

# Cornell University

## Graduate and Professional Student Assembly

### Orientation Guide

Topic	Page
<a href="#">Cornell University governance system and its assemblies</a>	3
<a href="#">Introduction to the Graduate and Professional Student Assembly (GPSA)</a>	6
<a href="#">Duties of GPSA Representatives and Officers</a>	9
<a href="#">The Graduate Community Initiative (GCI) &amp; The 2010-2015 Strategic Plan</a>	11
<a href="#">The Committee System</a>	12
<a href="#">Funding- The Activity Fee and Funding of Graduate &amp; Professional Student Groups</a>	14
<a href="#">Bringing business before the GPSA (Resolutions &amp; Motions)</a>	19
<a href="#">General Timeline</a>	23
<a href="#">Important Websites &amp; Email Addresses</a>	24
<a href="#">Important Forms</a>	26

*(click the topic title to advance to that section)*



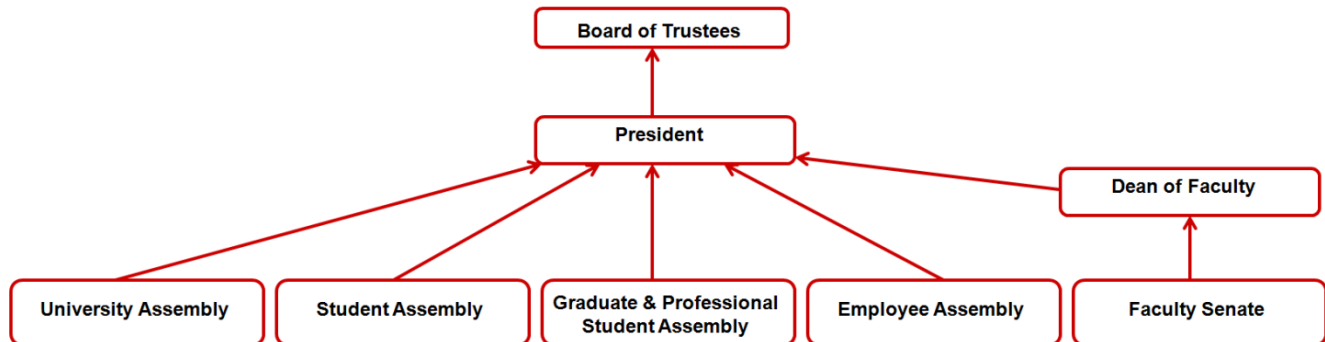
*This orientation guide has been prepared for all graduate and professional students of Cornell University interested in learning more about how the Graduate and Professional Student Assembly (GPSA) operates*

- Brian M. Forster, Counsel to the GPSA 2010-2011
- Darrick Nighthawk Evensen, Student-Elected Trustee 2010-2012
- Chris Clarke, GPSA Social Sciences Representative 2010-2011
- Cresten Mansfeldt, GPSA President 2010-2011



## Cornell University Governance System and its assemblies<sup>1,2</sup>:

### The Board of Trustees and the Cornell Assemblies:



Cornell University is operated and overseen by the Board of Trustees. The Board of Trustees consists of 64 voting members including 4 ex-officio\* members: The President of the university, the Governor of New York, the Speaker of the New York Assembly and the President of the New York Senate. Two of these 64 members are student-elected trustees; one undergraduate and one graduate/professional student. Both of these student-trustees are elected by all Cornell students to ensure their views are heard by the Board of Trustees. The board delegates the President to oversee the daily operation of the university.

(\*Ex-officio is defined as – “from the office”; member is granted a position because of the office they hold)

Each constituency here at Cornell has an assembly that represents their interests to the university administration and subsequently, to the Board of Trustees:

- The Student Assembly (SA) represents all undergraduate students
- The Graduate and Professional Student Assembly (GPSA) represents all graduate and professional (M.B.A., E.M.B.A., J.D., J.S.D., LL.M., D.V.M.) students in Ithaca or Geneva, New York
- The Employee Assembly (EA) represents all non-faculty staff members
- The Faculty Senate represents all non-tenured and tenured faculty members. The Faculty senate is supported and reports back to the Dean of Faculty
- The University Assembly (UA) represents the entire Cornell community. The membership of the University Assembly includes faculty and members from the SA, GPSA and EA

Each assembly sends representatives to attend the other assemblies’ meetings. This is to ensure that each constituency is aware of what the other assemblies are discussing. Liaisons are discussed further under [The Committee System](#).

<sup>1</sup> <http://www.cornell.edu/trustees/>

<sup>2</sup> <http://assembly.cornell.edu/Orientation/Home>

Legislative actions taken by the UA, SA, GPSA and EA are reported to the President. Other actions and recommendations by these assemblies are directed to the appropriate offices. Many of the administrative offices that the GPSA works with throughout the year are listed below:

*Administration:*

- David Skorton, President ([president@cornell.edu](mailto:president@cornell.edu))
- Kent Fuchs, Provost ([provost@cornell.edu](mailto:provost@cornell.edu))
- Susan Murphy, Vice President of Academic & Student Services ([shm1@cornell.edu](mailto:shm1@cornell.edu))
- Tommy Bruce, Vice President of Communications ([twb22@cornell.edu](mailto:twb22@cornell.edu))
- Kent Hubbell, Dean of Students ([klh4@cornell.edu](mailto:klh4@cornell.edu))
- William Fry, Dean of Faculty ([wef1@cornell.edu](mailto:wef1@cornell.edu))

*Graduate School & Professional Schools:*

- Barbara Knuth, Vice Provost & Graduate School Dean ([barbara.knuth@cornell.edu](mailto:barbara.knuth@cornell.edu))
- Brenda Wickes, Assistant Dean Graduate Student Life & Career Development ([bw32@cornell.edu](mailto:bw32@cornell.edu))
- Elizabeth Ellis, Director of Communications ([ene4@cornell.edu](mailto:ene4@cornell.edu))
- Stewart Schwab, Dean of the Law School ([sjs15@cornell.edu](mailto:sjs15@cornell.edu))
- Michael Kotlikoff, Dean of the College of Veterinary Medicine ([mik7@cornell.edu](mailto:mik7@cornell.edu))
- L. Joseph Thomas, Dean of the Johnson Graduate School of Management ([ljt3@cornell.edu](mailto:ljt3@cornell.edu))

*Colleges:*

- Kathryn Boor, Agriculture & Life Sciences Dean ([kjb4@cornell.edu](mailto:kjb4@cornell.edu))
- Kent Kleinman, Architecture, Art and Planning Dean ([aapdean@cornell.edu](mailto:aapdean@cornell.edu))
- G. Peter Lepage, Arts & Sciences Dean ([g.p.lepage@cornell.edu](mailto:g.p.lepage@cornell.edu))
- Lance Collins, School of Engineering Dean ([lc246@cornell.edu](mailto:lc246@cornell.edu))
- Michael Johnson, Hotel Administration Dean ([mdj27@cornell.edu](mailto:mdj27@cornell.edu))
- Alan Mathios, Human Ecology Dean ([adm5@cornell.edu](mailto:adm5@cornell.edu))
- Harry Katz, Industrial and Labor Relations (ILR) Dean ([hck2@cornell.edu](mailto:hck2@cornell.edu))

*The Big Red Barn: The Graduate and Professional Student Center:*

- Kris Corda, Director of the Big Red Barn ([kc31@cornell.edu](mailto:kc31@cornell.edu))

*Commuter and Parking Services:*

- Helen Steh, Commuter Programs Administrator ([hs21@cornell.edu](mailto:hs21@cornell.edu))

*Cornell Dining:*

- Gail Finan, Dining Services Director ([gtf23@cornell.edu](mailto:gtf23@cornell.edu))

*Gannett Health Services:*

- Sharon Dittman, Associate Director for Community Relations ([sd15@cornell.edu](mailto:sd15@cornell.edu))
- Tim Marchell, Director of Mental Health Initiatives ([tcm9@cornell.edu](mailto:tcm9@cornell.edu))
- Janis Talbot, Health Educator ([jit1@cornell.edu](mailto:jit1@cornell.edu))
- Catherine Thrasher-Carroll, Mental Health Promotion Coordinator ([ct265@cornell.edu](mailto:ct265@cornell.edu))
- Greg Eells, Director of Counseling and Psychological Services (CAPS) ([gte3@cornell.edu](mailto:gte3@cornell.edu))

*Residential Housing:*

- Joe Burke, Director Residential Programs ([jab346@cornell.edu](mailto:jab346@cornell.edu))
- Mary Ann Krisa, Hasbrouck, Thurston Court, & Hughes Hall ([mck35@cornell.edu](mailto:mck35@cornell.edu))
- Laura Davis, Maplewood ([lbd37@cornell.edu](mailto:lbd37@cornell.edu))

*Sustainability Hub / Climate Action Plan:*

- Daniel Roth, Sustainability Coordinator ([dnr6@cornell.edu](mailto:dnr6@cornell.edu))



Support:

The SA, GPSA, EA and UA are supported by the Office of Assemblies, a branch of the Division of University Communications.

The Office of Assemblies is located in 109 Day Hall and is open from 8:30am - 12:15pm and 1:00pm - 4:30pm, Monday through Friday.

The Office of Assemblies assists the GPSA by:

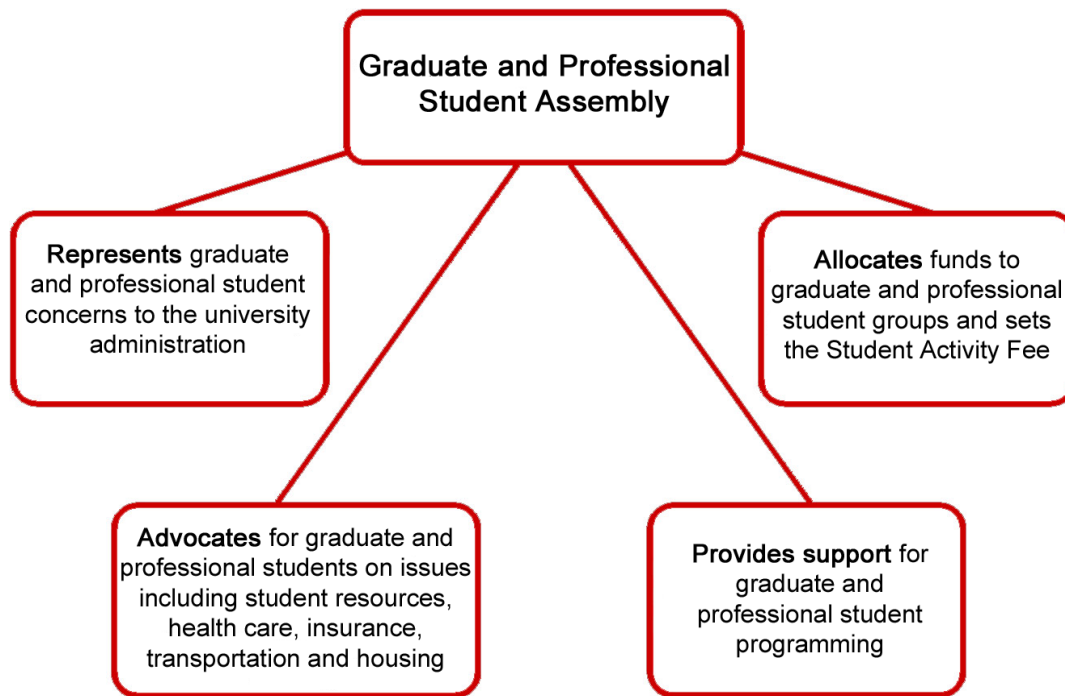
- (a) working with the GPSA officers to provide meeting materials
- (b) posting all meeting dates, documents and GPSA actions on the Office of Assemblies website
- (c) hiring student clerks to record and type the meeting minutes
- (d) maintaining the GPSA financial accounts
- (e) providing institutional memory

Contact Information for the individuals in the Office of Assemblies that assist the GPSA:

The most up-to-date staff directory can be found at: <http://assembly.cornell.edu/Main/StaffDirectory>

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Peggy Beach	Director	255-7419	<a href="mailto:mjb15@cornell.edu">mjb15@cornell.edu</a>
Ari Epstein	Assistant Director	255-5161	<a href="mailto:ate2@cornell.edu">ate2@cornell.edu</a>
Amy O'Donnell	Assembly Coordinator	255-7075	<a href="mailto:aro2@cornell.edu">aro2@cornell.edu</a>
Michelle VanDeBogart	Account Representative	255-8274	<a href="mailto:mav29@cornell.edu">mav29@cornell.edu</a>
Terry Ector	Account Representative	255-9610	<a href="mailto:Tle2@cornell.edu">Tle2@cornell.edu</a>
Amy Edwards	Office Coordinator	255-3715	<a href="mailto:apb16@cornell.edu">apb16@cornell.edu</a>

## Introduction to the Graduate and Professional Student Assembly (GPSA):



### Overview of the GPSA:

The GPSA was established in 1993 and brings together Cornell's 6,700 graduate and professional students to address issues of common concern. All GPSA meetings are open to the entire Cornell community. Any community member may bring their concerns to the attention of the GPSA.

Some of our activities include the following:

- The GPSA holds hearings to set and allocate the Graduate and Professional Student Activity Fee, which every graduate and professional student pays
- The GPSA takes action on a range of topics that affect the daily lives of all graduate and professional students, ranging from transportation to library services to international student concerns
- The GPSA provides support for graduate/professional student programming, including Grad Ball, Grads Nite Out, Spa Day and Inter-college mixers. The GPSA also sponsors social events organized by the Big Red Barn, such as Orientation Ice Cream social, the End-of-Year Barbeque and Summer TGIF
- We lobby the administration to improve pay and benefits for graduate and professional students, including stipend levels, insurance coverage, quality of health care services, and child care facilities
- We provide support for campus programming sponsored by graduate and professional student organizations. Through the GPSA Finance Commission, we give student money (from the Activity Fee) to student groups. The Finance Commission and the funding of student groups is discussed further under [Funding: The Activity Fee and Funding of Graduate & Professional Student Groups](#)
- Once a year, a delegation of GPSA members attends the Ivy Summit, where we discuss graduate and professional student issues with our counterparts from Brown, Columbia, Dartmouth, Harvard, U. of Pennsylvania, MIT, Princeton and Yale. This conference allows us to compare notes and strategies with our peer institutions. Each year, the summit takes place at one of the participating universities

## Composition of the Assembly:

The GPSA is composed of:

- (a) Representatives from each academic field in the Cornell Graduate School and professional school (known as Field Representatives)
- (b) 19 Voting members

All graduate and professional students have the opportunity to become members of the GPSA. Each field is permitted one (1) “field representative”. Fields with over 100 graduate students are permitted two (2) field representatives. Each professional school is permitted three (3) representatives. The GPSA welcomes all members from all demographic backgrounds to reflect the diverse nature of Cornell University.

Each field is permitted their own mechanism of selecting their Field Representative. These can include:

- Election by students in the field/school
- Appointment by the field’s Director of Graduate Studies (DGS) or Graduate Field Representative (GFR) if the field does not have a DGS

Each field caucuses with an “area” designation, consistent with the Graduate School. Listed below are the “areas” and which fields are permitted more than one field representative.

Biological Sciences	Humanities	Physical Sciences	Social Sciences	Professional Schools
Animal Breeding	Architecture	Aerospace Engineering	Anthropology	Vet Medicine (3)
Animal Science	Asian Religions	Agriculture & Biological Engineering	Applied Economics & Management	Law (3)
Biochemistry, Molecular & Cell Biology	Asian Studies	Applied Mathematics	City & Regional Planning	School of Management (3)
Biometry	Classics	Applied Physics	Communications	
Comparative Biomedical Sciences	Comparative Literature	Astronomy & Space	Development Sociology	
Computational Biology	East Asian Literature	Bio/Envir Engineering	Economics (2)	
Ecology & Evolutionary Biology	English Language & Literature (2)	Biomedical Engineering (2)	Education	
Entomology	Germanic Studies	Chemical Engineering	Government	
Horticulture	History	Chemistry & Chemical Biology (2)	Hotel Administration	
Food Science	History of Art & Archaeology	Civil & Environmental Engineering (2)	Human Development	
Genetics & Development	Medieval Studies	Computer Science	Industrial Labor Relations (2)	
Immunology	Music	Electrical & Computer Engineering (2)	Linguistics	
Microbiology	Near Eastern Studies	Mathematics	Management	
Natural Resources	Philosophy	Mechanical Engineering	Policy Analysis & Management	
Neurobiology & Behavior	Romance Studies	Opers Research & Info Engineering (2)	Public Affairs (2)	
Nutrition	Science & Technology Studies	Physics (2)	Regional Science	
Pharmacology	Theatre Arts	Textiles	Sociology	
Physiology		Theoretical & Applied Mechanics	Statistics	
Plant Biology				
Plant Breeding				
Plant Pathology				
Soil & Crop Sciences				
Vegetable Crops				
Zoology				

Each Spring, field representatives and voting members from Biological Sciences, Humanities, Physical Sciences and Social Sciences break out into their respective areas and elect the GPSA voting members. Each professional school is permitted their own mechanism of selecting their own GPSA voting member.

This body is composed of nineteen (19) field representatives who wish to become more involved with the parliamentary actions of the GPSA. Voting members are permitted to vote on resolutions and other GPSA Actions (for more details, refer to [Bringing business before the GPSA](#)).

The GPSA voting member body is composed of:

- Three seats for Biological Sciences
- Three seats for Humanities
- Four seats for Physical Sciences
- Four seats for Social Sciences
- One seat for each Professional School
- Two seats for graduate students enrolled in Master's degree programs elected in the fall of each year

*\* At least one master seat must be held by an individual from the Masters of Engineering program. If no individual is identified by October, that seat becomes available to any masters student.*

*\* During the year, should a seat on the voting member body become vacant, the seat will become an "At-Large" seat where any field representative can be elected. The following year, the seat reverts back to its original designation.*

*\* In order to be elected into the GPSA voting member body, you must be a field representative. Any field or professional school that has a representative as a member of the voting member body is permitted to have an additional appointed field representative.*

All GPSA members elect the following GPSA officers:

- President
- Executive Vice President
- Vice President of Operations

*\*All officers must be members of the GPSA voting member body\**

All GPSA members elect the following GPSA leaders:

- Counsel to the GPSA
- Committee Chairs
- University Assembly Representatives

Responsibilities of these officers and representatives are discussed in the next section, under [Duties of GPSA Representatives and Officers](#).

#### Faculty Advisor:

The faculty advisor to the GPSA is Kent Hubbell, Dean of Students ([klh4@cornell.edu](mailto:klh4@cornell.edu)).

#### Meetings:

The GPSA meets Monday evenings, 5:30pm – 7:00pm twice a month. Locations for meetings are announced ahead of time at <http://assembly.cornell.edu/GPSA/Meetings>.

#### Logo:



The GPSA logo was designed in 2009 by Nathan James Wasilewski and is used on all GPSA handouts & promotions. The logo can be downloaded at the Cornell GPSA site (<http://www.cornellgpsa.com>). Select Resources, then Publicity.



## Duties of GPSA Representatives and Officers:

### Field Representatives

- Field representatives are encouraged to attend all GPSA meetings
- Field representatives are required to provide updates to their constituents (their field or professional school) regarding GPSA events and initiatives and solicit feedback where appropriate. When necessary, field representatives are asked to forward any GPSA email to their fields/schools. Members are encouraged to use existing communications channels within their fields or professional school. If none exists, you can create a dedicated listserv via Cornell Information Technologies (<http://www2.cit.cornell.edu/computer/elist/lyris/admin-create.html>)
- Attend at least one “area” summit each academic year, where voting members meet with the field representatives
- Field representatives elect the GPSA voting members, officers and committee chairs
- It is highly recommended that field representatives serve on a GPSA and/or university committee

### Voting Members:

- Voting members are required to attend all GPSA meetings
- Voting members are expected to familiarize themselves with and vote on all issues being discussed by the GPSA
- Voting members are to host at least one area summit each academic year, where voting members meet with the field representatives in their area to review issues currently under discussion in the GPSA
- It is highly recommended that voting members serve on a GPSA and/or university committee

### Officers & Committee Chairs:

#### *President:*

- Represent the GPSA in University Affairs (e.g. attend many meetings with high-level administrators and communicate with them about graduate and professional student concerns)
- Chair GPSA Meetings (set the agenda for the meetings, in consultation with the other GPSA officers)
- Ensure all officers and committee chairs are performing their duties
- Network and maintain relations with leaders of the other assemblies
- Help the GPSA select important issues on which to focus

#### *Executive Vice President:*

- Recruit graduate and professional students reflecting the diverse nature of the university to serve on the GPSA
- Maintain an accurate list of members
- Maintain attendance records at regular and special meetings
- Distribute the agenda and meeting materials for regular and special meetings
- Chairs the Executive Committee of the GPSA (*consists of the President, Executive Vice President, Vice President of Operations and the Counsel to the GPSA*)
- Chairs meetings of the GPSA in the absence of the President

#### *Vice President of Operations:*

- Chair Operations & Staffing (O&S) Committee
- Receive applications and oversee the staffing of all grad/professional seats on committees, keep in contact with the grad/professional students on the committees, collect and review monthly reports and report committee issues to the GPSA. Also coordinate liaisons to other university assemblies
- Ensure all GPSA committees are functioning
- Chairs meetings when President/Executive Vice President are unable to or by request
- Acts as GPSA Parliamentarian and oversees charter/bylaws
- Work with the Office of Assemblies to ensure all documentation is archived properly on the website
- Work with the GPSA President to maintain all GPSA documents and formally send resolutions to the recipients

*Counsel to the GPSA:*

- The Counsel to the Assembly will help maintain continuity of the GPSA's agenda between administrations and keep track of GPSA history and precedents
- Only a previous President, Vice President or Counsel may run for the position of Counsel
- The Counsel to the Assembly shall serve as an *ex-officio* member of the Executive Committee and the Operations and Staffing Committee
- The Counsel to the Assembly shall not be charged with performing any tasks other than advising the Assembly and the Executives unless the Counsel feels that it is his or her role to take on that task
- The Counsel to the Assembly is not required to hold a seat in the GPSA or be a representative from his or her field
- This position may remain vacant if a suitable candidate is not found

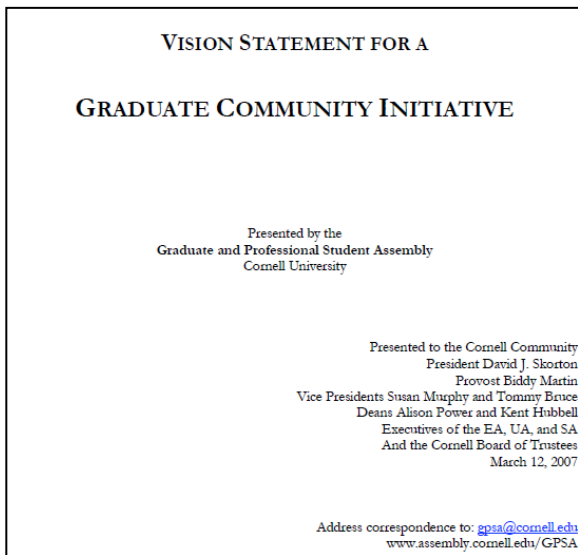
*Committee Chairs:*

- The chairperson shall be responsible for the operation of their committee: the chairperson shall oversee the committee's actions and operating budget, as well as schedule and run the meetings of the committee
- The chairperson is charged with contacting all appropriate administrative offices so that they and the committee are in regular contact throughout the year
- The chairperson is required to staff all their focus groups (currently only Student Advocacy and Communications have focus groups)
- The chairperson shall submit a budget request outlining and justifying all planned expenditures to the GPSA prior to the first GPSA meeting, and shall submit an update on the status of their budget by the end of February

Absence Policy:

- All GPSA voting members are expected to attend GPSA meetings. Should it be necessary to miss a GPSA meeting, you are to communicate with the Executive Vice President at least 24 hours in advance
- The Executive Committee will then decide whether the absence is excused or unexcused by 2/3 vote
- Two (2) unexcused absences may lead to the member being unseated (this member's seat is not counted in calculating majority, or 2/3 votes for any GPSA action). The unseated member can be reseated OR removed by 2/3 vote of the Executive Committee
- If you are absent, you cannot vote in absentia or vote by proxy

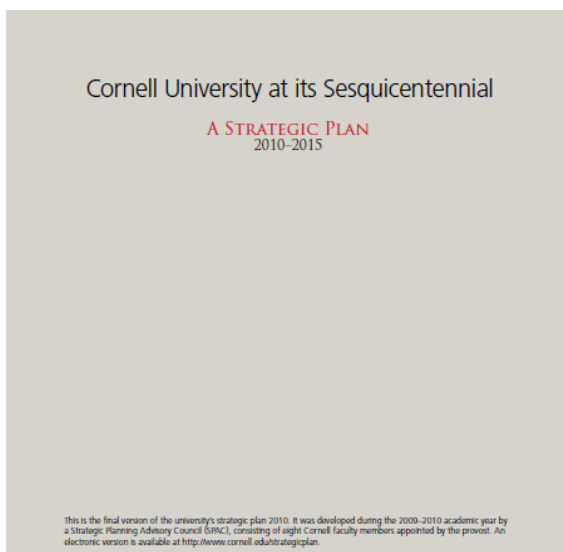
## The Graduate Community Initiative (GCI) & The 2010-2015 Strategic Plan:



The GCI was presented by the 2006-2007 GPSA as a strategic planning document to the university administration to further develop a sense of community within the graduate and professional students. Specific issues that are discussed within the GCI include:

- The development of an expanded graduate student center
- The development of a graduate resource career center
- Integration of the graduate and professional student community (cross-department collaboration and student development)
- Discussion and Improvement on other issues of concern to graduate and professional students:
  - Housing
  - Childcare
  - Diversity
  - Teaching Resources
  - Transportation
  - The Environment

Since 2007, both the GPSA and the university administration has worked together to address the issues discussed in the GCI. The GCI is a main focus of GPSA's agenda each year. All GPSA members are strongly encouraged to review the GCI. The GCI is available at: <http://assembly.cornell.edu/GraduateCommunityInitiative/Home>.



Beginning in the summer of 2009, Cornell University began to prepare a Strategic Plan document as a roadmap for the future. It was written to not only address the economic issues the university would face in the coming years, but to provide the university with a guide of how the university could be further developed into a stronger academic institution.

In March, 2010, "Cornell University at its Sesquicentennial: A Strategic Plan (2010-2015) was released. Aspects of the GCI were discussed in the Strategic Plan.

In response to the Strategic Plan, the 2009-2010 GPSA prepared a letter entitled "*Raising the Bar: A Plan for Graduate & Professional Student Excellence.*"

Specific issues addressed in this letter to the Strategic Planning authors included:

- Building Student Excellence & Promoting Diversity
- An Integrated, Interdisciplinary Graduate and Professional Student Experience
- Research and Public Engagement
- Teaching and Mentoring Success
- Building the Leaders and Faculty of the Future

All GPSA members are strongly encouraged to review the Strategic Plan (<http://www.cornell.edu/reimagining>) and Raising the Bar (<http://assembly.cornell.edu/uploads/GPSA/20100402RaisingtheBar.pdf>).

## The Committee System:

Much of an assembly's work lies in committees. Committees allow students, staff, faculty and administration to work on a specific issue of interest to them in smaller groups. It promotes conversation between students on the current issues in the Cornell community and how best to respond. Numerous resolutions that come before the GPSA are first developed in committees before being presented to the entire GPSA body. This system also allows for students interested in putting on and attending graduate/professional student events to participate in the GPSA.

Listed below and on the next page are the committees of each assembly that are available to graduate and professional students. *There are over 40 committees that are open to graduate and professional students that cover a WIDE range of topics.* You do not need to be a member of the GPSA to serve on a committee. All GPSA members are highly encouraged to join at least one committee. To join a committee, visit <http://assembly.cornell.edu/staffing>.

### GPSA Standing Committees:

<i>Committee Name</i>	<i>Description</i>
Appropriations	The "treasurer" of the GPSA. This committee determines the GPSA operational budget and submits it to the voting members of the GPSA for approval during the first business meeting of the GPSA. During GPS Activity Fee setting years, Appropriations makes a recommendation of what the fee should be to the voting members of the GPSA for approval. The committee also maintains, reviews and amends as needed, the funding guidelines of the Finance Commission.
Communications	The Communications Committee maintains the accessible flow of information from the GPSA to the graduate and professional student body and the Cornell community. Communications is also charged with reaching out to student organizations that promote diversity in the Cornell community and encourage their participation in the GPSA. It is recommended that the Communications Committee form a focus group with potential stakeholders to address this charge.
Graduate & Professional Programming Board	The Programming Board organizes events for the entire graduate and professional student community using funds from the GPS Activity Fee. Events include the annual Grad Ball, monthly Grad Nites Out, mixers, coffee hours, fundraising events, and events for graduate and professional students with families.
Executive	This committee consists of the GPSA President, Executive Vice President and the Vice President of Operations. The Counsel to the GPSA serves as a non-voting member. They set the agenda and chair GPSA meetings.
Finance Commission	The "funding arm" of the GPSA. This committee funds over 200 graduate and professional student groups using money from the GPS Activity Fee allocated to the GPSA Financial commission.
Operations & Staffing	This committee consists of all GPSA executives and committee chairs. Operations & Staffing staffs graduate and professional students on GPSA and university committees except for the University Hearing & Review Boards. University Assembly representatives are members of the committee and vote only on staffing University Assembly committees. This committee also reviews the GPSA Charter, Bylaws and funding documents during Charter review years. This committee also ensures that the GPSA functions in an environmentally sustainable way.
Student Advocacy	This committee works to act on issues of stipend levels, mental and physical health, child care, diversity and the general well being of all graduate and professional students. The committee holds one town hall meeting each year (usually in the Spring) in order to solicit feedback from the graduate/professional student community on specific issues. To assist in the committee's charge in addressing issues of graduate mental health and wellness, it is recommended that the Student Advocacy Committee form a focus group of its members to meet with university administrators, Gannett Health services and the Dean of Students office regularly.

Additional Assembly and University Committees open to graduate and professional students:

	<i>Committee</i>	<i>Positions Available</i>
Faculty Senate	Faculty Library Board	1
	University Lectures	1
Graduate School*	General Committee Graduate School	2
	Academic Integrity	2 from each area**
Presidents Council	University Neighborhood	1
	Alcohol & Other Drugs	1
	Diversity Council	1
	Mental Health & Welfare	3
Student Assembly	Dining Services	1
	Environmental Issues	2
	Information Technology	1
	Women's Issues	1
University Assembly	Codes & Judicial	2***
	Campus Welfare	2***
	Campus Infrastructure	2***
	Public Safety Advisory Committee	1 (must be female)
	Campus Planning	2
	University Hearing & Review Boards	See note below
Other Committees	Collegetown Neighborhood	2
	Cornell Cinema	1
	Slope Day	3
	Student Library Board	3
	Trustee Nominating	1
	United Way	1
	University Neighborhood	1

\* Only students in the Graduate School are eligible for these committees.

\*\* Areas = Biological Sciences, Humanities, Physical Sciences and Social Sciences

\*\*\* = These committees can have 2 grad/prof seats. One of the seats must be a University Assembly member (see below)

**Note regarding University Hearing & Review Boards:** 26 positions are available to undergraduate, graduate, and professional students. There is no set number of graduate/professional students. If this committee interests you, apply online at <http://assembly.cornell.edu/staffing>. Your application will be reviewed by the Codes and Judicial Committee. The GPSA Operations & Staffing Committee does not review these applicants.

GPSA liaisons & representatives to other assemblies:

To ensure that the GPSA keeps abreast of what is happening in each assembly, the GPSA appoints a liaison to each assembly, to attend their meetings.

Additionally, the GPSA sends three representatives to the University Assembly. These representatives have full voting rights. At least one member must be the presiding member of the GPSA (GPSA President). One of the 3 serves on the University Assembly Executive Committee as the graduate chair.

<i>Assembly</i>	<i>General Meeting Times &amp; Locations</i>
Student Assembly	Every Thursday, 4:45 – 6:30pm, Willard Straight Hall Memorial Room
Employee Assembly	Wednesdays, 12:15 – 1:30pm, 316 Day Hall (meets 2x a month)*
Faculty Senate	Thursdays, 4:30 – 6:00pm, Goldwin Smith Hall Hollis Auditorium (meets 1x a month)**
University Assembly	Wednesdays, 4:30 – 6:00pm, 316 Day Hall (meets 1x or 2x a month)*

\* For current schedule, visit <http://assembly.cornell.edu>

\*\* For current schedule, visit [http://theuniversityfaculty.cornell.edu/meetings/sen\\_main.html](http://theuniversityfaculty.cornell.edu/meetings/sen_main.html)



## Funding - The Activity Fee and Funding of Graduate & Professional Student Groups:






### Introduction:






One of the most important actions the GPSA undertakes every 2 years is to establish the graduate and professional student activity fee. Every graduate and professional student pays the Graduate & Professional Student Activity Fee (half of the fee in the Fall semester and the remainder in the Spring semester). According to Section 2.02 of the GPSA Charter,

*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.*

The activity fee is distributed to thirteen campus groups (byline funded groups) whose activities are directed to graduate and professional student groups apply to receive money.

The non-GPSA groups that currently receive activity fee money are the following:

	<p><b>Athletics and Physical Education</b> The fee provides graduate and professional students with the following benefits: <u>Free Big Red Sports Pass.</u> Provides graduate &amp; professional students and their immediate families with free admission to all home athletic contests except Men's Ice Hockey. <u>Discounted Men's Ice Hockey season tickets.</u> 200 season tickets at a price that is \$5 per game less than the regular season ticket price.</p>
	<p><b>Big Red Barn Graduate &amp; Professional Student Center</b> Over 300 programs a year for G/P students, organizations and departments. These include but are not limited to: Tell Grads It's Friday (TGIF) Happy Hour, Dance lessons, International language conversation hours, Art Shows, Pumpkin Carving, Holiday Party; Valentine card making; Egg Coloring; Annual Chocolate Fest; Faculty - Student Wine &amp; Cheese Reception; Year End BBQ; bi-semester Speed dating events; karaoke nights, Jazz nights; Dance nights, etc.</p>
	<p><b>Graduate Student Club Insurance</b> A portion of your graduate/professional student activity fee goes to providing insurance coverage for registered graduate student clubs.</p>
	<p><b>Cornell Cinema</b> Screenings of 8 - 10 different films per week during the academic year including classic foreign and Hollywood titles, documentaries, recent arthouse hits, unusual international fare, cult classics and Hollywood blockbusters in a real theatre setting with 35mm film projection.</p>
	<p><b>Cornell Concert Commission</b> The Cornell Concert Commission is a student-run organization whose purpose is to bring popular music to the Cornell and Ithaca community. Membership is obtained after attendance at 3 consecutive meetings, and maintained by attending one meeting for every 2 held. The commission sponsors rock and other concerts in Barton and Bailey halls.</p>

	<p><b>Cornell University Emergency Medical Service</b> Cornell University EMS provides emergency response at the Emergency Medical Technician Basic Life Support Level to medical emergencies on the Cornell University campus and surrounding Cornell owned property twenty-four hours a day, seven days a week during the academic year. This service is provided for free to anyone on campus.</p>
	<p><b>Cornell University Programming Board</b> CUPB brings non-musical entertainment to campus; this includes lecturers, speakers, and comedians (approx. 4 per academic year). Discounted tickets are provided to graduate students. Past shows have included Bill Maher, Howie Mandel, Bo Burnham, Stephen Colbert and former NY governor George Pataki.</p>
	<p><b>Graduate &amp; Professional Student Orientation</b> GPSA by-line funding supports orientation and social activities for all new graduate &amp; professional students who arrive to Cornell in August and January. Our usual offerings include (all free events): Resource fairs for students and family members, Orientation peer panels on life at Cornell, Ice cream social at the Big Red Barn, Group social/recreational outings on campus and in the community and campus tours designed specifically for new graduate/professional students.</p>
	<p><b>International Student Program Board</b> Provides funding for groups organizing events on campus (up to \$500 or more if event attracts &gt;250 people). Organizes international and cultural events that are open to graduate students</p>
	<p><b>Slope Day (held on the last day of classes in the Spring semester)</b> The Slope Day Programming Board's mission is to plan and program a Slope Day centered on the Cornell community and its celebration of the past year, through working to break down social barriers, build a greater sense of tradition and community, and foster an environment where students, staff, and faculty can come together as one Cornell. Students work with faculty, staff, and other community members in all colleges, departments, and divisions to plan and promote Slope Day.</p>

The GPSA groups that currently receive activity fee money are the following:

- The GPSA
- The Graduate and Professional Student Programming Board
- The GPSA Finance Commission

*Money given to the GPSA:*

This money goes towards the GPSA operational budget. This budget is designed by the Appropriations committee and is presented to the GPSA. The GPSA then votes to approve the budget. Items in the budget include:

- Meeting costs & food at meetings
- Clerk's Salary
- Attendance to Ivy Summit / savings for when Cornell hosts the Ivy Summit.
- Committee Expenses: Operational Costs (printing supplies, food, etc...) plus the following specifics:
  - Communications: Promotions
  - Student Advocacy: Town Hall

*Money given to the Graduate and Professional Student Programming Board (GPSPB):*

The GPSPB receives money from the GPSA (as stated above) and from the Activity Fee.

**(1) The money given to the GPSPB by the Activity Fee:**

This money is used to offset the costs of events open to the entire graduate and professional student community. A majority of the money is used to host the annual Grad Ball. Other events organized by the GPSPB include monthly Grad Nites Out, mixers, coffee hours, fundraising events, and events for graduate and professional students with families. This money is not used by the GPSPB for operational and meeting costs.

**(2) The money given to the GPSPB by the GPSA:**

This money goes toward the operational costs for GPSPB meetings. This money is not used by the GPSPB for funding events.

*Money given to the GPSA Finance Commission (GPSAFC):*

The GPSAFC receives money from the GPSA (as stated above) and from the Activity Fee.

**(1) The money given to the GPSAFC by the Activity Fee:**

This money goes toward funding over 200 registered graduate and professional student organizations on the Cornell campus in order to better the experience for our constituents. Registered organizations that have at least 40% of graduate/professional student membership are allowed to apply for funds. These applications are reviewed by the Finance Commission, which distributes the funds based on the merits of the groups and applications. This money is not used by the GPSAFC for operational and meeting costs.

**(2) The money given to the GPSAFC by the GPSA:**

This money goes toward the operational costs for GPSAFC meetings where the commissioners review student group applications. This money is not used by the GPSAFC for funding student groups.

How the Graduate and Professional Student Activity fee is determined:

- (a) During the spring semester of every odd-numbered year, the twelve byline funded groups submit an application (<http://assembly.cornell.edu/GPSAAppropriations/Home>) to the Office of Assemblies indicating their request for byline funding. The groups indicate how much money from every single enrolled graduate and professional student they want. In this application includes the group charter, profile and budget.
- (b) During the Fall semester of every odd-numbered year, the Appropriations Committee reviews each application. The byline groups present to the Appropriations Committee and if requested, to the entire GPSA.
- (c) The activity fee must be to the nearest whole dollar. With the exception of the GPSAFC, groups cannot receive more money than what they requested. The GPSAFC allocation must be at least 35% of the total activity fee amount and is adjusted such that the activity fee total is to the nearest dollar.
- (d) The Appropriations Committee then presents its initial recommendation of what the activity fee should be set at along with the allocation amounts for each byline group. The committee indicates whether a group should receive funding or not.
- (e) The activity fee then goes through 2 cycles of voting.

CYCLE 1) The GPSA then votes on the Appropriations Committee recommendations. Line votes are held (i.e. there is a vote for each byline group allocation recommendation). Although Appropriations makes recommendations on what the funding level for each group should be, you are actually just voting on whether a byline group should receive money. Therefore, your votes indicate the following:

<b>YES</b>	A GPSA member voting YES means either: <ol style="list-style-type: none"> <li>(a) You agree that the byline group should receive activity fee money and you agree with the Appropriations Committee's recommendation</li> <li>(b) You agree that the byline group should receive activity fee money but you do NOT agree with the Appropriations Committee's recommendation.</li> </ol>
<b>NO</b>	A GPSA member voting NO means that you do not agree that the byline group should receive activity fee money

CYCLE 2) The GPSA then votes on the entire activity fee amount and byline group allocations. At this time, amendments to the allocation levels are welcomed. Each amendment must be voted on prior to the final vote of the activity fee.

- (f) The entire allocation process must be finished by the last day of classes of the Fall semester. Applying organizations are informed of the allocation they will receive prior to the start of the Spring Semester.

How student groups receive money from the GPSAFC:

Applications are found at <http://assembly.cornell.edu/GPSAFC/ApplyForFunds>.

Specific eligibility requirements for a student group to receive GPSAFC allocations can be found at: <http://assembly.cornell.edu/GPSAFC/FundingGuidelines>. Listed below is a brief outline of the procedure and what activities student groups can request money for from the GPSAFC.

- (a) A graduate/professional group must be registered with the Student Activities Office (SAO) and have 40% of its membership consist of graduate/professional students.
- (b) Groups can request the following money. Any group can apply for items A through D. Student organizations affiliated with specific academic fields can also apply for item E.
  - A. Programs: No more than \$1500
  - B. Club Sports: No more than \$500 per year per organization.
  - C. Publication: No more than \$500 per year per organization.
  - D. Social: No more than \$300 per year per organization.
  - E. Field: Only one organization per academic field can apply for this funding and such an organization must represent all the students in a given field. If necessary, the field's Director of Graduate Studies (DGS) or Director of M.Eng. Program, or the professional school's Director of Student Affairs, will make the final determination on which organization represents the graduate or professional students of a given field. The level of funding depends on the number of graduate and professional students in the organization's field of study. Each eligible field organization that applies for funding will receive a base allocation of \$200 with an additional \$2 for each student in that field. To receive field funding an organization must have a charter, elected officers, regularly scheduled meetings and have a representative of the academic field attend GPSA meetings. If the GPSA Executive Vice-President informs the GPSA Finance Commission of a sustained vacancy in any seat, the GPSAFC will freeze any funding allocated in the "field" category to that field's representative organization until the organization fills the seat(s).
- (c) At least once a month, the GPSAFC convenes. The committee reviews the applications and vote on the allocation to be distributed. Throughout the year, the GPSAFC works closely with the Office of Assemblies' Accounts representative.
- (d) First time applicants for GPSAFC funding cannot apply for more than \$150 in the Social category and \$300 for Program, Club Sports, and Publication categories combined. First time applicants may apply for additional funding through Special Project Requests.
- (e) Groups that have submitted an Annual Budget Application and need additional funds for specific events may submit Special Project Requests. An organization can use Special Project Requests to accommodate programming needs that were either not anticipated in the annual budget application or whose total cost exceeds what can be reasonably financed out of an annual budget.

The GPSAFC organizes one meeting during 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.

Once budgets have been submitted, the GPSAFC holds a half-day meeting to review all annual budget applications for the following year and determine allocations based on the GPSAFC Funding Guidelines.



## Bringing business before the GPSA (Motions & Resolutions):

### Governing Documents of the GPSA:

There are four basic documents that govern how the GPSA operates:

- The Charter: The Constitution of the GPSA, establishing the existence and authority of the GPSA
- The Bylaws: The rules that dictate how the GPSA operates and specifically defines the functions of the GPSA committees
- GPSA Byline Funding Allocation Procedures: This document states how the GPSA determines the amount and distribution of the Graduate and Professional Student Activity Fee
- GPSA Eligibility Criteria and Obligations for Byline Funded Organizations: This document is prepared by the GPSA for the byline funded groups. It lists the obligations each group must undertake in order to receive the Graduate and Professional Student Activity Fee

Updated versions of these documents are available at: <http://assembly.cornell.edu/GPSA/Documents>

### Bringing business before the GPSA:

**The agenda for the GPSA meetings is set by the Executive Committee.** All GPSA meetings are open to the entire Cornell community. Any community member may bring their concerns to the attention of the GPSA. There are several ways this can be done:

- Students who are not members of the GPSA can contact and work with their field representative to have the item brought before the GPSA
- Students (whether they are a GPSA member or not) who have an item they wish to discuss should contact the GPSA Executive Committee for the item to be added to the meeting agenda
- During all GPSA meetings, *Open Forum* is held. This is a set time during the meeting where any community member can speak on any issue that is not on the meeting agenda

### Resolutions:

A resolution is a written statement expressing the desires of the GPSA. Typically, resolutions are written as a response from the GPSA to a particular administrative unit of the university. There are two ways resolutions can be submitted to the GPSA for consideration.

- Any GPSA member may present a resolution to the GPSA Executive Committee. The committee will then add it to the agenda for consideration and vote by the GPSA
- Upon signing of a petition by 100 Cornell graduate and professional students, a resolution may be presented to the GPSA for consideration

Depending on the type of resolution, a resolution passes on the following conditions:

<b><i>Resolution Type</i></b>	<b><i>Procedure</i></b>
Changes to the GPSA Charter, GPSA Byline Funding Allocation Procedures or GPSA Eligibility Criteria and Obligations for Byline Funded Organizations	This resolution requires at least two meetings to pass. In the first GPSA meeting, the resolution is introduced and debated/discussed only. During the next GPSA meeting, the resolution is again introduced and debated/discussed. A vote can then be called for in this meeting. Resolution passes if you have 2/3 majority vote of the seated GPSA members.
Changes to the GPSA Bylaws or any other resolution	Resolution is introduced and debated/discussed at a GPSA meeting. A vote on the resolution can be called for at this meeting. Resolution requires a simple majority of the present seated GPSA members.

*Draft example of a GPSA Resolution:*

**Resolution R.#: TITLE OF RESOLUTION**

**Whereas,** \_\_\_\_\_;

*Begin with background information on the issue to explain the purpose of the resolution. Limit one whereas clause to one statement. End statement with a semi-colon (;)*

**Whereas,** \_\_\_\_\_.

*Continue each background statement as Whereas statements. End each statement with a semi-colon (;) unless it is the last clause. End the last Whereas clause with a period (.).*

**Be it therefore resolved that** \_\_\_\_\_.

*Begin to write your resolution (what you would like done, etc...). Limit one resolve clause to 1 statement. End statement with a period (.)*

**Be it further resolved that** \_\_\_\_\_.

*Continue your resolution. End each statement with period (.)*

**Be it finally resolved that** this resolution be sent to \_\_\_\_\_.

*End the resolution by listing the individuals to whom you want this document sent to. Typically, copies of resolutions always go to the Dean of Students (GPSA Advisor) and the Dean of the Graduate School in addition to the attended recipients.*

Respectively Submitted,  
Sponsor(s)' name  
Sponsor(s)' position

Robert's Rules of Order & GPSA Meeting Structure:

Historically, the GPSA meetings have included both<sup>3</sup>:

- *Informal Discussion:* This allows for all members of an assembly to work within an informal environment (usually in breakout groups according to area) during the meeting to contribute ideas to a given issue within the graduate and professional student community.
- *Formal business:* This is a more formal environment during the meeting. It allows for decision-making and solutions to be based on majority vote. For business items, GPSA meetings operate under Robert's Rules of Order (RROO). RROO establishes proper parliamentary procedure for all actions undertaken by the GPSA.

The Executive Committee sets the agenda and determines the parliamentary procedures that the meeting will operate under.

To ask GPSA to do something, you must make a *motion*. Motions are listed on the next page.

In order to speak during a meeting, you must be recognized by the chair of the meeting unless the motion you are making allows for an interruption (see next page).

The Vice President of Operations serves as the GPSA Parliamentarian. The Parliamentarian ensures that any GPSA action follows RROO, the GPSA Charter and the GPSA Bylaws. If you are ever unsure of what to do, make a motion during the meeting for "Parliamentary Inquiry (§33)."

<sup>3</sup> [http://governing.ca/Consensus\\_Parliamentary.html](http://governing.ca/Consensus_Parliamentary.html)

## Parliamentary Motions Guide<sup>4</sup>

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay</b> the question <b>on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 <b>Limit or extend debate</b>	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 <b>Postpone to a certain time</b>	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 <b>Refer to committee</b>	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a <b>main motion</b> )	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Incidental Motions** - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	<b>Point of order</b>	Yes	No	No	No	None
§24 Submit matter to assembly	I <b>appeal</b> from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to <b>suspend the rules</b> which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I <b>object to the consideration</b> of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to <b>divide the question</b>	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a <b>division</b>	Yes	No	No	No	None
§33 Parliamentary law question	<b>Parliamentary inquiry</b>	Yes (if urgent)	No	No	No	None
§33 Request for information	<b>Point of information</b>	Yes (if urgent)	No	No	No	None

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to <b>take from the table</b> ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to <b>rescind/ amend something previously adopted...</b>	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to <b>reconsider</b> the vote ...	No	Yes	Varies	No	Majority

<sup>4</sup> <http://www.jimslaughter.com/pdf/ROBERTS10th-2010.pdf>

A typical agenda for the GPSA may be as follows:

### DISCUSSION OF THE DAY

- Welcome & Introductions  
*The chair of the meeting will start the meeting. Individuals who are present introduce themselves.*
- Open Forum  
*Members of the Cornell Community can raise any issue or concern they may have to the GPSA.*
- Executive & Standing committee updates  
*Members of the Executive Committee will report to the GPSA what work they have done and make any announcements as needed. Standing committee chairs (or their representatives) will report to the GPSA what their committee has worked on since the previous GPSA meeting. Depending on time, the chair of the meeting may allow questions and/or comments from anyone present at the meeting. GPSA members are expected to report back to their constituents this information.*
- Discussion items  
*GPSA members discuss issues affecting graduate and professional students as raised by GPSA members, GPSA Committees, or other stakeholders. Format and goals of this discussion includes:*
  - *Break-out discussion of specific issues where appropriate, including guest presentations;*
  - *Recommending agenda items for future GPSA meetings;*
  - *Developing and discussing resolutions for consideration by voting members;*

**During discussion, it is recommended that meeting attendees breakout by area such that field representatives can communicate with their voting members.**

### BUSINESS OF THE DAY

- Roll Call  
*The chair of the meeting will call the roll of voting members to ensure that quorum is present in order for business to be carried out in the meeting.*
- Business items  
*Items for the GPSA to consider, debate and vote on (i.e. resolutions) are discussed at this time. Typically the procedure for discussion of business items are as follows:*
  - *Introduction: The sponsor of the resolution will present the resolution to the GPSA.*
  - *Formal debate: The chair will allow someone who is against the resolution to then speak.*
  - *General debate: The chair will open the floor to discussion and questions. All questions and comments must be directed to the chair of the meeting. Calls for amendments are also welcomed at this time. An amendment can be introduced using a motion (see above).*
  - *End debate/vote: A GPSA member can make a motion to either end debate and call a vote, extend debate, refer to a committee, etc... using a motion (see above). Motion to close debate typically requires only a simple majority.*

**During voting, a GPSA member with voting privileges is able to either vote in support of the motion, against the motion or abstain from the vote. An abstaining vote does not count towards any vote that requires either majority or 2/3 majority vote.**

**General Timeline:**

<b>August - September</b>	<ul style="list-style-type: none"> <li>• Orientation Events: <ul style="list-style-type: none"> <li>(a) Orientation for new graduate students. The GPSA presents at Orientation and sponsors an ice cream social for new graduate students at the Big Red Barn. Current GPSA members are encouraged to attend.</li> <li>(b) Orientation for GPSA members. The executives of the GPSA hold an orientation session prior to the start of the GPSA members to review history of the GPSA, Parliamentary procedure and set the GPSA’s agenda.</li> <li>(c) Orientation for all Assemblies. The Office of Assemblies holds an Orientation session for SA, GPSA and EA members.</li> </ul> </li> <li>• Committee chairs submit their budgets to the GPSA Appropriations Committee 2 weeks prior to the first meeting.</li> <li>• GPSA meetings begin (one in August, one in September).</li> <li>• At first GPSA meeting, <ul style="list-style-type: none"> <li>(a) Voting members approve the GPSA bylaws.</li> <li>(b) Approve the GPSA budget prepared by GPSA appropriations.</li> </ul> </li> <li>• GPSA members begin to apply for committees. Applicants are reviewed and staffed by GPSA Operations &amp; Staffing Committee.</li> </ul>
<b>October - November</b>	<ul style="list-style-type: none"> <li>• GPSA meets twice a month, discussing issues of interest to graduate students.</li> <li>• Committees begin to meet once a month, or more as needed. Committees report back to the GPSA Vice President of Operations.</li> <li>• (Activity-fee setting year) Byline funded groups present their applications to the GPSA Appropriations body and to the entire GPSA.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• GPSA meets once prior to Finals week.</li> <li>• (Activity-fee setting year) The activity fee must be approved by the last day of classes of the Fall semester.</li> <li>• GPSA Semi-Annual report by the GPSA president to the president of the university is due.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• GPSA meets once in January when Spring semester begins.</li> <li>• Committee chairs submit budget update to the Appropriations Committee.</li> </ul>
<b>February- March</b>	<ul style="list-style-type: none"> <li>• GPSA meets twice a month, discussing issues of interest to graduate students.</li> <li>• The GPSAFC organizes one meeting during 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 (can be held in April if desired).</li> <li>• GPSA Student Advocacy Committee holds their annual town hall meeting (can be held in April if desired)</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• GPSA meets twice this month.</li> <li>• Graduate &amp; Professional Program Board hosts annual “Grad Ball”.</li> <li>• The GPSAFC holds a half-day meeting to review all annual budget applications for the following year and determine allocations based on the GPSAFC Funding Guidelines.</li> <li>• GPSA reviews the academic calendar for the next 5 years and submits comments to the Office of the Provost.</li> <li>• During the penultimate meeting of the year, all GPSA members elect next year’s GPSA voting member body.</li> <li>• At the final meeting of the year, all GPSA members elect officers and committee chairs.</li> </ul>
<b>May - July</b>	<ul style="list-style-type: none"> <li>• GPSA does not meet.</li> <li>• GPSA member’s term starts on June 1<sup>st</sup> and ends on May 31<sup>st</sup> of the following year.</li> <li>• Fields are encouraged to contact the GPSA (<a href="mailto:gpsa@cornell.edu">gpsa@cornell.edu</a>) as to who their field representative is so the GPSA executives can keep an accurate membership list</li> <li>• GPSA executives re-register the GPSA with the Student Activities office (SAO).</li> </ul>



## Important Websites & Email Addresses:

### Websites:

(A) <http://www.cornellgpsa.com>

This site is maintained by the GPSA and is one of our main forms of communication with the Cornell graduate and professional student community. Material posted on this site includes...

- Activity Fee information: what groups receive byline funding and what services they provide
- Announcements of events for graduate and professional students
- GPSA meeting information
- Forum for GPSA members to discuss issues currently be addressed by the GPSA

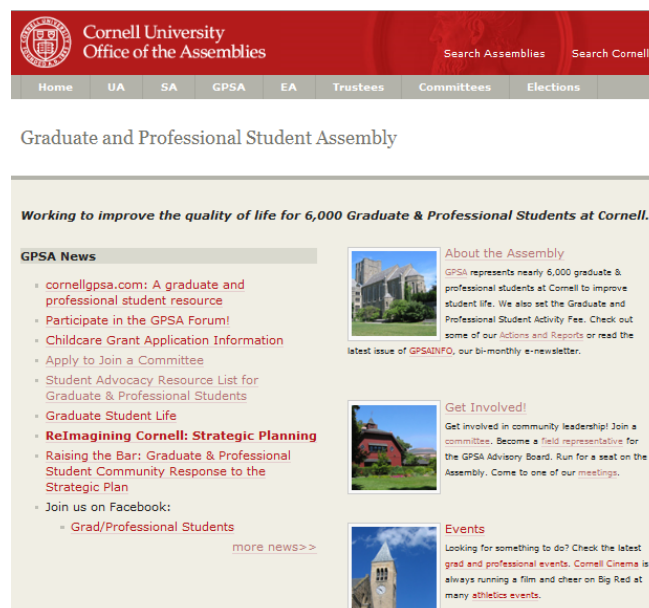


(B) <http://assembly.cornell.edu/GPSA/Home>

This site is maintained by the Office of Assemblies and serves as the archive of past GPSA membership, resolutions and other actions undertaken by the GPSA. GPSA Committee websites are also located on this website. Links to the Cornell Office of Assemblies and the other Cornell assemblies can be found here as well.

This site also is the home to the following important documents of the GPSA:

- GPSA Charter
- GPSA Byline Funding Allocation Procedures
- GPSA Financial Commission Forms & Funding Guidelines
- GPSA Bylaws
- GPSA Eligibility Criteria and Obligations for Byline Funded Organizations
- Student Advocacy Resource Sheet



(C) <http://assembly.cornell.edu/staffing>*(Requires log-in using your Cornell net-id)*

Use this website if you are interested in serving on a committee. To apply for a committee, scroll to “Requests for Membership” and click the link which indicates how many committees you are eligible for. To renew your current membership, click on renew under “Current Memberships.” Your request will be sent to the Vice President of Operations who will then forward your application to the Operations & Staffing Committee for review and contact you with the committee’s decision.

The screenshot shows the user interface of the Cornell University Office of the Assemblies website. At the top, there is a red header with the Cornell University logo and the text 'Cornell University Office of the Assemblies'. Below the header, there are navigation links for 'my profile' and 'logout'. The main content area is titled 'Committees' and features a welcome message: 'Welcome, **Your Name**'. Below this, there is a link to update personal information. The 'Your Memberships' section shows a table for 'Current Memberships' with columns: Position, Committees, Period, Starts at, Ends at, Renew Until, and Confirmed?. Below the table, there is a section for 'Your involvement in Cornell Governance (GPSA, committees, etc...)' with 'Show' and 'Renew' buttons. The 'Your Requests for Membership' section shows '0 current requests' and '0 expired requests', and mentions '35 committees' and '0 positions' available for request. The footer contains copyright information and contact details.

Email Addresses:

The Office of Assemblies GPSA website (<http://assembly.cornell.edu/GPSA/Home>) has the net-ids for the current and past GPSA executives, committee chairs and GPSA representatives. Listed below are additional email addresses for the GPSA.

<i>Address</i>	<i>Goes to:</i>
<a href="mailto:gpsa@cornell.edu">gpsa@cornell.edu</a>	GPSA Executive Committee
<a href="mailto:gpsa-members@assembly.cornell.edu">gpsa-members@assembly.cornell.edu</a>	All field representatives and voting members of the GPSA
<a href="mailto:gpsa-voting-members@assembly.cornell.edu">gpsa-voting-members@assembly.cornell.edu</a>	All voting members of the GPSA
<a href="mailto:gpsa-president@assembly.cornell.edu">gpsa-president@assembly.cornell.edu</a>	Current GPSA President
<a href="mailto:gpsa-evp@assembly.cornell.edu">gpsa-evp@assembly.cornell.edu</a>	Current GPSA Executive Vice President
<a href="mailto:gpsa-vpoperations@assembly.cornell.edu">gpsa-vpoperations@assembly.cornell.edu</a>	Current GPSA Vice President Operations
<a href="mailto:staff@assembly.cornell.edu">staff@assembly.cornell.edu</a>	Office of Assemblies
<a href="mailto:student-trustee@assembly.cornell.edu">student-trustee@assembly.cornell.edu</a>	Student Elected Trustees (both undergraduate and graduate)

To contact a particular committee or committee chair, visit <http://assembly.cornell.edu/Committees/Members>

## Important Forms:

The next pages have important forms that GPSA members may find handy during the year:

- Student Activities Office (SAO) form:  
*The GPSA is a member of the SAO. Each year the GPSA must register with the SAO to be recognized as a student organization. The GPSA Executive officers fill out the form. This form is available at: <http://sao.cornell.edu/SO/registration/start#start>*
- Willard Straight Hall Memorial Room meeting setup form:  
*For GPSA meetings being held in the Memorial Room of Willard Straight Hall, the GPSA Executive Committee must fill out this form and return it to the Office of Assemblies so the custodial staff of Willard Straight Hall can set up the room for GPSA meetings. This form is NOT available online. You can print the one in this booklet or request a copy from Office of Assemblies.*
- Committee Report form:  
*Form used by GPSA committee chairs and graduate students serving on university committees to communicate with the GPSA Executive Committee. This form will be sent to all committee members by the Vice President of Operations.*
- Reimbursement form:  
*The Reimbursement Request Form must be completed for reimbursement of expenses paid out-of-pocket by a GPSA member. The form must be signed by the GPSA president, treasurer (Appropriations chair) and/or faculty advisor. This form is available at: <http://assembly.cornell.edu/FC/ReimbursementRequestForm>*

## SAO Registration Form:

The form must be completed online at: <http://sao.cornell.edu/SO/registration/start#start>. Information needed to do so is shown below:

Cornell University  
Student Activities Office

SEARCH CORNELL:  go

Pages People more options

### Student Organizations

Search Organizations  go

- Advanced Search
- Browse Organizations
- Resources
- FAQ
- Register an Event UUP Form
- Reserving Space on campus

Organization Dashboard  
NetID Required

- Register Organization
- Update Organization
- Signup for RSO Hosting

Contact Us  
Student Activities Office  
Willard Straight Hall  
Cornell University  
Ithaca NY, 14853  
(607) 255-4169  
[activities@cornell.edu](mailto:activities@cornell.edu)

#### Register Organization 2010-2011 [Start Over](#)

Step 1 of 8: Requirements

Organization registration for the 2010-2011 academic year is now open. Organizations must register every year with the Student Activities Office.

Required to complete the registration process:

- Description of your organization, including purpose, membership count, funding sources, etc.
- Contact information for all required officers, including full name, email, NetID, local addresses, and phone numbers. Four (4) officers are required for undergraduate organizations; at least three (3) required for graduate organizations.
- Advisor's contact information, including full name, department affiliation and title, email address, NetID, local campus address, and phone number.
- Your constitution and bylaws in MS Word or PDF format (may be uploaded later).
- Determine if your organization is an Independent of University organization.  
**How to determine if your organization is Independent or University.**
- Independent Organizations** - you will complete the Agreement for a Contracted Independent Organization (CIO) during the online registration process. You can view the agreement as a [PDF](#) before submitting. After submission, you must then complete and return the CIO Addendum ([PDF](#)). The CIO Addendum must be printed, signed by all officers and the advisor, and submitted to the SAO office (521 WSH) before the organization will receive final approval.
- University Organizations** - After you complete this online submission, you must complete and return the Advisor Verification Form ([PDF](#)). The Advisor Verification Form must be printed, signed by the Advisor and Department Chair, and submitted to the SAO Office (521 WSH) before the organization will receive final approval.
- Sports Clubs** - you will be required to submit the Sports Club Addendum during the online registration process. You can view the Sports Club Addendum as a [PDF](#) before submitting.
- Additional forms for reference and download are available on the [Resources](#) page.

Once the form has been completed, you must have the GPSA faculty advisor (Dean Kent Hubbell) fill out the form on the next page. The form is then submitted to the SAO.



Cornell University  
Student Activities Office

**ADVISOR VERIFICATION FORM FOR  
CORNELL UNIVERSITY ORGANIZATIONS**

Student Activities Office • 521 Willard Straight Hall • 255-4169

(Please print or type)

Name of Organization \_\_\_\_\_

Advisor's Name \_\_\_\_\_

Department \_\_\_\_\_

Please complete (Section 1a or Section 1b) **AND** (Section 2).

**SECTION 1 (complete either Part A or Part B)**

**Part A**

I am currently employed as a Cornell University faculty or staff member and advising the above named organization is part of my position responsibilities in my respective department.

Advisors Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Part B**

I am currently registered as a graduate student at Cornell University. I am employed by the department listed above, and part of my position responsibilities include acting as advisor to the above named organization.

I am under the direct supervision of \_\_\_\_\_ (name/title).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**SECTION 2 (must be completed in addition to Section 1)**

The organization named above is affiliated with the department of \_\_\_\_\_ at Cornell University. It's activities fully relate to the education, research, and community service mission of the University and to the goals or objectives of this department or unit.

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Please complete this form and return it to 521 Willard Straight Hall. Note that your organization is not completely registered until all required forms are returned to the Student Activities Office. If you have any questions, please contact the Student Activities Office at 255-4169, or email Roxanne Edsall at [rme4@cornell.edu](mailto:rme4@cornell.edu).

Willard Straight Hall Memorial Room meeting setup form:

(The Executive Committee must fill out the form below and submit to the Office of Assemblies)

Please fill in amount needed and draw tables and equipment on diagram:

0 Round Tables  
(There is a maximum of 20)

Sponsor: Graduate and Professional Student Assembly

10 6' Tables

Date: \_\_\_\_\_

0 Card Tables (3' x 3')

Time: Event: 5:30 PM - 7:30 PM

94 # Chairs

Rugs -  up /  down (circle one)

Furniture to sides

0 # Platforms  
(d=4'x8'; there are 8)

Skirting for Platform

1 # Coat Racks (2)

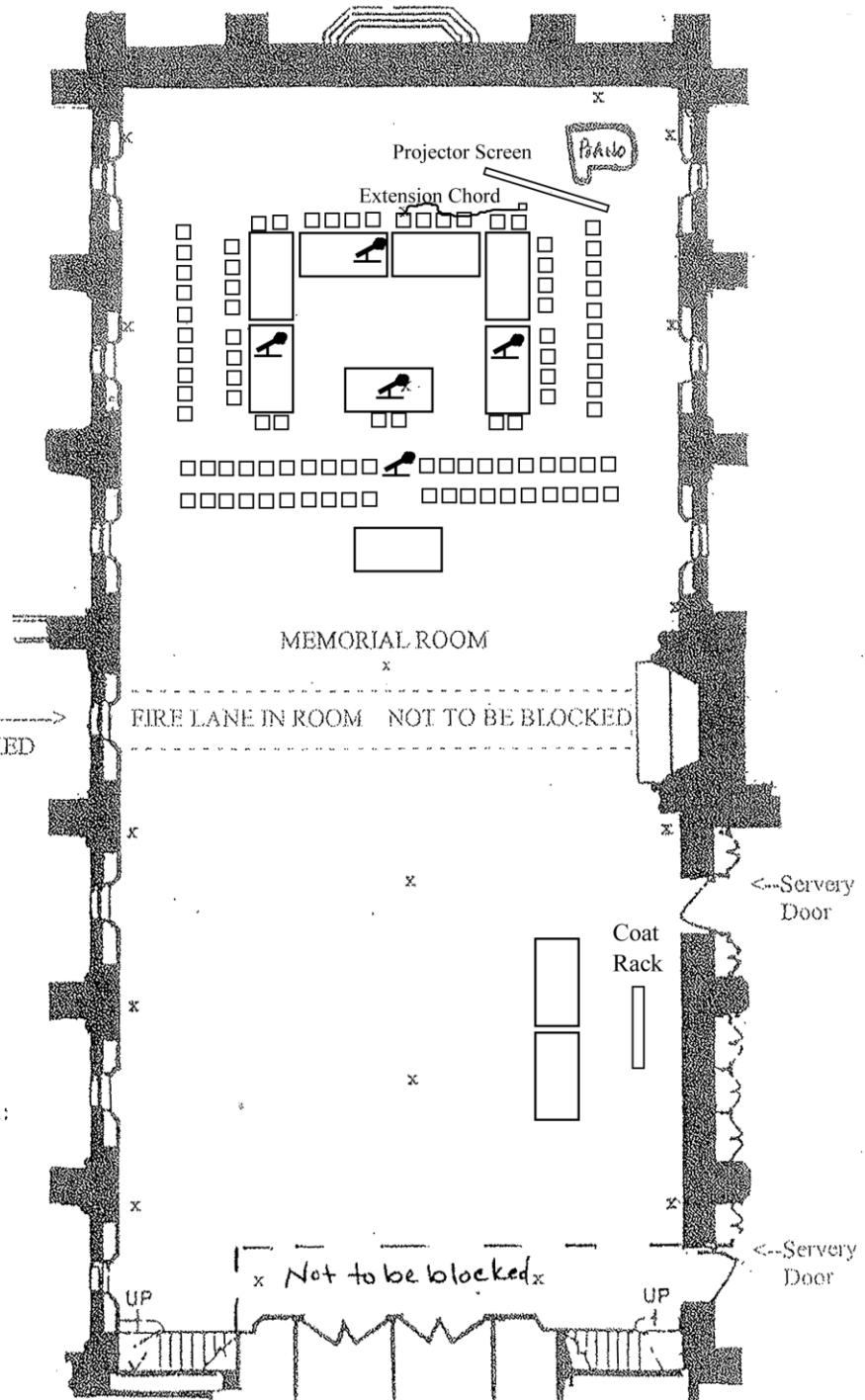
0 # Floor Easels (4)

0 # Tabletop easels (10)

Sound System  
(There is an extra charge)

5 # Mics (5)

Grand Piano Unlocked



FIRE EXIT  
CAN NOT BE BLOCKED

X - denotes electrical outlets

The room's dimension:  
40' Wide  
86' Long

x Not to be blocked x





**Cornell University**  
Graduate and Professional  
Student Assembly

**GPSA Operations & Staffing Committee**

109 Day Hall

Email: [gpsa@cornell.edu](mailto:gpsa@cornell.edu)

<http://assembly.cornell.edu/GPSAOperations/Home>

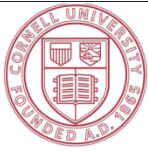
**Graduate & Professional Student Assembly Committee Report Form**

*Thank you for your commitment to representing graduate and professional students on Cornell University committees. Please take a moment to answer these brief questions and email back to the GPSA Vice President of Operations at [gpsa-vpoperations@assembly.cornell.edu](mailto:gpsa-vpoperations@assembly.cornell.edu) as a Word Document by the end of each month.*

<b>Committee Name:</b> _____	<b>Date:</b> _____
<b>Committee Chair:</b> _____	

<b>Graduate Representative Information:</b>	
<b>Last Name:</b> _____	<b>First Name:</b> _____
<b>Net-Id:</b> _____	<b>Email Address:</b> _____

1. Did your committee meet at least once this month?    YES    NO  
If so, please list the date(s) of the meeting(s).
  
2. Please describe below the issues that are being discussed in your committee this month:
  
3. Please list any additional thoughts, concerns, questions or information that you would like to convey from your committee to the GPSA.
  
4. Would you like any information or feedback from the GPSA on any of the issues your committee is discussing? If so, please indicate this below and we will include it in our agenda.



Cornell University  
Office of the Assemblies

109 Day Hall  
Ithaca, NY 14853

p. 607.255.3715  
f. 607.255.2182  
e. [assembly@cornell.edu](mailto:assembly@cornell.edu)  
w. <http://assembly.cornell.edu>

## Reimbursement Form

### Instructions

- Direct payments to speakers or performers for engagement fees and/or travel expenses need to be submitted on a **Speaker/Performer Reimbursement/Payment Form**.
- **For any expense of \$500 or more, the SAFC/GPSAFC Office will need to be contacted to approve the request PRIOR TO RECEIVING THE PRODUCT OR SERVICE (i.e. purchases or rental of sound, lighting, equipment, publications, etc.). Cornell WILL NOT PAY the vendor or reimburse any out-of-pocket expenses. Allow three (3) weeks for processing the reimbursement.**
- The President, Treasurer and/or Advisor, as listed on the budget application, are the only authorized signatures for your SAFC/GPSAFC account. **Forgery is potentially a felony. Do not sign someone else's name in any situation!**
- Only the person who incurred the expense, and whose name is listed on the receipt, can be reimbursed. The payee's signature and Cornell ID #/Fed ID # **MUST** appear on all forms and certified by the signature of the president and treasurer as the individual who incurred the expense.
- If submitting more than one receipt, staple or tape them to a separate sheet of paper (in a displayed manner) that corresponds to the order they are listed on the **Financial Reimbursement Form**. Attach this separate sheet of receipts to this form.
- Include advertisement of event (flyer, program, agenda, etc.). In order to be reimbursed from SAFC/GPSAFC funding for any expense, **ALL advertisements must include the statements: "Open to the Cornell Community"**. SAFC Organizations also need to use the SAF Logo or include the statement "Funded by (or in part by) Student Activity Fee". GPSAFC organizations add "Funded by (or in part by) the GPSAFC".
- Include taxes and non-refundable fees paid, but exclude deposits and rebates that the organization can redeem.
- All events using GPSAFC PROGRAM funds must be posted to the Cornell Calendar of Events <http://www.cornell.edu/events/> at least two weeks prior to the event.
- Reimbursements of conference fees or student travel expenses must have a completed **Student Travel Addendum** attached. If claiming private vehicle mileage, put payee/drivers name down as the *Vendor* and mileage driven under "*Receipt Total*" on the **Financial Reimbursement Form**.
- **Submit requests within 30 days of the expense.** SAFC organizations have until the Monday following the last day of class to submit reimbursement requests. The deadline for GPSAFC reimbursements is the first working day in June. **Regardless if the expense is 30 days or less!**

## Reimbursement Form page 2

*We the undersigned submit the attached original receipts for expenditures and certify that they: comply with the budget allotment granted to our organization by the University, are on behalf of the organization that we represent, are accurately presented, and have not been submitted previously to the University or any other organization for reimbursement. We further understand that misappropriating such University funds or misleading University officials violates of the Campus Code of Conduct and may result in civil liability and criminal prosecution.*

	Vendor Name	SAFC or GPSAFC Category (ex: admin, social)	Date of Original Expense	Program or Activity Name (include speaker/date)	Receipt Total	Requested Amount to Reimburse (less deposits)
1						
2						
3						
4						
5						
<b>Comments/Business Purpose:</b>					\$	\$

<b>ORGANIZATION USE:</b>	
Payee Legal Name (please print) _____	
CU ID # or Federal ID # (if vendor) _____	
Mailing Address _____ _____	
<b>UNIVERSITY DEPARTMENT USE:</b>	
Transfers	
\$ _____	TO _____
\$ _____	TO _____
\$ _____	TO _____
\$ _____	TO _____

**STUDENT ORGANIZATION NAME:**

\_\_\_\_\_

Organization Type: [ ] GPSAFC or [ ] SAFC

 SIGNATURE: \_\_\_\_\_  
 (President or Advisor) E-Mail: \_\_\_\_\_

 SIGNATURE: \_\_\_\_\_  
 (Treasurer or Advisor) E-Mail: \_\_\_\_\_

 SUBMIT TO:  
 OFFICE OF THE ASSEMBLIES  
 109 DAY HALL  
 CORNELL UNIVERSITY  
 ITHACA NY 14853-8201