretion of the Appropriations Chair.
 306 b. Closed door meetings to discuss financial or other confidential information that is not permitted to be shared
 307 with the public will occur, as needed.
 308 c. The open-door meetings should be no less than 30 minutes for each organization.
 309 The time spent on any particular organization’s application or presentation may be restricted at the discretion of
 310 the Appropriations Committee Chair.
 311 d. Members of the committee may send follow-up questions to the organization after each hearing, to which
 312 organizations must respond within 1 week.

313 Section 4.04 Appropriations Committee Recommendation and Approval

314 a. When an organization’s application has been discussed in the Appropriations Committee, the Committee shall
 315 make a recommendation to the GPSA.
 316 b. Recommendation to the GPSA should include:
 317 i. Recommendation on whether to allocate funding to an organization,
 318 ii. Recommendation on the amount of funding.
 319 c. Each organization’s allocation recommendation will be presented to the GPSA by the Appropriations
 320 Committee Chair on an individual basis no later than the fifth regular GPSA meeting of the Fall semester in a fee-
 321 setting year.
 322 d. Initial recommendations for any level of funding to an organization are passed by a simple majority approval of
 323 seated voting members.
 324 i. If the recommendation is not approved the GPSA will immediately vote to eliminate all funding for that
 325 organization. This requires a 2/3 majority of seated voting members to pass.
 326 ii. If the elimination of funding of an organization is rejected, the organization will be informed by the
 327 Appropriations Committee Chair and given the opportunity to revise its request.
 328 e. Initial recommendations to eliminate funding for an organization are passed by a 2/3 majority approval of
 329 seated voting members.
 330 iii. If the elimination of funding of an organization is rejected, the organization will be informed by the
 331 Appropriations Committee Chair and given the opportunity to revise its request.
 332 f. Revised recommendations by the Appropriations Committee, if needed, are then voted on by the Assembly:
 333 iv. If the recommendation passes by a simple majority of seated members, it will be incorporated into the
 334 final activity fee resolution.
 335 v. If the recommendation does not pass, the organization will be deemed ineligible for funding during the
 336 current cycle.
 337 vi. If the appropriations committee recommends defunding an organization and the motion does not receive
 338 2/3 majority vote of seated voting members, the allocation will default to that currently in effect (not to



339 exceed the current final application request). This defaulted amount may be amended in the final activity
340 fee resolution.

341 **Section 4.05 Timeline**

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

357 **Section 4.06 Funding Obligations and Guidelines for Organizations**

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

366 **Item V. Obligations**

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

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

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

- 373 a. All events (concerts, lectures, films, etc.) funded by GPSAF allocations, and for which admission is charged,
374 i. Cornell students shall receive a reasonable discount to reflect their prior contribution via the GPSAF.
375 ii. Cornell students shall be given the first opportunity to purchase tickets. At least the first day of ticket
376 sales must be for Cornell students exclusively.
377 b. Regarding publicity, each organization shall include the following (or similar) statement on all fliers, posters,
378 promotions, programs, and literature: "Funded in part by the Graduate and Professional Student Activity Fee."
379 i. Each organization shall include electronic copies of publicity documents for events in the current funding



- 380 cycle.
- 381 ii. At a minimum, organizations will advertise to Graduate Students in the Graduate School Announcement
- 382 (or its successor publication) and Professional Students to their respective college-wide listservs
- 383 (lawstudent-events-L@cornell.edu, GM~MBA20XX@groups.cornell.edu [replace '20XX' with years
- 384 corresponding to graduation dates of current student body].) If a listserv is no longer in operation
- 385 advertisements should be sent to the Dean of Students (or equivalent) of the school in question.
- 386 iii. Organizations must also take additional reasonable steps to ensure Graduate/Professional students are
- 387 aware of their events.
- 388 c. Regarding organizational structure
- 389 i. Each organization shall regularly advertise its existence and encourage student participation in its
- 390 meetings, which shall be open to the public.
- 391 ii. The GPSA shall have the option of appointing up to two graduate or professional students to serve as
- 392 voting liaisons to each organization's executive or governing body, or, where appropriate, its Advisory
- 393 Board or Steering Committee.
- 394 1. If the GPSA declines to appoint a representative to a byline funded organization's advisory board at any given
- 395 point during the funding cycle, the organization in question shall make a reasonable effort to
- 396 keep GPSA informed about any significant changes to its organizational and functional structure, so as to ensure
- 397 beneficial collaboration between GPS and byline funded organizations.
- 398 d. Regarding finances and reporting
- 399 i. In the Fall of non-fee setting years each organization may be called upon to present to the GPSA during a
- 400 regular meeting an oral account of the use of its Activity Fee allocation for the previous academic year. In
- 401 addition, the GPSA may request an organization to present (during a regular meeting) an oral account of its
- 402 entire operations and/or a summary of its activities, including usage statistics and future programming
- 403 plans.
- 404 ii. All organizations must secure the approval of the Appropriations Committee (by formal affirmative vote
- 405 of the majority of the seated membership) prior to implementing any changes in the organizations' bylaws
- 406 and/or constitution. Any changes made without formal approval shall be considered null and void and may
- 407 result in fines being issued.
- 408 iii. For accounting and reporting purposes, the GPSAF monies shall be held in a separate university
- 409 account, and shall not be commingled with other sources of funding.
- 410 iv. Organizations that own capital equipment are strongly encouraged to include depreciation in their full
- 411 yearly budgets and must report balances in all depreciation in yearly financial statements. Capital
- 412 equipment purchases must be reported in the financial statements of the year purchased.

413 **Section 5.03 Additional Obligations for Specific Byline Organizations**

414 **Big Red Barn (BRB)**

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

425 **Cornell Cinema**

- 426 1. All obligations listed in Article 5 §5.02.
- 427 2. Cornell Cinema shall not increase graduate/professional student ticket prices without formally requesting and



428 receiving the express approval of the GPSA. Cornell Cinema shall make a reasonable effort to maintain the range
 429 and quality of programming it currently provides, taking into account limitations that may be imposed by venue
 430 availability and alterations in funding from other sources, including ticket sales.
 431 3. Cornell Cinema shall make a reasonable effort to keep GPSA informed about any significant changes to its
 432 organizational and functional structure, so as to ensure collaboration between GPSA and Cornell Cinema can
 433 remain most beneficial for both parties involved. Cornell Cinema shall keep collecting information on how many
 434 graduate and professional students attend Cornell Cinema events and present this information to the GPSA. This
 435 provision may be suspended by a 2/3 majority of the seated GPSA Appropriations Committee membership, upon
 436 notice to the Voting Membership of the GPSA. In accordance with previous communications between the GPSA
 437 4. Appropriations Committee, GPSA General Body, and Cornell Cinema during the 2018-2020 byline funding
 438 cycle, the Cinema’s future funding requests shall be automatically approved by the GPSA as specified in the
 439 schedule below (Table 1). Pursuant to this agreement, the Cinema is not required to submit a formal application
 440 to receive the SAF funding outlined in Table 1:
 441 a. The following language was agreed upon by both Cornell Cinema and Graduate & Professional Student
 442 Assembly during the fee setting year for the 2018-2020 funding cycle fees. In this, the Assembly has agreed to
 443 the following schedule of funding. This provision may only be modified by a unanimous vote of the seated voting
 444 membership of the Graduate & Professional Student Assembly.
 445 b. This agreement shall expire after the 2026-2028 byline cycle. During the byline application process for 2028-
 446 2030, Cornell Cinema may elect to re-apply for byline funding, in the same manner as other byline applicants.
 447 The Assembly, in evaluating Cornell Cinema’s request, may choose to maintain the current level of funding,
 448 cease byline funding, or pursue an alternative course of action. Should the Assembly and Cinema choose to
 449 keep funding the Cinema, the Cinema must re-apply for funding pursuant to the guidelines in effect at that time.

450 Table 1. Future funding of Cornell Cinema as agreed upon between GPSA
 451 Appropriations and Cornell Cinema.
 452 Funding cycle

453		
454		
455	2020–2022	SAF Amount requested \$9
456	2022–2024	\$7
457	2024–2026	\$5
458	2026-2028	\$3

459
 460 **Cornell Concert Commission (CCC)**

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



478 graduate/professional and undergraduate students.

479 10. The Cornell Concert Commission shall follow the following advertising guidelines:

480 a. CCC shall notify Graduate/Professional students at least 14 calendar days

481 prior to tickets going on sale of at minimum: 1) The act/show, 2) The date

482 and time of the act, 3) The price of tickets, 4) How to purchase tickets.

483 11. The Cornell Concert Commission shall consider the unique tastes of graduate/professional students in their

484 act selection and shall host at least one show a year where an act is specifically chosen for their appeal to

485 graduate/professional students.

486 **Cornell Tech Campus - Master's Students**

487 1. The activity fee (GPSAF), appropriately deducted for the contributions to the GPSA & Risk Management, will
488 be returned to a registered and officially recognized organization at the Tech campus in NYC. The Cornell Tech
489 organization must satisfy these conditions:

490 Have a set of bylaws and funding guidelines that will outline how the funds will be distributed equitably among
491 the different groups on the Cornell Tech Campus.

492 Register every year with the SLECA office via the OrgSync platform (or equivalent registration system needed
493 for every student organization at Cornell University).

494 Submit a detailed report to the appropriations committee every two years in the activity fee setting year. This
495 report must be submitted by the final byline application deadline and outline all their requests and expenses
496 similar to every byline funded organization.

497 Subject to all Cornell regulations as enforced by the GPSA.

498 Review and update their bylaws & funding guidelines for two years. It is recommended that this be performed in
499 the Spring semester of the activity fee setting year.

500 Follow all the regulations required for a byline-funded organization.

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

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

506 1. All obligations listed in Article 5§5.02.

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

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

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

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

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

520 1. All obligations listed in Article 5§5.02.

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

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



- 526 4. Cornell EMS shall continue to provide emergency response support for special events on the Cornell campus.
527 5. Cornell EMS shall provide extensive training to all squad members consisting of basic emergency medical
528 technicians (EMT-B), Critical Care Technicians (AEMT- CC), and Paramedics (AEMT-P).
529 6. Cornell EMS shall continue to stand by at graduate and professional student events free of charge.

530 Cornell University Programming Board (CUPB)

- 531 1. All obligations listed in Article 5§5.02.
532 2. The Program Board shall fund at least one lecture per year with an honorarium of at least \$10,000. At the
533 speaker's request, any honorarium paid may go to charity.
534 3. The Program Board can subsidize expenses for no more than one elected or appointed public official per year,
535 regardless of cost. At the speaker's request, any honorarium paid may go to charity.
536 4. The Program Board shall seek to have at least one event free of charge to all Cornell students.
537 5. The Program Board shall offer students reduced ticket prices as well as the opportunity to purchase the best
538 seats available at performance venues one full day prior to being sold to the general public.
539 6. In order to alleviate costs for other Cornell organizations, the Program Board shall designate at least 5% of its
540 budget for co-sponsorships.
541 7. The Program Board shall allocate at least 35% of tickets for sale exclusively to graduate/professional students
542 on the first day of ticket sales. Any tickets not sold to graduate/professional students at the end of the day may be
543 returned to the general pool of tickets. If all allocated graduate/professional student tickets are sold,
544 graduate/professional students may still purchase tickets from the general student pool.
545 8. The Program Board shall track the number of tickets sold to graduate/professional students and report these
546 numbers back to the GPSA upon request.
547 9. The Program Board shall offer identical pricing for tickets to graduate/professional and undergraduate students.
548 10. The Program Board shall make efforts to advertise to the graduate/professional students about the upcoming
549 events within a reasonable period of time before tickets go on sale.
550 The Program Board shall notify Graduate/Professional students at least 14 calendar days prior to tickets going on
551 sale of at minimum:
552 1) The act/show,
553 2) The date and time of the act,
554 3) The price of tickets,
555 4) How to purchase tickets.
556 11. The Program Board must attend any and all hearings for the organization and respond to any inquiries
557 presented by the GPSA Appropriations Committee during the setting of the 2020-2022 Activity Fee to be
558 considered for the full funding request.

559 Graduate and Professional Student Assembly (GPSA)

- 560 All obligations listed in Article 5 §5.02. Of the GPSA's allocation, \$2.71 per student (or the amount per student
561 equal to \$20,000/year) shall be set aside for Anabel's grocery store. The GPSA executive committee and the
562 Appropriations Committee will carefully evaluate (annually in the Fall semester) if the grocery store satisfies all
563 the obligations set forth by the GPSA in Resolution #3 (AY: 2017-2018). The funding to Anabel's grocery store
564 is provided for a maximum of four years (equal to no more than \$80,000); if more funding is required for the
565 grocery store beyond this they are required to apply as an independent byline funded group. In the event that the
566 GPSA reconsiders its support for Anabel's grocery store, the funds will remain with the Assembly and will be
567 rolled over towards a Graduate and Professional student emergency fund (for example, modelled upon
568 undergraduate Students Helping Students fund) No more than 20% of the GPSA budget may be utilized for travel
569 by Executive Committee and Voting Members. Exceptions may be approved by a majority vote of the seated
570 membership of the GPSA Appropriations Committee. Travel includes lodging, transportation, meals, and
571 registration fees. The GPSA shall, at least once per byline cycle, distribute a survey to all professional and
572 graduate students to solicit feedback on their satisfaction and knowledge of the GPSA's actions. The anonymized
573 data from this survey shall be collected and the GPSA Executive Committee members shall present this
574 data some time after the survey completion. The survey data shall also be made available to all members of the



- 575 GPSA.
 576 a. The survey should contain the following questions:
 577 i. What student group are you in? (graduate/professional/dual degree)
 578 ii. Have you heard of the Graduate and Professional Student Assembly (GPSA)? (yes/no)
 579 iii. Have you heard of the Graduate and Professional Student
 580 iv. Assembly Finance Commission (GPSAFC)? (yes/no)
 581 v. Do you know what the Graduate and Professional Student Activity Fee is? (yes/no)
 582 vi. Do you know what the Graduate and Professional Student Activity Fee is used for? (yes/no)
 583 vii. Have you ever participated in GPSA committees or served as field representative to the GPSA? (yes/no)
 584 viii. Do you know who your field’s representative to the GPSA is? (yes/no)
 585 ix. How can the GPSA improve itself to better serve graduate/professional students? (500 character limit)
 586 x. Do you feel that the GPSA is addressing issues of concern to you (yes/no)?
 587 1. If (yes/no) what issues do you think the GPSA has addressed (well/poorly)? (short response)
 588 xi. Demographic questions (optional) for example (as an illustrative, not constraining list) : gender,
 589 ethnicity/race, citizenship status, nationality, sexuality, age range, married/single, parental status, religion,
 590 disability (physical, mental) status, funding source, political viewpoint.
 591 b. Survey questions may be modified, or new questions added in subsequent byline cycles.

592 Graduate and Professional Student Programming Board

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

603 International Student Union (ISU)

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

619 Section 5.04 Regarding Violations

- 620 1. Organizations which violate these guidelines shall have their eligibility for funding investigated by the GPSA
 621 Appropriations Committee. After a notification provided to the GPSA during the Appropriations Committee



- 622 Update at a regular meeting, or via email, the Appropriations Committee may levy penalties or sanctions to
623 organizations that are found in violation of these guidelines. The GPSA expressly reserves the right to revoke
624 Activity Fee funding.
- 625 i. First-time violations will be followed up with communication explaining the violation to an
626 organization's leadership, addressing any confusion in the requirements, and steps to ensure future
627 adherence, pending the severity of the violation.
 - 628 ii. For additional violations:
 - 629 1. Minor violations, deemed as such after investigation by the GPSA Appropriations Committee and
630 consultation with the GPSA, will result in fines no more than \$750 or 5% of an organization's annual
631 byline funding allocation, whichever is greater.
 - 632 2. Major violations, deemed as such after investigation by the GPSA Appropriations Committee and
633 consultation with the GPSA, will result in fines up to the entire Activity Fee funding.
 - 634 iii. Any fines collected will be given to the GPSAFC for the purpose of funding
635 graduate/professional student organizations.
- 636 2. Organizations that are sanctioned may petition the Appropriations Committee to re-evaluate their decision
637 within 14 calendar days of the sanction being imposed. Petitions may include additional information or evidence
638 of a violation being ameliorated. The Appropriations Committee may modify the prior sanction by $\frac{2}{3}$ vote of its
639 seated members.
- 640 3. Should the Appropriations Committee decline to modify a sanction, an organization may request the Judicial
641 Codes Counselor examine the action taken. The Judicial Codes Counselor shall review the sanction verifying that
642 the Appropriations Committee followed their procedures and that the sanction is based off either objective facts
643 or reasonable inference(s). The Judicial Codes Counselor may not substitute their judgment for that of the
644 Appropriations Committee in substantive matters. Should the Judicial Codes Counselor find the Appropriations
645 Committee did not follow their procedures or act upon objective facts or reasonable inference(s) the Judicial
646 Codes Counselor shall document their findings and provide relevant information to the full Graduate and
647 Professional Student Assembly. The Assembly may then modify or overturn the sanction by a majority vote of its
648 seated members.

649 **Item VI. Ratification and Expiry**

- 650 Upon adoption by the GPSA, this document shall be in effect as of June 1, 2018. It shall expire on May 31, 2020
651 subject to the following exception:
- 652 a. Should the Assembly default on setting the Activity Fee, this document in its current form shall continue
653 in force during the period of default and shall expire upon the next fee set and approved by the Assembly
654 entering into effect.

655 **Item VII. Amendments**

656 **Section 7.01**

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

658 **Section 7.02**

659 All amendments must also be incorporated into the GPSA Eligibility Criteria and Obligations for Byline Funded
660 Organizations, the GPSAFC Funding Guidelines, the 617 GPSA Bylaws and the GPSA Charter. It is
661 recommended to amend the Charter first 618 and then the other documents in sequence.