

Graduates and Professional Student Assembly Bylaws

Cornell University

[Last Revised April 20, 2009]

Item I. Establishment and Authority

Section I.1 Establishment

- (a) The Graduate and Professional Student Assembly Bylaws are established in accordance with the Graduate and Professional Student Assembly Charter Article VIII.

Section I.2 Authority

- (a) The Graduate and Professional Student Assembly Bylaws are granted authority in accordance with the Graduate and Professional Student Assembly Charter Article VIII.

Item II. Definitions

Section II.1 GPSA Bylaws Document Definitions

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

Item III. GPSA Committees

Section III.1 GPSA Executive Committee

- (a) Purpose
 - (i) The Executive Committee shall be responsible for the day-to-day operations of the GPSA, as stated in the GPSA Charter Article VI Section 6.04.a.
- (b) Chairperson
 - (i) The President of the GPSA is the chairperson of the Executive Committee.
- (c) Membership
 - (i) The rules of membership shall be stipulated by the GPSA Charter Article 6.04.a.
- (d) Duties
 - (i) Represent the GPSA in University matters.
 - (ii) The President, as the chairperson of the GPSA business meetings, shall draft agendas for GPSA business meetings, in cooperation with the Executive Committee.
 - (iii) The Executive Vice President, as the chairperson of the GPSA discussion meetings, shall draft agendas for GPSA discussion meetings, in cooperation with the Executive Committee.
 - (iv) Work closely with the Office of Assemblies to book rooms, contract equipment, follow through with other issues related to meeting logistics, and any other relevant tasks.
 - (v) Provide executive updates at GPSA business and discussion meetings.
 - (vi) Maintain open communication with GPSA members and the Office of Assemblies staff regarding meetings and other information relevant to the GPSA.
 - (vii) Be responsible for receiving and reviewing documents to be sent to GPSA members or other members of the Cornell University community.
 - (viii) Make appointments to University assemblies, liaison positions and other external positions that prematurely become vacant during the academic year.
 - (ix) Function as the Elections Committee during the academic year.
 - (x) Respond to e-mails addressed to gpsa@assembly.cornell.edu.
 - (xi) Assist the Office of Assemblies staff in maintaining a functional website and list-servs.
 - (xii) Take on any additional responsibilities for the proper functioning of the GPSA.
 - (xiii) The Chairperson shall present an update from the GPSA at the March Board of Trustees Meeting.
 - (xiv) Select and coordinate representatives to attend the Ivy Summit.

- (xv) The Chairperson shall submit a budget request outlining and justifying all planned expenditures to the Appropriations Committee Chair by September 15, and shall submit an update on the status of their budget by the end of February.
- (e) Meetings
 - (i) The Executive Committee shall meet prior to GPSA business and discussion meetings.
 - (ii) When consensus cannot be reached, simple majority votes shall be exercised.
 - (iii) The members may call additional meetings as deemed necessary for the proper functioning of the GPSA.
 - (iv) The Executive Committee meets regularly with Graduate School deans, University administrators and executives of other assemblies.

Section III.2 Operations and Staffing Committee

- (a) Purpose
 - (i) The Operations and Staffing Committee is charged with appointing graduate and professional students to committees within the GPSA and throughout the University, as stated in the GPSA Charter Article 6.04.b.
 - (ii) The Operations and Staffing Committee works to maintain proper administration and documentation of the GPSA Charter, Bylaws, and other relevant procedural text as stated in Article 6.04.b of the GPSA Charter.
 - (b) Chairperson
 - (i) The chairperson for the Operations and Staffing Committee is the Vice President for Operations.
 - (c) Membership
 - (i) Members of the Operations and Staffing Committee shall include all standing committee chairs, as stated in the GPSA Charter Article 6.04.b; the GPSA President and Executive Vice President shall serve as ex-officio (non-voting) members. The graduate and professional student University Assembly representatives shall be considered voting members for all appointments to University Assembly committees.
 - (ii) During Charter review years, standing committee chairs may appoint a representative from their committee to serve in their place in the charter review process, after committee appointments have been made the fall semester.
 - (d) Duties
 - (i) The Committee shall make committee appointments and prepare documents and application forms for appointments to GPSA, Assembly, and University committees.
 - (ii) Work closely with the Office of Assemblies to communicate the appointment process to graduate and professional students, update appointment lists, communicate appointments to relevant chairs and representatives and any other relevant tasks.
 - (iii) The Vice President for Operations shall present the process for committee appointments at the September discussion meeting.
- 1) Upon reviewing committee applications, the Committee shall select qualified graduate and professional students to fill positions on University committees.
 - 2) The Committee will approve the appointments to all external committees by majority vote.
 - 3) All external committee appointments shall be complete by the following business meeting and presented to the GPSA voting members at that meeting.
 - 4) The appointments shall be subject to the review of the Executive Committee. In the case of premature vacancy, the Executive Committee may staff these external appointments by majority vote.

- (iv) The Chairperson is charged with requesting revisions to the Bylaws from standing committee chairs prior to the first business meeting of the Fall Semester.
 - 1) The revisions are to be incorporated into the GPSA Bylaws document.
 - 2) The revised GPSA Bylaws document is to be presented as a resolution at the first business meeting of the Fall Semester for approval.
 - a) A simple majority is required for approval.
 - b) If the revised GPSA Bylaws document is passed, the revised document is accepted as the operating GPSA Bylaws.
 - 3) The Chairperson shall ensure proper review of the GPSA Charter.
 - 4) The Chairperson shall serve as an administrator of the appropriate governing documents and Robert's Rules of Parliamentary Procedure during discussion and business meetings.
 - (v) The Committee shall review the Charter biennially during non-Activity Fee setting years.
 - (vi) If funds are required for operation of the Committee, the Chair shall submit a budget request outlining and justifying all planned expenditures to the AC chair by September 15 and shall submit an update on the status of their budget by the end of February.
- (e) Meetings
 - (i) All Committee meetings shall be open to the graduate and professional student community.
 - (ii) When a consensus cannot be reached, actions shall be determined by a majority vote of all Committee members present.
 - (iii) Minutes shall be taken at meetings, and upon review by the Committee Chair, shall be submitted to the Office of Assemblies for posting.
- (f) GPSA Standing Committee Appointments
 - (i) By the end of September, the Committee shall set the size of and appoint members to the Appropriations Committee, Communications Committee, Graduate and Professional Student Assembly Finance Commission, Student Advocacy Committee, and Events Committee.
 - (ii) These appointments shall be subject to the approval of the Executive Committee.
 - (iii) After initial committee appointments are made, vacancies may be filled by members appointed by the Executive Committee or appointed by committee chairs to their own committee.
 - 1) Any members appointed by committee chairs are non-voting members until the appointments are approved by the Executive Committee.
- (g) GPSA External Committee Appointments
 - (i) The Operations and Staffing Committee shall appoint the following:
 - 1) Two representatives to the General Committee of the Graduate School, one in alternating years, to serve two-year terms,
 - 2) Two students to the University Neighborhood Council,
 - 3) One representative to the Trustee Nominating Committee,
 - 4) One student each to the Student Assembly committees on Dining Services and Information Technologies,
 - 5) One student each to the Committee on Minority Education, the Faculty Advisory Committee on Athletics & Physical Education, the Committee on Academic Freedom and Professional Status of the Faculty, and the Academic Programs Committee,
 - 6) One liaison officer each to the Faculty Senate, the Employee Assembly and the Student Assembly as ex-officio, non-voting members,

- 7) Three students to represent graduate and professional student interests in Slope Day as follows: one student to an executive role on the Slope Day Steering Committee, one student to the Slope Day Programming Board, and one student to the Slope Day Logistics Committee,
- 8) One student representative to other external committees: including the Committee on Alcohol & Other Drugs, the Diversity Council, the Council on Mental Health and Welfare, the Student Insurance Advisory Committee, and the Student Library Advisory Committee.
 - (h) University Assembly Committee appointments
 - (i) The Operations and Staffing Committee, in cooperation with the graduate and professional student representatives of the University Assembly, shall appoint graduate and professional student representatives and liaisons to all committees under the jurisdiction of the University Assembly, including:
 - 1) One student each to the Campus Planning Committee, Cornell Store Administrative Board and the Cornell United Religious Work Advisory Board,
 - 2) Two students to the Joint Assemblies Financial Aid Review Committee, the Budget Planning Committee, the Board on University Health Services (with two alternates), the Codes and Judicial Committee, the Transportation Advisory Committee, and the Transportation Hearing & Appeals Board,
 - 3) Three students to the Joint Assemblies Multicultural Issues Committee.

Section III.3 GPSA Elections Committee

- (a) Purpose
 - (i) The Elections Committee shall be responsible for overseeing the election of the GPSA voting members, officers, and committee chairs as stated in the GPSA Charter Article 6.04.c.
- (b) Chairperson
 - (i) The chairperson of the Elections Committee shall be a retiring member of the GPSA, appointed by the GPSA Executive Committee, as described in Section 6.02 of the GPSA Charter.
- (c) Membership
 - (i) During the academic year, the Elections Committee shall be the GPSA Executive Committee.

- (ii) In the exception of Section 3.03.c.i, the Chairperson shall recruit other retiring voting members of the GPSA as members of the Elections Committee.
- (d) Duties
 - (i) Decide on the procedural rules for elections.
 - (ii) Be responsible for gathering the four caucuses and leading the caucuses for the Biological Sciences, Physical Sciences, Social Sciences and Humanities.
 - (iii) Be responsible for running the caucuses by asking for nominations, soliciting statements from nominees, moderating question and answer sessions, and counting ballots.
 - (iv) Announce the newly elected persons when new and retiring members reconvene as an entire Assembly.
- (e) Meetings
 - (i) The Elections Committee shall meet prior to the last GPSA discussion meeting of the academic year.
 - (ii) All meetings of the Elections Committee shall be open to the graduate and professional student community.
 - (iii) A meeting prior to the meeting in Section 3.03.e.i may be held, if deemed necessary by the Chairperson, to ensure the proper functioning of the election.
- (f) Election of the Officers
 - (i) The sitting President of the GPSA shall temporarily act as the Chairperson during the elections of the officers of the GPSA until a new President is elected, after which the new President shall preside over the election of officers and committee chairs.

Section III.4 Appropriations Committee

- (a) Purpose
 - (i) The Appropriations Committee shall concern itself with all aspects of the Graduate and Professional Student (GPS) Activity Fee, including review of the GPSA Byline Allocation Procedures, the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, and the internal funds of the GPSA, as stated in the GPSA Charter Article 6.04.d.
- (b) Chairperson
 - (i) The Committee shall have a chairperson, elected by the GPSA as described in Article 6.02 of the GPSA Charter.
- (c) Membership
 - (i) The Committee shall consist of members appointed by the GPSA Operations and Staffing Committee.
 - (ii) Members shall attend the meetings of the Committee.
 - (iii) Members shall serve until the end of the academic year in which they are appointed, unless they are subject to removal as stated in Item 3.04.c.iii.

- (iv) Termination of a committee member is at the discretion of the Chair when a committee member is absent for more than two scheduled committee meetings. A replacement may be sought after consultation with the Operations and Staffing Committee.

(d) Duties

- (i) The Chairperson shall be responsible for the operations of the Committee: the Chairperson shall oversee the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
- (ii) The Committee shall review, maintain and adhere to the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
- (iii) The Committee shall review the policies and procedures for setting the GPS Activity Fee. In fee-setting years, the Committee shall make a recommendation to the GPSA regarding the amount and distribution of the GPS Activity Fee. In non-fee-setting years, the Committee shall coordinate with the Student Assembly to determine a deadline for byline applications, to be at the end of February.
- (iv) The Committee shall maintain the GPSAFC Funding Guidelines. If deemed necessary, it shall make suggestions for changes to the GPSA.
- (v) The Committee shall oversee the internal funds of the GPSA and work with the Office of Assemblies to ensure that the budget is adhered to. The Committee shall provide budget updates to the Executive Committee, as requested.
- (vi) The Chairperson shall collect budget proposals from all standing committee chairs by September 15. The Chairperson shall then establish a budget for GPSA's internal funds, based on the collected budget proposals, which shall be presented as a resolution at the September business meeting.

(e) Meetings

- (i) The Committee shall hold meetings, as necessary, subject to the minimum requirements of Item 3.04.e.v.
- (ii) All meeting of the Committee shall be open to the graduate and professional student community.
- (iii) Minutes shall be taken, and upon review by the Chairperson, shall be submitted to the Office of Assemblies for posting on the Committee's website, along with meeting agendas.
- (iv) The minimum number of meetings to fulfill the Committee's mission is:

1)

In non-GPS Activity Fee setting years:

- a) One meeting before winter break to explain the application process for byline funded groups to the members of the Committee,
- b) One meeting in the spring semester with the GPSAFC to discuss the GPSAFC Funding Guidelines.

2)

In GPS Activity Fee setting years:

- a) One meeting as soon as the Committee is staffed to review the GPS Activity Fee process, as described in the GPSA Byline Allocation Procedures and GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, and Article IX of the GPSA Charter,
- b) One meeting, as stipulated in the GPSA Byline Allocation Procedures, to discuss the byline applications and the amounts of funding to be recommended,
- c) One meeting to which applying byline organizations are invited and may state their cause, if the Committee recommends an allocation lower than the requested amount,

- d) One meeting to reconsider the recommended funding amount, if such reconsideration is requested by the GPSA after a business meeting.
- (v) The Committee is encouraged to consider town hall style meetings early in the Fall Semester to provide information about the GPS Activity Fee and gather relevant input from the graduate and professional student body, in particular, with regard to the appeal of applying byline funded organizations.
- (f) Coordination with the Office of Assemblies
 - (i) The Committee shall rely on the Office of the Assemblies to:
 - 1) Help with the administrative aspects of coordinating with byline funded organizations,
 - 2) Provide organizations applying for byline funding with information,
 - 3) Provide institutional memory.
- (g) GPSA Internal Budget
 - (i) The GPSA internal budget will be based upon budget proposals submitted by the standing committee chairs.
 - (ii) Standing committee chairs shall present a budget proposal to the Appropriations Committee Chairperson by September 15.
 - (iii) Standing committee budgets may include line items for operational and food expenses. The food line item is specifically for food provided at committee meetings for committee members.
- (h) Ethical Responsibility
 - (i) The GPS Activity Fee is set by the GPSA and paid by every graduate and professional student, and thus is not only set apart from other fees and tuition by the way it is determined, but also by its source. The Chairperson, the Committee, and the GPSA have a responsibility in ensuring that the money is well spent.

Section III.5 Communications Committee

- (a) Purpose
 - (i) The Communications Committee is charged with maintaining a strong communication link between the GPSA and all graduate fields, professional schools, and the Cornell community, as stated in the GPSA Charter Article 6.04.e.
- (b) Chairperson
 - (i) The Executive Vice President shall serve as the chairperson of the Communications Committee.
- (c) Membership
 - (i) The Committee shall consist of members appointed by the GPSA Operations and Staffing Committee.
 - (ii) Termination of a committee member is at the discretion of the Chair when a committee member is absent for more than two scheduled committee meetings.
- (d) Duties

- (i) The Chairperson shall be responsible for the operations of the Committee: the Chairperson shall oversee the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
 - (ii) The Chairperson is charged with contacting all appropriate administrative offices so that they and the Committee are in regular contact throughout the year.
 - (iii) The Chairperson shall submit a budget request outlining and justifying all planned expenditures to the Appropriations Committee Chair by September 15, and shall submit an update on the status of their budget by the end of February.
 - (iv) The Committee will maintain the GPSAINFO listserv and is in charge of the creation and distribution of the GPSAINFO newsletter.
- (e) Meetings
- (i) The Committee will meet at least once a month. All committee meetings shall be open to the graduate and professional student community.
 - (ii) When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
 - (iii) Minutes shall be taken at meetings and, upon review by the Committee Chair, shall be submitted to the Office of Assemblies for posting.

Section III.6 GPSA Finance Commission

- (a) Purpose
- (i) The GPSA Finance Commission (GPSAFC) is charged with allocating funds to registered graduate and professional student organizations on the Ithaca and Geneva campuses of Cornell University, as per Article 6.04.f of the GPSA Charter.
- (b) Chairperson
- (i) The Commission shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.
- (c) Membership
- (i) The Commission shall consist of at least six and no more than ten members, hereafter referred to as finance commissioners, appointed by the GPSA Operations and Staffing Committee.
 - (ii) When possible, the finance commissioners should represent each of the professional schools and each of the areas of the Graduate School.
 - (iii) Finance commissioners have exclusive voting privileges for allocating funds, according to the rules set forth in the GPSAFC Funding Guidelines.
 - (iv) Finance commissioners shall attend the meetings of the Commission.
 - (v) If a finance commissioner is absent from two or more consecutive meetings of the Commission, without providing prior notice to the Chairperson, the Chairperson may ask the GPSA Operations and Staffing Committee to replace that Commissioner.
 - (vi) Finance commissioners shall serve until the end of academic year in which they are appointed, unless they are subject to removal as stated in Item 3.06.c.v.
- (d) Duties

- (i) The Commission is responsible for distributing funds to student groups according to the rules as set forth in the GPSAFC Funding Guidelines.
 - (ii) The Chairperson is responsible for the operations of the Commission: the Chairperson oversees the Commission's actions and operating budget, and schedules and runs the meetings of the Commission.
 - (iii) The Chairperson, in cooperation with the Office of the Assemblies staff, sets the schedule for the annual budget application process.
 - (iv) The Chairperson may appoint a Vice-Chair and delegate any of the Chairperson's responsibilities to the Vice-Chair. The Vice-Chair shall be responsible to the Chairperson, and the Chairperson can terminate the Vice-Chair's duties at any time.
 - (v) The Chairperson shall submit a budget request outlining and justifying all planned expenditures internal to the Commission to the Appropriations Committee Chairperson by September 15.
 - (vi) The Chairperson may additionally delegate specific duties to other GPSAFC members, as necessary. These duties may include, but are not limited to: preparing materials for meetings, keeping the minutes, making updates to the GPSAFC website, and reviewing the GPSAFC Funding Guidelines and suggesting beneficial changes to the Chairperson of the GPSA Appropriations Committee.
 - (vii) The Chairperson shall submit a written update to the Appropriations Committee Chairperson on the status of the internal budget by the end of February.
- (e) Meetings
- (i) The Commission shall meet at least three times each semester to deliberate on matters set forth in the GPSAFC Funding Guidelines.
 - (ii) In the spring term, the Commission shall hold one half-day meeting to review all annual budget applications for the following year and to make allocations based on the GPSAFC Funding Guidelines.
 - (iii) The GPSAFC Chairperson also has the responsibility of organizing one meeting during the latter part of the spring semester, prior to the annual budget request deadline, where student organizations may come to learn about the regulations and procedures of the Commission.
 - (iv) The Chairperson shall notify the Office of the Assemblies of the Commission's meeting times and locations.
 - (v) Meetings shall be open to the public.
 - (vi) Any representative of a student organization wishing to present his or her organization's case at a meeting must notify the Chairperson at least three days in advance of the meeting.
 - (vii) When the GPSAFC cannot reach a consensus, a simple majority vote will suffice for decision-making within the Commission.
 - (viii) Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office of Assemblies for posting.
- (f) Annual Budget Applications Approval Procedure
- (i) The GPSAFC will make annual budget allocations at the spring meeting described in Item 3.06.e.ii.
 - (ii) The Commission may appoint volunteers to assist the finance commissioners in reading applications and making allocations.

(iii) The finance commissioners and volunteers shall be divided into groups, each containing at least one finance commissioner. The Chairperson shall give each group an equal number of applications to review from the total number of applications submitted. Two different groups shall review each application and individually provide suggested allocations according to the GPSAFC Funding Guidelines. All finance commissioners shall then compare the two suggested allocations and, if different, provide a third and final decision.

(g) Coordination with the Office of Assemblies

(i) The Commission shall maintain a strong working relationship with the Office of Assemblies, as the GPSAFC relies on the Office of the Assemblies to:

- 1) Collect funding applications and forward them to the Commission,
- 2) Inform student organizations of funding allocations,
- 3) Reimburse student organizations for approved expenditures,
- 4) Assist with preparatory work for the Commission's meetings,
- 5) Provide institutional memory.

(ii) The Chairperson shall coordinate with Office of the Assemblies staff to determine a cut-off date for current-year budget changes in advance of the annual budget allocations for the following year.

(h) Deadlines for Funding Applications

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

(ii) The prescribed date in Item 3.06.h.i shall serve as the last day for applications for summer funding.

(i) Unallocated Funds

(i) If funds remain for allocation in the current-year budget, those funds will remain in the Commission's account for allocations in future academic years.

Section III.7 Student Advocacy Committee

(a) Purpose

(i) The GPSA Student Advocacy Committee works on issues of finances, stipend levels, mental and physical health, child care and the general well being of all graduate and professional students. The Student Advocacy Committee works in consultation with other relevant student and University committees and interested parties, as stated in the GPSA Charter Article 6.04.g.

(b) Chairperson

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

(c) Members

(i) Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants will be reviewed and staffed by the Operations and Staffing Committee. In addition, any graduate student who serves on the following University committees will be appointed as ex-officio members:

- 1) Board on University Health Care Services,
- 2) Joint Assembly Financial Aid Review,
- 3) University Assembly Transportation Advisory Committee,
- 4) Family Services,
- 5) President's Council for Alcohol & Other Drugs,
- 6) Child Care Subcommittee,
- 7) President's Council on Mental Health & Welfare.

- (ii) Ex-officio appointments to the Committee will be made with consent from the Operations and Staffing Committee.
 - (iii) Termination of a committee member is at the discretion of the Chairperson when a committee member is absent for more than half of the scheduled committee meetings.
- (d) Duties
- (i) The Committee is required to update the Graduate and Professional Student Resource List posted on the Student Advocacy Committee Website at least once each academic year.
 - (ii) In order to be more fully aware of the issues faced by the graduate and professional student community, the Committee will hold an open town hall meeting, at least one per year. Funding will come from the Committee budget. The meeting will have two goals: To provide a brief overview of current and past Committee activities and to gather information and anecdotes on current problems facing the community. Following these town hall meetings, the Committee will report their results to the GPSA and any relevant Cornell administrators.
 - (iii) The Chairperson shall be responsible for the operations of the Committee: the Chairperson shall oversee the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
 - (iv) The Chairperson is charged with contacting all appropriate administrative offices so that they and the committee are in regular contact throughout the year.
 - (v) The Chairperson shall submit a budget request outlining and justifying all planned expenditures to the Appropriations Committee Chair by September 15, and shall submit an update on the status of their budget by the end of February.
- (e) Meetings
- (i) The Committee will meet once per month during the months of September, October, November, December, February, March, and April, and additionally as necessary. All committee members are expected to attend these meetings unless informed otherwise.
 - (ii) All Committee meetings shall be open to the graduate and professional student community. When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
 - (iii) Minutes shall be taken at meetings and, upon review by the Chairperson, shall be submitted to the Office of Assemblies for posting.
 - (iv) All meeting agendas and minutes shall be posted to the Committee's website.
 - (v) It is the responsibility of the Committee to post and advertise any advocacy related material on its website and ensure that the website is kept current.

Section III.8 Events Committee

- (a) Purpose

- (i) The Events Committee organizes events for graduate and professional students sponsored by the GPSA, such as receptions, speakers, socials, Grad Ball, Grads' Nights Out and other events that may arise as stated in Article 6.04.h of the GPSA Charter.
- (b) Chairperson
 - (i) The Committee shall have a chairperson, elected by the GPSA, as described in Article 6.02 of the GPSA Charter.
- (c) Membership
 - (i) Any graduate or professional student is eligible to apply to become a member of the Committee. Applicants will be reviewed and staffed by the Operations and Staffing Committee.
 - (ii) One member of the Committee will serve on the Slope Day Steering Committee.
 - (iii) Termination of a committee member is at the discretion of the Chairperson when a committee member is absent for more than half of the scheduled committee meetings.
- (d) Duties
 - (i) The Events Committee's primary purpose is to plan, seek funding for, and carry out the annual Grad Ball.
 - (ii) The Committee Chair shall submit a budget request outlining and justifying all planned expenditures to the Appropriations Committee Chair by September 15. The Chairperson shall work closely with the Appropriations Committee Chair to manage the budgets of social and special events, and shall make detailed expenditure reports to the Appropriations Committee and the Executive Committee, as requested.
 - (iii) At the second business meeting of the fall semester and first business meeting of the spring semester, the Chair shall propose a schedule of events for the upcoming term.
 - (iv) The Committee shall work closely with the Office of Assemblies to contract entertainment, book rooms, and other issues as necessary.
 - (v) The Committee shall work with the Student Advocacy Committee to plan town hall event(s).
 - (vi) The Chairperson shall be responsible for the operations of the Committee: the Chairperson shall oversee the Committee's actions and operating budget, as well as schedule and run the meetings of the Committee.
 - (vii) The Chairperson is charged with contacting all appropriate administrative offices so that they and the Committee are in regular contact throughout the year.
 - (viii) The Chairperson shall submit a budget request outlining and justifying all planned expenditures to the Appropriations Committee Chair by September 15, and shall submit an update on the status of their budget by the end of February.
- (e) Meetings
 - (i) The Committee will meet at least once every six weeks during the academic year. The Chair will schedule additional meetings as necessary. All committee members are expected to attend these meetings unless informed otherwise.
 - (ii) All committee meetings shall be open to the graduate and professional student community.
 - (iii) When a consensus cannot be reached, actions shall be determined by a majority vote of all committee members present.
 - (iv) Minutes shall be taken at meetings and, upon review by the Committee Chair, shall be submitted to the Office of Assemblies for posting.

Item IV. Suspension of the GPSA Bylaws

- (a) A voting member of the GPSA may make a motion to suspend an Item of the GPSA Bylaws for the duration of a business or discussion meeting.
- (b) The Item of the GPSA Bylaws is suspended with two-thirds of the voting members in favor.
- (c) Item IV, in its entirety, may not be suspended.