



APPENDIX A: THE GPSA BYLINE ALLOCATION PROCEDURES

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

1 **Item I. Responsibility**

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

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

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

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

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



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

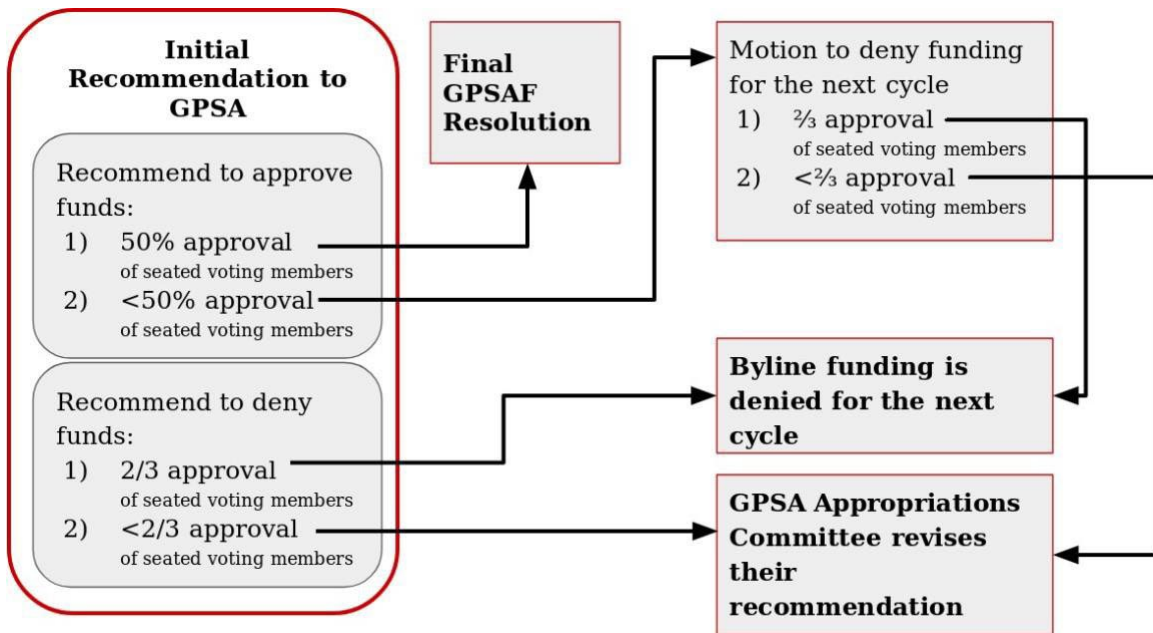


- 82 amendment.)
- 83 i. Any amendment to funding for any organization in this document will require a two-thirds
- 84 vote of the seated voting members.
- 85 c. The GPSAF allocation requires a two-thirds vote of the seated voting members for passage.
- 86 d. After the GPSAF allocation is approved, it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

98 4. Illustrations of funding cycle procedures

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

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

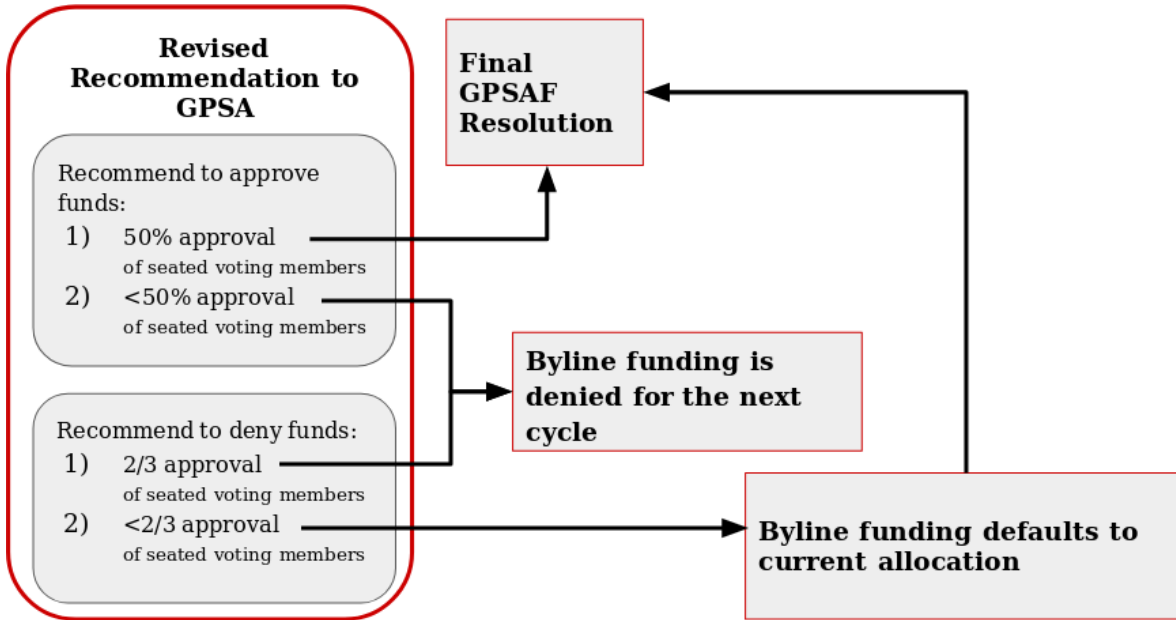




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ii. Diagram 2: Presentation of Revised Recommendations for GPSAF:



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

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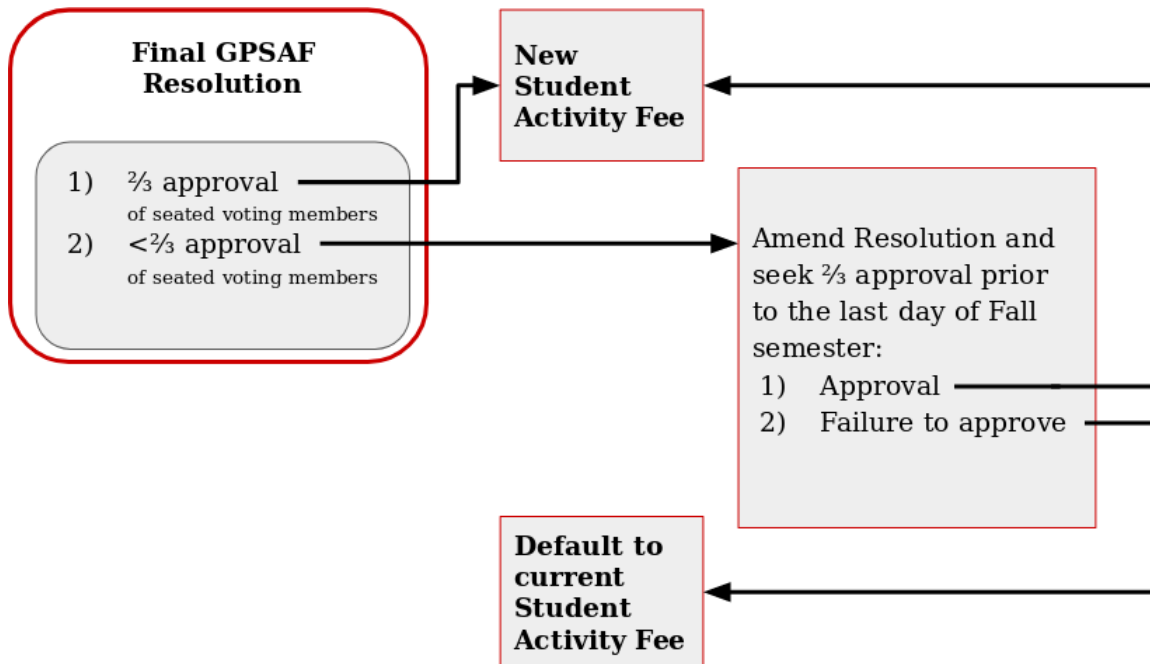
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Item IV. Timeline



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

164
 165 **Item V. Amendments**

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

170
 171 **Item VI. Criteria for Setting and Allocating the Student Activity Fee and Delegation of Authority**

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

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



Cornell University
Graduate and Professional
Student Assembly

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



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

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

218 Item I. Preamble

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

223 Item II. Eligibility

224 Section 2.01 Eligibility Criteria

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

231 Section 2.02 Additional Requirements

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

243 Section 2.03 Compliance

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

246 Section 2.04 Exception for Unregistered Organizations

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



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

252 **Item III. Petitioning Guidelines**

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

259 **Item IV. Application**

260 **Section 4.01 Contents**

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



295 Section 4.02 Requirement of Evidence for New Applicants

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

298 Section 4.03 Public Hearings

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

313 Section 4.04 Appropriations Committee Recommendation and Approval

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



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

341 **Section 4.05 Timeline**

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

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

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

366 **Item V. Obligations**

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

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

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

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



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

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

414 **Big Red Barn (BRB)**

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

425 **Cornell Cinema**

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



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

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

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

460 **Cornell Concert Commission (CCC)**

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



478 graduate/professional and undergraduate students.

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

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

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

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

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

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

485 graduate/professional students.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

530 Cornell University Programming Board (CUPB)

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

559 Graduate and Professional Student Assembly (GPSA)

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



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

592 Graduate and Professional Student Programming Board

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

603 International Student Union (ISU)

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

619 Section 5.04 Regarding Violations

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



622 Update at a regular meeting, or via email, the Appropriations Committee may levy penalties or sanctions to
 623 organizations that are found in violation of these guidelines. The GPSA expressly reserves the right to revoke
 624 Activity Fee funding.

- 625 i. First-time violations will be followed up with communication explaining the violation to an
 626 organization’s leadership, addressing any confusion in the requirements, and steps to ensure future
 627 adherence, pending the severity of the violation.
- 628 ii. For additional violations:
 - 629 1. Minor violations, deemed as such after investigation by the GPSA Appropriations Committee and
 630 consultation with the GPSA, will result in fines no more than \$750 or 5% of an organization’s annual
 631 byline funding allocation, whichever is greater.
 - 632 2. Major violations, deemed as such after investigation by the GPSA Appropriations Committee and
 633 consultation with the GPSA, will result in fines up to the entire Activity Fee funding.
- 634 iii. Any fines collected will be given to the GPSAFC for the purpose of funding
 635 graduate/professional student organizations.

636 2. Organizations that are sanctioned may petition the Appropriations Committee to re-evaluate their decision
 637 within 14 calendar days of the sanction being imposed. Petitions may include additional information or evidence
 638 of a violation being ameliorated. The Appropriations Committee may modify the prior sanction by $\frac{2}{3}$ vote of its
 639 seated members.

640 3. Should the Appropriations Committee decline to modify a sanction, an organization may request the Judicial
 641 Codes Counselor examine the action taken. The Judicial Codes Counselor shall review the sanction verifying that
 642 the Appropriations Committee followed their procedures and that the sanction is based off either objective facts
 643 or reasonable inference(s). The Judicial Codes Counselor may not substitute their judgment for that of the
 644 Appropriations Committee in substantive matters. Should the Judicial Codes Counselor find the Appropriations
 645 Committee did not follow their procedures or act upon objective facts or reasonable inference(s) the Judicial
 646 Codes Counselor shall document their findings and provide relevant information to the full Graduate and
 647 Professional Student Assembly. The Assembly may then modify or overturn the sanction by a majority vote of its
 648 seated members.

649 **Item VI. Ratification and Expiry**

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

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

655 **Item VII. Amendments**

656 **Section 7.01**

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

658 **Section 7.02**

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