

Cornell University

Student Assembly

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

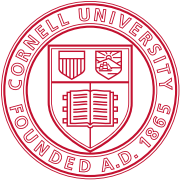
3 **Section 1: Preamble**

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.

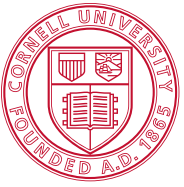
31 **Section 3: General Guidelines**



Cornell University Student Assembly

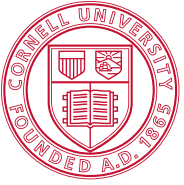
32 All recipients of the SAF shall adhere to the following guidelines:

- 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. **SA Access:** The Vice President for Finance shall have immediate access to the budgets, operating accounts,
36 associated accounts, and all income sources for any SAF-funded organization at any time. These items may be
37 shared with the Appropriations Committee at the discretion of the Vice President for Finance.
- 38 C. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which
39 admission is charged:
- 40 i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via
41 the SAF.
 - 42 ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a
43 substantial amount of tickets reserved for student use).
 - 44 iii. The Appropriations Committee or the Executive Committee shall have the ability to request that
45 organizations publish a report to the SA on the amount of money received for an event, where that
46 money has been allocated, total attendance, and how much money was spent on the event.
- 47 D. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate
48 attendance figures. Such figures may be acquired through a number of measures including swiping Cornell
49 ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count entrants. For
50 events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance
51 through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own
52 scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking
53 attendance would provide an unnecessary burden to organizations, a brief written statement explaining why
54 attendance was not taken is required.
- 55 E. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage
56 student participation at its meetings, which shall be open to the public. Each organization funded by the SA
57 will be required to include the SA logo or the following statement on all fliers, posters, promotions, programs,
58 and literature "Funded in part by the Student Assembly".
- 59 F. **Funds Partitioning:** SAF money and earned income generated from SAF-funded events and programs shall
60 be held in separate University accounts for accounting and reporting purposes, referred to as the SAF
61 account and the SAF earned income account, respectively. Otherwise all expenditures from SAF money shall
62 be authorized by the Organization in accordance with its governing documents. These requirements apply to
63 all organizations unless explicitly exempted in this Appendix or waived by a two-thirds vote of both the
64 Appropriations Committee and the Student Assembly. The waiver shall apply for one by-line funding cycle.
- 65 G. **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.
- 67 H. **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.



Cornell University Student Assembly

- 70 I. **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 J. **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 K. **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 L. **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 M. **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 conduct as a prerequisite for obtaining some or
104 all rights of general members and executive board members, respectively, so long as said standards
105 are protected by the 1st Amendment of the United States Constitution in the context of a public
106 university and do not impede enforcement of Appendix B, Section II, subsection E.



Cornell University Student Assembly

- 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 diverse programming to campus.
117 iv. \$1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella
118 organizations as outlined in the ALANA constitution. Umbrella organizations shall not apply for
119 SAFC funding.
120 v. \$1.10 per student per year of the ALANA allocation shall be contributed towards ALANA’s own
121 administrative costs and programming needs such as general body meetings and other intercultural
122 programming

123 B. Alternative Breaks

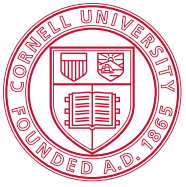
- 124 i. Alternative Breaks shall not increase transportation costs per head, per trip.

125 C. Athletics & Physical Education

- 126 i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each
127 undergraduate student. \$7.30 per student per year of the total annual Athletics allocation may be
128 spent towards providing the BRSP. The BRSP shall provide free admission to all varsity sports
129 excluding Men’s Varsity Ice Hockey.
130 ii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell
131 Athletic events to the entire Cornell community. \$1.78 per student per year of the annual Athletics’
132 allocation may be spent towards providing marketing and promotions. The Sports Marketing Group
133 shall increase spending on marketing directed at women’s sports.
134 iii. The \$1.78 per student per year shall be listed as a separate budget item and the Sports Marketing
135 Group shall report to the Student Assembly the total spending on advertising for men’s and women’s
136 sports before the final Student Assembly meeting in the spring.
137 iv. Athletics shall have autonomous student leadership in the Sports Marketing Group during the 2018-
138 2020 funding cycle.
139 v. .

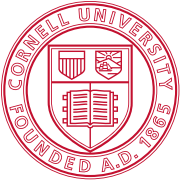
140 D. Class Councils

- 141 i. The Class Councils allocation shall be divided between the four class years in proportions determined
142 by the organization.



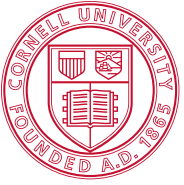
Cornell University Student Assembly

- 143 E. Collegiate Readership Program
- 144 i. The Collegiate Readership Program shall operate for the 2018-2020 by-line cycle using its accumulated
- 145 surplus and the activity fee disbursement.
- 146 ii. The SA Vice President for Finance or their designee shall oversee the operations and finances of the
- 147 Collegiate Readership Program.
- 148 iii. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal access
- 149 for undergraduate students.
- 150 iv. Newspapers shall be distributed from the Monday of the week prior to the first full week of classes to
- 151 the last day of exam week during each fall semester and from the first day of class to the last day of
- 152 exam week during each spring semester. These distributions periods do not include Fall Break,
- 153 Thanksgiving Break, or Spring Break.
- 154 v. The SA Vice President for Finance or their designee shall prepare and present a report to the Student
- 155 Assembly at the end of each academic year with information regarding readership and an analysis of
- 156 the current distribution locations. Any proposed changes in locations or proportions must be
- 157 approved by a majority vote of the SA.
- 158 vi. The SA Vice President for Finance shall report to the Student Assembly the amount allocated to the
- 159 New York Times and Wall Street Journal.
- 160 F. Community Partnership Board
- 161 i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be
- 162 paid by the Board's parent body, the Public Service Center, or other non-activity fee sources of
- 163 funding.
- 164 ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual report
- 165 to the SA.
- 166 G. Convocation
- 167 i. At the time of the selection of Convocation Committee membership, the Convocation Committee
- 168 Chair shall invite all voting members of the SA, directly-elected undergraduate members of the UA,
- 169 and student-elected trustee(s) that belong to that class year to participate as full voting members of
- 170 the Convocation Committee. The SA Vice President for Finance shall serve as an ex-officio member
- 171 of the Committee.
- 172 ii. Convocation shall announce speaker selection first at a Student Assembly meeting.
- 173 iii. Convocation Committee shall notify the SA Vice President for Finance if the Committee is expected
- 174 to require more than its SAF allocation to support Convocation.
- 175 H. Cornell Concert Commission
- 176 i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah
- 177 Rink, or similar venue.
- 178 ii. The Concert Commission shall put on one free concert during the academic year.
- 179 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 the
- 181 shortfall and the impact it will have on future operations.



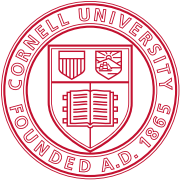
Cornell University Student Assembly

- 182 I. Cornell University Emergency Medical Service
183 i. CUEMS may save no more than \$30,000 per each two-year funding cycle toward the purchase of a new
184 vehicle.
185 ii. CUEMS shall record the number of undergraduates who use their CUEMS services.
- 186 J. Cornell University Programming Board
187 i. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to
188 campus.
189 ii. CUPB shall record the number of undergraduates who attend each program.
- 190 K. CU Tonight Commission
191 i. CUTonight shall promote non-alcoholic, late night social programming, on campus, open to the entire
192 Cornell community.
193 ii. CUTonight shall send at least one representative to every funded event with the intention of reviewing
194 the event
195 iii. CUTonight shall provide applicant organizations the opportunity to appeal the decisions of the
196 Committee to the Appropriations Committee.
197 iv. CUTonight shall develop and adhere to a rubric and written hearing procedures off of which the
198 commission will evaluate applicants. This rubric and these procedures shall be submitted to the SA
199 Vice President for Finance for approval by the Appropriations Committee.
200 v. CUTonight shall forward the results of the rubric to the SA Vice President for Finance after each
201 CUTonight funding cycle.
- 202 L. Orientation Steering Committee
203 i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning and
204 implementation of all August and January orientation activities.
205 ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing planned
206 activities for the upcoming Orientation week
207 iii. The president of the SA and the Student Elected Trustee must be invited to address the new students
208 at the President's New Students Convocation each year. If the Cornell University President limits the
209 OSC to two speakers, the president of the SA must be invited.
210 iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
211 v. OSC shall increase funding for both transfer and January Orientation programming.
212 vi. OSC shall allocate more than \$1.12 of their allocation towards programs designed to educate new
213 students about consent and sexual assault.
214 vii. OSC shall submit the results of the feedback surveys to the Appropriations Committee.
215 viii. OSC shall reduce the costs of apparel.
- 216 M. Outdoor Odyssey
217 i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for pre-
218 orientation trips and shall dedicate no less than \$20,000 per year toward this program.



Cornell University Student Assembly

- 219 ii. Outdoor Odyssey shall conduct a review during the 2018-2020 Funding Cycle of the demographics of
220 those who attend.
- 221 iii. Outdoor Odyssey shall investigate creating trips accessible for the differently abled and shall report
222 their findings to the Student Assembly before the final Student Assembly meeting in the fall of 2018.
- 223 N. Senior Days
- 224 i. SAF-funded Senior Week events will be open to all seniors and at least 90% of the SAF allocation will
225 go towards free, non-ticketed events.
- 226 ii. Before the final Student Assembly meeting in the fall, Senior Days shall report to the Appropriations
227 Committee the attendance, expenditures, and income generated from each event held during the
228 most recent Senior Days.
- 229 O. Slope Day Programming Board (SDPB)
- 230 i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at
231 the end of the spring semester.
- 232 ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
- 233 iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted
234 by the SA.
- 235 iv. The Slope Day Programming Board shall collect demographic information from all Slope Day
236 entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope
237 Day.
- 238 v. The Slope Day Programming Board shall announce artist selection first at a Student Assembly
239 meeting.
- 240 vi. The Slope Day Programming Board shall set a price floor for non-activity fee paying individuals
241 approximately equal to the total activity fee disbursement divided by projected undergraduate
242 attendance. The price paid by non-activity fee paying individuals shall be no less than the activity fee
243 allocation, except with the explicit consent of the Student Assembly.
- 244 P. Slope Media Group
- 245 i. Slope Media Group shall establish durable goods inventory management procedures, which must
246 include details about anticipated storage locations, authorized persons to possess or handle
247 equipment, device security, and theft.
- 248 ii. Slope Media group shall not spend student activity fee funding on any giveaways including but not
249 limited to glassware, clothing, and general accessories, without the explicit approval of the
250 Appropriations Committee.
- 251 Q. Student Activities Funding Commission
- 252 i. SAFC shall publish and make publicly available a written account of the organizations requesting
253 funding, the amount requested, the amount rewarded, and the amount spent.
- 254 ii. Criteria for funding of undergraduate student organizations may not be altered or waived without the
255 explicit approval of the SA.



Cornell University Student Assembly

- 256 iii. SAFC shall annually review and amend its tier system guidelines to project expenditure growth of
257 approximately 3% per year. SAFC is not required to have actually achieved 3% growth per year.
258 SAFC shall report the outcome of this review to the Appropriations Committee.
259 R. Welcome Weekend
260 i. Welcome Weekend shall seek to hold events during the first two weeks of each semester.
261 ii. Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and shall
262 record undergraduate attendance.
263 iii. Welcome Weekend shall seek out co-sponsorships where applicable.
264 S. Willard Straight Hall Student Union Board
265 i. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding
266 environments and be directly associated with the purpose and mission of WSH.
267 ii. WSH SUB shall develop and adhere to a yearly budget. By a majority vote, the Appropriations
268 Committee may amend the budget.
269 iii. WSH SUB shall not purchase and dispense giveaways including but not limited to gold or silver plates
270 and graduation gifts.
271 T. Women's Resource Center (WRC)
272 i. The Women's Resource Center shall collaborate with the Student Assembly Women's Liaison
273 Representative on safety, health, and other topics pertinent to women on campus.
274 ii. The WRC shall set a two-year budget for Feminism Food for thought not to exceed \$10,000.
275 i. The WRC shall notify the SA Vice President for Finance of the total SAF spending on
276 Feminism Food for Thought before the final Student Assembly meeting each May.
277 ii. The Feminism Food for Thought budget for AY 2019-2020 shall not exceed 10,000 less the
278 total SAF spending on Feminism Food for Thought in AY 2018-2019.
279 iii. When 50% of the two-year budget has been exhausted, the WRC shall notify the SA Vice
280 President for Finance.
281 iv. The WRC shall strive to maximize and strive to track attendance at this event.

282 **Section 5: Duration and Supersession**

- 283 A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2018 and shall expire on June
284 30, 2020, unless amended or renewed by the SA. These rules require a two-thirds majority of SA members
285 present to be amended.
286 B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as
287 all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.
288 C. Guidelines for organizations that also receive funding from the GPSA may be amended only after
289 consultation with the GPSA.