



Student Assembly

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



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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.



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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.



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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



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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.



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



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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

- 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

- 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

- 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

- 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

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.