



# Cornell University Graduate and Professional Student Assembly

Cornell University Graduate and Professional Student Assembly  
Agenda of the September 24<sup>th</sup>, 2018  
Meeting 5:30 PM – 7:00 PM  
Bache Auditorium, Malott Hall

- I. Call to Order
- II. Roll Call: One (1) Minute
- III. Approval of the Minutes: One (1) Minute
  - a. Minutes from August 27<sup>th</sup>, 2018
  - b. Minutes from September 10<sup>th</sup>, 2018
- IV. Presentations
  - a. Dr. Martha E. Pollack, Fourteenth President of Cornell University: Thirty (30) Minutes
  - b. Dietrich Geisler, Introduction to Slack: Twelve (12) Minutes
- V. Division Breakout: Ten (10) Minutes
- VI. Committees Q and A: Five (5) Minutes
- VII. Open Forum: Five (5) Minutes
- VIII. Old Business: Twenty-Five (25) Minutes
  - a. Discussion of *Resolution #1: Resolution Approving the GPSA Internal Budget for the 2018-2019 Term*
  - b. Discussion of *Resolution #2: Approving Updates to the GPSA Bylaws for the 2018-2019 Term*
- IX. Adjournment: One (1) Minute



**Cornell University**  
**Graduate and Professional**  
**Student Assembly**

**Cornell University Graduate and Professional Student Assembly**

Minutes of the August 27, 2018 Meeting

5:30 – 7:00 PM

Bache Auditorium, Malott Hall

- I. Call to Order
  - a. E. Winarto called the meeting to order at 5:30 PM.
  - b. **Members Present:** A. Loiben, A. Cohn, A. Barrientos-Gomez, C. Mittan, D. Arora, D. Giesler, E. Winarto, J. Kent-Dobias, K. Krishnan, K. Angierski, M. Kalaji, N. London, R. Harrison, W. Zhang, C. Stambuk
  - c. **Members Absent:** A. Viarrael, M. Jodlowski
  - d. Introduction to Executive Officers
    - i. A. Barrientos-Gomez introduced himself as the Executive Vice President. He can answer any questions about roles in the GPSA.
    - ii. A. Loiben introduced himself as the VP of Operations. His work focuses on committee structures and functions, as well as appointments.
    - iii. A. Cohn as the VP for Communication maintains relationships between GPSA and graduate fields, as well as the larger Cornell community. Her work includes social media and disseminating messages.
    - iv. N. Rogers is the Counsel for the GPSA. He served as President during the 2016-2017 academic year and as Counsel last year. He is an ex-officio member and advises the executive committee.
  - e. Introduction to Voting Members
    - i. Voting members introduced themselves.
    - ii. E. Lavin replaced C. Cannarozzo as the Vet School Representative.
- II. Approval of the Minutes: Three Minutes
  - a. Minutes of the May 7<sup>th</sup>, 2018 Meeting
    - i. Minutes were not circulated in time so E. Winarto postponed the approval of the minutes of May 7<sup>th</sup>, 2018 to the next GPSA meeting on September 10, 2018.
- III. Breakout Sessions
  - a. Division-Specific Breakout: the GPSA members broke out into their divisions for 25 minutes.
    - i. Professional Schools
      1. A. Barrientos-Gomez served as chair for the meeting.
    - ii. Social Sciences
      1. M. Kalaji chairs the division.
    - iii. Humanities
      1. K. Angierski chairs the division.
    - iv. Physical Sciences
      1. D. Arora chairs the division.
    - v. Life Sciences
      1. A. Cohn chairs the division.
- IV. Presentations
  - a. Gina Giambattista, Director, Office of the Assemblies

- i. G. Giambattista gave a history of shared governance at Cornell.
  - 1. In 1955, the Board of Trustees transferred the responsibility for non-academic matters to the President of the University.
  - 2. The assemblies were created out of the takeover of Willard Straight Hall in 1969. The Administration wanted mechanisms for conversations between itself and constituent groups on campus. The GPSA was last to be created, after graduate and professional students were pulled out from the SA.
  - 3. The entire community has representation through the EA, GPSA, SA, Faculty Senate, and UA.
  - 4. The UA is unique to higher education, taking matters of interest to the entire campus with representation from all constituent groups.
- ii. G. Gambattista gave an overview of the administrative structure.
  - 1. Assemblies are chartered by the Board of Trustees and delegated authority by the president. Each assembly has a designated administrator to work with. President Martha Pollack takes resolutions very seriously and will respond to them. She is interested in what we think and how people are responding.
- iii. G. Giambattista introduced the Office of the Assemblies and the structure of shared governance.
  - 1. G. Giambattista introduced her colleague Pam Hampton. The office is located at 109 Day Hall. The door is always open.
  - 2. The GPSA represents the constituent interests of graduate and professional students of Geneva and Ithaca, with a liaison at Cornell Tech.
  - 3. Authority is delegated, not transferred. Assemblies have advisory authority, subject to approval by the President. There is no direct authority to make the changes.
  - 4. Fundamental Authorities
    - a. All assemblies have a mandate to represent constituent interests and bring issues of concern to university leadership.
    - b. Legislative authority to recommend changes to university policies that affect constituents are subject to approval by the President.
- iv. G. Giambattista gave an overview of the rules and governing documents.
  - 1. [assembly.cornell.edu](http://assembly.cornell.edu) has resources about GPSA, as well as processes and procedures.
  - 2. The assembly charter lists permanent, basic rules. It needs to be approved by the president and is intentionally meant to be a little more difficult to change.
  - 3. The assembly bylaws lists permanent, detailed rules. It includes details of operations and committee structure. It requires an internal vote to change with a simple majority. It does not necessarily require the approval of the president.
  - 4. The standing rules are year-to-year procedures that must be renewed by each new assembly.
- v. G. Giambattista announced that they will go through motions and become more familiar with Robert's Rules at a later meeting.
- b. E. Winarto opened the floor to questions.
  - i. Field Representative asked for an elaboration on the 1969 event that led to the creation of the assembly.
    - 1. G. Giambattista said there are two history pages on the assemblies website about that event and its relation to shared governance. They have links to archives in the library. The outcomes of the event includes the University Ombudsman, the Campus Code of Conduct, and the assemblies. The modern assemblies are fundamental to making sure there is continued communication between constituent groups and the administration.
  - ii. A. Barrientos-Gomez asked about specific things they can come to the office about.
    - 1. G. Giambattista said the office oversees all the elections and has institutional memory as well as hard copy archives of assembly actions going back to the 1980s. These resources

are also online and may be useful for assembly members when researching for their initiatives or resolutions. The office is also open to thoughts about what might be useful for them, specifically for our website. P. Hampton was the chair of the UA and the EA ten years ago so she has her own perspective to the work they are doing supporting all the assemblies.

- iii. N. Rogers recommended the book “Cornell ’69: Liberalism and the Crisis of the American University” that begins with the Willard Straight Hall Takeover and also dives into the Barton Hall Conference.
  - iv. G. Giambattista said the best way to contact the office is at [assembly@cornell.edu](mailto:assembly@cornell.edu). However, if members are following up on something specific, they can email her at [ggc9@cornell.edu](mailto:ggc9@cornell.edu).
- V. Committee Introductions/Updates:
- a. Executive Committee
    - i. A. Barrientto-Gomez (alb445) is the chair. He makes the agendas and sends out information. He is in charge of membership and assists E. Winarto.
    - ii. A. Barrientto-Gomez announced that they have two vacant seats for the UA. In the next meeting, they will have other open voting spots. The College of Veterinary Medicine gets one additional member, the Law School gets two, and the Graduate School of Management gets three.
  - b. Operations
    - i. A. Loiben (aml372) is the chair. She oversees all the committees and sees that each is getting enough members. There are staff positions outside of the assembly that they can send people to if there are issues they care about.
  - c. Communications
    - i. A. Cohn (arc326) is chair. The committee maintains strong relationships between the GPSA and the greater Cornell community. They oversee social media as well as a monthly newsletter. Follow them at [facebook.com/cornellgpsa](https://facebook.com/cornellgpsa) or Twitter [@CornellGPSA](https://twitter.com/CornellGPSA) and Instagram [@cornellgpsa](https://www.instagram.com/cornellgpsa).
  - d. Appropriations
    - i. C. Stambuk (crs349) is the chair and her committee sets the GPSA budget. They also set the byline funded fee every two years, which they just finished. They are looking for liaisons to their byline-funded organizations:
      - 1. Big Red Barn
      - 2. Cornell EMS
      - 3. Cornell Cinema
      - 4. Cornell Concert Commission
      - 5. CU Programming Board
      - 6. International Students Union
      - 7. Grad School Orientation
  - e. Finance
    - i. B. Yarze (by243) is the chair. The committee allocates money to university registered groups on campus. They are looking for representatives, especially from Johnson, Law, and Vet. They hold monthly meetings to review budgets.
    - ii. N. Rogers added that those who join the committee can see how it works and also have a say in who gets money.
  - f. Student Advocacy
    - i. B. Kisselstein (bmk76) is the chair.
  - g. Diversity and International Students
    - i. E. Law (epl49) is the chair.
  - h. Programming
    - i. D. Arora (da476) is the chair.
  - i. Faculty Teaching, Advising, and Mentorship Award

- i. C. Rose-Little (crl223) is the chair.
- j. Graduate School
  - i. Dean Jan Allen ([jan.allen@cornell.edu](mailto:jan.allen@cornell.edu))
- k. University Assembly
  - i. M. Battaglia (mab622) is the chair. The UA addresses cross-cutting issues, such as transportation, parking, and health care. They are 20 members and are currently looking for two liaisons.

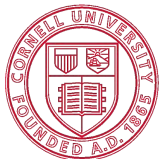
#### VI. Open Forum

- a. D. Gisler noted that the GPSA has a slack channel and he will be following up on this.
- b. Reimbursement forms are now going to be handled by Terry Ector (tle2).
- c. Field representative asked why there are voting members.
  - i. E. Winarto assured that everyone has equal rights in terms of speaking. However, the assembly does put out resolutions, which is one of the formal ways it takes action as a body. Voting members have the right to vote. They have wide fluctuations in the numbers of field representatives so it is hard to determine quorum for everyone.
- d. M. Battaglia made a motion to extend the meeting by two minutes – **extended**
- e. N. Rogers added that all field representatives and current members vote on the next voting members. There are some vacancies right now and there are some specific members who got elected because they only serve one year degree programs. This system is not supposed to make anyone feel like they cannot participate.
  - i. E. Winarto added that most of the work in the GPSA happens in the committees and outside the general body meetings.
- f. Assembly member announced an educational wine tasting event on August 30, with topics including wine etiquette. Reach out to jw2463 for more information.
- g. D. Gisler made a motion to extend the meeting by two minutes – **extended**

#### VII. Adjournment

- a. A. Loiben made a motion to adjourn – seconded.
- b. E. Winarto adjourned the meeting at 7:05pm.

Respectfully Submitted,  
*Catherine Tran*  
Clerk of the Assembly



# Cornell University Graduate and Professional Student Assembly

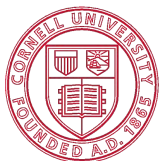
## Cornell University Graduate and Professional Student Assembly

Minutes of the September 10th, 2018 Meeting

5:30 pm – 7:00 pm

Bache Auditorium, Malott Hall

- I. Call to Order
  - a. E. Winarto called the meeting to order 5:32 pm.
  - b. Members present: A. Loiben, A. Cohn, A. Barrientos-Gomez, C. Mittan, D. Arora, D. Giesler, E. Winarto, K. Krishnan, K. Angierski, M. Kalaji, N. London, R. Harrison, W. Zhang, C. Stambuk, M. Jodlowski.
  - c. Members Absent: J. Kent-Dobias, A. Viarruel.
- II. Approval of the Minutes from the May 7th, 2018 meeting.
  - a. M. Battaglia motioned to approve the minutes from the May 7th, 2018 meeting.
    - i. The Minutes were **approved** by unanimous consent.
- III. Presentations
  - a. Gina Giambattista then made her presentation on Robert's Rules of Order and the legislative process of the GPSA.
    - i. Robert's rules was established to allow everyone to be heard in a decision making body. It's basic principles are creating a debating environment with courtesy and justice for all. G. Giambattista went over the legislative process (what to do before writing a resolution) and how to conduct debate on the floor.
    - ii. A Robert's Rules summary is in the [Meeting Packet](#).
    - iii. Additional resources for Robert's Rules are available at [assembly.cornell.edu](http://assembly.cornell.edu)
    - iv. A motion was made to extend the speakers time by five minutes, there was no dissent.
    - v. A member of the audience asked if one needs to be a voting member to make a motion?
      1. E. Winarto responded no, any member can make a motion (for example: Field and Ex-officio).
    - vi. A member of the audience asked can the representatives of funded organizations make a motion?
      1. E. Winarto responded yes.

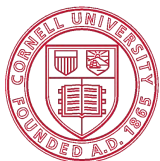


## Cornell University Graduate and Professional Student Assembly

2. A. Loiben: the only thing Voting Members can do that is special is vote yes or no on the motion/resolution.
- vii. An audience member asked why the Minutes from the August 27th Meeting weren't ready to be voted on?
  1. G. Giambattista: last week there was a substitute clerk, and the Minutes aren't quite ready for review yet.

### IV. Voting Member Elections

- a. 1 M.Eng Voting Member
  - i. M. Battaglia asked for a Point of Information, specifically why are the M.Eng representatives being elected here and not at their school?
  - ii. E. Winarto: it's the tradition that we've done. We could elect the CIPA representative here if we wanted to, which we have done in the past. Our Non-M.Eng Masters representative last year was from CIPA and we elected them here.
  - iii. M. Battaglia: the GPSA's charter says there are four Masters seats: one for ILR, CIPA, Engineering, and one At-Large. Why are we running the Engineering election when ILR and CIPA were sent out to their Field Organizations?
  - iv. E. Winarto stated that her understanding is that there's nothing written that says not to run the election here.
  - v. M. Battaglia asked why are they elected differently?
  - vi. E. Winarto: CIPA and ILR are comparable to the Professional Schools because they have one major, but M.Eng is not. If M. Battaglia has an objection to this he can make a motion.
  - vii. M. Battaglia: no objection at this time.
  - viii. **No nominations were offered for the position.**
  - ix. M. Battaglia motioned to reach out to the Engineering Masters Field Organization to ask if they have anyone interested in serving, similar to how the GPSA did with CIPA and ILR. There was no dissent and the motion **passed** by unanimous consent.
- b. 1 Non-M.Eng Masters Voting Member
  - i. Nominations: Katelyn Palumbo nominated herself.

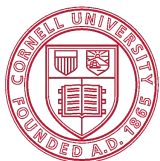


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1. K. Palumbo introduced herself. She is a second year CIPA fellow interested in public/nonprofit management.
  2. A. Loiben: what is an area you're interested in getting involved in on the GPSA?
  3. K. Palumbo stated she's interested in Finance and more generally the support that graduate students are given across campus.
  4. Members voted during Division Breakouts
- c. 2 University Assembly (UA) Representatives
- i. M. Battaglia gave a short introduction to the UA: the University Assembly brings together all four constituent groups on campus. It works on issues that are cross cutting on campus and meets biweekly as well (staggered from the GPSA). Members are expected to be on at least one UA committee.
  - ii. Nominations:
    1. M. Battaglia nominated Logan Kenney
      - a. M. Battaglia read a statement for L. Kenney. She is a 1L, graduated from CALS, served on the SUNY Student Assembly, and is interested in the UA's impact on health care and infrastructure. She withdrew from the Law School GPSA election to run for this.
    2. Jeff Pea nominated himself.
      - a. He is a 2nd year PhD student in Biomedical Sciences. He worked on student government at his former institution in Canada.
    3. Andy Barrientos Gomez nominated himself.
      - a. He is a 3rd year PhD student in Romance Studies. He is currently the GPSA's Executive Vice President, and is working on the Ivy+ summit and the GPCI.
    4. There were no questions for the candidates.
    5. A motion was made to move on and vote, the motion passed by unanimous consent.
- d. **Balloting for the election was held during Division Breakouts. Results of the elections were announced under New Business (bullet "VII.c")**

### V. Division Breakouts

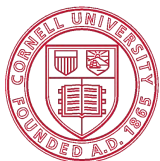




## Cornell University Graduate and Professional Student Assembly

### VI. Committee Updates

- a. Executive: A. Barrientos-Gomez motioned to reinstate the Graduate and Professional Student Initiative (GPCI) ad-hoc committee. It's a five year plan for Graduate and Professional student life at Cornell. Ad-hoc committees have to get reinstated every year they are needed.
  - i. M. Battaglia: could we write it into our Bylaws so that we don't have to reinstate it every five years?
  - ii. E. Winarto: you can suggest that, but sometimes it's nice to have the flexibility of when to call it back.
  - iii. There was no dissent to the motion. The motion was approved by unanimous consent.
- b. Operations: had their first meeting on Friday (9/7). The committee is composed of all the committee chairs and UA representatives. They deal with structural things within the GPSA and are tasked with updating the Bylaws.
- c. Communications: please follow the GPSA on social media.
- d. Appropriations: already had their first two meetings to set the internal budget. They will be talking to Anabel's Grocery soon. If you'd like to join please do.
- e. Finance: they are a little overworked right now, but they're working on the submitted budgets.
- f. Student Advocacy: still looking to recruit more members before their first meeting.
- g. Diversity and International Students: still looking for members as well. They will be hosting an event later with Dean Knuth.
- h. Programming: they are still looking for people to join the committee as well. If you're interested, email Daksh Arora.
- i. Faculty Awards: the committee will not be very active until next semester.
- j. General Committee: their first meeting will be on Friday (9/14).
- k. Graduate School: beginning a search for new management at the Big Red Barn (BRB). J. Allen asked if the Executive Committee wanted to choose students for that committee, or would they want interested students to reach out to her?
  - i. A. Loiben: are you talking about the BRB advisory committee or the committee which will choose the manager?
  - ii. J. Allen: the search committee that will choose the new manager. We would like at least 1-2 students per meeting/interview. But if you want to choose a



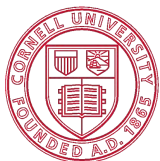
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group of people, so there are back ups to come to meetings when the primary members can't that's ok as well.

- iii. E. Winarto: let's have A. Loiben and J. Allen talk about this after.
- iv. J. Allen: also, each interview is a day-long thing, and we want the candidates to meet a large group of graduate students.
- v. J. Allen: if you're interested in the Student Library Advisory Committee let J. Allen or the Executive Committee know.

### VII. New Business

- a. C. Stambuk introduced **Resolution 1**.
  - i. C. Stambuk explained the operating budget included in the Meeting Packet.
  - ii. K. Krishnan asked does this count as part of what GPSAFC gives to clubs?
    - 1. C. Stambuk: no, FC is part of the byline organizations, so that's totally separate.
  - iii. D. Arora: how do you determine what committee gets what money?
    - 1. C. Stambuk: each chair writes a proposal and we review it in comparison to historical spending.
    - 2. C. Stambuk: Programming Board is byline funded.
  - iv. D. Geisler: the GPCI was just reinstituted, is there space in the budget to account for this?
    - 1. C. Stambuk: that's a good question.
    - 2. M. Battaglia: the short answer is right now it's not in the budget.
    - 3. C. Stambuk: the GPCI is going to have so many sub-groups we can't reach that far.
  - v. D. Geisler: when will the budget be finalized and voted on?
    - 1. C. Stambuk: we would like to vote on it today, because without a budget we can't function.
    - 2. A. Loiben: the Bylaws say it must be introduced by the second meeting.
    - 3. M. Battaglia: hopefully no committee will exhaust its budget in between now and the next meeting.
  - vi. K. Krishnan: we do have extra from the roll over fund if the GPCI needs money to hold events. How long can money keep rolling over?
    - 1. C. Stambuk: in perpetuity.



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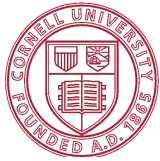
- vii. K. Palumbo asked if these committees are able to spend against this money assuming that it's going to get passed, do they need confirmation that they will be reimbursed?
  - 1. E. Winarto: that is what M. Battaglia was saying. This is more or less what the committees are getting, and the committees shouldn't be coming close to these ceilings in the intervening two weeks between this meeting and the next.
- viii. D. Geisler: is the roll over kept by the University?
  - 1. C. Stambuk: before we found this extra reserve account (found in an audit), it was somehow being held in our GPSA account. Now that we know the reserve account exists, we can put the roll over in there.
  - 2. M. Battaglia: the operating budget will be in one account, and the roll over will be in the reserve Account.
- ix. An audience member asked what the activity fee goes to.
  - 1. C. Stambuk: you should look at [Resolution 8](#) from last year. the 2018-2020 byline cycle Resolutions will give you a break down of what organizations the activity fee goes to. There are 10 byline (activity fee) funded organizations including the GPSA. This budget is the GPSA's share of the pie.
- x. M. Battaglia made a **motion to postpone** discussion of the Resolution until the next meeting. The motion was **approved** by unanimous consent.
- b. A. Loiben introduced **Resolution 2**.
  - i. The Bylaws are part of the GPSA's governing documents. They discuss the composition of the committees, member duties, operations, etc. By the second meeting of the year, we need to provide an update to the Bylaws. This Resolution says we are adopting the changes made in the attached version of the Bylaws (the Resolution and attached Bylaws with changes are in the Meeting Packet).
  - ii. A. Loiben explained the six updates:
    - 1. The first is deleting a clause about Executive Committee decisions being subject to approval. It's extraneous, so we are deleting it (under Robert's Rules anything is subject to approval of the Assembly).



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2. Operations needs to staff a position on the Orientation Planning Committee.
  3. The Appropriations Committee chair has to give their documents to the next AC chair.
  4. The Finance Commission can increase the number of people on the Committee from 10 to 15.
  5. Some clean up of language based on the new Finance Commission guidelines.
  6. Codifying the practice of introducing a Resolution and having the Q&A session at one meeting, not voting on it at this first meeting, and then giving it another meeting before the Assembly debates and votes on it. This can be overridden if  $\frac{2}{3}$  of the Voting Members say we need to vote on something in the same day.
- iii. M. Battaglia asked would A. Loiben have an objection to looking at external committee appointments?
1. A. Loiben stated he would welcome clarifying language on how people are appointed.
  2. E. Winarto: anyone can email A. Loiben with possible amendments for the next meeting.
- iv. D. Geisler asked would each step in the Resolution procedure be mandatory in that particular order?
1. A. Loiben: yes, this is the procedure we've been operating under anyway. If you have suggestions to change let him know.
- v. C. Stambuk asked could A. Loiben put liaisons under staffing?
- vi. A. Loiben stated he's not sure, but we can decide as a group.
- vii. M. Battaglia **motioned to postpone discussion** of the Resolution until the next meeting. The motion was **approved** by unanimous consent.
- c. **Results of the Elections of Voting Members**
- i. **Non-M.Eng Masters Voting Member: Katelyn Palumbo.**
  - ii. **University Assembly Representatives: Logan Kenney and Jeff Pea.**
  - iii. A motion was made to add Open Forum to the Agenda, there was no dissent, the motion was **approved** by unanimous consent.

### VIII. Open Forum



**Cornell University**  
**Graduate and Professional**  
**Student Assembly**

- a. C. Stambuk: the GPSA will have to look at FC guidelines. If anyone is upset or happy about them, join AC and we'll go over the process again.
- b. A. Loiben: Join committees!
- c. GPWomen Representative: ice cream social tomorrow (9/11) at 4:30 pm at the Big Red Barn (BRB).
- d. M. Battaglia motioned to adjourn the meeting, the motion was approved by unanimous consent.

Respectfully submitted,  
Matthew Ferraro  
Clerk of the Assembly

**Executive:** If you are still not receiving our emails, please contact me ([alb445@cornell.edu](mailto:alb445@cornell.edu)) and let me know!

**Operations:** There are plenty of ways to get involved! We're looking for people interested in the following positions, plus others. No experience required! Contact Alex Loiben (aml372) for more info.

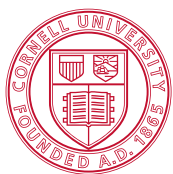
- University Assembly Committees
  - Campus Welfare
  - Campus Infrastructure
  - Codes and Judicial
- Liaisons
  - Faculty Senate
  - Employee Assembly
  - Big Red Barn
  - Cornell Concert Commission
  - International Students Union
  - Grad School Orientation
- Search Committee
  - Big Red Barn Manager

**Communications:** Don't forget to follow us on Facebook, Twitter, and Instagram. I'm also still looking for people interested to join my committee, so contact Alexa Cohn (arc326) if you're interested!

**Diversity and International Students:**

- DISC's first bi-weekly meeting will be held Tuesday, October 2nd, from 4:30 to 5:30 pm in 133 Emerson Hall. Further meetings will be held at the same time and place every other week thereafter. We will be discussing the GPCI and our plans for updating the Diversity & International Students section at the first meeting, so anyone interested in working on that initiative should attend. We're asking anyone attending to at least skim through the current GPCI document prior to the meeting so that we can have a productive discussion.
- The Graduate and Professional Student Diversity Council (of which DISC is a member) is well into the planning process for the 2018 Graduate Diversity & Inclusion Renaissance Ball, which will be held Saturday, November 3rd from 7 to 11 pm in G10 Biotech. If anyone is interested in helping with the event by joining the planning committee, please let me know.
- DISC is planning a 'flipped' version of the What's Your Story series that will allow graduate and professional students to share THEIR stories with Dean Knuth. More details coming soon.
- DISC is also planning to hold another Let's Talk About TA'ing lunch and/or dinner. More details coming soon.
- Please contact Eugene Law (epl49) if you'd like to be added to the DISC listserv.

**No Updates:** Appropriations, Finance, Student Advocacy, Programming, Faculty Awards, General Committee, Graduate School, GPCI Ad-hoc.



**Cornell University**  
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**Student Assembly**

**GPSA Resolution 1:**

**Resolution Approving the GPSA Internal Budget**  
**for the 2018-2019 Term**

Sponsored by: Cassandra Stambuk, on behalf of the GPSA Appropriations Committee.

**WHEREAS,** The GPSA Bylaws require that the Appropriations Committee recommend an internal budget in the form of a resolution (3.05(D)(vii); and

**WHEREAS,** The GPSA decided in 2015 to financially support the subsidized student-run and operated Anabel's Grocery<sup>1</sup> through an annual contribution of \$20,000 for a maximum of four years (totaling \$80,000)<sup>2</sup> in exchange for the ability of graduate and professional students to shop at the store; and

**WHEREAS,** This short-term contribution was decided at that time to come through the GPSA directly as a line item in the internal budget; and

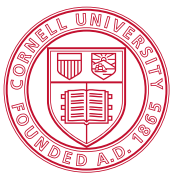
**WHEREAS,** The chair of the GPSA Finance Commission and chair of the GPSA Appropriations Committee met with the executive team of Anabel's Grocery in spring 2017 to formalize this relationship; and

**WHEREAS,** This discussion resulted in the formal agreement among all parties that 50% of the GPSA's contribution to Anabel's Grocery would be used for capital depreciation, and the remaining 50% be added to the subsidy fund; and

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<sup>1</sup> <http://anabelsgrocery.org/>

<sup>2</sup> GPSA Resolution 3 in 2015-16 Supporting Document



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**WHEREAS,** The subsidy fund is an account used by Anabel's Grocery to subsidize the cost of food items to customers with demonstrated financial need; and

**WHEREAS,** The first \$20,000 contribution of the GPSA was contributed to Anabel's Grocery in late Spring 2017 and 100% was used for capital depreciation in consideration to the store's soft opening in late Spring 2017;

**WHEREAS,** The second \$20,000 contribution of the GPSA was given in December 2017 for the 2017-2018 academic year;

**BE IT THEREFORE RESOLVED,** That remaining years' contributions by the GPSA to Anabel's Grocery will be used by Anabel's Grocery in a ratio of 50% towards capital depreciation and 50% towards the subsidy fund;

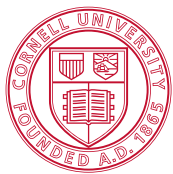
**BE IT FURTHER RESOLVED,** The current and remaining contributions of the original \$80,000 decided on by the GPSA to Anabel's Grocery will be designated as line items in the GPSA internal budget;

**BE IT FURTHER RESOLVED,** That the Appropriations Committee will meet with Anabel's leadership in the coming months to evaluate their finances and progress towards sustainability once funding ceases;

**BE IT FURTHER RESOLVED,** That a decision concerning the 2018 Anabel's contribution will occur prior to the conclusion of the Fall 2018 semester;

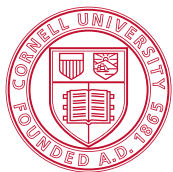
**BE IT FINALLY RESOLVED,** That the GPSA adopts the "Recommended Allocation" in the attached budget;





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53     **RESPECTFULLY SUBMITTED,**  
54     **Cassandra Stambuk**  
55     GPSA Appropriations Committee Chair



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**GPSA Resolution #2: Approving Updates to the GPSA Bylaws for the  
2018-2019 Term**

Sponsored by: Alex Loiben, Chair of Operations and Staffing Committee

**WHEREAS**, the GPSA Bylaws require that the Operations and Staffing Committee recommend changes to the GPSA Bylaws in the form of a resolution by the second general meeting of the GPSA, per section 3.03.D.viii;

**BE IT THEREFORE RESOLVED**, that the GPSA adopts the changes to the GPSA Bylaws as presented in the attached document.

**Respectfully Submitted,**

Alex Loiben

*GPSA Vice President of Operations*

2018-09-10



# Bylaws

## Cornell University

### Graduate and Professional Student Assembly

*As amended on XXX XX, XXXX*

Deleted: November 27, 2017

#### ARTICLE I: ESTABLISHMENT AND AUTHORITY

##### Section 1.01: Establishment

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

##### Section 1.02: Authority

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

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#### ARTICLE II: DEFINITIONS

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

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

#### ARTICLE III: GPSA STANDING COMMITTEES

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

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

##### Section 3.02: Executive Committee

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

Deleted: November 27, 2017



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

### Section 3.03: Operations and Staffing Committee

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

**Deleted:** <#>All decisions of the Executive Committee shall be subject to the approval of a majority vote of the seated Voting Members.

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



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- a. Any members appointed by committee chairs are non-voting members until the appointments are approved by the Executive Committee.
- G. GPSA External Committee Appointments
- i. The Operations and Staffing Committee shall appoint the following:
- a. Eight graduate or professional students (two from Biological Sciences, Social Sciences, Humanities and Physical Sciences of which one from each division will be appointed annually for a two-year term) to the Academic Integrity Hearing Board,
  - b. One graduate or professional student to the Trustee Nominating Committee,
  - c. One liaison officer (a current member of the GPSA) each to the Faculty Senate, the Employee Assembly and the Student Assembly as ex-officio, non-voting members,
  - d. One graduate or professional student to each of the following Faculty Senate committees,
    1. Academic Freedom and Professional Status of the Faculty,
    2. Advisory Committee on Athletics and Physical Education,
    3. Educational Policy Committee,
    4. ROTC-University Relations Committee,
    5. University Faculty Library Board,
    6. University Lectures Committee,
  - e. One graduate or professional student to each of the following Student Assembly committees,
    1. Dining Services,
    2. Inclusion and Diversity Initiatives Committee,
  - f. One graduate or professional student to the Cornell Cinema Student Advisory Board,
  - g. Two graduate or professional students to the Gorge Safety Committee,
  - h. One graduate or professional student to the Learning Technologies Governance Committee,
  - i. One graduate or professional student to the President's Sustainable Campus Advisory Committee,
  - j. One graduate or professional student to the Public Safety Advisory Committee,
  - k. Two graduate or professional students to the Student Insurance Health Plan Advisory Committee,
  - l. One graduate or professional student to the Student Library Advisory Council,
  - m. Three graduate or professional students to the University Council on Mental Health and Welfare,
  - n. One graduate or professional student to the University Diversity Council,
  - o. One graduate or professional student to the University Neighborhood Council,
  - p. Two representatives to the Family Life Advisory with one position reserved for a graduate or professional student with a child or children and the other reserved for the partner of a graduate student,
  - q. Three graduate or professional students to the Big Red Barn Advisory Board,
  - r. Two graduate or professional students to the Campus Planning Committee,
  - s. Two graduate or professional students to the Transportation Hearing and Appeals Board,
  - t. One graduate or professional student to the Council on Hazing Prevention,
  - u. Two graduate or professional students to the President's Council on Alcohol and Other Drugs,
  - v. [One graduate or professional student to the Orientation Planning Committee.](#)
  - w. One current GPSA member to each of the following University Assembly committees,
    1. Campus Infrastructure Committee,
    2. Campus Welfare Committee,
    3. Codes and Judicial Committee.



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

### Section 3.04: GPSA Elections Committee

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



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

### Section 3.05: Appropriations Committee

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





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- provide an update to their operations.
- v. The Committee shall maintain the GPSAFC Funding Guidelines. If deemed necessary, it shall make suggestions for changes to the GPSA.
  - vi. The Committee shall oversee the internal funds of the GPSA and work with the Office of Assemblies to ensure adherence to the budget. The Committee shall provide budget updates to the Executive Committee, as requested.
  - vii. The Chairperson shall collect budget proposals from all standing committee chairs two weeks prior to the second regularly scheduled GPSA meeting. The Chairperson shall then propose the GPSA Internal Budget based on the collected budget proposals, which shall be presented as a resolution at the second regularly scheduled meeting in the Fall semester.
  - viii. At the end of their term, the Chairperson shall transfer access to historical documents and chairperson-specific information to the new Chairperson.
- E. Meetings
- i. The Committee shall hold meetings, as necessary, subject to the minimum requirements of Item 3.05.e.v.
  - ii. Meetings of the Committee shall generally be open to the graduate and professional student community. However, the Chairperson, in consultation with the Committee, may decide to close parts of the meetings in order protect sensitive information from being made public.
  - iii. The Committee is encouraged to consider town hall style meetings late in the Spring semester of non-funding years to provide information about the GPS Activity Fee and gather relevant input from the graduate and professional student body, in particular, with regard to the appeal of the applying byline funded organizations.
  - iv. Minutes shall be taken, and upon review by the Chairperson, shall be submitted to the Office of Assemblies for posting on the Committee's website, along with meeting agendas.
  - v. The minimum number of meetings to fulfill the Committee's mission is:
    - a. In non-GPSA Activity Fee setting years:
      - 1. One meeting before winter break to explain the application process for byline funded groups to the members of the Committee,
      - 2. One meeting in the spring semester with the GPSAFC to discuss the GPSAFC Funding Guidelines.
    - b. In GPSA Activity Fee setting years:
      - 1. One meeting as soon as the Committee is staffed to review the GPSA Activity Fee process, as described in the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, and Article IX of the GPSA Charter,
      - 2. One meeting, as stipulated in the GPSA Byline Allocation Procedures, to discuss the byline applications and the amounts of funding to be recommended,
      - 3. One meeting to which applying byline organizations are invited and may state their cause if the Committee recommends an allocation lower than the requested amount,
      - 4. One meeting to reconsider the recommended funding amount if such reconsideration is requested by the GPSA after a meeting.
- F. Coordination with the Office of Assemblies
- i. The Committee shall rely on the Office of the Assemblies to:
    - a. Help with the administrative aspects of coordinating with byline funded organizations,
    - b. Provide organizations applying for byline funding with information,
    - c. Provide institutional memory,
    - d. Provide the Appropriations Committee Chairperson at least read-only access to the financial system



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- that tracks the GPSA Internal Budget.
- e. Provide the current balance of any GPSA rollover funds upon request.



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G. GPSA Internal Budget

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

H. Ethical Responsibility

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

**Section 3.06: Communications Committee**

A. Purpose

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

B. Chairperson

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

C. Membership

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

D. Duties

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



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throughout the year to assist them in publicizing meetings and committee-related events. These events will be announced in the GPSAINFO, any GPSA web sites, and the Graduate School Calendar.

vi. Division Chiefs

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

E. Meetings

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

### Section 3.07: GPSA Finance Commission

A. Purpose

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

B. Chairperson

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

C. Membership

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

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

D. Duties

i. The Commission is responsible for distributing funds to student groups according to the rules as set forth in the GPSAFC Funding Guidelines.

ii. The Chairperson is responsible for the operations of the Commission: The Chairperson oversees the Commission's actions and operating budget, and schedules and runs the meetings of the Commission.

iii. The Chairperson, in cooperation with the Office of the Assemblies staff, sets the schedule for the annual budget application process.

iv. The Chairperson may appoint a Vice-Chair and delegate any of the Chairperson's responsibilities to the Vice-Chair. The Vice-Chair shall be responsible to the Chairperson, and the Chairperson can terminate the Vice-Chair's duties at any time.

v. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal to the Commission to the Appropriations Committee Chairperson two weeks prior to the second GPSA meeting.

vi. The Chairperson may additionally delegate specific duties to other GPSAFC members, as necessary. These duties may include, but are not limited to: preparing materials for meetings, keeping the minutes, making updates to the GPSAFC website, and reviewing the GPSAFC Funding Guidelines and suggesting beneficial changes to the Chairperson of the GPSA Appropriations Committee.

vii. The Chairperson shall submit a written update to the Appropriations Committee Chairperson on the status of the internal budget by the end of February.

E. Meetings

i. The Commission shall meet at least three times each semester to deliberate on matters set forth in the GPSAFC Funding Guidelines.

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

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

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

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

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

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

F. Deadlines for Funding Applications

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

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

G. Unallocated Funds

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

**Deleted:** <#>In the spring term, the Commission shall hold one half-day meeting to review all annual budget applications for the following year and to make allocations based on the GPSAFC Funding Guidelines.

**Deleted:** <#>Annual Budget Applications Approval Procedure  
<#>The GPSAFC will make annual budget allocations at the spring meeting described in Item 3.07.c.ii.  
<#>The Chairperson may appoint volunteers to assist the finance commissioners in reading applications and making allocations.  
<#>The finance commissioners and volunteers shall be divided into groups, each containing at least one finance commissioner. The Chairperson shall give each group an equal number of applications to review from the total number of applications submitted. Two different groups shall review each application and  
<#> individually provide suggested allocations according to the GPSAFC Funding Guidelines. All finance commissioners shall then compare the two suggested allocations and, if different, provide a third and final decision.

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### Section 3.08: Student Advocacy Committee

#### A. Purpose

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

#### B. Chairperson

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

#### C. Members

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

#### D. Duties

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

#### E. Meetings

- i. The Committee will meet once per month during the months of September, October, November, December, February, March, and April, and additionally as necessary. All committee members are expected to attend these meetings unless informed otherwise.
- ii. All Committee meetings shall be open to the graduate and professional student community. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.



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

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

#### A. Purpose

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

#### B. Chairperson

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

#### C. Membership

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

#### D. Duties

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

#### E. Meetings

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



530

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

532 A. Purpose

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

536 B. Chairperson

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

539 C. Membership

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

544 D. Duties

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

559 E. Meetings

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

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

569 A. Purpose

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





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promote diversity and inclusion in all its forms within the GPSA membership and within the broader graduate and professional student community at Cornell University.

B. Chairperson

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

C. Membership

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

D. Duties

- i. Communicate with groups engaged with diversity and international student issues in order to involve and engage diverse students with the work of the GPSA.
- ii. Provide a forum to discuss diversity and inclusion within the graduate and professional student community.
- iii. Host an annual meeting for groups representing diversity and international students.
- iv. Engage Cornell administration in issues affecting diversity and international students.
- v. Bring before the GPSA resolutions on issues related to diversity and international students.
- vi. Present to the GPSA annually during the second to last meeting of the GPSA term on its work supporting international students, Students of Color, gender equality, LGBTQI students, students with disabilities, and related issues.

### Section 3.12: University Assembly Representation

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

### Section 3.13: Committee Delegates

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

### Section 3.14: Committee and Committee Designee Reporting



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

### Section 3.15: GPSA Ad-Hoc Committees

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



654

### 655 Section 3.16: Internal Budget

- 656 A. GPSA Committees will track their own expenses.
- 657 B. GPSA Committees will not commit to actions that could incur expenses that exceed the total amount budgeted
- 658 for their operations without first obtaining the approval of the GPSA Appropriations Committee Chairperson.
- 659 C. In the event that a GPSA Committee overruns their budgeted allocation, the Committee committing the overrun
- 660 will collaborate with the Appropriations Committee to draft a resolution revising the GPSA Internal Budget so
- 661 the expenses may be accounted.
- 662 D. All queries regarding the GPSA Internal Budget and the current state of GPSA funds are to be directed to the
- 663 Appropriations Committee Chairperson (Item 3.05.b).
- 664
- 665

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## 666 ARTICLE IV: PROCEDURES

### 667 Section 4.01: Term of Office

- 668 A. The term of office of the GPSA shall be from June 1 to May 31, except for the positions of Appropriations
- 669 Committee Chair and Finance Commission Chair, which will be from January 1 to December 31.
- 670

### 671 Section 4.02: Meeting Schedule

- 672 A. Meetings shall be scheduled throughout the GPSA term, totaling seven (7) meetings per semester.
- 673 B. Meetings defined in Section 4.02.a shall be referred to as “regularly scheduled meetings”.
- 674 C. The GPSA will adopt a schedule of regularly scheduled meetings for the next term at the last meeting of the
- 675 current GPSA term.
- 676

### 677 Section 4.03: Regularly Scheduled Meetings

- 678 A. Regularly scheduled meetings are open to all constituents and to the public.
- 679 B. The GPSA Executive Committee shall determine appropriate discussion and business items.
- 680 C. The presiding officer shall only vote on resolutions or subsidiary motions when the vote will affect the result.
- 681 Examples include when a tie exists (for actions requiring majority approval) and when actions requiring two-
- 682 thirds approval fall one vote short.
- 683

### 684 Section 4.04: Agendas and Resolutions

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

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Members will discuss and vote on the resolution.

- b. The form and wording of the resolution, as voted upon by the GPSA, shall be identical in form and wording to that of the petition.

ii. Any GPSA member may present a resolution to the GPSA for consideration.

iii. Procedure

- a. The primary sponsoring GPSA member explains the purpose of the resolution to the Assembly.
- b. The sponsor answers questions directly pertaining to the resolution. The sponsor may defer to other people in attendance for answering questions.
- c. The resolution is immediately tabled until the next GPSA meeting. This can be overridden by a two-thirds majority vote of all seated Voting Members, at which point formal discussion of the resolution ensues.
- d. At the following GPSA meeting, formal discussion of the resolution ensues.
- e. For votes on resolutions, majority and two-thirds majority vote shall be determined based on total number of seated members regardless of the number of members present.

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#### Section 4.05: Additional Meetings

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

#### Section 4.06: Division Summits

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

#### Section 4.07: Executive Session

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

#### Section 4.08: Parliamentary Procedure

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

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

737

738 **Section 4.09: Quorum**

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

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



## Section 4.10: Absences

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

## Section 4.11: Removal

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

## ARTICLE V: SUSPENSION OF THE GPSA BYLAWS

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

# AY 2018-19 Graduate & Professional Student Assembly Operating Budget

## G943704

### Income/Expense

Summary	
Total Income	\$67,538.45
Total Expenses	\$37,150.00
<b>Current Balance</b>	<b>\$30,388.45</b>

Income Categories	
Beginning Cash Balance (rollover)	\$27,852.15
GPSA Reserve Account	\$3,000.00
Income from GPSAF (\$4.90/student)*	\$36,686.30
<b>TOTAL Income</b>	<b>\$67,538.45</b>

Expense Categories	2018-19 Budget	% of Total Budget
10000 Administrative	\$7,000.00	18.84%
10001 Executive	\$350.00	0.94%
10002 Communications	\$675.00	1.82%
10003 Operations & Staffing	\$500.00	1.35%
10004 Appropriations	\$600.00	1.62%
10005 Finance Commission	\$800.00	2.15%
20001 Student Advocacy	\$1,450.00	3.90%
30001 Ivy Summit	\$1,500.00	4.04%
30002 NAGPS	\$1,000.00	2.69%
30003 Faculty Awards	\$775.00	2.09%
30004 Diversity Committee	\$2,500.00	6.73%
Travel	\$0.00	0.00%
Anabel's Grocery**	\$20,000.00	53.84%
<b>TOTAL Expenses</b>	<b>\$37,150.00</b>	<b>100.00%</b>

\*Income given by University Business Service Center with the 5% reserve

\*\*Funds for Anabel's Grocery will be returned to the GPSA if support for the store is discontinued