Charter

Cornell University Student Assembly

As Amended on September 10, 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.

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.

Section 4: Objection to Actions

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

Section 5: University Calendar

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

Section 6: Presidential Information

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

Section 7: President's Report

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

Section 8: Public Hearings, Forums, and Referenda

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

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

i. The referendum must contain a single or a series of referendum questions that are neutrally worded and call for a yes/no response. Once the submitter has started gathering signatures, the question may not be changed or modified in any way. Submitters must collect signatures (defined as a willfully submitted record of first name, last name, and NetID) exclusively from registered undergraduate students at Cornell University. Digital and print solicitation methods are permitted, provided that the referendum question and sponsoring student or student organization are clearly visible. An electronic form (ex, Google form) may be used to gather the names and NetIDs of students, but the final submission must be on the appropriate form provided by the Office of the Assemblies.

ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the election materials for the Fall and for the Spring. All deadlines will be advertised through the Student Assembly monthly newsletter as well as the other usual publicity instruments. Once a referendum question with the appropriate number of signatures has been submitted, the Student Assembly general body will roll call vote by simple majority whether to hold the referendum. The vote will also make the provision for two collective community votes. If the Assembly votes by a margin of 80% or more of voting members to NOT hold the referendum, the referendum is suspended. If the Assembly votes by simple majority but less than 80% of the vote to NOT hold the referendum, the submitter may overturn the decision of the Assembly by collecting the signatures of at least 10-percent of the registered undergraduate student body using the same method described in section A. 2. Once a referendum is approved or has gathered the support of at least 10-percent of the registered undergraduate student body, the following timeline will be observed:
    a. STATEMENT PERIOD. The Student Assembly Executive Vice President will put out a call for pro or con statements regarding the referendum question. Any member of the Cornell community may submit a statement. Each statement will be no longer than 300 words. The statements must pertain to the topic of the referendum question. The deadline for pro or con statements will be seven (7) days from when the call was first made public.
    b. PROMOTIONAL PERIOD. Once the seven-day statement period has ended, the Student Assembly Vice President for Comunications has a period of three (3) days to promote the referendum question and any submitted statements. The Office of the Assemblies will distribute via email to all registered undergraduate students the following: information on when and how to vote in the referendum, the referendum question, and any pro or con statements submitted.
    c. VOTING PERIOD. The Office of the Assemblies will conduct the referendum on the next business day following the conclusion of the promotional period. The voting period will be exactly 36 hours. The Office of the Assemblies will display any pro or con statements submitted during the statement period on the poll.

iii. The Office of the Assemblies will publicly release the results of the referendum within one business day following the conclusion of the Voting Period, including the percentage of the undergraduate population that voted.

iv. If a referendum has a majority of votes in favor of the submitter, then the President of the Student Assembly will communicate the referendum question, a summary of each side of the argument, and the results of the referendum to the Office of the President in the form of a referendum action.

v. The Office of the Assemblies will record and make publicly available all communication between the President of the Student Assembly and the Office of the President.

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.

E. 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 Executive Vice President of the Student Assembly; this office shall be distinct from that of a directly elected Representative At-Large.
F. Six voting members of the Assembly shall each be directly elected as a Representative At-Large by and from the University undergraduate student population as a whole.
G. Two voting members of the Assembly shall each be elected as a Minority Students Representative by and from the University undergraduate student population as a whole to represent minority students.
H. One voting member of the Assembly shall be elected as the Women's Issues Representative by and from the University undergraduate student population as a whole to represent women's issues.
I. One voting member of the Assembly shall be elected as the First-Generation College Students Representative by and from the University undergraduate student population as a whole to represent first-generation college students.
J. One voting member of the Assembly shall be elected as the Students with Disabilities Representative by and from the University undergraduate student population as a whole to represent students with disabilities.
K. One voting member of the Assembly shall be elected as the International Students Representative by and from the University undergraduate student population as a whole to represent international students.
L. One voting member of the Assembly shall be elected as the LGBTQIA+ Representative by and from the University undergraduate student population as a whole to represent Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual students.
M. One voting member of the Assembly shall be elected as Veterans Representative by and from the University undergraduate student population as a whole to represent undergraduate students who currently or have previously served in the Armed Forces of the United States.
N. One voting member of the Assembly shall be elected as Student Workers' Representative by and from the University undergraduate student population as a whole to represent the community of undergraduates who, in addition to being students, simultaneously bear the responsibilities of being employed for pay, in any capacity, in any form, or by any employer.
O. Four voting members of the Assembly shall each be elected at-large by and from the undergraduate freshman student population to represent the same.
P. One voting member of the Assembly shall be elected at-large by and from the undergraduate transfer student population to represent the same.
Q. One voting member of the Assembly shall be elected by and from the undergraduate student populations of each the following colleges and schools to represent the same: the Brooks School of Public Policy; the Dyson School of Business, the College of Architecture, Art and Planning; the School of Hotel Administration; the College of Human Ecology, and the School of Industrial and Labor Relations.
R. Two voting members of the Assembly shall be elected by and from the undergraduate student populations of each the following colleges and schools to represent the same: the College of Agriculture and Life Sciences, and the College of Engineering.
S. Three voting members of the Assembly shall be elected by and from the undergraduate student population of the College of Arts and Sciences to represent the same.

Section 2: Qualifications of Voting Members

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

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.

Section 3: Non-Voting Membership

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

Section 4: Method of Election

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

Section 5: Term of the Assembly

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

Section 6: Advisor

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

Section 7: Attendance Requirement

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

Section 8: Vacancies

A. A vacancy shall exist in the office of a voting member of the Assembly or an undergraduate representative to the University Assembly before the expiration of the term of office upon the death, resignation, removal, recall, disqualification, declination of or failure to elect a duly qualified officeholder.

B. A vacancy that arises in the office of any voting member of the Assembly, including that of the President or an undergraduate representative to the University Assembly, during the first 30 days of the term of the Assembly, shall be filled by the candidate attaining the second greatest number of votes in the most recent election for the same office.
C. A vacancy that arises in the office of any voting member of the Assembly, except that of the President or an undergraduate representative to the University Assembly, after the first 30 days of the term of the Assembly shall be filled by the Assembly. At the next regularly scheduled meeting following the creation of the vacancy, the vacancy shall be filled by a roll-call vote; the vacancy shall not be filled without a two-thirds affirmative vote of the seated membership of the Assembly.
D. A vacancy that arises in the office of the President after the first 30 days of the Assembly shall be filled by the Executive Vice President. In the event that the office of the Executive Vice President is concurrently vacant or that individual declines to serve, the next ranking officer holding a voting seat shall serve as Acting President until such time as the Assembly elects a new President. The vacancy shall be filled by a roll-call vote; a two-thirds affirmative vote of the seated membership of the Assembly is required to fill the vacancy.
E. Any undergraduate student shall be eligible to fill a vacancy, provided they meet the qualifications to hold office set forth in this article; notwithstanding any provision to the contrary, a vacancy in the office of a Representative At-Large elected by virtue of attaining the second greatest number of in either the most recent election for President or Executive Vice President of the Assembly, may, for the remainder of the term of the Assembly in which the vacancy was created, be filled by as though the office were that of a directly elected Representative At-Large.

Section 9: Recall of Voting Members

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

Section 10: Responsibilities of Voting Members

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

B. Student Assembly members who represent specific college or school constituencies shall be charged with gathering information about their particular college and representing their respective constituencies, and voting according to their needs and desires.
C. All voting representatives shall host at least one forum or outreach activity per month with the Cornell undergraduate student body at an Ithaca campus location relevant to their constituency or via an accessible virtual forum and report all outcomes to the Assembly at the next regularly-scheduled meeting following such an activity.
D. All representatives may communicate regularly with their constituents through e-mail mailing lists and listservs, which may be maintained by their respective college dean's office, the Department of Campus Life, the Office of the Dean of Students, or the Office of the Assemblies.
E. Any Student Assembly member, including the Vice President for Communications, must submit a mass message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must be saved.
F. All voting members of the Assembly are expected to maintain a consistent standard of outreach and engagement with constituents.
    a. Facilitated by the Vice President for Communications and Chief of Staff, each voting member of the Assembly must earn five (5) points prior to the last meeting of the semester to maintain their seat. These "points" shall be used as a tracking mechanism to ensure that existing charter provisions for member outreach is maintained. If a voting member fails to reach the 5 points by the end of the academic semester, the member will lose voting power, and after 2 weeks, the assembly reserves the right to hold a vote to unseat the member.
    b. The Vice President for Communications and Chief of Staff will track all members' progress in a publicly available forum, its form up to the discretion of the same.
    c. Points can be earned in a variety of ways. These include:
        i. Tabling;
        ii. Being featured in the This Week in the Assembly series;
        iii. Planning/hosting/collaborating on events that are explicitly connected to Assembly initiatives;
        iv. Participating in the Assembly Roundup;
        v. Distributing flyers.
    d. Methods of engagement or outreach beyond those listed above must be approved by the Vice President for Communications or Chief of Staff.
    e. No points will be awarded for activity related to campaigns for election to the Student Assembly.
    f. No more than two points may be earned in one week.
    g. For voting seats filled through special elections or vacancies processes, and for Freshmen and Transfer Representative elections, respective points requirements shall be determined and formally communicated at the discretion of the Vice President for Communications.

ARTICLE V: AMENDMENTS

Section 1: Proposal of Amendments

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

Section 2: Presidential Approval

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

Section 3: Official Copy

The Office of Assemblies shall update the official copy of the charter within five business days of receiving notice of any amendment's ratification.

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)

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

Section 4: Procedure

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

(2) aside from financial contributions, in what aspect can the Finance Committee and the SA support the organization?
(3) how will the organization be impacted if the SAF allocation is decreased or not increased (remaining the same) for the current allocation cycle?

v. fulfillment of all additional specific requirements for reporting financial, programming, and organizational information, determined at the discretion of the current Vice President of Finance, which will be made a part of the final application one week prior to the start of the fall semester during a fee-allocating year.

B. Off-Year Reporting by Finance Committee
   i. By the first day of classes in a fee-setting academic year, the Vice President for Finance will report each result of off-year byline meetings which occurred in the academic year prior to the fee-setting year.
      a. This report will document decisions of the Finance Committee in the form of a funding increase, decrease, or remain the same per byline.
      b. The Vice President of Finance will report this to Assembly, the Vice President for Student and Campus Life, and the President of the University.

C. New Application Petitions for Student Activity Fee Funding
   i. If a new applicant, they must present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly.
      a. Petitions must include signatures of fifteen hundred (1500) undergraduate students registered in that semester.
   ii. If the number of valid signatures is found to be under 1,500, the organization will be informed and will have until their scheduled meeting with the Finance Committee in a fee-setting year to procure the missing signatures.
   iii. If the number of valid signatures is found to be under 1,500, at the discretion of the Vice President of Finance, it is recommended to move their scheduled Finance Committee to after all other byline organizations in the same semester of a fee-setting year.

D. Pre-Finance Meeting in a Fee-Setting Year
   i. At least one week before the deadline for final application submission, the Vice President for Finance shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants.
      a. At the meeting, the Vice President of Finance shall explain the procedure of allocating the Student Activity Fee, explain the procedure of Finance Committee meetings, and answer questions regarding final application details.
      b. If applicants have already submitted their final application, applicants shall notify the Vice President for Finance of any amendments they wish to make or supporting material to add at this meeting.
      c. The Vice President for Finance can grant an extension for all organizations if there is a delay in the availability of application materials.

E. Byline Organization Eligibility Reporting
   i. In the next regularly scheduled meeting of the Student Assembly after the deadline for final applications, the Vice President for Finance will report to the Assembly on the eligibility of each applicant, identifying:
      a. any new applicants that do not meet one or more eligibility criteria, and
      b. any returning applicants that do not meet one or more eligibility criteria which the Assembly may not waive.
   ii. The Assembly may waive those eligibility requirements it is empowered to waive on a per organization basis for any organization for the remainder of the semester. Such organizations may then proceed through the appropriation process, provided they meet all other eligibility criteria not waived by the Assembly.

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

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

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.

Section 9: Conference with GPSA

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

Section 10: Default

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

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

Section 11: Amendments

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

Section 12: Review

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

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

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

D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-setting year. The final report must be sent to the President of the University by the last day of finals of the fall semester.

E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee, an organization must meet the following criteria:
    i. Register as a student or university organization with the Student Activities Office
    ii. Allow students equal access to the services being provided by the organization or participation in the organization's activities
    iii. Operate primarily for students by students with funds disbursed through a university operating account
    iv. Have an advisor to assist with oversight of the university operating account.

F. Funding from the monies collected through the Student Activities Fee may be provided directly to an organization, which applies for and receives "by-line" funding status, outside of the established Student Activities Funding Commission or Graduate and Professional Student Activities Funding Commission processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding must demonstrate:
    i. Its activities are of direct and primary benefit to the entire Cornell community represented by the respective assembly; and
    ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.

G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational structure and programs and services are consistent with the criteria outlined above for by-line funded organizations. Such funding would require the approval of the respective assembly and the President of the University.

H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-line funded organizations and the Student Activities Funding Commission or Graduate and Professional Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-by-line funded organizations.

I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be permitted to increase the Student Activities Funding Commission's allocation above their request to reach an even dollar amount.

J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the Student Activity Fee, due to the funding instability inherent in administering such a system. Exceptions may be considered if recommended and approved by the respective assembly and approved by the President of the University.

K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

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.

B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which admission is charged:
    i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via the SAF.
    ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a substantial amount of tickets reserved for student use).
    iii. The Finance Committee or the Executive Committee shall have the ability to request that organizations publish a report to the SA on the amount of money received for an event, where that money has been allocated, total attendance, and how much money was spent on the event.

C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate attendance figures. Organizations shall conduct a review during each Byline Funding Cycle of the demographics of students who use and are impacted by their services and shall report to the SA Finance Committee the attendance figures, expenditures, and incomes generated from each event held during the two previous academic years. Organizations shall record the number of undergraduates who attend each program and event, utilizing the built-in system in Campus Groups that allow individuals to sign up for events. For events where tracking attendance would provide an unnecessary burden to organizations, a brief written statement explaining why attendance was not taken is required.

D. **Funds Reporting:** Organizations shall operate using their accumulated surplus and the Student Activity Fee disbursement. During each Byline Funding Cycle, organizations are expected to report on the supplemental cost per-student provided for by the SAF. Organizations shall track both undergraduate and graduate contributions to events and programming. Organizations shall notify the SA Vice President for Finance if they are expected to require more than their SAF allocation in a given year

E. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage student participation at its meetings, which shall be open to the public. Each byline-funded organization and its sub-organizations must include the SA logo or the following statement on all fliers, posters, promotions, programs, and literature related to public events: “Funded in part by the Student Assembly.” and clearly identify themselves as a "Student Assembly Byline Organization" on their website, social media accounts, CampusGroups page, and other public-facing platforms.'
    a. In the case that an organization or any of its sub-organizations does not satisfy the above, they shall be fined 10% of the total cost of the event.
    b. In the case that three violations that would warrant a fine are imposed on a Byline Funded Organization or its sub-organizations within a 5-year period, they will receive an automatic funding decrease for the following funding cycle, which shall be determined at the discretion of the Assembly.

F. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in accordance with its governing documents. These requirements apply to all organizations unless explicitly exempted in this Appendix or waived by a two-thirds vote of both the Finance Committee and the Student Assembly. The waiver shall apply for one by-line funding cycle.

G. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member of an organization may be compensated from an organization’s SAF account or SAF earned income account.
    a. In the case that an organization is found to have compensated any of the listed parties from their SAF account or SAF earned income account, they shall receive a fine as well as an automatic decrease in funding for the following funding cycle, both amounts of which shall be determined by the Vice President for Finance.
        i. However, the Vice President for Finance may not set an amount that puts the Byline Funded organization or its sub-organizations below the requirement to exist and receive funding from the SA.

H. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-voting liaison to each organization or, where appropriate, to its Executive Board to foster communication and partnership. If an organization feels their liaison is failing in their duty, a new liaison may be appointed. Save for voting rights, liaisons shall be treated equally to other Executive Board members:
    a. Byline organizations must invite their appointed liaison to all Executive Board meetings, providing reasonable notice of meeting times and locations.
    b. Byline organizations shall grant liaisons access to all Executive Board documents and files relevant to the organization's operations, budget, and events.
    c. Byline organizations shall include liaisons in all Executive Board communications, including emails and other correspondence related to the organization's operations.
    d. Byline organizations shall include liaisons on the Executive Board roster shown to the public, clearly identified as the 'Student Assembly Ex-Officio'.
    e. Failure to comply with the above by byline organizations constitutes a violation under Appendix B, Section 2E and triggers the following penalties, following the graduated schedule:
        i. First instance: Written warning and mandatory mediation.
        ii. Second instance: 10% reduction in next funding cycle (to be passed by two-thirds majority vote of the Student Assembly).
        iii. Third instance: Referral to Finance Committee for byline status review.
    f. Liaisons must attend at least two Executive Board meetings within the first six weeks of each semester to understand the organization's operations and needs and better represent their interests.
    g. Failure to comply with the above by liaisons triggers a written warning, and subsequent instances shall trigger referral to the SA Office of Ethics and potential loss of liaison assignments.

I. **Off-Year Reporting:** During the fall of even-numbered calendar years, each organization shall provide the Finance Committee with a written account of the use of its fee allocation and operations for the previous academic year, and an optional oral summary of its activities (unless mandated otherwise by the Finance Committee), including usage statistics and future programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the committee's recommendation on whether or not the organization should receive an increase in funding, a decrease in funding, or maintenance of funding at its current level. The SA Vice President for Finance shall then provide a written summary report of these meetings to the SA and all the Byline-funded organizations they have reported on.

J. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current funding cycle shall report each semester to the Finance Committee on their operations and finances.

K. **Sub-Organizations:** All organizations that fall under a byline-funded umbrella organization must be registered. Byline-funded organizations shall provide a description of how funds are allocated to each organization under their umbrella. If applicable, each sub-organization shall receive funding from its umbrella organization for at least one event open to the public, every academic year. Sub-organizations shall only apply for funding from their umbrella organization and will not be allowed to receive funding from any other byline-funded organization, including SAFC. Umbrella organizations will similarly be ineligible to receive funding from other byline-funded organizations. Byline-funded organizations shall provide a semesterly budget report for all the events held by sub-organizations during the two previous academic years.

L. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The Finance Committee must approve organizations' conference expenditures and each organization must demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its mission statement. Organizations shall request approval in their annual fall report to the SA.

M. **Spending Limitations:** All conferences, teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no greater than $4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply to SAFC-funded organizations. Funds from an organization's byline allocation cannot be used to purchase food for Executive Board meetings.

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

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

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

i. Notwithstanding these requirements, a club sport may make requirements based on competitive athletic skill which may result in a club sport of one or predominantly one gender. Organizations may also make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one gender. Organizations that participate in activities with governmental age restrictions may also make appropriate requirements on the basis of age.

ii. Organizations may also enforce uniform standards of conduct as a prerequisite for obtaining some or all rights of general members and executive board members, respectively, so long as said standards are protected by the 1st Amendment of the United States Constitution in the context of a public university and do not impede enforcement of Appendix B, Section II, subsection E.

iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall include a "Non-discrimination Clause" section in its bylaws, constitution or other governing documents reflecting this policy.

P. Reporting and Enforcement:

a. If a byline organization fails to comply with any of these requirements, the organization's liaison may, together with two additional members of the Assembly, or five members of the Assembly without the liaison, submit a formal complaint to the SA Vice President for Finance, who shall acknowledge the receipt of the complaint within two business days.

b. The SA Vice President for Finance shall investigate the complaint and report findings to the SA within two regularly scheduled meetings.

c. If the SA determines that a violation has occurred, it shall impose penalties according to the following schedule:

i. First violation within a two-year period: Written warning and mandatory meeting between the organization's leadership, liaison, and SA Vice President for Finance.

ii. Second violation within a two-year period: Reallocation of 5% of the organization's annual byline allocation, to be placed in the SA Special Projects Fund (passed by two-thirds vote of the Student Assembly).

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.

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

b. The Assistant Director/Director in the Tatkon Center for New Students shall continue to supervise the planning and implementation of all August and January orientation activities.
c. Tatkon Center for New Students: Orientation shall submit the results of the Student Volunteer Feedback surveys to the Finance Committee.

ix. Outdoor Odyssey
a. The Outdoor Odyssey allocation shall be managed and overseen by Cornell Outdoor Education.
b. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for pre-orientation trips and shall dedicate no less than $20.00 of their allocated funds per year toward this program.

x. Student Assembly
a. The Student Assembly allocation shall be managed and overseen by the Cornell University Office of Assemblies Department.
b. The Student Assembly Special Projects allocations should not exceed $5,000 per organization per academic year.

xi. Student Club Insurance
a. The Club Insurance allocation shall be managed and overseen by the Cornell University Risk Management Department in conjunction with Campus Activities.
b. No member of the Assembly shall be allowed to propose a resolution suggesting that club insurance be eradicated unless permission is granted by the President of the University or the Board of Trustees.

xii. Students Helping Students Awards
a. The Students Helping Students allocation shall be managed and administered by the Cornell University Financial Aid Department.
b. The Students Helping Students Award provides assistance to students with necessary emergency expenses incurred during the fall or spring semesters that cannot be funded by other means.
c. Allowable expenses include, but are not limited to:
1) travel expenses related to emergency situations (like the death of a relative)
2) extra basic living expenses needed due to fire, destruction, or natural disaster; replacement of stolen goods (not lost due to negligence)
3) emergency medical or dental expenses not covered by insurance.
d. The Students Helping Students Award is not designed to cover standard expenses included in the budgeted cost of attendance for the academic year, non-emergency expenses, expenses that are extravagant or non-utilitarian, and so forth.
e. The Student Assembly Financial Aid Review Committee (FARC), a committee convened by the Student Assembly, reviews and approves grants anonymously.

B. **Programming** – A programming byline is an organization (comprised of mainly of students) that are affiliated with a university department or unit. The department or unit along with the student leaders manages the allocated SAF funds for a specific programmatic 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.

i. Programming Council
a. Convocation Committee
1) Convocation shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities

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.

b. Club Sports Council must send two officers each academic year to the Safety Training provided by Campus Activities and facilitated by the Club Sports Council. This requirement must be completed before the club can access funds.
c. Sports Clubs members must sign electronic waivers each academic year via CampusGroups. This requirement must be completed before the club can access funds.
d. Sports Clubs must send at least one officer to each monthly meeting held by the Council.

ii. Interfaith Council at Cornell
a. The Interfaith Council at Cornell shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Office of Spirituality and Meaning Making.
b. Interfaith organizations must work with Campus Activities and the Office of Spirituality and Meaning Making to ensure that all affiliated advisors have the proper Risk Management requirements.
c. Each organization under The Interfaith Council shall request funding for at least one event open to the public, every academic year.

iii. Student Activities Funding Commission
a. SAFC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities.
b. Collaborate with the other primary funding boards to ensure procedures/structures are similar and consult with the Vice President of Finance within the Student Assembly if changes/enhancements are needed.

D. **Supplementary Funding Boards** – A supplementary funding board byline organization (comprised of students partnering with an university advisor) serves as an additional funding source and programming body for qualifying student organizations and/or organizations that may fit within their mission. The byline partners with Campus Activities in determining specific requirements to enable organizations to function on campus.

i. ALANA Intercultural Programming Board
a. ALANA shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Dean of Students.
b. ALANA will divide their funding between their programming/ overhead and umbrella organizations.
c. ALANA's umbrella organizations include the following:
(1) Black Students United (BSU)
(2) Native American and Indigenous Students at Cornell (NAISAC)
(3) The Cornell Asian Pacific Student Union (CAPSU)
(4) La Asociación Latina (LAL)
(5) Cornell's South Asian Council (SAC)
d. Shall provide a description of how funds are allocated to each organization under their umbrella.

ii. CU Tonight Commission
a. CU Tonight shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
b. CU Tonight shall promote non-alcoholic, late night social programming, on campus, open to the entire Cornell community.
c. CU Tonight shall provide a breakdown of how many organizations received funding in specific financial brackets and number of events.

iii. Environmental Collaborative
a. Cornell Environmental Collaborative shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Campus Sustainability Office.

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.

(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

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;

D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
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:

A. a renovation of a room or building
B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (i.e. a planned renovation by the administration could be substantively expanded via student support); and
D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of funding on campus.
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:
A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on behalf of the applicant;
B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
C. an application to cover the costs of a regularly occurring project or initiative; and
D. an application that directly or indirectly subsidizes the cost of tuition of an individual student.

Section 9: Procedure for Determining Funding Awards

A. Release of Application
    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.
    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.
    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.
    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.
    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.

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