



Cornell University  
Student Assembly

## **Cornell University Student Assembly**

Agenda of the Thursday, December 1, 2016 Meeting

4:45pm-8:00pm in Rockefeller Hall 103

- I. Call to Order & Roll Call**
- II. Approval of the Meeting Minutes**
  - a. Minutes of the November 17<sup>th</sup> Meeting
- III. Open Microphone**
- IV. Announcements and Reports**
  - a. President Berger
  - b. EVP Indimine
  - c. Rep Reichel
  - d. VP PR Liu
  - e. VP Finance Li
  - f. Rep Kasher
  - g. VP McBride
  - h. Rep Herz
  - i. Rep Jaisinghani
  - j. VP Montejo
  - k. Rep Iglesias
  - l. Rep Valadez
- V. Initiatives**
  - a. SAIFC Projects- Rep Kasher
- VI. Discussion with Provost Kotlikoff - 5-5:40pm**
- VII. Business of the Day**
  - a. Motion to approve the Restructuring Committee Membership

- b. Resolution 20: Student Assembly's Support for and Input on "Options for Achieving a Carbon Neutral Campus by 2035"
- c. Resolution 21: Approving the Spring 2017 Election Rules
  - i. Appendix: Election Rules

### **VIII. New Business**

- a. Resolution 22: Amendments to Appendix B for Collegiate Readership Changes
- b. Resolution 23: Declaring Cornell University a Sanctuary Campus
  - i. Appendix A: Cornell Sanctuary Letter & Signatures
  - ii. Appendix B: Message from the Harvard University Police
- c. Resolution 24: Approval of the Student Activities Funding Commission (SAFC) Charter
  - i. Appendix A: SAFC Charter
  - ii. Appendix B: SAFC Bylaws
  - iii. Appendix C: SAFC Guidelines
- d. Resolution 25: Request for the Faculty Senate to create a Faculty Diversity Task Force
- e. Resolution 26: Request for the Board of Trustees to refrain from adopting the Provost's Capital Plan until further community input is received

### **IX. Adjournment**



## Cornell University Student Assembly

### Cornell University Student Assembly

Minutes of the Thursday, November 17th, 2016 Meeting

4:45pm-6:30pm in WSH Memorial Room

#### I. Call to Order

- J. Berger called the meeting to order at 4:46pm.
- *Present at the Roll Call:* J. Berger [0]; N. Chovanec [0]; D. Cox [0]; V. Devatha [0]; E. Dzodzomenyo [0]; R. Herz [1]; A. Iglesias [0]; M. Indimine [0]; A. Issur [0]; J. Kim [1]; D. Li [1]; L. Lipschultz [0]; D. Liu [0.25]; H. MacDiarmid [0]; T. Magloire [0]; M. McBride [1]; J. Montejo [0]; R. Musto [0]; H. Reichel [0.5]; W. Rong [1]; J. Selig [0]; M. Valadez [0]; E. Vargas [1]; A. Viswanathan [0]; Y. Wang [1];
- *Absent at the Roll Call:* T. Celestin (Excused) [0]; N. Jaisinghani (Unexcused) [1]; M. Kasher (Unexcused) [1];

#### II. Approval of the Meeting Minutes

- The minutes from the November 10th, 2016 meeting were approved by unanimous consent.

#### III. Open Microphone

#### IV. Announcements and Reports

- President Berger thanked everyone who attended the restructuring forum and noted the restructuring committee applications would be extended to Friday, November 18<sup>th</sup>.
- Parliamentarian Barbaria stated that the Charter needed to be updated in regards to new *New York Times* membership.
- Rep. Reichel stated that the AAP Dean Forum went well. She also said that on December 6<sup>th</sup> the Dining Committee would hold their last meeting of the semester at Cook House.
- Rep. Li stated the Appropriation Committee saw ECO, Class Councils, and the WSH Union. The committee decided that in a by-line year they would maintain ECO's funding level. Class Councils would also maintain the same level, although there were concerns about the cost per student at events. For the WSH Union, the committee spoke about making sure the organization granted all student groups room access.
- Rep. Issur stated that there would be a free Thanksgiving dinner in Anabel Taylor Hall on Wednesday, November 23rd at 5:00pm. Additionally the Calendar Committee was continuing to take suggestions.
- Rep. Montejo stated that in light of the election, the Mayor of Ithaca announced undocumented immigrants would not be required to disclose information within the city. She wished to inform students that if students are pulled over in the Ithaca community they would not be required to show proof of citizenship.
- Rep. Devatha stated that after Annabel's Grocery pop-up shop, Annabel's saw a seven percent increase of followers on Facebook. Regarding outreach requirements, he would be setting up a system where representatives would be requested to attend events on a rotational basis. Rep

Devatha also reminded members that they were required to attend three outreach events per month.

- Rep Viswanathan was looking to create better means of getting information out to students on a regular basis as he believed that the Assembly's actions were not well understood by the community. On this note he set up a new website for freshman: [Cornellfreshmen.weebly.com](http://Cornellfreshmen.weebly.com) containing updates pertaining to the Assembly, contact information, and an online forum.

#### Conversation with Michelle Horvath, Judicial Administrator

- Michelle Horvath introduced herself and said that she began serving as the JA in June. She oversaw faculty, staff, and student judicial cases. She believed that judicial action should be an educational process, and informed the assembly that her office did not work under a three-strike suspension model, but addressed each instance individually. She hoped to hear feedback from students about different ways her office could help, such as the what information to place on the JA website. She hoped to soon introduce a dialogue program working on student mitigation.
- M. Ghandour hoped that if new MGLC houses were created on campus that they would be given the same level of oversight as other Greek houses.
- J. Montejo stated that some students saw the JA system as punitive rather than rehabilitative, and asked JA Horvath how she sought to reduce anxiety.
- JA Horvath stated that the office was moving towards a more educational process. Under her direction they now send out notice letters, which include campus resources, before cases are heard. They also now encouraged offenders to bring peers with them to their hearings.
- M. Indimine saw cost barriers in BASICS, the alcohol rehabilitation program, and asked if there were any steps being taken to address this concern.
- JA Horvath saw equity issues in Campus Code of Conduct, and said she was looking to do an overhaul in the near future. However, she also saw BASICS as a necessary program.
- Y. Bhandari asked about the office's response to post-election bias incidences.
- JA Horvath stated that the bias reporting site looked for first amendment violations. Even without punitive action, she saw education as an important tool that the office needed provide the campus.
- Rep. Valadez asked about the Campus Code of Conduct, and if JA Horvath was working on ways to make it more comprehensible.
- M. Horvath agreed that the code was difficult to understand, especially because it has been put together piece by piece. She hoped in the future to do an overhaul.
- JA Horvath thanked the Assembly and stated that students could email her confidentially at MRH263, or request a personal meeting.
- By unanimous consent Resolution 21 was moved to the top of the agenda.

#### VIII. New Business

- Resolution 21: Approving the Spring 2017 Election Rules (M. Ghandour)
  - The Election Committee made changes to the rules. They hoped to increase reimbursements from twenty to thirty-five dollars, and allow election committee members to endorse candidates by requiring any by-line organizations on which they serve to be required to inform the Election Committee of endorsements. On that point, members who endorsed candidates would be absent during challenges.
  - G. Kaufman believed that it would be a step in the right direction to have by-line organizations fund candidates.

- Rep. Rong asked how exactly organizations would disclose their endorsements to the Election Committee.
  - M. Ghandour stated that the committee saw the 35-dollar reimbursement as removing a substantial cost barrier. She also stated that the language on disclosures was left ambiguous to allow each election committee discretion over how it would collect endorsement information.
  - There was a motion to amend line 149 from “\$35” to “\$50”.
  - There was a **Point of Information** asking where reimbursements came from.
  - D. Li stated that the reimbursements came from the Student Activity Fee.
  - D. Li stated that \$50 was an excessive amount, and if too many people ran the Assembly would not have the money to fund all candidates.
  - G. Kaufman stated that there was a surplus of money in the Assembly’s special projects funding which could fund the elections.
  - There was a motion to extend G. Kaufman’s time by thirty seconds.
  - There was dissent.
  - By a vote of 21-3-1 G. Kaufman was granted an additional thirty seconds.
  - G. Kaufman believed additional funding for elections would allow for increased publicity for the Assembly in general, and would foster greater campus engagement.
  - The amendment was **withdrawn**.
  - There was a motion to table Resolution 21.
  - By unanimous consent Resolution 21 was **tabled**.
- Resolution 20 Student Assembly’s Support for and Input on “Options for Achieving a Carbon Neutral Campus by 2035 (Rep. Kasher, Cynthia Bensburg)
    - Rep. Rong asked if the Assembly’s Environmental Committee or Technology Committee had the resources to create this platform.
    - Cynthia Bensburg stated that as a member of the Environmental Committee she had reached out to the Technology Committee, and both were open to creating a platform for outreach.
    - Rep. Devatha asked if the sponsors had thought about including this information on Facebook or elsewhere.
    - C. Bensburg stated they were looking for a more formal website, as the decisions being made affected the entire Ithaca community.
    - M. McBride motioned to amend line 61 to read, “Be it finally resolved the Student Assembly requests the administration to minimize budgetary impacts to limit tuition increases in order to preserve financial aid in its current form.”
    - There was a motion to amend.
    - By unanimous consent the resolution was **amended**.
    - There was a motion to table the resolution.
    - By unanimous consent Resolution 20 was **tabled**.
- Resolution 19: Recommending Uniformity in Faculty Laptop Policies (D. Barbaria)
    - The sponsors stated that they were recommending the faculty to allow students to use laptops in lectures and discussion sections that required note taking.
    - D. Li saw the resolution as unnecessary because it would not require any changes.
    - D. Barbaria stated the primary effect of this resolution was to create a discussion about learning styles.
    - Rep. Chovanec spoke about how requiring students to sit in the back of the room caused stigma in regards to students who had disabilities.
    - Rep. Reichel believed there was a difference between requesting and recommending.

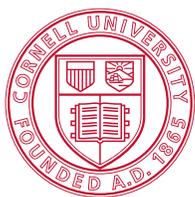
- There was a motion to amend lines 4 and 42 to change “requests” to “recommends” and “request” to “recommend”.
- By unanimous consent the resolution was amended.
- Rep. Devatha stated that laptop usage often causes distractions, but saw benefits in this resolution by creating a discussion with faculty.
- There was a motion to recommit Resolution 19 to the Academic Planning Committee.
- By a vote of 21-0-0 the resolution was recommitted.

J. Berger adjourned the meeting at 6:30pm

Respectfully Submitted,

Peter F. Biedenweg

Assembly Clerk, Office of the Assemblies



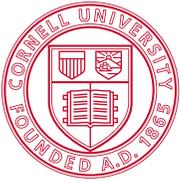
# Cornell University Student Assembly

## Student Assembly Investigative Committee on Membership Reform Proposed Slate of Members

Name	Major	Year	Affiliation	Unique Perspective To Bring To Committee
Shashank Vura	Government and History	2019	Applied and Accepted to A Committee	Very Familiar with the Byline Process from Appropriations Committee; SAFC Commissioner
Antonio Del Vecchio	Human Biology, Health, and Society	2018	Never Applied for a Committee, Never Ran for the Student Assembly	Transfer Student; Previous Experience with Student Government at Another School
Austin McLauhglin	Information Science and Government	2018	Accepted to a Committee; Ran and Lost in an Election	Active Member of City and Local Affairs; Elections Committee
Jaelle Sanon	ILR	2019	Never Applied for a Committee, Never Ran for the Student Assembly	Worked with First in Class to Create First Generation Rep; Saw Barriers to How to Improve Representation
Samari Gilbert	Econ	2017	Accepted to a Committee; Ran and Lost in an Election; Previously Served on the Student Assembly	Leader in a Byline Organization; Previously Served on the Assembly (but decided not to run again)
John Pedro	Government	2017	Never Applied for a Committee, Never Ran for the Student Assembly	ROTC; A More Conservative Viewpoint
Olubukola Anifowoshe	Biology and Society; FGSS	2019	Never Applied for a Committee, Never Ran for the Student Assembly	Interested in Bringing More Marginalized Groups into the Conversation

### Internally Elected Student Assembly Members

Name	Major	Class Year
Jordan Berger (Chair)	ILR	2017
Traciann Celestin	ILR	2019
Noah Chovanec	ILR	2018
David Cox	Biology and Society	2018
Tristan Magliore	PAM	2020
Diana Li	ILR	2017



# Cornell University Student Assembly

Originally Presented on:	11/10/16
Type of Action:	TYPE: Recommendation
Status/Result:	New Business

1 S.A. Resolution #20  
2 Student Assembly's Support for and Input on "Options for Achieving a Carbon  
3 Neutral Campus by 2035"  
4  
5

6 ABSTRACT: This resolution seeks to support Cornell University's commitment to carbon neutrality  
7 by a firm deadline of 2035 and push for transparent, shared decision-making in reaching carbon  
8 neutrality through the creation of a publicly accessible platform for annual update reports.  
9

10 Sponsored by: Miranda Kasher, '19  
11

12 **Whereas**, in 2007, President Skorton was one of the first university presidents to sign on to the  
13 American College and University Presidents' Climate Commitment, thus positioning Cornell as a  
14 leader in climate action amongst institutions of higher education,  
15

16 **Whereas**, Cornell faculty, students, and staff collaborated to develop the Climate Action Plan (CAP)  
17 in 2009 to comprehensively outline Cornell University's commitment, duty, and strategy for  
18 offsetting net campus carbon emissions as a "living laboratory" to the world,  
19

20 **Whereas**, in 2014, President Emeritus Skorton "formally recognize[d] the need to accelerate  
21 [Cornell's] efforts by embracing the goal of becoming carbon neutral by 2035 [...], motivated by a  
22 resolution, passed by the Faculty Senate on December 11, 2013, that called, in part, for an  
23 accelerated timetable for achieving carbon neutrality,"  
24

25 **Whereas**, in Spring 2016, Provost and then Acting President Kotlikoff charged the Senior  
26 Leadership Climate Action Group (SLCAG) with achieving carbon neutrality by 2035,  
27

28 **Whereas**, in Fall 2016 a report written by SLCAG and others titled "Options for Achieving a  
29 Carbon Neutral Campus by 2035" was released outlining potential plans of action Cornell University  
30 can pursue in order to achieve carbon neutrality by 2035,  
31

32 **Whereas**, as of now, there is no accessible, consistently updated, and transparent mode of  
33 communicating administrative decision-making, updates on actions outlined by the Climate Action  
34 Plan, or progress being made on reaching carbon neutrality,  
35

36 **Be it therefore resolved**, the Student Assembly support and commend the efforts of SLCAG and  
37 Cornell University in obtaining carbon neutrality by 2035,  
38

39 **Be it further resolved**, the Student Assembly recommend that SLCAG engage in clear  
40 communication with the Cornell community and aim for transparency when pursuing the different  
41 options outlined within the Options for Achieving a Carbon Neutral Campus by 2035 report by  
42 providing updates on the progress of these initiatives,  
43

44 **Be it further resolved**, that a single centralized platform to share resources and updates on Cornell  
45 University’s goal of carbon neutrality be created through two potential ways:

- 46 1. The Student Assembly asks the Cornell Campus Sustainability Office (CSO) to create a  
47 digital, collaborative forum on their website that gives relevant annual updates on the carbon  
48 neutrality goal and Climate Action Plan and allows community members to easily share  
49 documents or ask questions;
- 50 2. Or the Student Assembly, as a collaboration between the Technology Committee and  
51 Environmental Committee, create a digital forum that provides updates on the carbon  
52 neutrality goal and Climate Action Plan (e.g. PDF of resolutions taking a stance on CAP, all  
53 administrative decision-making relevant to CAP, all updates on the ongoing work on  
54 Cornell’s geothermal energy project, etc.);

55  
56 **Be it further resolved**, that an annual public forum with members of SLCAG and facilitated by the  
57 Cornell Campus Sustainability Office and the Environmental Collaborative, be pursued as a way to  
58 engage the campus community and create an open, transparent dialogue between Cornell  
59 administration and students.  
60

61 **Be it finally resolved**, the Student Assembly requests the administration to minimize budgetary  
62 impacts to limit tuition increases in order to preserve financial aid in its current form”  
63

64 **Respectfully Submitted,**

65  
66 Marcel Ramos, ‘17  
67 *Environmental Committee Chair, Student Assembly*

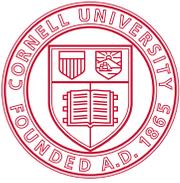
68  
69 Cynthia Bensburg, ‘17  
70 *Environmental Committee Member, Student Assembly*

71  
72 Emily Dong, ‘18  
73 *Previous Environmental Committee Chair, Student Assembly*

74  
75 Jennifer Juliano, ‘17  
76 *Co-facilitator, Environmental Collaborative (Eco)*

77  
78 Samsuda Khem-nguad, ‘17  
79 *Senior Member, Environmental Collaborative (Eco)*

80  
81 *(Review by: Environmental Committee, 11/3/16, 12-0-1)*  
82



# Cornell University Student Assembly

Originally Presented on:	(10/17/16)
Type of Action:	Legislation
Status/Result:	New Business

1 S.A. Resolution #21  
2 Approving the Spring 2017 Election Rules  
3

4 ABSTRACT: This resolution seeks to update the election rules that govern Student Assembly seats  
5 elected in Fall 2016.  
6

7  
8 Sponsored by: Maha Ghandour '17  
9

10 **Whereas**, the Student Assembly bylaws task the Elections Committee with coordinating and  
11 implementing the regularly scheduled and special elections of the Student Assembly and the  
12 directly elected undergraduate representatives of the University Assembly;  
13

14 **Whereas**, a substantial part of coordinating and implementing the elections is ensuring that the election  
15 rules are up to date;  
16

17 **Whereas**, the Student Assembly Elections Committee approved the rules set forth in the attached  
18 document for all Spring 2017 elections;  
19

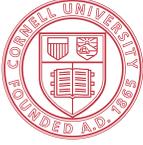
20 **Be it therefore resolved**, that the Student Assembly approves the procedures in the attached document  
21 containing the Spring 2017 election rules with modifications to the Fall 2016 rules indicated;  
22

23 **Respectfully Submitted,**  
24

25 Maha Ghandour '17

26 *Director of Elections, Student Assembly*  
27

28 *(Reviewed by: Elections Committee, 11/16/16, 6-0-0)*



# Student Assembly Election Rules

*Adopted on Thursday, December 3 2009. Amended on Friday, December 3, 2010, Friday, December 2, 2011, Thursday, November 29, 2012, Friday, December 6, 2013, Thursday, May 1, 2014, Thursday, November 20, 2014, Thursday, March 26, 2015, Thursday, December 3, 2015, May 5, 2016.*

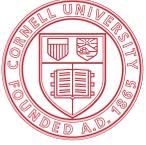
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## Article I: Election Guidelines

Elections are the foundation upon which representative governance rests. These rules are designed to protect the rights of all candidates, as well as all members of the University community, and to ensure that the election process takes place in an open and fair arena. Candidates must respect the rights and privileges of all members of the Cornell community, and follow all election guidelines outlined in this document. Election rules are subject to the approval of voting members of the Student Assembly each semester.

### A. Voter Eligibility

To vote in an election for a seat in the Student Assembly (SA) or for the directly elected seats on the University Assembly (UA), a person must:

1. Be a full-time, matriculated undergraduate student enrolled in a degree-granting unit of the Ithaca campus of the University; and,
2. Be a member of the constituency for which the seat is designated, if it is designated for one of the following:
  - a. Specific to college of enrollment
  - b. Freshman
  - c. Transfer

### B. Candidate Information

#### 1. Eligibility and Requirements

To be a candidate, a person must, prior to the petitioning deadline specified in the election calendar:

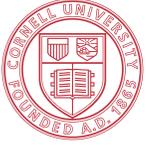
1. Be eligible to vote in the election for the seat and plan to remain seated so for the full term for which they are seeking election<sup>1</sup>
2. Submit a completed candidate registration form and any associated materials required in that form. You may not register for more than one position on the candidate registration form.
3. Submit petitions endorsed by the required number of people who are eligible to vote in the election for that specific position, which is the lesser of 10% of those eligible to vote for that specific position or:
  - a. 300 for President and Executive Vice President
  - b. 150 for all other at-large seats
  - c. 100 for Arts and Sciences seats
  - d. 25 for Transfer seat
  - e. 75 for all other seats
4. Not already hold a directly elected voting position on the SA and/or UA for the term for which they are seeking election
5. Have not resigned or been removed from the SA or from a directly elected UA seat in the academic year prior to the academic year of the term for the seat being elected

To be a candidate, a person must, prior to the commencement of voting as specified in the elections calendar:

1. Attend at least one full SA meeting in that semester and register his or her attendance at that meeting with the Director of Elections, unless waived by the Director of Elections for

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<sup>1</sup> Candidates should not plan to pursue study abroad programs or internships that would require them to leave the Ithaca campus for any semester during their tenure.



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- 88                   extenuating circumstances<sup>2</sup>  
 89                   2. Apply online to serve on at least one committee of the SA  
 90

91 The Office of the Assemblies, assisted by the Elections Committee, will review submitted materials  
 92 for compliance with petitioning requirements as follows:

- 93                   1. A sampling method may be used as long as at least 10% of required signatures are validated  
 94                   for all petitions and all required signatures are attempted to be validated for any petition  
 95                   found to be ineligible  
 96                   2. All petitions will be available for viewing only to members of the Cornell community and may  
 97                   be examined in the Office of the Assemblies, 109 Day Hall after the announcement of  
 98                   candidates. Petitions may not be photocopied once submitted.  
 99                   3. The Office of the Assemblies will notify the Director of Elections, who will notify any  
 100                   candidates who fail to meet petitioning requirements prior to the announcement of candidates  
 101                   4. Candidates who are listed on the ballot but found to have not fulfilled eligibility requirements  
 102                   prior to tabulation of results will be disqualified with vote counts untallied and discarded  
 103

104 **2. Petitioning**

105 In order to demonstrate that they will be a respectable representative of the student body at large,  
 106 candidates are required to collect a certain number of petition signatures. The required number of  
 107 petition signers is designated above. Candidates are expected to maintain the highest integrity when  
 108 collecting petition signatures. In addition to the Early Campaigning rules detailed in Article 1, Section  
 109 C(1) of these elections rules, the following restrictions are in place to ensure fairness during the  
 110 petitioning period. Candidates may not:

- 111                   1. Announce their candidacy on social media platforms in order to collect signatures  
 112                   2. Announce their candidacy in front of a classroom during class hours in order to collect  
 113                   signatures  
 114                   3. Circulate unattended petitions  
 115

116 **3. Written Statements**

- 117                   1. Each candidate is asked to submit a short statement, which may be no more than 1,250  
 118                   characters, including spaces (NOT word count) via the online Candidate Profile portal.  
 119                   Submissions must be plain text.  
 120                   2. Statements will be displayed in informational materials published by the Elections Committee  
 121                   3. Statements may not include names of any political coalitions  
 122                   4. If a candidate’s statement does not conform to these guidelines, the statement will not be  
 123                   posted  
 124

125 **4. Pictures**

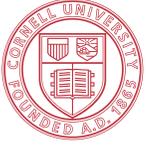
126 Candidates may have their photos taken in the Office of the Assemblies, 109 Day Hall, before the  
 127 petition deadline. Photos will be displayed in informational materials published by the Elections  
 128 Committee. Candidates may submit a photograph of themselves that conforms to the specifications  
 129 noted in the online candidate registration form.  
 130

131 **5. Promotional Materials**

132 ~~Each candidate may receive a combination of up to 300 one-sided 8 1/2” X 11” or 150 two-sided 8-~~  
 133 ~~1/2” X 11” printed materials at no charge. These may be posters or quarter cards<sup>4</sup>, or a combination~~

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<sup>2</sup> However, this rule does not apply to past SA representatives.



Cornell University Student Assembly

- 134 ~~of both.~~
- 135 ~~1. The design must be attached, exactly as it is to be copied, as a PDF to the Candidate Profile~~
- 136 ~~Form online and submitted by the application deadline~~
- 137 ~~2. All materials must include the dates and times of the elections and be in compliance with~~
- 138 ~~election guidelines~~
- 139 ~~3. Candidates may select up to two different paper colors from the swatches provided by the~~
- 140 ~~Office of the Assemblies~~
- 141 ~~4. Materials will be printed in black & white only~~
- 142 ~~5. No Cornell insignia or logo is allowed~~
- 143 ~~6. Candidates who do not submit materials, which meet these criteria by the petitioning deadline,~~
- 144 ~~forfeit the opportunity to receive such materials from the Office of the Assemblies~~
- 145 ~~7. The Office of the Assemblies will be responsible for making the copies.~~
- 146 ~~8. The Office of the Assemblies will not assist in designing, modifying, or otherwise formatting a~~
- 147 ~~printed submission~~

148 Candidates ~~that do not receive or choose not to receive free promotional materials printed by the~~  
 149 ~~Office of the Assemblies~~ will be eligible for up to \$20 \$35 in reimbursements that can be used  
 150 towards the following expenses: website expenses (web hosting, domain names, and online  
 151 advertising), chalk, printed materials, or any other promotional materials approved by the Director of  
 152 Elections that are not a violation of these elections rules. These reimbursements will not be counted  
 153 in a candidate’s out-of-pocket expenses, as detailed in the Campaign Finance rules in Article 1, Section  
 154 C(6) of these elections rules.

155  
 156 Candidates’ promotional materials must include the dates and times of the elections and be in compliance  
 157 with election guidelines. No Cornell insignia or logo is allowed.

158  
 159 **6. Candidate Forum**

160 All candidates are encouraged to participate in the Candidates’ Forums held by the Elections  
 161 Committee during the campaign period. The Elections Committee will be responsible for planning,  
 162 coordinating, and marketing these forums. At the forum, candidates are encouraged to discuss their  
 163 experience, platforms, and more. Candidates are also encouraged to use the forum as an opportunity  
 164 specifically to discuss why they are more qualified for the contested position than their opponent(s).  
 165 The Director of Elections shall reach out to student organizations that receive funding from the  
 166 Student Assembly, encouraging them to use the candidate forum as an opportunity to vet candidates  
 167 for endorsements.

168  
 169 **C. Election Guidelines**

170 **1. Early Campaigning**

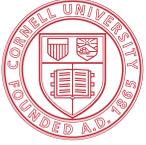
171 Candidates and supporters acting on their behalf must not participate in the following campaign  
 172 activities until campaigning officially begins:

- 173 1. Distribution of printed campaign materials to the public
- 174 2. Advertising candidacy by chalk, poster, or other method designed for public viewing
- 175 3. Making speeches or statements to student organizations or groups of students
- 176 4. Promoting their candidacy through email, social networking tools, or other digital media

177 The Elections Committee may challenge or disqualify a candidate if a violation is found to  
 178 compromise the fairness of the election.

179  
 180 **2. Restrictions for Current SA Members**

181 Current SA members seeking reelection:



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Student Assembly**

- 182 1. Must refrain from any form of individual or self-promoting publicity during the petitioning
- 183 period
- 184 2. Must not host constituency outreach events that are meant to fulfill an outreach requirement
- 185 from the deadline for election materials through the last day of voting
- 186

**3. Compliance with University Policies and Campus Code of Conduct**

Candidates and supporters acting on their behalf must be aware of and comply with all applicable policies and provisions of the Campus Code of Conduct, including but not limited to:

- 189 1. Use of Cornell Name, Logo & Artwork policy
- 190 2. Event Registration policies
- 191 3. Facilities reservation policies, including Willard Straight Hall area reservation policies
- 192 4. University Postering & Chalking policies
- 193 5. Residential & New Students Programs’ policy for postering in residence halls
- 194 6. Dining hall policies, including a prohibition of distributing printed campaign materials in
- 195 dining halls without permission from authorized staff, and as designated in the Campus Code
- 196 of Conduct<sup>3</sup>
- 197
- 198

A violation of any University policy is a violation of these rules and therefore grounds for a challenge if it compromises the fairness of the election. It is the candidate’s responsibility to read the referenced documents and be familiar with the rules and regulations established within them. The Director of Elections may also refer any reported violations to the Office of the Judicial Administrator or any other appropriate office, which may impose disciplinary remedies and penalties according to its own rules and procedures.

**4. Campus Mail**

Candidates and their supporters may not use Campus Mail for campaigning purposes.

**5. Electronic Communications and Social Media**

Candidates and supporters acting on their behalf:

- 209 1. Must obtain permission from the administrator of any university-hosted bulk mailing lists
- 210 2. Must comply with Cornell University IT policies
- 211
- 212
- 213

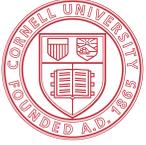
**6. Campaign Finance**

Candidates or supporters acting on their behalf must submit all receipts and/or proof of fair market value with the signed expense report to the Office of the Assemblies by the deadline specified in the election calendar. Candidates who do not submit receipts and/or proof of fair market value will be presumed to have spent \$0 on their campaign.

- 214 1. Candidates and supporters acting on their behalf may not exceed the \$50 limit for out-of-
- 215 pocket expenses and fair market value of donations of materials, professional services, and/or
- 216 money
- 217 a. Fair market value is the value at which something is to be obtained normally if
- 218 documentation of its dollar value is not provided
- 219 b. If there is a supporting receipt for a good used in a candidate’s campaign, then the
- 220 value of that good is the dollar value on the supporting receipt as long as the
- 221 transaction was conducted at arm’s length
- 222
- 223
- 224
- 225
- 226

---

<sup>3</sup> Please note that it is against the University Postering and Chalking Policy to chalk on any vertical surface, regardless of the location.



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- 227 c. For donated materials, professional services, or other goods for which no official
- 228 receipt is provided, candidates must seek the most plausible assessment of the fair
- 229 market value of the good. Professional services will be defined as any work for
- 230 which the given individual/donor is typically compensated. Volunteer time donated
- 231 by full-time students will not be considered professional services.
- 232 d. Paid advertisements and related costs on social networking sites or other websites
- 233 must also be accounted for at fair market value
- 234 2. Candidates and supporters acting on their behalf in races where only one candidate has
- 235 submitted a petition are limited to ~~150 copies and~~ \$10 for out-of-pocket expenses. Donations
- 236 may be used, but proof of their fair market value must be provided and accounted for.
- 237
- 238

7. Endorsements

All registered student organizations receiving funds from the Student Assembly are encouraged to endorse candidates. If an organization chooses to endorse a candidate, it is expected to abide by the guidelines below.

- 243 1. Student Activities Funding Commission (SAFC) funded and Student Activity Fee (SAF)
- 244 byline funded organizations may endorse candidates. All groups must act in a way that is fair
- 245 and balanced when deciding on the endorsement of candidates. **This includes the disclosure**
- 246 **of endorsements to the Elections Committee prior to the publication of said endorsement.**
- 247 2. The Elections Committee may recommend that the SA impose fines on or revoke allocated
- 248 funds from organizations failing to comply

8. Campaign Ethics

Candidates and supporters acting on their behalf:

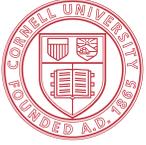
- 252 1. May not, at any time before, during or after the elections, harass, threaten, ~~defame~~ or coerce
- 253 others
- 254 2. May not provide anything of material value to a member of the Cornell community to further
- 255 themselves in the election or to promote their candidacy
- 256 3. May not compel any person to endorse their candidacy, assist their campaign, or act as
- 257 supporter as an explicit or implicit condition for initiation to, admission into, affiliation with,
- 258 or continued membership in a group or organization
- 259

D. Restrictions on Ticketing and Slates

1. General Rules

Candidates and supporters acting on their behalf may not:

- 263 1. Include any other candidate’s name, a common “ticket” name, or a shared slogan and/or
- 264 symbol on any promotional materials or within any form of electronic communication and/or
- 265 media
- 266 2. Share or pool campaign finances with any other candidates or supporters acting on their
- 267 behalf
- 268 3. Distribute any promotional materials, send any electronic communication, or utilize any other
- 269 form of electronic media on behalf of any other candidate except if the candidate does so for
- 270 another candidate in the President and/or Executive Vice President races
- 271 4. Campaign with or on behalf of each other or engage in any coordination of campaigning
- 272 activities except if the candidate does so for another candidate in the President or Executive
- 273



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274 Vice President races.

275  
276 **2. Special circumstance for the President and Executive Vice President elections**  
277 Candidates in any race, besides those running for the position of President of Executive Vice  
278 President, will be given the freedom to distribute promotional material, send electronic  
279 communications, campaign on behalf of, and speak for candidates in the President or Executive Vice  
280 President races. Candidates who choose to do so are considered supporters and are held accountable  
281 to all clauses in these rules that pertain to candidates and their supporters. The President and  
282 Executive Vice President candidates are strictly prohibited from coordinating activities. Candidates are  
283 strictly prohibited from performing the actions above for candidates not in the President or Executive  
284 Vice President races.

285  
286 **3. Plagiarism**  
287 Candidates may not disseminate written statements, promotional materials, or electronic  
288 communications that are plagiarized or substantially copied from any such items created or distributed  
289 by any current or former candidate.  
290

291 **Article II: Election Procedures**

292 **A. The Election Calendar**

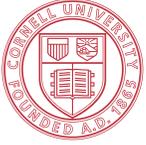
- 293 1. The Director of Elections, in consultation with the Office of the Assemblies, will draft the  
294 election calendar prior to the semester of the election, and will be approved by the Elections  
295 Committee at a meeting in the prior semester if possible<sup>4</sup>  
296 2. Consideration shall be given to any religious holidays that may fall during the election period,  
297 guaranteeing that the right to free religious observance is afforded to all potential candidates  
298

299 **B. The Elections Committee**

- 300 1. The Director of Elections shall serve as chair and a designated representative of the Office of  
301 the Assemblies shall serve as a non-voting ex-officio member of this committee  
302 2. Members of the Elections Committee may not seek SA or UA office for the academic year  
303 following their term of service on the committee  
304 3. The Director of Elections shall publish at the beginning of each semester a list of Assembly  
305 seats to be filled, in accordance with Student Assembly Charter  
306 4. Elections Committee members are expected to abide by the highest standards of personal  
307 conduct and integrity. Students are mandated to excuse themselves from serving on the  
308 Elections Committee if they plan to take part in a campaign ~~or sit on the executive board of~~  
309 ~~an organization that has endorsed a candidate.~~ Therefore, members should not be involved in  
310 the campaigning process. All conflicts should be considered and resolved before the election  
311 cycle begins. ~~If a member of Elections Committee sits on the Executive Board of an~~  
312 ~~organization who chooses to endorse a candidate, the committee members are required to~~  
313 ~~recuse themselves from any challenge hearing involving the endorsed candidate.~~  
314 5. The Elections Committee should be prepared to meet immediately following the challenge  
315 deadline to rule on all pertinent challenges. The Elections Committee shall use Robert’s Rules  
316 of Order to consider challenges, in addition to the election rules. In the event of conflict,  
317 these election rules supersede Robert’s Rules of Order. The Elections Committee has no

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<sup>4</sup> The Director of Elections should coordinate the schedule of the Student Assembly elections with other campus elections, such as those of the Student-Elected Trustee and Class Councils.



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- 318 power to overrule the election rules under any circumstances.
- 319 6. The Director of Elections shall give a final report on the results of the election when there are
- 320 no remaining unresolved matters
- 321 7. For the benefit of the students, the Elections Committee shall establish voting booths across
- 322 campus on the days of the election. Committee members will ensure that no campaigning
- 323 occurs within 25 feet of a voting booth.

**C. Independence of the Elections Committee**

- 326 1. While members of the Elections Committee are expected to abide by the highest standards of
- 327 integrity, they also enjoy independence from undue interference. Hence, students may not
- 328 falsely accuse, harass, threaten or coerce any member of the Elections Committee for actions
- 329 taken in their official capacity.
- 330 2. Subject to the determination of the Elections Committee, any violation of this section can
- 331 result in temporary or permanent disqualification from contesting elections to the SA or UA.
- 332 It may also result in disciplinary referral to the Judicial Administrator.

**D. Voting and Tabulation**

- 336 1. The order in which names appear on the ballot shall be randomly selected
- 337 2. Uncontested candidates will not be listed for a vote on the ballot and will be deemed
- 338 victorious pending the resolution of challenges
- 339 3. Results for challenged races will be posted after the Elections Committee has ruled on those
- 340 challenges
- 341 4. The Elections Committee will not have access to the results prior to and during challenge
- 342 deliberations. The Office of Assemblies will release election results after the Elections
- 343 Committee has validated the election results.
- 344 5. A printout of election results for qualifying candidates shall be available in the Office of the
- 345 Assemblies, 109 Day Hall, for one year following the election. Disqualified candidates will not
- 346 have their vote tallies made available.

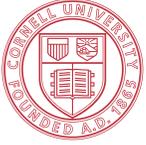
**E. Challenges**

**1. Eligibility to Challenge**

- 349 1. Any member of the Cornell community may submit a challenge
- 350 2. The Director of Elections may submit a challenge
- 351 3. The Elections Committee as a body may submit a challenge by majority vote
- 352 4. Individual committee members, except the Director of Elections, may not submit a challenge

**2. Challenge Deadlines**

- 353 1. Election challenges must be submitted by the election challenge deadline specified in the
- 354 elections calendar
- 355 2. The Director of Elections or the Elections Committee by a majority vote can submit a
- 356 challenge at any time before the declaration of results
- 357 3. No challenges will be accepted after these deadlines
- 358 4. Once submitted, a challenge becomes part of the formal record, and may not be withdrawn
- 359 except by the explicit permission of the Director of Elections



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365 **3. Format of Challenges**

366 Challenges must be in writing, submitted on the signed Challenge Form, and accompanied by the  
367 following supporting documentation:

- 368 1. Challenger's name
- 369 2. Candidate's name
- 370 3. Date of challenge
- 371 4. Reason for challenge and supporting evidence

372

373 **4. Notification of Election Challenges**

374 The Office of the Assemblies will notify the Director of Elections who will send an email notifying  
375 anyone who is named in an election challenge. The email will contain a scanned copy of the challenge.

376

377 **5. Response to Election Challenges**

378 A challenged candidate may review challenges to which they are a party in the Office of the  
379 Assemblies, 109 Day Hall, and address written statements in response to the committee. The  
380 challenged candidate may request a hearing in person with the committee.

381

382 **6. Challenge Review Meeting**

383 The committee will schedule a meeting to review challenges in Executive Session. The committee, **less**  
384 **temporarily recused members**, will provide an opportunity for the challenged candidate to respond in  
385 person if requested by the challenged candidate or a member of the committee. For each challenge,  
386 the committee will determine:

- 387 1. Whether a preponderance of evidence substantiates each alleged violation; and,
- 388 2. Which, if any, substantiated violations or combination thereof compromised the fairness of  
389 the election and constituted a material advantage to the extent the challenged candidate  
390 should be disqualified by a two-thirds majority

391 The Committee will first vote by simple majority to determine if the evidence substantiates each  
392 alleged violation. If the violation is substantiated, the committee will vote which, if any, substantiated  
393 violations or combination thereof compromised the fairness of the election and constituted a material  
394 advantage to the extent the challenged candidate should be disqualified by a two-thirds majority.

395

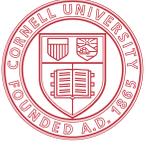
396 **7. Written Report**

- 397 1. For each rule violation, the Director of Elections or a member of the Elections Committee as  
398 delegated by the Director will create a written report summarizing the challenge(s), the  
399 decision made, and how the decision was reached
- 400 2. The report is kept confidential and only released to the challenged candidate and the  
401 challenger(s)
- 402 3. A copy is kept in the Office of the Assemblies, 109 Day Hall
- 403 4. For each challenge, the committee will report to the challenger(s) and the challenged  
404 candidate all evidence received/found, any violations substantiated, and any decisions to  
405 disqualify the challenged candidate

406

407 **8. Reconsideration**

- 408 1. If the committee determines a candidate should be disqualified, the candidate may request  
409 reconsideration within twenty-four hours of receiving the written report. To be reconsidered,  
410 the candidate seeking such reconsideration must submit a request in writing to the Office of  
411 the Assemblies via email to [assembly@cornell.edu](mailto:assembly@cornell.edu). The statement should address the specific  
412 findings in the written report to be reconsidered.



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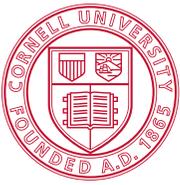
- 413           2. The committee will convene in response to such a request. The committee, after evaluating  
414           each request for reconsideration, will take a vote requiring a simple majority to determine if  
415           the previous decision to disqualify should be overturned.  
416           3. If a disqualified candidate finds that the Elections Committee was biased in their application  
417           of the rules, they may request a review by the Judicial Codes and Counselor (JCC). If the JCC  
418           review finds that the application of the rules was biased, the decision of the Elections  
419           Committee may be overturned.  
420

421           **9. Finality**

422           The determination of the committee after expiration or resolution of requests for reconsideration shall  
423           be final.  
424

425           **10. Confidentiality**

- 426           1. Members of the committee and parties to a challenge may not share the contents of  
427           challenges, evidence, or decisions submitted to or received from the committee, except when  
428           explicitly permitted by these rules or by the Director of Elections  
429           2. Unauthorized disclosure of confidential information may result in a disciplinary referral to the  
430           Judicial Administrator  
431           3. A review of the Challenges may take place in the Office of the Assemblies, 109 Day Hall, by  
432           any member of the Cornell community. Challenges may not be photocopied, photographed,  
433           digitally recorded or removed from the Office of Assemblies.



# Cornell University Student Assembly

Originally Presented on:	12/01/2016
Type of Action:	TYPE: Legislations
Status/Result:	<b>New Business</b>

1 S.A. Resolution #22  
2 Amendments to Appendix B for Collegiate Readership Changes

3  
4 ABSTRACT: This resolution proposes changes to the Collegiate Readership Program guidelines in  
5 Appendix B of the Student Assembly Charter to adhere to Resolution 16 and Appendix A.

6  
7  
8 Sponsored by: Diana Li '17  
9

10 Whereas, Resolution 16, “Modernizing the Cornell Collegiate Readership Program,” changed the  
11 nature of the Cornell Collegiate Readership Program, which previously served as the Student  
12 Assembly Byline funded organization that worked with the USA Today’s “Collegiate  
13 Readership Program” to deliver copies of the USA Today and the New York Times to 21  
14 locations on campus;  
15

16 Whereas, this agreement with USA Today’s program will cease, and the Student Assembly’s  
17 Collegiate Readership Program will purchase New York Times online access for all  
18 undergraduate students directly from the New York Times;  
19

20 Whereas, the agreement made with the New York Times will also involve the distribution of a  
21 limited number of print copies to approximately 5 locations on campus;  
22

23 Whereas, the evolution of the Collegiate Readership Program in the decade since its inception has  
24 caused the organization’s compliance with Appendix A of the SA Charter to come into  
25 question;  
26

27 Whereas, Resolution 16 declared that “the Student Assembly will amend Appendix B of its Charter  
28 and other relevant documents as soon as possible to reflect these changes in the Cornell  
29 Collegiate Readership Program,”  
30

31 Be it therefore resolved, that Appendix B Section 4 Subsection D, the Organization Specific  
32 Guidelines for the Collegiate Readership Program, be amended to read:  
33

34 D. Collegiate Readership Program

- 35 i. An undergraduate student will serve as designee of the Vice President for Finance in  
36 the position of Collegiate Readership Program (CRP) liaison.  
37 ii. The Director of the Office of the Assemblies will serve as the Cornell-employed  
38 advisor of the CRP.  
39 iii. Any print newspapers purchased shall be distributed from the Monday of the week  
40 prior to the first full week of classes to the last day of exam week during each fall  
41 semester and from the first day of class to the last day of exam week during each  
42 spring semester. These distributions periods do not include Fall Break, Thanksgiving  
43 Break, or Spring Break.

- 44           iv. The CRP liaison shall prepare and present a report to the SA at the end of each year  
45           with information regarding readership and an analysis of **online access use and** the  
46           current distribution locations. Any proposed changes in locations or proportions  
47           must be approved by a two-thirds vote of the SA.  
48           v. The CRP liaison shall yearly provide a list of publications **available through online**  
49           **access or delivery to Ithaca** and allow the SA to change the publications that are  
50           purchased.

51

52   Respectfully Submitted,

53

54   Diana Li '17

55   *Vice President for Finance, Student Assembly*

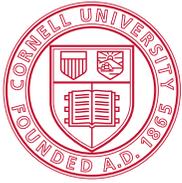
56

57   Dale Barbaria '19

58   *Parliamentarian, Student Assembly*

59

60   *(Reviewed by: Appropriations Committee, 9-0-0, 11/28/2016)*



# Cornell University Student Assembly

Originally Presented on:	(12/1/16)
Type of Action:	TYPE: Recommendation
Status/Result:	New Business

1 S.A. Resolution #23  
 2 Declaring Cornell University a Sanctuary Campus

3 ABSTRACT: This resolution calls for Cornell administration to declare Cornell University a  
 4 “Sanctuary Campus” in the wake of claims made by U.S. President-elect Donald Trump and his  
 5 advisers concerning potential immigration policy. It also calls on the administration to affirm its  
 6 commitment to the most vulnerable members of our community. As a sanctuary campus, Cornell  
 7 would declare its intent to not cooperate with US Immigration and Customs Enforcement efforts to  
 8 locate members of the Cornell community and commit to guaranteeing funding for DACA students.

9 Sponsored by: Julia Montejo '17, Traciann Celestin, '19, Matthew Indimine, '18, Akhilesh Issur, '17,  
 10 Arjun Iyer, '18, Dustin Liu, '19, Mayra Valadez '18.

11 **Whereas**, following the United States presidential election on November 8, 2016, there has been an  
 12 increase in the frequency of recorded events of discriminatory and hateful action against  
 13 people of color, queer people, immigrants, Muslims, and other historically marginalized  
 14 people on and off college campuses across the U.S.;<sup>1,2,3</sup>

15 **Whereas**, Cornell’s mission of “any person any study,” should be reflected in its response to  
 16 changing national policies;

17 **Whereas**, students, faculty, staff, alumni, and community members of Cornell University have  
 18 circulated a petition to make Cornell a sanctuary campus;<sup>4</sup>

19 **Whereas**, 2,263 Cornell students, staff, and alumni have already signed the petition by the time of  
 20 its closing on November 28, 2016 (Appendix A)

21 **Whereas**, such petitions are also circulating at over 100 other colleges and universities across the  
 22 country;<sup>5</sup>

23 **Whereas**, 110 college presidents have signed a letter to urge President-Elect Donald Trump to  
 24 speak out against harassment and hate.<sup>6</sup>

<sup>1</sup> <http://www.usatoday.com/story/news/2016/11/12/post-election-spate-hate-crimes-worse-than-post-911-experts-say/93681294/>

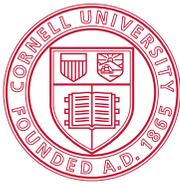
<sup>2</sup> <https://medium.com/@seanokane/day-1-in-trumps-america-9e4d58381001#.51zgm6ue3>

<sup>3</sup> <http://www.newyorker.com/news/news-desk/hate-on-the-rise-after-trumps-election>

<sup>4</sup> [https://docs.google.com/forms/d/e/1FAIpQLSeX2El5TNjwCqfTDw0yYMH2ZEWDTcVcaPVjPVwtZ4vETssl\\_g/viewform?c=0&w=1](https://docs.google.com/forms/d/e/1FAIpQLSeX2El5TNjwCqfTDw0yYMH2ZEWDTcVcaPVjPVwtZ4vETssl_g/viewform?c=0&w=1)

<sup>5</sup> [http://www.chronicle.com/article/Could-Colleges-Become/238442?key=4RKr4qKcf4rcS4jgH7bQLp4noe9c\\_BKzBFgBSMEi\\_k5K6\\_\\_gBdJmxhCgr5EGFO3ySWNqODJ5alNSe2tLbjdhVjJDOG1PSWpPWEedKX2NpQ3pyeldxYU1GeXhyYw](http://www.chronicle.com/article/Could-Colleges-Become/238442?key=4RKr4qKcf4rcS4jgH7bQLp4noe9c_BKzBFgBSMEi_k5K6__gBdJmxhCgr5EGFO3ySWNqODJ5alNSe2tLbjdhVjJDOG1PSWpPWEedKX2NpQ3pyeldxYU1GeXhyYw)

<sup>6</sup> <https://www.insidehighered.com/news/2016/11/18/110-college-presidents-issue-letter-trump-urging-him-speak-out-against-harassment>



## Cornell University Student Assembly

25 **Whereas**, the Harvard University Police Department Chief of Police, Francis D. Riley, sent an email  
26 to the Harvard community stating that “It is not the jurisdiction, responsibility, or practice  
27 of the HUPD to police the immigration status of members of our community and,  
28 consistent with its long-standing policy and practice, the Department will not do so”  
29 (Appendix B);

30 **Whereas**, many major cities, including New York City, Chicago, Philadelphia, San Francisco, and  
31 Boston, have declared that they will not be cooperating with ICE and/or have declared their  
32 cities to be sanctuary cities;<sup>7</sup>

33 **Whereas**, Ithaca Mayor Svante Myrick has stated that “We will not cooperate with any attempts to  
34 use ICE as a deportation task force [and] we will not cooperate with any unconstitutional  
35 attempt to expose you to harm;”<sup>8</sup>

36 **Whereas**, Cornell Interim President Rawlings sent an email on November 22, 2016, to the Cornell  
37 community affirming the continuation of financial aid for DACA (Deferred Action for  
38 Childhood Arrivals) students but excluded any acknowledgement of the potential actions of  
39 US Immigrations and Customs Enforcement (ICE).

40 **Whereas**, Cornell has shown support to undocumented students with DACA (Deferred Action for  
41 Childhood Arrivals) status by adding DACA students to the domestic admissions and  
42 financial aid pool<sup>9</sup>, yet the DACA program could be discontinued by the new presidential  
43 administration;<sup>10</sup>

44 **Be it therefore resolved**, that the Student Assembly calls on the administration to protect all  
45 students, staff, faculty, their families, and the broader community regardless of race, sex,  
46 disability, LGBTQ+ identity, socioeconomic status, political affiliation, nationality, religion,  
47 or citizenship by reaffirming the university’s commitment to create a campus atmosphere of  
48 respect and have no tolerance for bullying and acts of discrimination;

49 **Be it further resolved**, that the Student Assembly asks the administration to guarantee financial aid  
50 for current and future DACA (or DACA eligible) students and develop a system for funding  
51 all undocumented and international students regardless of temporary status;

52 **Be it further resolved**, that the Student Assembly requests that the administration guarantees  
53 student safety by refusing to release information that can make students vulnerable and that  
54 is not publicly available;

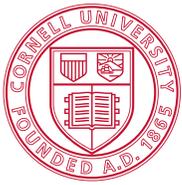
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<sup>7</sup> [http://www.nytimes.com/2016/11/27/us/cities-vow-to-fight-trump-on-immigration-even-if-they-lose-millions.html?\\_r=0](http://www.nytimes.com/2016/11/27/us/cities-vow-to-fight-trump-on-immigration-even-if-they-lose-millions.html?_r=0)

<sup>8</sup> <http://cornellsun.com/2016/11/16/myrick-vows-to-protect-minorities-immigrants-in-ithaca/>

<sup>9</sup> <http://cornellsun.com/2016/02/18/students-express-concerns-over-new-need-aware-financial-aid-policy/>

<sup>10</sup> <http://www.npr.org/2016/11/11/501728578/can-trump-do-what-hes-promised-on-immigration>



## Cornell University Student Assembly

- 55 **Be it further resolved**, that the Student Assembly asks the administration and Cornell University  
56 Police  
  
57 Department to resist the intrusion of US Immigration and Customs Enforcement (ICE)  
58 officials into our community;
- 59 **Be it further resolved**, that the Student Assembly asks that the administration provide legal and  
60 counseling services, information, and updates for students who may be directly affected by  
61 local, state, and federal policy changes;
- 62 **Be it finally resolved**, that the Student Assembly requests that Cornell interim President Hunter R.  
63 Rawlings III, president-elect President Martha E. Pollack, and the Cornell University Police  
64 Department, make its commitment to the above requests through a public statement sent to  
65 all students, staff, and faculty.
- 66 **Respectfully Submitted,**
- 67 Julia Montejo '17  
68 *Vice President of Diversity and Inclusion, Student Assembly*  
69 *Cornell DREAM Team*
- 70 Traciann Celestin, '19  
71 *Minority Liaison-at-Large, Student Assembly*
- 72 Matthew Indimine, '18  
73 *Executive Vice President, Student Assembly*
- 74 Akhilesh Issur, '18  
75 *International Students Liaison-at-Large, Student Assembly*
- 76 Arjun Iyer, '18  
77 *Student Assembly Diversity Committee*  
78 *President, Society for India*
- 79 Dustin Liu, '19  
80 *Vice President of Public Relations, Student Assembly*
- 81 Mayra Valadez '18  
82 *First Generation Student Liaison At Large, Student Assembly*  
83 *Cornell DREAM Team*
- 84 *(Reviewed by: Diversity Committee, 11/28, 19-0-0)*

18 November 2016

To Cornell Interim President Rawlings and Incoming President Pollack:

In this time of transition for Cornell University and our nation, and in keeping with Cornell's mission of "any person any study," we, the undersigned students, faculty, staff, and all members of the Cornell community, join students and faculty in colleges and universities across the nation in demanding that you honor and live up to these words by declaring Cornell University a sanctuary campus.

Last week over 1,000 students organized, led, and participated in a walk out in response to the hate speech driving this year's presidential election. Students stood up against every form of violence and oppression targeting marginalized people in this country and globally. They marched for "a world in which we can walk down the street without fearing for our lives and the lives of our loved ones." Since last Friday, several of Cornell's programs and departments have issued statements indicating their concern for the safety and well-being of the entire Cornell community. They have insisted that we maintain an environment in which all of our students can learn without fear. Meanwhile alumni, local leaders, and community members have also reaffirmed their support for human rights and dignity.

Today we ask that you honor Ithaca's tradition of being a place of sanctuary as well as Cornell's historical roots in the abolition movement, by making an unequivocal statement of support for undocumented persons and their families.

First, we ask you to explicitly denounce the acts of violence and hate speech directed at immigrant, ethnic and religious minorities, and LGBTQ students and workers. We call on you to protect all students, staff, faculty, their families, and the broader community regardless of race, sex, nationality, religion, or citizenship by reaffirming the university's commitment to create a campus atmosphere of respect.

Second, with the immediate possibility of the discontinuation of DACA, Cornell has a unique opportunity to reaffirm its commitment to undocumented students. We ask you to guarantee funding for current DACA students and develop a system for funding all undocumented and international students regardless of temporary status.

Third, we ask you to guarantee student safety by refusing to release information that can make students vulnerable. Moreover, we ask you to resist the intrusion of US Immigration and Customs Enforcement (ICE) officials into our community.

Fourth, we ask that you provide legal and counseling services, information, and updates for students who may be directly affected by local, state, and federal policy changes.

We cannot evade our responsibility to the present and the future. We ask you to stand on the right side of history. We await your action!

## Appendix B:

----- Forwarded Message -----

Subject: Message from the Harvard University Police Department

Date: Mon, 21 Nov 2016 23:11:47 +0000

To: '[campus-notify-all@harvard.edu](mailto:campus-notify-all@harvard.edu)' <[campus-notify-all@harvard.edu](mailto:campus-notify-all@harvard.edu)>

Dear Members of the Harvard Community,

Last week, President Faust sent a message to the Harvard community reflecting on the recent presidential election and noting the “escalating numbers of cruel and frightening incidents – around the country, including on college campuses” that have recently occurred. She called on all of us to work together to foster an environment where members of our community can “live in safety and dignity.”

Given this context, I write today to underscore that the HUPD stands ready to assist any member of the Harvard community who experiences a bias-related incident. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes designed to infringe upon a person's civil rights will be treated seriously and given the highest priority. Where harassment or hate crimes are found to have occurred, the HUPD will act to stop the harassment or criminal behavior, prevent its recurrence, and hold those responsible accountable for their actions. The HUPD will also refer individuals who feel that they are in need of emotional support to the appropriate resource.

If you feel that you have been the victim of a bias-related incident, hate crime, or harassment please contact the HUPD immediately at 617-495-1212 to report the incident. If you do not want to report the incident to the HUPD directly, please contact a University official such as a dean, a human resource director, a residential or housing staff member who can assist you. Alternatively, community members can report criminal or suspicious activity anonymously either by calling a twenty-four hour automated voice mail system at 617-496-2700 or by reporting online at <http://www.hupd.harvard.edu/anonymous-reporting>.

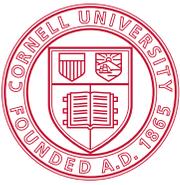
Over the past several days, the question has also been asked whether the HUPD inquires about the immigration status of faculty, students or staff or is involved in the enforcement of federal immigration laws. In both cases, the answer is no. It is not the jurisdiction, responsibility, or practice of the HUPD to police the immigration status of members of our community and, consistent with its long-standing policy and practice, the Department will not do so.

The Harvard University Police Department is committed to providing a safe and secure campus for all members of our community. If you feel that you have been the victim of a crime or if you ever feel unsafe while on campus, please contact us immediately so we can assist you.

Sincerely,

Francis D. Riley

Chief of Police



# Cornell University Student Assembly

Originally Presented on:	12/01/2016
Type of Action:	Legislation
Status/Result:	New Business

1 S.A. Resolution #24  
2 Approval of Student Activities Funding Commission (SAFC) Charter  
3

4 ABSTRACT: This resolution presents changes to the Student Activities Funding Commission  
5 (SAFC) governing documents for Student Assembly approval.  
6

7  
8 **Sponsored by: Diana Li '17** on behalf of **Matthew Baumel '17** and **Joseph Jang '18**  
9

10 **Whereas**, per Appendix B Section 3 Subsection L of the Student Assembly Charter, "All organizations  
11 must submit any changes in the organizations' bylaws, constitution, or other governing  
12 documents to the SA for its approval"  
13

14 **Whereas**, the Student Activities Funding Commission is a Student Assembly byline funded organization  
15 and must adhere to the rules set forth in Appendix B of the Student Assembly Charter,  
16

17 **Whereas**, the Student Activity Funding Commission presented an updated charter and funding  
18 guidelines at the Appropriations Committee's November 28th 2016 meeting,  
19

20 **Be it therefore resolved**, that the Student Assembly approve the clarifications to the Student Activities  
21 Funding Commission's Charter and Guidelines as presented in Appendix A and Appendix C.  
22

23 **Respectfully Submitted,**

24  
25 **Diana Li '17**

26 Vice President for Finance, Student Assembly  
27

28 **Matthew Baumel '17**

29 SAFC Co-Chair  
30

31 **Joseph Jang '18**

32 SAFC Co-Chair  
33

34 *(Reviewed by: Appropriations Committee, 9-0-0, 11/28/2016)*

# Resolution 24 Appendix A

## Student Activities Funding Commission - Charter

### Preamble

The Student Activities Funding Commission is a student organization established by the undergraduate student body to:

- promote the participation of Cornell undergraduates in decision making within the University
- insure student control of the undergraduate activities funding
- ~~interpret and implement the funding criteria approved by the SA~~
- allocate student activity funds
- interpret policy
- assist the SA with related functions concerning student organization funding

### Name

The name of this organization shall be the Student Activities Funding Commission of Cornell University, hereafter referred to as the SAFC.

### Quorum

Quorum is defined as a majority of the seated voting commissioners.

### ~~I. Attendance Policy~~

~~Good attendance is essential to the efficient running of the SAFC. The following attendance policy will be in effect and refers to attendance during one semester:~~

~~Each SAFC meeting or event has a point value for unexcused and excused absences, some of which may be decided at the discretion of the executive board. Missing normal meetings, executive board meetings, office hours, and help sessions are 1 point if excused and 2 points if unexcused. Budget hearings and interviews are 2 points if excused and 3 points if unexcused. Please note that commissioners are required to attend only a certain number of help sessions and budget hearings decided at the discretion of the executive board. Executive board members are held to a higher standard and must attend all SAFC meetings and events. An executive board member's standing will be voted on in conjunction with his/her standing on the commission, should he/she accumulate points. An excused absence requires the formal notice of a valid excuse to the Vice Chair of Internal Operations. Valid excuses are an illness, a prelim the day following an event, a prelim the same day as the event, religious observances, or conflict with a job or job interviews, and any other excuse deemed appropriate at the discretion of the executive board. Any commissioner may appeal to the SA, which can overrule the decision of the SAFC by a majority vote. The SA is to cautiously exercise this authority, using it only in cases where rules have been violated or where there are extenuating circumstances worthy of consideration.~~

~~5 Points (A Warning)~~

# Resolution 24 Appendix A

## Student Activities Funding Commission - Charter

33 ~~If a commissioner reaches five points they will receive a warning that their attendance is not in~~  
34 ~~accordance with the expectations of the SAFC.~~

### 35 ~~7 and 9 Points (A Vote)~~

36 ~~If a commissioner reaches seven points or subsequently 9 points they will be notified that at the next~~  
37 ~~meeting there will be a vote taken by commissioners present on whether or not to remove said~~  
38 ~~commissioner from the SAFC. Before a vote is taken, the commissioner will have the opportunity to~~  
39 ~~justify the absences to the entire Commission. If the majority of the Commission votes in favor of~~  
40 ~~his/her removal, that commissioner's seat on the SAFC will be automatically vacated. If the majority~~  
41 ~~of the Commission votes in favor of his/her staying on the SAFC, he/she will stay on the~~  
42 ~~commission but will retain his/her point level. It will be that individual's responsibility to find ways~~  
43 ~~to make up the points.~~

### 44 ~~11 Points (Removal)~~

45 ~~If a commissioner reaches eleven points they will be automatically removed from the commission~~  
46 ~~without a vote.~~

47 ~~Due to the nature and close proximity of SAFC events, commissioners tend to rack up points consecutively,~~  
48 ~~hurting their attendance records. The commissioner will be warned of points before every scheduled Monday~~  
49 ~~meeting at which attendance standings will be discussed. The amounts of points accrued by that Monday~~  
50 ~~meeting will dictate the procedures to be followed in regards to that commissioner's attendance standing.~~

## 51 **II: Membership**

### 52 Section 1

53 The SAFC will consist of no more than forty and no less than thirty members.

### 54 Section 2

55 To be eligible for membership, a person must be registered as an undergraduate student at Cornell University,  
56 and must be enrolled as a second semester freshman, a sophomore, a junior, or a senior. No member of any  
57 university assembly (i.e., SA, University Assembly) or student trustee can participate as an SAFC  
58 commissioner except for the SA SAFC Liaison. If already a member of the SAFC when elected to their  
59 assembly position, they must resign from the Commission.

### 60 Section 3 – Members' Responsibilities

- 61 1. Sign and adhere to the Oath of Office. Failure to adhere to the Oath of Office can result in removal  
62 from the Commission.
- 63 2. Submit a list of organizations with which they are affiliated and for which they hold an executive  
64 position.
- 65 3. Serve on SAFC committees if the need for such committees arises as deemed necessary by the E-  
66 board.
- 67 4. Be knowledgeable of the SAFC funding and allocation policies
- 68 5. Act in a professional manner at all times. Respect the rights of individuals and organizations that  
69 request and obtain SAFC funding.

# Resolution 24 Appendix A

## Student Activities Funding Commission - Charter

- 70 6. Serve as a liaison to student organizations if called upon and submit a summary report of each  
71 organization once during the semester to the Vice Chair of External Affairs (number to be  
72 determined by the Commission each semester or year). In their capacity as a liaison, commissioners  
73 must make themselves known by and available to all of their designated organizations prior to  
74 allocation to assist in funding request preparation, event planning, and answer any other pertinent  
75 questions.
- 76 7. Attend one office hour per week for the two straight weeks prior to and after hearings and  
77 allocations and every other week thereafter.
- 78 8. Commissioners are expected to attend one-hour weekly meetings and any training/retreat sessions.

### 79 Section 4 – Membership Selection

80 A slate of new members of the SAFC shall be elected on the basis of interviews conducted by a small group  
81 of commissioners consisting of not less than four.

82 Interview procedures:

83 All students interested in becoming a commissioner must fill out an application. In addition, students  
84 must complete essay questions prepared by the Chair and the Vice Chair for Public Relations. Those  
85 applicants the SAFC designates as most qualified and/or prepared will be selected to participate in  
86 the second round, which is delineated below.

87 Six questions will be prepared by the E-board then chosen by the Chair and the Vice Chair of  
88 External Operations prior to the interviews. The commissioners will be divided into two groups.  
89 Each possible candidate will answer a minimum of three of the questions (in eight minutes) from a  
90 panel of half the commissioners and then answer the other three in front of the other panel. Before  
91 each interview, the commissioners will read the applicant's information/question sheet.

92 The Commission will meet as a whole immediately after all applicants have been interviewed. The  
93 candidates will be randomly placed in order. Each candidate will be discussed following normal rules.  
94 Each candidate will then be voted on by secret ballot. The votes will be collected but not tallied until  
95 all applicants have been voted on. Any candidate receiving a "yes" vote from two-thirds of present  
96 commissioners will be considered qualified applicants.

97 After all candidates been voted on:

- 98 • If worthy applicants = available spots, all will be accepted.
- 99 • If worthy applicants > available spots, each present commissioner will be required to vote for as  
100 many candidates as there are spots available on a blind, listing ballot. The top (how many open spots)  
101 candidates receiving at least one-half of the votes of commissioners present, will be declared  
102 commissioner-to-be-approved. If not enough receive the said amount of votes (a majority) to fill the  
103 vacant slots, then the same procedure will be used again until all spots are filled. In case of a tie on  
104 the border of available spots, a similar run-off will be used.
- 105 • If worthy applicants < available spots, then all those considered worthy will be commissioner-to-be-  
106 approved. A period of discussion on remaining candidates will ensue. A vote will be taken on each  
107 commissioner about his/her worthiness. The top vote-getting candidates (at least over 50%) will be  
108 considered commissioners to be approved. Votes will not be counted until all applicants are voted  
109 on.

# Resolution 24 Appendix A

## Student Activities Funding Commission - Charter

110 Should all of this occur and vacancies still exists, then the session will be still over. The E-board will  
111 have the option of reopening discussion at the next meeting.

### 112 Section 5

113 Selection of new members may take place at any time and must take place at least once during each academic  
114 year.

### 115 Section ~~5~~ 6

116 Members of the SAFC shall serve two-year staggered terms unless they resign or are removed from office (for  
117 attendance or other policy violations). Members can be appointed after two years. Commissioners may take a  
118 leave of absence during these two years but they must submit a formal letter to that effect for record keeping  
119 purposes before the last meeting of the semester.

120 To be excused from the attendance requirement at any meeting during the semester, a member must present  
121 his/her reasons to the SAFC and the absence must be approved by majority vote of the SAFC members  
122 present. If denied, the request may not be appealed.

## 123 **III II. Officers**

### 124 Section 1

125 The duties of the officers shall consist of: establishing a schedule of funding hearings, calling and presiding at  
126 SAFC meetings, and directing the work of the SAFC.

### 127 Section 2

128 A slate of officers will be presented and voted upon by at least a quorum of the SAFC. These appointments  
129 shall be made in the fall semester of every year. Election of the 2 Co-chairs shall be staggered, with one Co-  
130 Chair elected at the above stated election time and another elected before the last day of classes in the spring  
131 semester. Executive Board officers shall consist of:

- 132 • 2 Co-Chairs
- 133 • Vice Chair for Internal Operations
- 134 • Vice Chair for External Operations
- 135 • Vice Chair for Public Relations
- 136 • Secretary
- 137 • Webmaster
- 138 • Past E-board members (non-voting)

139 The following SA members serve on the SAFC E-board and are encouraged to take an active role in its  
140 proceedings:

- 141 • SAFC Liaison (voting)

### 142 Section 3 - Executive Board Responsibilities

# Resolution 24 Appendix A

## Student Activities Funding Commission - Charter

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- Chair or Co-Chairs (2)
    1. Share and assume total/final responsibility for the functioning of the SAFC and its actions.
    2. Establish the agenda and chair/co-chair meetings.
    3. Conduct the President and Treasurer’s Workshop.
    4. Make timely responses to any inquires by groups concerning allocation procedures, rationale letters and funding transfers.
    5. Serves as a resource to the SAFC to ensure that the commission acts in a holistic manner whenever possible i.e. acts fiscally prudent and is constantly searching for bargains and advises and represents the SAFC in all relevant financial dealings.
    6. Co-Chairs may vote when a vote among the Executive Board is necessary.
  - Vice Chair of Public Relations
    1. Communicate with the community, including the press, campus groups, the administration and the Student Assembly.
    2. Submit ads in the Daily Sun regarding membership, funding request submission deadlines, etc.
    3. Proof rationale letters for content, clarity, and accuracy.
    4. Arrange and oversee new commissioner application and interview process.
    5. Vote for final approval of allocations.
  - Vice Chair of Internal Operations
    1. Notify all members, via email, of meeting times and location.
    2. Coordinate the schedules, office hours, and reserve rooms for such purposes.
    3. Maintain and prepare the Commission’s internal operating budget.
    4. Vote for final approval of allocations.
    5. Serve as the Training Officer of the Commission by formulating and executing the training process for new and returning commissioners.
  - Vice Chair of External Operations
    1. Be in charge of the Liaison program by making commissioner assignments and collecting reports.
    2. Explain SAFC decisions to groups when questioned. Act as the “point” person for all inquiries with the Co-Chairs and respond within 48 hours.
    3. Vote for final approval of allocations.
    4. Will take an active role in aiding groups’ planning of events, working particularly with larger groups to ensure best utilization of funds and ensure that any groups which use large venues for events.
    5. In order to have funds allocated most effectively, ensure that groups, which use large venues for performances or other events, don’t have largely similar events or conflicting events at the same time.
    6. Ascend to the Chair position in the event that a Co-Chair resigns or is incapable of performing their duties as per Section 4.
  - Webmaster (Non-voting)
    1. Create and operate a functional website for proper portrayal of Commission information.
    2. Ensure that documents available on the Commission website are up to date.
    3. Manage the Commission’s Orgsync portal by uploading necessary forms and documents and ensuring that they are up to date.
    4. Act as the liaison between the Commission and Orgsync.

# Resolution 24 Appendix A

## Student Activities Funding Commission - Charter

- 188       • Secretary (Non-Voting)
- 189           1. Take minutes at all meetings.
- 190           2. Keep and enforce the attendance policy.
- 191           3. Must keep records of Tier Placement, Budget Allocation, Budget Hearing Outcomes, Appeal
- 192                decisions and other relevant decision to assist future members in training. These records
- 193                must be available to the undergraduate student body.
- 194           4. Ensure the adherence to SAFC Charter and Bylaws

### 195 Section 4

196 In the event that the Chair resigns or declares that he/she is unable to complete his/her term in office, the

197 Vice Chair of External Operations shall assume his/her duties until an election can be held to choose a new

198 Chair. The election must take place within two weeks of the resignation or declaration of incapacity. The

199 newly elected Chair shall serve for the remainder of the previous Chair's term.

### 200 Section 5

201 The officers shall be elected by a majority of the SAFC members before the last day of classes of the fall

202 semester. The officers should have at least one semester's term of experience to serve in the position. The

203 election meeting shall be well publicized to all Commission members. Absentee ballots shall be permitted

204 provided they are submitted to the Chair in writing before the final vote is taken. To be eligible to vote, a

205 member must not be in violation of the attendance policy.

### 206 Section 6

207 The officers' terms of office shall begin on the Monday after the last day of classes in the fall semester of the

208 election until one year later.

## 209 **III. Attendance Policy**

210 Good attendance is essential to the efficient running of the SAFC. The following attendance policy will be in

211 effect and refers to attendance during one semester:

212 Each SAFC meeting or event has a point value for unexcused and excused absences, some of which may be

213 decided at the discretion of the executive board. Missing normal meetings, executive board meetings, office

214 hours, and help sessions are 1 point if excused and 2 points if unexcused. Funding hearings and interviews are

215 2 points if excused and 3 points if unexcused. Please note that commissioners are required to attend only a

216 certain number of help sessions and funding hearings decided at the discretion of the executive board.

217 Executive board members are held to a higher standard and must attend all SAFC meetings and events. An

218 executive board member's standing will be voted on in conjunction with his/her standing on the commission,

219 should he/she accumulate points. An excused absence requires the formal notice of a valid excuse to the

220 Secretary and Vice Chair of Internal Operations. Valid excuses are an illness, a prelim the day following an

221 event, a prelim the same day as the event, religious observances, or conflict with a job or job interviews, and

222 any other excuse deemed appropriate at the discretion of the executive board.

223 5 Points (A Warning)

# Resolution 24 Appendix A

## Student Activities Funding Commission - Charter

224 If a commissioner reaches five points they will receive a warning that their attendance is not in  
225 accordance with the expectations of the SAFC.

### 226 7 and 9 Points (A Vote)

227 If a commissioner reaches seven points or subsequently 9 points they will be notified that at the next  
228 meeting there will be a vote taken by commissioners present on whether or not to remove said  
229 commissioner from the SAFC. Before a vote is taken, the commissioner will have the opportunity to  
230 justify the absences to the entire Commission. If the majority of the Commission votes in favor of  
231 his/her removal, that commissioner's seat on the SAFC will be automatically vacated. If the majority  
232 of the Commission votes in favor of his/her staying on the SAFC, he/she will stay on the  
233 commission but will retain his/her point level. It will be that individual's responsibility to find ways  
234 to make up the points.

### 235 11 Points (Removal)

236 If a commissioner reaches eleven points they will be automatically removed from the commission  
237 without a vote.

238 Due to the nature and close proximity of SAFC events, commissioners tend to rack up points consecutively,  
239 hurting their attendance records. The commissioner will be warned of points before every scheduled Monday  
240 meeting at which attendance standings will be discussed. The amounts of points accrued by that Monday  
241 meeting will dictate the procedures to be followed in regards to that commissioner's attendance standing.

## 242 **IV. Amendments**

### 243 Section 1

244 This Charter may be amended by a two-thirds vote of the SAFC voting members subject to the approval of  
245 the SA by majority vote. The Assembly may make amendments through majority vote.

### 246 Section 2

247 This Charter may be amended at any meeting provided that the SAFC members have received previous  
248 notification that the amendment is to be considered.

# Appendix B -Resolution 24

## Student Activities Funding Commission – Bylaws

- 3 A. The SAFC and University auditors may audit the books of all currently funded organizations at any  
4 time.
- 5 B. All commissioners shall have signed an “Oath of Office” and “Conflict of Interest Statement”. The  
6 SAFC requires that any commissioner who is also a member of another organization MUST refrain  
7 from all SAFC affairs when dealing with that outside organization. This includes representing that  
8 organization before the SAFC during funding hearings if serving as that President or and during the  
9 decision as to the allocation of monies for that organization. In addition to any voting/participation  
10 of an SAFC policy with regard to the outside organization both in regular meetings and in special  
11 conflict sessions. Commissioners who are members of other organizations may not attempt to  
12 influence other members regarding any SAFC actions regarding their organizations. Violators of  
13 these policies will be treated in the same manner as violators of the Attendance Policy after the  
14 offense has come to the attention of the E-board, the same procedures will be followed (see the  
15 Attendance Policy).
- 16 C. To ensure that a clear and understandable record of the Commissions’ decisions will be available to  
17 future members of the SAFC and the student body as a whole, minutes will be placed in the SAFC  
18 office for commissioner comments. Any changes must be submitted to the Vice Chair of Internal  
19 Operations and Secretary within 2 weeks. The E-board will then make final approval.
- 20 D. To ensure the orderly running of meetings the following procedures will be followed. Proposals for  
21 changes to procedures and policies must be submitted at any regular E-board meeting. At the  
22 discretion of the E-board such a proposal would be placed on the agenda for the next week’s  
23 meeting as New Business, under this heading, the item would be discussed and debated. The  
24 following week the item would be placed on the agenda as Old Business and would be voted on.  
25 Proposals that do not require any lengthy debate may be voted on under New Business if two-thirds  
26 of the members present vote to do so. Agendas and meetings will be publicized following the E-  
27 board’s meeting so the entire commission knows of the agenda items.
- 28 E. The Office of the Dean of Students shall hire an accountant(s) to insure proper administration of all  
29 funding requests.
- 30 F. Appeals: The SAFC will set aside an amount to be determined each semester for organizations to  
31 appeal their allocations on the following grounds: new information and or discrimination. The  
32 deadline for Appeals will be determined each semester but is generally within a week of the  
33 allocations being made available. After the SAFC has made its decisions about all submitted appeals,  
34 organizations shall have the opportunity to appeal to the SAFC Appeals Board. The SA VP of  
35 Finance should be contacted for such appeals to the SAFC Appeals Board. Prior to appeal to the  
36 SAFC Appeals Board, organizations must meet with an SAFC Chair.
- 37 G. Special Requests: The SAFC shall establish a Special Request fund to be used for unanticipated  
38 expenses of previously funded organizations that have already gone through the current semester’s  
39 funding process. Funds left over after Appeals will be used for the Special Requests funds. If no  
40 funds are available, then there will not be any Special Requests accepted that semester.
- 41 H. The SAFC will recall any unexpended allocations at the end of the semester.
- 42 I. The SAFC Co-Chairs shall present directly to the SA every fall semester a full written accounting of  
43 their operations for the previous academic year. Including the names of organizations requesting  
44 funds, the amount requested, the amount awarded, and the amount actually spent as well as figures  
45 for the Commission as a whole.

# Appendix C – Resolution 24

## Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

### 1 1 Definitions

#### 2 **1.1 Terms**

#### 3 ~~SAFC Appeals Board~~

#### 4 Allocation

5 A conditional allotment of funds by the Commission in response to a request for funding. In  
6 releasing an allocation, the Commission does not guarantee payment of any particular or  
7 reimbursement expense; rather, it promises to set aside funds which may be used towards  
8 certain expenses, subject to all applicable university and statutory regulations.

#### 9 Applicant

10 The organization or organizations who are parties to the application.

#### 11 Application

12 An application consisting of several requests for funding submitted to the SAFC by one or  
13 more applicants.

#### 14 Business day

15 A business day shall be any day the Office of the Dean of Students is open for regular  
16 business and regular undergraduate classes are in session.

#### 17 Commissioner

18 A member of the SAFC.

#### 19 Fiscal year

20 A university fiscal year which extends from July 1 to June 30 in the following calendar year.

#### 21 New organization

22 An organization that either did not receive or did not spend any funds allocated by the  
23 SAFC during the previous two fiscal years.

#### 24 Price quote

25 A price quote is a good faith estimate of the cost of goods or services for which the  
26 applicant is requesting funds. To be valid for the Commission the price quote must:

- 27 1. be dated within the last calendar year;
- 28 2. be written in English or be accompanied by a written translation to English; and
- 29 3. include:
  - 30 1. unit costs or prices for each requested expense for which the quote issued as
  - 31 documentation, and
  - 32 2. cost of shipping and handling, if additional funding is requested for those costs.

#### 33 Registered student organization

34 An organization which has a current and complete registration on file with SLECA.

## Appendix C – Resolution 24

### Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

35 Returning organization

36 An organization that received and spent funds allocated by the SAFC during the previous  
37 fiscal year.

38 SA

39 The Student Assembly (the assembly) is the undergraduate student government of the  
40 university that determines the by-line funding allocation of the SAFC on a biannual basis.

41 SAFC

42 Student Activities Funding Commission (the Commission)

43 **SAFC Appeals Board**

44 Student Activities Funding Commission Appeals Board, herein the Appeals Board, acts as  
45 the appellate body charged with facilitating and deciding SAFC funding appeals.

46 SLECA

47 The Office of Student Leadership, Engagement & Campus Activities is an administrative  
48 unit of the university which grants registrations to student organizations, allowing them  
49 certain privileges on campus, including the right to apply for funds from the SAFC. The  
50 office also provides extensive information and advisory resources to officers of registered  
51 student organizations.

#### 52 **1.2 Version of Record**

53 The version of the guidelines posted on the Student Assembly Finance Commission OrgSync  
54 website is the version of record, and it shall supersede any other existing versions. SLECA shall  
55 maintain and modify this version according to the procedures for amendment. Commissioners and  
56 other parties may not alter the effect or applicability of the bylaws or guidelines by misstatement or  
57 misinterpretation.

#### 58 **2 Applicants**

59 This section establishes rules and procedures governing the interactions of applicant organizations  
60 and the Commission.

#### 61 **2.1 Eligibility**

##### 62 2.1.1 Basic Requirements

63 To be eligible to request funds or to spend allocated funds an applicant must:

- 64 • register with and be approved by the Office of Student Leadership, Engagement & Campus  
65 Activities (SLECA) by when the budgets are due in each semester;
- 66 • declare during the SLECA registration process that the group intends to apply for SAFC  
67 funding during that academic year; prior to the first deadline for funding requests in the fall  
68 semester, if funding is sought in the fall, prior to the first deadline for funding requests in the  
69 spring semester, if funding is sought in the spring;

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- 70       • have undergraduate members who comprise at least sixty percent of its total membership,  
71       excluding alumni members; and,  
72       • be in good standing with the Commission.

73 Officers of the applicant must also meet the following requirements:

- 74       • president(s) and treasurer(s) must agree to abide by standards for ethical conduct; and,  
75       • president(s), treasurer(s), and advisor must affirm their approval for each request either by  
76       digital or by written signature as the Commission provides [on the specific budget request](#).  
77       • [The signatures of the president\(s\), treasurer\(s\), and advisor must match the names listed on](#)  
78       [the group’s profile page in Orgsync](#)

79 The organization must meet all eligibility requirements as well as submit both requests and  
80 supporting materials before the deadlines set by the Commission in order for the Commission to  
81 accept and review such requests and materials. The commission may not accept submissions from  
82 organizations that have not met the eligibility requirements.

#### 83 2.1.2 Exception for Unforeseen Circumstances

84 In the event of unforeseen circumstances that would prevent the submission of the organization  
85 funding request or the affirmation of said funding request by the president, treasurer, and/or  
86 advisor, the student organization must:

- 87       1. Notify both the SAFC Co-Chairs via email to their netid’s available on the Commission  
88       website ~~and the Commission’s email address (safe@cornell.edu)~~ to request a 24 hour  
89       extension from the original funding request deadline:  
90               1. This request must include the evidence required below; and  
91               2. Must be submitted within 24 hours after the funding request deadline.  
92       2. Complete the remainder of their application before the eventual extended deadline. Eligible  
93       unforeseen circumstances and associated evidence are the following:  
94               1. Negligence of advisor;  
95               Required evidence: screenshot of written communication with advisor ~~one-week~~  
96               [three days](#) prior to the funding request deadline in regards to funding request  
97               approval.  
98               2. Injury or illness of treasurer, president, or advisor;  
99               Required evidence: note from a physician or medical professional with date of injury  
100              and explanation of event.  
101              3. Death of treasurer, president, or advisor;  
102              Required evidence: at the discretion of the SAFC co-chairs.

103 The SAFC co-chairs will evaluate the evidence provided and whether or not the circumstance is  
104 unforeseen, and notify the organization as decision before funding request reviews commence.

105 Requests for extension will be evaluated based on:

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- 106 1. Demonstration of foresight regarding SAFC rules and deadlines;
- 107 2. Severity of the unforeseen circumstance;
- 108 3. Extent of ineligibility (i.e. completeness of application).

109 The submission of an extension request should not be construed as a granting of said request. The  
110 decision to accept or deny a request for an extension is not subject to appeal. Again, the commission  
111 may not accept funding request submissions from organizations that have not met the eligibility  
112 requirements.

#### 113 **2.2 Ethical Conduct**

114 Officers of applicants must agree to the Statement on Ethical Conduct prepared by SLECA by  
115 digital or written signature as they provides.

#### 116 **2.3 Suspension and Revocation of Funds**

##### 117 2.3.1 Purpose

118 To prevent misuse of commission funds, the Executive Board of the Commission may act to  
119 temporarily suspend or permanently revoke allocated funds. The Board may revoke funds of an  
120 organization if it finds that the organization:

- 121 • does not meet one or more eligibility requirements; or,
- 122 • acted in violation of the Statement on Ethical Conduct.

##### 123 2.3.2 Suspension of Funding

124 Either the Office of the Dean of Students or the Chair(s) of the Commission may temporarily  
125 suspend an organization's funds at any time. Any action to temporarily suspend funding of an  
126 applicant organization shall last no more than ten business days. Such a decision takes effect only  
127 after the following are informed:

- 128 1. the Office of the Dean of Students;
- 129 2. the Chair(s); and,
- 130 3. the president, treasurer, and advisor of the affected organization.

##### 131 2.3.3 Revocation of Funding

132 To revoke funding of an organization, the Commission must follow this procedure:

- 133 1. the Chair(s) of the Commission must contact the officers and advisor of the  
134 organization, explaining the Commission's intent and reasoning for proposing  
135 revocation of funding; and,
- 136 2. the Chair(s) of the Commission, or a designee, must arrange for a meeting between the  
137 Executive Committee and the organization so the organization may:
  - 138 1. hear the Commission's intent and reasoning,
  - 139 2. examine any evidence associated with the proposed revocation of funding,

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- 140                   3. present its case and additional evidence to the Commission, and  
141                   4. negotiate a mutually acceptable remedy; and,  
142           3. the Executive Board, after deliberating in closed session, may vote to revoke funding.  
143           The decision to revoke funding is subject to appeal by the Appeals Board. Any funds  
144           that are revoked remain unavailable to the organization until the appeal process is  
145           resolved.

#### 146 2.3.4 Limitations

147 The Executive Board may not revoke funding for more than one academic year and may reverse a  
148 decision to revoke funds at any time.

### 149 **3 Request for Funds**

#### 150 **3.1 Funding Request**

##### 151 3.1.1 Purpose

152 Organizations may obtain funds individually by submitting a funding request. The application is  
153 prerequisite to all other requests for funding the organization may submit.

##### 154 3.1.2 Basis on Which to Make Requests

155 The Commission will provide one opportunity for the submission of funding requests each  
156 semester.

##### 157 3.1.3 Permitted Expenses

158 Organizations may request funds for the following kinds of expense in a funding application:

- 159           1. administrative expenses;  
160           2. local events;  
161           3. travel events;  
162           4. durable goods; and,  
163           5. publications.

##### 164 3.1.4 When Applications Are Due

165 The commission sets deadlines for online submission in its calendar.

##### 166 3.1.5 When Funds Become Available

167 The commission sets a date in its calendar when funding decisions are released and funds become  
168 available. Once released, funds may be used towards expenses that occur between the first and last  
169 days of classes for the semester in which those funds are allocated. Funds remain available until  
170 revoked or reverted at the end of the semester in which they are granted.

##### 171 3.1.6 Maximum Allocation

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#### 172 3.1.6.1 Maximum Funding Determined by Tier Assignment

173 The commission assigns each organization to a maximum allocation tier, which determines the  
174 maximum cumulative amount of funding per semester the organization can receive.

#### 175 3.1.6.2 Annual Adjustment of Tiers

176 The commission will annually evaluate the number of tiers and total number of organizations to  
177 assign to each tier before assigning organizations to such tiers. The commission may increase or  
178 reduce the maximum allocation for the lowest tier throughout the fiscal year depending on the  
179 amount of funds available and the number of new organizations that request funding.

#### 180 3.1.6.3 Initial Tier Assignment

181 The commission assigns every new organization to the lowest tier in the first semester that it  
182 submits a regular funding request. The commission may assign a returning organization to the  
183 lowest tier in the second semester they submit a regular funding request.

#### 184 3.1.6.4 Requirements to Stay in Tier

185 The commission completes an annual evaluation of each organization at the end of each academic  
186 year to determine whether the organization may remain in the current tier or should be assigned to  
187 the next lowest tier in the next academic year. In order to remain in its current tier, the organization  
188 must in each semester that it receives funding:

- 189 1. spend a proportion of its allocated funds relative to the total amount allocated that meets or  
190 exceeds the efficiency spending percentage (the spending requirement); and,
- 191 2. remain in good standing with the Commission.

192 The efficiency spending percentage is set by the Commission by the first day of classes in the  
193 academic year in which groups are being evaluated.

194 If an organization does not submit any funding requests in an academic year, the Commission will  
195 assign it to the next lowest tier in the following academic year.

196 *If an organization is zero funded in one of the semesters, this will be disregarded if the organization  
197 qualifies in the other semester with its efficiency spending percentage.*

#### 198 3.1.6.5 Advancement to a Higher Tier

199 As part of the annual evaluation, the Commission also provides an opportunity for organizations to  
200 request advancement to a higher tier for the next academic year. In order to advance to the next  
201 highest tier, an organization must:

- 202 1. fulfill all requirements to remain in its current tier;
- 203 2. *receive a non-0 funded budget in both semesters in the past academic year; and,*
- 204 3. in at least one semester, spend a proportion of its allocated funds relative to the maximum  
205 allocation allowed for its tier that meets or exceeds the tier spending percentage.

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206 The tier spending percentage is set by the Commission by the first day of classes in the academic  
207 year in which groups are being evaluated. **This is done objectively by the percentages and no formal**  
208 **application process is required.**

#### 209 3.1.6.6 Special Cancellation Request

210 The commission permits the submission of Special Cancellation Requests to allow organizations to  
211 remove select funds from the tier and efficiency spending calculation in light of circumstances that  
212 were unforeseen at the time of application. The Request must be submitted to the Commission  
213 within two (2) weeks of the organization becoming aware of the inability to fulfill the expense. The  
214 commission will determine whether or not the circumstances are unforeseen. These may include but  
215 are not limited to:

- 216 1. speaker/performer cancellations after the funding request was reviewed;
- 217 2. weather conditions prohibiting travel;
- 218 3. a reduction in price after the submission of the original price quote; 4 injury or illness; or
- 219 4. actual costs are lower than those allocated under negotiated rates.

#### 220 3.1.6.7 Fast Track Advancement

221 If the organization is in the lowest tier and advanced to a higher tier in three consecutive academic  
222 years and meets criteria for advancement into the next highest tier in the fourth year, it may advance  
223 two tiers that year. **This is only applicable for an organization trying to rise into the performance tier.**

#### 224 3.1.6.8 Additional Requirements for Performance Tiers

225 The commission may designate certain tiers as performance tiers. To remain in or advance into a  
226 performance tier, organizations must:

- 227 1. fulfill all of the basic requirements to be eligible for that tier;
- 228 2. submit an annual performance report using facilities provided by the Commission; and
- 229 3. submit a Diversity & Inclusion Plan (DIP) and receive approval from the DIP Task Force in  
230 compliance with the guidelines set out for Performance tier groups in United Student Body.  
231 This requirement may be waived by the commission's executive board if the organization  
232 can provide sufficient evidence that the DIP task did not carry out its duties properly.

233 The Commission will consider information submitted in the annual performance report in  
234 determining whether an organization may remain or advance into the specified performance tier. If  
235 the Commission determines that the group is not eligible to remain in a performance tier then the  
236 group will be placed into the highest tier that is not a performance tier.

#### 237 3.1.6.9 Option to Receive Double Tier Amount in One Semester

238 An organization may elect to receive funding in only one semester. Such an organization may receive  
239 twice the maximum allocation permitted for its tier.

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240 To exercise this option, the organization must submit a Fall/Spring Only Semester form to the  
241 commission before the first deadline for funding request submissions in the fall semester.

#### 242 **3.2 Special Project Request**

##### 243 3.2.1 Purpose

244 To allow organizations to request funds in certain new or special circumstances, the commission  
245 permits submission of special project requests.

##### 246 3.2.2 Eligible Expenses

247 An applicant may request additional funding for any expenses in its funding request or for entirely  
248 new expenses under the following conditions:

- 249 1. applicant has received an allocation for the current ~~year~~ semester in response to its regular  
250 funding request;
- 251 2. special project funding application is submitted both before ~~a~~the deadline for submission as  
252 stated in the SAFC calendar and before ~~such that the commission will render a decision~~  
253 before any additional requested funding must be used;
- 254 3. additional funds are needed because:
  - 255 1. the applicant has new circumstances which:
    - 256 1. support a higher allocation than the original circumstances of the application,  
257 and
    - 258 2. could not have been reasonably anticipated or mitigated by the organization  
259 before it submitted its original request.

260 The applicant may request expenses solely in the following categories:

- 261 1. local events,
- 262 2. travel events, and
- 263 3. publications.

##### 264 3.2.3 Application Requirements

265 Organizations submit special project funding applications using a special project application form  
266 available online from the commission website. Forms must be signed by the registered president,  
267 treasurer, and advisor of the organization and must include:

- 268 1. identification of the expenses for which additional funding is needed and how much more is  
269 needed for each; and,
- 270 2. if the request arises from new circumstances, documentation of new circumstances  
271 necessitating the increased allocation, including a showing that the applicant could not have  
272 reasonably foreseen such circumstances at the last regular deadline.

##### 273 3.2.4 Procedure for Review and Allocation

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274 The commission:

- 275 1. reviews the application at the next date set in its calendar and renders a decision by the same  
276 process as for the single organization application, but without a hearing except by request of  
277 the Chair(s) of the commission;
- 278 2. rejects the application or any parts of it that do not meet criteria for a special request funding  
279 application; and,
- 280 3. considers the parts it accepts on the merits as if they were part of the regular funding request  
281 and allocates accordingly, applying any adjustment or maximum allocation restrictions that  
282 applied to the regular funding request.

#### 283 **4 Allocation**

284 The commission allocates funds according to these guidelines and its bylaws. Allocations do not  
285 guarantee that specific reimbursements or payments will be issued. For this reason, organizations are  
286 advised to consult with the Commission before entering into any commitment with financial  
287 consequences.

#### 288 **5 Funding Hearings**

##### 289 **5.1 Purpose of a Funding Hearing**

290 A funding hearing process is provided to enable organization leaders to meet with commissioners to  
291 resolve certain mistakes identified in or arising out of the initial allocation process.

##### 292 **5.2 Eligibility to Request a Funding Hearing**

293 An applicant may only request a hearing regarding a request which:

- 294 1. is submitted in an application; and
- 295 2. received less than the maximum allocation for which it is eligible, which is the lesser of:
  - 296 1. the amount requested; and
  - 297 2. the difference between the semester tier cap for that group and cumulative funds  
298 already allocated to that group in the current semester.

##### 299 **5.3 Procedures**

300 The commission:

- 301 1. will schedule hearings within one week of release of preliminary allocation determinations;
- 302 2. does not allow amendment of the originally submitted request;
- 303 3. accepts additional documentation and statements provided by the applicant which clarify or  
304 support the requests included in the original submission; and,
- 305 4. keeps minutes which document the names of participants in the hearing, the questions asked  
306 of the applicant, and the responses received.

307 The applicant:

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- 308 1. provides no less than one and no more than three representatives of whom all must be  
309 either undergraduate student members or registered advisors; and,  
310 2. limits responses to the questions posed by the Commissioners.

#### 311 **6 Appeals**

##### 312 **6.1 Purpose**

313 The external appeal process assures actions of the Commission are fair and reasonable. An  
314 organization may utilize this process only where it can

- 315 1. dispute:
- 316 1. an allocation decision;
  - 317 2. a special cancellation request; or
  - 318 3. placement into/removal out of a performance tier;
- 319 2. where it can demonstrate that the Commission:
- 320 1. incorrectly interpreted or applied its guidelines or relevant policies; or
  - 321 2. wrongly excluded or construed relevant information or supporting documentation in  
322 the organization’s application.

323 An organization may not appeal an allocation decision if it had, but did not utilize, an opportunity  
324 for a hearing with the Commission. The burden shall rest on the appealing organization to  
325 demonstrate that the Commission erred. The Appeals Board determines the outcome of the appeal.

##### 326 **6.2 Format of Appeal**

327 Appeals are submitted to the Student Assembly Vice President for Finance the Chair of the Appeals  
328 Board via email ~~to~~ [sa-vpfinance@assembly.cornell.edu](mailto:sa-vpfinance@assembly.cornell.edu).

329 Appeals must include:

- 330 1. name of the organization;
- 331 2. the date and time of the organization’s appeal with the Commission regarding the allocation  
332 that is being appealed;
- 333 3. whether the organization is appealing either the Commission’s:
  - 334 1. interpretation of its funding guidelines; or
  - 335 2. wrongful exclusion of relevant information or supporting documentation;
- 336 4. rationale explaining how the group believed the Commission erred;
- 337 5. a citation of the specific policies in these guidelines or other policies applicable to the  
338 Commission’s determination (for example: “SAFC Funding Guidelines Section 8.2.1”); and,
- 339 6. the contact(s) who will represent the organization in the appeal, who must be the registered  
340 president, treasurer, or advisor of the organization.

##### 341 **6.2.1 Composition of SAFC Appeals Board**

- 342 1. The Board shall be chaired by the Student Assembly Vice President for Finance, who serves  
343 as an impartial chairperson. In the event of a tie, the Chairperson shall cast the deciding

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- 344 vote. In the event that the Student Assembly Vice President for Finance is unavailable to  
345 chair a hearing, another voting member of the Student Assembly who is on the Appeals  
346 Board will be asked to fill the position.
- 347 2. The Board shall retain membership of 9 members.
  - 348 3. The Board shall contain at least four voting members of the Student Assembly and at least  
349 two members of the undergraduate community at large. The SAFC Co-Chairs shall serve as  
350 ex-officio members of the Appeals Board.

#### 351 **6.3 Receipt of Appeal and Initial Action**

- 352 1. The organization must submit completed appeals before the deadline provided by the  
353 Commission or, if the Commission does not specify an explicit deadline, within five business  
354 days after the Commission releases the decision the organization wishes to dispute.
- 355 2. The Chair of the Appeals Board, after determining the appeal submission is timely and  
356 complete, transmits it to the Commission's Executive Board.
- 357 3. If the SAFC Executive Board agrees with the appeal request in its substance, the Chair of  
358 the Commission may notify the Chair of the Appeals Board, who may grant the request  
359 without conducting a hearing.
- 360 4. The Chair of the Appeals Board, unless so notified regarding the appeal, contacts the  
361 members of the organization within five business days of receiving the review request to  
362 schedule a hearing with the Appeals Board.

#### 363 **6.4 Appeal Hearing**

364 In presentation and discussion, the Appeals Board reviews only the actions disputed in the appeal,  
365 and neither the affected organization nor the Commission may present new information or  
366 documentation that was unavailable when the Commission made its initial decision. The affected  
367 organization may be represented by any undergraduate member and the president and treasurer  
368 must be in attendance. The SAFC shall be represented by the Commissioners who conducted the  
369 Funding Review and Funding Hearing of the affected organization. The affected organization and  
370 the SAFC representatives each:

- 371 1. present their rationales; and,
- 372 2. answer questions concerning its presentation.

#### 373 **6.5 Decision**

374 The Appeals Board

- 375 1. deliberates in closed session and, for each disputed action, determines whether Commission  
376 erred in its original decision; and,
- 377 2. for each determination that the Commission erred in its original decision, adopts a rationale  
378 explaining its determination.

379 In determining whether guidelines were correctly interpreted the Appeals Board will consider  
380 whether the Commission's application of its guidelines was reasonable. In determining whether the

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381 Commission erred in its determination of facts, the Appeals Board will decide based on a  
382 preponderance of evidence provided in the hearing.

383 For each appeal reviewed, the Chair of the Appeals Board:

- 384 1. compiles a preliminary report of all determinations and rationales approved by the Appeals  
385 Board
- 386 2. presents a report for the Assembly no less than one week following the decision of the  
387 Appeals Board; and,
- 388 3. transmits the adopted report to the Chair(s) of the Commission, the Office of the Dean of  
389 Students, and the presidents, treasurers, and advisors of the affected organizations.

390 For each determination that the Commission erred, the Commission or its Executive Board must  
391 within ten business days:

- 392 1. reconsider the disputed action and adopt actions that are consistent with the rationale of the  
393 Appeals Board;
- 394 2. report its revised decision to the Chair of the Appeals Board, the Office of the Dean of  
395 Students, and the affected organizations.

#### 396 **6.6 Further Appeals**

397 Organizations may appeal a revised decision of the Commission in the same manner as the original  
398 decision, but only on the basis of new determinations that were made since the original appeal was  
399 filed. Organizations may additionally dispute outcomes of appeals through the university  
400 Ombudsman.

#### 401 **7 Reversion of Funds**

402 If an organization has unspent funds remaining in its account at the first business day after the last  
403 day of classes in the academic semester in which those funds were allocated, those funds will  
404 automatically revert to the Commission.

#### 405 **8 Categories of Supported Expenses**

406 This section describes the kinds of expenses which the Commission may fund. The following  
407 general principles apply to all expenses funded by the Commission:

- 408 1. The commission funds only for expenses that relate to the purpose of the organization as  
409 specified in its registration with SLECA.
- 410 2. In requests for funding, organizations must always break down the amounts requested in  
411 each expense category and specify the permitted expense in the category to which the  
412 amounts relate.
- 413 3. Depending on the type of request and the category, additional documentation or conditions  
414 may apply to funding requests.

#### 415 **8.1 Administrative Expenses**

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#### 416 8.1.1 General Purpose

417 Administrative expenses support the basic operation and administration of the organization.

#### 418 8.1.2 Permitted Expenses

419 The following expenses are allowed under this category:

- 420 1. copying and printing services **not related to advertising for specific local events**;
- 421 2. chalk;
- 422 3. advertising for recruitment;
- 423 4. repairs and maintenance of equipment;
- 424 5. Willard Straight Hall mailbox rental fee and **on-campus storage areas**; and
- 425 6. web hosting;
- 426 7. **Group – not individual – membership fees (ex: national chapter dues)**.

#### 427 8.1.3 Prohibited Expenses

428 The following expenses are prohibited under the administrative expenses category: durable goods  
429 and items with a typical or expected useful life of more than one year.

#### 430 8.1.4 Maximum Funding

431 Administrative expenses may not exceed \$200 per semester.

### 432 **8.2 Local Event**

#### 433 8.2.1 Purpose

434 This category includes expenses associated with putting on an event, program or practice.

#### 435 8.2.2 Eligible Events

436 To be eligible for funding the event must:

- 437 1. occur between the first and last day of classes:
- 438 2. occur on a weekday when classes are in session or a weekend that is not part of a university  
439 holiday such as Fall Break or Spring Break; and,
- 440 3. be one of the following:
  - 441 1. a practice session for athletic or performance organizations, or
  - 442 2. a public event open to the Cornell community to the extent permitted by spatial,  
443 temporal, or financial constraints;
- 444 4. not have a primary or substantive purpose of:
  - 445 1. conversion/worship
  - 446 2. influencing legislation
  - 447 3. partisan political activity
  - 448 4. raising funds for profit

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- 449           5. raising funds for charity, unless the event has another equally substantive purpose  
450           related to the mission of the organization  
451           6. social activity; and,  
452           7. comply with the Use of University Property Policy, if it occurs on campus.

#### 453 8.2.3 Permitted Expenses

454 The following expenses are permitted under this category if they relate to an eligible event, are not  
455 among the prohibited expenses for the category, and are for:

- 456           1. guest performers, including:  
457               1. honorarium, ~~or~~ engagement, or coaching fee,  
458               2. transport,  
459               3. lodging, and  
460               4. meals;  
461           2. venue rental;  
462           3. event production services;  
463           4. supplies and materials essential to the event;  
464           5. media rental and licensing fees; and,  
465           6. copies and chalk

466 If an event is allocated funding, the Commission will provide up to two complementary, vertical  
467 eighth-page advertisements or the online equivalent in value to publicize the event in the Cornell  
468 Daily Sun. Funding is not allocated for these ads in the organization's funding request, but the  
469 organization may pay for the ads using the Cornell Daily Sun Advertisement Authorization Form.

#### 470 8.2.4 Prohibited Expenses

471 The following expenses are prohibited under the local events category:

- 472           1. durable goods and items with a typical or expected useful life of more than one year,  
473           2. food other than meals for performers as provided in permitted expenses,  
474           3. travel expenses to a location within Tompkins County for members of the organization  
475           4. honorarium or engagement fee if paid to:  
476               1. a speaker or performer with whom another organization has negotiated an  
477               engagement fee, documented by a Letter of Intent filed with the Commission, for  
478               which it is seeking funding from the Commission,  
479               2. a university student,  
480               3. a university employee,  
481               4. an alumnus who graduated within five years, or  
482               5. a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.  
483           6. any items that are given away  
484           7. any recording or photography expenses

#### 485 8.2.5 Application Requirements

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486 Applicant must submit:

- 487 1. price quote documentation for each individual expense; and
- 488 2. a completed Letter of Intent Form for each guest performer for which it requests funds in
- 489 this category.

490 A Letter of Intent Form is a form available online from the ~~SLECA~~ SAFC, which must be  
491 completed by the speaker or performer and the group organizing the event. It is not binding upon  
492 either party, but it documents the good-faith intent of the parties to organize the event.

#### 493 8.2.6 Maximum Funding

494 The following caps will apply to expenses under the local events category:

- 495 1. Lodging for guest performers may not exceed \$100 per night and \$20 per person for any
- 496 additional persons if the guest performer is a group of people.
- 497 2. Meals for guest performers may not exceed \$30 per person per day.
- 498 3. Travel expenses for guest performers may not exceed the eligible amount under the Internal
- 499 Revenue Service rate, listed under negotiated rates.
- 500 4. Expenditures for electronics (i.e. cameras, speakers, etc) are capped at \$500
- 501 5. Copies and chalk for publicity may not exceed \$20 per event.

#### 502 8.3 Travel Event

##### 503 8.3.1 Purpose

504 The commission funds expenses related to student participation in conferences and tournaments  
505 away from the university.

##### 506 8.3.2 Eligible Events

507 To be eligible for funding the event must:

- 508 1. be located outside the municipal limits of Tompkins County, New York;
- 509 2. occur between the first day of classes and the last day of exams for the semester in which it
- 510 occurs;
- 511 3. be organized and hosted by another institution;
- 512 4. not be a retreat in which group members partake in team building, training activities, and
- 513 other such activities which do not further the purpose of the organization; and,
- 514 5. not have a primary or substantive purpose of:
  - 515 1. conversion/worship
  - 516 2. influencing legislation
  - 517 3. partisan political activity
  - 518 4. raising funds for profit
  - 519 5. raising funds for charity, unless the event has another equally substantive purpose
  - 520 related to the mission of the organization
- 521 6. social activity.

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#### 522 8.3.3 Permitted Expenses

523 The following expenses are permitted under this category if they relate to an eligible event, are not  
524 among the prohibited expenses for the category, and are:

- 525 1. student travel expenses, including:
  - 526 1. transport, and
  - 527 2. lodging.
- 528 2. entry fees; and,
- 529 3. supplies and materials essential to participation in the event.

#### 530 8.3.4 Prohibited Expenses

531 The following expenses are prohibited under the travel events category:

- 532 1. durable goods and items with a typical or expected useful life of more than one year,
- 533 2. meals, unless the meals cannot be separated from an otherwise eligible expense, or
- 534 3. social activities, unless the activities cannot be separated from an otherwise eligible expense.

#### 535 8.3.5 Application Requirements

536 Applicant must submit:

- 537 1. travel event documentation for each individual event.

538 Travel event documentation must:

- 539 1. originate from the event organizer in the form of a letter, fax, or website printout; and,
- 540 2. specify:
  - 541 1. organizer of the event, including a phone, email, or web contact;
  - 542 2. date of the event;
  - 543 3. location of the event;
  - 544 4. description or subject of the event; and
  - 545 5. all expenses associated with the event.

#### 546 8.3.6 Maximum Funding

547 The following caps will apply to expenses under the travel events category:

- 548 1. Student travel expenses for travel events may not exceed the eligible amount under the  
549 student travel rate, listed under negotiated rates.
- 550 2. For destinations outside the contiguous United States that are not within 400 miles of Ithaca  
551 the Commission will allocate a maximum of \$1,500 for travel expenses per event.

### 552 **8.4 Durable Good**

#### 553 8.4.1 Purpose

## Appendix C – Resolution 24

### Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

554 The commission funds purchases of items with a useful life of more than a year that are necessary  
555 for an organization's purpose.

#### 556 8.4.2 Eligibility

557 To receive funding for expenses in this category, the organization must submit current information  
558 about each of the durable goods it has purchased in the last three years with ~~commission funds using~~  
559 ~~the performance reporting facilities provided by the Commission~~ the current budget request.

#### 560 8.4.3 Permitted Expenses

561 Expenses permitted under this category include:

- 562 1. purchase or repair of a durable good which:
- 563 1. has a typical and expected useful life of at least one year;
  - 564 2. will be held on campus for active use by the organization for its entire expected  
565 useful life;
  - 566 3. is necessary to carry out activities related to the organization's purpose; and,
  - 567 4. is intended for use in activities that would be eligible local events, travel events, or  
568 publications.

#### 569 8.4.4 Prohibited Expenses

570 The following expenses are prohibited under the durable goods category:

- 571 1. is purchased for personalized issue or use;
- 572 2. will not be stored in an on-campus facility managed by the organization or its advisor;
- 573 3. duplicates functionality or service already available on campus;
- 574 4. is used to produce publicity items;
- 575 5. is an office good such as, but not limited to:
  - 576 1. pens,
  - 577 2. pencils,
  - 578 3. markers,
  - 579 4. paper,
  - 580 5. filing cabinets,
  - 581 6. hole punches,
  - 582 7. staplers,
  - 583 8. and paperweights; or,
- 584 6. is among the following:
  - 585 1. media for physical copying or production of music or video,
  - 586 2. ~~hardware~~, software, and video games/~~gaming systems~~,
  - 587 3. ~~televisions, radios, small speakers~~
  - 588 4. refrigerator, or
  - 589 5. flash drives and hard-drives.

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### Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

#### 590 8.4.5 Application Requirements

591 Applicant must submit:

- 592 1. price quote documentation for each individual expense.

#### 593 **8.5 Publication**

##### 594 8.5.1 Purpose

595 The commission funds production of publications for general distribution to the campus  
596 community.

##### 597 8.5.2 Maximum Allocation

598 The commission allocates a maximum of \$2,500 per academic semester for production of a  
599 publication.

##### 600 8.5.3 Eligible Publications

601 For expenses to be eligible under this category, they must support production of a publication that:

- 602 1. circulates in the same academic ~~year~~ semester funds are issued;
- 603 2. is available to the entire Cornell community and distributed at locations on campus  
604 frequented by this community, including campus dining facilities, student centers, libraries;
- 605 3. issue at least 100 copies; and,
- 606 4. include the e-mail, phone, or mailing address for the president, treasurer, and advisor of the  
607 organization in each issue.

##### 608 8.5.4 Permitted Expenses

609 Expenses are permitted under this category solely for production of eligible publications.

##### 610 8.5.5 Application Requirements

611 For each publication, the applicant must provide:

- 612 1. price quote documentation for each individual expense; and
- 613 2. either:
  - 614 1. a copy of a recent issue of the publication; or,
  - 615 2. in the case of a new publication, a written outline detailing the format, content, and  
616 intended audience of the publication.

#### 617 **9 Performance Reporting**

618 Organizations seeking to remain in or advance to performance tiers are required to submit an annual  
619 performance report. To facilitate such reporting, the Commission provides means for organizations  
620 to submit information about their activities over the previous academic year. The annual  
621 performance report will allow organizations to submit responses to the following questions:

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### Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

- 622 1. How does your organization contribute to Cornell’s campus environment and reputation?  
623 2. What is your organization’s membership?  
624 3. Approximately how many students attended any local events your organization held in the  
625 past two academic years?  
626 4. List and describe any awards and recognitions your organization has received in the past two  
627 academic years  
628 5. Describe any travel events and their significance for the organization  
629 6. Describe your marketing efforts as an organization. Please include information on funds  
630 spent on advertising, time spent handing out quarter cards or chalking, ads placed in the  
631 Daily Sun, or anything else that you feel is relevant  
632 7. Describe any steps your group has taken to reduce your organization’s environmental  
633 footprint.  
634 8. How do you ensure your meetings and events are accessible to all members of the Cornell  
635 Community?  
636 9. Describe how your organization currently reaches out to Cornell’s numerous diverse  
637 communities, and going forward, how it plans to continue and expand these initiatives.  
638 These communities may include but need not be limited to:  
639 1. Cornell’s 7 undergraduate colleges and schools  
640 2. Majors  
641 3. Relevant organizations or groups that support your mission/purpose  
642 4. Racial, ethnic, religious, sexual orientation, disabled populations  
643 5. Faculty and staff  
644 6. Other undergraduate organizations or special interests

#### 645 10 Calendar

646 By the last day of classes in any semester, the Commission adopts a calendar of events and deadlines  
647 consistent with these funding guidelines. The calendar is subject to change without notice and the  
648 online version supersedes any other version. Applicants are expected to review the calendar before  
649 making any fiduciary commitments.

#### 650 Appendix A. Negotiated Rates

651 The following rates are determined by the Office of the Dean of Students by negotiation and  
652 consultation with other units and external vendors that serve applicant organizations. The rates are  
653 subject to change by the Office of the Dean of Students without notice.

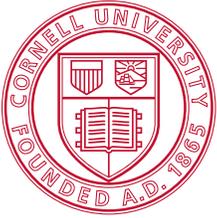
654 Some rates are available only to university organizations (organizations that register with a  
655 “university” rather than “independent” status). For university-only rates, organizations will have to  
656 obtain a quote directly from the vendor.

Expense Type	Current Rate	Vendor	Applies To	Updated
Advertising	\$64.00 per 1/8 page vertical	Cornell Daily Sun	University organizations	Monday, 16 April 2012

## Appendix C – Resolution 24

### Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

	advertisement			
Speaker/performer transportation	\$0.56 per person per mile	US Internal Revenue Service	All organizations	Tuesday, 1 January 2013
Standard travel rate	\$0.071 per person per mile	SAFC and US Internal Revenue Service	All organizations	Tuesday, 1 January 2013
Student lodging rate	\$25 per person per night	SAFC	All organizations	Thursday 1, August 2013



# Cornell University Student Assembly

Originally Presented On	12/1/16
Type of Action	Recommendation
Status/Result	New Business

## S.A. Resolution #25

### Request for the Faculty Senate to create a Faculty Diversity Task Force

ABSTRACT: The Student Assembly requests the Faculty Senate create an ad-hoc committee to investigate ways to increase and improve faculty diversity.

Sponsored by: Mitch McBride '17

**Whereas**, diversity, especially that of diversity of thought, is fundamental for an active learning environment to prosper whereby information and ideas can be discussed and debated by people with different perspectives and philosophies,

**Whereas**, the Cornell Daily Sun reported that “of the nearly \$600,000 Cornell’s faculty that donated to political candidates or parties in the past four years, over 96% has gone to fund Democratic campaigns, while only 15 of the 323 donors have given to conservative causes,” thus showing, to at least some substantial degree, that Cornell’s faculty are not politically diverse,

**Whereas**, Universities ought to maintain their place where all feel welcomed and encouraged to present their viewpoints in a community of tolerance (diverse faculty can also support diverse students),

**Whereas**, Universities ought to be places where debate and dissent is rampant in order to ensure knowledge is created,

**Whereas**, Students can create better arguments and challenge subtle assumptions when dealing with differing viewpoints,

**Whereas**, regardless of how one feels about the extent of the problem of faculty diversity, there should at least be a committee that actively looks into its extent and implications and ways to resolve any negative effects that the lack of faculty diversity, especially that of philosophical diversity, may create,

**Whereas**, The Student Assembly is fully aware of the potential bureaucratic problems of creating a committee like this for the Faculty Senate, but it believes that this is a critical issue that the Faculty Senate must address,

**Be it therefore resolved**, the Student Assembly formally requests the Faculty Senate to take up the issue of faculty diversity as a critical step to long-term maintenance of high-quality education

41 **Be it further resolved,** the SA requests the Faculty Senate create some task force to take up this  
42 issue and investigate practical steps to attaining increased faculty diversity

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44 **Be it finally resolved,** the SA requests that students have the opportunity to voice their input and  
45 suggestions via positions on the task force

46

47

48 **Respectfully Submitted,**

49

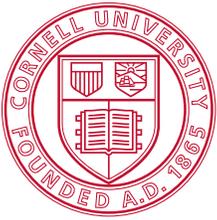
50 Mitchell McBride '17

51 *Vice President of Internal Operations, Student Assembly*

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54 *(Reviewed by: Discharge Petition, 11/29/16)*



# Cornell University Student Assembly

Originally Presented On	12/1/16
Type of Action	Recommendation
Status/Result	New Business

## S.A. Resolution 26

Request for the Board of Trustees to refrain from adopting the Provost's capital plan until further community input is received

ABSTRACT: The Student Assembly requests that the Board of Trustees not approve the Provost's capital plan at their next meeting, but instead wait for further community input.

Sponsored by: Mitch McBride '17

**Whereas,** the Provost scheduled his presentation on the capital plan for the Student Assembly's final meeting of the fall semester, leaving no possibility of a broader conversation among students before the January meeting of the Board of Trustees,

**Whereas,** the next Board of Trustees meeting will be in NYC and in January, where student input will be limited to the student elected undergraduate and graduate trustee,

**Whereas,** as a member of the Shared Governance System, The Student Assembly should be consulted, rather than just notified, of a master plan for the University's finances,

**Whereas,** student input it is especially important as this decision, once it is made, will drastically impact current and future students,

**Whereas,** the Provost currently only has community committees (those that include membership from students, staff, and faculty) to address specific topics and does not currently have committees with membership including students, staff, and faculty that review the university finances at large,

**Whereas,** some students are concerned about the plan's potential impact on university rankings, financial aid, housing, etc. that should be fully addressed in more than just one meeting,

**Whereas,** broader conversations with the entire campus community could help strengthen the plan and other decisions as broader conversations will help the University Administration to avoid falling into "groupthink"

**Whereas,** although students and other members of the Cornell community need time to review the plan and voice their opinions, they might not end up being fully opposed to the Provost's plan, might not actually oppose the Provost's capital plans the will of the student community may actually not

41 **Be it therefore resolved**, the Student Assembly formally requests the Trustees consider delaying  
42 approval of the Provost’s capital plan until more community input is received and  
43 considered;  
44

45 **Be it further resolved**, the SA requests that President Rawlings forward this Resolution to the  
46 Chair of the Board of Trustees and the elected student Trustees at his earliest convenience,  
47

48 **Be it finally resolved**, the Student Assembly asks the Board of Trustees to uphold the values of  
49 “shared governance” and wait on making this large, long-term decision until the  
50 community’s voices are fully heard.  
51

52  
53 Respectfully Submitted,

54  
55 Mitchell McBride '17

56 *Vice President of Internal Operations, Student Assembly*  
57

58  
59 *(Reviewed by: Executive Committee, 11/29/16)*