

# Graduate and Professional Student Assembly Charter

## Cornell University

[Last revised April 20, 2009]

### Preamble

To effect more extensive involvement in campus government, this charter establishes within the campus governance structure the requirements for a Graduate and Professional Student Assembly, elected by graduate and professional school students and concerned with those matters directly affecting graduate and professional students of Cornell University. Furthermore, this body may interact with and discuss issues of common interest with the Student, Employee and University Assemblies and the Faculty Senate.

The purpose of the Graduate and Professional Student Assembly is to ensure a direct focus for the continued involvement of graduate and professional school students in the governance of non-academic affairs and in the life of the University, as well as to foster an increased sense of community among all constituencies through shared responsibilities.

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

### Article I. Establishment

Pursuant to the authority delegated by the Board of Trustees, the President of the University hereby establishes the Graduate and Professional Student Assembly. Articles I through XI of this document constitute the Charter of the Graduate and Professional Student Assembly.

### Article II. Authority

#### *Section II.1* Scope of Authority

- (a) The Graduate and Professional Student Assembly (hereinafter referred to as the GPSA) shall have a voice in those activities, program areas and non-academic policies that affect graduate and professional students.
- (b) The GPSA shall serve as a body for the exchange of views between the graduate and professional student population and the administration.
- (c) Pursuant to Section 2.01 (a) and (b), the GPSA shall explore opportunities to enhance the role and function of graduate and professional students, and their contribution to the well-being of the University.

#### *Section II.2* Graduate and Professional Student Activity Fee

- (a) The GPSA, during the fall semester of every odd-numbered year, through the authority delegated by the President of the University and the Board of Trustees, shall be charged with recommending the amount and the allocation of the Graduate and Professional Student Activity Fee, subject to the approval of the President of the University.

- (b) Neither a check-off option nor an option to pay extra will be allowed to exempt a student from paying the Student Activity Fee.
  - (i) Exceptions may be considered if recommended and approved by the GPSA, and approved by the President of the University.
- (c) The GPSA shall follow the procedures detailed in Article IX.
- (d) These procedures shall be reviewed by the Student Assembly, the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

*Section II.3 Legislative Authority Over Policies*

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

*Section II.4 University calendar*

- (a) The Provost will consult with the GPSA in the formulation of the University calendar.
- (b) The GPSA may review and ask for reconsideration of the calendar before it becomes final.
- (c) The GPSA may propose changes in the calendar to the Provost.

*Section II.5 Requests for Information from the President of the University*

- (a) The GPSA may obtain specific information from the President regarding any subject which it requests to fulfill its responsibilities.
- (b) Requests shall not include salaries, wages, academic or financial records of specific individuals, nor information which is defined as confidential or restricted by law.
- (c) If the information requested is not provided, the President will report to the GPSA the reasons why the information cannot be furnished.

*Section II.6 Public hearings, forums, and referendums*

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

*Section II.7 Committees*

- (a) The GPSA may appoint graduate and professional students to serve on Assemblies, and GPSA and other Assembly committees that have designated seats for graduate and professional student representatives.
- (b) The GPSA may nominate graduate and professional students to serve on other university committees.

*Section II.8* Delegate members to the University Assembly

- (a) The voting membership will elect three graduate or professional students to serve as delegate members of the University Assembly.
- (b) Guidelines for appointing are specified in Section 6.05.

*Section II.9* Representatives to the Student and Employee Assemblies and Faculty Senate

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

*Section II.10* GPSA Standing and Ad Hoc Committees

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

### **Article III. Responsibility**

*Section III.1* Reporting of Actions

- (a) Actions of the GPSA will be reported to the President of the University in writing by the President of the GPSA.
- (b) The GPSA will respond to the President of the University's requests for information regarding GPSA actions.
- (c) The President of the University shall respond in writing to the GPSA recommendations pursuant to Section 2.03.a above.
- (d) Reporting to other bodies
  - (i) The GPSA will report its actions in writing to the Employee, Student and University Assemblies and the Faculty Senate, in conjunction with reporting of the actions to the President of the University.

*Section III.2* Semi-Annual Report

- (a) The GPSA will present a semi-annual, written report at the end of each academic term to the President of the University and the graduate and professional student population.
- (b) The report will include:
  - (i) a summary of the GPSA's work during the preceding term,
  - (ii) a description of any unresolved issues,
  - (iii) and an exploration of issues that are expected to arise in the future.

- (c) The GPSA of the following year is required to respond formally to the unfinished business presented in the semi-annual report.
- (d) All members of the Cornell community will have access to this report.

*Section III.3* Agendas and pending resolutions

- (a) Agenda and pending resolutions will be distributed to the leadership of the other Assemblies at least 24 hours prior to the GPSA meeting at which they are to be presented.
- (b) Agenda and pending resolutions will be distributed to the GPSA at least 24 hours prior to the GPSA meeting at which they are to be presented.
- (c) Agendas and resolutions will be proposed pursuant to Section 7.04.

*Section III.4* Objection to Actions

- (a) Objections
  - (i) Upon receipt of the GPSA report, another constituency body(ies) may object, by a two-thirds vote at its next regularly scheduled meeting, to an action taken by the GPSA.
  - (ii) The objecting body(ies) will report back to the GPSA within five working days of the vote to object.
  - (iii) At its next business meeting, the GPSA will review the objection and either modify the original position to account for the objections of the other constituency(ies) or will reaffirm the original action.
  - (iv) The GPSA shall report to the objecting body(ies) within five working days of reviewing the objection(s).
- (b) Referral to University Assembly Assemblies System Review Committee
  - (i) Continued disagreement on the issue will be referred to the UA Assemblies Review Committee. (UA Charter, ARTICLE 8.6).
- (c) Reconciliation of the differences
  - (i) If the GPSA determines by a two-thirds vote that the action of another constituency body impacts its constituency, comparable procedures for the reconciliation of the differences will be pursued.

## **Article IV. Membership**

*Section IV.1* The GPSA shall consist of non-voting members appointed from each graduate field and professional school and 19 voting members elected from the membership.

*Section IV.2* GPSA Members

- (a) The composition of the GPSA non-voting body of members shall be:

- (i) One representative elected in the fall from each individual graduate field (two from fields with over 100 students), plus three elected by each professional school.
- (ii) The students in each individual field/professional school may prescribe their own election procedures. If not filled through election, a representative may be appointed by the field's Director of Graduate Studies (DGS) or Dean of a professional school, subject to the approval of the students. For fields without a DGS, the graduate field representative (GFR) will serve in place of a DGS.
- (b) The non-voting membership shall elect and empower an operative, voting body to ensure effective and efficient operation of the GPSA.
- (c) Members may be removed by obtaining signatures from 51% of the matriculated students in the field/professional school.
- (d) Vacant seats remain open until a representative is selected within the field/professional school by election or appointment at any time between regularly scheduled elections.
- (e) Member seats are not transferable.
- (f) Members may serve as many one-year terms as they like, but must be elected or appointed annually.
- (g) All representatives must be matriculated students of Cornell University.

#### *Section IV.3 GPSA Voting Members*

- (a) There shall be nineteen (19) graduate and professional students, elected from the GPSA, to be voting members, with the following representation:
  - (i) Two (2) shall be graduate students enrolled in Master's degree programs elected in the fall.
  - (ii) Fourteen (14) shall be graduate students elected at the final discussion meeting in the spring as follows:

- 1) From the areas, as defined by the Graduate School: three (3) from Humanities, three (3) from Biological Sciences, four (4) from Physical Sciences, and four (4) from Social Sciences.
- (b) Elected voting members do not count as representatives from their individual field/school for the purposes of filling a field-specific member seat. A field/professional school having an elected voting member should seek an additional member according to the procedures outlined in Section 4.02 to ensure the field's/professional school's needs are being served.

#### *Section IV.4 Election of Voting Members*

- (a) Members from the Areas Defined by the Graduate School
  - (i) The 14 voting members of the GPSA representing the divisions of the Graduate School will be elected in the spring, by the entire GPSA (voting and non-voting members) prior to the first week in May.
  - (ii) Representatives nominate and vote by caucus for the voting GPSA member(s) who represent their division, enrolled in any graduate degree program within their division, as described in Section 4.03.
  - (iii) At least one of the Physical Sciences seats shall be from an engineering field and at least one shall be from a non-engineering field.
  - (iv) The professional schools shall select one GPSA voting member each by whatever means they choose, subject to term of office in Section 7.01.
  - (v) If there is no candidate either elected or appointed pursuant to the above procedure for the seats representing the divisions of the Graduate School, that seat is thrown open as "at-large," and a representative from any area may be elected by the entire GPSA (voting and non-voting members). The seat reverts to its original area designation at the next regular election.

- (b) Master's Degree Specific Members
  - (i) The two voting members of the GPSA representing graduate students enrolled in Master's degree programs will be elected in the fall, by and from the GPSA (voting and non-voting members), prior to the end of October.
  - (ii) Candidates for these seats must be non-voting members of the GPSA, enrolled in Master's degree programs administered by the Graduate School.
  - (iii) At least one of the Master's degree seats shall be from an engineering field.
  - (iv) If, by the end of October, no eligible candidate from an engineering field has been nominated for the engineering seat, the seat shall be opened to any student enrolled in any Master's degree program administered by the Graduate School.
  - (v) If filled by a non-engineering student, the engineering seat reverts to its original designation at the next regular election.
  - (vi) If no Master's degree students are nominated, these seats may remain vacant until eligible candidate(s) can be identified.

*Section IV.5 Filling Vacant Voting Member Seats*

- (a) If one of the seats representing an area of the Graduate School becomes vacant during the term of office, the seat shall be filled by special election at the next discussion meeting.
  - (i) Professional school seats vacated during the term of office shall be filled according to procedures outlined by the specific professional school.
- (b) Vacant seats shall be designated "at-large," and any member of the GPSA may run and vote in this election.
- (c) The seat reverts to its original designation at the next regular election.

*Section IV.6 Ex-officio Members*

- (a) All matriculated Cornell University graduate and professional students are encouraged to attend and participate in meetings.
- (b) The two Student Elected Trustees are welcome to attend all meetings and special events of the GPSA and have speaking privileges equal to voting members of the GPSA, but shall not have voting privileges.
- (c) The GPSA may designate non-voting ex-officio members.
- (d) The President of the University may appoint one member of the administration to serve as a consultant to the GPSA at its meetings.

**Article V. Officers of the GPSA**

*Section V.1 Definitions*

- (a) The officers of the GPSA shall be the President, the Executive Vice President, and the Vice President for Operations.

(b) The Counsel to the Assembly shall serve as a non-voting, ex-officio officer of the GPSA.

*Section V.2 Officer Elections*

- (i) The GPSA Assembly will, as soon as possible after the spring election, hold an organizational and planning meeting and shall elect a President, Executive Vice President, and Vice President for Operations from among its members.
- (ii) To be elected to office, a nominee shall be subject to a majority approval of the GPSA voting members.
- (iii) The Counsel to the Assembly shall be elected by a majority approval of the GPSA voting members.

*Section V.3 Officer Responsibilities*

(a) President

(i) It shall be the responsibility of the President of the GPSA to:

- 1) Represent the GPSA in University affairs,
- 2) Chair all business meetings of the GPSA,
- 3) Chair meetings of the Executive Committee,
- 4) Chair discussion meetings of the GPSA in the absence of the Executive Vice President,
- 5) Serve on the University Assembly Assemblies System Review Committee.

(b) Executive Vice President

(i) It shall be the responsibility of the Executive Vice President of the GPSA to:

- 1) Recruit graduate and professional students to serve on the GPSA,
- 2) Maintain an accurate list of members,
- 3) Chair the Communications Committee meetings,
- 4) Chair the discussion meetings of the GPSA,
- 5) Chair business meetings of the GPSA in the absence of the President.

(c) Vice President for Operations

(i) It shall be the responsibility of the Vice President for Operations to:

- 1) Chair the Operations and Staffing Committee,
- 2) Maintain accurate lists of committee appointees,
- 3) Maintain communication with committee appointees and chairs,
- 4) Coordinate committee reporting procedures,
- 5) Review and update the GPSA Charter and Bylaws,
- 6) Chair business and discussion meetings of the GPSA in the absence of both the

President and Executive Vice President.

(d) Counsel to the Assembly

(i) It shall be the responsibility of the Counsel to the Assembly to:

- 1) Help maintain continuity of the GPSA's agenda between administrations,
- 2) Keep track of GPSA history and precedents,
- 3) Serve as a non-voting, ex-officio member of the Executive Committee and the Operations and Staffing Committee, at the discretion of these committees.

(ii) The Counsel to the Assembly shall not be charged with performing any tasks other than advising the GPSA and the Executives unless the Counsel wishes to take on a task.

(iii) Eligibility

- 1) The Counsel to the Assembly is not required to be a current member of the GPSA.
- 2) The Counsel to the Assembly must be a matriculated graduate or professional student at Cornell.
- 3) The position may remain vacant if a qualified candidate is not found.
- 4) The Counsel to the Assembly must have previously served as a GPSA President,

Executive Vice President or Vice President for Operations.

*Section V.4* Replacement of Officers

(a) In the case that an officer resigns from office or is unable to perform the duties of the office, the following shall be used to elect a replacement:

(i) President

- 1) The Executive Vice President shall assume the duties of the office.
- 2) In such a case, the Vice President for Operations may, if he or she chooses, assume the position of Executive Vice President.
- 3) If the Vice President for Operations assumes the office of Executive Vice President, the voting members will elect a new Vice President for Operations.
- 4) If the Vice President for Operations declines to become Executive Vice President, the voting members will elect a new Executive Vice President from among its members.

(ii) Executive Vice President

- 1) The Vice President for Operations may, if he or she chooses, assume the position of Executive Vice President.
- 2) If the Vice President for Operations assumes the office of Executive Vice President, the voting members will elect a new Vice President for Operations.
- 3) If the Vice President for Operations declines to become Executive Vice President, the voting members will elect a new Executive Vice President from among its members.

(iii) Vice President for Operations

- 1) The voting members will elect a new Vice President for Operations from among its members.

(iv) Mid-year election of officers

- 1) Nominees to fill officer positions during the academic year shall be subject to a majority approval of the voting members.
- 2) Elections will be held at regularly scheduled business meetings.
- 3) Should it become necessary to hold an officer election before the next business meeting, the person convening the next business meeting must receive written approval from at least two-thirds (2/3) of voting members.



## **Article VI. Committees and Representation**

### *Section VI.1 Establishment*

- (a) The GPSA shall create and staff the standing committees pursuant to Section 2.10.
- (b) The GPSA may establish ad hoc committees, pursuant to Section 2.10, for the proper performance of its functions, and may prescribe their responsibilities and their membership.
- (c) The GPSA shall appoint representatives to University committees and assemblies, pursuant to Article II.

### *Section VI.2 Standing Committees*

- (a) The standing committees of the GPSA shall be the Executive Committee, the Operations and Staffing Committee, the Elections Committee, the Appropriations Committee, the Communications Committee, the Graduate and Professional Student Assembly Finance Commission (GPSAFC), the Student Advocacy Committee, and the Events Committee.
- (b) The standing committees of the GPSA allow for focused, detailed work on issues of concern to the graduate and professional student body.
- (c) A voting member of the GPSA shall serve as Chair of each standing committee whenever possible, but non-voting members may serve as needed, except where specified in Article V.
- (d) Any matriculated graduate or professional student is eligible to serve on committees.
- (e) At the same meeting as the election of officers each spring, the voting members shall elect, by majority vote, the Chairs of the Appropriations Committee, Graduate and Professional Student Assembly Finance Commission, Student Advocacy Committee, and Events Committee.
  - (i) If no suitable candidate can be found, the voting members can, by a 2/3 vote, delay the election of a specific committee chair until the first business meeting of the fall semester.
  - (ii) Vacancies in standing committee chairs that occur during the academic year may be filled by majority vote at the next business meeting.
  - (iii) The Vice President for Operations may appoint an acting chair from among the committee's members or executive committee to serve until the new chair is elected.

*Section VI.3 Ad hoc committees*

- (a) The GPSA standing committees may establish ad hoc committees as are necessary for the proper performance of their functions.
- (b) To increase efficiency and decrease duplication, every effort will be made to address perceived needs of graduate and professional school students through existing University Committees and other appropriate bodies first. When needs cannot be fulfilled through these channels, or when the GPSA feels additional study is needed, the GPSA may establish ad hoc committees as needed.
- (c) The Operations and Staffing Committee must request the approval by a majority vote of GPSA voting membership to establish the ad hoc committee.
- (d) Ad hoc committee membership
  - (i) Shall consist of at least three members
  - (ii) Shall have at least one member of the requesting standing committee
  - (iii) Addition committee membership may be recommended by the requesting standing committee.

*Section VI.4 Standing Committees - Specifics*

- (a) The Executive Committee
  - (i) The Executive Committee shall be composed of the officers of the GPSA, of which there shall be at least three (3).
  - (ii) The Executive Committee shall ensure the smooth operation of the GPSA by coordinating the officers and the standing committee chairs.
  - (iii) These officers are empowered to speak for the GPSA on issues that must be addressed before the next regularly scheduled meeting.

- (iv) All decisions of the Executive Committee shall be subject to the approval of a majority vote of the seated voting members.
- (v) The Executive Committee shall establish agendas for the discussion and business meetings of the GPSA.
- (vi) The Executive Committee shall make appointments to University committees, liaison positions, and all other external committees that become vacant prematurely, as coordinated by the Vice President for Operations.
- (vii) The Executive Committee shall be chaired by the President of GPSA.
- (b) Operations and Staffing Committee
  - (i) The Operations and Staffing Committee is charged with appointing graduate and professional students to committees within the GPSA and throughout the University, and with maintaining an updated GPSA Charter and relevant documents.
  - (ii) The committee shall review the Bylaws annually and the Charter biennially (in non-activity fee allocation years), and it shall ensure proper administration of the contents of these documents.
  - (iii) In addition to advertising committee vacancies, reviewing applications, and acting as a liaison between committee representatives and the GPSA, the Committee also determines committee size and prepares relevant documents and application materials for the appointment process.
  - (iv) All standing committee chairs and University Assembly representatives are required to serve on the Operations and Staffing Committee.
  - (v) During Charter review years, standing committee chairs may appoint a representative from their committee to serve in their place, after committee appointments in the fall semester.
  - (vi) The Operations and Staffing Committee will be chaired by the Vice President for Operations of the GPSA.
- (c) Elections Committee
  - (i) The Elections Committee shall be responsible for overseeing the election of GPSA members, officers, and committee chairs.
  - (ii) The Elections Committee shall be chaired by a retiring, voting member of the GPSA.
- (d) Appropriations Committee
  - (i) The Appropriations Committee shall concern itself with all aspects of the Graduate and Professional Student (GPS) Activity Fee.
  - (ii) The Appropriations Committee shall review and maintain the GPSA Byline Funding Allocation Procedures and GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
  - (iii) The Appropriations Committee shall review the policies and procedures for setting the GPS Activity Fee, after which the committee shall make a recommendation to the GPSA for setting the amount of the GPS Activity Fee.
  - (iv) The Appropriations Committee shall review and make suggestions to the GPSA concerning the GPSA Finance Commission Funding Guidelines.
  - (v) The Appropriations Committee shall oversee the internal funds of the GPSA and provide budget updates to the Executive Committee.
  - (vi) The Chair of the Appropriations Committee will serve on the GPSA Finance Commission.

- (e) Communications Committee
  - (i) The purpose of this committee is to maintain a strong communication link with graduate fields, professional schools, and the Cornell community.
  - (ii) This committee shall prepare and supply information supplemental to regularly distributed GPSA agendas and minutes, and it shall encourage publication of agendas, minutes, and resolutions to appropriate media.
  - (iii) It shall also publicize elections and assist the Executive Vice President in recruiting graduate and professional students to serve as non-voting, field representatives.
  - (iv) The Communications Committee will be chaired by the Executive Vice President of the GPSA.
- (f) GPSA Finance Commission (GPSAFC)
  - (i) The GPSAFC shall be charged with allocating funds to all non-byline funded graduate and professional student organizations, as outlined in the GPSA Bylaws and the GPSAFC Funding Guidelines.
  - (ii) The Chair of the Appropriations Committee will serve on the GPSAFC.
- (g) Student Advocacy Committee
  - (i) The Student Advocacy Committee is charged with investigating the needs and desires of graduate and professional students, regarding issues of their finances, mental and physical health, and general well being.
  - (ii) The Student Advocacy Committee will work in consultation with other relevant committees and interested parties.
- (h) Events Committee
  - (i) The Events Committee shall be charged with coordinating and planning GPSA-sponsored social and special events.

*Section VI.5 University Assembly Representation*

- (a) The voting members of the GPSA will elect three graduate or professional students to serve as delegate members to the University Assembly.
- (b) At least one representative will be elected from the voting membership of the GPSA and will serve as the liaison for UA affairs to the executive committee.
- (c) Graduate or professional students who are not seated members of the GPSA may be elected to fill the remaining two delegate positions.
  - (i) These delegates shall be considered ex officio (non-voting) members of the GPSA.
  - (ii) These delegates are required to report on UA activities at GPSA meetings at the request of the Executive Committee.

*Section VI.6 Committee Designees*

- (a) The Operations and Staffing Committee will appoint graduate and professional students to University committees, GPSA committees and liaison positions, hereafter referred to as committee designees.

- (b) Committee designees may serve as many one-year terms as they like, but must be appointed annually.
- (c) All committee designees must be matriculated graduate and professional students of Cornell University.
  - (i) Exceptions to this rule may be made by a majority vote of the voting members at the request of the Vice President for Operations.

*Section VI.7 Committee and Committee Designee Reporting*

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

**Article VII. Procedures**

The procedures of the GPSA shall be as follows:

*Section VII.1 Term of Office*

- (a) The term of office for the GPSA shall be from June 1<sup>st</sup> to May 31<sup>st</sup>.

*Section VII.2 Meeting Schedule*

- (a) Bi-monthly meetings shall be scheduled throughout the academic year.
- (b) Meetings defined in Section 7.02.a shall be referred to as "regularly scheduled meetings".
- (c) The GPSA will adopt a schedule of regularly scheduled meetings at the last meeting of the academic year.

*Section VII.3 Regularly Schedule meetings*

- (a) Regularly scheduled meetings are open to all constituents and to the public.
- (b) Meetings alternate between discussion meetings and business meetings.
- (c) Actions will be voted on at business meetings.

- (d) At the discretion of the Executive Committee, a maximum of one action (excluding elections) in need of timely resolution may be voted on by voting members at a discussion meeting.
- (e) Only voting members can vote on presented resolutions.
- (f) The chair of a business meeting shall only vote on resolutions or subsidiary motions when his or her vote will affect the result.
- (g) Attendance by all members and committee chairs is required at discussion meetings and encouraged at business meetings.
- (h) Attendance by voting members is required at both discussion and business meetings.

*Section VII.4 Agendas and Resolutions*

(a) Agendas

- (i) Business meeting agendas will be compiled by the GPSA President in consultation with the Executive Committee.
- (ii) Discussion meeting agendas will be compiled by the GPSA Executive Vice President in consultation with the Executive Committee.
- (iii) Agendas must be sent to the members 24hrs prior to the meeting.

(b) Resolutions

- (i) Upon signing of a petition by 100 Cornell graduate and professional students, a resolution may be presented to the GPSA for consideration.

1) Within two regularly scheduled meetings after the presentation of the petition, the GPSA will discuss and vote on the resolution.

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

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

*Section VII.5 Additional Meetings*

- (a) Additional meetings may be scheduled at least one week in advance by the Executive Committee, with written approval from at least two-thirds (2/3) of the voting members.
- (b) Only one additional discussion and one additional business meeting may be called per semester.

*Section VII.6 Executive Session*

- (a) Meetings may be closed for special executive session, when deemed necessary to protect the rights of members of the Cornell community, by majority vote of the voting members present.
- (b) Non-voting members may be excluded from these sessions in addition to constituents and the public.

- (c) No binding actions will take place while in executive session.

*Section VII.7 Parliamentary procedure*

- (a) All meetings shall be conducted using Robert's Rules of Order (latest edition) and shall be used as the basis for determining procedures for debate and general conduct.

*Section VII.8 Quorum*

- (a) A quorum of the voting members shall consist of a majority of the seated, voting members of the GPSA.
- (b) A quorum for the GPSA shall consist of a majority of the members.

*Section VII.9 Absences*

- (a) A voting member is considered seated if the member has not missed more than one business meeting or two discussion meetings in a semester, without notifying the GPSA Executive Committee in writing of the absence.
- (b) Excused absences (under the discretion of the Executive Committee) in which proxies are cast, will count as part of the total vote when calculating either majority or 2/3 votes.
- (c) Proxies will not be allowed to be cast for any legislation that has been amended, and therefore that vote will not be counted in the total amount of votes cast.

*Section VII.10 Removal*

(a) Voting Members

- (i) A member may be removed from voting membership if s/he has unexcused absences from more than one business or more than two discussion meetings, following a recall vote by 2/3 of the voting members.

(b) Officers

- (i) A GPSA officer may be removed from office by a 2/3 vote of the voting members, but may retain their voting membership. The officer may be removed from the voting membership pursuant to Section 7.10.a.

(c) Committee Chairs and University Assembly Representatives

- (i) A GPSA standing committee chair, ad hoc committee chair or University Assembly representative may be removed from their position by a 2/3 vote of the voting members, but may retain their voting membership. The chair or representative may be removed from the voting membership pursuant to Section 7.10.a.

## **Article VIII. Establishment of Bylaws and Procedures**

*Section VIII.1* The GPSA may establish bylaws and other procedural rules that are necessary for the normal and efficient operation of the GPSA.

*Section VIII.2* The adoption of such bylaws and rules will be subject to a majority vote of the voting members.

## **Article IX. Establishment of the Graduate and Professional Student (GPS) Activity Fee**

*Section IX.1* The GPS Activity Fee is mandatory for all graduate and professional students of the University and is used to support activities and programs that benefit the Cornell Community, in particular, its graduate and professional student population.

*Section IX.2* The President of the University delegated responsibility for setting and allocating of the GPS Activity Fee to the GPSA in a letter dated March 1, 1999. A set of guidelines are attached to said letter. The GPSA recognizes that along with setting and distributing the GPS Activity Fee comes accountability.

*Section IX.3* The GPS Activity Fee shall be established every two years – with the extensive participation and active input from the graduate and professional student body – by the last day of classes in the fall semester of the fee-setting year. In the event that the GPSA cannot meet this deadline, the GPS Activity Fee shall be fixed at the amount and allocation in effect during the fee-setting year.

*Section IX.4* The GPSA shall establish three funding rules and procedures documents:

- (a) The GPSA Byline Allocation Procedures
  - (i) For the purpose of allocating the activity fee, this document's rules and procedures hold the same weight and precedence as the GPSA Charter.
  - (ii) Any changes to this document must be presented, in writing, at least one regularly scheduled meeting prior to the vote.
  - (iii) Changes to this document require a 2/3 vote of the voting GPSA members.
- (b) The GPSA Eligibility Criteria and Obligations for Byline Funded Organizations
  - (i) For the purpose of allocating the activity fee, this document's rules and procedures hold the same weight and precedence as the GPSA Charter.
  - (ii) Any changes to this document must be presented, in writing, at least one regularly scheduled meeting prior to the vote.
  - (iii) Changes to this document require a 2/3 vote of the voting GPSA members.
- (c) GPSAFC Funding Guidelines
  - (i) The Appropriations Committee shall present any revisions to the GPSAFC Funding Guidelines for majority vote of the voting members at least one meeting prior to a vote.
  - (ii) The Appropriations Committee shall review the GPSAFC Funding Guidelines in non-activity fee setting years.

*Section IX.5* Funds from the Activity Fee will be allocated:

- (a) To the GPSA to help fulfill its mission and role in student government and advocating on behalf of graduate and professional students. Funds allocated to the GPSA are overseen by the Executive Committee in collaboration with the Chair of the Appropriations Committee.
- (b) To the GPSA Finance Commission, no less than 35% of the total Activity Fee, to fund student organizations which contribute to the graduate and professional student experience at Cornell. Organizations must be registered with the Student Activities Office; further eligibility criteria and procedures are outlined in the GPSAFC Funding Guidelines, which are determined by the GPSA.
- (c) Direct byline funding to organizations which surpass in size and scope those typically funded through the GPSAFC. Eligibility criteria, procedures and obligations for such organizations are outlined in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.



*Section IX.6* Guidelines and procedures regarding the GPSAF shall be reviewed by the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

## **Article X. Protection**

### *Section X.1* Community Rights

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

### *Section X.2* Confidentiality

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

## **Article XI. Charter and Bylaws Amendment**

*Section XI.1* An affirmative vote of a majority of the voting members of the GPSA shall be required to amend the Bylaws and Procedures of the GPSA, and an affirmative vote of 2/3 of the voting membership shall be required to amend the Charter.

### *Section XI.2* Charter Amendment

- (a) The Charter may be amended by one of the following pathways:

- (i) Upon signing of a petition by 100 Cornell graduate and professional students, an amendment to the Charter may be presented to the GPSA for consideration.

1) Within two regularly scheduled meetings after the presentation of the petition, the GPSA will discuss and vote on the proposed amendment.

2) The form and wording of the amendment, as voted upon by the GPSA, shall be identical in form and wording to that of the petition.

- (ii) Any member may present an amendment to the GPSA for consideration. Within two regularly scheduled meetings after such presentation, the GPSA will discuss and vote on the proposed amendment(s).

- (iii) Any Charter amendment must be presented in writing to all GPSA members at least one regularly scheduled business meeting prior to the meeting where the amendment will be considered.

### *Section XI.3* Bylaws Amendment

- (a) The Bylaws may be amended by one of the following pathways:

- (i) Upon signing of a petition by 100 Cornell graduate and professional students, an amendment to the Bylaws may be presented to the GPSA for consideration.

1) Within two regularly scheduled meetings after the presentation of the petition, the GPSA will discuss and vote on the proposed amendment.

2) The form and wording of the amendment, as voted upon by the GPSA, shall be identical in form and wording to that of the petition.

- (ii) Any member may present an amendment to the GPSA for consideration. Within two regularly scheduled meetings after such presentation, the GPSA will discuss and vote on the proposed amendment(s).
- (iii) Bylaw amendments must be presented in writing to all GPSA members at least 24 hrs before the amendment will be considered for a vote.

*Section XI.4 Authority and responsibility*

- (a) The amendments of those Articles of the Charter which appear under the headings, Authority, Responsibility, Membership, and Charter and Bylaws Amendment shall require, in addition, the approval of the President of the University.