



# Student Assembly

## Bylaws

### Cornell University Student Assembly

*As amended on September 18, 2025*

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#### 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.



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## 29 **ARTICLE II: OFFICERS**

### 30 **Section 1: Officers**

31 The officers of the Assembly shall be a President, an Executive Vice President, a Chief of Staff, a Vice President  
32 for Policy, a Vice President for Finance, a Vice President for Communications, a Vice President for Diversity,  
33 Equity, and Inclusion, a Parliamentarian, and an Archivist. These officers shall perform the duties prescribed by  
34 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 the offices of Vice President for Policy, Vice  
38 President for Finance, Vice President for Communications, and Vice President for Diversity, Equity, and  
39 Inclusion. Self-nomination will be in order in each of the elected offices. Elected officers should be approved by a  
40 majority vote of Assembly members present at the organizational meeting. Additionally, at this meeting or a  
41 meeting soon after, the members will affirm the appointments of Chief of Staff, Parliamentarian, and Archivist.  
42 The offices of Chief of Staff, Parliamentarian, and Archivist will be appointed by the Student Assembly President.  
43 Each nominee for the respective offices shall be subject to majority approval of the Assembly's voting members,  
44 except that of the Chief of Staff, which shall be subject to two-thirds approval. The newly elected officers will  
45 undertake the responsibilities of their position at the start of their term on the Assembly. Elections for officers  
46 shall be by secret ballots. Student Assembly voting members may have one vote for each position to be filled but  
47 may not vote for any one individual twice on any 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:



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

## 74 Section 2: Executive Vice President

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

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

## 90 Section 3: Chief of Staff

91 The responsibilities of the Chief of Staff are as follows:



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

## 101 Section 4: Vice President for Policy

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

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

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## 112 Section 5: Vice President for Finance

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

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



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## 127 **Section 6: Vice President for Communications**

128 The responsibilities of the Vice President for Communicaitons are as follows:

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

## 143 **Section 7: Vice President for Diversity, Equity, and Inclusion**

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

- 145 1. Attend all Assembly meetings.
- 146 2. Chair the Diversity, Equity, and Inclusion Committee, and oversee the Campus Pulse Committee.
- 147 3. Prepare training sessions for the Assembly on addressing issues of diversity along with the Vice President
- 148 for Communications.
- 149 4. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives.
- 150 5. Attend the Diversity Community meetings on a semesterly basis.
- 151 6. Ensure that legislative acts of the Assembly are culturally inclusive.
- 152 7. Provide updates on the state of diversity at Cornell and work to align the Assembly with University
- 153 initiatives.
- 154 8. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity
- 155 Hosting Month to introduce new students to the governance system of Cornell.
- 156 9. Coordinate with the Vice President for Communications to effectively communicate with groups that
- 157 advocate for underrepresented students on campus.



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## 158 Section 8: Parliamentarian

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

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

## 175 Section 9: Archivist

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

## 180 Section 10: Officer Staff

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

## 185 Section 11: Officer Deputies

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



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- 193 (2) when the Officer is under investigation by the Office of Ethics, and the majority of the Executive Board  
194 or the Assembly deems necessary by a majority vote;  
195 (3) when the Officer is not present for a meeting where their absence presents operational challenges;  
196 (4) and, when the Office is vacant, until a permanent successor is elected. This provision shall not be  
197 applicable to deputies to the President and the Executive Vice President.  
198 E. In the event of a need for a deputy to serve, and the deputy is unavailable or such designation has not been  
199 made, the President shall be authorized to make such designation with immediate effect.  
200 F. The Assembly should be informed at the earliest possibility should this section be invoked.

## 201 **ARTICLE IV: MEETINGS**

### 202 **Section 1: Regular Meetings**

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

### 205 **Section 2: Special Meetings**

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

### 212 **Section 3: Organizational Meeting**

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

### 215 **Section 4: Informal meetings**

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



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## 220 **Section 5: Executive Session**

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

## 227 **Section 6: Quorum**

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

## 229 **Section 7: Community Votes**

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

## 251 **Section 8: Attendance Policy**

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





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

## 275 **ARTICLE V: EXECUTIVE BOARD**

### 276 **Section 1: Composition**

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

### 279 **Section 2: Duties**

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

### 283 **Section 3: Meetings**

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

### 286 **Section 4: Executive Cabinet**

287 The Executive Cabinet shall be a sub-committee of the Executive Board. The Cabinet shall advise the Executive  
288 Board on the operations of the Student Assembly and promote collaboration between the offices and committees  
289 of the Assembly. The Cabinet shall consist of the Members of the Executive Board, the Chairs of the Policy,



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290 Finance, Communications, and Diversity Committees, the Directors of the Presidential Offices, and the Directors  
291 of the Independent Offices. The Cabinet shall be chaired by the Executive Vice President.  
292

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

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

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

### 302 **Section 2: Policy Committees**

- 303 A. Policy Committees shall review all policies and programs of sectors of the University that create policy  
304 directly affecting student life.  
305 B. Policy Committees shall be overseen by the Vice President for Policy and the Executive Vice President.  
306 C. The Vice President for Student and Campus Life shall appoint a staff member to work with the  
307 chairperson of certain review committee to assure proper functioning of the committee.  
308 D. Policy committees will be convened in the beginning of the fall semester by the Vice President for Policy.  
309 E. Furthermore, the Student Assembly policy committees reserve, can, and should exercise at their discretion  
310 the Charter-delegated authority in regards to residential life policies. When exercising this authority,  
311 policy committees are recommended to consult the Residential Hall Association at Cornell.  
312 F. **Policy Committee**  
313 a. **Charge:** The Policy Committee shall be responsible for the policy creation process within the  
314 Student Assembly. The Policy Committee will collaborate with the Department of Student and  
315 Campus Life on concerns of interest to the student body.  
316 b. **Membership:** The Committee shall consist of at least 10 members of the Student Assembly,  
317 including the Chair of each Sub-Committee.  
318 c. **Chair:** The Vice President for Policy shall be the Chair.  
319 G. **Dining Services Committee**  
320 a. **Charge:** The Dining Services Committee will work to represent student interests in the Cornell  
321 food system. The Chair will work with the Director to select relevant administrators and staff to  
322 be present at meetings. Members will collectively review the policies and initiatives of Dining  
323 Services, and make recommendations to Student Assembly and Dining Services leadership for  
324 improving existing policies or integrating new ideas.  
325 b. **Membership:** The committee will consist of at least one faculty member, two Dining student  
326 workers and/or Dining Student Sustainability Coordinators, one graduate/professional student,



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and additional undergraduate students. Additionally, the Director of Dining (or a designee) and the Budget Director of Dining shall serve ex-officio.

- c. **Chair:** The chair shall be elected by the Assembly.

## H. Student Health Advisory Committee

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

## I. Environmental Policy Committee

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

## J. Academic Policy Committee

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

## K. Technology Committee

- a. **Charge:** The Technology Committee shall review, investigate, and provide recommendations on policies, programs, and initiatives related to Cornell Technology. The committee will serve as the primary student voice on issues including digital tools and platforms, IT infrastructure, classroom



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and learning technologies, cybersecurity, accessibility, and policies concerning emerging technologies such as generative AI. The committee will work in close consultation with the IT Governance Liaison and with relevant Cornell IT offices to ensure meaningful and consistent student representation in University decision-making.

**b. Membership:** Membership to be selected by the Assembly.

**c. Chair:** The IT Governance Liaison of the Student Assembly shall serve as the Chair of the Technology Committee if they are an active voting member of the Assembly. If the IT Governance Liaison is a non-voting member, the committee shall instead be co-chaired by the IT Governance Liaison and one voting member of the Assembly, selected by the Assembly.

## L. Student Employment Policy Committee

**a. Charge:** The Committee will represent the interests of students employed by the University in any capacity. The Committee will be charged with making recommendations to the University regarding the working conditions, wages, benefits, and well-being of student workers as well as the policies regulating student employment. The Committee will work in partnership with the Office of Financial Aid and Student Employment to ensure that Cornell provides sustainable and equitable employment opportunities for its undergraduate student body.

**b. Membership:** Membership shall consist of eight undergraduate student employees of the University.

**c. Chair:** The Committee shall be chaired by the Student Workers' Representative. In the event that the Student Workers' Representative seat is vacant, the chair shall be elected by the Assembly.

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## Section 3: Finance Committees

A. The Finance Committees shall be the financial branch of the Assembly.

B. Finance Committees shall be overseen by the Vice President for Finance and the Executive Vice President.

### A. Finance Committee

**a. Charge:** The Committee reviews all requests for Assembly funding as well as the policies and guidelines regarding the Student Activity Fee and those organizations which receive funding from it.

**b. Membership:** The Committee shall consist of the chair, 8 voting members of the Assembly, 7 undergraduates at-large, 1 freshman undergraduate, and 1 freshman or transfer voting member of the Assembly. The Chairs of the Sub-Committees, if not already members, shall hold non-voting seats. The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC Commissioners shall serve as voting members of the Committee.

**c. Chair:** The Vice President for Finance shall be Chair.

### B. Financial Aid Review Committee

**a. Charge:** The committee will examine the financial aid policies of Cornell University. It shall also be responsible for the administration of the Student Helping Students grant.



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- b. **Membership:** The committee shall consist of a chair and up to 12 undergraduate students, at least four-fifths of whom receive some form of institutionalized financial aid. The Vice Provost for Enrollment, the Executive Director of the Office of Financial Aid, the Senior Assistant Director of the Office of Financial Aid, a counselor from the Office of Financial Aid, and two faculty members shall serve as ex-officio, non-voting members.
- c. **Chair:** Chair to be elected by the Assembly.
- C. **Infrastructure Fund Commission**
- a. **Charge:** The SAIF Commission (SAIFC) of the Assembly is responsible for evaluating applications for funding through the SAIF. The rules governing the operation of the SAIFC are contained in Appendix C of the Charter. The Commission should consult and collaborate with the Campus Sustainability Office on projects related to sustainability. Additionally, The Commission should consult and collaborate with Campus and Community Engagement and/or the Dean of Students Office on long-term projects.
- b. **Membership:** The Commission shall consist of no more than 17 commissioners. The commissioners must include five voting members of the Assembly, consisting of a Chair, three Assembly members, and one New Student voting member of the Assembly, internally elected following the Fall election. The remaining commissioners will consist of at least seven and no more than twelve undergraduate students. No SAFC Commissioners shall serve as voting members of the SAIFC (with the exception of the VP Finance). The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member.
- c. **Chair:** Chair to be elected by the Assembly.



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## 428 Section 4: Communication Committees

- 429 A. The Communications Committees shall be responsible for communications between the Student  
430 Assembly and affiliated organizations.
- 431 B. Communications Committees shall be overseen by the Vice President for Communications and the  
432 Executive Vice President.
- 433 C. **Communications Committee**
- 434 a. **Charge:** The Communications Committee helps to bridge the disconnect between campus and  
435 the Student Assembly. The Assembly strives to foster collaborative student activities, as well as  
436 inform the student body about the Student Assembly initiatives, meetings, and resolutions. The  
437 committee will ensure a direct and ever present link between students active in campus  
438 government, the administration, and students at-large and will relay student interest to the  
439 Assembly. The committee will assist in furthering the outreach efforts of the assembly by aiding  
440 in the coordination of Assembly-sponsored events including, but not limited to conducting polls,  
441 referenda, community outreach forums, designated constituency events, and hearings. The  
442 committee will also assist in coordinating efforts and devising strategies to involve more non-  
443 voting members in the decisions and events of the Assembly. The Assembly plans recreational  
444 events for students.
- 445 b. **Membership:** The committee shall consist of at least 10 members, including the Chairs of the  
446 Sub-Committees.
- 447 c. **Chair:** The Vice President for Communications will serve as Chair of the Committee.
- 448 D. **International Students Affairs Committee**
- 449 a. **Charge:** The committee will research and investigate issues affecting international students and  
450 provide recommendations to the Student Assembly. The committee will be responsible for  
451 engaging, liaising, and communicating with the various cultural organizations that represent and  
452 advocate for the rights and needs of international students. The International Students Affairs  
453 Committee will be charged with creating a platform that allows undergraduate students, both  
454 domestic and international, to collaborate to craft legislation that provides additional support to  
455 international students and international student organizations.
- 456 b. **Membership:** The committee shall consist of the chairs and at least three Assembly members.  
457 The International Students-Liaison At-Large Liaison will be required to serve on this committee.
- 458 c. **Chair:** Chair to be elected by the Assembly.

## 459 Section 5: Diversity Committees

- 460 A. Diversity Committees shall be overseen by the Vice President for Diversity, Equity, and Inclusion and the  
461 Executive Vice President.
- 462 B. **Diversity, Equity, and Inclusion Committee**
- 463 a. **Charge:** The committee shall serve as the body through which the Assembly, the diversity  
464 councils of the undergraduate schools and colleges, the Office of Academic Diversity  
465 Initiatives (OADI), and the Center for Intercultural Dialogue coordinate their efforts to



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promote awareness and understanding of the increasing importance of diversity and create an environment that brings together diverse perspectives and fosters diversity of thought. The committee shall be a meeting grounds for interested students to meet members of the administration to brainstorm, formulate and lead implementable policies in the field of diversity and inclusion; review the efforts of the Diversity Committee and diversity councils of the colleges; provide a brief report of its progress to be presented by the Vice President of Diversity, Equity, and Inclusion to the Assembly by the final meeting in the fall semester, as well as a full report to include (but not limited to) the goals of the academic year, the strategies devised for achievement of these goals, the progress of UDC initiatives, college-specific initiatives, obstacles, and potential goals for the next academic year to be presented in the same manner at the final meeting of the spring semester.

- b. **Membership:** Student members of the committee may be recruited from institutions and organizations such as the diversity councils of the colleges, Women's Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board, Cornell Outdoor Education, International Student Union and any member of the Cornell student body who is interested in diversity initiatives. The LGBTIA+ Liaison at-large, Women's representative, International representative, both Minority Liaisons, First Generation Students Representative, Students with Disabilities Representative, and the Vice President for Communications are required to be members of the committee.
- c. **Chair:** The Vice President for Diversity, Equity, and Inclusion of the Student Assembly will chair the Diversity and Inclusion committee.

C. **Campus Pulse Committee** - This committee shall serve as a programmatic body to increase the availability of resources to address pressing needs of the Student Body. It will also work to combat all forms of bias including but not limited to, sexism, racism, xenophobia, anti-semitism, homophobia, and transphobia through programmatic implementation and workshops for the Cornell Community.

- a. **Composition:** The composition of the committee shall be as follows:
  - i. Four elected representatives of the Student Assembly other than the following.
  - ii. The Womxn's Issues Liaison of the Student Assembly
  - iii. The LGBTQIA+ representative of the Student Assembly
  - 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



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- 507 ii. Implementing programming and infrastructure to address pressing needs of the campus community.
- 508 iii. Planning, scheduling and running required student assembly anti-bias and transparency trainings for
- 509 members of the Student Assembly
- 510 iv. Work with the Intergroup Dialogue Project and other similar organizations to provide spaces for
- 511 dialogue among diverse groups and people on the Ithaca campus.
- 512 c. Operation: The operations of the committee shall be as follows:
- 513 i. It shall be the responsibility of the Womxn's Issues Liaison, in consultation with the Vice President
- 514 for DEI, and the Director of the Gender Justice Advocacy Center to oversee the start of the committee
- 515 each academic year. In the event that a Womxn's Issues Liaison is not elected in the Spring, it shall
- 516 be the charge of the President of the Student Assembly, in consultation with the Vice President for
- 517 DEI and the Director of the Gender Justice Advocacy Center, to start this committee.
- 518 ii. A chair of this committee shall be elected internally.
- 519 iii. The committee shall meet at least once every two weeks
- 520 iv. The committee shall put a monthly memo about their work which will be distributed to the greater
- 521 campus community via the Student Assembly newsletter.

## 522 Section 6: Offices of the President

- 523 A. The Offices of the President shall report to the President directly. Members of the offices shall be
- 524 nominated by the President, and shall serve at the pleasure of the President.
- 525 **B. Office of Student Advocacy**
- 526 a. Roles and Responsibilities
- 527 i. Director of Student Advocacy – the responsibilities of the Director are as follows:
- 528 1. Attend and chair all office meetings
- 529 2. Correspond with Student Assembly to affect office priorities
- 530 3. Create training programs for caseworkers and staff
- 531 4. Monitor the collection of data in the office
- 532 5. Develop relationships with University offices and coordinate informational
- 533 material
- 534 ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:
- 535 1. Supervise office staff and ensure cohesion
- 536 2. Ensure that all cases are met with an appropriate and timely response
- 537 3. Create training programs for caseworkers and staff
- 538 4. Develop relationships with University offices and coordinate informational
- 539 materials
- 540 5. Write and present an office report at the end of each semester
- 541 iii. Deputy Director for Student and Campus Life – the responsibilities of the Deputy
- 542 Director for Student and Campus Life are as follows:
- 543 1. Oversee caseworkers handling student issues pertaining to residency,
- 544 discrimination, harassment and student-related conduct violations.
- 545 2. Create informational material relating to these issues.





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- iv. Deputy Director for Academic Affairs – the responsibilities of the Deputy Director for Academic Affairs are as follows:
  - 1. Oversee caseworkers handling student issues pertaining to professor-related conduct violations, grade and enrollment disputes.
  - 2. Create informational materials relating to these issues.
- v. Deputy Director for Student Finance – the responsibilities of the Deputy Director for Student Finance are as follows:
  - 1. Oversee caseworkers handling student issues pertaining to financial aid disputes and student-employment.
  - 2. Create informational materials relating to these issues.
- vi. Deputy Director of International Student Affairs – the responsibilities for the Deputy Director of International Student Affairs are as follows:
  - 1. Oversee caseworkers handling student issues pertaining to international student affairs.
  - 2. Create informational materials relating to these issues.
- vii. Caseworkers – the responsibilities of Caseworkers shall be as follows:
  - 1. Follow the supervision of their Director or Deputy Director.
  - 2. Participate in the office’s training process.
  - 3. Respond to questions and inquiries sent via email by students or in person in a timely manner.
  - 4. Refer students to the appropriate office within the University to handle their complaint.

### C. Office of Student Government Relations

- a. Name, Mission, and Affiliation
  - i. Name – the name of the office shall be the Office of Student Government Relations (abbreviated to OSGR).
  - ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future students for the accessibility, affordability, and quality of Cornell University.
- b. Roles and Responsibilities
  - i. Director of Student Government Relations – the responsibilities of the Director of Student Government Relations are as follows:
    - 1. Chair all meetings
    - 2. Correspond with the Student Assembly to affect office priorities
    - 3. Create training programs for directors and other office members
    - 4. Appoint additional members of the office as appropriate
    - 5. Oversee the budget of the office
  - ii. Deputy Executive Director of Student Government Relations — the responsibilities of the Deputy Director of Student Government Relations are as follows:
    - 1. Oversee the recruitment of additional members of the office.
    - 2. Perform other activities as determined by the Director.



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- iii. Deputy Director of Local Relations – the responsibilities of the Deputy Director of Local Relations are as follows:
  - 1. Understand and act upon student needs and requests
  - 2. Maintain and foster communications with appropriate institutions, entities, and individuals
- iv. Deputy Director of State Relations – the responsibilities of the Deputy Director of State Relations are as follows:
  - 1. Understand and act upon student needs and requests
  - 2. Maintain and foster communications with appropriate institutions, entities, and individuals
- v. Deputy Director of Federal Relations – the responsibilities of the Deputy Director of Federal Relations are as follows:
  - 1. Understand and act upon student needs and requests
  - 2. Maintain and foster communications with appropriate institutions, entities, and individuals
- vi. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are as follows:
  - 1. Understand and act upon student needs and requests
  - 2. Collaborate and support the Deputy Directors of Local, State, and Federal Relations as needed

## Section 7: Independent Offices

- A. The independent offices of the Student Assembly shall exist to provide independent oversight over functions of the Assembly.
- B. Office of Ethics
  - a. Name, Mission, and Affiliation
    - i. Name – the name of the office shall be the Office of Ethics.
    - ii. Mission – the mission of the Office of Ethics shall be to pursue any necessary ethics concerns of Assembly members and directly elected undergraduate representatives to the UA. The Office will evaluate all requests submitted by community members that are against any Assembly members, Assembly committees, or directly elected undergraduate representatives of the UA.
    - iii. Affiliation – The Office of Ethics shall be affiliated as an independent office of the Cornell Student Assembly.
  - b. Roles and Responsibilities
    - i. Director of the Office of Ethics:
      - 1. Director of the Office of Ethics will chair all Office of Ethics meetings.
      - 2. Director of the Office of Ethics shall only vote in the event of a tie.
    - ii. Voting Members of the Office of Ethics:
      - 1. The Office of Ethics shall consist of seven voting members.



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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, subject to confirmation by a 2/3 vote of the Assembly.
- ii. The incoming Director of the Office of Ethics shall decide upon the voting membership of the incoming Office before the conclusion of each academic year, subject to confirmation by a 2/3 vote of the Assembly.

d. The Student Assembly Code of Ethics

- i. The Student Assembly Code of Ethics should include, but is not limited to, including:
  1. An expansion of the language outlined in the Student Assembly Standing Rules, Section 2: Ethical Standards and Attendance Policy, Section A;
  2. An overview of possible ethical conduct offenses;
  3. The process of determining a violation of ethics;
  4. The process of recommending the appropriate disciplinary action to a third party.
- ii. The Office of Ethics will be charged with interpreting and applying the guidelines set forth in the Student Assembly Code of Ethics.

### C. Office of Elections

a. Name, Mission, and Affiliation

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

b. Roles and Responsibilities

- i. Director of the Office of Elections:
  1. Chair the meetings of the Office;
  2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the Director of the Office of the Assemblies, the VP of External Affairs, and the President;
  3. Serve as Assembly correspondent for election matters;
  4. Ensure that the Elections Committee is successfully completing the following tasks:



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- a. Making every effort to ensure the greatest number of candidates for each available position,
  - b. Ensuring all candidates are aware of and abiding by elections, campaigning, poster, and other Assembly and University policies,
  - c. Coordinating and advertising an informal "Meet the Candidates Forum",
  - d. Coordinating and advertising opportunities for candidates to make public appearances,
  - e. Coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if such forums are deemed necessary by the Executive Board,
  - f. Contacting student organizations and informing them of the elections process and encouraging them to send delegates to elections activities in order to report candidates' stances on relevant issues to their organizations,
  - g. Ensuring that candidates have submitted pictures and statements
  - h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the Office of the Assemblies in the coordination of elections days;
5. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of potential ballot referenda to be considered for approval by the Assembly, and that all approved referenda are advertised along with all elections activities described above.
- ii. Voting Members of the Office of Elections:
    1. The Office of Elections shall consist of nine voting members.
    2. All voting members shall serve for the duration of one academic year unless their term is renewed by the incoming Director of the Office of Elections.
    3. Voting members can be removed before their term expires by a two-thirds (2/3) vote of the entire voting membership of the Office.
    4. All voting members shall be non-Student Assembly and non-University Assembly members of the Cornell undergraduate student population.
    5. Voting members may not seek Student Assembly or UA office for the academic year following their term of service in the Office of Elections.
  - c. Recruitment of the Office of Elections Members
    - i. Before the conclusion of each academic year, the outgoing voting membership of the Office of Elections must select the incoming Director of the Office of Elections internally by a simple majority vote of the entire voting membership of the Office, subject to confirmation by a 2/3 vote of the Assembly.
    - ii. The incoming Director of the Office of Elections shall decide upon the voting membership of the incoming Office before the conclusion of each academic year, subject to confirmation by a 2/3 vote of the Assembly.



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

### 705 **Section 1: Community Rights**

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

### 715 **Section 2: Confidentiality**

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

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

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

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

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

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

- 732 A. Recognizing implicit bias, this shall at a minimum be along the guidelines set forth by the UCLA Office  
733 of Equity, Diversity, and Inclusion: Implicit Bias Video Series.
- 734 B. The importance of diversity in the work of the Student Assembly



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- 735 C. Working with stakeholders  
736 D. Methods to increase relationships and transparency with the Cornell community  
737 E. The proper channels for the reporting of bias and harassment, at the Assembly level through the Office of  
738 Ethics and at the University level through OSCCS and Title IX.

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

### 741 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

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

### 745 **ARTICLE X: AMENDMENTS**

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