



# **Student** Assembly

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## **Student Assembly Meeting**

### **AGENDA**

**Aug 29, 2024**

**4:45 - 6:30 p.m.**

**Memorial Room (WSH 407), Willard Straight Hall**

**ZOOM**

Meeting ID: 924 7639 2560 | Passcode: 729029

1. Call to Order
2. Reading of the Land Acknowledgment
3. Announcements
4. Open Microphone
5. Approval of the Minutes
6. Consent Calendar
  1. Approval of the [2024-2025 Student Assembly Meeting Schedule](#)
  2. [Resolution 1: Adoption of the Standing Rules of the 2024-2025 Term of the Student Assembly](#)
  3. [Resolution 2: Executive Governance Reform](#)
  4. [Resolution 3: Establishing the Ad-Hoc Committee on Vacancies](#)
7. Presentations
8. Second Readings
9. Third Readings
10. Appointments and Vacancies Calendar
11. Adjournment

# Cornell University Student Assembly

## Student Assembly Meeting Schedule 2024-2025

### Fall 2024 (13 meetings)

August 29, 2024  
September 5, 2024  
September 12, 2024  
September 19, 2024  
September 26, 2024  
October 10, 2024  
October 17, 2024  
October 24, 2024  
October 31, 2024  
November 7, 2024  
November 14, 2024  
November 21, 2024  
December 5, 2024

### Spring 2025 (14 meetings)

January 23, 2025  
January 30, 2025  
February 6, 2025  
February 13, 2025  
February 20, 2025  
February 27, 2025  
March 6, 2025  
March 13, 2025  
March 20, 2025  
March 27, 2025  
April 10, 2025  
April 17, 2025  
April 24, 2025  
May 1, 2025

All meetings for the 2024-2025 academic year are held in Willard Straight Hall, Memorial Room, except as noted, 4:45 - 6:30 p.m. Zoom information is provided via agenda distribution or by request to the Office of the Assemblies at [assembly@cornell.edu](mailto:assembly@cornell.edu).

Last revised 8/5/2024



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## Resolution 1: Adoption of the Standing Rules of the 2024-2025 Term of the Student Assembly

**Abstract:** This resolution adopts the Standing Rules of the 2024-2025 Term of the Student Assembly.

**Sponsored by:** President deRham '27, EVP Vinson '25, Parliamentarian Coleman '26, UA Rep. Maggard '26

**Type of Action:** Internal Policy

**Originally Presented:** 05/29/2024

**Current Status:** Pending Adoption

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**Whereas,** the Standing Rules of the Student Assembly must be adopted at the beginning of each term of the Student Assembly.

**Whereas,** proper Standing Rules are necessary for the functioning of the Assembly.

**Be it therefore resolved,** the attached Standing Rules be adopted as the Standing Rules for the 2024-2025 Term of the Student Assembly, with immediate effect.

**Respectfully Submitted,**

Zora deRham '27

*President of the Student Assembly*

Adam Vinson '25

*Executive Vice President of the Student Assembly*

Agnes Coleman '26

*Parliamentarian of the Student Assembly*

Nicholas Maggard '26

*Undergraduate Representative, University Assembly*



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## The Standing Rules of the Cornell University Student Assembly

*Adopted by the Student Assembly on  
August 29th, 2024*

### § 100. Purpose and Suspension.

- A. These rules may be suspended by a vote of two-thirds vote of the voting members present at a meeting of the Student Assembly where a quorum is present; and motions to suspend shall be privileged.
- B. These rules shall be superseded by the Charter, Bylaws, Election Rules, and Code of Ethics. These rules shall supersede Robert's Rules of Order.

### § 101. Meetings and Absences.

- A. Attendance shall be required at all regularly scheduled meetings for each voting member and officer; it shall be the prerogative of the President to designate other meetings as required for members and officers.
- B. Attendance at meetings of the Assembly shall be determined by the first call of the roll at each meeting; absences may be excused by the President or Vice President for Internal Operations.
- C. Regularly scheduled meetings shall be held on Thursdays, from 4:45 p.m. until 6:30 p.m., while undergraduate colleges are in session, or when called by the President, provided notice of three (3) days is given.
- D. An informal meeting shall be held on Thursdays, from 4:00 until 4:45 p.m., on days in which the Student Assembly is meeting in person pursuant to Rule 2, Section D. This informal meeting is to provide representatives and members of the community the opportunity to discuss the business of the Assembly before the meeting. Attendance will not be taken and members are not required to be present. Food shall be provided at these meetings.
- E. For any item of business sponsored by the Chair of the Student Assembly, the Vice Chair shall hold the chair, in order to allow the presiding officer to present and debate on the item of business. In the event the Chair and Vice Chair are both sponsors, the Chair shall designate another member of the Assembly. The chair of the Student Assembly shall revert back to the presiding officer automatically upon disposition of the business.



# Student Assembly

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43  
44 F. Each voting member of the Student Assembly shall be required to be a member  
45 of at least one Student Assembly or University Assembly committee.  
46

47 **§ 102. Oath of Office.**  
48

49 A. Each voting and non-voting member of the Student Assembly, prior to  
50 assuming office, shall recite the Student Assembly Oath of Office. Officers  
51 shall recite the Oath of Office upon being elected or temporarily assuming an  
52 office.  
53

54 B. The Cornell University Student Assembly Oath of Office shall read: *I swear (do*  
55 *solemnly, sincerely, and truly declare and affirm) that I will bear true faith and*  
56 *allegiance to Cornell University, uphold the Charter and Bylaws of the Student*  
57 *Assembly, and well and faithfully discharge the duties of the Office of [Office]*  
58 *of the Student Assembly of which I am about to enter.*  
59

60 **§ 103. Order of Business.**  
61

62 A. The Order of Business for all regular meetings of the Assembly shall be as  
63 follows:  
64

- 65 (1) Call to Order
- 66 (2) Call of the Roll
- 67 (3) Reading of the Land Acknowledgment
- 68 (4) Approval of the Minutes
- 69 (5) Communications to the Student Assembly
- 70 (6) Consent Calendar
- 71 (7) Reports of Officers, Committees, and Liaisons
- 72 (8) Announcements
- 73 (9) Presentations
- 74 (10) Public Comment
- 75 (11) Public Hearings (if nessesary)
- 76 (12) Second Reading Calendar
- 77 (13) Third Reading Calendar
- 78 (14) Appointments and Filling of Vacancies
- 79 (15) Adjournment  
80

81 B. The Call to Order shall be made by the President of the Assembly or their  
82 designee.  
83

84 C. The Call of the Roll shall be carried about by the Clerk of the Assembly, who  
85 shall inform the Student Assembly of the number of members present, absent



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- 86 and excused.  
87
- 88 D. The President shall read all communications to the President and the Student  
89 Assembly during the Communications to the Student Assembly portion of the  
90 Regular Order of Business.  
91
- 92 E. Unapproved minutes of previous meetings held during the same term shall be  
93 considered during the Approval of the Minutes section of the Regular Order of  
94 Business.  
95
- 96 F. Business may be placed on the Consent Calendar by the President, Executive  
97 Board, or by a petition containing the signatures of two-thirds (2/3) of the  
98 elected members of the Assembly filed no fewer than three days prior to the  
99 meeting at which the item is to be considered; all business on the Consent  
100 Calendar shall be non-debatable and only considered in whole.  
101
- 102 G. During the Reports of Committees and Liaisons section of the Regular Order of  
103 Business, all officers, committee chairs, liaisons or their designees with updates  
104 shall make a report of the activities of their committee or relevant portfolio.  
105
- 106 H. During the Announcements section of the regular Order of Business, members,  
107 officers, and liaisons shall make announcements relevant to the work of the  
108 Student Assembly and address inquiries related to such announcements.  
109
- 110 I. The Presentations section of the Regular Order of Business shall be reserved  
111 for presentations by invited presenters; business may be placed on the  
112 Presentations section by Executive Board or by a petition bearing the signatures  
113 of no fewer than ten (10) members of the Assembly filed at least three (3) days  
114 prior to the meeting at which the presentation is to be made.  
115
- 116 J. The Public Comment section of the Regular Order of Business shall be reserved  
117 for members of the Cornell Community who wish to express their views to the  
118 Student Assembly; no speaker during this section shall speak for more than  
119 three (3) minutes or more than once.  
120
- 121 K. The Public Comment section of the Regular Order of Business shall be reserved  
122 for the Student Assembly to conduct public hearings as required by the Bylaws  
123 of the Student Assembly. There shall be a separate public hearing on each  
124 legislative action requiring a public hearing. During such public hearings,  
125 undergraduate students may address the Student Assembly on the subject  
126 relevant legislative action for no more than three (3) minutes.  
127
- 128 L. The Second Readings Calendar shall include all business having been read once



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129 and filed with the Office of the Assemblies and President no later than the  
130 Monday night at 11:59 PM immediately preceding a regular meeting.

131

132 M. The Third Readings Calendar shall include, in the following order:

133

134 (1) Each resolution read for a second time not yet disposed of from a  
135 previous regular or special meeting;

136

137 (2) Each resolution containing an appropriations request referred by the  
138 Vice President for Finance; and

139

140 (3) Each resolution having previously been read twice and reported  
141 favorably by a committee, provided the resolution is filed with the  
142 Office of the Assemblies and the President no later than Tuesday night  
143 at 11:59 PM immediately preceding a regular meeting;

144

145 (4) Each resolution having previously been read twice and not otherwise  
146 corresponding with paragraphs 1, 2, or 3 of this subsection.

147

148 N. All business to be placed on the Second Readings, Third Readings or  
149 Appointments and Vacancies Calendars shall be filed with the Office of the  
150 Assemblies and the President no fewer than two (2) days prior to the meeting  
151 at which such business shall be considered, unless otherwise specified.

152

153 O. During the Appointments and Filling of Vacancies section of the Regular Order  
154 of Business, any member may move to fill a vacancy.

155

156 P. This section shall be exempt from § 100(A). This section shall only be  
157 suspended by order of the Executive Board.

158

## 159 § 104. Legislative Process.

160 A. Readings of Resolutions.

161

162 (1) Approval of each resolution shall only occur once read three times,  
163 unless otherwise specified in these Standing Rules.

164

165 (2) The first reading of a resolution shall occur upon the filing of a  
166 resolution with the President, Executive Board, and the Office of the  
167 Assemblies through a Qualitrics link provided by the President.

168

169 (3) The second reading of a resolution shall occur once, at a regular meeting  
170 of the Assembly during consideration of business on the Second



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171 Reading Calendar, the Chair has read the title of the resolution to the  
172 Assembly and declared the resolution read for the second time.

173  
174 (a) During the second reading, it shall be in order for each member  
175 of the Assembly question the sponsor of the resolution under  
176 consideration;

177  
178 (b) The consideration of amendments shall not be in order during  
179 the consideration of business on the Second Readings Calendar.

180  
181 (4) The third reading of a resolution shall occur once, at a regular meeting  
182 of the Student Assembly during consideration of business on the Third  
183 Reading Calendar, the Student Assembly approves a motion to read the  
184 pending resolution for a third time; approval of the motion to read the  
185 pending resolution for a third time shall constitute approval of the  
186 resolution.

187  
188 (a) Immediately upon the consideration of a resolution to be read  
189 for the third time, the Chair shall recognize the sponsor of the  
190 pending resolution to move an amendment in the nature of a  
191 substitute, if requested by the sponsor. This motion shall be non-  
192 debatable.

193  
194 (b) During the consideration of a resolution to be read for the third  
195 time, the Chair shall recognize a motion to refer the pending  
196 resolution to committee. This motion shall be debatable.  
197 Resolutions returned by the referred committee with approval  
198 shall be placed back on the Third Reading Calendar.

199  
200 B. Consent Calendar.

201  
202 (1) A resolution may be designated for consideration on the Consent  
203 Calendar by the President; upon this designation, a resolution shall be  
204 considered read for the second time.

205  
206 (2) Approval of the Consent Calendar shall constitute the third reading of  
207 each resolution placed on the Consent Calendar.

208  
209 C. This section shall be exempt from § 100(A). This section shall only be  
210 suspended by order of the Executive Board.

211  
212 **§ 105. Committees.**

213





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- 214 A. Committee referrals for resolutions will be determined by the President. The  
215 sponsor of a resolution may appeal this decision to the Executive Board.  
216  
217 B. Meetings of Student Assembly committees shall be open to members of the  
218 Cornell Community, except when in executive session.  
219  
220 C. The chair of each committee shall transmit the minutes of meetings of their  
221 committee's meeting to the Executive Board within seven (7) days of a meeting.  
222

## § 106. General Meeting Procedures.

- 223  
224  
225 A. Speakers will be recognized at the discretion of the Chair and placed on a  
226 speaker's list maintained by the Chair. Each speaker shall have a maximum of  
227 two minutes to speak, with the option to yield the balance of his, her, or their  
228 time to another single individual at the meeting, including the Chair. It is at the  
229 Chair's discretion to place additional limitations on speaking time.  
230  
231 B. The Chair may call the question at his or her discretion.  
232  
233 C. Actions of the Executive Board may be overruled by the adoption of a motion  
234 to *Appeal*.  
235  
236 D. Motions may be withdrawn by the mover after being seconded, but prior to the  
237 vote on approval of the motion.  
238

## § 107. Proxies.

- 239  
240  
241 A. Voting members of the Assembly may designate any member of the Cornell  
242 Community to serve as their proxy; such proxies shall, for the duration of the  
243 meeting in which they are designated, possess the same privileges as the voting  
244 member whose proxy they hold.  
245  
246 B. The proxies of voting members not present who have not otherwise designated  
247 a proxy shall be issued to non-voting members in order of their role.  
248  
249 C. Proxies, both designated and automatic, shall be certified by the President or  
250 their designee, and noted in the minutes.  
251

## § 108. Voting.

- 252  
253  
254 A. Business that contains the signatures of  $\frac{2}{3}$  of members, or as authorized by the  
255 Executive Board, may be voted on by electronic means outside of a regularly  
256 scheduled meeting; such business shall only be considered approved if a



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257 quorum of the Assembly casts votes.

258

259 **§ 109. Meeting Minutes.**

260

261 A. Minutes of meetings of the Assembly shall be published following their  
262 approval, except for portions relating to business conducted in Executive  
263 Session.

264

265 B. The Clerk of the Assembly shall be responsible for drafting minutes of meetings  
266 of the Assembly.

267

268 **§ 110. Spending Guidelines.**

269

270 A. Category Spending.

271

272 (1) In order for a disbursement of budgeted funds to be made, either the  
273 President or the Vice President for Finance must approve it. The Vice  
274 President for Finance is responsible for classifying the expenditure into  
275 a budget category.

276

277 (2) The Assembly's budget must be reviewed and approved by the  
278 Assembly by the conclusion of the second meeting of the academic year.

279

280 (3) Any reallocation of funds between categories of the budget or spending  
281 of the budget surplus must be confirmed by a majority vote of the  
282 Appropriations Committee followed by a majority vote of the Student  
283 Assembly.

284

285 (4) The Vice President for Finance will maintain a record of all expenses of  
286 each committee. At the end of each semester, he or she will make public  
287 the amount left in the committee's account.

288

289 B. Special Projects Funding.

290

291 (1) The Student Assembly may choose to fund any project, program or  
292 service through the Assembly Special Projects that it deems to improve  
293 the quality of undergraduate student life. Special Projects funding is a  
294 type of category spending.

295

296 (2) Special Projects funding may be requested by any of the following, but  
297 not limited to:

298

299 (a) Any Cornell registered student organization; or



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- 300  
301 (b) Assembly committee chairs that seek funding for expenditures  
302 that exceed their committee's budgeted allocation  
303
- 304 (3) The President and Vice President for Finance together may approve any  
305 special projects funding request up to \$500 without consultation with  
306 the Executive Board. Amounts up to \$500 may also be funded by a  
307 majority vote of the Executive Board. Request must be made public at  
308 a Student Assembly meeting in the form of an "Announcement/Report"  
309 before being approved. Any voting member can motion for the request  
310 to be sent to the Executive Board if they feel necessary.  
311
- 312 (4) The Executive Board shall decide upon special projects requests over  
313 \$500 and under \$2,500 by a majority vote. The Assembly, at large, may  
314 reverse an Executive Board decision to fund amounts over \$500 by a  
315 two-thirds vote. The request should be presented to the Student  
316 Assembly in the form of a resolution.  
317
- 318 (5) Requests \$2,500 and over shall be decided upon by a majority vote of  
319 the Executive Board and confirmed by a majority vote of the Student  
320 Assembly, at large. The Assembly, at large, is only required to confirm  
321 requests of \$2,500 or greater. The request should be presented to the  
322 Student Assembly in the form of a resolution.  
323
- 324 (6) The Vice President for Finance shall present a written or oral report to  
325 the Assembly at-large, each time a special project disbursement is made.  
326
- 327 ###



## 1           **Resolution 2: Executive Governance Reform**

2    **Abstract:** This resolution adopts bylaw amendments to clarify several areas of governance.

3    **Sponsored by:** President deRham '27, EVP Vinson '25, VP Suarez '27, VP Hite '26, VP Chan  
4    '25, VP Flournoy '27, Parliamentarian Coleman '26, UA Rep. Maggard '26

5    **Type of Action:** Internal Policy

6    **Originally Presented:** 05/29/2024

7    **Current Status:** Pending Adoption

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8    **Whereas,** the term “ex-officio” as it is used in the Bylaws does not mean “non-voting,” as  
9    intended, but rather the Latin “by virtue of office,” leading to confusion about whether such seats  
10   are voting or non-voting.

11   **Whereas,** previous Assembly governing document changes have began the process of  
12   converting the usage of “SA” as the shortened version of “Student Assembly” to “Assembly.”

13   **Whereas,** there currently exists three Executive bodies: the Executive Committee, the Executive  
14   Board, and the Executive Cabinet. These three bodies each have primarily the same membership,  
15   but with separate responsibilities and requirements

16   **Whereas,** Officers of the Assembly are assigned significant responsibility, with no such  
17   authorized ability to designate.

18   **Whereas,** the Offices of Student Government Relations and the Student Advocate have unclear  
19   guidelines as to how those offices are governed by the Student Assembly.

20   **Whereas,** the Offices of Ethics and Elections should exist independently of the authority of the  
21   Student Assembly as a legislative body, in order to promote transparency and fairness in ethics  
22   and elections proceedings.

23   **Be it therefore resolved,** all amending resolving clauses not explicitly referring to the Standing  
24   Rules be understood as referring to the Bylaws.

25   **Be it further resolved,** the Student Assembly logo be updated to the versions provided by the  
26   Office of the Assembly.

27   **Be it further resolved,** all instances of “ex-officio” not referring to a seat automatically assigned  
28   by virtue of holding an office be changed to “non-voting,” with the exception of Article I,  
29   Section 4, where such instances shall be changed to “ex-officio, non-voting.”

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# Student Assembly

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30 **Be it further resolved**, all instances of “SA” be changed to “Assembly” or “Student Assembly,”  
31 as appropriate. The distinctions are determined in the attached Bylaws.

32 **Be it further resolved**, Article I, Section 2 of the Student Assembly Bylaws be struck and  
33 replaced with:

34 **Section 2: Executive Cabinet Members**

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

38 **Be it further resolved**, from Article I, Section 3, Subsection A, “ex-officio” be struck and  
39 replaced with “non-voting liaison.”

40 **Be it further resolved**, Article I, Section 3, Subsection C and Subsection D be struck, with the  
41 remaining subsections to be renumerated as necessary.

42 **Be it further resolved**, from Article I, Section 3, Subsection C, “Representative” be struck and  
43 replaced with “Liaison.”

44 **Be it further resolved**, Article I, Section 3, Subsection D be struck and replaced with:

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

47 **Be it further resolved**, from Article II, Section 1, “, a Director of Elections” be struck.

48 **Be it further resolved**, the following text be inserted into Article II, Section 1, preceding the last  
49 sentence:

50 The Assembly may create additional offices as provided by these Bylaws, such offices  
51 shall cease to exist at the end of the term.

52 **Be it further resolved**, from Article II, Section 2, the following text be struck:

53 “At this meeting or a meeting soon after, the voting members will elect from the Cornell  
54 community (student, employee, faculty, alumnus living in Ithaca) the office of Director  
55 of Elections.”

56 **Be it further resolved**, Article III, Section 1, Subsection 2 and Subsection 3 be struck, with the  
57 remaining subsections to be renumerated as necessary.

58 **Be it further resolved**, from Article III, Section 1, Subsection 5, “elected” be struck.

59 **Be it further resolved**, from Article III, Section 2, Subsection 1, “and act as Chair in the  
60 absence of the President” be struck.



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61 **Be it further resolved**, from Article III, Section 2, Subsection 2, “Committee” be struck and  
62 replaced with “Board.”

63 **Be it further resolved**, Article III, Section 2, Subsections 3, 4, 5, 6, and 11 be struck, with the  
64 remaining subsections to be renumerated as necessary.

65 **Be it further resolved**, Article III, Section 2, Subsection 4, be struck and replaced with:

66 “Supervise and oversee all committees, by assisting and advising the committee chairs,  
67 attending meetings as necessary, and holding monthly executive sessions with all  
68 committee chairs.”

69 **Be it further resolved**, from Article III, Section 3, Subsection 1, “and act as Chair in the  
70 absence of the President and the Executive Vice President” be struck.

71 **Be it further resolved**, Article III, Section 3, Subsections 2, 3, and 4 be struck, with the  
72 remaining subsections to be renumerated as necessary.

73 **Be it further resolved**, from Article III, Section 5, Subsection 4, “and the Technology  
74 Committee” be struck.

75 **Be it further resolved**, Article III, Section 7 be struck, with the remaining sections to be  
76 renumerated as necessary.

77 **Be it further resolved**, Article III, Section 9 of the Student Assembly Bylaws be struck and  
78 replaced with:

79 **Section 9: Offices of Officers**

80 A. Each Officer is permitted to appoint individuals to assist in the execution of their  
81 responsibilities.

82 B. Members of the office not designated to hold a non-voting seat on the Assembly or the  
83 Executive Board may be appointed with the approval of the President.

84 C. Members of the office designated to hold a non-voting seat on the Assembly and/or  
85 Executive Board shall be confirmed by a majority vote.

86 D. Members of the office designated to hold a newly created office, at a rank to be  
87 determined by the Assembly, shall be confirmed by a two-thirds (2/3) vote.

88 E. Members of the office shall be empowered to act as directed by the Officer or by the  
89 Rules of the Student Assembly.



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90 **Be it further resolved**, all instances of “Executive Committee,” “Executive Cabinet,”  
91 “Committee on Committee Structure,” and “Staffing Committee” be struck and replaced with  
92 their successor body, “Executive Board.”

93 **Be it further resolved**, from Article V, Section 1, “, the Director of Elections” be struck.

94 **Be it further resolved**, the following text be inserted into Article V, Section 1 at the last  
95 sentence:

96 The Chairs of the Operational and Review Committees of the Assembly serve as non-  
97 voting members of the Executive Board.

98 **Be it further resolved**, Article V, Section 2 be struck and replaced with:

## 99 **Section 2: Duties**

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

104 **Be it further resolved**, Article VI, Section 1, Subsection B be struck, with the remaining  
105 subsections to be renumerated as necessary.

106 **Be it further resolved**, from Article VI, Section 1, Subsection B, “President and all Vice  
107 Presidents” be struck and replaced with “Officers.”

108 **Be it further resolved**, from Article VI, Section 1, Subsection B, the last sentence be struck.

109 **Be it further resolved**, from Article VI, Section 3, Subsection D, “who will be the Vice  
110 President of Infrastructure of the SA,” be struck.

111 **Be it further resolved**, from Article VI, Section 3, Subsection D, “The Vice President for  
112 Finance and the Vice President of External Affairs shall serve ex-officio as non-voting members  
113 of the Commission” be struck.

114 **Be it further resolved**, Article VI, Section 3, Subsections E and F be struck, with the remaining  
115 subsections to be renumerated as necessary.

116 **Be it further resolved**, Article VI, Section 5 be struck in its entirety and replaced with:

## 117 **Section 5: Offices of the President**

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

120 **B. Office of Student Advocacy**



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- 121 a. The Office of Student Advocacy shall be within the Office of the President.
- 122 b. Roles and Responsibilities
- 123 i. Director of Student Advocacy – the responsibilities of the Director are as
- 124 follows:
- 125 1. Attend and chair all office meetings
- 126 2. Correspond with Student Assembly to affect office priorities
- 127 3. Create training programs for caseworkers and staff
- 128 4. Monitor the collection of data in the office
- 129 5. Develop relationships with University offices and coordinate
- 130 informational material
- 131 ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:
- 132 1. Supervise office staff and ensure cohesion
- 133 2. Ensure that all cases are met with an appropriate and timely response
- 134 3. Create training programs for caseworkers and staff
- 135 4. Develop relationships with University offices and coordinate
- 136 informational materials
- 137 5. Write and present an office report at the end of each semester
- 138 iii. Deputy Director for Student and Campus Life – the responsibilities of the Deputy
- 139 Director for Student and Campus Life are as follows:
- 140 1. Oversee caseworkers handling student issues pertaining to residency,
- 141 discrimination, harassment and student-related conduct violations.
- 142 2. Create informational material relating to these issues.
- 143 iv. Deputy Director for Academic Affairs – the responsibilities of the Deputy
- 144 Director for Academic Affairs are as follows:
- 145 1. Oversee caseworkers handling student issues pertaining to professor-
- 146 related conduct violations, grade and enrollment disputes.
- 147 2. Create informational materials relating to these issues.
- 148 v. Deputy Director for Student Finance – the responsibilities of the Deputy Director
- 149 for Student Finance are as follows:
- 150 1. Oversee caseworkers handling student issues pertaining to financial aid
- 151 disputes and student-employment.
- 152 2. Create informational materials relating to these issues.
- 153 vi. Deputy Director of International Student Affairs – the responsibilities for the
- 154 Deputy Director of International Student Affairs are as follows:
- 155 1. Oversee caseworkers handling student issues pertaining to international
- 156 student affairs.
- 157 2. Create informational materials relating to these issues.
- 158 vii. Caseworkers – the responsibilities of Caseworkers shall be as follows:
- 159 1. Follow the supervision of their Director or Deputy Director.
- 160 2. Participate in the office’s training process.





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- 161 3. Respond to questions and inquiries sent via email by students or in  
162 person in a timely manner.  
163 4. Refer students to the appropriate office within the University to handle  
164 their complaint.

## 165 C. Office of Student Government Relations

- 166 a. Name, Mission, and Affiliation
- 167 i. Name – the name of the office shall be the Office of Student Government  
168 Relations (abbreviated to OSGR).
- 169 ii. Mission – the mission of OSGR shall be to advocate on behalf of current and  
170 future students for the accessibility, affordability, and quality of Cornell  
171 University.
- 172 b. Roles and Responsibilities
- 173 i. Director of Student Government Relations – the responsibilities of the Director  
174 of Student Government Relations are as follows:
- 175 1. Chair all meetings  
176 2. Correspond with the Student Assembly to affect office priorities  
177 3. Create training programs for directors and other office members  
178 4. Appoint additional members of the office as appropriate  
179 5. Oversee the budget of the office
- 180 ii. Deputy Executive Director of Student Government Relations — the  
181 responsibilities of the Deputy Director of Student Government Relations are as  
182 follows:
- 183 1. Oversee the recruitment of additional members of the office.  
184 2. Perform other activities as determined by the Director.
- 185 iii. Deputy Director of Local Relations – the responsibilities of the Deputy Director  
186 of Local Relations are as follows:
- 187 1. Understand and act upon student needs and requests  
188 2. Maintain and foster communications with appropriate institutions,  
189 entities, and individuals
- 190 iv. Deputy Director of State Relations – the responsibilities of the Deputy Director  
191 of State Relations are as follows:
- 192 1. Understand and act upon student needs and requests  
193 2. Maintain and foster communications with appropriate institutions,  
194 entities, and individuals
- 195 v. Deputy Director of Federal Relations – the responsibilities of the Deputy  
196 Director of Federal Relations are as follows:
- 197 1. Understand and act upon student needs and requests  
198 2. Maintain and foster communications with appropriate institutions,  
199 entities, and individuals
- 200 vi. Voting Members of OSGR – the responsibilities of Voting Members of OSGR  
201 are as follows:



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- 202 1. Understand and act upon student needs and requests  
203 2. Collaborate and support the Deputy Directors of Local, State, and  
204 Federal Relations as needed

205 **Be it further resolved**, the following text be inserted as Article VI, Section 6:

## 206 **Section 6: Independent Offices**

207 A. The independent offices of the Student Assembly shall exist independent of the authority of the  
208 Assembly. Independent offices shall not be accountable to the Assembly. Members of the offices  
209 shall only be removed by the office.

### 210 **B. Office of Ethics**

211 a. Name, Mission, and Affiliation

- 212 i. Name – the name of the office shall be the Office of Ethics.  
213 ii. Mission – the mission of the Office of Ethics shall be to pursue any necessary  
214 ethics concerns of Assembly members and directly elected undergraduate  
215 representatives to the UA. The Office will evaluate all requests submitted by  
216 community members that are against any Assembly members, Assembly  
217 committees, or directly elected undergraduate representatives of the UA.  
218 iii. Affiliation –The Office of Ethics shall be affiliated as an independent office of  
219 the Cornell Student Assembly.

220 b. Roles and Responsibilities

- 221 i. Director of the Office of Ethics:  
222 1. Director of the Office of Ethics will chair all Office of Ethics meetings.  
223 2. Director of the Office of Ethics shall only vote in the event of a tie.  
224 ii. Voting Members of the Office of Ethics:  
225 1. The Office of Ethics shall consist of seven voting members.  
226 2. All voting members shall serve for the duration of one academic year  
227 unless their term is renewed by the incoming Director of the Office of  
228 Ethics.  
229 3. Voting members can be removed before their term expires by a two-  
230 thirds (2/3) vote of the entire voting membership of the Office.  
231 4. All voting members shall be non-Student Assembly and non-University  
232 Assembly members of the Cornell undergraduate student population.  
233 5. Voting members may not seek Student Assembly or UA office for the  
234 academic year following their term of service in the Office of Ethics.

235 c. Recruitment of the Office of Ethics Members

- 236 i. Before the conclusion of each academic year, the outgoing voting membership of  
237 the Office of Ethics must select the incoming Director of the Office of Ethics  
238 internally by a simple majority vote of the entire voting membership of the  
239 Office.



# Student Assembly

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- 240 ii. The incoming Director of the Office of Ethics shall decide upon the voting  
241 membership of the incoming Office before the conclusion of each academic year.
- 242 d. The Student Assembly Code of Ethics
- 243 i. The Student Assembly Code of Ethics should include, but is not limited to,  
244 including:
- 245 1. An expansion of the language outlined in the Student Assembly Standing  
246 Rules, Section 2: Ethical Standards and Attendance Policy, Section A;
  - 247 2. An overview of possible ethical conduct offenses;
  - 248 3. The process of determining a violation of ethics;
  - 249 4. The process of recommending the appropriate disciplinary action to a  
250 third party.
- 251 ii. The Office of Ethics will be charged with interpreting and applying the  
252 guidelines set forth in the Student Assembly Code of Ethics.

## 253 C. Office of Elections

- 254 a. Name, Mission, and Affiliation
- 255 i. Name – the name of the office shall be the Office of Elections.
  - 256 ii. Mission – The Office will coordinate and implement regularly scheduled and  
257 special elections of the Assembly and directly elected undergraduate  
258 representatives to the UA.
  - 259 iii. Affiliation –The Office of Elections shall be affiliated as an independent office of  
260 the Cornell Student Assembly.
- 261 b. Roles and Responsibilities
- 262 i. Director of the Office of Elections:
    - 263 1. Chair the meetings of the Office;
    - 264 2. Assume responsibility for all aspects of the Fall and Spring elections and  
265 coordinate all efforts with the Director of the Office of the Assemblies, the  
266 VP of External Affairs, and the President;
    - 267 3. Serve as Assembly correspondent for election matters;
    - 268 4. Ensure that the Elections Committee is successfully completing the following  
269 tasks:
      - 270 a. Making every effort to ensure the greatest number of candidates for each  
271 available position,
      - 272 b. Ensuring all candidates are aware of and abiding by elections,  
273 campaigning, postering, and other Assembly and University policies,
      - 274 c. Coordinating and advertising an informal “Meet the Candidates Forum”,
      - 275 d. Coordinating and advertising opportunities for candidates to make public  
276 appearances,
      - 277 e. Coordinating and advertising public forums specifically for candidates to  
278 discuss any ballot referenda, if such forums are deemed necessary by the  
279 Executive Board,



# Student Assembly

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- 280 f. Contacting student organizations and informing them of the elections  
281 process and encouraging them to send delegates to elections activities in  
282 order to report candidates' stances on relevant issues to their  
283 organizations,  
284 g. Ensuring that candidates have submitted pictures and statements  
285 h. Making every effort to achieve the highest possible voter turnout by  
286 advertising and assisting the Office of the Assemblies in the coordination  
287 of elections days;
- 288 5. Make sure, in conjunction with the VP of External Operations, that there are  
289 a substantial number of potential ballot referenda to be considered for  
290 approval by the Assembly, and that all approved referenda are advertised  
291 along with all elections activities described in above
- 292 ii. Voting Members of the Office of Elections:
- 293 1. The Office of Elections shall consist of nine voting members.  
294 2. All voting members shall serve for the duration of one academic year  
295 unless their term is renewed by the incoming Director of the Office of  
296 Elections.  
297 3. Voting members can be removed before their term expires by a two-  
298 thirds (2/3) vote of the entire voting membership of the Office.  
299 4. All voting members shall be non-Student Assembly and non-University  
300 Assembly members of the Cornell undergraduate student population.  
301 5. Voting members may not seek Student Assembly or UA office for the  
302 academic year following their term of service in the Office of Elections.
- 303 c. Recruitment of the Office of Elections Members
- 304 i. Before the conclusion of each academic year, the outgoing voting membership of  
305 the Office of Elections must select the incoming Director of the Office of  
306 Elections internally by a simple majority vote of the entire voting membership of  
307 the Office.  
308 ii. The incoming Director of the Office of Elections shall decide upon the voting  
309 membership of the incoming Office before the conclusion of each academic year.

310 **Be it further resolved**, the resolution sponsors shall be authorized to make grammatical and  
311 stylistic changes necessary to incorporate these changes into the Bylaws.

312 **Be it further resolved**, in the event of discrepancies between this resolution and the attached  
313 edited Bylaws, the attached shall take precedence.

314 **Be it further resolved**, the Assembly accepts the President's nomination of Nicholas Maggard  
315 to serve as Deputy President, within the Office of the President. The role of Deputy President be  
316 designated as an Officer, to rank immediately after the Executive Vice President.



# Student Assembly

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317 **Be it further resolved**, the Assembly accepts the President’s nomination of Nicolas Jaimes to  
318 serve as Assistant President for Policy, within the Office of the President. The role of Assistant  
319 President for Policy be allocated non-voting seats on the Assembly and the Executive Cabinet.

320 **Be it further resolved**, the Assembly accepts the Vice President of Internal Operations’s  
321 nomination of Kathy Liu to serve as Deputy Vice President of Internal Operations, within the  
322 Office of the Vice President of Internal Operations.

323 **Be it finally resolved**, the Assembly accepts the Vice President of External Affairs’s nomination  
324 of Flora Meng to serve as Deputy Vice President of External Affairs, within the Office of the  
325 Vice President of External Affairs.

326 **Respectfully Submitted,**

327 Zora deRham ’27

328 *President of the Student Assembly*

329

330 Adam Vinson ’25

331 *Executive Vice President of the Student Assembly*

332

333 David Suarez ’27

334 *Vice President of Internal Operations of the Student Assembly*

335

336 Niles Hite ’26

337 *Vice President for Finance of the Student Assembly*

338

339 Simone Chan ’25

340 *Vice President of External Affairs of the Student Assembly*

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342 Christian Flournoy ’27

343 *Vice President of Diversity and Inclusion of the Student Assembly*

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- 347 Agnes Coleman '26  
348 *Parliamentarian of the Student Assembly*  
349  
350 Nicholas Maggard '26  
351 *Undergraduate Representative, University Assembly*



# Student Assembly

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## Bylaws

### Cornell University Student Assembly

*As amended on August 29, 2024*

#### **ARTICLE I: NON-VOTING MEMBERS**

##### **Section 1: Non-Voting Membership**

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

##### **Section 2: Executive Cabinet Members**

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

##### **Section 3: Organizational Liaisons**

- A. The Assembly shall grant one member chosen from each constituency of the Greek Tri-Councils. This will grant a non-voting liaison position to one member of the Multicultural Greek and Fraternal Council, Panhellenic Association, and InterFraternity Council.
- B. The Assembly will grant one executive member from Residential Student Congress a non-voting position as an organizational liaison.
- C. The Assembly will grant member from the Student Athlete Advisory Committee (SAAC) a non-voting position titled "Student Athlete Liaison".
- D. The Assembly shall grant one member chosen from each byline organization one non-voting seat titled ["Name of Byline Organization"] Liaison.

##### **Section 4: Shared Governance Liaisons**

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

#### **ARTICLE II: OFFICERS**



# Student Assembly

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## 29 **Section 1: Officers**

30 The officers of the Assembly shall be a President, an Executive Vice President, a Vice President of Internal  
31 Operations, a Vice President for Finance, a Vice President of External Affairs, a Vice President of Diversity and  
32 Inclusion, a Parliamentarian, and an Executive Archivist. The Assembly may create additional offices as provided  
33 by these Bylaws, such offices shall cease to exist at the end of the term. These officers shall perform the duties  
34 prescribed by this Charter and by the parliamentary authority adopted by the Assembly.

## 35 **Section 2: Election and Appointment of Officers, Time of Election/Appointment**

36 The Assembly will, as soon as possible after the spring election, hold an organizational and planning meeting in  
37 executive session. At this meeting, the voting members will elect from among themselves the offices of Vice  
38 President of Internal Operations, Vice President for Finance, a Vice President of External Affairs, a Vice  
39 President of Diversity and Inclusion. Self-nomination will be in order in each of the elected offices. Elected  
40 officers should be approved by a majority vote of Assembly members present at organizational meeting.  
41 Additionally, at this meeting or a meeting soon after the members will affirm the appointments of Parliamentarian  
42 and Executive Archivist. The offices of Parliamentarian and Executive Archivist will be appointed by the Student  
43 Assembly President. Each nominee for the respective offices shall be subject to majority approval of the  
44 Assembly's voting members. The newly elected officers will undertake the responsibilities of their position at the  
45 start of their term on the Assembly. Elections for officers shall be by secret ballots. Student Assembly voting  
46 members may have one vote for each position to be filled but may not vote for any one individual twice on any  
47 ballot.

## 48 **Section 3: Terms of office**

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

## 51 **Section 4: Recalling officers**

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

## 54 **ARTICLE III: OFFICER DUTIES**

### 55 **Section 1: President**

56 The responsibilities of the President are as follows:

- 57 1. Attend and chair all Assembly meetings.
- 58 2. Serve as the primary Assembly correspondent with the administration, the media, and the student body.





# Student Assembly

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- 59 3. Correspond with the University President following each Assembly meeting enumerating all actions that  
60 are passed and are under the University President's purview and to solicit his or her response.  
61 4. Correspond with the Deans of the College of Agriculture and Life Science; College of Architecture, Art,  
62 and Planning; College of Arts and Sciences; College of Engineering; School of Hotel Administration;  
63 College of Human Ecology; School of Industrial and Labor Relations, College of Business; following  
64 each Assembly meeting enumerating all resolutions that are passed and under the purview of each  
65 individual college and school and to solicit their responses.  
66 5. Supervise and direct all officers and ensure they are discharging their responsibilities.  
67 6. Attend all open sessions of the Board of Trustees and the Board of Trustees Executive Committee held in  
68 Ithaca and report back to the Assembly on said meetings.  
69 7. Appoint Assembly Parliamentarian and Executive Archivist.  
70 8. Write and present annual Student Assembly report by the end of the term.  
71 9. Consult with the Director of Elections regarding elections' advertising as long as the President is not  
72 eligible for reelection.

## 73 **Section 2: Executive Vice President**

74 The responsibilities of the Executive Vice President are as follows:

- 75 1. Attend all Assembly meetings.  
76 2. Chair the Executive Board.  
77 3. Coordinate and assist the undergraduate student UA delegation.  
78 4. Supervise and oversee all committees, by assisting and advising the committee chairs, attending meetings  
79 as necessary, and holding monthly executive sessions with all committee chairs.  
80 5. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate  
81 units when Assembly actions impact them.  
82 6. Be responsible for responding to questions or comments made during Open Microphone. Issues can be  
83 delegated to other members of the Assembly.  
84 7. Plan fall retreat for committee chairs with the Vice President of Internal Operations.  
85 8. Coordinate and supervise new member orientation with the Vice President of Internal Operations.

## 86 **Section 3: Vice President of Internal Operations**

87 The responsibilities of the Vice President of Internal Operations are as follows:

- 88 1. Attend all Assembly meetings.  
89 2. Monitor committee membership.  
90 3. Coordinate and supervise all aspects of the Assembly cabinet in Willard Straight Hall.  
91 4. Maintain and monitor Assembly attendance records and send warning notices to members who are in  
92 jeopardy of violating the Assembly attendance policy.  
93 5. Oversee all Assembly committees by assisting and advising the committee chairs, attending meetings as  
94 necessary, and ensuring that any vacancies are filled.



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- 95 6. Enforce committee attendance and outreach requirements for all voting Assembly members.
- 96 7. Coordinate and supervise new member orientation with the Executive Vice President.
- 97 8. Supervise Assembly Liaisons.
- 98 9. Maintain relations with intercollegiate student organizations of which the Assembly is a member — e.g.
- 99 Ivy Council, SUNY Student Assembly.
- 100 10. Plan fall retreat for committee chairs with the Executive Vice President.

## 101 **Section 4: Vice President for Finance**

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

- 103 1. Serve as Assembly treasurer and report to the Assembly regarding Assembly balances in December and
- 104 May.
- 105 2. Chair the Appropriations Committee.
- 106 3. Propose the Student Assembly's budget in the form of a resolution by one of the first two general
- 107 assembly meetings of each Assembly term.
- 108 4. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to Assembly
- 109 regarding establishing new fee, biannually.
- 110 5. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter
- 111 appendices, at least once per semester.
- 112 6. Oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund Commission
- 113 by assisting and advising the committee chairs and attending meetings as necessary.

## 114 **Section 5: Vice President of External Affairs**

115 The responsibilities of the Vice President of External Affairs are as follows:

- 116 1. Coordinate constituency representatives' community outreach efforts (including, but not limited to,
- 117 community forums, meetings with Deans, internal school governments, etc.);
- 118 2. Invite all relevant stakeholders to Student Assembly meetings, when the weekly agenda is released;
- 119 3. Devise mechanisms for student organizations to become active members in the decision making process
- 120 of the Assembly; most importantly, committees;
- 121 4. Oversee the City and Local Affairs Committee by assisting and advising the committee chair and
- 122 attending meetings as necessary;
- 123 5. Chair the Communications and Outreach Committee;
- 124 6. Consult with the Director of Elections regarding elections' advertising;
- 125 7. Arrange all advertising, postering, banners, social media, etc.;
- 126 8. Serve as a liaison to relevant news sources;
- 127 9. Serve as editor of Assembly newsletter to be sent over email to the entire undergraduate student body at
- 128 least two times/semester. The newsletter should include the current month's accomplishments and next
- 129 month's plans, accompanied by the name of a contact person to whom comments and questions may be



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130 addressed. Maintain contact with Student Assembly alumni through distribution of the biannual Student  
131 Assembly newsletter to any interested alumni;

## 132 **Section 6: Vice President of Diversity and Inclusion**

133 The responsibilities of the Vice President of Diversity and Inclusion are as follows:

- 134 1. Chair the Diversity and Inclusion Committee;
- 135 2. Prepare training sessions for the Assembly on addressing issues of diversity along with the Vice President  
136 of External Affairs;
- 137 3. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives;
- 138 4. Attend the Diversity Community meetings on a semesterly basis;
- 139 5. Ensure that legislative acts of the Assembly are culturally inclusive;
- 140 6. Provide updates on the state of diversity at Cornell and work to align the Assembly with University  
141 initiatives;
- 142 7. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity  
143 Hosting Month to introduce new students to the governance system of Cornell;
- 144 8. Coordinate with the Vice President of External Affairs to effectively communicate with groups that  
145 advocate for underrepresented students on campus.

## 146 **Section 7: Parliamentarian**

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

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

## 162 **Section 8: Executive Archivist**



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163 The Executive Archivist need not be an Assembly member. The office of Executive Archivist holds no special  
164 voting privileges. The Executive Archivist also may not hold the President or Executive Vice President positions.  
165 The Executive Archivist shall be responsible for verifying the novelty or precedence of any proposed action or  
166 legislation with Assembly members, or others, bring before the Assembly or Executive Board.

## 167 **Section 9: Offices of Officers**

- 168 A. Each Officer is permitted to appoint individuals to assist in the execution of their responsibilities.  
169 B. Members of the office not designated to hold a non-voting seat on the Assembly or the Executive Cabinet  
170 may be appointed with the approval of the President.  
171 C. Members of the office designated to hold a non-voting seat on the Assembly and/or Executive Cabinet.  
172 shall be confirmed by a majority vote.  
173 D. Members of the office designated to hold a newly created office, at a rank to be determined by the  
174 Assembly, shall be confirmed by a two-thirds (2/3) vote.  
175 E. Members of the office shall be empowered to act as directed by the Officer or by the Rules of the Student  
176 Assembly.

## 177 **Section 10: Officer Deputies**

- 178 A. Each Officer of the Student Assembly shall nominate a Deputy, who shall be confirmed by a two-thirds (2/3)  
179 vote of the Assembly. Deputies may be other officers themselves, however, Deputies must be chosen from  
180 among the existing membership of the Assembly.  
181 B. Deputies not otherwise confirmed to the rank of Officer pursuant to the Bylaws shall use their original title,  
182 and not that of *Deputy [Officer]*.  
183 C. Deputies shall be designated as “Vice Chair” of all such bodies in which the Officer is Chair.  
184 D. The list of deputy designations shall be made available to the entire Assembly.  
185 E. Deputies may act on behalf of the Officer in the following cases:  
186 (1) when asked to do so by the Officer;  
187 (2) when the Officer is under investigation by the Office of Ethics, and the majority of the Executive  
188 Board or the Assembly deems necessary by a majority vote;  
189 (3) when the Officer is not present for a meeting where their absence presents operational challenges;  
190 (4) and, when the Office is vacant, until a permanent successor is elected.  
191 F. In the event of a need for a deputy to serve, and the Deputy is unavailable or such designation has not been  
192 made, the President shall be authorized to make such designation with immediate effect.  
193 G. The Assembly should be informed at the earliest possibility should this section be invoked.

## 194 **ARTICLE IV: MEETINGS**

### 195 **Section 1: Regular Meetings**



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

## 198 **Section 2: Special Meetings**

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

## 205 **Section 3: Organizational Meeting**

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

## 208 **Section 4: Informal Meetings**

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

## 213 **Section 5: Executive Session**

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

## 220 **Section 6: Quorum**

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

## 222 **Section 7: Community Votes**

- 223 A. Should there only be one undergraduate non-member in attendance, he or she will only be allocated one  
224 vote.



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

## 244 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly**

### 245 **Attendance Policy**

- 246 A. Attendance at all organizational and specially scheduled meetings is required, when the Executive Board  
247 provides Assembly members at least 72-hours prior notice of the meeting.
- 248 B. Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival  
249 or early departure from a required meeting will result in a half-absence. This includes Executive Sessions.

## 250 **ARTICLE V: EXECUTIVE BOARD**

### 251 **Section 1: Composition**

252 The Executive Board shall be composed of the officers of the Assembly. The Executive Archivist and the  
253 Parliamentarian serve as non-voting members of the Executive Board.

### 254 **Section 2: Duties**

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



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## 258 **Section 3: Meetings**

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

## 262 **Section 4: Executive Cabinet**

263 The Executive Cabinet shall be a sub-committee of the Executive Board. The Cabinet shall advise the Executive  
264 Board on the operations of the Student Assembly and promote collaboration between the offices and committees  
265 of the Assembly. The Cabinet shall consist of the Members of the Executive Board, the Chairs of the Operational  
266 and Review Committees, the Directors of the Independent Offices, and Members of the Offices of Officers as  
267 determined by the Assembly. The Cabinet shall be chaired by the President or their designee.

## 268 **ARTICLE VI: COMMITTEES AND OFFICES**

### 269 **Section 1: Creation and Maintenance of Committees**

- 270 A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A  
271 committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered.  
272 Committee bylaws shall be adopted with a majority vote.
- 273 B. For the purposes of communication and collaboration, the Officers of the Student Assembly will serve as  
274 ex-officio non-voting members of all Student Assembly committees and commissions on which they do  
275 not serve as voting members.

### 276 **Section 2: Review Committees**

- 277 C. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program  
278 planning process of sectors of the University that create policy directly affecting student life.
- 279 D. The Vice President for Student and Campus Life shall appoint a staff member to work with the  
280 chairperson of certain review committee to assure proper functioning of the committee.
- 281 E. Undergraduate members of the review committees will be designated by the appropriate constituency  
282 bodies and by application. All non-Student Assembly members will be subject to the approval of the  
283 Assembly.
- 284 F. Review committees will discuss program assessment/planning documents with the Assembly during the  
285 fall semester as part of the committee's responsibility for the areas under their jurisdiction.
- 286 G. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 287 H. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their  
288 discretion legislative authority over residential life policies of the University (i.e. the Department of  
289 Campus Life and the Office of the Dean of Students). When exercising this authority, review committees  
290 are recommended to consult the Residential Student Congress of Cornell.



# Student Assembly

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- 291 I. **Committee on Dining Services** – The Committee on Dining Services will work to represent student  
292 interests in the Cornell food system. The committee will consist of at least one faculty member, two  
293 Dining student workers and/or Dining Student Sustainability Coordinators, two voting Assembly  
294 members, one graduate/professional student, and at least ten additional students. The VP of Internal  
295 Operations for the Student Assembly will recommend additional students to both the committee Chair  
296 and the Executive Board for their approval. Additionally, the Director of Dining (or a designee) and the  
297 Budget Director of Dining shall serve ex-officio. The Chair, who does not have to be an Assembly  
298 member, will work with the Director to select relevant administrators and staff to be present at meetings.  
299 Members will collectively review the policies and initiatives of Dining Services, and make  
300 recommendations to Student Assembly and Dining Services leadership for improving existing policies or  
301 integrating new ideas.
- 302 J. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to  
303 examine healthcare policies improve student health, wellness, and safety, and act as a form of open  
304 communication between student voices and Cornell Health administration. The committee will consist of  
305 a Steering Committee, which is made up of an Assembly & GPSA co-chair, committee chairs(s) from  
306 each respective sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health  
307 administration. The recognized subcommittees of the student Health Advisory Committee are: Patient  
308 Care, Sexual Health and Gender Services, Health and Wellness, Student Health Benefits, and the Mental  
309 Health Standing Committee. The Assembly co-chair will be held by a member of the Assembly and the  
310 committee will be under the supervision of the Assembly & GPSA co-chairs.
- 311 K. **Environmental Policy and Planning Commission** – The commission will research issues affecting the  
312 campus and its surrounding area, as well as provide recommendations for reducing Cornell’s  
313 environmental impact. The Environmental Policy and Planning Commission will be charged with creating  
314 new legislation and enforcing past environmental legislation. This commission is also charged with  
315 providing environmental education and outreach in order to better inform students and the campus  
316 community about the campus’s environmental impact and sustainability issues. The Environmental Policy  
317 and Planning Commission will work closely with students, administrators, student environmental  
318 organizations, the Cornell Sustainability Office, the Campus Planning Committee, the Campus  
319 Infrastructure Committee, and the City and Town of Ithaca Sustainability to better recognize and address  
320 the environmental concerns of the campus and its community as well as to encourage collaboration in  
321 working toward the creation of a more sustainable environment. The chair position can be held by any  
322 member of the Cornell undergraduate student population and the committee will be under the supervision  
323 of the Executive Vice President. The Environmental Policy and Planning Commission should coordinate  
324 and report their operations with the Campus Sustainability Office.
- 325 L. **City and Local Affairs Committee** – This committee will advocate on behalf of students’ interest at the  
326 city and county government levels. In addition to its advocacy work, the committee will organize events  
327 that foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be  
328 held by any member of the Cornell undergraduate student population and the committee will be under the  
329 supervision of the Vice President of External Operations.
- 330 M. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic matters  
331 at Cornell. Committee members will research, review, recommend, and develop projects to improve





# Student Assembly

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- 332 academic life for the student body. This committee will work closely with the Dean of Students and the  
333 Faculty Senate to ensure that students' concerns related to academic policy are voiced effectively to  
334 university officials. The chair position can be held by any member of the Cornell undergraduate student  
335 population and the committee will be under the supervision of Executive Vice President.
- 336 N. **Financial Aid Review Committee** – The committee will examine the financial aid policies of Cornell  
337 University. It shall also be responsible for the administration of the Student Helping Students grant. The  
338 committee shall consist of a chair, up to two Assembly members, between five and ten undergraduate  
339 students, at least four-fifths of whom receive some form of institutionalized financial aid. The Associate  
340 Vice Provost for Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for  
341 Customer Service and Community Relations, a counselor from the Office of Financial Aid, two faculty  
342 members, and the Vice President for Student and Academic Services shall serve as ex-officio, non-voting  
343 members. This committee will be under the supervision of the Vice President for Finance.
- 344 O. **International Students Affairs Committee**- This committee will research and investigate issues  
345 affecting international students and provide recommendations to the Student Assembly. The committee  
346 will be responsible for engaging, liaising, and communicating with the various cultural organizations that  
347 represent and advocate for the rights and needs of international students. The International Students  
348 Affairs Committee will be charged with creating a platform that allows undergraduate students, both  
349 domestic and international, to collaborate to craft legislation that provides additional support to  
350 international students and international student organizations. The committee shall consist of: up to two  
351 chairs and at minimum three Assembly members. The International Students-Liaison At-Large Liaison  
352 will be required to serve on this committee. Any undergraduate is eligible to serve in the committee.  
353 Membership to the International Students Affairs Committee will be determined by an application  
354 process. The committee will be arranged at the discretion of the chairs.

## 355 Section 3: Operational Committees

- 356 A. Operational Committees shall maintain the proper functioning of the internal organization of the  
357 Assembly, and shall therefore facilitate the full expression of the Assembly's responsibilities to the  
358 Cornell student body.
- 359 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee's  
360 function prescribes, by the Executive Board in coordination with interested voting members.
- 361 C. **Appropriations Committee** – The Appropriations Committee of the Assembly is the financial branch of  
362 the Assembly. It reviews all requests for Assembly funding as well as the policies and guidelines  
363 regarding the Student Activity Fee and those organizations, which receive funding from it. The  
364 Committee shall consist of 8 voting members of the Assembly, to be selected by the Assembly at large  
365 during their organizational meetings; the VP Finance, who shall serve as Chair; and 8 undergraduates at-  
366 large to be selected by the Executive Board, at least one being a freshman; and 1 new student voting  
367 member of the Assembly, to be selected internally by the Assembly at large following the Fall election.  
368 The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting  
369 member. No SAFC Commissioners shall serve as voting members of the Committee. Quorum shall be  
370 defined as a simple majority of all voting members. A designee of the chair shall take minutes at all  
371 meetings.



# Student Assembly

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- 372 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the  
373 Assembly is responsible for evaluating applications for funding through the SAIF. The rules governing  
374 the operation of the SAIFC are contained in Appendix C of the Assembly Charter. The Commission shall  
375 consist of at least 12 and no more than 17 commissioners. The commissioners must include five voting  
376 members of the Assembly, consisting of a Chair, three Assembly members elected during the Assembly’s  
377 Spring organizational meetings, and one New Student voting member of the Assembly, internally elected  
378 by the Assembly following the Fall election. The remaining commissioners will consist of at least seven  
379 and no more than twelve undergraduate students who are either returning commissioners or are selected  
380 from a pool of applicants and approved by the Executive Board, with the exact number of commissioners  
381 to be set at the discretion of the Chair of the Commission and the Executive Board. No SAFC  
382 Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice President for  
383 Finance). No more than 2 of the voting Student Assembly members on the SAIFC may also be voting  
384 members of the Appropriations Committee and no more than 4 of the total voting members on the  
385 committee may be voting members of the Appropriations Committee. Quorum shall be defined as a  
386 simple majority of all staffed voting members. Upon request, a written summary of the meeting will be  
387 provided by the chair. The Director of the Office of the Assemblies or their designee shall serve as an ex-  
388 officio non-voting member. The Student Assembly Infrastructure Fund Commission should consult and  
389 collaborate with the Campus Sustainability Office on projects related to sustainability. Additionally, The  
390 Student Assembly Infrastructure Fund Commission should consult and collaborate with Campus and  
391 Community Engagement and/or the Dean of Students Office on long-term projects.
- 392 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to  
393 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster  
394 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,  
395 meetings, and resolutions. The committee will ensure a direct and ever present link between students  
396 active in campus government, the administration, and students at-large and will relay student interest to  
397 the Assembly. The committee will assist in furthering the outreach efforts of the assembly by aiding in the  
398 coordination of Assembly-sponsored events including, but not limited to conducting polls, referenda,  
399 community outreach forums, designated constituency events, and hearings. The committee will also assist  
400 in coordinating efforts and devising strategies to involve more non-voting members in the decisions and  
401 events of the Assembly. The Assembly plans recreational events for students. The Vice President of  
402 External Affairs will serve as Chair of the Committee.
- 403 F. **Internal Operations Committee** -- The committee shall have jurisdiction over resolutions concerning  
404 policy in the following areas: the governing documents of the Assembly, rules and procedures, attendance  
405 and voting policies, and the operation and maintenance of committees. The committee shall be  
406 responsible for organizing all orientations and retreats, overseeing the operation of committees of the  
407 Assembly, advising on procedures related to the conveyance of resolutions, and adopting a manual of  
408 style. The Vice-President for Internal Operations shall serve as chair of the committee. In addition to the  
409 chair, there shall be between four and eight members of the committee, one of whom shall be  
410 Parliamentarian. Each officer of the Assembly shall be permitted to vote on all matters considered by the  
411 committee, regardless of their membership on the committee.
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# Student Assembly

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## 413 Section 4: Diversity

- 414 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the  
415 Assembly, the diversity councils of the undergraduate schools and colleges, the Office of Academic  
416 Diversity Initiatives (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote  
417 awareness and understanding of the increasing importance of diversity and create an environment that  
418 brings together diverse perspectives and fosters diversity of thought. The charge of the Diversity and  
419 Inclusion committee will be to:
- 420 a. To be a meeting grounds for interested students to meet members of the administration to  
421 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
  - 422 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
  - 423 c. To provide a brief report of its progress to be presented by the Vice President of Diversity &  
424 Inclusion to the Assembly by the final meeting in the fall semester, as well as a full report to  
425 include (but not limited to) the goals of the academic year, the strategies devised for achievement  
426 of these goals, the progress of UDC initiatives, college- specific initiatives, obstacles, and  
427 potential goals for the next academic year to be presented in the same manner at the final meeting  
428 of the spring semester.
  - 429 d. Composition
    - 430 i. The Diversity and Inclusion Committee will aim to be a collective voice of the diversity  
431 of backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual  
432 orientations represented at Cornell.
    - 433 ii. Non-Assembly student representation: student members of the committee may be  
434 recruited from institutions and organizations such as the diversity councils of the  
435 colleges, Women’s Resource Center, Center for Intercultural Dialogue, ALANA, Haven  
436 Executive board, Cornell Outdoor Education, International Student Union and any  
437 member of the Cornell student body who is interested in diversity initiatives.
    - 438 iii. Student Assembly representation: LGBTIA+ Liaison at-large, Women’s representative,  
439 International representative, both Minority Liaisons, First Generation Students  
440 Representative, Students with Disabilities Representative, and the Vice President of  
441 External Affairs are required to be members of the committee.
  - 442 e. Structure
    - 443 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the  
444 Diversity and Inclusion committee.
- 445 B. **Campus Pulse Committee** - This committee shall serve as a programmatic body to increase the  
446 availability of resources to address pressing needs of the Student Body. It will also work to combat all  
447 forms of bias including but not limited to, sexism, racism, xenophobia, anti-semitism, homophobia, and  
448 transphobia through programmatic implementation and workshops for the Cornell Community.
- 449 a. Composition: The composition of the committee shall be as follows:
    - 450 i. Four elected representatives of the Student Assembly other than the following.
    - 451 ii. The Womxn's Issues Liaison of the Student Assembly
    - 452 iii. The LGBTQIA+ representative of the Student Assembly



# Student Assembly

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- iv. The President of HAVEN or their designee
  - v. The President of the Interfaith Council or their designee
  - vi. The President of ALANA or their designee
  - vii. The President of GJAC or their designee
  - viii. Two community members as chosen by the Student Assembly by application to the committee
  - ix. One representative of the Dean of Students as a voting member
  - x. One representative from Cornell Health as a voting member
  - xi. The director of the Gender Justice and Inclusivity Center as a voting member
- b. Charge: The charge of the committee shall be as follows:
- i. Implementing anti-bias programming, and community conversations which will work towards increasing empathy and cross-cultural dialogue between individuals and groups on the Cornell Campus
  - ii. Implementing programming and infrastructure to address pressing needs of the campus community.
  - iii. Planning, scheduling and running required student assembly anti-bias and transparency trainings for members of the Student Assembly
  - iv. Work with the Intergroup Dialogue Project and other similar organizations to provide spaces for dialogue among diverse groups and people on the Ithaca campus.
- c. Operation: The operations of the committee shall be as follows:
- i. It shall be the responsibility of the Womxn's Issues Liaison, in consultation with the Vice President of DEI, and the Director of the Gender Justice Advocacy Center to oversee the start of the committee each academic year. In the event that a Womxn's Issues Liaison is not elected in the Spring, it shall be the charge of the President of the Student Assembly, in consultation with the Vice President of DEI and the Director of the Gender Justice Advocacy Center, to start this committee.
  - ii. A chair of this committee shall be elected internally.
  - iii. The committee shall meet at least once every two weeks
  - iv. The committee shall put a monthly memo about their work which will be distributed to the greater campus community via the Student Assembly newsletter.

## 483 **Section 5: Offices of the President**

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- A. The Offices of the President shall report to the President directly. Members of the offices shall be nominated by the President, and shall serve at the pleasure of the President.
  - B. **Office of Student Advocacy**
    - a. Roles and Responsibilities
      - i. Director of Student Advocacy – the responsibilities of the Director are as follows:
        - 1. Attend and chair all office meetings
        - 2. Correspond with Student Assembly to affect office priorities
        - 3. Create training programs for caseworkers and staff
        - 4. Monitor the collection of data in the office



# Student Assembly

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- 493 5. Develop relationships with University offices and coordinate informational  
494 material  
495 ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:  
496 1. Supervise office staff and ensure cohesion  
497 2. Ensure that all cases are met with an appropriate and timely response  
498 3. Create training programs for caseworkers and staff  
499 4. Develop relationships with University offices and coordinate informational  
500 materials  
501 5. Write and present an office report at the end of each semester  
502 iii. Deputy Director for Student and Campus Life – the responsibilities of the Deputy  
503 Director for Student and Campus Life are as follows:  
504 1. Oversee caseworkers handling student issues pertaining to residency,  
505 discrimination, harassment and student-related conduct violations.  
506 2. Create informational material relating to these issues.  
507 iv. Deputy Director for Academic Affairs – the responsibilities of the Deputy Director for  
508 Academic Affairs are as follows:  
509 1. Oversee caseworkers handling student issues pertaining to professor-related  
510 conduct violations, grade and enrollment disputes.  
511 2. Create informational materials relating to these issues.  
512 v. Deputy Director for Student Finance – the responsibilities of the Deputy Director for  
513 Student Finance are as follows:  
514 1. Oversee caseworkers handling student issues pertaining to financial aid disputes  
515 and student-employment.  
516 2. Create informational materials relating to these issues.  
517 vi. Deputy Director of International Student Affairs – the responsibilities for the Deputy  
518 Director of International Student Affairs are as follows:  
519 1. Oversee caseworkers handling student issues pertaining to international student  
520 affairs.  
521 2. Create informational materials relating to these issues.  
522 vii. Caseworkers – the responsibilities of Caseworkers shall be as follows:  
523 1. Follow the supervision of their Director or Deputy Director.  
524 2. Participate in the office’s training process.  
525 3. Respond to questions and inquiries sent via email by students or in person in a  
526 timely manner.  
527 4. Refer students to the appropriate office within the University to handle their  
528 complaint.
- 529 **C. Office of Student Government Relations**  
530 a. Name, Mission, and Affiliation  
531 i. Name – the name of the office shall be the Office of Student Government Relations  
532 (abbreviated to OSGR).



# Student Assembly

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- 533 ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future  
534 students for the accessibility, affordability, and quality of Cornell University.
- 535 b. Roles and Responsibilities
- 536 i. Director of Student Government Relations – the responsibilities of the Director of  
537 Student Government Relations are as follows:
- 538 1. Chair all meetings
  - 539 2. Correspond with the Student Assembly to affect office priorities
  - 540 3. Create training programs for directors and other office members
  - 541 4. Appoint additional members of the office as appropriate
  - 542 5. Oversee the budget of the office
- 543 ii. Deputy Executive Director of Student Government Relations — the responsibilities of  
544 the Deputy Director of Student Government Relations are as follows:
- 545 1. Oversee the recruitment of additional members of the office.
  - 546 2. Perform other activities as determined by the Director.
- 547 iii. Deputy Director of Local Relations – the responsibilities of the Deputy Director of Local  
548 Relations are as follows:
- 549 1. Understand and act upon student needs and requests
  - 550 2. Maintain and foster communications with appropriate institutions, entities, and  
551 individuals
- 552 iv. Deputy Director of State Relations – the responsibilities of the Deputy Director of State  
553 Relations are as follows:
- 554 1. Understand and act upon student needs and requests
  - 555 2. Maintain and foster communications with appropriate institutions, entities, and  
556 individuals
- 557 v. Deputy Director of Federal Relations – the responsibilities of the Deputy Director of  
558 Federal Relations are as follows:
- 559 1. Understand and act upon student needs and requests
  - 560 2. Maintain and foster communications with appropriate institutions, entities, and  
561 individuals
- 562 vi. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are as  
563 follows:
- 564 1. Understand and act upon student needs and requests
  - 565 2. Collaborate and support the Deputy Directors of Local, State, and Federal  
566 Relations as needed

## 567 **Section 6: Independent Offices**

568 A. The independent offices of the Student Assembly shall exist independent of the authority of the  
569 Assembly. Independent offices shall not be accountable to the Assembly. Members of the offices shall  
570 only be removed by the office.

### 571 **B. Office of Ethics**

572 a. Name, Mission, and Affiliation



# Student Assembly

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- i. Name – the name of the office shall be the Office of Ethics.
  - ii. Mission – the mission of the Office of Ethics shall be to pursue any necessary ethics concerns of Assembly members and directly elected undergraduate representatives to the UA. The Office will evaluate all requests submitted by community members that are against any Assembly members, Assembly committees, or directly elected undergraduate representatives of the UA.
  - iii. Affiliation –The Office of Ethics shall be affiliated as an independent office of the Cornell Student Assembly.
- b. Roles and Responsibilities
- i. Director of the Office of Ethics:
    - 1. Director of the Office of Ethics will chair all Office of Ethics meetings.
    - 2. Director of the Office of Ethics shall only vote in the event of a tie.
  - ii. Voting Members of the Office of Ethics:
    - 1. The Office of Ethics shall consist of seven voting members.
    - 2. All voting members shall serve for the duration of one academic year unless their term is renewed by the incoming Director of the Office of Ethics.
    - 3. Voting members can be removed before their term expires by a two-thirds (2/3) vote of the entire voting membership of the Office.
    - 4. All voting members shall be non-Student Assembly and non-University Assembly members of the Cornell undergraduate student population.
    - 5. Voting members may not seek Student Assembly or UA office for the academic year following their term of service in the Office of Ethics.
- c. Recruitment of the Office of Ethics Members
- i. Before the conclusion of each academic year, the outgoing voting membership of the Office of Ethics must select the incoming Director of the Office of Ethics internally by a simple majority vote of the entire voting membership of the Office.
  - ii. The incoming Director of the Office of Ethics shall decide upon the voting membership of the incoming Office before the conclusion of each academic year.
- d. The Student Assembly Code of Ethics
- i. The Student Assembly Code of Ethics should include, but is not limited to, including:
    - 1. An expansion of the language outlined in the Student Assembly Standing Rules, Section 2: Ethical Standards and Attendance Policy, Section A;
    - 2. An overview of possible ethical conduct offenses;
    - 3. The process of determining a violation of ethics;
    - 4. The process of recommending the appropriate disciplinary action to a third party.
  - ii. The Office of Ethics will be charged with interpreting and applying the guidelines set forth in the Student Assembly Code of Ethics.
- C. Office of Elections**
- a. Name, Mission, and Affiliation
    - i. Name – the name of the office shall be the Office of Elections.



# Student Assembly

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- 613 ii. Mission – The Office will coordinate and implement regularly scheduled and special  
614 elections of the Assembly and directly elected undergraduate representatives to the UA.  
615 Affiliation –The Office of Elections shall be affiliated as an independent office of the  
616 Cornell Student Assembly.

617 b. Roles and Responsibilities

618 i. Director of the Office of Elections:

- 619 1. Chair the meetings of the Office;  
620 2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate  
621 all efforts with the Director of the Office of the Assemblies, the VP of External  
622 Affairs, and the President;  
623 3. Serve as Assembly correspondent for election matters;  
624 4. Ensure that the Elections Committee is successfully completing the following tasks:  
625 a. Making every effort to ensure the greatest number of candidates for each  
626 available position,  
627 b. Ensuring all candidates are aware of and abiding by elections, campaigning,  
628 poster, and other Assembly and University policies,  
629 c. Coordinating and advertising an informal “Meet the Candidates Forum”,  
630 d. Coordinating and advertising opportunities for candidates to make public  
631 appearances,  
632 e. Coordinating and advertising public forums specifically for candidates to discuss  
633 any ballot referenda, if such forums are deemed necessary by the Executive  
634 Board,  
635 f. Contacting student organizations and informing them of the elections process and  
636 encouraging them to send delegates to elections activities in order to report  
637 candidates’ stances on relevant issues to their organizations,  
638 g. Ensuring that candidates have submitted pictures and statements  
639 h. Making every effort to achieve the highest possible voter turnout by advertising  
640 and assisting the Office of the Assemblies in the coordination of elections days;  
641 5. Make sure, in conjunction with the VP of External Operations, that there are a  
642 substantial number of potential ballot referenda to be considered for approval by the  
643 Assembly, and that all approved referenda are advertised along with all elections  
644 activities described in #5 above (especially c. and e.).

645 ii. Voting Members of the Office of Elections:

- 646 1. The Office of Elections shall consist of nine voting members.  
647 2. All voting members shall serve for the duration of one academic year unless their  
648 term is renewed by the incoming Director of the Office of Elections.  
649 3. Voting members can be removed before their term expires by a two-thirds (2/3)  
650 vote of the entire voting membership of the Office.  
651 4. All voting members shall be non-Student Assembly and non-University  
652 Assembly members of the Cornell undergraduate student population.





# Student Assembly

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- 653 5. Voting members may not seek Student Assembly or UA office for the academic  
654 year following their term of service in the Office of Elections.  
655 c. Recruitment of the Office of Elections Members  
656 i. Before the conclusion of each academic year, the outgoing voting membership of the  
657 Office of Elections must select the incoming Director of the Office of Elections internally  
658 by a simple majority vote of the entire voting membership of the Office.  
659 ii. The incoming Director of the Office of Elections shall decide upon the voting  
660 membership of the incoming Office before the conclusion of each academic year.

## 661 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

### 662 **Section 1: Community Rights**

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

### 672 **Section 2: Confidentiality**

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

### 678 **Section 3: Infringement of Confidentiality**

679 If any member or group of the University feels that any action of the Assembly or its committees is infringing  
680 upon that person's or that group's rights under this Article, then that person or group may appeal to the Judicial  
681 Codes Counselor (JCC) to determine whether probable grounds exist for a complaint. By majority vote, the  
682 Assembly may suspend any actions related to an appeal to the JCC until the JCC makes a final ruling on the  
683 appeal.

## 684 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**



# Student Assembly

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## 685 **Section 1: Public Events and Campus Forums**

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

## 689 **Section 2: Mandatory Anti-Bias and Transparency Training**

690 As the pursuit of anti-discrimination is a standard for the Cornell Community, all voting and non-voting members  
691 of the Student Assembly, as well as committee members, are required to attend and participate in an annual anti-  
692 bias and transparency training. This training shall be offered multiple times throughout the summer and first  
693 semester of the academic year. The training will be facilitated by the Campus Pulse Committee and contain at  
694 least the following topics:

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

702 Failure to complete such training is grounds for removal from the assembly, attendance will be cataloged by the  
703 Vice President of Internal Operations

## 704 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

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

## 708 **ARTICLE X: AMENDMENTS**

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



## Resolution 3: Establishing the Ad-Hoc Committee on Vacancies

**Abstract:** This resolution creates the Ad-Hoc Committee on Vacancies to interview and recommend individuals to fill Student Assembly vacancies.

**Sponsored by:** President Zora deRham '27

**Type of Action:** Internal Policy

**Originally Presented:** 08/29/2024

**Current Status:** Current Status

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**Whereas,** there currently exist five (5) vacancies in the voting membership of the Student Assembly, as follows:

Minority Representative (2)

Women's Representative (1)

LGBTQIA+ Representative (1)

CALS Representative (1)

**Whereas,** having a filled membership is necessary for the proper functioning of the Student Assembly and for engaging with all undergraduate members of the Cornell community.

**Whereas,** Article IV, Section 8 of the Charter of the Student Assembly states:

A vacancy that exists in the office of any voting member of the Assembly or an undergraduate representative to the University Assembly following 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.

**Whereas,** more than 30 days have elapsed since the beginning of this year's term of the Student Assembly.

**Whereas,** the proposed committee shall only recommend individuals. This does not constrain the Assembly's jurisdiction over appointing such members as it sees fit.

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# Student Assembly

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28 **Be it therefore resolved,** an Ad-Hoc Committee on Vacancies be created to interview and  
29 recommend individuals to fill the current vacancies.

30 **Be it further resolved,** the Committee shall be empowered to make such rules and regulations to  
31 govern itself not inconsistent with the Standing Rules, Bylaws, and Charter of the Student  
32 Assembly.

33 **Be it further resolved,** the Committee's Chair shall be the President of the Student Assembly.

34 **Be it finally resolved,** the Committee shall consist of the President and six (6) additional  
35 Members of the Student Assembly to be appointed by the President.

36 Respectfully Submitted,

37 Zora deRham '27

38 *President of the Student Assembly*