

FUNDING GUIDELINES OF THE GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY FINANCE COMMISSION

I. Eligibility Criteria for Applying for GPSAFC Funding

- A. An organisation must register with the Student Activities Office (SAO) for the current year. If an organisation has not registered with the SAO, it cannot access any funds, even if such funds have already been allocated.
- B. An organisation's President and Treasurer must sign the GPSAFC "Statement on Ethical Conduct".
- C. An organisation's Treasurer must be familiar with these Funding Guidelines and sign a statement to this effect. The GPSAFC will not be responsible for costs that it cannot reimburse due to violation of provisions set forth in these Funding Guidelines.
- D. An organisation must have an advisor who is a full-time member of the faculty or staff of Cornell University. Graduate students do not qualify.
- E. An organisation must have more than 40% graduate membership.
- F. The president or treasurer of an organisation must be registered as a graduate or professional student at Cornell University for the current academic year.
- G. GPSAFC-funded organisations must provide a valuable service to the Cornell community.

II. General Funding Parameters

- A. The membership criteria and selection processes of an organisation should enable any student to join and participate if he/she has sufficient interest and ability.
- B. To obtain funding for a Program event, an organisation must submit the event details (i.e. time, location, program speakers and topic descriptions) to University Events Calendar and provide a link to GPSAFC Event Calendar two (2) weeks before the event. The GPSAFC reserves the right to withhold allocated funds if the student organisation does not observe this stipulation.
- C. The organisation must be open to the entire graduate and professional student community. All advertising must include the statements "Funded by the GPSAFC" and "Open to the Graduate Community." The sole exception to this rule is detailed in *Article VI, Section D, e, vii*.

- D. Groups applying for GPSAFC funding for the first time will have allocations in their annual budgets restricted to amounts set annually by the Appropriations Committee in the Funding Maximums (see *Article X* of these Guidelines). Once funded, these groups may apply for Special Project Requests.
- E. The GPSAFC will treat organisations that have previously applied for GPSA funding, but that have not applied for further funding after a two-year time lapse, as “first time applicants”.
- F. In order to receive allocated funding, an organisation must turn in receipts for expenses exceeding \$50 to the GPSAFC accounts representative in the Office of the Assemblies within one month of expenditure.
- G. Events funded through annual budget allocations or special project requests must occur during the academic year, defined for GPSAFC purposes as starting the first day of graduate student orientation in August and ending the day of commencement in May, to ensure that the Cornell community has the opportunity to participate (see *Article VI, Section D, e, vii* below for the sole exception). For events during the summer, an organisation must submit a summer funding application at least three business days before the GPSAFC’s April meeting, which should contain detailed information on location, time, program descriptions, and financial breakdown for all planned events. In order to receive the awarded funding, the organisation must submit receipts within the first full month of the fall semester. The total sum of allocations to events during the summer may not exceed 20% of the GPSAFC’s annual budget (with the exception provided in *Article VI, Section D, e, vii*).
- H. Program events must occur on the Cornell campus, to ensure that the Cornell community has the opportunity to participate. The GPSAFC may grant exceptions under special circumstances, such as a lecture series in downtown science centre or community centre. An organisation must submit a special project request with detailed explanations of why the event must be held off campus. The organisation must provide transportation for off-campus events. Reimbursement for off-campus events will be furnished only if the GPSAFC has approved, in writing, the event location prior to the event.
- I. An organisation must offer compelling reasons for holding Social, Club Sports, or Field events outside of Tompkins county or Geneva Station. The GPSAFC must approve, in writing, any location outside of Tompkins County or Geneva Station used for a social, club sports, or field event.
- J. Student organisations are encouraged to consult with their specific school or department’s financial affairs office, if applicable, in submitting funding requests.

III. Organisations and Activities Ineligible for GPSAFC Funding

- A. Per University policy, the GPSAFC cannot fund:

- a. Partisan political organisations and activities: The University defines partisan political organisations as those that are affiliated with a registered political party or candidate, or that are formed for the purpose of supporting or opposing any particular legislation. Activities used to support or oppose any particular legislation also fall under this definition. The GPSAFC may fund non-partisan activities sponsored by partisan organisations. Funded groups may “not participate in or intervene in (including the publication or distribution of statements), and campaign on behalf of or in opposition to any candidate for public office.” (Internal Revenue Code - Section 501 (C{3}))
 - b. Any religious activities: The GPSAFC relies on the University definition of religious activities: “A practice or observance that includes moral or ethical beliefs as to what is right and wrong that is sincerely held, with the strength of traditional religious views, even if no religious group espouses such beliefs, or the religious group to which the individual professes to belong may not accept such belief.” The GPSAFC may fund activities comparing religious systems of belief and activities examining the intersection of religion with one or more non-theological academic disciplines. Activities that a religious organisation organises to achieve research, educational, or public service goals are not considered religious activities and are eligible for GPSAFC funding.
 - c. Charitable organisations: The University prohibits any direct allocation to charitable organisations, it does allow, however, for the funding of “recruiting, administration, and travel expense, which would be necessary to make it possible for Cornell students to participate in service projects.” The essential difference is between making an outright financial gift, and aiding Cornell students in a promising and valuable project. For fund raising event rules, refer to *Article IV, Section F*.
- B. The GPSAFC will not fund activities for which any organisation member receives academic credit.
 - C. In keeping with the University’s policy on non-discrimination, no organisation or activity funded by GPSAFC shall discriminate in its membership policies based on race, religion, age, gender, sexual preference, or ethnic background, except where gender and age are bona fide qualifications for membership. Any group that violates this policy may have its remaining funding suspended or revoked.
 - D. The GPSAFC avoids funding activities that duplicate the activities of other campus organisations. In allocating funds, the GPSAFC considers whether an organisation provides a unique service or event for the Cornell community. The GPSAFC may make organisations aware of other groups providing similar services to the University community in an effort to encourage collaboration.

IV. Additional Funding Requirements and Restrictions

- A. To be eligible for funds, an organisation must make full disclosure of its income and expenses. If additional funding is obtained from other University sources and/or external sources during a school year, a report of this funding should be furnished to the GPSAFC. In a Special Project Request, an organisation must detail whether it intends to use funds for the project that come from its annual budget allocation from the GPSAFC.
- B. No faculty or staff salaried by Cornell University within the last six months can receive payment for services with GPSAFC funds. No enrolled graduate student may receive payment for services with GPSAFC funds.
- C. The GPSAFC will not make fund transfers to Student Assembly Finance Commission (SAFC) funded organisations; events may be co-sponsored.
- D. Student organisations shall take full advantage of income-producing opportunities and alternate funding sources, and the GPSAFC shall consider their capacity and willingness to do so when making allocations.
- E. In making funding allocations, the GPSAFC considers the extent to which graduate and professional students determine and direct an organisation and its programs.
- F. The GPSAFC may partially support fund raising events. The organisation must show effort of finding co-sponsorship and charge admission to cover (part of) the event production cost.

V. Specific Expenditures Ineligible for GPSAFC Funding

- Office supplies or equipment
- Organisation stationery, certificates, membership or business cards
- Resume books, directories, or other materials for professional/career development
- Phone equipment, toll call or fax expenses
- Postage
- Office space or secretarial expenses
- Conference expenses or membership fees (except for some Club Sports as detailed in *Article VI, Section D, b, iii*)
- Admission fees for performances, films, museums or sporting events
- Container deposits
- Gifts (except for speakers) or trophies
- Publication of academic journals
- Purchase of books, magazines, or academic journals
- Newsletters
- Web design and web-hosting
- Alumni-related expenses
- Speaker or performance expenses for University employed graduate students.

- Purchase of T-shirts and other clothing (except for some Club Sports as detailed in *Article VI, Section D, b, i*)

VI. Funding Categories and Line Items

- A. Student organisation budgets are divided into specific funding categories, which are classified by subject: Program, Social, Club Sports, Publication, and Field. The GPSAFC will only fund expenses that can be included within the given categories. There is no “Miscellaneous” category. Organisations cannot transfer funds into the Social Category, but they may use funds designated as “Social” to finance any part of an event funded by the GPSAFC.
- B. For the purposes of these Funding Guidelines, the GPSAFC defines two types of student organisations: (1) interest organisations and (2) field organisations. Interest organisations are groups that represent an extracurricular pursuit, broadly including any social or academic activity that is not directly linked to the interests of a specific Cornell University-defined academic field. Field organisations are groups whose goals and objectives are to foster the academic and social interests of a particular University-recognised academic field, with specific attention to fostering interaction and communication amongst field members. The graduate school keeps an online record of the graduate fields; each professional school is also considered a field. Interest organisations may apply for Program, Club Sports, Publication, or Social funding, subject to the appropriate maximums (detailed in *Article X*). Field organisations may apply for funding in the aforementioned categories as well as from the Field category.
- C. Organisations can use funds allocated to “Program”, “Club Sports”, and “Publication” only to fund items within those categories. The Program category is subdivided further into four line items: Speaker, Event Production, Reception, and Publicity. A student organisation can spend money allocated in the Program category at its discretion, within the per event and per year limits detailed in the GPSAFC Funding Maximums (see *Article XI*). At its discretion, the GPSAFC may choose to restrict allocations to specific line items within the Program category. The GPSAFC will notify an organisation if its allocation is restricted to specific line items.
- D. The categories available to student organisations break down as follows:
- a. **Program:** Funds allocated to this category may be applied to any of the following line items, within per event and per year limits listed in the GPSAFC Funding Maximums (see *Article XI*):
 - i. Speaker: For expenses of bringing a speaker or performer to campus, including:
 1. Honoraria or gifts.
 2. Personal vehicle travel, including toll fares and parking fees.
 3. Rental vehicles, including rental fee, gas, toll fares, and parking fees.

4. Airline, train, boat, Zeppelin, or bus travel.
 5. Lodging (not including bar, video, valet, phone or other personal charges).
 6. Meals eaten at a restaurant (not including grocery purchases).
 - ii. Event Production: For expenses of producing a cultural, educational, or theatrical event on campus, including:
 1. Rental of equipment: any equipment necessary for an event to be successful, including Audio-Visual equipment, VCRs, slide or film projectors, and table space.
 2. Services: additional services provided by the university required for an event, such as Public and/or Life Safety, lighting or sound experts, or security fees to protect an exhibit.
 3. Room rental: for on-campus (or GPSAFC-approved off-campus) facilities that charge a fee. Whenever possible, organisations should find and use facilities with no charge.
 4. Purchase of equipment: equipment needed to conduct an event that is part of the main focus of an organisation may be purchased. The GPSAFC will consider whether it is more economical and practical for the organisation to rent or purchase this equipment. An organisation must provide especially detailed information about why equipment purchase is necessary and justified if the price of the equipment exceeds 500 USD.
 5. Films: for expenses of showing a film on campus.
 6. Organisations cannot fund food costs out of this line item.
 - iii. Reception: For food served during or following a cultural, educational, or theatrical event on campus.
 1. Receptions must be open to the graduate and professional student community.
 2. Organisations cannot fund welcome reception and end-of-year events out of this line item.
 - iv. Publicity: For advertising of GPSAFC funded events, such as:
 1. Poster copying
 2. Banners (for specific events)
 3. Advertisements in the *Cornell Daily Sun*, *Cornell Business*, etc.
 4. Printing programs for performances
- b. **Club Sports:** This category funds practice and playing of organised sports, the following expenses may be funded:
- i. Equipment: organisations may purchase or rent equipment necessary for practices or competitions, provided it is not for personal use. Organisation members must leave equipment on campus at the end of the academic year so the club may continue to use it in future years.
 1. The GPSAFC does not fund personalised clothing. The GPSAFC can fund jerseys and pennies that are not personalised provided they remain with the club for use in future years.

2. The organisation must keep a file listing all current equipment and clothing initially purchased with GPSAFC funds. A copy of this file shall be included in the organisations annual budget application. If the GPSAFC finds an organisation deficient in keeping and listing its equipment, the commission will deny future equipment and clothing purchase requests.
- ii. Facilities rental: organisations can apply for funds to rent space for practices or competitions within Tompkins County and Geneva Station.
- iii. Tournaments: expenses for competitions or tournaments hosted by the organisation within Tompkins county or Geneva Station may be funded using the Event Production and Reception line items. The GPSAFC does not fund competitions or tournaments outside of Tompkins County and Geneva Station.
 1. Participation and entry fees for tournaments or competitions occurring within Tompkins county or Geneva Station may be funded according to the limits set forth in the GPSAFC Funding Maximums (*Article XI*).
 2. The GPSAFC does not fund participation and entry fees for competitions occurring outside Tompkins County or Geneva Station.
- iv. Organisations may apply for funding for speakers in the Program category.
 1. The GPSAFC can fund food and drink for tournament purposes under this category; food and drink for practice must be funded from the “Social” category.
- c. **Publication:** This category funds the publication of a non-professional journal or magazine. The GPSAFC can fund costs related to printing or copying of issues. Organisations must indicate number of pages per issue, number of issues printed, and how and where they intend to distribute their issues. The GPSAFC does not fund publications made solely for an organisation’s membership.
- d. **Social:** For social gatherings and organisational meetings, including welcome receptions and end-of-year events.
- e. **Field:** Only one organisation per academic field can apply for this funding and such an organisation 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 organisation represents the graduate or professional students of a given field. While only one organisation per field can apply for this funding, if several fields are represented in the aforementioned manner by one organisation, that organisation can apply for funding (the total membership of all the fields involved will determine the funding allocation for such an organisation). All organisations that wish to receive “field” funding must apply for “field”

funding in their annual budget applications. To receive field funding an organisation must:

- i. Have a charter that states how officers will be elected as well as how often regular meetings of the general membership will be held
- ii. Have officers elected at least annually by the members of the organisation
- iii. Have at least one meeting announced to and open to the organisation's full membership each semester
- iv. Fill at least one seat assigned to that field on the GPSA Advisory Body or the Voting Council. 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 organisation until the organisation fills the seat(s).
- v. Groups meeting the aforementioned criteria will be granted funding annually in the field category according to the schedule outlined in *Article X, Section E*. This funding is available to any qualified group that submits an annual budget application. If organisations desire additional funding, they may apply for said funding through the other funding categories in the same application; however, in such cases, the organisation must provide a rationale for how it desires to use these additional funds *and* at least half of the baseline funding provided in the "field" category.
- vi. The Chairperson of GPSAFC will be responsible for e-mailing each DGS every second year to: (1) inform the field of the amount of funding available to the student organisation representing that field, (2) to detail the requirements for obtaining those funds, and (3) to inform the field of how to apply for funding.
- vii. Organisations can use field funding for events occurring during the academic year or the summer following the academic year for which the funds were allocated. Events funded by field funding (and not relying on any other GPSAFC funding) can, at the organisation's discretion, be open exclusively to members of that field. Organisations must advertise all events using field funding to all field members, whether via a list-serve or some other appropriate means.

VII. Appeals

- A. An organisation that feels treated unfairly by a GPSAFC decision has the right to appeal. An organisation may submit an appeal to contest: (1) its original allocation, or (2) the GPSAFC's interpretation of these Funding Guidelines.
- B. For an appeal to an allocation decision, the organisation must specify as much as possible the reasons for the appeal, explaining why the GPSAFC should further fund the event.

- C. For an appeal based on the GPSAFC's interpretation of the GPSAFC Funding Guidelines, the organisation must reference specific Articles and Sections of these Funding Guidelines, detailing the allegation that these were interpreted incorrectly.
- D. The following procedure applies to all appeals:
 - a. The organisation must fill out and submit an Appeal Form, with proper signatures. An organisation can obtain these forms at the Office of Assemblies or on-line. Appeals to an allocation decision cannot be made for any amount greater than the original budget request.
 - b. The GPSAFC will discuss the appeal at its next regular meeting. A representative of the organisation submitting the appeal is welcome and encouraged to attend this meeting to present the group's case and further clarify the appeal. Organisation presentations are limited to ten minutes with five additional minutes of questioning. The Chairperson can extend this time limit can be extended at his/her discretion.
 - c. The GPSAFC will notify the organisation of its decision within three days of its meeting. If the organisation wishes to further appeal the GPSAFC's decision, its officers must contact the GPSAFC chairperson by e-mail at gpsafc@cornell.edu within one week of this notification.
 - d. If an organisation makes this second appeal, the GPSAFC chairperson will refer the matter to the Appropriations Committee, which can uphold the GPSAFC's decision, advise the GPSAFC to reconsider, or refer the matter to the GPSA.
 - e. If an organisation has appealed to the GPSAFC and the Appropriations Committee (GPSA-AC) and wishes to appeal further, the GPSAFC and GPSA-AC Chairpersons will take the matter to the GPSA for a final decision.

VIII. Special Project Requests

- A. Groups that have submitted an Annual Budget Application and need additional funds for specific events may submit Special Project Requests. An organisation 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.
- B. Special Project Requests should include as much detail as possible, including informed estimates of all major costs, specific dates and times for events, event location, names of speakers, expected attendance, and other funding sources for the event. If an organisation holds an event year after year with little change, such that the organisation can produce sufficient detail to warrant GPSAFC funding at the time of the Annual Budget application, then the organisation may submit a Special Project Request for such an event together with the Annual Budget application.

- C. Organisations must submit Special Project Requests at least three business days before the last GPSAFC meeting prior to the event date to ensure enough time for GPSAFC review. The GPSAFC does not grant funding for events that already have happened. The GPSAFC will base its allocation on funds available at the time of the Request.

IX. Transfer of Funds between Categories and Line Items

- A. The GPSAFC carefully deliberates on all allocations for annual budgets. Therefore, organisations cannot transfer funds between funding categories under any circumstances. Should groups require additional funds within a funding category, they should submit a Special Project Request. Funds allocated to the Program category, without an explicit restriction appended by the GPSAFC, may be applied to any of the line items within that category as needed. Organisations must still keep expenditures within per event and per year limits (see *Article X*). Groups need not submit line item transfer requests for GPSAFC approval if the GPSAFC has not explicit restricted funds to certain line items.

X. GPSA Finance Commission Funding Maximums for Annual Budgets

A. Program:

- a. Publicity: No more than \$100/event or \$200 per year per organisation.
- b. Speaker: No more than \$500/speaker for up to two (2) speakers per year per organisation, consisting of:
 - i. Honoraria: No more than \$400 per year per organisation.
 - ii. Personal vehicle travel: At current IRS business mileage rate.
 - iii. Lodging: No more than \$130/night for long-distance speakers.
 - iv. Meals: If the speaker eats at a restaurant, the GPSAFC can fund one meal for local speakers and up to \$42/day for long-distance speakers.
- c. Event Production: No more than \$500 per year per organisation.
- d. Reception: No more than \$350 per year per organisation.

B. Club Sports: No more than \$500 per year per organisation.

- a. Entry fees: no more than \$3 per person for one-time events and no more than \$8 per person for participation in a league.

C. Publication: No more than \$500 per year per organisation.

D. Social: No more than \$300 per year per organisation.

- E. **Field:** The level of funding depends on the number of graduate and professional students in the organisation's field of study. Each eligible field organisation that applies for funding will receive a base allocation of 200 USD, with an additional two (2) USD for each student in that field. The GPSAFC bases field membership numbers on official data from the Fall Census conducted by the graduate school, and on official statistics from the data management officials at each of the professional schools. Funding allocations for a given academic year are based on the field membership numbers from the previous academic year's Fall Semester. The GPSAFC Chairperson is responsible for obtaining up to date field membership data annually.

XI. Exceptions to Funding Maximums for Annual Budgets

- A. Publicity: An organisation may only receive more than \$100 per year if the GPSAFC allocates funding for a third or further speaker; each speaker event beyond the first two may receive no more than \$50.
- B. Speaker: To receive funding for more than two speaker events per year, an organisation must demonstrate the publicity and attendance for earlier speaker events, its appeal to a broad campus audience, and specify funding levels from other sources. To receive more than \$500 for one speaker, an organisation must indicate funding from other sources or that the speaker is coming from outside the United States. The GPSAFC does not grant exceptions to maximums for honoraria or meals. Exceptions may be given to the lodging maximum for reasons of religious observance or disability.
- C. Event Production: GPSAFC cannot grant exceptions.
- D. Reception: GPSAFC cannot grant exceptions.
- E. Social: To receive more social funding than the maximum, an organisation must demonstrate the publicity and attendance for previous social events, the appeal of its events to a broad campus audience, and the organisation must specify funding levels from other sources.
- F. Club Sports: GPSAFC cannot grant exceptions.
- G. Publication: GPSAFC cannot grant exceptions.
- H. Field: GPSAFC cannot grant exceptions.
- I. Special Project Requests are not subject to the funding limits. However, the GPSAFC requires detailed event descriptions that demonstrate the event's appeal to graduate and professional students and responsible planning. The GPSAFC rarely allocates more than \$1400 for a single event; to obtain even this much the event must demonstrate strong appeal to graduate and professional students; the organisation seeking funding must show evidence of substantial efforts to secure co-sponsorship.

XII. First Time Applicants for GPSAFC Funding

- A. First time applicants for GPSAFC funding cannot apply for more than \$150 in the Social category and \$300 across the Program, Club Sports, and Publication categories. First time applicants may apply for additional funding through Special Project Requests.

XIII. Co-Sponsorship

- A. If two or more GPSAFC funded organisations wish to combine their efforts to produce a single event, they can apply for co-sponsorship from the GPSAFC. GPSAFC organisations cannot transfer funding from one group to another, but they can jointly submit a Special Project Request for a single event. Organisations must use Special Project Requests (and not annual budgets) to apply for funding for a co-sponsored event. Organisations must detail what expenses (by category or line item) each group will use for the event. One organisation can apply for all the funding for the event, with the other organisation(s) merely providing dispositions of support for and involvement in the event. Alternatively, each organisation can apply for funds for particular non-overlapping costs of producing the event.

XIV. Enforcement

- A. If, at any point, the GPSAFC finds that an organisation has not adhered to these Funding Guidelines, has used funds improperly, or has provided false information in an application or correspondence of any kind with the GPSAFC, the commission reserves the right to take one or more of the following actions:
 - a. Provide the organisation with a written warning noting the violation and asking the organisation to change its practices so that it is no longer in violation.
 - b. Impose a defined probationary period (e.g., one semester or one year) during which the organisation cannot apply for GPSAFC funding.
 - c. Withdraw part or all of any annual budget and/or special project request funds remaining from previous allocations.

XV. Amendments

- A. These Funding Guidelines may be amended by a majority vote of seated GPSA members.
- B. The GPSAFC Chairperson will review these Funding Guidelines each year and suggest apropos alterations to the Chairperson of the GPSA Appropriations Committee.

- C. The GPSA can raise Funding Maximums at any time; any lowering of maximums will not take effect until the next budget cycle. The GPSA Appropriations Committee shall recommend changes for the next budget cycle before the end of February of the current academic year.
- D. The Appropriations Committee must recommend changes to these Funding Guidelines necessitated by changes in University policies and procedures.