

1 **Bylaws**
2 **Cornell University**
3 **Graduate and Professional Student Assembly**
4 *As amended on September 26, 2016*

5 **ARTICLE I: ESTABLISHMENT AND AUTHORITY**

6 **Section 1.01: Establishment**

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

9 **Section 1.02: Authority**

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

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13 **ARTICLE II: DEFINITIONS**

14 **Section 2.01: GPSA Bylaws Document Definitions**

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

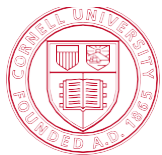
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22 **ARTICLE III: GPSA STANDING COMMITTEES**

23 **Section 3.01: Responsibilities for All Committees**

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

27 **Section 3.02: Executive Committee**

- 28 A. Purpose
29 i. The Executive Committee shall be responsible for the day-to-day operations of the GPSA.
30 ii. The Executive Committee shall ensure the smooth operation of the GPSA in coordination with the
31 standing committee chairs.
32 B. Chairperson
33 i. The Executive Vice-President of the GPSA is the chairperson of the Executive Committee.
34 C. Membership



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35 i. The Executive Committee shall be composed of the officers of the GPSA, of which there shall be at
36 least four.

37 D. Duties

- 38 i. Represent the GPSA in University matters.
39 ii. Speak for the GPSA on issues that must be addressed before the next regularly scheduled meeting.
40 a. All decisions of the Executive Committee shall be subject to the approval of a majority vote of the
41 seated Voting members.
42 iii. Establish agendas for the meetings of the GPSA.
43 iv. Make appointments to University committees, liaison positions, and all other external committees
44 that become vacant prematurely.
45 v. Conduct an orientation meeting with all the chairs of the GPSA's standing committees at the
46 beginning of the current GPSA term.
47 vi. Work closely with the Office of Assemblies to book rooms, contract equipment, follow through with
48 other issues related to meeting logistics, and any other relevant tasks.
49 vii. Provide executive updates at GPSA meetings.
50 viii. Maintain open communication with GPSA members and the Office of Assemblies staff regarding
51 meetings and other information relevant to the GPSA.
52 ix. Receive and review documents to be sent to GPSA members or other members of the Cornell
53 University community.
54 x. Function as the Elections Committee during the current GPSA term.
55 xi. Respond to e-mails addressed to GPSA email addresses.
56 xii. Assist the Office of Assemblies staff in maintaining a functional and up-to-date website and listservs.
57 xiii. Take on any additional responsibilities for the proper functioning of the GPSA.
58 xiv. Present an update from the GPSA at the March Board of Trustees Meeting.
59 xv. Select and coordinate representatives to attend the Ivy Summit.
60 xvi. Complete the required registration process to ensure the GPSA is recognized as a student organization
61 with the Student Activities Office (SAO).
62 xvii. Distribute the semi-annual report of the GPSA to the members.

63 E. Meetings

- 64 i. The Executive Committee shall meet prior to GPSA meetings.
65 ii. When consensus cannot be reached, simple majority votes shall be exercised.
66 iii. The members may call additional meetings as deemed necessary for the proper functioning of the
67 GPSA.
68 iv. The Executive Committee meets regularly with deans of the Graduate School, deans of the
69 Professional schools, University administrators, and executives of other assemblies.
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71 **Section 3.03: Operations and Staffing Committee**

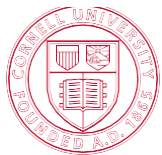
72 A. Purpose

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

76 B. Chairperson

- 77 i. The chairperson for the Operations and Staffing Committee is the Vice President for Operations.

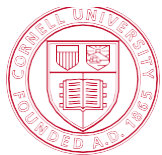
78 C. Membership



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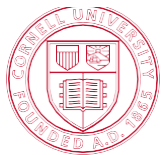
- 79 v. All standing committee chairs and GPSA delegates to the University Assembly are required to serve on
80 the Operations and Staffing Committee.
- 81 vi. The Executive Vice-President and Counsel to the GPSA shall serve as ex-officio members.
- 82 vii. The graduate and professional student University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



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- a. Eight graduate or professional students (two from Biological Sciences, Social Sciences, Humanities and Physical Sciences of which one from each division will be appointed annually for a two-year term) to the Academic Integrity Hearing Board,
 - b. One graduate or professional student to the Trustee Nominating Committee,
 - c. One liaison officer (a current member of the GPSA) each to the Faculty Senate, the Employee Assembly and the Student Assembly as ex-officio, non-voting members,
 - d. One graduate or professional student to each of the following Faculty Senate committees,
 - 1. Academic Freedom and Professional Status of the Faculty,
 - 2. Advisory Committee on Athletics and Physical Education,
 - 3. Educational Policy Committee,
 - 4. ROTC-University Relations Committee,
 - 5. University Faculty Library Board,
 - 6. University Lectures Committee,
 - e. One graduate or professional student to each of the following Student Assembly committees,
 - 1. Dining Services,
 - 2. Inclusion and Diversity Initiatives Committee,
 - f. One graduate or professional student to the Cornell Cinema Student Advisory Board,
 - g. Two graduate or professional students to the Gorge Safety Committee,
 - h. One graduate or professional student to the Learning Technologies Governance Committee,
 - i. One graduate or professional student to the President's Sustainable Campus Advisory Committee,
 - j. One graduate or professional student to the Public Safety Advisory Committee,
 - k. Two graduate or professional students to the Student Insurance Health Plan Advisory Committee,
 - l. One graduate or professional student to the Student Library Advisory Council,
 - m. Three graduate or professional students to the University Council on Mental Health and Welfare,
 - n. One graduate or professional student to the University Diversity Council,
 - o. One graduate or professional student to the University Neighborhood Council,
 - p. Two representatives to the Family Life Advisory with one position reserved for a graduate or professional student with a child or children and the other reserved for the partner of a graduate student,
 - q. Three graduate or professional students to the Big Red Barn Advisory Board,
 - r. Two graduate or professional students to the Campus Planning Committee,
 - s. Two graduate or professional students to the Transportation Hearing and Appeals Board,
 - t. One graduate or professional student to the Council on Hazing Prevention,
 - u. Two graduate or professional students to the President's Council on Alcohol and Other Drugs,
 - v. One current GPSA member to each of the following University Assembly committees,
 - 1. Campus Infrastructure Committee,
 - 2. Campus Welfare Committee,
 - 3. Codes and Judicial Committee.
 - ii. As requests for representatives come from other external committees, these positions will be staffed as necessary.
 - a. Additional or temporary committees will be kept in the records of the Vice-President of Operations, to be added to the Bylaws as necessary
 - iii. General Committee of the Graduate School



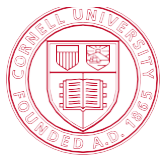
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- 169 a. Following the election of the GPSA officers each year, but proceeding the election of the standing
170 committee chairs, a representative for the General Committee of the Graduate School shall be elected.
- 171 b. The elected representative shall serve a two-year term so that there are at any time no more than two
172 elected representatives from the GPSA.
- 173 c. Should either of these seats become vacant before the end of their term, the Vice President for
174 Operations may appoint an interim representative until an election can be held for a new representative
175 to complete the term.
- 176 d. An interim representative to the General Committee, appointed by the Vice President for Operations
177 is subject the approval of the Executive Committee.
- 178 e. These seats are not transferable.
- 179 H. University Assembly Committee appointments
- 180 i. The Operations and Staffing Committee, in cooperation with the graduate and professional student
181 representatives of the University Assembly, shall appoint graduate and professional student representatives
182 and liaisons to all committees under the jurisdiction of the University Assembly.
- 183 I. Faculty Senate Committee Appointments
- 184 i. The Operations and Staffing Committee shall appoint graduate and professional student representatives to
185 the relevant committees under the jurisdiction of the Faculty Senate.
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187 **Section 3.04: GPSA Elections Committee**

- 188 A. Purpose
- 189 i. The Elections Committee shall be responsible for overseeing the election of the GPSA Voting members,
190 officers, and committee chairs.
- 191 B. Constitution
- 192 i. The Executive Committee shall serve as the Elections Committee unless the ability of the Executive
193 Committee to impartially conduct the elections is called into question by a one third vote of the voting
194 members. Immediately following such a vote, the voting members and field representatives shall elect a
195 Chairperson for the Elections Committee.
- 196 C. Membership
- 197 i. The Chairperson may recruit other voting members of the GPSA as members of the Elections Committee.
- 198 D. Duties
- 199 i. Decide on the procedural rules for elections.
- 200 ii. Be responsible for gathering and leading the caucuses for the Biological Sciences, Physical Sciences,
201 Social Sciences and Humanities.
- 202 iii. Be responsible for running the caucuses by asking for nominations, soliciting statements from nominees,
203 moderating question and answer sessions, and counting ballots.
- 204 iv. Announce the newly elected persons to the GPSA.
- 205 E. Meetings
- 206 i. The Elections Committee shall meet prior to the second to last regularly scheduled GPSA meeting of the
207 current GPSA term.
- 208 ii. All meetings of the Elections Committee shall be open to the graduate and professional student community.
- 209 F. Election of the Officers
- 210 i. The sitting President of the GPSA shall temporarily act as the Chairperson during the elections of
211 the officers of the GPSA until a new President is elected, after which the new President shall
212 preside over the election of officers and community chairs.
- 213



214 **Section 3.05: Appropriations Committee**

215 A. Purpose

- 216 i. The Appropriations Committee shall concern itself with all aspects of the Graduate and Professional
217 Student (GPS) Activity Fee, including review of the GPSA Byline Allocation Procedures, the GPSA
218 Eligibility Criteria and Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines,
219 and the GPSA Internal Budget.

220 B. Chairperson

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

222 C. Membership

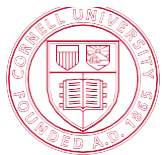
- 223 i. The Committee shall consist of members appointed by the GPSA Operations and Staffing Committee.
224 ii. Members shall attend the meetings of the Committee.
225 iii. Members shall serve until the end of the current GPSA term in which they are appointed, unless they are
226 subject to removal.
227 iv. Termination of a committee member is at the discretion of the Chair when a committee member is absent
228 for more than two scheduled committee meetings. A replacement may be sought after consultation with
229 the Operations and Staffing Committee.

230 D. Duties

- 231 i. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall
232 oversee the Committee's actions and operating budget, as well as schedule and run the meetings of
233 the Committee.
234 ii. The Chair of the Appropriations Committee will serve on the GPSA Finance Commission.
235 iii. The Committee shall review, maintain and adhere to the GPSA Byline Allocation Procedures and
236 GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
237 iv. The Committee shall review the policies and procedures for setting the GPS Activity Fee. In fee-
238 setting years, the Committee shall make a recommendation to the GPSA regarding the amount and
239 distribution of the GPS Activity Fee. In non-fee-setting years, the Committee shall coordinate with
240 the Student Assembly to determine a deadline for byline applications, to be at the end of February.
241 v. The Committee shall maintain the GPSAFC Funding Guidelines. If deemed necessary, it shall make
242 suggestions for changes to the GPSA.
243 vi. The Committee shall oversee the internal funds of the GPSA and work with the Office of
244 Assemblies to ensure adherence to the budget. The Committee shall provide budget updates to the
245 Executive Committee, as requested.
246 vii. The Chairperson shall collect budget proposals from all standing committee chairs two weeks prior
247 to the second regularly scheduled GPSA meeting. The Chairperson shall then propose the GPSA
248 Internal Budget based on the collected budget proposals, which shall be presented as a resolution at
249 the second regularly scheduled meeting in the Fall semester.

250 E. Meetings

- 251 i. The Committee shall hold meetings, as necessary, subject to the minimum requirements of Item
252 3.05.e.v.
253 ii. Meetings of the Committee shall generally be open to the graduate and professional student
254 community. However, the Chairperson, in consultation with the Committee, may decide to close
255 parts of the meetings in order protect sensitive information from being made public.
256 iii. Minutes shall be taken, and upon review by the Chairperson, shall be submitted to the Office of
257 Assemblies for posting on the Committee's website, along with meeting agendas.
258 iv. The minimum number of meetings to fulfill the Committee's mission is:
259 a. In non-GPSA Activity Fee setting years:



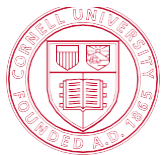
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- 260 1. One meeting before winter break to explain the application process for byline funded
261 groups to the members of the Committee,
- 262 2. One meeting in the spring semester with the GPSAFC to discuss the GPSAFC Funding
263 Guidelines.
- 264 b. In GPSA Activity Fee setting years:
- 265 1. One meeting as soon as the Committee is staffed to review the GPSA Activity Fee process,
266 as described in the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and
267 Obligations for Byline Funded Organizations, and Article IX of the GPSA Charter,
- 268 2. One meeting, as stipulated in the GPSA Byline Allocation Procedures, to discuss the byline
269 applications and the amounts of funding to be recommended,
- 270 3. One meeting to which applying byline organizations are invited and may state their cause if
271 the Committee recommends an allocation lower than the requested amount,
- 272 4. One meeting to reconsider the recommended funding amount if such reconsideration is
273 requested by the GPSA after a meeting.
- 274 5. The Committee is encouraged to consider town hall style meetings early in the Fall
275 Semester to provide information about the GPS Activity Fee and gather relevant input from
276 the graduate and professional student body, in particular, with regard to the appeal of
277 applying byline funded organizations.
- 278 F. Coordination with the Office of Assemblies
- 279 i. The Committee shall rely on the Office of the Assemblies to:
- 280 a. Help with the administrative aspects of coordinating with byline funded organizations,
281 b. Provide organizations applying for byline funding with information,
282 c. Provide institutional memory,
283 d. Provide the Appropriations Committee Chairperson at least read-only access to the financial
284 system that tracks the GPSA Internal Budget.
- 285 G. GPSA Internal Budget
- 286 i. The GPSA Internal Budget will be based upon budget proposals submitted by the standing
287 committee chairs.
- 288 ii. Standing committee chairs shall present a budget proposal to the Appropriations Committee
289 Chairperson two weeks prior to the second regularly scheduled GPSA meeting of the Fall Semester.
- 290 iii. Standing committee budgets may include line items for operational and food expenses. The food
291 line item is specifically for food provided at committee meetings for committee members.
- 292 iv. The Appropriations Committee Chairperson will execute the process of setting the GPSA Internal
293 Budget pursuant to Item 3.05.d.vii.
- 294 v. Upon approval of the GPSA Internal Budget by the GPSA, the Appropriations Committee
295 Chairperson will operate in conjunction with the Office of Assemblies to establish enforcement
296 guidelines for committee spending.
- 297 H. Ethical Responsibility
- 298 i. The GPSA Activity Fee is set by the GPSA and paid by every graduate and professional student,
299 and thus is not only set apart from other fees and tuition by the way it is determined, but also by its
300 source. The Chairperson, the Committee, and the GPSA have a responsibility in ensuring that the
301 money is well spent.

303 **Section 3.06: Communications Committee**

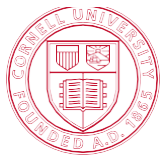
- 304 A. Purpose
- 305 i. The Communications Committee is charged with maintaining a strong communication link between the



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- 306 GPSA and all graduate fields, professional schools, and the Cornell community.
- 307 B. Chairperson
- 308 i. The Vice President for Communications shall serve as the chairperson of the Communications Committee.
- 309 C. Membership
- 310 i. The Committee shall consist of the Division Chiefs for each of the caucuses. Additional members may be
- 311 appointed by the GPSA Operations and Staffing Committee.
- 312 ii. Termination of a committee member is at the discretion of the Chair when a committee member is absent
- 313 for more than two scheduled committee meetings.
- 314 D. Duties
- 315 i. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee
- 316 the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
- 317 ii. The Chairperson is charged with contacting all appropriate administrative offices so that they and the
- 318 Committee are in regular contact throughout the year.
- 319 iii. The Committee will maintain the GPSAINFO listserv and is in charge of the creation of the GPSAINFO
- 320 newsletter. Distribution will be coordinated by the Committee in cooperation with the Graduate School to
- 321 reach all students registered through the Graduate School, and with the Johnson Graduate School of
- 322 Management, the Cornell Law School, and the College of Veterinary Medicine to reach the registered
- 323 professional students.
- 324 iv. The Chairperson will work closely with the Executive Committee, the Executive Vice President, and the
- 325 Graduate School to coordinate the involvement of the GPSA in the new student orientation.
- 326 v. The committee will designate one committee member to contact all GPSA committees and focus groups
- 327 throughout the year to assist them in publicizing meetings and committee-related events. These events will
- 328 be announced in the GPSAINFO, any GPSA web sites, and the Graduate School Calendar.
- 329 vi. Division Chiefs
- 330 a. Each division caucus will elect from amongst themselves a Division Chief.
- 331 b. A Chief will be a voting member that is not a member of the Executive Committee.
- 332 c. If a Division Chief is elected to a position on the Executive Committee or the position is otherwise
- 333 vacated, then a new Division Chief will be elected by the division caucus as soon as arrangements can
- 334 be reasonably made.
- 335 d. The Vice President for Communications may appoint interim Chiefs as necessary. These appointments
- 336 are subject to the approval of the Executive Committee.
- 337 e. Each Division Chief is a member of the Communications Committee.
- 338 f. Each Division Chief is the primary person responsible for transmitting information between the GPSA
- 339 and the Field Representatives, Field Organizations, Deans, students, and other members of their
- 340 respective division.
- 341 g. Each Division Chief is encouraged to make themselves known to, and meet periodically with the
- 342 Field Representatives, Field Organizations, and other members whom they are responsible to.
- 343 h. Division Chiefs are to assist the Vice President for Communications in any other way as needed.
- 344 i. Division Chiefs can be removed from their position by a majority vote of their division caucus.
- 345 E. Meetings
- 346 i. The Committee will meet at least once a month. All committee meetings shall be open to the graduate and
- 347 professional student community.
- 348 ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee
- 349 members present.
- 350 iii. Minutes shall be taken at meetings and, upon review by the Committee Chair, shall be submitted to the
- 351 Office of Assemblies for posting.



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353 **Section 3.07: GPSA Finance Commission**

354 A. Purpose

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

357 B. Chairperson

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

359 C. Membership

360 i. The Commission shall consist of at least six and no more than ten members, hereafter referred to as finance
361 commissioners, appointed by the GPSA Operations and Staffing Committee.

362 ii. When possible, the finance commissioners should represent each of the professional schools and each of
363 the Divisions of the Graduate School.

364 iii. Finance commissioners have exclusive voting privileges for allocating funds according to the rules set
365 forth in the GPSAFC Funding Guidelines.

366 iv. Finance commissioners shall attend the meetings of the Commission.

367 v. If a finance commissioner is absent from two or more consecutive meetings of the Commission, without
368 providing prior notice to the Chairperson, the Chairperson may ask the GPSA Operations and Staffing
369 Committee to replace that commissioner.

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

372 D. Duties

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

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

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

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

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

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

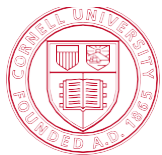
389 vii. The Chairperson shall submit a written update to the Appropriations Committee Chairperson on the status
390 of the internal budget by the end of February.

391 E. Meetings

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

394 ii. In the spring term, the Commission shall hold one half-day meeting to review all annual budget
395 applications for the following year and to make allocations based on the GPSAFC Funding Guidelines.

396 iii. The GPSAFC Chairperson also has the responsibility of organizing one meeting during the latter part of
397 the spring semester, prior to the annual budget request deadline, where student organizations may come to



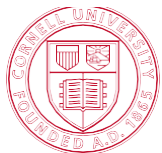
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- 398 learn about the regulations and procedures of the Commission.
- 399 iv. The Chairperson shall notify the Office of the Assemblies of the Commission's meeting times and
400 locations.
- 401 v. Meetings shall be open to the public. However, the Chairperson or any of the commissioners may call for
402 a vote to be taken by secret ballot.
- 403 vi. Any representative of a student organization wishing to present his or her organization's case at a meeting
404 must notify the Chairperson at least three days in advance of the meeting.
- 405 vii. When the GPSAFC cannot reach a consensus, a simple majority vote will suffice for decision-making
406 within the Commission.
- 407 viii. Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office
408 of Assemblies for posting.
- 409 F. Annual Budget Applications Approval Procedure
- 410 i. The GPSAFC will make annual budget allocations at the spring meeting described in Item 3.07.e.ii.
- 411 ii. The Chairperson may appoint volunteers to assist the finance commissioners in reading applications and
412 making allocations.
- 413 iii. The finance commissioners and volunteers shall be divided into groups, each containing at least one
414 finance commissioner. The Chairperson shall give each group an equal number of applications to review
415 from the total number of applications submitted. Two different groups shall review each application and
416 individually provide suggested allocations according to the GPSAFC Funding Guidelines. All finance
417 commissioners shall then compare the two suggested allocations and, if different, provide a third and final
418 decision.
- 419 G. Coordination with the Office of Assemblies
- 420 i. The Commission shall maintain a strong working relationship with the Office of Assemblies, as the
421 GPSAFC relies on the Office of the Assemblies to:
- 422 a. Collect funding applications and forward them to the Commission,
423 b. Inform student organizations of funding allocations,
424 c. Reimburse student organizations for approved expenditures,
425 d. Assist with preparatory work for the Commission's meetings,
426 e. Provide institutional memory.
- 427 ii. The Chairperson shall coordinate with Office of the Assemblies staff to determine a cut-off date for
428 current-year budget changes in advance of the annual budget allocations for the following year.
- 429 H. Deadlines for Funding Applications
- 430 i. The deadline for current-year budget applications shall be in late April, with the specific date set by the
431 Commission each year.
- 432 ii. The last date for summer funding shall be in late March.
- 433 I. Unallocated Funds
- 434 i. If funds remain for allocation in the current-year budget, those funds will remain in the Commission's
435 account for allocations in future GPSA terms.

436 **Section 3.08: Student Advocacy Committee**

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

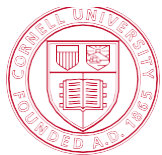


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- 443 B. Chairperson
444 i. The Committee shall have a chairperson, elected by the GPSA.
445 C. Members
446 i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants
447 will be reviewed and staffed by the Operations and Staffing Committee.
448 ii. Termination of a committee member is at the discretion of the Chairperson when a committee member is
449 absent for more than half of the scheduled committee meetings.
450 D. Duties
451 i. The Committee is required to update the Graduate and Professional Student Resource List posted on the
452 Student Advocacy Committee Website at least once each GPSA term.
453 ii. In order to be more fully aware of the issues faced by the graduate and professional student community,
454 the Committee will hold an open town hall meeting, at least one per year. Funding will come from the
455 Committee budget. The meeting will have two goals: To provide a brief overview of current and past
456 Committee activities and to gather information and anecdotes on current problems facing the community.
457 Following these town hall meetings, the Committee will report their results to the GPSA and any relevant
458 Cornell administrators.
459 iii. The Chairperson shall be responsible for the operations of the Committee: The Chairperson shall oversee
460 the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
461 iv. The Chairperson is charged with contacting all appropriate administrative offices so that they and the
462 committee are in regular contact throughout the year.
463 E. Meetings
464 i. The Committee will meet once per month during the months of September, October, November,
465 December, February, March, and April, and additionally as necessary. All committee members are
466 expected to attend these meetings unless informed otherwise.
467 ii. All Committee meetings shall be open to the graduate and professional student community. When a
468 consensus cannot be reached, actions shall be determined by a majority vote of all committee members
469 present.
470 iii. Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office
471 of Assemblies for posting.
472 iv. All meeting agendas and minutes shall be posted to the Committee's website.
473 v. It is the responsibility of the Committee to post and advertise any advocacy related material on its website
474 and ensure that the website is kept current.
475

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

- 477 A. Purpose
478 i. The Graduate and Professional Student Programming Board (GPSPB) organizes events for graduate and
479 professional students sponsored by the GPSA, such as receptions, speakers, socials, Grad Ball, Grads'
480 Nights Out and other events that may arise as stated in Article 6.04.h of the GPSA Charter.
481 B. Chairperson
482 i. The Board shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA
483 Charter.
484 C. Membership
485 i. Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants
486 will be reviewed and staffed by the Operations and Staffing Committee.
487 ii. One member of the Committee will serve on the Slope Day Steering Committee.
488 iii. Termination of a committee member is at the discretion of the Chairperson when a committee member is



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489 absent for more than half of the scheduled committee meetings.

490 D. Duties

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

505 E. Meetings

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

514

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

516 A. Purpose

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

520 B. Chairperson

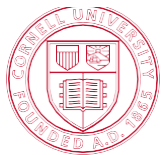
- 521 i. The Award Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the
522 GPSA Charter.

523 C. Membership

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

528 D. Duties

- 529 i. Articulate and disseminate selection criteria for the Award(s).
- 530 ii. Establish a process for soliciting nominations and/or applications for the annual Award(s).
- 531 iii. Select Award recipient(s) before the end of April.
- 532 iv. Seek funding for and host an Award Ceremony to celebrate and recognize the Award recipient(s) each
533 academic year before the end of spring semester.



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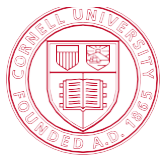
- 534 v. Coordinate with the GPSA Communications Committee to publicize both the solicitation of nominations
535 and the administration of the Award, once selections have been made.
- 536 vi. The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal
537 to the Award Committee to the Appropriations Chair by two weeks prior to the second regularly scheduled
538 GPSA meeting.
- 539 vii. The Chairperson shall be responsible for the operations of the Award Committee: The Chairperson shall
540 oversee the Award Committee's actions and operating budget, as well as schedule and run the meetings of
541 the Committee.
- 542 E. Meetings
- 543 i. The Award Committee will meet at least once per year during the current GPSA term to select Award
544 recipient(s). The Chair will schedule additional meetings as necessary.
- 545 ii. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee
546 members present.
- 547 iii. Minutes shall be taken at meetings and, upon review by the Award Committee Chairperson, shall be
548 submitted to the Office of Assemblies for posting. Respect will be paid to the privacy of nominators and
549 nominated faculty members.
- 550

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

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

574 **Section 3.12: University Assembly Representation**

- 575 A. The President of the GPSA shall serve as a member of the University Assembly.
- 576 B. The members of the GPSA will elect representatives to the University Assembly, the number and composition
577 of which shall be in accordance with the University Assembly Charter.



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- 578 i. If they are not already GPSA Voting Members or Field Representatives, these delegates shall be considered
579 ex officio members of the GPSA.
- 580 ii. These delegates are required to report on University Assembly activities at meetings at the request of the
581 Executive Committee.

582

583 **Section 3.13: Committee Delegates**

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

590

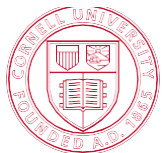
591 **Section 3.14: Committee and Committee Designee Reporting**

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

602

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

- 604 A. Purpose
- 605 i. The GPSA may form an ad-hoc committee when a need cannot be fulfilled through existing standing
606 committees or through committees in the other Assemblies or in the University, or when the GPSA feels
607 additional consideration is required.
- 608 ii. To increase efficiency and decrease duplication, every effort will be made to address perceived needs of
609 graduate and professional school students through existing University Committees and other appropriate
610 bodies first.
- 611 B. Chairperson
- 612 i. The Committee shall have a chairperson, elected by the members of the ad-hoc committee.
- 613 ii. The chairperson shall schedule and chair the meetings of the committee.
- 614 iii. The chairperson is responsible for providing committee updates to the GPSA.
- 615 C. Membership
- 616 i. Any graduate or professional student is eligible to apply to become a member of the committee. Applicants
617 will be reviewed and staffed by the GPSA Operations & Staffing committee.
- 618 ii. Shall consist of at least three members approved by the GPSA Operations & Staffing Committee.
- 619 iii. Shall have at least one GPSA Voting member.
- 620 iv. Additional committee membership may be recommended by the GPSA Operations and Staffing



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- 621 Committee.
- 622 D. Meetings
- 623 i. The Committee will meet as necessary during the current GPSA term. All committee members are
624 expected to attend these meetings unless informed otherwise.
- 625 ii. All Committee meetings shall be open to the graduate and professional student community. When a
626 consensus cannot be reached, actions shall be determined by a majority vote of all committee members
627 present.
- 628 iii. Minutes shall be taken at meetings and, upon request, shall be presented to the GPSA.
- 629 E. Formation, Termination, and Re-Establishment
- 630 i. Formation of an ad hoc committee is to be presented as a motion.
- 631 ii. The ad-hoc committee will be dissolved when either the work of the committee has been completed or at
632 the end of the term of office, whichever comes first.
- 633 iii. An ad-hoc committee can be re-established by a resolution to continue its function in the next GPSA term
634 by the GPSA.
- 635

636 **Section 3.16: Internal Budget**

- 637 A. GPSA Committees will track their own expenses.
- 638 B. GPSA Committees will not commit to actions that could incur expenses that exceed the total amount budgeted
639 for their operations without first obtaining the approval of the GPSA Appropriations Committee
640 Chairperson.
- 641 C. In the event that a GPSA Committee overruns their budgeted allocation, the Committee committing the overrun
642 will collaborate with the Appropriations Committee to draft a resolution revising the GPSA Internal Budget so
643 the expenses may be accounted.
- 644 D. All queries regarding the GPSA Internal Budget and the current state of GPSA funds are to be directed to the
645 Appropriations Committee Chairperson (Item 3.05.b).
- 646

647 **ARTICLE IV: PROCEDURES**

648 **Section 4.01: Term of Office**

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

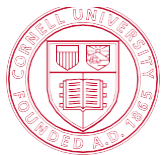
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652 **Section 4.02: Meeting Schedule**

- 653 A. Meetings shall be scheduled throughout the GPSA term, totaling seven (7) meetings per semester.
- 654 B. Meetings defined in Section 4.02.a shall be referred to as “regularly scheduled meetings”.
- 655 C. The GPSA will adopt a schedule of regularly scheduled meetings for the next term at the last meeting of the
656 current GPSA term.
- 657

658 **Section 4.03: Regularly Scheduled Meetings**

- 659 A. Regularly scheduled meetings are open to all constituents and to the public.
- 660 B. The GPSA Executive Committee shall determine appropriate discussion and business items.



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- 661 C. The presiding officer shall only vote on resolutions or subsidiary motions when the vote will affect the result.
662 Examples include when a tie exists (for actions requiring majority approval) and when actions requiring two-
663 thirds approval fall one vote short.

664

665 **Section 4.04: Agendas and Resolutions**

- 666 A. Agendas
667 i. Agenda items will be compiled by the GPSA President in consultation with the Executive Committee.
668 ii. Agendas must be sent to the members at least 24 hours prior to the meeting.
- 669 B. Resolutions
670 i. Upon signing of a petition by 100 Cornell graduate and professional students, any Graduate and
671 Professional Student may present a resolution to the GPSA for consideration.
672 a. Within two regularly scheduled meetings after the presentation of the petition, the GPSA Voting
673 members will discuss and vote on the resolution.
674 b. The form and wording of the resolution, as voted upon by the GPSA, shall be identical in form and
675 wording to that of the petition.
676 ii. Any GPSA member may present a resolution to the GPSA for consideration
677 iii. For votes on resolutions, a majority and super-majority shall be determined based on total number of seated
678 members regardless of the number of members present.

679

680 **Section 4.05: Additional Meetings**

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

684

685 **Section 4.06: Division Summits**

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

694

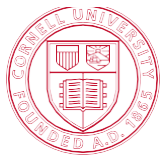
695 **Section 4.07: Executive Session**

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

700

701 **Section 4.08: Parliamentary Procedure**

- 702 A. The GPSA will use Robert's Rules of Order (latest edition) as the basis for determining procedures for formal



703 debate and legislative action.

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

705

706 **Section 4.09: Quorum**

707 A. A quorum of GPSA Voting members is required before business items may be voted on at regularly scheduled
708 meetings.

709 B. A quorum of the Voting members shall consist of a majority of the seated, Voting members of the GPSA.

710

711 **Section 4.10: Absences**

712 A. Voting members

713 i. Must notify the Executive Vice-President in advance of any absence.

714 ii. Absences will be determined to be excused or unexcused by two-thirds majority vote of the Executive
715 Committee.

716 iii. May be unseated by a simple majority of the Executive Committee if they have more than two absences
717 from GPSA meetings during the current GPSA term. Unseated members do not count as part of the total
718 vote when calculating quorum, majority votes, or two-thirds votes.

719

720 **Section 4.11: Removal**

721 A. Voting members

722 i. An unseated member may be removed from the GPSA Voting members following a vote by two-thirds of
723 the Executive Committee.

724 ii. The Executive Committee may not vote to remove an unseated Voting Member until one regularly
725 scheduled GPSA meeting has elapsed since the Voting Member was informed that they were unseated.

726 B. Field Representatives

727 i. Must notify the Executive Vice-President in advance of any absence.

728 a. A Field Representative who will miss a meeting may send an alternate from their field, who will satisfy
729 their attendance requirement for that meeting.

730 ii. Absences will be determined to be excused or unexcused, and alternates approved, by two-thirds
731 majority vote of the Executive Committee.

732 C. Committee Chairs and University Assembly Representatives

733 i. A GPSA standing committee chair, ad hoc committee chair, or University Assembly representative may
734 be removed from their position by a two-thirds vote of the Voting members but may retain their seat as a
735 Voting member.

736 D. GPSA Officers

737 i. GPSA officers may be removed from office by a two-thirds vote of the Voting members but may retain
738 their Voting membership.

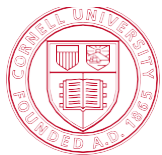
739

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

741

742 A. A GPSA Voting member may make a motion to suspend an Article of the GPSA Bylaws for the duration of a
743 meeting.

744 B. The Article of the GPSA Bylaws is suspended with two-thirds of the GPSA Voting members in favor.



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745 C. Article V, in its entirety, may not be suspended.