Student Assembly

Bylaws
Cornell University Student Assembly
As amended on September 17, 2026

ARTICLE I: NON-VOTING MEMBERS

Section 1: Non-Voting Membership

Non-voting membership grants members of the Cornell community (student, alumni, faculty, staff, administrator, etc.) full-debating privileges but not voting privileges. These positions are granted to community members to either provide a perspective from another governing body or to enhance the overall operations of the Student Assembly.

Section 2: Executive Cabinet Members

Each individual holding a voting or non-voting seat on the Executive Cabinet of the Student Assembly not otherwise holding a voting seat shall be granted a non-voting seat on the Student Assembly.

Section 3: Organizational Liaisons

A. The Assembly shall grant one member chosen from each constituency of the Greek Tri-Councils. This will grant a non-voting liaison position to one member of the Multicultural Greek and Fraternal Council, Panhellenic Association, and InterFraternity Council.

B. The Assembly will grant one executive member from Residential Student Congress a non-voting position as an organizational liaison.

C. The Assembly will grant member from the Student Athlete Advisory Committee (SAAC) a non-voting position titled “Student Athlete Liaison”.

D. The Assembly shall grant one member chosen from each byline organization one non-voting seat titled [“Name of Byline Organization”] Liaison.

Section 4: Shared Governance Liaisons

A. The Assembly will grant the Student Trustees ex-officio, non-voting positions as shared governance liaisons for the duration of their terms.

B. The Assembly will grant both student-elected University Assembly members ex-officio, non-voting positions for the duration of their terms.

ARTICLE II: OFFICERS

Section 1: Officers

The officers of the Assembly shall be a President, an Executive Vice President, a Chief of Staff, a Vice President for Policy, a Vice President for Finance, a Vice President for Communications, a Vice President for Diversity, Equity, and Inclusion, a Parliamentarian, and an Archivist. These officers shall perform the duties prescribed by this Charter and by the parliamentary authority adopted by the Assembly.

Section 2: Election and Appointment of Officers, Time of Election/Appointment

The Assembly will, as soon as possible after the spring election, hold an organizational and planning meeting in executive session. At this meeting, the voting members will elect the offices of Vice President for Policy, Vice President for Finance, Vice President for Communications, and Vice President for Diversity, Equity, and Inclusion. Self-nomination will be in order in each of the elected offices. Elected officers should be approved by a majority vote of Assembly members present at the organizational meeting. Additionally, at this meeting or a meeting soon after, the members will affirm the appointments of Chief of Staff, Parliamentarian, and Archivist. The offices of Chief of Staff, Parliamentarian, and Archivist will be appointed by the Student Assembly President. Each nominee for the respective offices shall be subject to majority approval of the Assembly's voting members, except that of the Chief of Staff, which shall be subject to two-thirds approval. The newly elected officers will undertake the responsibilities of their position at the start of their term on the Assembly. Elections for officers shall be by secret ballots. Student Assembly voting members may have one vote for each position to be filled but may not vote for any one individual twice on any ballot.

Section 3: Terms of office

Officers shall serve for a term of one year or until their successor is elected and is administered the oath of office, following the next regular or special Student Assembly elections.

Section 4: Recalling officers

Two-thirds vote of the voting membership of the Assembly may vote to recall any officer of the Assembly from his or her office.

ARTICLE III: OFFICER DUTIES

Section 1: President

The responsibilities of the President are as follows:

1. Attend and chair all Assembly meetings.
2. Chair the Executive Board.
3. Serve as the primary Assembly correspondent with the administration, the media, and the student body.
4. Correspond with the University President following each Assembly meeting enumerating all actions that are passed and are under the University President's purview and to solicit his or her response.
5. Correspond with the Deans of the College of Agriculture and Life Science; College of Architecture, Art, and Planning; College of Arts and Sciences; College of Engineering; School of Hotel Administration; College of Human Ecology; School of Industrial and Labor Relations, College of Business; following each Assembly meeting enumerating all resolutions that are passed and under the purview of each individual college and school and to solicit their responses.
6. Supervise all officers and ensure they are discharging their responsibilities.
7. Attend all open sessions of the Board of Trustees and the Board of Trustees Executive Committee held in Ithaca and report back to the Assembly on said meetings.
8. Appoint Assembly Chief of Staff, Parliamentarian, and Archivist.
9. Write and present annual Student Assembly report by the end of the term.
10. Consult with the Director of Elections regarding elections' advertising as long as the President is not eligible for reelection.

Section 2: Executive Vice President

The responsibilities of the Executive Vice President are as follows:

1. Attend all Assembly meetings, and preside in the absence of the President.
2. Chair the Executive Cabinet.
3. Coordinate and assist the undergraduate student UA delegation.
4. Supervise and oversee all committees, by assisting and advising the committee chairs, attending meetings as necessary, and holding monthly executive sessions with all committee chairs.
5. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate units when Assembly actions impact them.
6. Be responsible for responding to questions or comments made during Open Microphone. Issues can be delegated to other members of the Assembly.
7. Plan fall retreat for committee chairs with the Chief of Staff.
8. Coordinate and supervise new member orientation with the Chief of Staff and Parliamentarian.
9. Supervise Assembly Liaisons.
10. Maintain relations with intercollegiate student organizations of which the Assembly is a member – e.g. Ivy Council, SUNY Student Assembly.

Section 3: Chief of Staff

The responsibilities of the Chief of Staff are as follows:

1. Attend all Assembly meetings.
2. Assist the President in the execution of their duties.
3. Oversee the operational activities and administration of the Assembly.
4. Maintain and monitor attendance records and send warning notices to members who are in jeopardy of violating the attendance policy.
5. Certify and make public actions of the Executive Board.
6. Ensure the website, listservs, and all other resources are current.
7. Coordinate and supervise new member orientation with Executive Vice President and Parliamentarian.
8. Plan fall retreat for committee chairs with the Executive Vice President.

Section 4: Vice President for Policy

The responsibilities of the Vice President for Policy are as follows:

1. Attend all Assembly meetings.
2. Chair the Policy Committee and oversee the Dining Services Committee, Student Health Advisory Committee, Environmental Policy and Planning Committee, Academic Policy Committee, Technology Committee, and Student Employment Policy Committee.
3. Oversee the policy development process of the Assembly.
4. Collaborate with the Vice President for Communications on gauging areas of concern and interest to the undergraduate student body.
5. Meet with relevant administration leaders as necessary, with the President, on the feasibility of policy implementation.

Section 5: Vice President for Finance

The responsibilities of the Vice President for Finance are as follows:

1. Attend all Assembly meetings.
2. Chair the Finance Committee and oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund Commission.
3. Serve as Assembly treasurer and report to the Assembly regarding Assembly balances in December and May.
4. Propose the Student Assembly's budget in the form of a resolution by one of the first two general assembly meetings of each Assembly term.
5. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding establishing new fee, biannually.
6. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter appendices, at least once per semester.

Section 6: Vice President for Communications

The responsibilities of the Vice President for Communications are as follows:

1. Attend all Assembly meetings.
2. Chair the Communications Committee and oversee the International Students Committee.
3. Coordinate constituency representatives' community outreach efforts (including, but not limited to, community forums, meetings with Deans, internal school governments, etc.).
4. Invite all relevant stakeholders to Student Assembly meetings, when the weekly agenda is released.
5. Devise mechanisms for student organizations to become active members in the decision making process of the Assembly; most importantly, committees.
6. Arrange all advertising, postering, banners, social media, etc.
7. Serve as a liaison to relevant news sources.
8. Serve as editor of Assembly newsletter to be sent over email to the entire undergraduate student body at least two times/semester. The newsletter should include the current month's accomplishments and next month's plans, accompanied by the name of a contact person to whom comments and questions may be addressed. Maintain contact with Student Assembly alumni through distribution of the biannual Student Assembly newsletter to any interested alumni.

Section 7: Vice President for Diversity, Equity, and Inclusion

The responsibilities of the Vice President for Diversity, Equity, and Inclusion are as follows:

1. Attend all Assembly meetings.
2. Chair the Diversity, Equity, and Inclusion Committee, and oversee the Campus Pulse Committee.
3. Prepare and facilitate the annual anti-bias and transparency training for the Executive Cabinet and oversee its further administration by committee chairs.
4. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives.
5. Attend the Diversity Community meetings on a semesterly basis.
6. Ensure that legislative acts of the Assembly are culturally inclusive.
7. Provide updates on the state of diversity at Cornell and work to align the Assembly with University initiatives.
8. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity Hosting Month to introduce new students to the governance system of Cornell.
9. Coordinate with the Vice President for Communications to effectively communicate with groups that advocate for underrepresented students on campus.

Section 8: Parliamentarian

The Parliamentarian need not be an Assembly member. The office of Parliamentarian holds no special voting privileges. The Parliamentarian also may not hold the President or Executive Vice President positions. The responsibilities of the Parliamentarian are as follows:

1. Advise the President and committee chairs on questions of parliamentary procedure.
2. Consult with the sponsors on new actions brought before the SA into the categories specified in Article III, Section 2, Item A of the Student Assembly Charter.
3. Upon a specific request by an Assembly voting member, the Parliamentarian shall give the Assembly his/her recommendation on a parliamentary inquiry.
4. The Parliamentarian shall present a workshop on parliamentary procedure and this charter to the incoming assembly, preferably before the end of the spring semester but no later than the fourth week of the fall semester.
5. The Parliamentarian shall count a hand vote to discern simple majority from the gallery, where all eligible voters sit in a designated area.
6. The Parliamentarian shall coordinate with the Office of Assemblies to ensure that the Assembly governing documents are public and reflect the changes made by the Assembly.
7. Coordinate and supervise new member orientation with the Executive Vice President and Chief of Staff.

Section 9: Archivist

The Archivist need not be an Assembly member. The office of the Archivist holds no special voting privileges. The Archivist also may not hold the President or Executive Vice President positions. The responsibility of the Archivist shall be to, at the request of an Officer, assist in the research process to determine the precedence or novelty of a resolution. The Archivist shall also draft the Annual Report of the Student Assembly.

Section 10: Officer Staff

A. Each Officer is permitted to appoint individuals to assist in the execution of their responsibilities.
B. Members of the office may be nominated by the Officer and approved by the President.
C. Members of the office shall be empowered to act as directed by the Officer or by the Rules of the Student Assembly.

Section 11: Officer Deputies

A. Each Officer of the Student Assembly shall nominate a Deputy, who shall be confirmed by a two-thirds (2/3) vote of the Assembly. Deputies may be other officers themselves, however, deputies must be chosen from among the existing membership of the Assembly.
B. The deputy to the President shall be the Chief of Staff.
C. Deputies shall be designated as “Vice Chair” of all such bodies in which the Officer is Chair.
D. Deputies may act on behalf of the Officer in the following cases:
(1) when asked to do so by the Officer;

(2) when the Officer is under investigation by the Office of Ethics, and the majority of the Executive Board or the Assembly deems necessary by a majority vote;
(3) when the Officer is not present for a meeting where their absence presents operational challenges;
(4) and, when the Office is vacant, until a permanent successor is elected. This provision shall not be applicable to deputies to the President and the Executive Vice President.

E. In the event of a need for a deputy to serve, and the deputy is unavailable or such designation has not been made, the President shall be authorized to make such designation with immediate effect.
F. The Assembly should be informed at the earliest possibility should this section be invoked.

ARTICLE IV: MEETINGS

Section 1: Regular Meetings

Regular meeting times and places will be publicly announced at least 72 hours-prior to the scheduled meeting date.

Section 2: Special Meetings

A. The President may convene special meetings of the Assembly to consider issues of immediate and pressing concern. The President will also call a special meeting after being instructed to do so by six of the voting members of the Assembly.
B. Assembly meeting schedules will be constructed in such a way that Assembly meetings do not fall on religious holidays. These schedules will be made by the Executive Board at the beginning of each semester. In place of regularly scheduled meetings, special meetings will be held.

Section 3: Organizational Meeting

The first meeting of the academic year shall be known as the Organizational Meeting and shall be for the purpose of adopting the schedule for regular meetings and approving the standing rules.

Section 4: Informal meetings

The Assembly shall hold an informal meeting as events warrant at the discretion of the Executive Board. This meeting will be reserved for informal discussions between Assembly members and other interested parties, to set goals and priorities for the upcoming weeks. No legislation can be decided upon during these informal sessions. The attendance policy will remain in effect during the meeting.

Section 5: Executive Session

With the concurrence of two-thirds of the voting members in attendance, the Assembly or any of its committees may go into executive session during a regularly scheduled meeting only to discuss confidential matters as defined by this Charter. No policy determinations will be made in executive session. The Student Assembly may also hold executive sessions for internal elections and planning purposes. Executive session shall be closed to non-voting, non-executive members of the assembly. Community members may be invited by the assembly to participate in an executive session. Secret ballot votes shall be reserved for executive sessions.

Section 6: Quorum

A quorum shall consist of a majority of the voting members of the Assembly.

Section 7: Community Votes

A. Should there only be one undergraduate non-member in attendance, he or she will only be allocated one vote.
B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1) funding and budgetary decisions, (2) amendments to the Assembly Charter and Standing Rules, (3) the ability to make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and liaisons from the popularly elected Assembly (i.e. allocation of the Student Activity Fee, approval of Parliamentarian, Liaison to the Provost, etc.).
C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both community votes will be allocated to the side that has a simple majority.
D. All community votes shall be submitted through a Qualtrics survey to which a Cornell University Web Authorization Portal has been applied. The link to this survey will be made easily accessible on the Student Assembly website. The relevant deliberations that occur during the assembly meeting shall be live-streamed on the same page. The page must also feature a link to the text of the legislation being voted upon. The voting shall commence at the beginning of the Student Assembly meeting at which the final vote is conducted. The voting shall end at the commencement of voting for assembly members, at which point the tally of community votes will be announced to the Student Assembly. It will be the responsibility of the Parliamentarian to work in tandem with the Office of the Assemblies in order to execute all tasks except those relevant to the live stream, which shall be the responsibility of the Student Assembly Clerk.

Section 8: Attendance Policy

A. Attendance at all organizational and specially scheduled meetings is required, when the Executive Board provides Assembly members at least 72-hours prior notice of the meeting.

B. Any member who fails to attend a required meeting or event without having such absence excused shall be considered absent. The Standing Rules shall define the standard to which absences are excused.
C. A maximum of three consecutive, three per semester, or five per Assembly term absences may be excused. A 2/3 vote of the Assembly may waive this provision under extenuating circumstances.
D. Any late arrival or early departure from a required meeting will result in a half-absence. Late arrival shall be defined as any point after the Call of the Roll. Virtual attendance, if authorized in the Standing Rules, shall count as a half-absence. Submission of a proxy shall not count as attendance.
E. If it is determined that a member has accrued four or more unexcused absences, an Officer of the Assembly must call for a vote on unseating the member at the next regular meeting. If the Assembly, by majority vote, votes to unseat the member, the unseated member has not vacated the seat, but does not count for quorum and cannot vote until they have been reseated. The vote to unseat shall not be held without prior notification to the member.
F. If the unseated member of the Assembly does not acknowledge the vote to unseat within two weeks of such a vote by declaring a desire to be reseated, their seat is considered vacated.
G. If the unseated member of the Assembly desires to be reseated, the member may call for one 2/3 vote of the Assembly to be reseated. The motion may not be postponed until after an agenda item requiring a vote without the unseated member's consent. If the motion to reseat the member passes, the member is reseated immediately with all rights restored. If the motion to reseat the member fails, the Assembly shall immediately consider a vote to remove the member.
H. If the unseated member of the Assembly does not desire to be reinstated, their seat is considered vacated upon notification to the President or Vice President of Internal Operations.

ARTICLE V: EXECUTIVE BOARD

Section 1: Composition

The Executive Board shall be composed of the officers of the Assembly. The Parliamentarian, Archivist, and the Director of the Office of the Assemblies serve as non-voting members of the Executive Board.

Section 2: Duties

The Executive Board of the Assembly shall coordinate the actions of the Assembly to ensure its smooth operation, set the agenda for the Regular Meetings of the Assembly, and fill vacant committee and liaison seats. Additionally, the Board shall send its minutes to all representatives within 24 hours of its meeting.

Section 3: Meetings

The Executive Board shall hold meetings at least once a week during the academic year. Special meetings of the Board may be called by the President and shall be called upon the written request of four members of the board.

Section 4: Executive Cabinet

The Executive Cabinet shall be a sub-committee of the Executive Board. The Cabinet shall advise the Executive Board on the operations of the Student Assembly and promote collaboration between the offices and committees of the Assembly. The Cabinet shall consist of the Members of the Executive Board, the Chairs of the Policy, Finance, Communications, and Diversity Committees, the Directors of the Presidential Offices, and the Directors of the Independent Offices. The Cabinet shall be chaired by the Executive Vice President.

ARTICLE VI: COMMITTEES AND OFFICES

Section 1: Creation and Maintenance of Committees

A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered. Committee bylaws shall be adopted with a majority vote.
B. For the purposes of communication and collaboration, the Officers of the Student Assembly will serve as ex-officio non-voting members of all Student Assembly committees and commissions on which they do not serve as voting members.
C. Committees shall be convened in the fall semester by their corresponding Vice President.

Section 2: Policy Committees

A. Policy Committees shall review all policies and programs of sectors of the University that create policy directly affecting student life.
B. Policy Committees shall be overseen by the Vice President for Policy and the Executive Vice President.
C. The Vice President for Student and Campus Life shall appoint a staff member to work with the chairperson of certain review committee to assure proper functioning of the committee.
D. Policy committees will be convened in the beginning of the fall semester by the Vice President for Policy.
E. Furthermore, the Student Assembly policy committees reserve, can, and should exercise at their discretion the Charter-delegated authority in regards to residential life policies. When exercising this authority, policy committees are recommended to consult the Residential Hall Association at Cornell.
F. **Policy Committee**
    a. **Charge:** The Policy Committee shall be responsible for the policy creation process within the Student Assembly. The Policy Committee will collaborate with the Department of Student and Campus Life on concerns of interest to the student body.
    b. **Membership:** The Committee shall consist of at least 10 members of the Student Assembly, including the Chair of each Sub-Committee.
    c. **Chair:** The Vice President for Policy shall be the Chair.

G. **Dining Services Committee**
   a. **Charge:** The Dining Services Committee will work to represent student interests in the Cornell food system. The Chair will work with the Director to select relevant administrators and staff to be present at meetings. Members will collectively review the policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining Services leadership for improving existing policies or integrating new ideas.
   b. **Membership:** The committee will consist of at least one faculty member, two Dining student workers and/or Dining Student Sustainability Coordinators, one graduate/professional student, and additional undergraduate students. Additionally, the Director of Dining (or a designee) and the Budget Director of Dining shall serve ex-officio.
   c. **Chair:** The chair shall be elected by the Assembly.

H. **Student Health Advisory Committee**
   a. **Charge:** The committee will work in conjunction with Cornell Health to examine healthcare policies improve student health, wellness, and safety, and act as a form of open communication between student voices and Cornell Health administration.
   b. **Membership:** The committee will consist of a Steering Committee, which is made up of an Assembly & GPSA co-chair, committee chairs(s) from each respective sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health administration. The recognized subcommittees of the student Health Advisory Committee are: Patient Care, Sexual Health and Gender Services, Health and Wellness, Student Health Benefits, and the Mental Health Standing Committee.
   c. **Chair:** The Assembly co-chair will be held by a member of the Assembly and the committee will be under the supervision of the Assembly & GPSA co-chairs.

I. **Environmental Policy Committee**
   a. **Charge:** The commission will research issues affecting the campus and its surrounding area, as well as provide recommendations for reducing Cornell's environmental impact. The committee will be charged with creating new legislation and enforcing past environmental legislation. This committee is also charged with providing environmental education and outreach in order to better inform students and the campus community about the campus's environmental impact and sustainability issues. The committee will work closely with students, administrators, student environmental organizations, the Cornell Sustainability Office, the Campus Planning Committee, the Campus Infrastructure Committee, and the City and Town of Ithaca Sustainability to better recognize and address the environmental concerns of the campus and its community as well as to encourage collaboration in working toward the creation of a more sustainable environment. The committee should coordinate and report their operations with the Campus Sustainability Office.
   b. **Membership:** Membership to be selected by the Assembly.
   c. **Chair:** Chair to be elected by the Assembly.

J. **Academic Policy Committee**
   a. **Charge:** The committee will advise the Student Assembly on all academic matters at Cornell. Committee members will research, review, recommend, and develop projects to improve academic life for the student body. This committee will work closely with the Dean of Students and the Faculty Senate to ensure that students' concerns related to academic policy are voiced effectively to university officials.
   b. **Membership:** Membership to be selected by the Assembly.
   c. **Chair:** Chair to be elected by the Assembly.

K. Technology Committee
   a. **Charge:** The Technology Committee shall review, investigate, and provide recommendations on policies, programs, and initiatives related to Cornell Technology. The committee will serve as the primary student voice on issues including digital tools and platforms, IT infrastructure, classroom and learning technologies, cybersecurity, accessibility, and policies concerning emerging technologies such as generative AI. The committee will work in close consultation with the Governance Liaison and with relevant Cornell IT offices to ensure meaningful and consistent student representation in University decision-making.
   b. **Membership**: Membership to be selected by the Assembly.
   c. **Chair**: The IT Governance Liaison of the Student Assembly shall serve as Chair of the Technology Committee if they are an active voting member of the Assembly. If the IT Governance Liaison is a non-voting member, the committee shall instead be co-chaired by the Governance Liaison and one voting member of the Assembly, selected by the Assembly.

L. Student Employment Policy Committee
   a. **Charge**: The Committee will represent the interests of students employed by the University in any capacity. The Committee will be charged with making recommendations to the University regarding the working conditions, wages, benefits, and well-being of student workers as well as the policies regulating student employment. The Committee will work in partnership with the Office of Financial Aid and Student Employment to ensure that Cornell provides sustainable and equitable opportunities for its undergraduate student body.
   b. **Membership**: Membership shall consist of eight undergraduate student employees of the University.
   c. **Chair**: The Committee shall be chaired by the Student Workers' Representative. In the event that the Student Workers' Representative seat is vacant, the chair shall be elected by the Assembly.

Section 3: Finance Committees

A. The Finance Committees shall be the financial branch of the Assembly.
B. Finance Committees shall be overseen by the Vice President for Finance and the Executive Vice President.

A. **Finance Committee**

a. **Charge:** The Committee reviews all requests for Assembly funding as well as the policies and guidelines regarding the Student Activity Fee and those organizations which receive funding from it.
b. **Membership:** The Committee shall consist of the chair, 8 voting members of the Assembly, 7 undergraduates at-large , 1 freshman undergraduate, and 1 freshman or transfer voting member of the Assembly. The Chairs of the Sub-Committees, if not already members, shall hold non-voting seats. The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC Commissioners shall serve as voting members of the Committee.
c. **Chair:** The Vice President for Finance shall be Chair.

B. **Financial Aid Review Committee**
a. **Charge:** The committee will examine the financial aid policies of Cornell University. It shall also be responsible for the administration of the Student Helping Students grant.
b. **Membership:** The committee shall consist of a chair and up to 12 undergraduate students, at least four-fifths of whom receive some form of institutionalized financial aid. The Vice Provost for Enrollment, the Executive Director of the Office of Financial Aid, the Senior Assistant Director of the Office of Financial Aid, a counselor from the Office of Financial Aid, and two faculty members shall serve as ex-officio, non-voting members.
c. **Chair:** Chair to be elected by the Assembly.

C. **Infrastructure Fund Commission**
a. **Charge:** The SAIF Commission (SAIFC) of the Assembly is responsible for evaluating applications for funding through the SAIF. The rules governing the operation of the SAIFC are contained in Appendix C of the Charter. The Commission should consult and collaborate with the Campus Sustainability Office on projects related to sustainability. Additionally, The Commission should consult and collaborate with Campus and Community Engagement and/or the Dean of Students Office on long-term projects.
b. **Membership:** The Commission shall consist of no more than 17 commissioners. The commissioners must include five voting members of the Assembly, consisting of a Chair, three Assembly members, and one New Student voting member of the Assembly, internally elected following the Fall election. The remaining commissioners will consist of at least seven and no more than twelve undergraduate students. No SAFC Commissioners shall serve as voting members of the SAIFC (with the exception of the VP Finance). The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member.
c. **Chair:** Chair to be elected by the Assembly.

Section 4: Communication Committees

A. The Communications Committees shall be responsible for communications between the Student Assembly and affiliated organizations.
B. Communications Committees shall be overseen by the Vice President for Communications and the Executive Vice President.

C. **Communications Committee**
   a. **Charge:** The Communications Committee helps to bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster collaborative student activities, as well as inform the student body about the Student Assembly initiatives, meetings, and resolutions. The committee will ensure a direct and ever present link between students active in campus government, the administration, and students at-large and will relay student interest to the Assembly. The committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of Assembly-sponsored events including, but not limited to conducting polls, referenda, community outreach forums, designated constituency events, and hearings. The committee will also assist in coordinating efforts and devising strategies to involve more non-voting members in the decisions and events of the Assembly. The Assembly plans recreational events for students.
   b. **Membership:** The committee shall consist of at least 10 members, including the Chairs of the Sub-Committees.
   c. **Chair:** The Vice President for Communications will serve as Chair of the Committee.

D. **International Students Affairs Committee**
   a. **Charge:** The committee will research and investigate issues affecting international students and provide recommendations to the Student Assembly. The committee will be responsible for engaging, liaising, and communicating with the various cultural organizations that represent and advocate for the rights and needs of international students. The International Students Affairs Committee will be charged with creating a platform that allows undergraduate students, both domestic and international, to collaborate to craft legislation that provides additional support to international students and international student organizations.
   b. **Membership:** The committee shall consist of the chairs and at least three Assembly members. The International Students-Liaison At-Large Liaison will be required to serve on this committee.
   c. **Chair:** Chair to be elected by the Assembly.

Section 5: Diversity Committees

A. Diversity Committees shall be overseen by the Vice President for Diversity, Equity, and Inclusion and the Executive Vice President.

B. **Diversity, Equity, and Inclusion Committee**
   a. **Charge:** The committee shall serve as the body through which the Assembly, the diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and understanding of the increasing importance of diversity and create an environment that brings together diverse perspectives and fosters diversity of thought. The committee shall be a meeting grounds for interested students to meet members of the administration to brainstorm, formulate and lead implementable policies in the field of diversity and inclusion; review the efforts of the Diversity Committee and diversity councils of the colleges; provide a brief report of its progress to be presented by the Vice President of Diversity, Equity, and Inclusion to the Assembly by the final meeting in the fall semester, as well as a full report to include (but not limited to) the goals of the academic year, the strategies devised for achievement of these goals, the progress of UDC initiatives, college-specific initiatives, obstacles, and potential goals for the next academic year to be presented in the same manner at the final meeting of the spring semester.
   b. **Membership**: Student members of the committee may be recruited from institutions and organizations such as the diversity councils of the colleges, Women's Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board, Cornell Outdoor Education, International Student Union and any member of the Cornell student body who is interested in diversity initiatives. The LGBTIA+ Liaison at-large, Women's representative, International representative, both Minority Liaisons, First Generation Students Representative, Students with Disabilities Representative, and the Vice President for Communications are required to be members of the committee.
   c. **Chair:** The Vice President for Diversity, Equity, and Inclusion of the Student Assembly will chair the Diversity and Inclusion committee.

C. **Campus Pulse Committee** - This committee shall serve as a programmatic body to increase the availability of resources to address pressing needs of the Student Body. It will also work to combat all forms of bias including but not limited to, sexism, racism, xenophobia, anti-semitism, homophobia, and transphobia through programmatic implementation and workshops for the Cornell Community.
   a. Composition: The composition of the committee shall be as follows:
      i. Three elected representatives of the Student Assembly other than the following.
      ii. The Women's Issues representative of the Student Assembly
      iii. The LGBTQIA+ representative of the Student Assembly
      iv. The Students with Disabilities representative of the Student Assembly
      v. The President of HAVEN or their designee
      vi. The President of the Interfaith Council or their designee
      vii. The President of ALANA or their designee
      viii. The President of GJAC or their designee
      ix. Two community members as chosen by the Student Assembly by application to the committee
      x. One representative of the Dean of Students as a voting member
      xi. One representative from Cornell Health as a voting member

xii. The director of the Gender Justice and Inclusivity Center as a voting member

b. Charge: The charge of the committee shall be as follows:
   i. Implementing anti-bias programming, and community conversations which will work towards increasing empathy and cross-cultural dialogue between individuals and groups on the Cornell Campus
   ii. Implementing programming and infrastructure to address pressing needs of the campus community.
   iii. Supporting the Diversity, Equity, and Inclusion Committee in the implementation of anti-bias programming and community conversations, as requested by the Diversity, Equity, and Inclusion Committee.
   iv. Work with the Intergroup Dialogue Project and other similar organizations to provide spaces for dialogue among diverse groups and people on the Ithaca campus.
c. Operation: The operations of the committee shall be as follows:
   i. It shall be the responsibility of the Womxn's Issues Liaison, in consultation with the Vice President for DEI, and the Director of the Gender Justice Advocacy Center to oversee the start of the committee each academic year. In the event that a Womxn's Issues Liaison is not elected in the Spring, it shall be the charge of the President of the Student Assembly, in consultation with the Vice President for DEI and the Director of the Gender Justice Advocacy Center, to start this committee.
   ii. A chair of this committee shall be elected internally.
   iii. The committee shall meet at least once every two weeks
   iv. The committee shall put a monthly memo about their work which will be distributed to the greater campus community via the Student Assembly newsletter.

Section 6: Offices of the President

A. The Offices of the President shall report to the President directly. Members of the offices shall be nominated by the President, and shall serve at the pleasure of the President.

B. Office of Student Advocacy

a. Roles and Responsibilities
   i. Director of Student Advocacy – the responsibilities of the Director are as follows:
      1. Attend and chair all office meetings
      2. Correspond with Student Assembly to affect office priorities
      3. Create training programs for caseworkers and staff
      4. Monitor the collection of data in the office
      5. Develop relationships with University offices and coordinate informational material
   ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:
      1. Supervise office staff and ensure cohesion
      2. Ensure that all cases are met with an appropriate and timely response
      3. Create training programs for caseworkers and staff
      4. Develop relationships with University offices and coordinate informational materials

5. Write and present an office report at the end of each semester

iii. Deputy Director for Student and Campus Life – the responsibilities of the Deputy Director for Student and Campus Life are as follows:
1. Oversee caseworkers handling student issues pertaining to residency, discrimination, harassment and student-related conduct violations.
2. Create informational material relating to these issues.

iv. Deputy Director for Academic Affairs – the responsibilities of the Deputy Director for Academic Affairs are as follows:
1. Oversee caseworkers handling student issues pertaining to professor-related conduct violations, grade and enrollment disputes.
2. Create informational materials relating to these issues.

v. Deputy Director for Student Finance – the responsibilities of the Deputy Director for Student Finance are as follows:
1. Oversee caseworkers handling student issues pertaining to financial aid disputes and student-employment.
2. Create informational materials relating to these issues.

vi. Deputy Director of International Student Affairs – the responsibilities for the Deputy Director of International Student Affairs are as follows:
1. Oversee caseworkers handling student issues pertaining to international student affairs.
2. Create informational materials relating to these issues.

vii. Caseworkers – the responsibilities of Caseworkers shall be as follows:
1. Follow the supervision of their Director or Deputy Director.
2. Participate in the office's training process.
3. Respond to questions and inquiries sent via email by students or in person in a timely manner.
4. Refer students to the appropriate office within the University to handle their complaint.

C. Office of Student Government Relations

a. Name, Mission, and Affiliation
i. Name – the name of the office shall be the Office of Student Government Relations (abbreviated to OSGR).
ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future students for the accessibility, affordability, and quality of Cornell University.

b. Roles and Responsibilities
i. Director of Student Government Relations – the responsibilities of the Director of Student Government Relations are as follows:
1. Chair all meetings
2. Correspond with the Student Assembly to affect office priorities
3. Create training programs for directors and other office members
4. Appoint additional members of the office as appropriate

5. Oversee the budget of the office

ii. Deputy Executive Director of Student Government Relations — the responsibilities of the Deputy Director of Student Government Relations are as follows:
   1. Oversee the recruitment of additional members of the office.
   2. Perform other activities as determined by the Director.

iii. Deputy Director of Local Relations – the responsibilities of the Deputy Director of Local Relations are as follows:
   1. Understand and act upon student needs and requests
   2. Maintain and foster communications with appropriate institutions, entities, and individuals

iv. Deputy Director of State Relations – the responsibilities of the Deputy Director of State Relations are as follows:
   1. Understand and act upon student needs and requests
   2. Maintain and foster communications with appropriate institutions, entities, and individuals

v. Deputy Director of Federal Relations – the responsibilities of the Deputy Director of Federal Relations are as follows:
   1. Understand and act upon student needs and requests
   2. Maintain and foster communications with appropriate institutions, entities, and individuals

vi. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are as follows:
   1. Understand and act upon student needs and requests
   2. Collaborate and support the Deputy Directors of Local, State, and Federal Relations as needed

Section 7: Independent Offices

A. The independent offices of the Student Assembly shall exist to provide independent oversight over functions of the Assembly.

B. Office of Ethics

a. Name, Mission, and Affiliation

i. Name – the name of the office shall be the Office of Ethics.

ii. Mission – the mission of the Office of Ethics shall be to pursue any necessary ethics concerns of Assembly members and directly elected undergraduate representatives to the UA. The Office will evaluate all requests submitted by community members that are against any Assembly members, Assembly committees, or directly elected undergraduate representatives of the UA.

iii. Affiliation –The Office of Ethics shall be affiliated as an independent office of the Cornell Student Assembly.

b. Roles and Responsibilities
    i. Director of the Office of Ethics:
        1. Director of the Office of Ethics will chair all Office of Ethics meetings.
        2. Director of the Office of Ethics shall only vote in the event of a tie.
    ii. Voting Members of the Office of Ethics:
        1. The Office of Ethics shall consist of seven voting members.
        2. All voting members shall serve for the duration of one academic year unless their term is renewed by the incoming Director of the Office of Ethics.
        3. Voting members can be removed before their term expires by a two-thirds (2/3) vote of the entire voting membership of the Office.
        4. All voting members shall be non-Student Assembly and non-University Assembly members of the Cornell undergraduate student population.
        5. Voting members may not seek Student Assembly or UA office for the academic year following their term of service in the Office of Ethics.
c. Recruitment of the Office of Ethics Members
    i. Before the conclusion of each academic year, the outgoing voting membership of the Office of Ethics must select the incoming Director of the Office of Ethics internally by a simple majority vote of the entire voting membership of the Office. This nominee shall be subject to confirmation by a 2/3 vote of the Assembly at the Organizational Meeting referenced in Article IV, Section 3.
        1. At any point in the academic year, a vote of no confidence may be called by any voting member of the Student Assembly, at which point the Director of the Office of Ethics shall be subject to a vote of reconfirmation.
        2. In the event of a nominee or Director failing a confirmation vote, the President of the Student Assembly shall, in coordination with the Office of the Assemblies and Vice President for Communications, distribute a call for candidates to the Cornell undergraduate community. Any interested and eligible Cornell undergraduate student shall be welcome to apply. The Student Assembly shall fill the vacant Director seat within six (6) weeks of the call or by the third-to-last regularly scheduled meeting of the academic year, whichever date is earliest.
    ii. The incoming Director of the Office of Ethics shall decide upon the voting membership of the incoming Office before the conclusion of each academic year, subject to confirmation by a 2/3 vote of the Assembly.
d. The Student Assembly Code of Ethics
    i. The Student Assembly Code of Ethics should include, but is not limited to, including:
        1. An expansion of the language outlined in the Student Assembly Standing Rules, Section 2: Ethical Standards and Attendance Policy, Section A;
        2. An overview of possible ethical conduct offenses;
        3. The process of determining a violation of ethics;
        4. The process of recommending the appropriate disciplinary action to a third party.

ii. The Office of Ethics will be charged with interpreting and applying the guidelines set forth in the Student Assembly Code of Ethics.

C. Office of Elections

a. Name, Mission, and Affiliation
   i. Name – the name of the office shall be the Office of Elections.
   ii. Mission – The Office will coordinate and implement regularly scheduled and special elections of the Assembly and directly elected undergraduate representatives to the UA.
   iii. Affiliation –The Office of Elections shall be affiliated as an independent office of the Cornell Student Assembly.

b. Roles and Responsibilities
   i. Director of the Office of Elections:
      1. Chair the meetings of the Office;
      2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the Director of the Office of the Assemblies, the VP of External Affairs, and the President;
      3. Serve as Assembly correspondent for election matters;
      4. Ensure that the Elections Committee is successfully completing the following tasks:
         a. Making every effort to ensure the greatest number of candidates for each available position,
         b. Ensuring all candidates are aware of and abiding by elections, campaigning, postering, and other Assembly and University policies,
         c. Coordinating and advertising an informal "Meet the Candidates Forum",
         d. Coordinating and advertising opportunities for candidates to make public appearances,
         e. Coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if such forums are deemed necessary by the Executive Board,
         f. Contacting student organizations and informing them of the elections process and encouraging them to send delegates to elections activities in order to report candidates' stances on relevant issues to their organizations,
         g. Ensuring that candidates have submitted pictures and statements
         h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the Office of the Assemblies in the coordination of elections days;
      5. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of potential ballot referenda to be considered for approval by the Assembly, and that all approved referenda are advertised along with all elections activities described above.
   ii. Voting Members of the Office of Elections:
      1. The Office of Elections shall consist of nine voting members.
      2. All voting members shall serve for the duration of one academic year unless their term is renewed by the incoming Director of the Office of Elections.

3. Voting members can be removed before their term expires by a two-thirds (2/3) vote of the entire voting membership of the Office.
4. All voting members shall be non-Student Assembly and non-University Assembly members of the Cornell undergraduate student population.
5. Voting members may not seek Student Assembly or UA office for the academic year following their term of service in the Office of Elections.

c. Recruitment of the Office of Elections Members
   i. Before the conclusion of each academic year, the outgoing voting membership of the Office of Elections must select the incoming Director of the Office of Elections internally by a simple majority vote of the entire voting membership of the Office. This nominee shall be subject to confirmation by a 2/3 vote of the Assembly at the Organizational Meeting referenced in Article IV, Section 3.
      1. At any point in the academic year, a vote of no confidence may be called by any voting member of the Student Assembly, at which point the Director of the Office of Elections shall be subject to a vote of reconfirmation.
      2. In the event of a nominee or Director failing a confirmation vote, the President of the Student Assembly shall, in coordination with the Office of the Assemblies and Vice President for Communications, distribute a call for candidates to the Cornell undergraduate community. Any interested and eligible Cornell undergraduate student shall be welcome to apply. The Student Assembly shall fill the vacant Director seat within six (6) weeks of the call or by the third-to-last regularly scheduled meeting of the academic year, whichever date is earliest.
   ii. The incoming Director of the Office of Elections shall decide upon the voting membership of the incoming Office before the conclusion of each academic year, subject to confirmation by a 2/3 vote of the Assembly.

ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY

Section 1: Community Rights

The Assembly and its committees shall respect and protect the rights of individual members of the Cornell community. All members of the community, who do not otherwise have an appointed or elected position on the student assembly, have the right to add a resolution to the Student Assembly Agenda as a sponsor (without the requirement of having a member of the assembly being a sponsor) after gaining the approval of a Student Assembly committee through a majority vote or after procuring the written signature of at least a majority of seated Assembly members and presenting it to the Student Assembly President or their designee for verification at least 48 hours before the meeting at which the resolution is to be introduced. Resolutions that appear on the agenda using either of these methods may not have more than three sponsors who are not Student Assembly members of Student Assembly committee chairs.

Section 2: Confidentiality

When a subject under discussion or examination requires the use of personal confidential information, all reasonable efforts shall be made to safeguard the confidentiality of this information. Confidential information is meant to include any and all information that, if publicly exposed, would endanger the privacy, safety, or security of any member of the Cornell community (students, faculty, and staff), or constitute a breach of any individual right guaranteed by the University, the State of New York, or the federal government.

ARTICLE VIII: PROGRAMS AND ACTIVITIES

Section 1: Public Events and Campus Forums

The Assembly shall conduct at least one public event or forum per semester at alternating locations on campus. These public events or forums shall include administrators related to a particular topic of current student interest.

Section 2: Mandatory Anti-Bias and Transparency Training

As the pursuit of anti-discrimination is a standard for the Cornell Community, all voting and ex-officio members of the Student Assembly, as well as committee members, are required to attend and participate in an annual anti-bias and transparency training. This training shall be offered multiple times throughout the summer and first semester of the academic year.
The training shall be developed by the Diversity, Equity, and Inclusion Committee and administered in accordance with the procedures set forth in this Section. The Vice President for Diversity, Equity, and Inclusion shall present the completed training to the Executive Cabinet at its first meeting of each academic year. Following presentation to the Executive Cabinet, the Vice President for Diversity, Equity, and Inclusion shall distribute the completed training materials to all Student Assembly committee chairs. Each committee chair shall administer the annual anti-bias and transparency training during the committee's first meeting of the academic year and shall facilitate a discussion regarding the training and its relevance to the committee's work.
Each committee shall document the administration and completion of the annual anti-bias and transparency training in its meeting minutes, including the date on which the training was administered. The Vice President for Diversity, Equity, and Inclusion and the Chair of the Campus Pulse Committee shall review committee meeting minutes to confirm completion of the training by each committee.

A. Recognizing implicit bias, this shall at a minimum be along the guidelines set forth by the UCLA Office of Equity, Diversity, and Inclusion: Implicit Bias Video Series.
B. The importance of diversity in the work of the Student Assembly
C. Working with stakeholders
D. Methods to increase relationships and transparency with the Cornell community
E. The proper channels for the reporting of bias and harassment, at the Assembly level through the Office of Ethics and at the University level through OSCCS and Title IX.

Failure to complete such training is grounds for removal from the assembly, attendance will be cataloged by the President.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with the Charter, Bylaws, Standing Rules, and any special rules of order the Assembly may adopt.

ARTICLE X: AMENDMENTS

These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be presented to the assembly by voting members and by community petition with at least 100 Cornell undergraduate student signatures.