

Charter

Cornell University

Graduate and Professional Student Assembly

As amended on March 10, 2021

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.

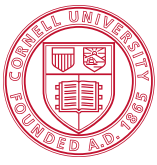
The Graduate and Professional Student Assembly will actively seek to involve Cornell's diverse graduate and professional student population in the Assembly's decision-making activities. Particular effort will be made to ensure that underrepresented groups have access to Graduate and Professional Student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

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

Section 2.02: Graduate and Professional Student Activity Fee

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

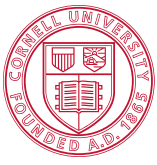
Section 2.03: Legislative Authority Over Policies

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

Section 2.04: University Calendar

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

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



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

Section 2.06: Public hearings, forums, and referendums

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

Section 2.07: Committees

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

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

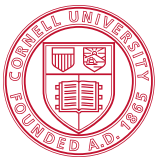
- A. The GPSA will interface with the Student and Employee Assemblies and Faculty Senate by sending one representative to each group as an ex-officio, non-voting delegate.

Section 2.09: GPSA Standing and Ad Hoc Committees

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

ARTICLE III: RESPONSIBILITY

Section 3.01: Reporting of Actions



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

Section 3.02: Semi-Annual Report

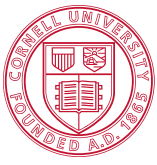
- A. The GPSA will present a semi-annual, written report at the end of each academic term to the President of the University and the graduate and professional student population.
- B. The report will include:
 - i. a summary of the GPSA's work during the preceding term,
 - ii. a description of any unresolved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

Section 3.03: Agendas and pending resolutions

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

Section 3.04: Objection to Actions

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



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

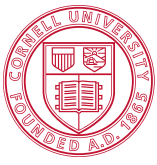
ARTICLE IV: MEMBERSHIP

Section 4.01: Graduate and Professional Student Rights

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

Section 4.02: Overview of GPSA Membership

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

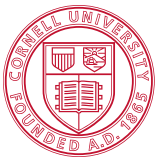


142 **Section 4.03: GPSA Field Representatives**

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

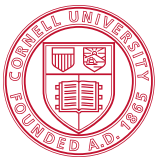
171 **Section 4.04: GPSA Voting Members**

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



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



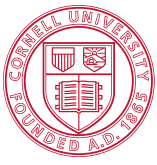
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- vi. Student Advocacy Committee (Bylaws §3.08)
 - vii. Graduate and Professional Student Programming Board (Bylaws §3.09)
 - viii. Faculty Teaching, Advising, and Mentorship Award Committee (Bylaws §3.10)
 - ix. Diversity & International Students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

Section 4.05: Election of Voting Members

- A. Registered students from Divisions defined by the Graduate School are eligible to run for Voting member positions:
- i. The 14 Voting members who represent the divisions of the Graduate School will be elected at the second to last GPSA meeting of the current GPSA term.
 - ii. At this meeting, field representatives and Voting members shall form caucuses by Division to elect new Voting members from constituent fields.
 - a. In the Physical Sciences, at least one seat shall be from an engineering field and at least one seat shall be from a non-engineering field.
 - b. If no person is elected pursuant to the above procedure, the seat is thrown open as “at-large,” and a member may be elected from among the entire GPSA membership. The seat shall revert to its original Division designation at the next regular election.
- B. The professional schools shall select one Voting member each by whatever means they choose.
- C. Master’s Degree Specific Members
- i. The two (2) Voting members who represent graduate students enrolled in Master’s degree programs will be elected by GPSA members at the first regularly scheduled meeting of the fall semester.
 - ii. Candidates for these seats must be enrolled in Master’s degree programs administered by the Graduate School.
 - iii. At least one of the Master’s degree seats shall be from an engineering field.
 - iv. If, by the third regularly scheduled meeting, no eligible candidate from an engineering field has been nominated for the engineering seat, the seat shall be opened to any student enrolled in any Master’s degree program administered by the Graduate School.
 - v. If filled by a non-engineering student, the engineering seat reverts to its original designation at the next regular election.
 - vi. If no Master’s degree students are nominated, these seats may remain vacant until eligible candidate(s) can be identified.



248 **Section 4.06: Filling Vacant Seats**

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

257 **Section 4.07: Presidential Appointments**

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

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

261 **Section 5.01: Definitions**

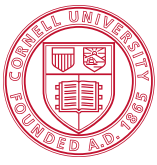
- 262 A. The officers of the GPSA shall be the President, the Executive Vice President, the Vice President for
263 Operations, and the Vice President for Communications.
- 264 B. The Counsel to the Assembly shall serve as an ex-officio officer of the GPSA

265 **Section 5.02: Officer Elections**

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

272 **Section 5.03: Officer Responsibilities**

- 273 A. President
- 274 i. It shall be the responsibility of the President of the GPSA to:



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- a. Assure the smooth and effective operation and maintenance of the GPSA,
- b. Delegate responsibilities as needed to accomplish the duties of the office and the goals set forth in the this Charter and associated Bylaws,
- c. Chair, or appoint a delegate chair to, all meetings of the GPSA,
- d. Transmit notice of the actions and recommendations of the GPSA
- e. Serve as spokesperson of the GPSA, correspond with the President of the University, enumerate actions taken by the GPSA, and submit the semi-annual year-end report to the University President.

B. Executive Vice President

- i. It shall be the responsibility of the Executive Vice President of the GPSA to:
 - a. Assist the President as needed;
 - b. Recruit graduate and professional students reflecting the diverse nature of the University to serve on the GPSA,
 - c. Maintain an accurate list of members,
 - d. Maintain attendance records at all GPSA meetings,
 - e. Distribute the agenda and meeting materials for all GPSA meetings,
 - f. Chair the Executive Committee of the GPSA,
 - g. Chair meetings of the GPSA in the absence of the President.

C. Vice President for Operations

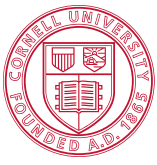
- i. It shall be the responsibility of the Vice President for Operations to:
 - a. Chair the Operations and Staffing Committee,
 - b. Maintain accurate lists of committee appointees,
 - c. Maintain communication with committee appointees and chairs,
 - d. Coordinate committee reporting procedures,
 - e. Review and update the GPSA Charter and Bylaws,
 - f. Chair meetings of the GPSA in the absence of both the President and Executive Vice President.

D. Vice President for Communications

- i. It shall be the responsibility of the Vice President for Communications to:
 - a. Chair the Communications Committee.
 - b. Oversee and manage the timely and accurate communication between the Executive Committee, the GPSA, the Graduate and Professional Student Community, and Cornell University.
 - c. Chair meetings in the absence of the President, Executive Vice President, and Vice President for Operations.

E. Counsel to the Assembly

- i. It shall be the responsibility of the Counsel to the Assembly to:

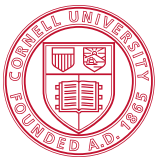


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1. Help maintain continuity of the GPSA agenda between administrations,
2. Keep track of GPSA history and precedents,
3. Serve as a non-voting, ex-officio member of the Executive Committee and the Operations and Staffing Committee, at the discretion of these committees.
- ii. The Counsel to the Assembly shall not be charged with performing any tasks other than advising the GPSA and the Executives, unless the Counsel wishes to take on a task.
- iii. Eligibility
 1. The Counsel to the Assembly is not required to be a current member of the GPSA.
 2. The Counsel to the Assembly must be a matriculated graduate or professional student at Cornell.
 3. The position may remain vacant if a qualified candidate is not found.
 4. The Counsel to the Assembly must have previously served as a GPSA President, Executive Vice President, Vice President for Operations, or Vice President for Communications.

Section 5.04: Replacement of Officers

- A. In the case that an officer resigns or is unable to perform the duties of the office, the following general procedures shall be used to find a replacement:
 - i. Nominees to fill officer positions during the current GPSA term shall be subject to a majority approval of the GPSA members.
 - ii. Elections will be held at regularly scheduled meetings.
- B. The following specific procedures for the replacement of GPSA officers shall be used:
 - i. President
 - a. The Executive Vice President shall assume the position of President.
 - b. If the Executive Vice President declines the position, the GPSA members will elect a new President from among the Voting members.
 - ii. Executive Vice President
 - a. The Vice President for Operations shall assume the position of Executive Vice President.
 - b. If the Vice President for Operations declines the position, the GPSA members will elect a new Executive Vice President from among the Voting members.
 - iii. Vice President for Operations
 - a. The Vice President for Communications shall assume the position of the Vice President for Operations.
 - b. If the Vice President for Communications declines the position, the GPSA members will elect a new Vice President for Operations from among the Voting members."



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

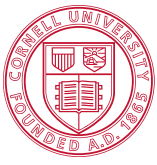
ARTICLE VI: COMMITTEES

Section 6.01: Establishment

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

Section 6.02: Standing Committees

- A. The standing committees of the GPSA shall be the Executive Committee, Operations and Staffing Committee, Elections Committee, Appropriations Committee, the Graduate and Professional Student Assembly Finance Commission (GPSAFC), the Communications Committee and other committees as described in the GPSA Bylaws.
- B. The standing committees of the GPSA allow for focused, detailed work on issues of concern to the graduate and professional student body.
- C. The standing committees may appoint sub-committees that report only to the standing committee. Membership of the sub-committee must consist of members of the respective standing committee.
- D. A Voting member of the GPSA shall serve as Chair of each standing committee whenever possible, but other GPSA members may serve as needed.
- E. Any matriculated graduate or professional student is eligible to serve on committees.
 - i. At the last regularly scheduled meeting of the GPSA each term, the GPSA members shall elect, by majority vote, the chairs of the standing committees, with the exception of the Chair of the Appropriations Committee.
 - ii. The Chair of the Appropriations Committee will be elected during the last regularly scheduled meeting of the fall semester. It is strongly encouraged that the Appropriations Chair have served on the committee for at least one semester prior to election.
 - iii. If no suitable candidate can be found, a vacancy shall exist.



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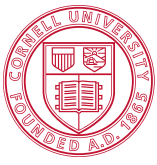
- iv. Vacancies in standing committee chairs that occur during the current GPSA term may be filled by majority vote of GPSA members at the next regularly scheduled meeting.
- v. The Vice President for Operations may appoint an acting chair from among the committee's members or Executive Committee to serve until a new chair is elected.

ARTICLE VII: ESTABLISHMENT OF BYLAWS AND PROCEDURES

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

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

- A. The GPS Activity Fee is mandatory for all graduate and professional students of the University and is used to support activities and programs that benefit the Cornell Community, in particular, its graduate and professional student population.
- B. The President of the University delegated responsibility for setting and allocating of the GPS Activity Fee to the GPSA in a letter dated March 1, 1999. A set of guidelines are attached to said letter. The GPSA recognizes that along with setting and distributing the GPS Activity Fee comes accountability.
- C. The GPS Activity Fee shall be established every two years — with the extensive participation and active input from the graduate and professional student body — by the last day of classes in the fall semester of the fee-setting year. In the event that the GPSA cannot meet this deadline, the GPS Activity Fee shall be fixed at the amount and allocation in effect during the fee-setting year.
- D. The GPSA shall establish three funding rules and procedures documents:
 - i. The GPSA Byline Allocation Procedures
 - a. For the purpose of allocating the activity fee, this document's rules and procedures hold the same weight and precedence as the GPSA Charter.
 - b. Any changes to this document must be presented, in writing, at least one regularly scheduled meeting prior to the vote.
 - c. Changes to this document require a 2/3 vote of the voting GPSA members.
 - ii. The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations
 - a. For the purpose of allocating the activity fee, this document's rules and procedures hold the same weight and precedence as the GPSA Charter.



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- b. Any changes to this document must be presented, in writing, at least one regularly scheduled meeting prior to the vote.
 - c. Changes to this document require a 2/3 vote of the voting GPSA members.
 - iii. GPSAFC Funding Guidelines
 - a. The Appropriations Committee shall present any revisions to the GPSAFC Funding Guidelines for majority vote of the voting members at least one meeting prior to a vote.
 - b. The Appropriations Committee shall review the GPSAFC Funding Guidelines in non-activity fee setting years.
 - E. Funds from the Activity Fee will be allocated:
 - i. To the GPSA to help fulfill its mission and role in student government and advocating on behalf of graduate and professional students. Funds allocated to the GPSA are overseen by the Executive Committee in collaboration with the Chair of the Appropriations Committee.
 - ii. To the GPSA Finance Commission, no less than 35% of the total Activity Fee, to fund student organizations which contribute to the graduate and professional student experience at Cornell. Organizations must be registered with the Student Activities Office; further eligibility criteria and procedures are outlined in the GPSAFC Funding Guidelines, which are determined by the GPSA.
 - iii. Direct byline funding to organizations which surpass in size and scope those typically funded through the GPSAFC. Eligibility criteria, procedures and obligations for such organizations are outlined in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
 - F. Guidelines and procedures regarding the GPSAF shall be reviewed by the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

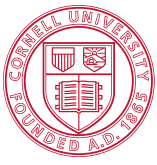
ARTICLE IX: PROTECTION

Section 9.01: Community Rights

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

Section 9.02: Confidentiality

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



ARTICLE X: CHARTER AND BYLAWS AMENDMENT

Section 10.01: Voting Requirements

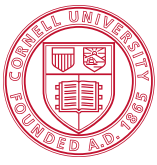
- A. An affirmative vote of a majority of the Voting members shall be required to amend the Bylaws and Procedures of the GPSA, and an affirmative vote of two-thirds of the Voting members shall be required to amend the GPSA Charter.

Section 10.02: GPSA Charter Amendment

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

Section 10.03: Bylaws Amendment

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



472 **Section 10.04 Authority and responsibility**

- 473 A. The amendments of those Articles of the Charter which appear under the headings, Authority,
474 Responsibility, Membership, and Charter and Bylaws Amendment shall require, in addition, the
475 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

Item I. Responsibility

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

amendment.)

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

c. The GPSAF allocation requires a two-thirds vote of the seated voting members for passage.

d. After the GPSAF allocation is approved, it will automatically be rounded up to the nearest whole number. The difference between the GPSAF and the new, rounded figure will be allocated to GPSAFC.

e. Should the resulting fee not satisfy the balance requirement, i.e., not allocate at least 35% to the GPSAFC, then the GPSAFC's allocation shall be increased in increments of one dollar until the requirement is met.

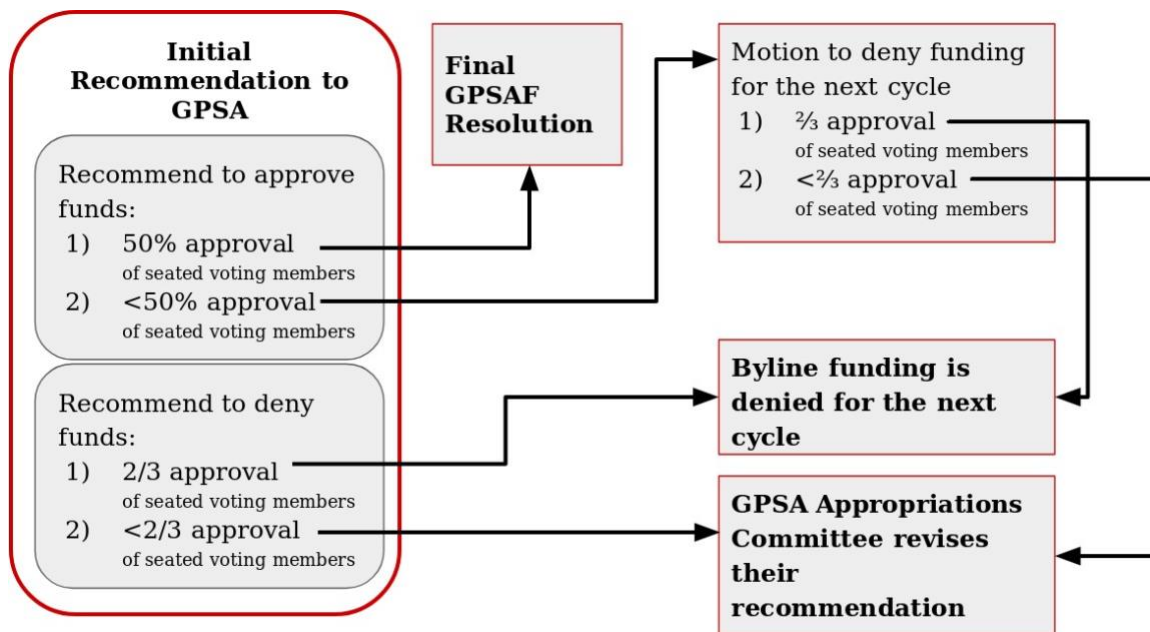
f. No byline funded group, except the GPSAFC, through adjustments to meet 35%, can ever receive a higher amount of funding than requested in the final application for byline funding.

g. Once funded during any GPSAF funding cycle, a byline funded organization is obliged to follow the guidelines for byline funded organizations, as prescribed in the Eligibility Criteria and Obligations for Byline Funded Organizations. Should they fail to do so, they may be fined some or all of their allocation or be removed from the activity fee entirely.

4. Illustrations of funding cycle procedures

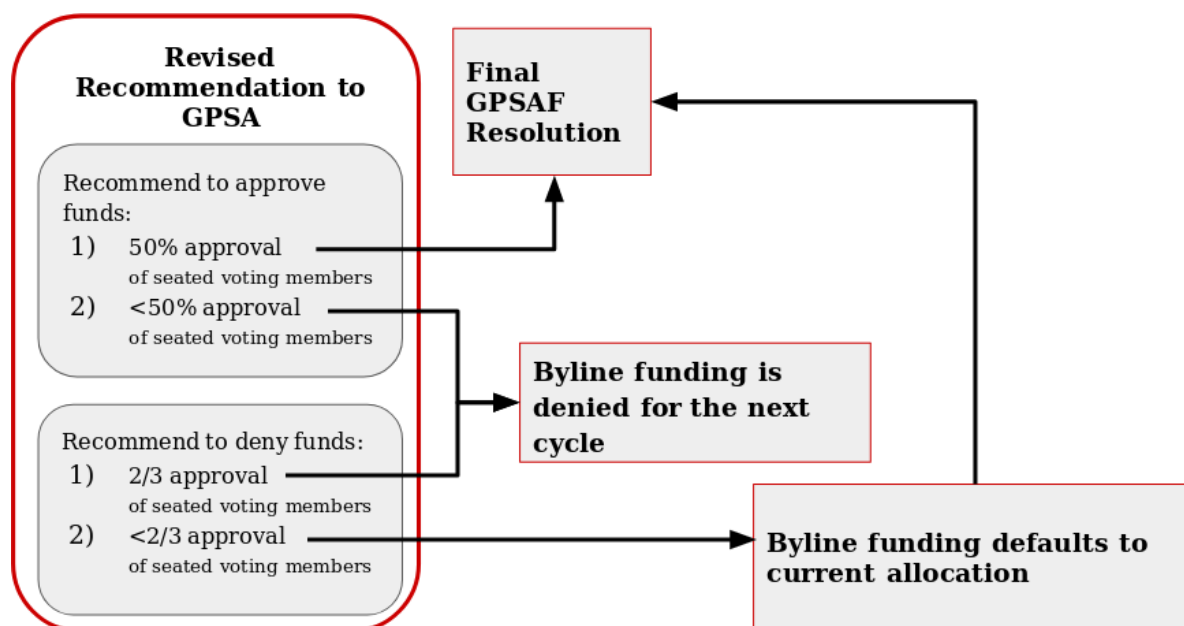
- a. The following diagrams are for illustrative purposes only. Should they conflict with the written guidelines, those guidelines shall supersede.

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



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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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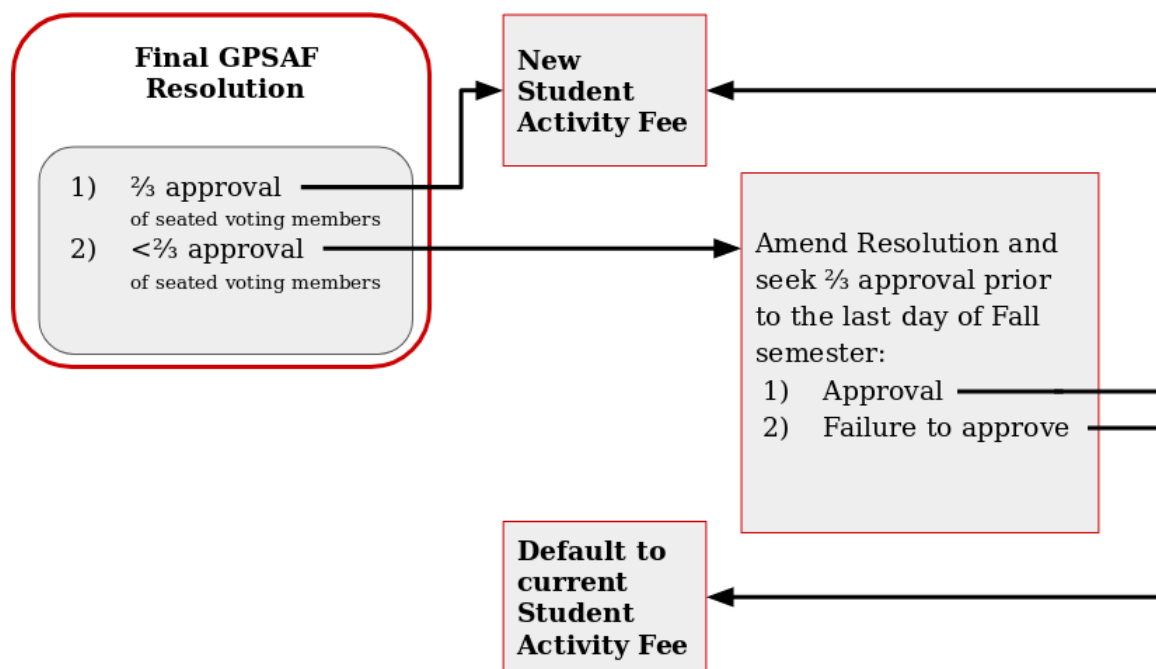
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Item IV. Timeline

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

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

Item V. Amendments

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

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

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

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

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



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Graduate and Professional Student Assembly

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

Adopted on May 7th, 2018

Item I. Preamble

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

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

Item II. Eligibility

Section 2.01 Eligibility Criteria

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

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

Section 2.02 Additional Requirements

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

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

Section 2.03 Compliance

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

Section 2.04 Exception for Unregistered Organizations



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Graduate and Professional Student Assembly

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

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

Item III. Petitioning Guidelines

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

- a. When soliciting petition signatures: Petitions must state the organization's name, description, mission statement, and the initial monetary request it is seeking.
- b. Organizations seeking to receive byline funding will collect petition signatures during the four weeks preceding the initial application deadline, and the collected signatures shall be verified by the Office of Assemblies.

Item IV. Application

Section 4.01 Contents

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

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



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

Section 4.02 Requirement of Evidence for New Applicants

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

Section 4.03 Public Hearings

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

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

Section 4.04 Appropriations Committee Recommendation and Approval

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



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Graduate and Professional Student Assembly

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

Section 4.05 Timeline

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

Section 4.06 Funding Obligations and Guidelines for Organizations

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

Item V. Obligations



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Graduate and Professional Student Assembly

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

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

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

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



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Graduate and Professional Student Assembly

- ii. All organizations must secure the approval of the Appropriations Committee (by formal affirmative vote of the majority of the seated membership) prior to implementing any changes in the organizations' bylaws and/or constitution. Any changes made without formal approval shall be considered null and void and may result in fines being issued.
- iii. For accounting and reporting purposes, the GPSAF monies shall be held in a separate university account, and shall not be commingled with other sources of funding.
- iv. Organizations that own capital equipment are strongly encouraged to include depreciation in their full yearly budgets and must report balances in all depreciation in yearly financial statements. Capital equipment purchases must be reported in the financial statements of the year purchased.

Section 5.03 Additional Obligations for Specific Byline Organizations

Big Red Barn (BRB)

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

Cornell Cinema

1. All obligations listed in Article 5 §5.02.
2. Cornell Cinema shall not increase graduate/professional student ticket prices without formally requesting and receiving the express approval of the GPSA.
3. Cornell Cinema shall make a reasonable effort to maintain the range and quality of programming it currently provides, taking into account limitations that may be imposed by venue availability and alterations in funding from other sources, including ticket sales.
4. Cornell Cinema shall make a reasonable effort to keep GPSA informed about any significant changes to its organizational and functional structure, so as to ensure collaboration between GPSA and Cornell Cinema can remain most beneficial for both parties involved.
5. Cornell Cinema shall keep collecting information on how many graduate and professional students attend Cornell Cinema events and present this information to the GPSA.
 - a. This provision may be suspended by a $\frac{2}{3}$ majority of the seated GPSA Appropriations Committee membership, upon notice to the Voting Membership of the GPSA.
6. In accordance with previous communications between the GPSA Appropriations Committee, GPSA General Body, and Cornell Cinema during the 2018-2020 byline funding cycle, the Cinema's future funding requests shall be automatically approved by the GPSA as specified in the schedule below (Table 1). Pursuant to this agreement, the Cinema is not required to submit a formal application to receive the SAF funding outlined in Table 1:



Cornell University

Graduate and Professional Student Assembly

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

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

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

Cornell Concert Commission (CCC)

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



Cornell University Graduate and Professional Student Assembly

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

Cornell Tech Campus - Master's Students

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

Cornell University Department of Athletics & Physical Education

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



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

Cornell University Emergency Medical Service (CUEMS)

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

Cornell University Programming Board (CUPB)

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



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

Graduate and Professional Student Assembly (GPSA)

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

Graduate and Professional Student Programming Board



Cornell University

Graduate and Professional Student Assembly

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

International Student Union (ISU)

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

Section 5.04 Regarding Violations

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



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1. Organizations that are sanctioned may petition the Appropriations Committee to re-evaluate their decision within 14 calendar days of the sanction being imposed. Petitions may include additional information or evidence of a violation being ameliorated. The Appropriations Committee may modify the prior sanction by $\frac{2}{3}$ vote of its seated members.
2. Should the Appropriations Committee decline to modify a sanction, an organization may request the Judicial Codes Counselor examine the action taken. The Judicial Codes Counselor shall review the sanction verifying that the Appropriations Committee followed their procedures and that the sanction is based off either objective facts or reasonable inference(s). The Judicial Codes Counselor may not substitute their judgment for that of the Appropriations Committee in substantive matters. Should the Judicial Codes Counselor find the Appropriations Committee did not follow their procedures or act upon objective facts or reasonable inference(s) the Judicial Codes Counselor shall document their findings and provide relevant information to the full Graduate and Professional Student Assembly. The Assembly may then modify or overturn the sanction by a majority vote of its seated members.

Item VI. Ratification and Expiry

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

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

Item VII. Amendments

Section 7.01

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

Section 7.02

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