

Cornell University Student Assembly

1 **APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED** 2 **ORGANIZATIONS**

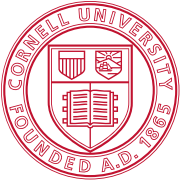
3 **Section 1: Preamble**

4 Each organization that receives funding from the Student Assembly (SA) through the Student Activity Fee (SAF) is
5 subject to Guidelines set by the Assembly in consultation with the Graduate & Professional Student Assembly
6 (GPSA), these organizations, and the Cornell student body.

7 **Section 2: Student Assembly's Role and Obligations**

- 8 A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice
9 effectively the interests and concerns of the student body.
- 10 B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the
11 Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of
12 these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines
13 each year.
- 14 C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Student Activities,
15 Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations
16 Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
- 17 D. **Outreach:** The SA Vice-President for Finance shall, wherever possible and as often as possible, attend
18 meetings of each organization throughout the year.
- 19 E. **Enforcement, Violations & Penalties**
- 20 i. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding
21 violations of these guidelines and will report such findings to the SA.
- 22 ii. If the SA determines that an organization has committed a violation, the SA may impose a fine,
23 reduction or revocation of the organization's by-line funding allocation. In order for a fine,
24 reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons
25 for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules,
26 violation of campus policies, or violation of contract. Any money garnered from a fine on an
27 organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or
28 revocation of funding affecting the remainder of the funding cycle occurs, the University shall
29 attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the
30 Special Projects Fund.

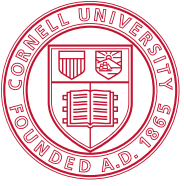
31 **Section 3: General Guidelines**



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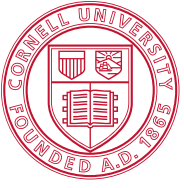
32 All recipients of the SAF shall adhere to the following guidelines:

- 33 A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students. Organizations
34 that have the capability to be student run and led shall be primarily student run and led.
- 35 B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which
36 admission is charged:
- 37 i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via
38 the SAF.
 - 39 ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a
40 substantial amount of tickets reserved for student use).
 - 41 iii. The Appropriations Committee or the Executive Committee shall have the ability to request that
42 organizations publish a report to the SA on the amount of money received for an event, where that
43 money has been allocated, total attendance, and how much money was spent on the event.
- 44 C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate
45 attendance figures. Such figures may be acquired through a number of measures including swiping Cornell
46 ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count entrants. For
47 events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance
48 through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own
49 scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking
50 attendance would provide an unnecessary burden to organizations, a brief written statement explaining why
51 attendance was not taken is required.
- 52 D. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage
53 student participation at its meetings, which shall be open to the public. Each organization funded by the SA
54 will be required to include the SA logo or the following statement on all fliers, posters, promotions, programs,
55 and literature "Funded in part by the Student Assembly".
- 56 ~~E. **Capital Expenditures:** SAF allocations are meant to serve as a "current account." No organization shall use~~
57 ~~its Fee allocations for major capital equipment purchases costing more than \$500 without the express~~
58 ~~approval of the SA. Organizations shall request approval in their annual fall report to the SA. A major capital~~
59 ~~equipment purchase shall be defined as anything having a useful life of two years or more.~~
- 60 E. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and
61 reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in
62 accordance with its governing documents. These requirements apply to all organizations unless explicitly
63 exempted in this Appendix or waived by a two-thirds vote of both the Appropriations Committee and the
64 Student Assembly. The waiver shall apply for one by-line funding cycle.
- 65 F. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member of
66 an organization may be compensated from an organization's SAF account or SAF earned income account.



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- 67 G. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-
68 voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their
69 liaison is failing in their duty, a new liaison may be appointed.
- 70 H. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the
71 Appropriations Committee with a written account of the use of its fee allocation and operations for the
72 previous academic year, and an oral summary of its activities, including usage statistics and future
73 programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the
74 committee's recommendation on whether or not the organization should receive an increase in funding, a
75 decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall
76 then provide a written summary report of these meetings to the SA.
- 77 I. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current
78 funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
- 79 J. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The
80 Appropriations Committee must approve organization's conference expenditures and each organization must
81 demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its
82 mission statement. Organizations shall request approval in their annual fall report to the SA. All conferences,
83 teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no
84 greater than \$4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply
85 to SAFC-funded organizations.
- 86 K. **Governing Document Approval:** All organizations must submit any changes in the Organizations' bylaws,
87 constitution, or other governing documents to the SA for its approval.
- 88 L. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such
89 funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived
90 age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex,
91 sexual orientation, veteran status, or any combination of these factors when determining its membership and
92 when determining the equal rights of all general members and executive board members, respectively, which
93 shall include, but are not limited to, voting for, seeking, and holding positions within the organization.
94 Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding
95 source for other organizations on campus shall not discriminate on the basis of actual or perceived age, color,
96 disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual
97 orientation, veteran status, or any combination of these factors when awarding funding.
- 98 i. Notwithstanding these requirements, a club sport may make requirements based on competitive
99 athletic skill which may result in a club sport of one or predominantly one gender. Organizations may
100 also make requirements based on vocal range or quality which may result in a chorus or choruses of
101 one or predominantly one gender. Organizations that participate in activities with governmental age
102 restrictions may also make appropriate requirements on the basis of age.
- 103 ii. Organizations may also enforce uniform standards of ~~belief or~~ conduct as a prerequisite for obtaining
104 some or all rights of general members and executive board members, respectively, so long as said



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- 105 standards are protected by the 1st Amendment of the United States Constitution in the context of a
106 public university and do not impede enforcement of Appendix B, Section II, subsection E.
107 iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall
108 include a “Non-discrimination Clause” section in its bylaws, constitution or other governing
109 documents reflecting this policy.

110 Section 4: Organization Specific Guidelines

111 Furthermore, individual organizations shall adhere to the following additional Guidelines:

112 A. ALANA Intercultural Board

- 113 i. \$2.05 shall be used to fund ALANA’s member organizations as outlined in the ALANA constitution
114 ii. \$3.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program each
115 year.
116 iii. MCFAB shall seek to bring ~~multiple acts to campus representing different musical genres~~diverse
117 programming to campus.
118 iv. \$1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella
119 organizations as outlined in the ALANA constitution. Umbrella organizations ~~may shall~~ not apply for
120 SAFC funding.
121 ~~v.~~ \$1.10 per student per year of the ALANA allocation shall be contributed towards ALANA’s own
122 administrative costs and programming needs such as general body meetings and other intercultural
123 programming

124 B. Athletics & Physical Education

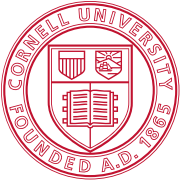
- 125 i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each
126 undergraduate student. ~~\$7.00~~\$7.30 per student per year of the total annual Athletics allocation may
127 be spent towards providing the BRSP. The BRSP shall provide free admission to all varsity sports
128 excluding Men’s Varsity Ice Hockey.
129 ~~ii.~~ In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell
130 Athletic events to the entire Cornell community. ~~\$3.00~~\$1.78 per student per year of the annual
131 Athletics’ allocation may be spent towards providing marketing and promotions. ~~Athletics shall~~
132 ~~further promote increased autonomous student leadership in the Sports Marketing Group during the~~
133 ~~2016-2018 funding cycle.~~

134 C. Class Councils

- 135 i. The Class Councils allocation ~~may shall~~ be divided between the four class years in proportions
136 determined by the organization.

137 D. Collegiate Readership Program

- 138 i. The Collegiate Readership Program shall operate for the 2018-2020 by-line cycle using its accumulated
139 surplus and the activity fee disbursement.



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- 140 ii. The SA Vice President for Finance or their designee shall oversee the operations and finances of the
141 Collegiate Readership Program.
- 142 iii. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal access
143 for undergraduate students.
- 144 ~~iv.~~ Newspapers shall be distributed from the Monday of the week prior to the first full week of classes
145 to the last day of exam week during each fall semester and from the first day of class to the last day
146 of exam week during each spring semester. These distributions periods do not include Fall Break,
147 Thanksgiving Break, or Spring Break.
- 148 ~~v.~~ The ~~CRP liaison~~ SA Vice President for Finance or their designee shall prepare and present a report to
149 the Student Assembly at the end of each academic year with information regarding readership and an
150 analysis of the current distribution locations. Any proposed changes in locations or proportions must
151 be approved by a two-thirds majority vote of the SA.
- 152 ~~vi.~~ The SA Vice President for Finance shall report to the Student Assembly the amount allocated to the
153 New York Times and Wall Street Journal.
- 154 ~~iii.~~ The CRP liaison shall yearly provide a list of publications available through CRP that are deliverable to
155 Ithaca and allow the SA to change the publications that are purchased.

E. Community Partnership Board

- 156
- 157 i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be
158 paid by the Board's parent body, the Public Service Center, or other non-activity fee sources of
159 funding.
- 160 ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual report
161 to the SA.

F. Convocation

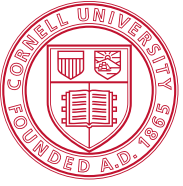
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- 163 i. At the time of the selection of Convocation Committee membership, the Convocation Committee
164 Chair shall invite all voting members of the SA, directly-elected undergraduate members of the UA,
165 and student-elected trustee(s) that belong to that class year ~~will be invited~~ to participate as full voting
166 members of the Convocation Committee. The SA Vice President for Finance shall serve as an ex-
167 officio member of the Committee.
- 168 ii. Convocation shall ~~seek to~~ announce speaker selection first at a Student Assembly meeting.
- 169 ~~iii.~~ Convocation Committee shall notify the SA Vice President for Finance if the Committee is expected
170 to require more than its SAF allocation to support Convocation.

G. Cornell Cinema

- 171
- 172 ~~i.~~ Cornell Cinema shall not increase student ticket prices without the express approval of the SA.
- 173 ~~ii.~~ Cornell Cinema shall strive to promote autonomous student leadership.

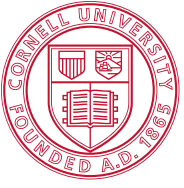
H-G. Cornell Concert Commission

- 174
- 175 i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah
176 Rink, or similar venue.
- 177 ~~ii.~~ The Concert Commission shall ~~strive to~~ put on one free concert during the academic year.



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- 178 ~~iii. The Concert Commission shall strive to do at least one event in the Bears Den every year.~~
179 ~~iv.iii.~~ The Cornell Concert Commission shall send a report to the Appropriations Committee any time a
180 concert's subsidy is more than expected and the Cornell Concert Commission should detail ~~loses~~
181 ~~more money than expected detailing the loss the shortfall~~ and the impact it will have on future
182 operations.
- 183 I.H. Cornell University Emergency Medical Service
- 184 i. CUEMS may save no more than ~~\$25,000~~ \$30,000 per each two-year funding cycle toward the purchase
185 of a new vehicle.
- 186 ii. CUEMS shall record the number of undergraduates who use their CUEMS services.
- 187 J.I. Cornell University Programming Board
- 188 i. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to
189 campus. ~~Such speakers should have diverse following, within the university, and in the Board's best~~
190 ~~opinion, should be able to attract a large attendance by students and community members.~~
- 191 ii. CUPB shall record the number of undergraduates who attend each program.
- 192 ~~K.J.~~ CU Tonight Commission
- 193 i. CUTonight shall ~~seek to~~ promote non-alcoholic, late night social programming, on campus, open to the
194 entire Cornell community.
- 195 ii. CUTonight shall send at least one representative to every funded event with the intention of reviewing
196 the event
- 197 iii. CUTonight shall ~~develop an appeals process whereby student organizations applying for funding have~~
198 ~~the opportunity to present why they believe the commission overlooked funding provide applicant~~
199 ~~organizations the opportunity to appeal the decisions of the Committee to the Appropriations~~
200 ~~Committee.~~
- 201 iv. CUTonight shall develop and adhere to a rubric and written hearing procedures off of which the
202 commission will evaluate applicants. This rubric and these procedures shall be submitted to the SA
203 Vice President for Finance for approval by the Appropriations Committee.
- 204 v. CUTonight shall forward the results of the rubric to the SA Vice President for Finance after each
205 CUTonight funding cycle.
- 206 L.K. Orientation Steering Committee
- 207 i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning and
208 implementation of all August and January orientation activities.
- 209 ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing planned
210 activities for the upcoming Orientation week
- 211 iii. The president of the SA and the ~~senior~~ Student Elected Trustee must be invited to address the new
212 students at the President's New Students Convocation each year. If the Cornell University President
213 limits the OSC to two speakers, the president of the SA must be invited.
- 214 iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
- 215 v. OSC shall increase funding for both transfer and January Orientation programming.



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216 vi. OSC shall allocate more than \$1.12 of their allocation towards programs designed to educate new
217 students about consent and sexual assault.

218 vii. OSC shall submit the results of the feedback surveys to the Appropriations Committee.

219 ~~viii.~~ OSC shall reduce the costs of apparel.

220 M.L. Outdoor Odyssey

221 i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for pre-
222 orientation trips and shall dedicate no less than \$20,000 per year toward this program.

223 ii. Outdoor Odyssey shall conduct a review during the ~~2016-2018~~ 2018-2020 Funding Cycle of the
224 demographics of those who attend.

225 iii. Outdoor Odyssey shall investigate creating trips accessible for the differently abled and shall report
226 their findings to the Student Assembly before the final Student Assembly meeting in the fall of 2018.

227 N.M. Senior Days

228 i. SAF-funded Senior Week events ~~will charge no admittance fee and~~ will be open to all seniors and at
229 least 90% of the SAF allocation will go towards free, non-ticketed events.

230 ii. Before the final Student Assembly meeting in the fall, Senior Days shall report to the Appropriations
231 Committee the attendance, expenditures, and income generated from each event held during the
232 most recent Senior Days.

233 O.N. Slope Day Programming Board (SDPB)

234 i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at
235 the end of the spring semester.

236 ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.

237 iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted
238 by the SA.

239 ~~iv. The Slope Day Programming Board shall work with the Cornell Administration to achieve the best~~
240 ~~possible event for all Cornell students.~~

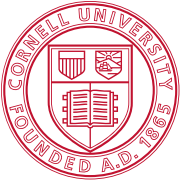
241 ~~iv.~~ The Slope Day Programming Board shall collect demographic information from all Slope Day
242 entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope
243 Day.

244 v. The Slope Day Programming Board shall ~~seek to~~ announce artist selection first at a Student Assembly
245 meeting.

246 vi. The Slope Day Programming Board shall set a price floor for non-activity fee paying individuals
247 approximately equal to the total activity fee disbursement divided by projected undergraduate
248 attendance. The price paid by non-activity fee paying individuals shall be no less than the activity fee
249 allocation, except with the explicit consent of the Student Assembly.

250 P.O. Slope Media Group

251 i. Slope Media Group shall establish durable goods inventory management procedures, which must
252 include details about anticipated storage locations, authorized persons to possess or handle
253 equipment, device security, and theft.



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- 254 ii. Slope Media group shall not spend student activity fee funding on any giveaways including but not
255 limited to glassware, clothing, and general accessories, without the explicit approval of the
256 Appropriations Committee.

257 E.P. Student Activities Funding Commission

- 258 i. SAFC shall publish and make publicly available a written account of the organizations requesting
259 funding, the amount requested, the amount rewarded, and the amount spent.
260 ii. Criteria for funding of undergraduate student organizations may not be altered or waived without the
261 ~~express~~explicit approval of the SA.
262 ~~iii. The SAFC shall reserve at least 1 dollar per student per year for a special projects fund. Monies held in~~
263 ~~this fund will be allocated first for appeals of the SAFC's funding decisions to the SA.~~
264 iii. SAFC shall annually review and amend its tier system guidelines to project expenditure growth of
265 approximately 3% per year. SAFC is not required to have actually achieved 3% growth per year.
266 SAFC shall report the outcome of this review to the Appropriations Committee.
267 ~~iv. Each organization funded by the SAFC will be required to include the following SAF logo or~~
268 ~~statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student~~
269 ~~Activities Funding Commission".~~

270 R.Q. Welcome Weekend

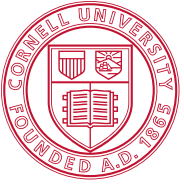
- 271 i. Welcome Weekend shall seek to hold events during the first two weeks of each semester.
272 ii. Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and shall
273 record undergraduate attendance.
274 iii. Welcome Weekend shall seek out co-sponsorships where applicable.

275 S.R. Willard Straight Hall Student Union Board

- 276 i. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding
277 environments and be directly associated with the purpose and mission of WSH.
278 ii. WSH SUB shall develop and adhere to a yearly budget. By a majority vote, the Appropriations
279 Committee may amend the budget.
280 iii. WSH SUB shall not purchase and dispense giveaways including but not limited to gold or silver plates
281 and graduation gifts.

282 T.S. Women's Resource Center (WRC)

- 283 i. The Women's Resource Center shall collaborate with the Student Assembly Women's Liaison
284 Representative, ~~Community Life~~ on safety, health, and other topics pertinent to women on campus.
285 ~~ii. \$0.50 per student per year of the WRC allocation shall be used for the development and operation of~~
286 ~~the Big Red Shuttle late night shuttle service. The Women's Resource Center will be responsible for~~
287 ~~coordinating the management and operation of the Big Red Shuttle late night shuttle service.~~
288 ii. The WRC shall set a two-year budget for Feminism Food for thought not to exceed \$10,000.
289 i. The WRC shall notify the SA Vice President for Finance of the total SAF spending on
290 Feminism Food for Thought before the final Student Assembly meeting each May.



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- 291 ii. The Feminism Food for Thought budget for AY 2019-2020 shall not exceed 10,000 less the
292 total SAF spending on Feminism Food for Thought in AY 2018-2019.
293 iii. When 50% of the two-year budget has been exhausted, the WRC shall notify the SA Vice
294 President for Finance.
295 iv. The WRC shall strive to maximize and strive to track attendance at this event.

296 **Section 5: Duration and Supersession**

- 297 A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, ~~2016-2018~~ and shall expire on
298 June 30, ~~2018~~2020, unless amended or renewed by the SA. These rules require a two-thirds majority of SA
299 members present to be amended.
300 B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as
301 all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.
302 C. Guidelines for organizations that also receive funding from the GPSA may be amended only after
303 consultation with the GPSA.