



# Student Assembly

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## Charter

### Cornell University Student Assembly

*As Amended on February 19, 2026*

#### **PREAMBLE**

After consultation with members of the student body, and to effect more extensive involvement in campus governance through a University Assembly and constituent assemblies' representatives of faculty, students, and employees, the President, through the authority granted him by the Board of Trustees, hereby establishes this Charter for the Student Assembly of Cornell University.

#### **ARTICLE I: NAME**

The name of this organization shall be the Student Assembly of Cornell University (herein after referred to as the Assembly).

#### **ARTICLE II: OBJECT**

The object of this assembly shall be to effect more extensive involvement in campus governance in the undergraduate student body. This is accomplished by charging the assembly with the authority and the responsibility to examine any matters which involve the interests or concern the welfare of the student community and to make proposals concerning those issues to the appropriate officers or decision-making bodies of the University.

#### **ARTICLE III: AUTHORITY AND RESPONSIBILITY**

##### **Section 1: Legislative Authority Over Policies**

The Assembly will have legislative authority over the policies of the Department of Campus Life and the Office of the Dean of Students, and will have the authority to review the budgets and actions of said departments. Additionally, the Assembly will have authority over its own policies and operations. Finally, no proposal of the Assembly shall be altered in any way without the prior consent of the Student Assembly Executive Board or the Student Assembly. If approved by the Student Assembly Executive Board, the alteration must be made public at the next regularly scheduled meeting.

- A. The Assembly shall by majority vote have the authority to require at any time information directly from a department or a specific individual within that department concerning the budget, policies, or actions of said department. The request for this information shall be made in the form of legislation at an Assembly meeting.
- B. Should a request be refused, the Assembly by simple majority vote may request the information be given to the Vice President for Student and Campus Life who shall forward it to the Assembly. The Vice President for Student and Campus Life shall act unless otherwise directed by the President of the University, pursuant to Article 3, Section 6.



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## Section 2: Actions of the Assembly

- A. Pursuant to the legislative authority and responsibilities of the Assembly the six principal actions of the Assembly are:
  - i. Legislation,
  - ii. Internal Policy Resolution,
  - iii. Investigation,
  - iv. Recommendation,
  - v. Sense-of-the-Body Resolution,
  - vi. Referenda
- B. Legislation is action of the Assembly to carry out its legislative and policy-making functions.
- C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the Assembly Charter.
- D. Investigation is action of the Assembly to gain information on issues pertinent to its purview.
- E. Recommendation is an action of the Assembly expressing the recommendation of the Assembly in policy areas over which the Assembly through its Charter may or may not have policy-making power.
- F. A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or event, is an expression of the opinion of the Assembly regarding a matter of student concern.
- G. Call for a Referendum is an action of the student body to determine community opinion regarding matters of student concern.

## Section 3: Reporting of Student Assembly Actions

- A. Reporting to the President – All actions, excluding internal policy changes that do not affect the Student Assembly Charter, of the Assembly will be reported by the Student Assembly President to the University President. The Assembly will respond to any requests for information from the University President on its actions. The University President may also request reconsideration of legislation proposed by the Assembly. Such a request must be filed within thirty days of notification of the legislation. The Assembly will take action on such a request, and, if the legislation is upheld, the Assembly will inform the University President. If the legislation is upheld and if the University President still deems the action to be defective, the University President may veto the action of the Assembly. The University President will review all actions of the Assembly that have been reported to him or her and provide a written response to those actions within 30 days. The University President, when appropriate, may also designate another member of the university administration to provide an additional written response to an action of the Assembly.
- B. Reporting to Other Bodies – The Assembly will report in writing its actions to the GPSA, Employee Assembly, and the Faculty Senate, in conjunction with reporting of the actions to the President of the University. The actions will be reported following each meeting by an Assembly member designated by the Assembly.
- C. Annual Report - The Assembly will present an annual report at or after the last Assembly meeting of the spring term to the President of the University and the student population. The report will include a summary of the Assembly's work during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the future. All members of the Cornell community will have access to this report. The report must be approved by either a majority vote of the members present at the final meeting of the spring term or by a majority vote of the voting membership of the Student Assembly electronically prior to being presented to the University President.



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## 76 **Section 4: Objection to Actions**

- 77 A. Objection of Student Assembly Actions by Another Assembly – Should another Assembly object to an action  
78 of the Student Assembly, at its next business meeting, the Student Assembly will review the objection and  
79 either modify the original position to account for the objections of the other constituency(ies) or will reaffirm  
80 the original action. The Student Assembly shall report to the objecting body(ies) within five working days of  
81 reviewing the objection.
- 82 B. Objection by the Student Assembly of another Assemblies Actions – If the Student Assembly determines by a  
83 two-thirds vote that the action of another constituency body impacts its constituency, comparable procedures  
84 for the reconciliation of the differences will be pursued.

## 85 **Section 5: University Calendar**

- 86 A. The Provost will consult with the Assembly in the formulation of the University Calendar. The Assembly may  
87 review and ask for reconsideration of the calendar before it becomes final. In addition, the Assembly may  
88 propose changes in the calendar to the Provost.
- 89 B. The Provost shall make the calendar available for comment at least thirty days before public announcement  
90 of the final calendar.

## 91 **Section 6: Presidential Information**

92 The Assembly may request and obtain specific information from the President of the University regarding any subject  
93 which it deems of general student concern. If such a request is made, and said information is not furnished, the  
94 University President will report to the Assembly the reasons why said information cannot be furnished within two  
95 regularly scheduled Assembly meetings following the denial of the request. The Assembly will not request information  
96 falling into the following categories: salary or wage records of specific individuals, academic or financial records of  
97 specific individuals, medical or categorical (race, sex, age, etc.) records of specific individuals and information  
98 otherwise defined as confidential or restricted by law.

## 99 **Section 7: President's Report**

100 The President of the University or his/her appointee will make a report in writing to the Assembly at the end of each  
101 semester. This report will be due at the beginning of the last Assembly meeting of each semester. This report will  
102 include: 1) the status of all policies and departments affected by campus governance legislation during the semester, 2)  
103 the status of all Assembly legislative actions awaiting Presidential consideration, and 3) progress reports requested by  
104 the Student Assembly leadership on any past legislative action(s).

## 105 **Section 8: Public Hearings, Forums, and Referenda**

- 106 A. The Assembly will have the authority and responsibility to conduct public hearings, forums, and referenda  
107 concerning topics of current student interest, and to determine in other appropriate ways student needs and  
108 opinions.  
109

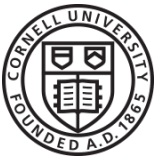


# Student Assembly

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110 At two times during the course of the fall and spring semesters, a student or student group (referred to as the  
111 “submitter”) may submit a referendum of any topic of current student interest to the Student Assembly  
112 general body upon successful collection of support from at least 3-percent of the registered undergraduate  
113 student body (submitters should plan to collect at least 450 undergraduate signatures) according to the  
114 following procedure:

- 115 i. The referendum must contain a single or a series of referendum questions that are neutrally worded  
116 and call for a yes/no response. Once the submitter has started gathering signatures, the question may  
117 not be changed or modified in any way. Submitters must collect signatures (defined as a willfully  
118 submitted record of first name, last name, and NetID) exclusively from registered undergraduate  
119 students at Cornell University. Digital and print solicitation methods are permitted, provided that the  
120 referendum question and sponsoring student or student organization are clearly visible. An electronic  
121 form (ex, Google form) may be used to gather the names and NetIDs of students, but the final  
122 submission must be on the appropriate form provided by the Office of the Assemblies.
- 123 ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the  
124 election materials for the Fall and for the Spring. All deadlines will be advertised through the Student  
125 Assembly monthly newsletter as well as the other usual publicity instruments. Once a referendum  
126 question with the appropriate number of signatures has been submitted, the Student Assembly general  
127 body will roll call vote by simple majority whether to hold the referendum. The vote will also make  
128 the provision for two collective community votes. If the Assembly votes by a margin of 80% or more  
129 of voting members to NOT hold the referendum, the referendum is suspended. If the Assembly votes  
130 by simple majority but less than 80% of the vote to NOT hold the referendum, the submitter may  
131 overturn the decision of the Assembly by collecting the signatures of at least 10-percent of the  
132 registered undergraduate student body using the same method described in section A. 2. Once a  
133 referendum is approved or has gathered the support of at least 10-percent of the registered  
134 undergraduate student body, the following timeline will be observed:
  - 135 a. **STATEMENT PERIOD.** The Student Assembly Executive Vice President will put out a  
136 call for pro or con statements regarding the referendum question. Any member of the  
137 Cornell community may submit a statement. Each statement will be no longer than 300  
138 words. The statements must pertain to the topic of the referendum question. The deadline  
139 for pro or con statements will be seven (7) days from when the call was first made public.
  - 140 b. **PROMOTIONAL PERIOD.** Once the seven-day statement period has ended, the Student  
141 Assembly Vice President for Communications has a period of three (3) days to promote the  
142 referendum question and any submitted statements. The Office of the Assemblies will  
143 distribute via email to all registered undergraduate students the following: information on  
144 when and how to vote in the referendum, the referendum question, and any pro or con  
145 statements submitted.
  - 146 c. **VOTING PERIOD.** The Office of the Assemblies will conduct the referendum on the next  
147 business day following the conclusion of the promotional period. The voting period will  
148 be exactly 36 hours. The Office of the Assemblies will display any pro or con statements  
149 submitted during the statement period on the poll.
- 150 iii. The Office of the Assemblies will publicly release the results of the referendum within one business  
151 day following the conclusion of the Voting Period, including the percentage of the undergraduate  
152 population that voted.
- 153 iv. If a referendum has a majority of votes in favor of the submitter, then the President of the Student  
154 Assembly will communicate the referendum question, a summary of each side of the argument, and  
155 the results of the referendum to the Office of the President in the form of a referendum action.
- 156 v. The Office of the Assemblies will record and make publicly available all communication between the  
157 President of the Student Assembly and the Office of the President.



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## Section 9: Authority to Appoint Delegates, Committee Members and Liaisons

- A. Two members will be selected from and by the membership of the Assembly to serve as voting members of the UA and to act as a liaison between the UA and the Assembly. Elections for the two Student Assembly voting members to the UA shall be by separate secret ballots. Elections will be conducted using a single transferable vote system. The President may not be one of the Student Assembly representatives to the UA. The remaining two undergraduate student members of the UA shall be elected by the undergraduate student body at the time of Assembly's spring elections in the same manner as Student Assembly voting members. Elected representatives to the UA shall serve for one calendar year, taking office June 1st. Elected representatives to the UA shall serve for one calendar year, taking office June 1st. Should a seat on the UA be empty, the seat shall be declared vacant. Undergraduates may not hold a directly elected seat in both the UA and the Assembly during the same term.
- B. If at any time during the course of an academic year, a UA member elected directly from the undergraduate student body should leave his office, then the seat shall be filled by the next highest-ranking non-winning candidate. If there should not be a next highest-ranking non-winning candidate after the special election, the seat will be filled by the undesignated at-large candidate receiving the most number of votes in the preceding spring election.
- C. The Assembly will have the authority to appoint student members of the UA committees.
- D. The Assembly will have the authority to appoint student members to be liaisons to departments and administrators in the University.
- i. During the process of committee appointments, the following two appointments must be made: liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall have the responsibility of increasing the communication between the Assembly and the respective University departments.
  - ii. At the time that committee appointments are made, the Assembly will appoint one member to serve as Liaison to the Provost. The student will interact and work directly with the Provost on issues that affect and concern students on a regular basis during the member's term of office.
  - iii. At the time that committee appointments are made, the Assembly will appoint at least one undergraduate student to serve as liaison to the Student Health Fee Advisory Committee. The liaison will be a voting member of the Committee.
  - iv. At the time that committee appointments are made, the Assembly will appoint one undergraduate student to serve as Liaison to the Student Health Plan Advisory Committee. The liaison will be a voting member of the Committee.

## ARTICLE IV: MEMBERSHIP

### Section 1: Composition

- A. The Assembly shall consist of 37 voting members.
- B. One voting member of the Assembly shall be elected at-large by and from the University undergraduate student population as President of the Student Assembly.
- C. One voting member of the Assembly shall be elected at-large by and from the University undergraduate student population as Executive Vice President of the Student Assembly.
- D. One voting member of the Assembly shall be elected as a Representative At-Large by virtue of attaining the second greatest number of votes in the most recent election for President of the Student Assembly; this office shall be distinct from that of a directly elected Representative At-Large.



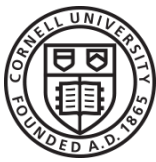
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- 201 E. One voting member of the Assembly shall be elected as a Representative At-Large by virtue of attaining the  
202 second greatest number of votes in the most recent election for Executive Vice President of the Student  
203 Assembly; this office shall be distinct from that of a directly elected Representative At-Large.
- 204 F. Six voting members of the Assembly shall each be directly elected as a Representative At-Large by and from  
205 the University undergraduate student population as a whole.
- 206 G. Two voting members of the Assembly shall each be elected as a Minority Students Representative by and from  
207 the University undergraduate student population as a whole to represent minority students.
- 208 H. One voting member of the Assembly shall be elected as the Women's Issues Representative by and from the  
209 University undergraduate student population as a whole to represent women's issues.
- 210 I. One voting member of the Assembly shall be elected as the First-Generation College Students Representative  
211 by and from the University undergraduate student population as a whole to represent first-generation college  
212 students.
- 213 J. One voting member of the Assembly shall be elected as the Students with Disabilities Representative by and  
214 from the University undergraduate student population as a whole to represent students with disabilities.
- 215 K. One voting member of the Assembly shall be elected as the International Students Representative by and from  
216 the University undergraduate student population as a whole to represent international students.
- 217 L. One voting member of the Assembly shall be elected as the LGBTQIA+ Representative by and from the  
218 University undergraduate student population as a whole to represent Lesbian, Gay, Bisexual, Transgender,  
219 Queer, Intersex, Asexual students.
- 220 M. One voting member of the Assembly shall be elected as Veterans Representative by and from the University  
221 undergraduate student population as a whole to represent undergraduate students who currently or have  
222 previously served in the Armed Forces of the United States.
- 223 N. One voting member of the Assembly shall be elected as Student Workers' Representative by and from the  
224 University undergraduate student population as a whole to represent the community of undergraduates who, in  
225 addition to being students, simultaneously bear the responsibilities of being employed for pay, in any capacity,  
226 in any form, or by any employer.
- 227 O. Four voting members of the Assembly shall each be elected at-large by and from the undergraduate freshman  
228 student population to represent the same.
- 229 P. One voting member of the Assembly shall be elected at-large by and from the undergraduate transfer student  
230 population to represent the same.
- 231 Q. One voting member of the Assembly shall be elected by and from the undergraduate student populations of  
232 each the following colleges and schools to represent the same: the Brooks School of Public Policy; the Dyson  
233 School of Business, the College of Architecture, Art and Planning; the School of Hotel Administration; the  
234 College of Human Ecology, and the School of Industrial and Labor Relations.
- 235 R. Two voting members of the Assembly shall be elected by and from the undergraduate student populations of  
236 each the following colleges and schools to represent the same: the College of Agriculture and Life Sciences,  
237 and the College of Engineering.
- 238 S. Three voting members of the Assembly shall be elected by and from the undergraduate student population of  
239 the College of Arts and Sciences to represent the same.

## Section 2: Qualifications of Voting Members

- 240 A. Each voting member of the Assembly shall be registered, full-time undergraduate student at Cornell University  
241 for the duration of their term; no voting member of the Assembly shall represent a particular college or school  
242 without being a registered, full-time student in the same; nor shall a voting member hold office without  
243 meeting the qualifications step forth for election to that office.
- 244 B. No member of the Assembly shall hold the office of more than one voting member, nor be absent from the  
245 Ithaca Campus of Cornell University for more than three weeks during the academic year.



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- C. Upon failing to satisfy the provisions of this section, no voting member may be deemed disqualified absent an affirmative two-thirds vote of the seated members of the Assembly.

## 249 **Section 3: Non-Voting Membership**

- 250 A. The Assembly may designate any faculty member, employee, graduate or professional student, or  
251 undergraduate student as a non-voting member.

## 252 **Section 4: Method of Election**

- 253 A. Each voting member of the Assembly and undergraduate representative to the University Assembly shall be  
254 elected by the method set forth in the Election Rules of the Student Assembly, except as otherwise provided  
255 for in this Charter.

## 256 **Section 5: Term of the Assembly**

- 257  
258 A. The term of each Assembly shall be coterminous with the term of the University Assembly; the term of each  
259 voting and non-voting member shall be coterminous with the term of the Assembly.  
260 B. There shall be no limit as to the number of terms a voting member of the Assembly may serve.  
261 C. Each voting member shall take the oath of office and shall be bound to that oath for the duration of their term  
262 prior to being seated.

## 263 **Section 6: Advisor**

- 264  
265 A. The University President may appoint one administrator or faculty member to serve as an advisor to the  
266 Assembly.

## 267 **Section 7: Attendance Requirement**

- 268 A. Each voting member of the Assembly shall be required to attend all regularly scheduled and special meetings  
269 of the Assembly.  
270 B. The Assembly may adopt rules governing the attendance of voting members and non-voting members and  
271 sanctions for violation of such rules including removal from the Assembly; however, the Assembly shall adopt  
272 no rule that permits nor requires the removal of a voting member for their absence from no fewer than four  
273 regularly scheduled meetings.  
274 C. The Assembly may not adopt attendance rules that interfere with the observance of a religious or cultural  
275 holiday.

## 276 **Section 8: Vacancies**

- 277 A. A vacancy shall exist in the office of a voting member of the Assembly or an undergraduate representative to  
278 the University Assembly before the expiration of the term of office upon the death, resignation, removal,  
279 recall, disqualification, declination of or failure to elect a duly qualified officeholder.  
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- 281 B. A vacancy that arises in the office of any voting member of the Assembly, including that of the President or an  
282 undergraduate representative to the University Assembly, during the first 30 days of the term of the Assembly,  
283 shall be filled by the candidate attaining the second greatest number of votes in the most recent election for the  
284 same office.
- 285 C. A vacancy that arises in the office of any voting member of the Assembly, except that of the President or an  
286 undergraduate representative to the University Assembly, after the first 30 days of the term of the Assembly  
287 shall be filled by the Assembly. At the next regularly scheduled meeting following the creation of the vacancy,  
288 the vacancy shall be filled by a roll-call vote; the vacancy shall not be filled without a two-thirds affirmative  
289 vote of the seated membership of the Assembly.
- 290 D. A vacancy that arises in the office of the President after the first 30 days of the Assembly shall be filled by the  
291 Executive Vice President. In the event that the office of the Executive Vice President is concurrently vacant or  
292 that individual declines to serve, the next ranking officer holding a voting seat shall serve as Acting President  
293 until such time as the Assembly elects a new President. The vacancy shall be filled by a roll-call vote; a two-  
294 thirds affirmative vote of the seated membership of the Assembly is required to fill the vacancy.
- 295 E. Any undergraduate student shall be eligible to fill a vacancy, provided they meet the qualifications to hold  
296 office set forth in this article; notwithstanding any provision to the contrary, a vacancy in the office of a  
297 Representative At-Large elected by virtue of attaining the second greatest number of in either the most recent  
298 election for President or Executive Vice President of the Assembly, may, for the remainder of the term of the  
299 Assembly in which the vacancy was created, be filled by as though the office were that of a directly elected  
300 Representative At-Large.

## Section 9: Recall of Voting Members

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- 303
- 304 A. Each voting member of the Assembly may be recalled by their constituency. To be recalled through a  
305 member's respective constituency, the following procedure shall be followed in the given order:
- 306 i. A petition for the recall of the specific Assembly voting member will be registered with the Office of  
307 the Assemblies before any signatures are obtained.
- 308 ii. Petitioning for recall shall last for a period of not more than fourteen days from the registration of the  
309 petition. The required number of signatures shall be, for representatives from a school or college, fifty  
310 percent plus one or one thousand from that constituency, whichever is less, for at-large representatives,  
311 15% of the student body. The petition will be presented to the Office of the Assemblies.
- 312 iii. An informational forum will be scheduled and held within not more than one week of the presentation  
313 of the petition, where a discussion of the recall will occur. The Assembly voting member must have a  
314 reasonable opportunity to attend the forum.
- 315 iv. A special recall election will be scheduled for and held within not more than three days after the  
316 informational hearing.
- 317 v. Should the constituency vote to recall its representative, the seat shall be declared vacant.
- 318 B. The Assembly may only recall a voting member by an affirmative vote of two-thirds of the seated voting  
319 members of the Assembly.

## Section 10: Responsibilities of Voting Members

- 321
- 322
- 323 A. Student Assembly members who represent specific college or school constituencies are required to make a  
324 reasonable effort to arrange at least two meetings a semester with their respective academic dean or associate  
325 dean(s) to discuss college/school specific issues and concerns. These representatives will then report back to  
326 the Student Assembly at the next regularly scheduled Assembly meeting briefing the Assembly on pertinent  
327 issues and occurrences that would take place as a result of these meetings.
- 328



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- 329 B. Student Assembly members who represent specific college or school constituencies shall be charged with  
330 gathering information about their particular college and representing their respective constituencies, and voting  
331 according to their needs and desires.
- 332 C. All voting representatives shall host at least one forum or outreach activity per month with the Cornell  
333 undergraduate student body at an Ithaca campus location relevant to their constituency or via an accessible  
334 virtual forum and report all outcomes to the Assembly at the next regularly-scheduled meeting following such  
335 an activity.
- 336 D. All representatives may communicate regularly with their constituents through e-mail mailing lists and  
337 listservs, which may be maintained by their respective college dean's office, the Department of Campus Life,  
338 the Office of the Dean of Students, or the Office of the Assemblies.
- 339 E. Any Student Assembly member, including the Vice President for Communications, must submit a mass  
340 message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board  
341 may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must  
342 be saved.  
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## 344 **ARTICLE V: AMENDMENTS**

### 345 **Section 1: Proposal of Amendments**

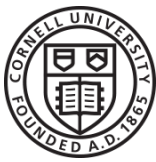
346 This charter may be amended at any regular meeting of the assembly by a two-thirds vote of the entire voting  
347 membership, provided that the amendment has been submitted in writing at the previous regular meeting.  
348 Amendments may be presented to the assembly by voting members or by community petition with at least 100  
349 Cornell undergraduate student signatures. Any changes made to the attendance policy after the second meeting of the  
350 term will not go into effect until the following term.

### 351 **Section 2: Presidential Approval**

352 Amendments to this Charter are subject to the approval of the President of the University. Should the University  
353 President disapprove the amendments affected by this section, the University President will present a detailed verbal  
354 or written report to the Assembly indicating the reasons for disapproval. The report will be presented within thirty (30)  
355 days of receipt of the proposed amendments by the University President.

### 356 **Section 3: Official Copy**

357 The Office of Assemblies shall update the official copy of the charter within five business days of receiving notice of  
358 any amendment's ratification.  
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## APPENDIX A: GUIDELINES FOR THE ALLOCATION OF THE STUDENT ACTIVITY FEE

### Section 1: Preamble

The Student Assembly (the Assembly), through the delegated authority of the President and the Board of Trustees, is charged with the allocation of the Student Activity Fee (SAF). This fee is mandatory for all undergraduate students of the University and shall be used to fund participation in, and viewing of, activities and programs that benefit the Cornell community. The SAF shall be determined during the fall semester of every odd-numbered year, and be subject to the approval of the President of the University.

### Section 2: Definitions

- A. The following terms, which appear frequently in this Appendix, shall be defined as follows:
- i. Organization: a registered Independent or University organization that has authorization to receive funding.
  - ii. SAFC: Student Activities Funding Commission, the designated Finance Commission of the Student Assembly.
  - iii. New applicant: an organization that did not receive funding in the previous two funding cycles.
  - iv. Returning applicant: an organization that did receive funding in the previous two funding cycles.
  - v. Funding cycle: a two-year period of time spanning from the start of the third quarter of an even-numbered year to the end of the second quarter of the next even-numbered year (e.g. July 1, 2006 to June 30, 2008).
  - vi. Petition: document to collect signatures that includes the name of the organization, its mission statement, and monetary request. All petitions must be registered with and prepared by the Office of the Assemblies.
  - vii. By-line funding: line item funding that comes directly from the SAF and not from an intermediary source, such as the SAFC.
  - viii. Finance Committee: a committee of the Student Assembly as outlined in the Student Assembly Bylaws.

### Section 3: Eligibility

- A. To receive byline funding applicants must:
- i. directly and primarily serve/benefit the entire undergraduate Cornell community
  - ii. allow all students equal access to services and/or participation
  - iii. request as part of their annual operating budget at least \$0.50 per student, per year, from the SAF
  - iv. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly
  - v. be of university status and have an advisor who is provided by the university to advise the operations of the organization
  - vi. have been a pre-registered university organization and be in good standing with Campus Activities
  - vii. be in the top tier of their current primary funding board (they have outgrown the primary funding board model and thus seeking a higher level of recognition and funding on campus)



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- 399 B. Except at the discretion of the Assembly and with approval of the President, organizations must also:  
400 i. be a registered organization  
401 ii. be student-directed and student-led  
402 iii. possess a University operating account with internally controlled funds  
403 iv. have a Cornell-employed advisor with oversight of its account  
404 v. be previously funded by either the SAFC, the Student Assembly, or a University department/unit

## 405 Section 4: Procedure

### 406 A. Application

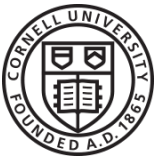
- 407 i. The Office of Assemblies shall make final application materials available for all interested applicants  
408 at least 1 week before the beginning of the Fall semester in an odd year.  
409 ii. The deadline for final application submissions is noon on Friday of the third week of the fall semester  
410 in which classes are held in a fee setting year.  
411 iii. Each applicant must bring 5 printed copies of all final application materials submitted to their  
412 scheduled hearing with the Finance Committee.  
413 iv. Each applicant must digitally submit all final application materials by the deadline through Campus  
414 Groups, which will include:  
415 a. name of applicant,  
416 b. mission statement, of the organization or program,  
417 c. all meeting minutes from executive board and general body meetings,  
418 d. current primary contact information for the organization including email and phone numbers  
419 e. number and names of all members currently a part of the organization  
420 f. description of activities, programming, and events conducted in the present cycle,  
421 g. checklist statement regarding eligibility criteria that includes,  
422 (1) being a registered organization,  
423 (2) being student-directed and student-led,  
424 (3) possessing a University operating account with internally controlled funds,  
425 (4) directly and primarily serve/benefit the entire undergraduate Cornell community,  
426 (5) allowing all students equal access to services and/or participation,  
427 (6) requesting as part of their annual operating budget at least \$0.50 per student, per year,  
428 from the SAF,  
429 (7) having a Cornell-employed advisor with oversight of its account,  
430 (8) being of university status and have an advisor who is provided by the university to  
431 advise the operations of the organization,  
432 (9) having been a pre-registered university organization and be in good standing with  
433 Campus Activities, and,  
434 (a) been previously funded by either the SAFC, the Student Assembly, or a  
435 University department/unit, or  
436 (b) being in the top tier of their current primary funding board (they have outgrown  
437 the primary funding board model and thus seeking a higher level of recognition  
438 and funding on campus), or,  
439 (c) if a new applicant, present a petition of fifteen hundred (1500) registered  
440 undergraduates to the Student Assembly.  
441 h. a requested amount in dollars per student per year compared to the previous allocation amount  
442 in the last funding cycle,  
443 i. a description of the reason for asking for an increase, decrease, or the same funding from the  
444 previous funding cycle,  
445 j. answers to the following qualitative questions,  
446 (1) what is one issue or struggle consistently faced by your organization?  
447



# Student Assembly

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- 448 (2) aside from financial contributions, in what aspect can the Finance Committee and the  
449 SA support the organization?  
450 (3) how will the organization be impacted if the SAF allocation is decreased or not  
451 increased (remaining the same) for the current allocation cycle?  
452 v. fulfillment of all additional specific requirements for reporting financial, programming, and  
453 organizational information, determined at the discretion of the current Vice President of Finance,  
454 which will be made a part of the final application one week prior to the start of the fall semester during  
455 a fee-allocating year.
- 456 B. Off-Year Reporting by Finance Committee
- 457 i. By the first day of classes in a fee-setting academic year, the Vice President for Finance will report  
458 each result of off-year byline meetings which occurred in the academic year prior to the fee-setting  
459 year.
- 460 a. This report will document decisions of the Finance Committee in the form of a funding  
461 increase, decrease, or remain the same per byline.
- 462 b. The Vice President of Finance will report this to Assembly, the Vice President for Student and  
463 Campus Life, and the President of the University.
- 464 C. New Application Petitions for Student Activity Fee Funding
- 465 i. If a new applicant, they must present a petition of fifteen hundred (1500) registered undergraduates to  
466 the Student Assembly.
- 467 a. Petitions must include signatures of fifteen hundred (1500) undergraduate students registered  
468 in that semester.
- 469 ii. If the number of valid signatures is found to be under 1,500, the organization will be informed and will  
470 have until their scheduled meeting with the Finance Committee in a fee-setting year to procure the  
471 missing signatures.
- 472 iii. If the number of valid signatures is found to be under 1,500, at the discretion of the Vice President of  
473 Finance, it is recommended to move their scheduled Finance Committee to after all other byline  
474 organizations in the same semester of a fee-setting year.
- 475 D. Pre-Finance Meeting in a Fee-Setting Year
- 476 i. At least one week before the deadline for final application submission, the Vice President for Finance  
477 shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants.
- 478 a. At the meeting, the Vice President of Finance shall explain the procedure of allocating the  
479 Student Activity Fee, explain the procedure of Finance Committee meetings, and answer  
480 questions regarding final application details.
- 481 b. If applicants have already submitted their final application, applicants shall notify the Vice  
482 President for Finance of any amendments they wish to make or supporting material to add at  
483 this meeting.
- 484 c. The Vice President for Finance can grant an extension for all organizations if there is a delay in  
485 the availability of application materials.
- 486 E. Byline Organization Eligibility Reporting
- 487 i. In the next regularly scheduled meeting of the Student Assembly after the deadline for final  
488 applications, the Vice President for Finance will report to the Assembly on the eligibility of each  
489 applicant, identifying:
- 490 a. any new applicants that do not meet one or more eligibility criteria, and  
491 b. any returning applicants that do not meet one or more eligibility criteria which the Assembly  
492 may not waive.
- 493 ii. The Assembly may waive those eligibility requirements it is empowered to waive on a per  
494 organization basis for any organization for the remainder of the semester. Such organizations may then  
495 proceed through the appropriation process, provided they meet all other eligibility criteria not waived  
496 by the Assembly.  
497



# Student Assembly

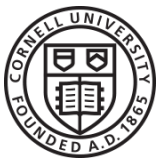
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## F. Appropriation Process

- 498 i. Within one week after the deadline for final applications, the Finance Committee shall begin to review  
499 applications for each applicant deemed to be eligible or for which eligibility criteria are waived by the  
500 Assembly.  
501
- 502 ii. The Finance Committee will:
  - 503 a. arrange a hearing where the applicant may address questions of the committee,
  - 504 b. decide whether to fund the applicant in any amount, and,
  - 505 c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no less  
506 than fifty cents and no more than the request submitted by the applicant.
    - 507 (1) The allocation of the Student Activities Funding Commission (SAFC) can be greater  
508 than the request submitted in the application.
- 509 iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice  
510 President for Finance will report the date, time, and location of the meetings as well as the names of  
511 applicants the committee intends to review.
- 512 iv. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice  
513 President for Finance will introduce a written report, including:
  - 514 a. name of applicant,
  - 515 b. amount requested by applicant,
  - 516 c. amount of allocation recommended by committee,
  - 517 d. rationale explaining committee's recommendation, and
  - 518 e. a brief response from the applicant, including any request to appeal to the Assembly. The Vice  
519 President for Finance may set a deadline for the applicant to submit a response, provided the  
520 deadline is no less than one business day after the applicant receives notice of the committee's  
521 decision.
- 522 v. The Vice President for Finance must inform each applicant of the time and location of any meeting  
523 where the report is to be presented or reviewed and must advise each applicant to send two or more  
524 representatives who may answer questions of assembly members.
  - 525 a. Representatives from these organizations may include, but are not limited to, club advisors,  
526 members of their executive board, or members of the Cornell community with institutional  
527 knowledge of the organization and its operations.
- 528 vi. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the  
529 recommendation of the committee. The Office of Assemblies will provide several copies of complete  
530 application materials at any meeting where the assembly considers appeals.
- 531 vii. The Vice President for Finance will also file minutes of the committee's meetings with the Office of  
532 the Assemblies.
- 533 viii. The committee will submit its final recommendation, including individual allocations, to the Assembly  
534 in the form of a legislative at least two regularly scheduled Student Assembly meetings before the end  
535 of the fall semester.

## G. Student Assembly Appropriation Process

- 537 i. The Assembly shall not adopt the recommendation of the Finance Committee at the same meeting that  
538 it is proposed.
  - 539 ii. The Assembly shall provide notice to all applicants at least one full day in advance at any meeting  
540 where legislation related to its funding is discussed.
  - 541 iii. The President of the Assembly will transmit its recommendation to the President for consideration by  
542 the last day of finals of the fall semester, including:
    - 543 a. the total amount of SAF recommendation,
    - 544 b. the allocations of each by-line funded organization, and
    - 545 c. a short description of each organization.
- 546



# Student Assembly

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## Section 5: Specifications

- A. Members of the Assembly or the Finance Committee must disclose to the Vice President for Finance any personal affiliations with applicants and must recuse themselves from any business related to such applicants to prevent conflicts of interest.
- a. In the case that a member of the Finance Committee refuses to recuse themselves or disclose a personal affiliation or any information that could be attributed a conflict of interest, repercussions shall be imposed on that member at the discretion of the Vice President for Finance, who shall consult with the Executive Board of the Assembly. The Vice President for Finance or the Executive Board may also seek advice from the Advisor to the Student Assembly.
  - b. Repercussions may include, but are not limited to:
    - i. Removal from the Finance Committee
    - ii. An investigation by the Office of Ethics
    - iii. Removal from the Assembly
- B. Members of the Assembly and of the Finance Committee must sign a confidentiality statement and submit it to the Office of the Assemblies before they are seated in the fall semester of a fee-setting year.

## Section 6: “Check-off” or “Pay-extra” Options

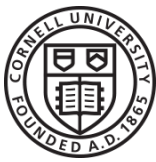
Neither a check-off option nor an option to pay an amount in addition to the established SAF for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the SAF. Exceptions may be considered if recommended and approved by the Student Assembly and approved by the President of the University.

## Section 7: Voting

Proxy votes shall not be permitted for decisions of the Student Assembly regarding the SAF during the SAF allocation process. The Student Assembly must approve the Finance committee decisions by a majority of Student Assembly members present at the meeting and can overturn an Finance committee decision by a two-thirds (2/3) vote of Student Assembly members present at the meeting. If the Student Assembly overturns a decision of the Finance committee, the Student Assembly must decide Activity Fee funding for that organization by a majority of the Student Assembly members present at the meeting. After all Finance committee decisions have been approved or overturned, the Student Assembly must approve the SAF by a majority of the voting membership of the Student Assembly

## Section 8: Freedom of Information

Unless otherwise noted, all documents regarding the SAF shall be considered public and shall be available to members of the Cornell community for review within 24 hours of their request. All deliberations regarding allocations and authorization shall be conducted in open session unless otherwise required by university policy or law. If a closed session is necessary to review or discuss confidential materials, discussion in such session must be limited only to those materials and no vote may be taken regarding the disposition of the request itself. Confidential materials may be disclosed publicly only at the discretion of authorized university personnel.



# Student Assembly

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## 584 **Section 9: Conference with GPSA**

- 585 A. To ensure a disparity in funding levels between the GPSA and SA of an organization that is funded by both  
586 does not occur, the financial officers of each body will meet at the beginning of each fee setting year with the  
587 Office of the Assemblies to discuss the financial status of the organizations they oversee.
- 588 B. In the case that a discrepancy occurs, financial officers of both bodies shall meet and consult the Office of the  
589 Assemblies to discuss the discrepancy and recommend action to their respective bodies  
590

## 591 **Section 10: Default**

592 If the Assembly does not adopt a recommendation in the fall semester of a fee setting year, its recommendation shall  
593 be presumed to be that all individual by-lines revert to the same level as in the current funding cycle with the  
594 following exception:

- 595 1. Should an applicant's newly approved allocation be less than that of the current cycle, the applicant shall  
596 receive the lower allocation.

## 597 **Section 11: Amendments**

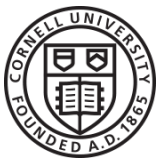
598 Appendix A may be amended by a two-thirds (2/3) vote of the Student Assembly. In order to ensure consistency and  
599 fairness to the applicants and student body at-large, no amendments to this appendix may be adopted during the fall  
600 semester of a fee-setting year.

## 601 **Section 12: Review**

602 The SA and the GPSA and a representative of the President of the University shall review these guidelines and the  
603 procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2014-2015,  
604 2018-2019). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees  
605 in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

## 606 **Section 13: Criteria for Setting and Allocating the Student Activity Fee from the** 607 **March 1, 1999 Delegation of Authority**

- 608 A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the  
609 setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate &  
610 Professional Student Assembly (GPSA) within the following guidelines:
- 611 B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and  
612 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be  
613 reviewed by and meet the approval of the President of the University.
- 614 C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set  
615 every two years for a period of two years by the SA and the GPSA, respectively.  
616



# Student Assembly

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- 617 D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of  
618 the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting  
619 process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the  
620 applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-  
621 setting year. The final report must be sent to the President of the University by the last day of finals of the fall  
622 semester.
- 623 E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee,  
624 an organization must meet the following criteria:
- 625 i. Register as a student or university organization with the Student Activities Office
  - 626 ii. Allow students equal access to the services being provided by the organization or participation in the  
627 organization's activities
  - 628 iii. Operate primarily for students by students with funds disbursed through a university operating  
629 account
  - 630 iv. Have an advisor to assist with oversight of the university operating account.
- 631 F. Funding from the monies collected through the Student Activities Fee may be provided directly to an  
632 organization, which applies for and receives "by-line" funding status, outside of the established Student  
633 Activities Funding Commission or Graduate and Professional Student Activities Funding Commission  
634 processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding  
635 must demonstrate:
- 636 i. Its activities are of direct and primary benefit to the entire Cornell community represented by the  
637 respective assembly; and
  - 638 ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 639 G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are  
640 not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational  
641 structure and programs and services are consistent with the criteria outlined above for by-line funded  
642 organizations. Such funding would require the approval of the respective assembly and the President of the  
643 University.
- 644 H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-  
645 line funded organizations and the Student Activities Funding Commission or Graduate and Professional  
646 Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of  
647 their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-  
648 by-line funded organizations.
- 649 I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be  
650 permitted to increase the Student Activities Funding Commission's allocation above their request to reach an  
651 even dollar amount.
- 652 J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity  
653 Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full  
654 amount of the Student Activity Fee, due to the funding instability inherent in administering such a system.  
655 Exceptions may be considered if recommended and approved by the respective assembly and approved by  
656 the President of the University.
- 657 K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the  
658 GPSA and a representative of the President of the University at least every four years in a non-fee-setting  
659 year.
- 660



# Student Assembly

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## APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED ORGANIZATIONS

### Section 1: Preamble

Each organization that receives funding from the Student Assembly (SA) through the Student Activity Fee (SAF) is subject to Guidelines set by the Assembly in consultation with the Graduate & Professional Student Assembly (GPSA), these organizations, and the Cornell student body.

### Section 2: Student Assembly's Role and Obligations

- A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice effectively the interests and concerns of the student body.
- B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the Director(s) of Campus Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of these Guidelines, as well as the SA Charter and the SA Finance Committee Charge and Guidelines each year.
- C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Campus Activities, Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Finance Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
- D. **Outreach:** The SA Vice-President for Finance shall, wherever possible and as often as possible, attend meetings of each organization throughout the year.
- E. **Enforcement, Violations & Penalties**
  - i. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding violations of these guidelines and will report such findings to the SA.
  - ii. If the SA determines that an organization has committed a violation, the SA may impose a fine, reduction or revocation of the organization's by-line funding allocation. In order for a fine, reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules, violation of campus policies, or violation of contract. Any money garnered from a fine on an organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or revocation of funding affecting the remainder of the funding cycle occurs, the University shall attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the Special Projects Fund.
- F. **Funding Clawbacks:** In the event that a Byline-funded organization enters a new academic year with a rollover balance exceeding either twice the amount of its most recent annual allocation or five hundred thousand dollars (\$500,000), whichever is less, any surplus funds in excess of that threshold shall be immediately transferred to the Student Assembly Reserve Accounts.

### Section 3: General Guidelines

All recipients of the SAF shall adhere to the following guidelines:

- A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students. Organizations that have the capability to be student run and led shall be primarily student run and led.



# Student Assembly

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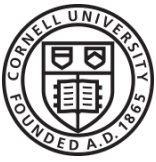
- 700 B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which  
701 admission is charged:
- 702 i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via  
703 the SAF.
  - 704 ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a  
705 substantial amount of tickets reserved for student use).
  - 706 iii. The Finance Committee or the Executive Committee shall have the ability to request that  
707 organizations publish a report to the SA on the amount of money received for an event, where that  
708 money has been allocated, total attendance, and how much money was spent on the event.
- 709 C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate  
710 attendance figures. Organizations shall conduct a review during each Byline Funding Cycle of the  
711 demographics of students who use and are impacted by their services and shall report to the SA Finance  
712 Committee the attendance figures, expenditures, and incomes generated from each event held during the two  
713 previous academic years. Organizations shall record the number of undergraduates who attend each program  
714 and event, utilizing the built-in system in Campus Groups that allow individuals to sign up for events. For  
715 events where tracking attendance would provide an unnecessary burden to organizations, a brief written  
716 statement explaining why attendance was not taken is required.
- 717 D. **Funds Reporting:** Organizations shall operate using their accumulated surplus and the Student Activity  
718 Fee disbursement. During each Byline Funding Cycle, organizations are expected to report on the  
719 supplemental cost per-student provided for by the SAF. Organizations shall track both undergraduate and  
720 graduate contributions to events and programming. Organizations shall notify the SA Vice President for  
721 Finance if they are expected to require more than their SAF allocation in a given year
- 722 E. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage  
723 student participation at its meetings, which shall be open to the public. Each byline-funded organization and its  
724 sub-organizations must include the SA logo or the following statement on all fliers, posters, promotions,  
725 programs, and literature related to public events: "Funded in part by the Student Assembly." and clearly  
726 identify themselves as a "Student Assembly Byline Organization" on their website, social media accounts,  
727 CampusGroups page, and other public-facing platforms.'
- 728 a. In the case that an organization or any of its sub-organizations does not satisfy the above, they shall be  
729 fined 10% of the total cost of the event.
  - 730 b. In the case that three violations that would warrant a fine are imposed on a Byline Funded  
731 Organization or its sub-organizations within a 5-year period, they will receive an automatic funding  
732 decrease for the following funding cycle, which shall be determined at the discretion of the Assembly.
- 733 F. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and  
734 reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in  
735 accordance with its governing documents. These requirements apply to all organizations unless explicitly  
736 exempted in this Appendix or waived by a two-thirds vote of both the Finance Committee and the  
737 Student Assembly. The waiver shall apply for one by-line funding cycle.
- 738 G. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member of  
739 an organization may be compensated from an organization's SAF account or SAF earned income account.
- 740 a. In the case that an organization is found to have compensated any of the listed parties from their SAF  
741 account or SAF earned income account, they shall receive a fine as well as an automatic decrease in  
742 funding for the following funding cycle, both amounts of which shall be determined by the Vice  
743 President for Finance.
    - 744 i. However, the Vice President for Finance may not set an amount that puts the Byline Funded  
745 organization or its sub-organizations below the requirement to exist and receive funding from  
746 the SA.
- 747



# Student Assembly

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- 748 H. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-voting  
749 liaison to each organization or, where appropriate, to its Executive Board to foster communication and  
750 partnership. If an organization feels their liaison is failing in their duty, a new liaison may be appointed. Save  
751 for voting rights, liaisons shall be treated equally to other Executive Board members:
- 752 a. Byline organizations must invite their appointed liaison to all Executive Board meetings, providing  
753 reasonable notice of meeting times and locations.
  - 754 b. Byline organizations shall grant liaisons access to all Executive Board documents and files relevant to  
755 the organization's operations, budget, and events.
  - 756 c. Byline organizations shall include liaisons in all Executive Board communications, including emails  
757 and other correspondence related to the organization's operations.
  - 758 d. Byline organizations shall include liaisons on the Executive Board roster shown to the public, clearly  
759 identified as the 'Student Assembly Ex-Officio'.
  - 760 e. Failure to comply with the above by byline organizations constitutes a violation under Appendix B,  
761 Section 2E and triggers the following penalties, following the graduated schedule:
    - 762 i. First instance: Written warning and mandatory mediation.
    - 763 ii. Second instance: 10% reduction in next funding cycle (to be passed by two-thirds majority  
764 vote of the Student Assembly).
    - 765 iii. Third instance: Referral to Finance Committee for byline status review.
  - 766 f. Liaisons must attend at least two Executive Board meetings within the first six weeks of each semester  
767 to understand the organization's operations and needs and better represent their interests.
  - 768 g. Failure to comply with the above by liaisons triggers a written warning, and subsequent instances shall  
769 trigger referral to the SA Office of Ethics and potential loss of liaison assignments.
- 770 I. **Off-Year Reporting:** During the fall of even-numbered calendar years, each organization shall provide the  
771 Finance Committee with a written account of the use of its fee allocation and operations for the previous  
772 academic year, and an optional oral summary of its activities (unless mandated otherwise by the Finance  
773 Committee), including usage statistics and future programming plans. The SA Vice President for Finance will  
774 conduct an unofficial vote regarding the committee's recommendation on whether or not the organization  
775 should receive an increase in funding, a decrease in funding, or maintenance of funding at its current level.  
776 The SA Vice President for Finance shall then provide a written summary report of these meetings to the SA  
777 and all the Byline-funded organizations they have reported on.
- 778 J. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current  
779 funding cycle shall report each semester to the Finance Committee on their operations and finances.
- 780 K. **Sub-Organizations:** All organizations that fall under a byline-funded umbrella organization must be  
781 registered. Byline-funded organizations shall provide a description of how funds are allocated to each  
782 organization under their umbrella. If applicable, each sub-organization shall receive funding from its umbrella  
783 organization for at least one event open to the public, every academic year. Sub-organizations shall only apply  
784 for funding from their umbrella organization and will not be allowed to receive funding from any other byline-  
785 funded organization, including SAFC. Umbrella organizations will similarly be ineligible to receive funding  
786 from other byline-funded organizations. Byline-funded organizations shall provide a semesterly budget report  
787 for all the events held by sub-organizations during the two previous academic years.
- 788 L. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The  
789 Finance Committee must approve organizations' conference expenditures and each organization must  
790 demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its  
791 mission statement. Organizations shall request approval in their annual fall report to the SA.
- 792 M. **Spending Limitations:** All conferences, teambuilding, banquet, training, and other social expenditures for  
793 organization members, in sum, shall be no greater than \$4,000 or 10% of the organization's by-line allocation,  
794 whichever is less. This rule shall not apply to SAFC-funded organizations. Funds from an organization's  
795 byline allocation cannot be used to purchase food for Executive Board meetings.
- 796



# Student Assembly

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- 797 a. In the event that a non-SAFC funded organization spends more than the listed amount for conferences,  
798 teambuilding, banquets, training, other social expenditures for organization members, or food for the  
799 executive board meetings, a fine shall be imposed by the Vice President for Finance in consultation  
800 with the Executive Board.

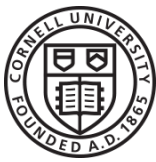
801 **N. Governing Document Approval:** All organizations must submit any changes in the Organizations' bylaws,  
802 constitution, or other governing documents to the SA for its approval.

803 **O. Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such  
804 funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived  
805 age, race, religion, creed color, national origin, ethnicity, sexual orientation, gender identity or expression,  
806 military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic  
807 violence victim status, pregnancy, pregnancy outcomes, and reproductive healthcare and autonomy, any other  
808 factors that are grounds for unlawful discrimination according to the New York State Constitution, or any  
809 combination of these factors when determining its membership and when determining the equal rights of all  
810 general members and executive board members, respectively, which shall include, but are not limited to,  
811 voting for, seeking, and holding positions within the organization. Additionally, all organizations receiving  
812 funding from the Student Activity Fee and that serve as a funding source for other organizations on campus  
813 shall not discriminate on the basis of actual or perceived age, race, religion, creed, color, national origin,  
814 ethnicity, sexual orientation, gender identity or expression, military violence victim status, pregnancy,  
815 pregnancy outcomes, and reproductive healthcare and autonomy, any other factors that are grounds for  
816 unlawful discrimination according to the New York State Constitution, or any combination of these factors  
817 when awarding funding.

- 818 i. Notwithstanding these requirements, a club sport may make requirements based on competitive  
819 athletic skill which may result in a club sport of one or predominantly one gender. Organizations may  
820 also make requirements based on vocal range or quality which may result in a chorus or choruses of  
821 one or predominantly one gender. Organizations that participate in activities with governmental age  
822 restrictions may also make appropriate requirements on the basis of age.
- 823 ii. Organizations may also enforce uniform standards of conduct as a prerequisite for obtaining some or  
824 all rights of general members and executive board members, respectively, so long as said standards  
825 are protected by the 1st Amendment of the United States Constitution in the context of a public  
826 university and do not impede enforcement of Appendix B, Section II, subsection E.
- 827 iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall  
828 include a "Non-discrimination Clause" section in its bylaws, constitution or other governing  
829 documents reflecting this policy.

830 **P. Reporting and Enforcement:**

- 831 a. If a byline organization fails to comply with any of these requirements, the organization's liaison may,  
832 together with two additional members of the Assembly, or five members of the Assembly without the  
833 liaison, submit a formal complaint to the SA Vice President for Finance, who shall acknowledge the  
834 receipt of the complaint within two business days.
- 835 b. The SA Vice President for Finance shall investigate the complaint and report findings to the SA within  
836 two regularly scheduled meetings.
- 837 c. If the SA determines that a violation has occurred, it shall impose penalties according to the following  
838 schedule:
- 839 i. First violation within a two-year period: Written warning and mandatory meeting between the  
840 organization's leadership, liaison, and SA Vice President for Finance.
- 841 ii. Second violation within a two-year period: Reallocation of 5% of the organization's annual  
842 byline allocation, to be placed in the SA Special Projects Fund (passed by two-thirds vote of  
843 the Student Assembly).
- 844



# Student Assembly

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- iii. Third violation within a two-year period: Reallocation of 10% of the organization's annual byline allocation and mandatory appearance before the Finance Committee to address ongoing challenges (passed by two-thirds vote of the Student Assembly).
- iv. Fourth or subsequent violation within a two-year period: Reduction or retraction of the organization's byline allocation for the remainder of the funding cycle and potential disqualification from the next byline funding cycle (passed by two-thirds vote of the Student Assembly), as well as re-evaluation of future funding plans by the SA Finance Committee.

## Section 4: Organization Specific Guidelines

Each byline organization will be classified into a specific category based on operations. Each category will have a standardized set of spending guidelines.

### A. Department

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Shall communicate openly and in real-time to the Student Assembly if financial changes are expected and/or needed.

### B. Programming

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Shall submit all events in CampusGroups and track attendance
- iii. Shall aim to have events on campus.

### C. Primary Funding Boards

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each separate funding board (these guidelines are determined by Cornell University financial policies in accordance with Campus Activities).
- iii. Have a funding tier system that does not exceed \$8,000 per organization per academic year.
  - a) For primary funding boards that also offer supplemental budgets, these cannot exceed more than \$5,000 per semester per student organization.
- iv. Organizations falling under a primary funding board cannot receive funding from another primary funding board.

### D. Supplementary Funding Boards

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each separate funding board (these guidelines are determined by Cornell University financial policies in accordance with Campus Activities).
- iii. Shall not allocate more than \$5,000 per semester per student organization.
- iv. Shall submit all events in CampusGroups and track attendance
- v. Shall aim to have events on campus.

These categories are:

- A. **Department** – A departmental byline is an organization (comprised of students and/or staff) that are affiliated with a university department or unit. The department or unit manages the allocated SAF funds for a specific operational reason that directly and positively impacts the undergraduate student population. The byline partners with Campus Activities in determining specific requirements to enable the organizations to function on campus.



# Student Assembly

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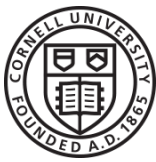
- 894 i. Alternative Breaks  
895 a. The Alternative Breaks allocation shall be managed and overseen by the David M. Einhorn  
896 Center for Community Engagement.  
897 b. The Alternative Breaks allocation shall provide individual students with finance support for  
898 Alternative Breaks opportunities.  
899 c. Alternative Breaks is a student-led organization of the David M. Einhorn Center for  
900 Community Engagement committed to learning about social justice issues through a racial  
901 equity and intersectional lens. By analyzing root causes and working to shift societal narratives  
902 by addressing implicit biases, students are better prepared to engage in meaningful service with  
903 community agencies.
- 904 ii. Athletics & Physical Education  
905 a. The Athletics & Physical Education allocation shall be managed and overseen by the Cornell  
906 University Athletics Department.  
907 b. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each  
908 undergraduate student. The BRSP shall provide free admission to all varsity sports excluding  
909 Men's Varsity Ice Hockey.
- 910 iii. Collegiate Readership Program  
911 a. The Collegiate Readership Program allocation shall be managed and overseen by the Cornell  
912 Library department.  
913 b. The Collegiate Readership Program shall provide free New York Times and Wall Street  
914 Journal access for undergraduate students.
- 915 iv. Community Partnership Funding Board  
916 a. The Community Partnership Funding Board allocation shall be managed and overseen by the  
917 David M. Einhorn Center for Community Engagement.  
918 b. Community Partnership Funding Board seeks to foster student leadership and social  
919 responsibility by encouraging students to take action against social problems through student  
920 initiated service projects.  
921 c. Community Partnership Funding Board assists students in developing community action  
922 projects and administers grants` to make these projects possible.
- 923 v. Empathy Assistance and Referral Service (EARS)  
924 a. Empathy Assistance and Referral Service allocation shall be managed and overseen by the  
925 Skorton  
926
- 927 vi. Emergency Medical Service at Cornell University (CUEMS)  
928 a. The CUEMS allocation shall be managed and overseen by the Office of Emergency  
929 Management (OEM).  
930 b. CUEMS will provide the Student Assembly statistics in terms of call responses, community  
931 education, and event standbys on an annual basis.
- 932 vii. Minds Matter at Cornell  
933 a. Cornell Minds Matter allocation shall be managed and overseen by the Skorton Center for  
934 Health Initiatives.  
935 b. Cornell Minds Matter (CMM) promotes mental health awareness and emotional well-being for  
936 all Cornell students by working to reduce the stigma of mental illness through holding  
937 educational events and creating safe spaces to foster a healthy, balanced lifestyle.  
938 c. CMM acts as a liaison between students, faculty, staff, and administration to advocate for the  
939 student perspective on mental health resources and campus policies.
- 940 viii. Tatkon Center for New Students: Orientation  
941 a. The orientation allocation shall be managed and overseen by the Tatkon Center for New  
942 Students



# Student Assembly

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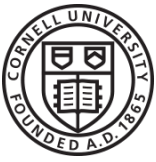
- 943                   b. The Assistant Director/Director in the Tatkon Center for New Students shall continue to  
944                   supervise the planning and implementation of all August and January orientation activities.  
945                   c. Tatkon Center for New Students: Orientation shall submit the results of the Student Volunteer  
946                   Feedback surveys to the Finance Committee.
- 947           ix. Outdoor Odyssey  
948               a. The Outdoor Odyssey allocation shall be managed and overseen by Cornell Outdoor  
949               Education.  
950               b. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply  
951               for pre-orientation trips and shall dedicate no less than \$20.00 of their allocated funds per year  
952               toward this program.
- 953           x. Student Assembly  
954               a. The Student Assembly allocation shall be managed and overseen by the Cornell University  
955               Office of Assemblies Department.  
956               b. The Student Assembly Special Projects allocations should not exceed \$5,000 per organization  
957               per academic year.
- 958           xi. Student Club Insurance  
959               a. The Club Insurance allocation shall be managed and overseen by the Cornell University Risk  
960               Management Department in conjunction with Campus Activities.  
961               b. No member of the Assembly shall be allowed to propose a resolution suggesting that club  
962               insurance be eradicated unless permission is granted by the President of the University or the  
963               Board of Trustees.
- 964           xii. Students Helping Students Awards  
965               a. The Students Helping Students allocation shall be managed and administered by the Cornell  
966               University Financial Aid Department.  
967               b. The Students Helping Students Award provides assistance to students with necessary  
968               emergency expenses incurred during the fall or spring semesters that cannot be funded by other  
969               means.  
970               c. Allowable expenses include, but are not limited to:  
971                   1) travel expenses related to emergency situations (like the death of a relative)  
972                   2) extra basic living expenses needed due to fire, destruction, or natural disaster; replacement  
973                   of stolen goods (not lost due to negligence)  
974                   3) emergency medical or dental expenses not covered by insurance.  
975               d. The Students Helping Students Award is not designed to cover standard expenses included in  
976               the budgeted cost of attendance for the academic year, non-emergency expenses, expenses that  
977               are extravagant or non-utilitarian, and so forth.  
978               e. The Student Assembly Financial Aid Review Committee (FARC), a committee convened by  
979               the Student Assembly, reviews and approves grants anonymously.
- 980   B. **Programming** – A programming byline is an organization (comprised of mainly of students) that are  
981   affiliated with a university department or unit. The department or unit along with the student leaders manages  
982   the allocated SAF funds for a specific programmatic reason that directly and positively impacts the  
983   undergraduate student population. The byline partners with Campus Activities in determining specific  
984   requirements to enable the organizations to function on campus.
- 985           i. Programming Council  
986               a. Convocation Committee  
987                   1) Convocation shall receive advising (organizational guidance, staff support, financial, etc.)  
988                   and programmatic collaboration from Campus Activities  
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# Student Assembly

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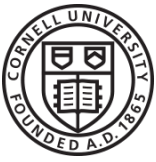
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- 2) At the time of the selection of Convocation Committee membership, the Convocation Committee Chair must include at least six, but no more than ten voting members of the SA that belong to that class year to participate as full voting members of the Convocation Committee. SA members are expected to abide by the same attendance rules as all other Convocation Committee members. The SA Vice President for Finance shall serve as an ex-officio member of the Committee.
  - b. Concert Commission
    - 1) CCC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) The Cornell Concert Commission should seek to hold concerts for undergraduate students in and around the Ithaca campus.
  - c. Cornell University Class Councils
    - 1) CC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) Class Councils will program and promote events related to class pride and university traditions for each of the class years.
    - 3) The Senior Class Council will spearhead Senior Days.
      - (a) The majority of the funds allotted for Senior Days should be put toward planning no ticket cost events.
  - d. Cornell University Program Board
    - 1) CUPB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities.
    - 2) The Cornell University Program Board should seek to hold events for undergraduate students in and around the Ithaca campus.
  - e. Multicultural Community Fueled Activities Board
    - 1) MCFAB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) MCFAB shall seek to bring diverse programming to campus.
  - f. Slope Day Programming Board
    - 1) SDPB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) The Slope Day Programming Board shall be in charge of selecting Slope Day artists and collaborate with university offices in organizing Slope Day events for Slope Day.
    - 3) All undergraduate students admission to Slope Day must be free, unless expressly permitted by the SA.
  - g. Willard Straight Hall Student Union Board
    - 1) SUB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) All events sponsored by the Student Union Board must take place in Willard Straight Hall, unless specifically a part of welcome weekend and be aligned with the mission and purpose of the Student Union Board constitution
  - C. **Primary Funding Board** – A primary funding board byline organization (comprised of students partnering with an university advisor) serves as a primary funding source and governing body for a specific category of student organizations. The byline partners with Campus Activities in determining specific requirements to enable the organizations to function on campus.
    - i. Club Sports Council
      - a. Club Sports Council shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities.



# Student Assembly

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- 1039                    b. Club Sports Council must send two officers each academic year to the Safety Training  
1040                    provided by Campus Activities and facilitated by the Club Sports Council. This requirement  
1041                    must be completed before the club can access funds.  
1042                    c. Sports Clubs members must sign electronic waivers each academic year via CampusGroups.  
1043                    This requirement must be completed before the club can access funds.  
1044                    d. Sports Clubs must send at least one officer to each monthly meeting held by the Council.  
1045                    ii. Interfaith Council at Cornell  
1046                    a. The Interfaith Council at Cornell shall receive advising (organizational guidance, staff support,  
1047                    financial, etc.) and programmatic collaboration from the Office of Spirituality and Meaning  
1048                    Making.  
1049                    b. Interfaith organizations must work with Campus Activities and the Office of Spirituality and  
1050                    Meaning Making to ensure that all affiliated advisors have the proper Risk Management  
1051                    requirements.  
1052                    c. Each organization under The Interfaith Council shall request funding for at least one event  
1053                    open to the public, every academic year.  
1054                    iii. Student Activities Funding Commission  
1055                    a. SAFC shall receive advising (organizational guidance, staff support, financial, etc.) and  
1056                    programmatic collaboration from Campus Activities.  
1057                    b. Collaborate with the other primary funding boards to ensure procedures/structures are similar  
1058                    and consult with the Vice President of Finance within the Student Assembly if  
1059                    changes/enhancements are needed.  
1060                    D. **Supplementary Funding Boards** – A supplementary funding board byline organization (comprised of  
1061                    students partnering with an university advisor) serves as an additional funding source and programming body  
1062                    for qualifying student organizations and/or organizations that may fit within their mission. The byline partners  
1063                    with Campus Activities in determining specific requirements to enable organizations to function on campus.  
1064                    i. ALANA Intercultural Programming Board  
1065                    a. ALANA shall receive advising (organizational guidance, staff support, financial, etc.) and  
1066                    programmatic collaboration from the Dean of Students.  
1067                    b. ALANA will divide their funding between their programming/ overhead and umbrella  
1068                    organizations.  
1069                    c. ALANA’s umbrella organizations include the following:  
1070                                       (1) Black Students United (BSU)  
1071                                       (2) Native American and Indigenous Students at Cornell (NAISAC)  
1072                                       (3) The Cornell Asian Pacific Student Union (CAPSU)  
1073                                       (4) La Asociación Latina (LAL)  
1074                                       (5) Cornell’s South Asian Council (SAC)  
1075                    d. Shall provide a description of how funds are allocated to each organization under their  
1076                    umbrella.  
1077                    ii. CU Tonight Commission  
1078                    a. CU Tonight shall receive advising (organizational guidance, staff support, financial, etc.) and  
1079                    programmatic collaboration from Campus Activities  
1080                    b. CU Tonight shall promote non-alcoholic, late night social programming, on campus, open to  
1081                    the entire Cornell community.  
1082                    c. CU Tonight shall provide a breakdown of how many organizations received funding in specific  
1083                    financial brackets and number of events.  
1084                    iii. Environmental Collaborative  
1085                    a. Cornell Environmental Collaborative shall receive advising (organizational guidance, staff  
1086                    support, financial, etc.) and programmatic collaboration from the Campus Sustainability  
1087                    Office.



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- b. Environmental Collaborative unites student groups on-campus toward environmental sustainability by doing the following:
    - (1) Increasing dialogue amongst environmental organizations and all other interested organizations
    - (2) Launching and uphold meaningful venues for reducing negative environmental impact and upholding social justice and to provide opportunities for all students to gain knowledge and experience in relevant issues
    - (3) Provide support to and information for existing environmental initiatives
    - (4) Fostering meaningful relationships with Cornell's administration and the Ithaca community
  - c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- iv. Gender Justice Advocacy Coalition
- a. Gender Justice Advocacy Coalition shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Dean of Students.
  - b. The Gender Justice Advocacy Coalition shall collaborate with the Student Assembly Womxn's Liaison Representative on safety, health, and other topics pertinent to women on campus.
  - c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- v. Haven: The LGBTQ Student Union
- a. Haven: The LGBTQ Student Union shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the LGBTQ+ Resource Center.
  - b. Haven: The LGBTQ Student Union's mission is to enhance the cultural and social climate at Cornell University and to improve and enrich the lives of the LGBTQ+ and Same Gender-Loving members of the community. This will be achieved through funding, training, and administrative support for the organizations represented by Haven so they may organize successful educational, social, and cultural programs and serve as effective supportive environments.
  - c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- vi. International Students Union
- a. The purpose of the International Students Union is to represent and advocate international student causes, to be a resource for international students on the Cornell campus, and to promote internationalism, which would be defined as including, but not limited to, the cross-cultural understanding of international life on campus and in Ithaca and the cooperation between trans-national groups and individuals on campus.
  - b. The responsibilities of the International Students Union are
    - (1) To promote and fund international activities proposed by any undergraduate or graduate student group on campus, as well as leading initiatives that improve and uplift international student life on campus.
    - (2) To represent, advocate, and liaise with the Cornell University administration for any issues concerning International students, both undergraduate and graduate, at a campus wide level.
    - (3) To organize and plan events to promote and encourage diversity and cross-cultural dialogue in a trans-national context.
    - (4) To maintain and prepare the annual budget and administer funds available to the Union to various organizations on campus.
    - (5) To maintain liaisons with Faculty Committees, International Students and Scholars Office, Students Assembly, the University, and local community.

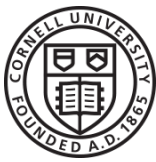


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- (6) To foster cross-cultural exchange through: the Union's General Body Membership and meetings, events hosted by the Union, and events sponsored or co-sponsored by the Union.
- c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- vii. Multicultural Greek Fraternal Council (MGFC)
  - a. Multicultural Greek Fraternity Council (MGFC) shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Sorority and Fraternity Life (SFL).
  - b. Shall provide a description of how funds are allocated to each organization under their umbrella



# Student Assembly

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## APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE STUDENT ASSEMBLY INFRASTRUCTURE FUND

### Section 1: Preamble

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

### Section 2: Sources of Funding

By the first of November of every year, the annual pay out of the SAF endowment fund will be transferred into the SAIF under the Student Disbursement Account of the Assembly.

### Section 3: Closing of Account at Year End

By the last regularly scheduled Student Assembly meeting of the fall semester, the chair of the SAIFC will deliver a report to the Assembly of all funds, committed, spent and unspent, remaining in the SAIF Disbursement Account.

### Section 4: Definitions

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

- A. Organization: a registered Independent or University organization that has authorization to receive funding.
- B. Application: the request to receive a funding award from the SAIF for a project or initiative.
- C. Applicant: any individual student, group of students, organization, or group of organizations who submits an application to receive a funding award from the SAIF.
- D. SAFC: Student Activities Funding Commission, a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.
- E. Byline funding: line item funding that comes directly from the SAF as described under Appendix A of the Student Assembly Charter.
- F. Finance Committee: a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.

### Section 5: Purpose

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

### Section 6: Eligibility

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

- A. be developed and organized and submitted by Cornell undergraduates;
- B. allow Cornell undergraduate students equal access to the benefits of the project;
- C. be an initiative located on the Ithaca campus of Cornell University;



# Student Assembly

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- 1181 D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
- 1182 E. not have previously requested and received a funding award from the SAIF for the same purpose.

## Section 7: Permitted Applications

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

- 1186 A. a renovation of a room or building
- 1187 B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
- 1188 C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (i.e. a planned renovation by the administration could be substantively expanded via student support); and
- 1189 D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of funding on campus.
- 1190 E. a web-based application that provides benefits to Cornell undergraduate students.

## Section 8: Prohibited Applications

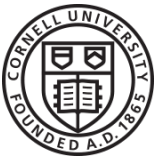
The following applications are prohibited from receiving funding awards from the SAIF:

- 1194 A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on behalf of the applicant;
- 1195 B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
- 1196 C. an application to cover the costs of a regularly occurring project or initiative; and
- 1197 D. an application that directly or indirectly subsidizes the cost of tuition of an individual student.

## Section 9: Procedure for Determining Funding Awards

### A. Release of Application

- 1201 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive funding from the SAIF to the Office of the Assemblies by the second regularly scheduled Student Assembly meeting.
- 1202 ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available to all eligible applicants by the third regularly scheduled Student Assembly meeting, or one week following the meeting with the SAIF Chair, whichever is sooner.
- 1203 iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive Committee of the Student Assembly, detailing how the SA will make all students aware of the SAIFC. This plan shall be approved by the Executive Committee by the second regularly scheduled Student Assembly meeting of the Fall semester.
- 1204 iv. The chair of the SAIFC is responsible for releasing a timeline by the third regularly scheduled Student Assembly meeting of the Student Assembly each semester consisting of the deadline for applications, when those applications will be reviewed by the SAIFC, and when those funding awards will be announced.
- 1205 v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received applications that have not yet been reviewed in addition to the dates released in the timeline on the first day of each semester.



# Student Assembly

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## B. Funding Award Evaluation Process

- 1220 i. For each application, the SAIFC will:
  - 1221 a. arrange a hearing where the proposers of the application may address questions of the
  - 1222 b. committee,
  - 1223 c. determine if the application is eligible to receive a funding award from the SAIF,
  - 1224 d. decide the order in which applications are voted upon to receive funding awards by first
  - 1225 holding a ranked order vote by committee members. Once SAIFC has established application
  - 1226 rankings, the vote on funding awards will proceed from the highest ranked application and so
  - 1227 on in descending order.
  - 1228
- 1229 ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which
- 1230 includes the:
  - 1231 a. name of the applicant,
  - 1232 b. project or initiative requested in the application,
  - 1233 c. date that the SAIFC reviewed the application,
  - 1234 d. funding award amount requested by the applicant,
  - 1235 e. funding award granted by the SAIFC and what that funding award is as a percentage of the
  - 1236 available funding in the SAIF at the beginning of that academic year, and
  - 1237 f. rationale explaining the SAIFC's decision
- 1238 iii. All funding awards granted by the SAIFC must be approved by the Dean of Students before becoming
- 1239 finalized.
- 1240 iv. If the applicant has a University operating account with internally controlled funds and oversight by a
- 1241 Cornell-employed advisor, the Vice President for Finance will approve the transfer of funds from the
- 1242 SAIFC into their account.
- 1243 v. If the applicant does not have an account that meets these eligibility requirements, the amount of the
- 1244 funding award will be separated from the remaining balance of the SAIF and expenses will be
- 1245 processed through regular university accounting procedures through the Office of Assemblies, like all
- 1246 others under the Student Assembly budget.
- 1247 vi. At each meeting of the Assembly immediately following the final approval of a funding award by the
- 1248 Dean of Students, the report associated with the application must be included in the meeting's agenda.
- 1249 vii. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the SAIF
- 1250 with the Office of the Assemblies.
- 1251 viii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall
- 1252 inform the Assembly of any setbacks the Commission faces in implementing its projects.