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## **S.A. Resolution # 4**

### **Addressing the Student Activity Fee Endowment Fund**

**Whereas**, the Student Assembly is charged with determining the allocation of the Student Activity Fee (SAF) according to Appendix A, Article I, of the Student Assembly Charter;

**Whereas**, the Student Assembly has the charge to “seek out and voice effectively the interests and concerns of the student body” in determining the uses of the SAF, as per Appendix B, Article II.1, of the Student Assembly Charter;

**Whereas**, the original intent of the SAF endowment fund was to grow the endowment to a level so that it could generate a payout large enough to subsidize the SAFC component of the Student Assembly Finance Commission;

**Whereas**, it has been determined that such a goal would not be achieved for an extended period of time;

**Be it Resolved**, that the following Appendix C be inserted at the end of the Student Assembly Charter:

#### ***Appendix C: Guidelines for the Allocation of the Student Assembly Infrastructure Fund***

##### ***I. Preamble***

*The Student Assembly (the Assembly), is charged with the allocation of the Student Assembly Infrastructure Fund (SAIF). Applications for funding provided by the SAIF must be reviewed every semester by the SAIF Committee and are subject to overview by the Appropriations Committee.*

##### ***II. Sources of funding***

*On the first of September of every year, 1.974% of the outstanding balance of the SAF endowment fund be withdrawn and transferred into the budget of the SAIF under the Student Assembly budget.*

##### ***III. Closing of account at year end***

*On the first of June of every year, any outstanding amount in the budget of the*

*SAIF under the Student Assembly budget be transferred back into the SAF endowment fund*

#### **IV. Definitions**

*The following terms, which appear frequently in this Appendix, shall be defined as follows:*

*Organization*

*a registered Independent or University organization that has authorization to receive funding.*

*Application*

*the request to receive a funding gift from the SAIF for a project or initiative.*

*Applicant*

*any individual student, group of students, organization, or group of organizations who submits an application to receive a funding gift from the SAIF.*

*SAFC*

*Student Assembly Finance Commission, a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.*

*Byline funding*

*line item funding that comes directly from the SAF as described under Appendix A of the Student Assembly Charter.*

*Appropriations Committee*

*a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.*

#### **V. Purpose**

*The purpose of the SAIF is to financially support projects and/or initiatives that improve infrastructure or facilities on campus that contribute to the undergraduate experience of Cornell students.*

#### **VI. Eligibility**

*To be eligible to receive a funding award from the SAIF, an application for a project or initiative must:*

- A. be developed and organized by Cornell undergraduates;*
- B. allow all students equal access to services*
- C. Be an initiative located on the Ithaca campus of Cornell University*

- D. *not be deemed one that the applicant could reasonably receive full funding for in a manner conducive to its timeline through any combination of other funding sources on campus, including byline funding or the SAFC; and*
- E. *not have previously requested and received a funding gift from the SAIF for the same purpose.*

### **VII. Permitted applications**

*The following applications represent some, but not all, of the eligible projects or initiatives that, if they are not among the list of prohibited applications, may receive funding gifts from the SAIF:*

- A. *a renovation of a room or building*
- B. *The construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)*
- C. *an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (ie. a planned renovation by the administration could be substantively expanded via student support);*
- D. *a project or initiative that needs initial start-up funding before it can become eligible for other sources of funding on campus;*

### **VIII. Prohibited applications**

*The following applications are prohibited from receiving funding gifts from the SAIF:*

- A. *an application that did not receive funding or failed to get reimbursed from other sources due to an error on behalf of the applicant;*
- B. *requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;*
- C. *an application to cover the costs of a regularly occurring project or initiative; and*
- D. *an application that directly or indirectly subsidizes the cost of tuition of an individual student.*

### **IX. Procedure for determining funding gifts**

- A. *Release of Application*
  1. *The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive funding from the SAIF to the Office of the Assemblies by the first day of classes each fall.*
  2. *The Office of the Assemblies shall make the application provided by the chair of the SAIFC available to all eligible applicants by the first day of classes each semester.*
  3. *The chair of the SAIFC shall create a publicity plan, in conjunction with the Vice Presidents of Public Relations & Outreach of the Student Assembly, that will detail how the SA will make all*

*students aware of the SAIFC. This plan shall be approved by the SA at the first meeting of the Fall semester.*

- 4. The chair of the SAIFC is responsible for releasing a timeline by the first day of classes each semester consisting of the deadline for applications, when those applications will be reviewed by the SAIFC, and when those funding gifts will be announced.*
- 5. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received applications that have not yet been reviewed in addition to, but not in place of, the dates released in the timeline on the first day of each semester.*

**B. Funding Gift Evaluation Process**

- 1. For each application, the SAIFC will:
  - A. arrange a hearing where the proposers of the application may address questions of the committee,*
  - B. determine if the application is eligible to receive a funding gift from the SAIF,*
  - C. decide what funding gift an eligible application should receive, if any, by voting on the funding gift requested by the applicant and all funding gifts proposed by voting members of the SAIFC in decreasing order, beginning with the largest funding gift, and / or approving:
    - A. the first funding gift that receives a 4/5 majority of voting members present and is more than 75% of the percentage of the available funding in the SAIF at the beginning of that academic year,*
    - B. the first funding gift that receives a 2/3 majority of voting members present and is more than 50% of the percentage of the available funding in the SAIF at the beginning of that academic year,*
    - C. the first funding gift that receives a majority of voting members present and is less than 50% of the percentage of the available funding in the SAIF at the beginning of that academic year,***
- 2. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which includes the:
  - A. name of the applicant,*
  - B. project or initiative requested in the application,*
  - C. date that the SAIFC reviewed the application,*
  - D. funding gift requested by the applicant,*
  - E. funding gift granted by the SAIFC and what that funding gift is as a percentage of the available funding in the SAIF at the beginning of that academic year, and*
  - F. rationale explaining the SAIFC's decision**
- 3. All funding gifts granted by the SAIFC must be approved by the Dean of Students before becoming finalized.*

4. *If the applicant has a University operating account with internally controlled funds and oversight by a Cornell-employed advisor, the Vice President of Finance will transfer the funding gift approved by the SAIFC into their account. If the applicant does not have an account that meets these eligibility requirements, the amount of the funding gift will be separated from the remaining balance of the SAIF and expenses will be processed like all others under the Student Assembly budget.*
5. *At each meeting of the Assembly immediately following a finalized funding gift, the report associated with the application must be included in the meeting's agenda.*
6. *The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the SAIF with the Office of the Assemblies.*
7. *The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall inform the Assembly of any setbacks the Commission faces in implementing its projects*

**Be it Further Resolved**, that the following Subsection 4 be added to “Section 3: Operational Committees” of the Student Assembly Bylaws after the current “Subsection 3: Appropriations Committee”, with all following subsections renumbered accordingly:

**3. Student Assembly Infrastructure Fund Commission** - The SAIF Commission (SAIFC) of the SA is responsible for evaluating applications for funding through the SAIF. The Commission shall consist of 8 voting members of the SA, to be selected by the Assembly at-large during their organizational meetings which must include the Vice President of Finance and the Vice President of Public Relations of the Student Assembly; one additional member of the Assembly serving as chair which cannot be either the Vice President of Finance or the President of the Assembly; and 7 undergraduates at-large voting members to be selected by the Staffing Committee. No SAIFC Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice President of Finance). No more than 4 of the voting Student Assembly members on the SAIFC may also be voting members of the Appropriations Committee and no more than 8 of the total voting members on the committee may be voting members of the Appropriations Committee. Quorum shall be defined as a simple majority of all staffed voting members. A designee of the chair shall take minutes at all meetings. The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member.

**Be it Further Resolved**, that the Student Activity Fee endowment fund will continue to operate and will automatically disburse funds to the Student Activity Infrastructure Fund on the first of every September

**Be it Further Resolved**, that any outstanding amount in the budget of the SAIF under the Student Assembly budget be transferred back to the Student Activity Fee endowment fund

**Respectfully Submitted,**

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