

GPSA Byline Allocation Procedures
As created by Article IX of the GPSA Charter
[Last revised April 20, 2009]

Item I. Responsibility

Section I.1 The byline allocation procedures are coordinated by the Executive Committee of the GPSA and the Chair of the Appropriations Committee.

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

- (a) Inform student groups of Graduate and Professional Student Activity Fee (GPSAF) funding, eligibility criteria and procedures as outlined in the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations.
- (b) Ensure that applying organizations, including GPSA and GPSAFC, fulfill all requirements outlined therein, with particular attention being paid to organizations that have not applied for byline funding before.
- (c) Send an e-mail to the entire graduate and professional student population to inform them of the upcoming GPSA GPSAF hearings.
- (d) In accordance with the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, hold meetings at which applications are discussed and allocations are specified for recommendation to the GPSA.
- (e) The Chair of the Appropriations Committee will present recommendations and received applications to the GPSA at the second to last GPSA business meeting of the Fall semester.

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

- (a) The Executive Vice President shall oversee the byline funded groups' presentations at GPSA discussion meetings. The Executive Vice President shall follow these procedures:
 - (i) Coordinate with the Appropriations Committee and all groups applying for byline funding to present how the group uses byline funds. The presentation shall take place at a GPSA discussion meeting during the Fall semester of fund allocation years.
 - (ii) Ensure that all groups are scheduled to present at a GPSA discussion meeting before voting on the GPSAF.
- (b) The President of the GPSA shall oversee the discussion and voting procedure during the GPSA business meetings. The discussion and voting process shall follow the following procedure:
 - (i) Ensure sufficient time for the Appropriations Committee Chair to present the Committee's recommendations and answer questions from the floor during the business meeting.
 - (ii) An initial vote will be taken on each byline funded group separately, in which either a "Yes" or "No" vote will be cast on the Appropriations Committee's recommendation. A simple majority is necessary for the initial vote.
 - (iii) If a majority of the GPSA voting members vote in favor of the Appropriations Committee's recommendation for a particular organization, that byline funded organization becomes eligible to be voted on in the final GPSAF.
 - (iv) If a majority of the voting members fails to uphold the recommendation of the Appropriations Committee, the President of the GPSA will pose a question asking the voting members if they would like to eliminate that particular organization's funding for that two year funding cycle. A 2/3 vote of the voting members is required to remove an organization from funding eligibility. If the voting members do not wish to remove the organization, the organization will be sent back to the Appropriations Committee for further evaluation.

1) If an organization feels that it should receive more funding than the Appropriations Committee has designated that organization has the right to persuade the GPSA voting members to vote "No" on the initial recommendation, such that it may be sent back to the Appropriations Committee for reevaluation.

- (v) The organization seeking byline funding then has the opportunity to revise its request, and the Appropriations Committee will reconsider its recommendation before the next GPSA business meeting.
- (vi) The Chair of the Appropriations Committee will present the revised recommendation to the GPSA voting membership at the next business meeting. A second vote will be taken on the byline funded group, in which either a “Yes” or “No” vote will be cast on the Appropriations Committee’s recommendation. A simple majority is necessary for the recommendation to pass.
- (vii) If a majority vote by the GPSA is not reached in the second vote, the group seeking byline funding loses its eligibility to receive byline funding for the two-year cycle.
- (viii) After each of the Appropriations Committee's recommendations for organizations seeking byline funding has been voted on, a collective GPSAF is presented to the GPSA voting members as a resolution. The allocations of the GPSAF will only be to the “eligible” organizations, those which received a majority vote under Item III.b.iii or Item III.b.vi.
- (ix) As a resolution, this Activity Fee allocation is debatable, amendable and follows all other rules of Parliamentary Procedure. (E.g. This means that any voting member can change the funding of an organization by an amendment.) The GPSAF allocation then will require a 2/3 vote by the voting members.
- (x) After the GPSAF allocation is approved, it will automatically be rounded up to the nearest whole, even number. The difference between the GPSAF and the new, rounded figure will be allocated to GPSAFC.
- (xi) Should the resulting fee not satisfy the balance requirement, i.e., not allocate at least 35% to the GPSAFC, then the GPSAFC's allocation shall be increased in increments of two dollars until the requirement is met.
- (xii) No byline funded group, except the GPSAFC, can ever receive a higher amount of funding than initially requested in the first presentation to Appropriations Committee.
- (xiii) Once funded during any GPSAF funding cycle, a byline funded organization is obliged to follow the guidelines for byline funded organizations, as prescribed in the Eligibility Criteria and Obligations for Byline Funded Organizations.

Item IV. Voting Procedures:

Section IV.1 The total number of votes equals “Yes” votes plus “No”. Voting members who either are absent or who abstain, do not count as part of the total vote when calculating either a majority or 2/3 vote.

Section IV.2 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.

Section IV.3 Proxies will not be allowed for any legislation that has been amended; and therefore, the proxy will not be counted in the total amount of votes cast.

Item V. Time Line

Section V.1 The Appropriations Committee shall present its recommendations no later than the second to last GPSA business meeting of the Fall semester.

Section V.2 The allocation process will be finished by the last day of classes of the Fall semester.

Section V.3 The applying organizations will be informed of their allocation prior to the start of the Spring Semester.

Section V.4 The GPSAF approved by the GPSA, according to Item III, shall, by January 1, be presented to the President of the University by the Appropriations Committee Chair and the Chair of the meeting at which the GPSAF was passed.

Item VI. Amendments

Section VI.1 This document may be amended pursuant to Article IX of the GPSA Charter.

Section VI.2 All amendments must also be incorporated into the GPSA Eligibility Criteria and Obligations for Byline Funded Organizations, the GPSAFC Funding Guidelines, the GPSA Bylaws and the GPSA Charter.