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GRADUATE *and* PROFESSIONAL STUDENT ASSEMBLY  
UNIVERSITY *of* PENNSYLVANIA

# Standing Rules

STANDING RULES  
OF THE  
GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY  
OF THE  
UNIVERSITY OF PENNSYLVANIA

*A/SR/45/R.2*

Last Amended: January 31, 2024

TABLE OF CONTENTS

GAPSA Standing Rules Part 0: General..... 1

    GAPSA Standing Rule 1 ..... 1

    GAPSA Standing Rule 10: Standardized Symbol System ..... 1

    GAPSA Standing Rule 17: Executive Compensation..... 13

GAPSA Standing Rules Part 100: Budget..... 14

    GAPSA Standing Rule 101: Budget Rules..... 14

    GAPSA Standing Rule 102: Budget Rules (Executive Board)..... 14

    GAPSA Standing Rule 103: Group Fund Administration ..... 14

    GAPSA Standing Rule 104: Iris Photo Booth..... 14

GAPSA Standing Rules Part 200: Reporting ..... 16

GAPSA Standing Rules Part 300: Group Funding ..... 17

    GAPSA Standing Rule 301: Empowerment Plan..... 17

GAPSA Standing Rules Part 400: Events and Revenue..... 20

    GAPSA Standing Rule 401: Revenue Rules ..... 20

    GAPSA Standing Rule 402: Revenue Rules, Detailed Terms ..... 20

    GAPSA Standing Rule 403: Alumni Tickets and Contributions Program ..... 20

    GAPSA Standing Rule 404: Alumni Tickets and Contributions Program, Detailed Terms  
..... 21

# GAPSA Standing Rules Part 0: General

## GAPSA Standing Rule 1

- (0) Rules for Standing Rules. This Rule is created on the authority of the GAPSA Constitution, Article XII, section C.
- (1) All published rules, guidelines, and regulations of GAPSA whatsoever should be codified in the GAPSA Standing Rules if they are not promulgated by the Constitution or Bylaws. Thus, all Acts of the General Assembly with durable effect and the rules of any Board, Division, Committee, Council, or Officer having delegated authority should be codified as Standing Rules.
- (2) Each Standing Rule is annotated with the authority that created it—including reference to the source of the authority—in subdivision (0) thereof, and have the weight of Acts of the same. They may only be amended or rescinded explicitly and only by the creating authority, by the General Assembly, or by such an authority as the rule may provide. An Act of a subsidiary organ/unit (Board, Division, Committee, Council, or officer) creating, amending, or rescinding Standing Rules becomes void if it is not reported to the General Assembly at its next meeting and remains void until so reported.
- (3) The individual Rules of the GAPSA Standing Rules shall be numbered uniquely without regard to greater subdivisions that contain them. Subdivisions of each Standing Rule are numbered in accordance with ISO 2145, that is, with Hindu-Arabic numerals delimited by periods, starting from 1 (except header or introductory subdivisions which are explicitly or implicitly zero (0)). A secretarial annotation is inserted in published Standing Rules noting that any gaps in the numbering are reserved for future use.

*[GAPSA Standing Rule 1 last amended by GA/45/RES/6 on November 29, 2023]*

*[Rules 2–9 are reserved for later use]*

## GAPSA Standing Rule 10: Standardized Symbol System

- (0) GAPSA Standardized Symbol System. This Rule is created on the authority of the General Assembly.
- (1) The GAPSA Standardized Symbol System (GAPSASSS, pronounced “triple ess”) is a system of unique identifiers, symbols, assigned to every unit/organ, officer, or document of GAPSA. Symbols of the system are separated into components by the oblique stroke (/). In an absolute symbol, the first group of components

identifies the unit/organ and/or officers; the second group the current year of GAPSA and the subsequent components identify documents. Not all combinations of all possible values of components listed below are valid.

(2) **Quick Reference.** This is an abridged version of the system that follows, for quick reference.

(2.1) **Unit/Organ Component Group.**

(2.1.1) GA/— = General Assembly

(2.1.2) EB/— = Executive Board

(2.1.3) —/C.<id>/— = A standing committee, <id> is the acronym.

(2.1.4) —/AC.<id>/— = An ad hoc, special, or select committee, <id> is the acronym.

(2.2) —/<year>/— <year> one (1) is the 1979–1980 academic year.

(2.3) **Document Component.** <number> are assigned sequentially in each academic year for each document class for each unit/organ starting from one (1).

(2.3.1) —/BYL = The Bylaws

(2.3.2) GA/—/BUDG = The Budget

(2.3.3) —/BILL/<number> = Bill or Draft Resolution, numbered in order of announcement.

(2.3.4) —/RES/<number> = Adopted Resolution or Bill, numbered in order of adoption.

(2.3.5) —/MIN/<meeting number> = Latest Approved (Corrected) Minutes

(2.3.6) —/AGN/<meeting number> = Agenda or Order of Business

(2.4) **Document Suffix Component.** <number> are assigned sequentially for each symbol they modify and each class of suffix component, starting from one (1).

(2.4.1) —/Amend.<number> = Amendment: document containing the amendments.

(2.4.2) —/Corr.<number> = Corrigendum/Correction

(2.4.3) —/R.<number> = Revision: a revised version, zero (0) is the original issuance (which may be omitted).

(3) **Unit Component Group.** Identifies the unit/organ of graduate student government. This component group may be unsuffixed (omitting the closing stroke “/” and placeholder “—”) to refer to the unit/organ as a whole.

(3.1) A/— = All of GAPSA (applicable only to the Constitution and particular other symbols specified in this system)

(3.2) GA/— = General Assembly

(3.3) GA/C.F/— = General Assembly Finance Division

(3.3.1) GA/C.F.B/— = Budget Committee

(3.3.2) GA/C.F.GFM/— = Grant and Fund Management Committee

- (3.3.3) GA/C.F.FR/— = Committee Financial Reporting Committee
- (3.4) GA/C.O/— = General Assembly Operations Division
  - (3.4.1) GA/C.O.L/— = Logistics Committee
  - (3.4.2) GA/C.O.PR/— = Public Relations Committee
  - (3.4.3) GA/C.O.AR/— = Alumni Relations Committee
  - (3.4.4) GA/C.O.DA/— = Data Analytics Committee
- (3.5) GA/C.A/— = General Assembly Advocacy Division
  - (3.5.1) GA/C.A.SW/— = Student Wellness Committee
  - (3.5.2) GA/C.A.EAc/— = Equity and Access Committee
  - (3.5.3) GA/C.A.ISA/— = International Student Affairs Committee
  - (3.5.4) GA/C.A.EAf/— = External Affairs Committee
- (3.6) GA/C.P/— = General Assembly Programming Division
  - (3.6.1) GA/C.P.AP/— = Academic Programming Committee
  - (3.6.2) GA/C.P.CP/— = Cultural Programming Committee
  - (3.6.3) GA/C.P.SP/— = Social Programming Committee
- (3.7) GA/C.D/— = Drafting Committee
- (3.8) GA/PC/— = Professional Student Council
  - (3.8.1) GA/PC/C.B/— = Budget Committee
- (3.9) GA/RC/— = Research Student Council
  - (3.9.1) GA/RC/C.AA/— = Academic Affairs Committee
  - (3.9.2) GA/RC/C.B/— = Budget Committee
  - (3.9.3) GA/RC/C.WL/— = Work-Life Committee
- (3.10) GA/IC/— = IDEAL Student Council
  - (3.10.1) GA/IC/C.AA/— = Advocacy Affairs Committee
  - (3.10.2) GA/IC/C.B/— = Budget Committee
  - (3.10.3) GA/IC/C.E/— = Elections Committee
- (3.11) EB/— = Executive Board Plenary
  - (3.11.1) EB/C.S/— = Executive Board Steering Committee
  - (3.11.2) EB/F/— = Finance Division leadership
  - (3.11.3) EB/O/— = Operations Division leadership
  - (3.11.4) EB/A/— = Advocacy Division leadership
  - (3.11.5) EB/P/— = Programming Division leadership
- (3.12) GAP/— = GAPSA-G12+ Accountability Program
  - (3.12.1) GAP/PAC/— = Presidents' Advisory Council
  - (3.12.2) GAP/FAB/— = Finance Advisory Board

(3.12.3) GAP/GFAC/— = GAPSA Finance Associations Council

(3.12.4) GAPSAG12/— = Summits of GAPSA and G12+ Leadership

**(3.13) Other Subsidiary Units**

(3.13.1) —/C.<id>/— = A standing committee of the containing unit, with <id> as the acronym of the name of the committee, using the acronym rules below.

(3.13.2) —/SC.<id>/— = A standing subcommittee of the containing unit, with <id> as the acronym of the name of the committee, using the acronym rules below.

(3.13.3) —/AC.<id>/— = An ad hoc, special, or select committee (or subcommittee) of the containing unit, with <id> as the acronym of the name of the committee, using the acronym rules below.

**(3.14) G12+ Constituent Partners.**

(3.14.1) G12/— = The Collective of all G12+ Student Governments

(3.14.2) LPSgov/— = Graduate Student Government of the College of Liberal and Professional Studies

(3.14.2.1) LPSgov/P/— = The Professional Student Delegation to the General Assembly

(3.14.3) SASgov/— = Graduate Student Government of the School of Arts and Sciences

(3.14.3.1) SASgov/R/— = The Research Student Delegation to the General Assembly

(3.14.4) WGA/— = Wharton Graduate Association

(3.14.4.1) WGA/P/— = The Professional Student Delegation to the General Assembly

(3.14.5) WDC/— = Wharton Doctoral Council

(3.14.5.1) WDC/R/— = The Research Student Delegation to the General Assembly

(3.14.6) GCS/— = Annenberg School for Communication Graduate Council of Students

(3.14.6.1) GCS/R/— = The Research Student Delegation to the General Assembly

(3.14.7) PDMESC/— = Penn Dental Medicine Executive Student Council

(3.14.7.1) PDMESC/P/— = The Professional Student Delegation to the General Assembly

(3.14.8) WSC/— = Weitzman School Student Council

(3.14.8.1) WSC/P/— = The Professional Student Subdelegation to the General Assembly

(3.14.8.2) WSC/R/— = The Research Student Subdelegation to the General Assembly

(3.14.9) GSESG/— = Graduate School of Education Student Government

- (3.14.9.1) GSESG/P/— = The Professional Student Subdelegation to the General Assembly
- (3.14.9.2) GSESG/R/— = The Research Student Subdelegation to the General Assembly
- (3.14.10) GSEG/— = Graduate Student Engineering Government
  - (3.14.10.1) GSEG/P/— = The Professional Student Subdelegation to the General Assembly
  - (3.14.10.2) GSEG/R/— = The Research Student Subdelegation to the General Assembly
- (3.14.11) CSR/— = Carey Law Council of Student Representatives
  - (3.14.11.1) CSR/P/— = The Professional Student Delegation to the General Assembly
- (3.14.12) MSG/— = Penn Medical Student Government
  - (3.14.12.1) MSG/P/— = The Professional Student Delegation to the General Assembly
- (3.14.13) BGSA/— = Biomedical Graduate Student Association
  - (3.14.13.1) BGSA/R/— = The Research Student Delegation to the General Assembly
- (3.14.14) GSO/— = Nursing Graduate Student Organization
  - (3.14.14.1) GSO/P/— = The Professional Student Delegation to the General Assembly
- (3.14.15) DSO/— = Nursing Doctoral Student Organization
  - (3.14.15.1) DSO/R/— = The Research Student Delegation to the General Assembly
- (3.14.16) SP2SG/— = School of Social Policy and Practice Student Government
  - (3.14.16.1) SP2SG/P/— = The Professional Student Subdelegation to the General Assembly
  - (3.14.16.2) SP2SG/R/— = The Research Student Subdelegation to the General Assembly
- (3.14.17) SAVMA/— = Penn Student American Veterinary Medical Association
  - (3.14.17.1) SAVMA/P/— = The Professional Student Delegation to the General Assembly
- (3.15) **Personal Component.** The officers of a unit/organ. The year and document component groups are omitted to identify the current officers. When used with a document component group, this identifies documents issued in the name of the officer specifically and not of the unit/organ in which they serve.
  - (3.15.1) —/Ch/— = The Chair
  - (3.15.2) —/S/— = The Secretary, the officer principally bearing the duties of recording secretary.

(3.15.3) —/T/— = The Treasurer

(3.15.4) —/Pa/— = The Parliamentarian

(3.15.5) —/⟨*id*⟩/— = Other Officer, ⟨*id*⟩ is the acronym of the full, standard title of the officer constructed by the rules for acronyms below.

(3.15.6) —/pt/— is postpended to the previous for an interim officer or an officer *pro tempore*.

(4) **Year Component Group.** Principally, the form identifying only the year is used. If it is appropriate and desired to identify the meeting, the second form may be used, in which case, the ⟨*number*⟩ component for minutes and agendas (described below) may be omitted. The third form, identifying the academic year, not the year of the General Assembly may be used for units, organs, and partner groups such as the G12+.

(4.1) —/⟨*year*⟩/— ⟨*year*⟩ identifies the year of the General Assembly, starting on July 1, where the 1979–1980 academic year was year one (1).

(4.2) —/⟨*year*⟩.⟨*meeting*⟩/— ⟨*meeting*⟩ is assigned sequentially in each academic year for each unit of GAPSA at the call of each meeting thereof, starting from one (1). This may be applied to documents whose ⟨*number*⟩ was assigned before or at the adjournment of the meeting ⟨*meeting*⟩ and after the adjournment of the previous meeting.

(4.3) —/⟨*academic year*⟩/— ⟨*academic year*⟩ identifies the academic year, starting on July 1, where the 1979–1980 academic year was year 1980.

(5) **Document Component Group.** Identifies documents that belong to or emerge from the unit/organ in the first component group. Number elements, ⟨*number*⟩, are assigned Hindu-Arabic numerals sequentially in each academic year for each document class for each unit/organ starting from one (1). Synonymously, a ⟨*number*⟩ component may be replaced by a date component subgroup, see below. Document symbols intrinsically without a ⟨*number*⟩ element refer to the latest version of the document adopted by or in the specified year. In this case also, the year component group may be omitted, in which case, the symbol refers to the current version of the document. Alternatively to a ⟨*number*⟩ element, a date component subgroup may be postpended, identifying the version that was most recently adopted on or as of that date. The canonical symbol of a particular version of a document uses the earliest date that applies to it, that is, the date it was adopted (not necessarily the date it came into force). Document symbols referring to durable documents, that is, the Constitution (Const), Bylaws (BL), Standing Rules (SR), Special Rules of Order (SRO), and the Standardized Symbol System (SSS), have the year component group (if included) listed after the first document component and before any further document components.

(5.1) —/Const = The Constitution (applicable only to the prefix A/—)

(5.2) —/BYL = The Bylaws



- (5.3) —/SR = The Standing Rules (applicable only to the prefix A/—, which is usually omitted, see below for discussion of relative symbols).
- (5.4) —/SRO = The Special Rules of Order
- (5.5) —/SSS = The Standardized Symbol System: this set of rules (applicable only to the prefix A/—, which is usually omitted, see below for discussion of relative symbols).
- (5.6) —/BUDG = The Budget
- (5.7) —/PBUDG = Provisional Budget
- (5.8) —/ROLL = The Official Membership Roll: list of current members of the unit/organ and the status of each member (e.g., full, non-voting, interim, etc). If the meeting is specified in the year component group, this refers to the document only containing information (roll/attendance/certificates) relevant to that meeting.
- (5.8.1) —/CERT is postpended for the extended membership roll containing certificates of election or appointment of each member to the unit/organ and certificates of acceptable proxies of each appointing organization.
- (5.8.2) —/ATND is postpended for the extended membership roll containing the full attendance records and proxy appointments (if applicable) of each member.
- (5.9) —/BILL/⟨*number*⟩ = Bill or Draft Resolution: a proposed resolution or original main motion, ⟨*number*⟩ assigned upon announcement or introduction to the unit/organ, whichever is earliest. This is essentially a synonym for “—/RES/⟨*RES number*⟩/Pro.⟨*Pro number*⟩” where ⟨*RES number*⟩ is the subsequent RES-class ⟨*number*⟩ to be assigned and ⟨*Pro number*⟩ is the subsequent BILL-class ⟨*number*⟩ to be assigned less the last BILL-class ⟨*number*⟩ assigned before the last assignment of a RES-class ⟨*number*⟩ in the same academic year.
- (5.10) —/RES/⟨*number*⟩ = Adopted Resolution or Bill: an adopted, original main motion (whether oral or written, whether containing “Resolved,” or not), ⟨*number*⟩ assigned upon adoption.
- (5.11) —/MIN/⟨*number*⟩ = Latest Approved (Corrected) Minutes: ⟨*number*⟩ assigned upon the adjournment of the meeting to which the minutes correspond. Synonymously, if the meeting is specified in the year component group, ⟨*number*⟩ may be omitted. The unsuffixed symbol refers to the latest corrected version of the minutes of the meeting. See usage notes for symbols of corrections and versions.
- (5.12) —/PV/⟨*number*⟩ = Procès-verbal: the verbatim recording or transcript of meetings. ⟨*number*⟩ assigned as for minutes above and may be omitted if the meeting is specified in the year component group. The unsuffixed symbol refers to the latest version of the record, as corrected for historical accuracy.

- (5.13) —/AGN/⟨*number*⟩ = Agenda or Order of Business: ⟨*number*⟩ is assigned upon the meeting as for minutes above and may be omitted if the meeting is specified in the year component group. The unsuffixed symbol refers to the first version of the agenda adopted by the General Assembly. Revised or proposed agendas may use the revision suffix component below.
- (5.14) —/M/⟨*number*⟩ = Memorandum: official report of a unit/organ that is not both required and regular, or an adopted written motion that is not a Bill (e.g., a written incidental main motion that is not a resolution), ⟨*number*⟩ assigned upon issue.
- (5.15) —/RRR/⟨*number*⟩ = Required Regular Report of an officer or unit/organ (e.g., sunshine review (EB/F/⟨*year*⟩/RRR/⟨*number*⟩), semi-annual executive board reports (EB/⟨*year*⟩/RRR/⟨*number*⟩), officers' monthly reports (EB/⟨*id*⟩/⟨*year*⟩/RRR/⟨*number*⟩)), ⟨*number*⟩ assigned for the reporting period (semester, quarter, month, fortnight, or week) for which it is required to be reported. Annual reports identified as memoranda.
- (5.16) —/P/⟨*number*⟩ = Proposal or Paper: unofficial paper (e.g., proposal for action or evidentiary document) issued by a member of the unit, ⟨*number*⟩ assigned upon first announcement or introduction to the remaining members of the unit/organ or more broadly.
- (5.17) **Date Component Subgroup.** This can substitute ⟨*number*⟩ components synonymously. If this is done, the year component group may be omitted. Documents protected by the secrecy of a closed session use the date component subgroup exclusively without incrementing the main ⟨*number*⟩ element value to obscure the existence of the protected document.
- (5.17.1) —/⟨*YYYY*⟩/⟨*MM*⟩/⟨*DD*⟩ This identifies calendar year, month, and day ⟨*number*⟩ was assigned (padding the month and day with zeros as necessary to make them two digits each)
- (5.17.2) —/⟨*YYYY*⟩/⟨*MM*⟩/⟨*DD*⟩/⟨*daily number*⟩ If more than one ⟨*number*⟩ component was assigned on the same day, this form is used to disambiguate, where ⟨*daily number*⟩ is assigned for the particular day, starting from one (1).
- (5.18) **Suffix Component.** Modified or modifying documents have the following component appended to the end of their symbol. Number elements, ⟨*number*⟩, are assigned sequentially for each symbol they modify and each class of suffix component, starting from one (1). These suffix components may be sequenced to refer to modifications of modifications.
- (5.18.1) —/Amend.⟨*number*⟩ = Amendment: a document containing amendments to the main document, with ⟨*number*⟩ assigned upon adoption by the competent authority. Amendments increment the revision number of the amended main document.
- (5.18.2) —/Corr.⟨*number*⟩ = Corrigendum: modification of a specific part of a document to correct errors, as approved by a competent authority,

*<number>* assigned upon said approval. Corrigenda need not be issued to correct simple typographical errors. Secretarial corrections to documents (e.g., upon the triggering of auxiliary provisions of the budget) are corrigenda. The symbol refers to both the corrected document, and to the document containing just the corrections (the corrigendum); subdivisions of corrigenda must be identified uniquely among subdivisions of the base document. Corrections do not increment the revision number of the main document.

- (5.18.3) —/R.*<number>* = Revision: a revised version of the whole document issued by the original author. The original, unsuffixed version has revision number zero (0) implicitly, which may be included explicitly for clarity if the document is likely to be amended. This implicit zero does not apply to documents whose symbols refer to the latest revision; revision number zero must be explicitly specified to give the earliest revision extant in that year.
- (5.18.4) —/Pro.*<number>* = Proposal or Response: a modified version of a document not issued by the author of the original document or an original or modified document not issued by a competent authority. This component is postpended to the symbol (including any suffixes) the document would have were it promulgated by the competent authority. *<number>* assigned upon first announcement to the full membership of the unit. Further amendments to the proposal by the same corresponding author are further suffixed by a revision suffix component, as the corresponding author is the competent authority for the proposal document.
- (5.18.5) —/prov = Provisional Symbol: postpended at the very end of symbols containing *<number>* elements that have not yet been assigned such that the symbol may be preempted by a another and break the uniqueness of the reference (i.e., before the announcement that assigns *<number>* in the “—/BILL/*<number>*”, “—/P/*<number>*”, and “—/Pro.*<number>*” components). Provisional symbols are not guaranteed to be unique identifiers. Note that a document satisfying the announcement that assigns *<number>* in the last “—/Pro.*<number>*” component of its symbol, yet whose symbol contains other *<number>* elements not yet assigned is not a provisional symbol: it is common knowledge to the members of the unit the next value to assign to *<number>* elements, so the reference will remain unique.
- (6) **Symbol Synonyms.** A document can have multiple symbols referring to it simultaneously. For example, hypothetically, a third draft resolution of the year 44 in which only one resolution has previously been adopted is announced on October 30, 2022 and introduced in the GA on November 9, 2022 principally as “GA/44/BILL/3” or, synonymously, “GA/BILL/2022/10/30” or “GA/44/RES/2/Pro.1” and is subsequently amended on the floor and adopted. The amended, adopted version is principally referred to as “GA/44/RES/2”, but may also be referred to as “GA/RES/2022/11/9” and also by its symbols immediately before adoption, “GA/44/BILL/3/R.1” and “GA/BILL/2022/10/30/R.1” (the amendment modifying it

is “GA/44/BILL/3/Amend.1” etc). If this resolution is an amendment to the Constitution, the second proposed and first adopted of the year, it could also be referred to as “A/Const/44/Amend.1/Pro.2” upon announcement, “A/Const/44/Amend.1/Pro.2/R.1” after amendment on the floor, and “A/Const/44/Amend.1” upon adoption. The version of the Constitution before amendment is “A/Const/44/R.0”; after amendment, “A/Const/44” refers to the latest version of the Constitution adopted in the year, which is more specifically “A/Const/44/R.1”. If this resolution is or contains an amendment to the budget, the first proposed after the adoption of the fourth of the year, it could also be referred to as “GA/44/BUDG/Amend.5/Pro.1” upon announcement, “GA/44/BUDG/Amend.5/Pro.1/R.1” after amendment on the floor, and “GA/44/BUDG/Amend.5” upon adoption. The full budget is “GA/44/BUDG/R.4” before amendment and “GA/44/BUDG/R.5” afterwards. If the resolution was, for example, reported from an ad hoc committee on housing access, and was the fourth version of the only document considered by the committee internally, “GA/44/BILL/3” may also be referred to as “GA/AC.HA/44/P/1/R.3”. Officers may also have synonymous symbols. The Vice President for Finance may be referred to as “GA/C.F/Ch” and synonymously “EB/VPF”. If the Executive Vice President is designated to serve as chair of Executive Board meetings, then “EB/Ch” refers to “EB/EVP”.

- (7) **Usage Notes.** A regular required report from the Finance Division leadership for the fifth reporting period of the year is “EB/F/44/RRR/5”. If it was approved by the Finance Division and not merely the Finance Division leadership, then “GA/C.F/44/RRR/5”. A third report from the Finance Division that is not both required and regular is a memorandum, so would be “GA/C.F/44/M/3”; if it is issued solely on the authority of the chair and is the second such report, then “GA/C.F/Ch/44/M/2” or, synonymously, “EB/F/Ch/44/M/2” or “EB/VPF/44/M/2”.

Before this report is published by the committee (whether as a memorandum or required regular report), if it was the sixth draft report considered of the year, the first version of it is “GA/C.F/44/P/6” (Also “GA/C.F/44/M/3/Pro.1” if it is the aforementioned memorandum draft or “GA/C.F/44/RRR/5/Pro.1” if it is the aforementioned regular required report draft). A member other than the proposer responds with a revised version, this is “GA/C.F/44/P/6/R.1/Pro.1”. If a third member responds to this response with a correction which the second proposer accepts, that is “GA/C.F/44/P/6/R.1/Pro.1/Corr.1” and “GA/C.F/44/P/6/R.1/Pro.1/Corr.1/Pro.1” before it is accepted. If a fourth member responds with another, different proposal that is a response to the original, this is “GA/C.F/44/P/6/R.1/Pro.2”, but if it is a response to the second proposer, this is “GA/C.F/44/P/6/R.1/Pro.1/R.1/Pro.1”. If the original proposer responds to all of this with a second version of the original (whether new or a copy of one of the previous proposals), this is “GA/C.F/44/P/6/R.1”. If the second proposer responds again to this proposal, this is “GA/C.F/44/P/6/R.2/Pro.1”, but if they respond by updating their (corrected) proposal “GA/C.F/44/P/6/R.1/Pro.1/Corr.1”, this is GA/C.F/44/P/6/R.1/Pro.1/R.1”.

The final budget proposed by the Vice President for Finance is “GA/44/BUDG/Pro.1” (synonymously, “GA/44/BUDG/R.0/Pro.1”) and becomes “GA/44/BUDG/R.0” when adopted. If it is amended before it is introduced, the first amended version is “GA/44/BUDG/Pro.1/R.1”. The symbol “GA/44/BUDG” also refers to this version until the budget is amended (at which point “GA/44/BUDG” refers to the current version). Symbols for the provisional budget are the same with “PBUDG” instead of “BUDG”. If an auxiliary provision of the (amended) budget “GA/44/BUDG/R.1” is satisfied and line items are automatically reallocated as a secretarial correction, this reallocated budget is “GA/44/BUDG/R.1/Corr.1”. If this budget is later amended explicitly by the General Assembly, it becomes “GA/44/BUDG/R.2”.

The proposed agenda sent in the call of the fifth meeting of the year 44 is “GA/44/AGN/5/Pro.1” and could be contained in a file named ga44agn5pro1.pdf. If it is amended (by “GA/44/AGN/5/Pro.1/Amend.1”) by the General Assembly after the question on its adoption is stated and “GA/44/AGN/5/Pro.1” becomes the property of the General Assembly, the amended version is “GA/44/AGN/5/Pro.1/R.1”. When it is adopted as at the start of the meeting, the adopted version becomes “GA/44/AGN/5”. A further adopted amendment to the agenda after its initial adoption would make it “GA/44/AGN/5/R.1”.

The proposed minutes assembled by the recording secretary for the second meeting of the year 44 and sent to the body for review are “GA/44/MIN/2/Pro.1”. If two members send out two separate suggested corrections, these are “GA/44/MIN/2/Corr.1/Pro.1” and “GA/44/MIN/2/Corr.1/Pro.2”, respectively, upon announcement and “GA/44/MIN/2/Corr.1” and “GA/44/MIN/2/Corr.2” upon adoption by the General Assembly. If these are the latest corrections adopted, then “GA/44/MIN/2” (or equivalently “GA/44.2/MIN”) refers to “GA/44/MIN/2/Corr.2”.

If a Bill that is announced to the General Assembly as “GA/44/BILL/4” is amended by its author before it is introduced, the amended version is “GA/44/BILL/4/R.1”, not “GA/44/BILL/4/R.1/Pro.1” because the author is still the owner of the document and thus the competent authority for modifications. After it is introduced to the General Assembly (when the chair states the question on its adoption), the assembly becomes the owner, and a further revision by the author would be “GA/44/BILL/4/R.2/Pro.1” and only “GA/44/BILL/4/R.2” if the General Assembly adopted the amendment (which would be “GA/44/BILL/4/R.1/Amend.1” or equivalently “GA/44/BILL/4/Amend.2”).

- (8) **Document Subdivisions.** Subdivisions of a document may be identified by placing them after the document’s symbol, delimited by a colon (:), or, alternatively, by a double oblique stroke (/). The document may specify the standard, and, if it does not introduce an ambiguity, a further alternative delimiter. For example, Article 10.3.3 of the Finance Bylaws is identified as “GA/C.F/BYL:10.3.3” or “GA/C.F/BYL//10.3.3”, Article III(A)(1) of the Constitution may be identified as “A/Const:III(A)(1)” or “A/Const//III(A)(1)”. Each

document may define standards for identifying its various subdivisions. A range of consecutive subdivisions can be collectively identified by identifying the first and last subdivisions included in the range, separated by an en dash (–).

- (9) **Acronym Rules.** Items that already have an acronym in standard use or which are described above are identified by the same. Acronyms for other items are constructed from the undelimited string of capitalized initial letters of the full, standard, ordered name of the item, omitting conjunctions, articles, and prepositions. If these initialisms collide, that is, if they are not unique within their context of applicability, the second and, if necessary, further letters of the final word giving initials that is distinct in the names of the items with colliding initialisms are inserted in lower case after their corresponding initial. If all of the words giving initials are the same for colliding initialisms, the first, and if necessary, further letters of the final conjunction, article, or preposition that is distinct in the names of the items with colliding initialisms are inserted in lower case at their corresponding position. Items with one letter initialisms may append as many further letters in lower case as are needed to uniquely and clearly identify the item and should ordinarily include approximately the first syllable of the name.
- (10) **Relative, Absolute, and Fully-Qualified Symbols.** In the context of a particular unit/organ or when it is otherwise unambiguous, leading components of the absolute symbol can be dropped, thereby giving a relative symbol. For example, this rule can be identified by SSS:10 (which is in turn a synonym for SR:10.10). All of the absolute symbols described above are implicitly further prefixed by the components “EDU/UPENN/GAPSA/” which, when included explicitly, form the fully-qualified symbol, a universally unique identifier.
- (11) Alternative Formats**
- (11.1) **Abbreviated Form.** Constructed as follows: oblique strokes (/) that separate two letters are replaced by hyphens (-); all other oblique strokes (/) and periods (.) are omitted; any {meeting} elements are padded on the left with zeros to three digits total; and any corrigendum components may be rendered with the abbreviated “C” instead of “Corr”. Document subdivisions are attached in the usual way. Usually used with relative symbols.
- (11.2) **File Name Form.** Constructed from a symbol in abbreviated form as follows: hyphens (-) are replaced by underscores ( ) and all letters are rendered in lower case. Hyphens, spaces, or periods should be used to delimit the symbol from other parts of the file name, if there are any.
- (11.3) **LDH Rule Compliant Form.** Constructed as follows: periods (.) are replaced by hyphens (-); oblique strokes (/) are replaced by periods (.); and all letters are rendered in lower case.
- (11.4) **Reverse Domain Name Notation Form.** Synonymously either (1) the fully-qualified symbol in LDH rule compliant form or (2) the absolute symbol in file

name form with underscores ( ) replaced by hyphens (-) and prefixed by “edu.upenn.gapsa.”.

- (12) Extensibility. In the future, the system may be extended to include special numbers for certain document classes by reserving <number> elements by starting the count at a number higher than one (1) (e.g., 100 or 1000).
- (13) Conforming amendments to this Standardized Symbol System may be made as secretarial corrections without explicit intervention of the General Assembly when constitutional amendments restructure or rename the units/organs of GAPSA, and take effect upon notification of the General Assembly of the change.

*[GAPSA Standing Rule 10 last amended by GA/45/RES/6 on November 29, 2023]*

*[Rules 11–16 are reserved for later use]*

## GAPSA Standing Rule 17: Executive Compensation

- (0) Executive Compensation Base Amount. This Rule is created on the authority of the General Assembly pursuant to Executive Board Bylaws Article 7.1.1.5.
- (1) The annual base pay “x” of the executive compensation scheme in Article 7 of the Executive Board Bylaws (EB/BYL:7) is set to 3180 dollars.

*[GAPSA Standing Rule 17 last amended by GA/45/RES/6 on November 29, 2023]*

*[Rules 18–99 are reserved for later use]*

## GAPSA Standing Rules Part 100: Budget

### GAPSA Standing Rule 101: Budget Rules

- (0) Budget Line Item Spending Authorizations and Rules. This Rule is created on the authority of the General Assembly pursuant to Constitution Article VIII(A)(8)(b).
- (1) The power to authorize spending from budget line items that correspond to individual committees is delegated to the respective committee, or, when it is impracticable for it to decide, to the committee chair.
- (2) GAPSA Finance shall be the authorizing agent for every line item whose purpose contains a “fund” or “funds”.
- (3) Except as specified under this rule, if a line item does not explicitly specify an authorizing agent, GAPSA Finance shall act as the authorizing agent.

*[GAPSA Standing Rule 101 last amended by GA/45/RES/8 on January 31, 2024]*

### GAPSA Standing Rule 102: Budget Rules (Executive Board)

- (0) Budget Line Item Spending Authorizations and Rules. This Rule is created on the authority of the Executive Board pursuant to any spending authority vested in the same by GAPSA Standing Rule 101.

*[This Rule is a Stub]*

*[GAPSA Standing Rule 102 last amended by GA/45/RES/6 on November 29, 2023]*

### GAPSA Standing Rule 103: Group Fund Administration

- (0) Group Fund Budget Line Item Administration. This Rule is created on the authority of the Executive Board pursuant to GAPSA Constitution Articles V(G)(3) and VI(A)(1)(c)(2)(a).

*[This Rule is a Stub]*

*[GAPSA Standing Rule 103 last amended by GA/44/RES/11 on February 15, 2023]*

### GAPSA Standing Rule 104: Iris Photo Booth

- (0) Iris Photo Booth. This Rule is created on the authority of the General Assembly.
- (1) GAPSA shall allocate three thousand dollars (\$3,000) annually to the Career Services Center in order to fund 50% of the maintenance costs of the Iris Photo Booth until the Career Services Center secures funding through alternate means.



*[GAPSA Standing Rule 104 last amended by GA/44/RES/11 on February 15, 2023]*

*[Rules 105–199 are reserved for later use]*

# GAPSA Standing Rules Part 200: Reporting

*[Rules 201–299 are reserved for later use]*

# GAPSA Standing Rules Part 300: Group Funding

## GAPSA Standing Rule 301: Empowerment Plan

- (0) Empowerment Fund Funding Levels (also known as Empowerment Plan). This Rule is created on the authority of the General Assembly pursuant to Constitution Article VIII(A)(8)(b).
- (1) Level 1. Funding: up to \$2,000. Requirements:
- (1.1) Structure
    - (1.1.1) Executive Board
      - (1.1.1.1) Consisting of a Chair, Vice Chair, and Finance officer, meeting at least monthly
    - (1.1.2) GAPSA Liaison
      - (1.1.2.1) Appoint a member of your group to sit on the IDEAL Council
    - (1.1.3) Affinity Group Interface
      - (1.1.3.1) Develop a process for supporting school-specific affinity groups and activities
    - (1.1.4) Administrative Guidance
      - (1.1.4.1) Attain an administrative advisor from an Affinity office
  - (1.2) Documentation
    - (1.2.1) Maintain a constitution containing:
      - (1.2.1.1) Statement of Purpose
      - (1.2.1.2) Election Procedures
      - (1.2.1.3) Constitutional Amendment Procedures
      - (1.2.1.4) Apportionment Policy
  - (1.3) Communication
    - (1.3.1) Website
- (2) Level 2. Funding: up to \$4,000. Requirements are all of the above for Level 1, and in addition:
- (2.1) Structure
    - (2.1.1) Executive Board
      - (2.1.1.1) Additional executive members: 1 internal VC for Communications or Operations and 1 external VC for Student Life or Social Activities
    - (2.1.2) Elections
      - (2.1.2.1) Hold elections pursuant to constitutional procedures
    - (2.1.3) Apportionment

- (2.1.3.1) Form a general body based on apportionment policy
    - (2.1.4) GAPSA Liaison
      - (2.1.4.1) Have a group representative appointed to the GAPSA GA
    - (2.1.5) Minutes
      - (2.1.5.1) Implement a method for taking meeting minutes at all meetings
    - (2.1.6) Administrative Guidance
      - (2.1.6.1) Develop a regular meeting schedule with administrators
  - (2.2) Documentation
    - (2.2.1) Maintain a constitution containing:
      - (2.2.1.1) Executive Board Responsibilities
      - (2.2.1.2) Internal and External Committees
      - (2.2.1.3) Internal and External Committees: Enumeration of duties
      - (2.2.1.4) Internal and External Committees: Procedures for participation
    - (2.2.2) Maintain Bylaw including at least:
      - (2.2.2.1) Mission Statement
      - (2.2.2.2) Attendance Policy
      - (2.2.2.3) Parliamentary Procedure
  - (2.3) Communication
    - (2.3.1) Website
      - (2.3.1.1) Populate a modern, up-to-date website
    - (2.3.2) Social Media
      - (2.3.2.1) Maintain a social media presence
    - (2.3.3) Communication
      - (2.3.3.1) Create naming conventions and establish accounts for Executive Board Members
- (3) Level 3. Funding: up to \$6,000. Requirements are all of the above for Levels 1 and 2, and in addition:
- (3.1) Structure
    - (3.1.1) Budget Transparency
      - (3.1.1.1) Share fully itemized budgets from present and previous fiscal years with GAPSA
    - (3.1.2) Affinity Group Interface
      - (3.1.2.1) Manifest working relationships with parallel affinity groups at each of the G12 schools
  - (3.2) Documentation
    - (3.2.1) Maintain Bylaw including at least:

(3.2.1.1) Bylaws defining procedures for satisfactory completion of Executive Board responsibilities

(3.2.2) Constitutional Amendment

(3.2.2.1) Evince at least one constitutional amendment manifesting critical thinking about the founding document

(3.3) Communication

(3.3.1) Website

(3.3.1.1) Eclipse certain thresholds of interaction with your online presence

(3.3.1.2) Include such content in online platforms as syncable calendars of relevant events, group photos, etc.

(3.3.2) Communication

(3.3.2.1) Maintain regular communications with general body via, e.g. a newsletter

*[GAPSA Standing Rule 301 last amended by GA/45/RES/6 on November 29, 2023]*

*[Rules 302–399 are reserved for later use]*

## GAPSA Standing Rules Part 400: Events and Revenue

### GAPSA Standing Rule 401: Revenue Rules

- (0) Revenue Rules. This Rule is created on the authority of the General Assembly pursuant to Constitution Article VIII(A)(8)(b).
- (1) All revenue-generating GAPSA organized events should aim to recover, on average, ticket revenue equal to 33% of the cost of organizing the events.
- (2) Every attendee must be uniquely identified on every ticket.
- (3) Tickets are nontransferable.

*[GAPSA Standing Rule 401 last amended by GA/45/RES/8 on January 31, 2023]*

### GAPSA Standing Rule 402: Revenue Rules, Detailed Terms

- (0) Revenue Rules, Detailed Terms. This Rule is created on the authority of the Finance Division (or jointly by all Committees thereof) pursuant to any authorizations given in Standing Rule 401.

*[This Rule is a Stub]*

*[GAPSA Standing Rule 402 last amended by GA/44/RES/11 on February 15, 2023]*

### GAPSA Standing Rule 403: Alumni Tickets and Contributions Program

- (0) GAPSA Alumni Tickets and Contributions Program. This Rule is created on the authority of the General Assembly.
- (1) The GAPSA General Assembly authorizes the GAPSA alumni tickets and contributions program, including (1) alumni tickets to GAPSA events, (2) contributions from ticket revenue for alumni development and programs at the option of the ticket purchaser, and (3) release of the contributions to the GAPSA Alumni Association, indefinitely, the detailed terms of which are delegated to the joint determination of the Alumni Relations Committee and the Finance Division (or jointly by all Committees thereof) promulgated as GAPSA Standing Rule 404, to take effect upon the report of said joint determinations to the General Assembly.

*[GAPSA Standing Rule 403 last amended by GA/44/RES/11 on February 15, 2023]*

## GAPSA Standing Rule 404: Alumni Tickets and Contributions Program, Detailed Terms

- (0) GAPSA Alumni Tickets and Contributions Program, Detailed Terms. This Rule is created on the authority of the joint determination of the Alumni Relations Committee and the Finance Division (or jointly by all Committees thereof) pursuant to Standing Rule 403.
- (1) Alumni Tickets to GAPSA Events.
- (1.1) For events with at least 100 tickets, 10% of tickets are reserved for alumni. This reservation is released and tickets are opened to the general GAPSA membership 48 hours before the event start.
- (1.2) For events with less than 100 tickets, the number of alumni tickets is determined by event organizers.
- (1.3) The cost of alumni tickets shall be at least 66% of the amortized cost of organizing the event per ticket.
- (2) GAPSA Alumni Development Contributions. Each ticket to a GAPSA event with a ticket price over \$5 shall have an option for the attendee to contribute \$5 to GAPSA alumni development and programs at no additional cost.
- (3) Transfer of GAPSA Alumni Development Contributions to the GAPSA Alumni Association
- (3.1) The GAPSA Alumni Development contributions shall be earmarked in GAPSA revenue and released annually to the GAPSA Alumni Association (or successor organization).
- (3.2) The GAPSA Alumni Relations Committee Chair and GAPSA Finance Committee Chair shall hold ex officio board seats on GAPSA Alumni Association while the annual transfers of contributions continues.

*[GAPSA Standing Rule 404 last amended by GA/44/RES/11 on February 15, 2023]*

*[Rules 405–499 are reserved for later use]*