

# Charter

## Cornell University Student Assembly

*As Amended on ~~July 23, 2023~~ October 30, 2023*

### **PREAMBLE**

After consultation with members of the student body, and to effect more extensive involvement in campus governance through a University Assembly and constituent assemblies' representatives of faculty, students, and employees, the President, through the authority granted him by the Board of Trustees, hereby establishes this Charter for the Student Assembly of Cornell University.

### **ARTICLE I: NAME**

The name of this organization shall be the Student Assembly of Cornell University (herein after referred to as the SA).

### **ARTICLE II: OBJECT**

The object of this assembly shall be to effect more extensive involvement in campus governance in the undergraduate student body. This is accomplished by charging the assembly with the authority and the responsibility to examine any matters which involve the interests or concern the welfare of the student community and to make proposals concerning those issues to the appropriate officers or decision-making bodies of the University.

### **ARTICLE III: AUTHORITY AND RESPONSIBILITY**

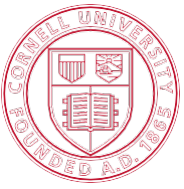
#### **Section 1: Legislative Authority Over Policies**

The SA will have legislative authority over the policies of the Department of Campus Life and the Office of the Dean of Students, and will have the authority to review the budgets and actions of said departments. Additionally, the SA will have authority over its own policies and operations. Finally, no proposal of the SA shall be altered in any way without the prior consent of the SA Executive Board or the SA. If approved by the SA Executive Board, the alteration must be made public at the next regularly scheduled meeting.

- A. The SA shall by majority vote have the authority to require at any time information directly from a department or a specific individual within that department concerning the budget, policies, or actions of said department. The request for this information shall be made in the form of legislation at a SA meeting.
- B. Should a request be refused, the SA by simple majority vote may request the information be given to the Vice President for Student and Campus Life who shall forward it to the SA. The Vice President for Student and Campus Life shall act unless otherwise directed by the President of the University, pursuant to Article 3, Section 6.

#### **Section 2: Actions of the Assembly**

- A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly are:
  - i. Legislation,
  - ii. Internal Policy Resolution,



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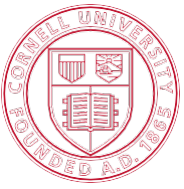
- 35           iii. Investigation,
- 36           iv. Recommendation,
- 37           v. Sense-of-the-Body Resolution,
- 38           vi. Referenda
- 39    B. Legislation is action of the SA to carry out its legislative and policy-making functions.
- 40    C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the SA
- 41        Charter.
- 42    D. Investigation is action of the SA to gain information on issues pertinent to its purview.
- 43    E. Recommendation is an action of the SA expressing the recommendation of the SA in policy areas over which
- 44        the SA through its Charter may or may not have policy-making power.
- 45    F. A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or
- 46        event, is an expression of the opinion of the SA regarding a matter of student concern.
- 47    G. Call for a Referendum is an action of the student body to determine community opinion regarding matters of
- 48        student concern.

## 49    **Section 3: Reporting of Student Assembly Actions**

- 50    A. Reporting to the President – All actions, excluding internal policy changes that do not affect the Student
- 51        Assembly Charter, of the SA will be reported by the SA President to the University President. The SA will
- 52        respond to any requests for information from the University President on its actions. The University
- 53        President may also request reconsideration of legislation proposed by the SA. Such a request must be filed
- 54        within thirty days of notification of the legislation. The SA will take action on such a request, and, if the
- 55        legislation is upheld, the SA will inform the University President. If the legislation is upheld and if the
- 56        University President still deems the action to be defective, the University President may veto the action of the
- 57        SA. The University President will review all actions of the SA that have been reported to him or her and
- 58        provide a written response to those actions within 30 days. The University President, when appropriate, may
- 59        also designate another member of the university administration to provide an additional written response to
- 60        an action of the SA.
- 61    B. Reporting to Other Bodies – The SA will report in writing its actions to the GPSA, Employee Assembly, and
- 62        the Faculty Senate, in conjunction with reporting of the actions to the President of the University. The
- 63        actions will be reported following each meeting by a SA member designated by the SA.
- 64    C. Annual Report - The SA will present an annual report at or after the last SA meeting of the spring term to the
- 65        President of the University and the student population. The report will include a summary of the SA's work
- 66        during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the
- 67        future. All members of the Cornell community will have access to this report. The report must be approved
- 68        by either a majority vote of the members present at the final meeting of the spring term or by a majority vote
- 69        of the voting membership of the Student Assembly electronically prior to being presented to the University
- 70        President.

## 71    **Section 4: Objection to Actions**

- 72    A. Objection of SA Actions by Another Assembly – Should another Assembly object to an action of the SA, at
- 73        its next business meeting, the SA will review the objection and either modify the original position to account
- 74        for the objections of the other constituency(ies) or will reaffirm the original action. The SA shall report to the
- 75        objecting body(ies) within five working days of reviewing the objection.
- 76    B. Objection by SA of another Assemblies Actions – If the SA determines by a two-thirds vote that the action
- 77        of another constituency body impacts its constituency, comparable procedures for the reconciliation of the
- 78        differences will be pursued.



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## 79 **Section 5: University Calendar**

- 80 A. The Provost will consult with the SA in the formulation of the University Calendar. The SA may review and  
81 ask for reconsideration of the calendar before it becomes final. In addition, the SA may propose changes in  
82 the calendar to the Provost.
- 83 B. The Provost shall make the calendar available for comment at least thirty days before public announcement  
84 of the final calendar.

## 85 **Section 6: Presidential Information**

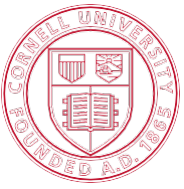
86 The SA may request and obtain specific information from the President of the University regarding any subject which  
87 it deems of general student concern. If such a request is made, and said information is not furnished, the University  
88 President will report to the SA the reasons why said information cannot be furnished within two regularly scheduled  
89 SA meetings following the denial of the request. The SA will not request information falling into the following  
90 categories: salary or wage records of specific individuals, academic or financial records of specific individuals, medical  
91 or categorical (race, sex, age, etc.) records of specific individuals and information otherwise defined as confidential or  
92 restricted by law.

## 93 **Section 7: President's Report**

94 The President of the University or his/her appointee will make a report in writing to the SA at the end of each  
95 semester. This report will be due at the beginning of the last SA meeting of each semester. This report will include: 1)  
96 the status of all policies and departments affected by campus governance legislation during the semester, 2) the status  
97 of all SA legislative actions awaiting Presidential consideration, and 3) progress reports requested by the SA leadership  
98 on any past legislative action(s).

## 99 **Section 8: Public Hearings, Forums, and Referenda**

- 100 A. The SA will have the authority and responsibility to conduct public hearings, forums, and referenda  
101 concerning topics of current student interest, and to determine in other appropriate ways student needs and  
102 opinions.
- 103 B. At two times during the course of the fall and spring semesters, a student or student group (referred to as the  
104 "submitter") may submit a referendum of any topic of current student interest to the Student Assembly  
105 general body upon successful collection of support from at least 3-percent of the registered undergraduate  
106 student body (submitters should plan to collect at least 450 undergraduate signatures) according to the  
107 following procedure:
- 108 i. The referendum must contain a single or a series of referendum questions that are neutrally worded  
109 and call for a yes/no response. Once the submitter has started gathering signatures, the question may  
110 not be changed or modified in any way. Submitters must collect signatures (defined as a willfully  
111 submitted record of first name, last name, and NetID) exclusively from registered undergraduate  
112 students at Cornell University. Digital and print solicitation methods are permitted, provided that the  
113 referendum question and sponsoring student or student organization are clearly visible. An electronic  
114 form (ex, Google form) may be used to gather the names and NetIDs of students, but the final  
115 submission must be on the appropriate form provided by the Office of the Assemblies.
  - 116 ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the  
117 election materials for the Fall and for the Spring. All deadlines will be advertised through the SA  
118 monthly newsletter as well as the other usual publicity instruments. Once a referendum question with  
119 the appropriate number of signatures has been submitted, the SA general body will roll call vote by



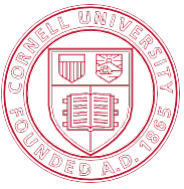
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120 simple majority whether to hold the referendum. The vote will also make the provision for two  
121 collective community votes. If the SA votes by a margin of 80% or more of voting members to NOT  
122 hold the referendum, the referendum is suspended. If the SA votes by simple majority but less than  
123 80% of the vote to NOT hold the referendum, the submitter may overturn the decision of the SA by  
124 collecting the signatures of at least 10-percent of the registered undergraduate student body using the  
125 same method described in section A. 2. Once a referendum is approved or has gathered the support  
126 of at least 10-percent of the registered undergraduate student body, the following timeline will be  
127 observed:

- 128 a. STATEMENT PERIOD. The Student Assembly Executive Vice President will put out a  
129 call for pro or con statements regarding the referendum question. Any member of the  
130 Cornell community may submit a statement. Each statement will be no longer than 300  
131 words. The statements must pertain to the topic of the referendum question. The deadline  
132 for pro or con statements will be seven (7) days from when the call was first made public.
- 133 b. PROMOTIONAL PERIOD. Once the seven-day statement period has ended, the Student  
134 Assembly Vice President for Public Relations has a period of three (3) days to promote the  
135 referendum question and any submitted statements. The Office of the Assemblies will  
136 distribute via email to all registered undergraduate students the following: information on  
137 when and how to vote in the referendum, the referendum question, and any pro or con  
138 statements submitted.
- 139 c. VOTING PERIOD. The Office of the Assemblies will conduct the referendum on the next  
140 business day following the conclusion of the promotional period. The voting period will be  
141 exactly 36 hours. The Office of the Assemblies will display any pro or con statements  
142 submitted during the statement period on the poll.
- 143 iii. The Office of the Assemblies will publicly release the results of the referendum within one business  
144 day following the conclusion of the Voting Period, including the percentage of the undergraduate  
145 population that voted.
- 146 iv. If a referendum has a majority of votes in favor of the submitter, then the President of the Student  
147 Assembly will communicate the referendum question, a summary of each side of the argument, and  
148 the results of the referendum to the Office of the President in the form of a referendum action.
- 149 v. The Office of the Assemblies will record and make publicly available all communication between the  
150 President of the Student Assembly and the Office of the President.

### 151 **Section 9: Authority to Appoint Delegates, Committee Members and Liaisons**

- 152 A. Two members will be selected from and by the membership of the SA to serve as voting members of the UA  
153 and to act as a liaison between the UA and the SA. Elections for the two SA voting members to the UA shall  
154 be by separate secret ballots. Elections will be conducted using a single transferable vote system. The  
155 President may not be one of the SA representatives to the UA. The remaining two undergraduate student  
156 members of the UA shall be elected by the undergraduate student body at the time of SA's spring elections in  
157 the same manner as SA voting members. Elected representatives to the UA shall serve for one calendar year,  
158 taking office June 1st. Elected representatives to the UA shall serve for one calendar year, taking office June  
159 1st. Should a seat on the UA be empty, the seat shall be declared vacant. Undergraduates may not hold a  
160 directly elected seat in both the UA and the SA during the same term.
- 161 B. If at any time during the course of an academic year, a UA member elected directly from the undergraduate  
162 student body should leave his office, then the seat shall be filled by the next highest-ranking non-winning  
163 candidate. If there should not be a next highest-ranking non-winning candidate after the special election, the  
164 seat will be filled by the undesignated at-large candidate receiving the most number of votes in the preceding  
165 spring election.
- 166 C. The SA will have the authority to appoint student members of the UA committees.



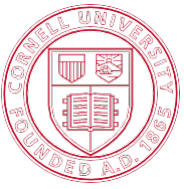
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- 167 D. The SA will have the authority to appoint student members to be liaisons to departments and administrators  
168 in the University.
- 169 i. During the process of committee appointments, the following two appointments must be made:  
170 liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall have  
171 the responsibility of increasing the communication between the SA and the respective University  
172 departments.
  - 173 ii. At the time that committee appointments are made, the SA will appoint one member to serve as  
174 Liaison to the Provost. The student will interact and work directly with the Provost on issues that  
175 affect and concern students on a regular basis during the member's term of office.
  - 176 iii. At the time that committee appointments are made, the SA will appoint at least one undergraduate  
177 student to serve as liaison to the Student Health Fee Advisory Committee. The liaison will be a  
178 voting member of the Committee.
  - 179 iv. At the time that committee appointments are made, the SA will appoint one undergraduate student  
180 to serve as Liaison to the Student Health Plan Advisory Committee. The liaison will be a voting  
181 member of the Committee.

## 182 ARTICLE IV: MEMBERSHIP

### 183 Section 1: Composition

- 184 ~~A. General Composition—The SA will consist of 30 voting members who are registered undergraduate students~~  
185 ~~at Cornell University. Up to two additional votes shall be allocated to the entire community of undergraduates~~  
186 ~~as a whole present at a Student Assembly meeting on motions that express the opinion of the assembly. Such~~  
187 ~~community votes shall be allowed only as provided by the Assembly in its bylaws. Twelve voting members of~~  
188 ~~the SA will be elected by and from the student populations of the colleges and schools, one from each: the~~  
189 ~~Dyson School of Business, the College of Architecture, Art and Planning; the School of Hotel~~  
190 ~~Administration; the College of Human Ecology; and the School of Industrial and Labor Relations. Two each~~  
191 ~~shall be elected from the College of Agriculture and Life Sciences and the College of Engineering; and three~~  
192 ~~shall be elected from the College of Arts and Sciences. In addition, thirteen voting members will be elected~~  
193 ~~at large by and from the University undergraduate student population as a whole; two at-large seats are to be~~  
194 ~~reserved for candidates seeking the offices of President and Executive Vice President of the Student~~  
195 ~~Assembly and must be explicitly designated as such; two at-large seats are to be reserved for non-constituent,~~  
196 ~~undesigned at-large group candidates who do not run for President or Executive Vice President; one at-~~  
197 ~~large seat is to be reserved for candidates seeking to represent students with disabilities; two at-large seats are~~  
198 ~~to be reserved for candidates seeking to represent minority students; one at-large seat is to be reserved for~~  
199 ~~candidates seeking to represent international students; one at-large seat is to be reserved for candidates seeking to~~  
200 ~~represent womxn's issues in relation to the broader Cornell community; one at-large seat is to be~~  
201 ~~reserved for candidates seeking to represent First Generation College students; and one at-large seat is to be~~  
202 ~~reserved for candidates seeking to represent the Lesbian, Gay, Bisexual, Transgender, Intersex, Asexual,~~  
203 ~~Genderqueer, Pansexual, Questioning, Two-Spirit, and etc. community. The two remaining non-constituent,~~  
204 ~~undesigned at-large seats are to be contested by candidates running for President and Executive Vice~~  
205 ~~President and by non-constituent, undesigned at-large group candidates not running for President or~~  
206 ~~Executive Vice President. Five seats shall be elected by and from new students entering in the fall. Should~~  
207 ~~there be no candidate running for a given seat, the seat shall be considered vacant.~~
- 208 ~~B. Ex-officio Membership—All undergraduate members of the Cornell student body are considered non-voting~~  
209 ~~members of the SA, and are encouraged to attend and participate in meetings. The SA may designate ex-~~  
210 ~~officio membership to any member of the Cornell Community as deemed necessary for the operation of the~~  
211 ~~Student Assembly~~
- 212 ~~C. Specification of New Student Seats—Four new student seats shall be elected and held by new students~~



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213 ~~entering in the fall semester. One additional seat shall be designated the Transfer Seat and shall be elected by~~  
214 ~~incoming transfer students and held by a transfer student who has entered the university that fall.~~

215 ~~D. Qualifications for Voting Membership—SA members elected from the various colleges and schools must be~~  
216 ~~registered students in their respective colleges and schools by the beginning of the fall term of the academic~~  
217 ~~year for which they were elected. SA members must resign their position if they cease to be a registered, full-~~  
218 ~~time undergraduate student in their respective college. SA members elected at-large must be registered~~  
219 ~~students at Cornell by the beginning of the fall term of the academic year for which they were elected. SA~~  
220 ~~members must resign their position if they plan to be away from the Ithaca campus for an extended period of~~  
221 ~~time (i.e. a semester). Any SA member who vacates their current seat after being elected or re-elected to a~~  
222 ~~position will forfeit their new seat. The forfeited position will devolve to the next runner up, and should there~~  
223 ~~be no runner-up the seat will be re-run in the fall elections.~~

224  
225 A. The Assembly shall consist of 37 voting members.

226  
227 B. One voting member of the Assembly shall be elected at-large by and from the University undergraduate  
228 student population as President of the Student Assembly.

229  
230 C. One voting member of the Assembly shall be elected at-large by and from the University undergraduate  
231 student population as Executive Vice President of the Student Assembly.

232  
233 D. One voting member of the Assembly shall be elected as a Representative At-Large by virtue of attaining the  
234 second greatest number of votes in the most recent election for President of the Student Assembly; this office  
235 shall be distinct from that of a directly elected Representative At-Large.

236  
237 E. One voting member of the Assembly shall be elected as a Representative At-Large by virtue of attaining the  
238 second greatest number of votes in the most recent election for Executive Vice President of the Student  
239 Assembly; this office shall be distinct from that of a directly elected Representative At-Large.

240  
241 F. Six voting members of the Assembly shall each be directly elected as a Representative At-Large by and from  
242 the University undergraduate student population as a whole.

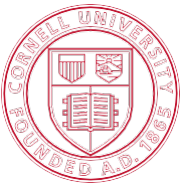
243  
244 G. Two voting members of the Assembly shall each be elected as a Minority Students Representative by and  
245 from the University undergraduate student population as a whole to represent minority students.

246  
247 H. One voting member of the Assembly shall be elected as the Women's Issues Representative by and from the  
248 University undergraduate student population as a whole to represent women's issues.

249  
250 I. One voting member of the Assembly shall be elected as the First-Generation College Students Representative  
251 by and from the University undergraduate student population as a whole to represent first-generation college  
252 students.

253  
254 J. One voting member of the Assembly shall be elected as the Students with Disabilities Representative by and  
255 from the University undergraduate student population as a whole to represent students with disabilities.

256  
257 K. One voting member of the Assembly shall be elected as the International Students Representative by and



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258 from the University undergraduate student population as a whole to represent international students.

259  
260 L. One voting member of the Assembly shall be elected as the LGBTQIA+ Representative by and from the  
261 University undergraduate student population as a whole to represent Lesbian, Gay, Bisexual, Transgender,  
262 Queer, Intersex, Asexual students.

263  
264 M. One voting member of the Assembly shall be elected as Veterans Representative by and from the population  
265 of undergraduate students who currently or have previously served in the Armed Forces of the United States,  
266 except for undergraduate students who serve as members of the Reserve Officer Training Corps, to represent  
267 students who currently or have previously served in the Armed Forces of the United States.

268  
269 N. One voting member of the Assembly shall be elected as Student Workers Representative by and from the  
270 University undergraduate student population as a whole to represent undergraduate students who are engaged  
271 in paid employment contemporaneously with their academic studies.

272  
273 O. Four voting members of the Assembly shall each be elected at-large by and from the undergraduate freshman  
274 student population to represent the same.

275  
276 P. One voting member of the Assembly shall be elected at-large by and from the undergraduate transfer student  
277 population to represent the same.

278  
279 Q. One voting member of the Assembly shall be elected by and from the undergraduate student populations of  
280 each the following colleges and schools to represent the same: the Brooks School of Public Policy; the Dyson  
281 School of Business, the College of Architecture, Art and Planning; the School of Hotel Administration; the  
282 College of Human Ecology, and the School of Industrial and Labor Relations.

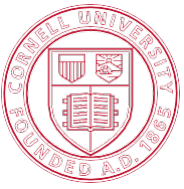
283  
284 R. Two voting members of the Assembly shall be elected by and from the undergraduate student populations of  
285 each the following colleges and schools to represent the same: the College of Agriculture and Life Sciences,  
286 and the College of Engineering.

287  
288 S. Three voting members of the Assembly shall be elected by and from the undergraduate student population  
289 of the College of Arts and Sciences to represent the same.

## 291 **Section 2: ~~Election of Voting Members~~ Qualifications of Voting Members**

292 ~~The President, Executive Vice President, Undergraduate Representative to the University Assembly, and other~~  
293 ~~Undesignated at Large representatives will be elected by a single transferable voting system. Voters may rank all~~  
294 ~~candidates on the ballot for each of these races and any ballot that has candidate(s) who is/are unranked the ballot~~  
295 ~~shall not be invalidated and will count towards the ranked candidate. All other representatives shall be elected by a~~  
296 ~~plurality voting system. Voters will cast one vote per available seat, (e.g. if three Arts and Sciences representatives are~~  
297 ~~to be elected, the voter will vote for three candidates).~~

298  
299 A. Each voting member of the Assembly shall be registered, full-time undergraduate student at Cornell  
300 University for the duration of their term; no voting member of the Assembly shall represent a particular



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301 college or school without being a registered, full-time student in the same; nor shall a voting member hold  
302 office without meeting the qualifications set forth for election to that office.

303  
304 B. No member of the Assembly shall hold the office of more than one voting member, nor be absent from the  
305 Ithaca Campus of Cornell University for more than three weeks during the academic year.

306  
307 C. Upon failing to satisfy the provisions of this section, no voting member may be deemed disqualified absent  
308 an affirmative two-thirds vote of the seated members of the Assembly.

## 310 **Section 3: ~~Terms~~ Non-Voting Membership**

311 ~~All elected members are elected to a term, ending on June 1st, with no limit as to the number of terms they may serve.~~  
312 ~~Prior to being seated at the beginning of their term, each member shall take the oath of office, and shall be bound to~~  
313 ~~that oath for the duration of their term.~~

314  
315 A. Each undergraduate student shall be a non-voting member of the Assembly; such members may participate  
316 in debate but may not to vote.

317  
318 B. The Assembly may designate any faculty member, employee, or graduate or professional student as a non-  
319 voting member.

## 320 **Section 4: ~~Advisor~~ Method of Election**

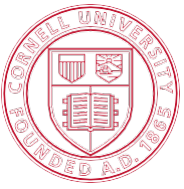
321 ~~The University President will appoint one member of the administration to serve as consultant to the SA at its~~  
322 ~~meetings.~~

323  
324 A. Each voting member of the Assembly and undergraduate representative to the University Assembly shall be  
325 elected by a single transferable voting system using the Hare Method, except as otherwise provided for in  
326 this Charter.

## 327 **Section 5: ~~Absentees~~ Term of the Assembly**

328 ~~Any voting members who are absent for three regularly scheduled meetings cumulatively during their term will have~~  
329 ~~their position vacated. At the discretion of the Executive Committee, a member will not be counted as if they were~~  
330 ~~absent for an interview for a job, graduate school, or scholarship; if they were attending a required academic event for~~  
331 ~~which accommodations could not be made; if they were representing the Student Assembly in an official capacity; if~~  
332 ~~they were tending to a family emergency; or if they were under the care of a physician. The Executive Committee will~~  
333 ~~review each circumstance individually and will determine a decision within 7 days of the request. Executive~~  
334 ~~Committee may avert such a vacancy by a two-thirds (2/3) vote of seated voting members of the Executive~~  
335 ~~Committee. The vote would be conducted by secret ballot. The Executive Committee should consider the reasoning~~  
336 ~~for past absences, the likelihood of future absences, and the representative's supplemental actions to represent their~~  
337 ~~respective constituency in making their decision. The same action must be taken if the Executive Committee wishes~~  
338 ~~to avert a vacancy whenever the three cumulative absences mark is exceeded. The Director of Elections will serve as~~  
339 ~~Chair for these meetings. In the event that a Student Assembly member is observing a religious holiday on the day of~~  
340 ~~a Student Assembly meeting, and that religious holiday has not already been accommodated for in the yearly Student~~





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~~Assembly schedule, Student Assembly members may contact the Vice President of Internal Operations for an excused absence before the start of the weekly meeting.~~

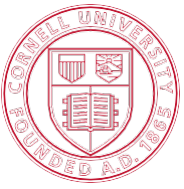
- A. The term of each Assembly shall commence on May 1<sup>st</sup> and expire on April 30<sup>th</sup> annually; the term of each voting and non-voting member shall be coterminous with the term of the Assembly.
- B. There shall be no limit as to the number of terms a voting member of the Assembly may serve.
- C. Each voting member shall take the oath of office and shall be bound to that oath for the duration of their term prior to being seated.

## Section 6: ~~Vacancies~~ Advisor and Advisory Board

~~All vacancies will be filled by seating the highest ranked non-winning candidate in the last election from the same constituency. If the highest ranked non-winning candidate declines, the seat will be offered to the next highest ranked non-winning candidate. If this procedure has been followed and the seat still remains vacant, the SA will solicit candidates from the unrepresented constituency during the first two weeks of the academic term immediately following the declaration of vacancy. If there is more than one candidate, an election will be held within the appropriate constituency, and the winner will be seated. If there is only one candidate, he or she will be seated immediately. If there are no candidates for a particular vacant seat, such seat will be labeled Undesignated and filled by the runner-up in the Undesignated At-Large election. At the time for the next election, such seat will return to its previous designation. Vacant seats shall not figure into quorums or vote counts; only filled seats may. SA members who are college representatives and who leave their college will vacate their seats. Should a seat remain vacant or be vacated following the special election and there are no non-winning candidates from that constituency to fill the position, it shall be filled by the undesignated at-large candidate receiving the most number of votes in the preceding spring election. Should an undergraduate seat on the UA remain vacant after following these procedures, the SA may appoint an individual to assume the UA seat.~~

- A. The University President may appoint one administrator or faculty member to serve as an advisor to the Assembly.
- B. There shall be board to advise the Assembly known as the “Student Assembly Advisory Board, which shall herein after be referred to as the “Advisory Board.”
- C. It shall be the responsibility of the Advisory Board to provide the Assembly with counsel and guidance.
- D. The Advisory Board shall consist of six alumni of Cornell University each of whom shall have served either as a member of the Student Assembly or as a Student Elected Trustee; two members of the Faculty Senate; the University President or his or her designee; two members of the Assembly; and four other individuals whose qualifications shall be determined in the Bylaws of the Student Assembly.
- E. Each member of the Advisory Board, except for the University President, shall be appointed and may be removed by the Assembly.

## Section 7: ~~Recalling of Voting Members~~ Attendance Requirement

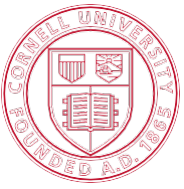


# Cornell University Student Assembly

- 385 ~~A. If a voting SA member is to be recalled, they may be recalled either through their constituency or through the~~  
386 ~~SA. To be recalled through a member's respective constituency each of the following procedures must be~~  
387 ~~followed in the given order:~~
- 388 ~~(1) — A petition for the recall of the specific SA voting member will be registered with the Office of the~~  
389 ~~Assemblies before any signatures are obtained.~~
  - 390 ~~(2) — Petitioning for recall shall last for a period of not more than fourteen (14) days from the registration~~  
391 ~~of the petition. The required number of signatures shall be: for representatives of a college~~  
392 ~~constituency — 50% plus one or 1000 from that constituency, whichever is smaller; for at-large~~  
393 ~~representatives — 15% of the student body. The petition will be presented to the Office of the~~  
394 ~~Assemblies.~~
  - 395 ~~(3) — An informational forum will be scheduled and held within not more than one (1) week of the~~  
396 ~~presentation of the petition, where a discussion of the recall will occur. The SA voting member must~~  
397 ~~have a reasonable opportunity to attend the forum.~~
  - 398 ~~(4) — A special recall election will be scheduled for and held within not more than three (3) days after the~~  
399 ~~informational hearing.~~
  - 400 ~~(5) — Should the constituency vote to remove its representative the seat shall be declared vacant.~~
- 401 ~~B. To be recalled by the SA, two-thirds of the voting membership must vote in favor of recalling the SA member.~~
- 402
- 403 A. Each voting member of the Assembly shall be required to attend all regularly scheduled and special meetings  
404 of the Assembly.
- 405
- 406 B. The Assembly may adopt rules governing the attendance of voting members and non-voting members and  
407 sanctions for violation of such rules including removal from the Assembly; however, the Assembly shall  
408 adopt no rule that permits nor requires the removal of a voting member for their absence from no fewer than  
409 four regularly scheduled meetings.
- 410
- 411 C. The Assembly may not adopt attendance rules that interfere with the observance of a religious or cultural  
412 holiday.
- 413

## 414 **Section 8: ~~Responsibilities of Voting Members~~ Vacancies**

- 415 ~~A. SA members who represent specific college or school constituencies are required to make a reasonable effort~~  
416 ~~to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss~~  
417 ~~college/school specific issues and concerns. These representatives will then report back to the Student~~  
418 ~~Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and~~  
419 ~~occurrences that would take place as a result of these meetings.~~
- 420 ~~B. SA members who represent specific college or school constituencies shall be charged with gathering~~  
421 ~~information about their particular college and representing their respective constituencies, and voting~~  
422 ~~according to their needs and desires.~~
- 423 ~~C. All voting representatives shall host at least one forum or outreach activity with individuals from their~~  
424 ~~respective constituencies and report all outcomes to the SA at the next regularly scheduled meeting following~~  
425 ~~such an activity.~~
- 426 ~~D. All representatives may communicate regularly with their constituents through e-mail mailing lists and~~  
427 ~~listservs, which may be maintained by their respective college dean's office, the Department of Campus Life,~~  
428 ~~the Office of the Dean of Students, or the Office of the Assemblies.~~
- 429 ~~E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass~~



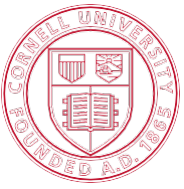
# Cornell University Student Assembly

~~message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must be saved.~~

- A. A vacancy shall exist in the office of a voting member of the Assembly or an undergraduate representative to the University Assembly before the expiration of the term of office upon the death, resignation, removal, recall, disqualification, declination of or failure to elect a duly qualified officeholder.
- B. A vacancy that exists in the office of any voting member of the Assembly or an undergraduate representative to the University Assembly between May 1<sup>st</sup> and the conclusion of the Spring Semester, shall be filled by the candidate attaining the second greatest number of votes in the most recent election for the same office.
- C. A vacancy that exists in the office of any voting member of the Assembly or an undergraduate representative to the University Assembly following the conclusion of the Spring Semester shall be filled by the Assembly. At the next regularly scheduled meeting following the creation of the vacancy, the vacancy shall be filled by a roll-call vote; the vacancy shall not be filled without a two-thirds affirmative vote of the seated membership of the Assembly.
- D. In the period between the creation of a vacancy in the office of President or Executive Vice President and the election of a new officeholder, pursuant to Subsections B and C of Section 8 of this Charter, the office shall remain vacant. The Assembly, by majority vote, may choose to exercise the powers of the vacant office of President or Executive Vice President, as needed to continue the proper functioning of the Assembly.
- E. In the period between the creation of a vacancy in the office of President and the election of a new officeholder, pursuant to Subsections B and C of this section, the order of precedence of the Officers, as established by the Bylaws, shall be used to determine who shall preside at meetings of the Assembly as Acting Chair. The Acting Chair shall exercise no authorities otherwise delegated to the President except those as necessary for convening and presiding over the Assembly.
- F. Any undergraduate student shall be eligible to fill a vacancy, provided they meet the qualifications to hold office set forth in this article; notwithstanding any provision to the contrary, a vacancy in the office of a Representative At-Large elected by virtue of attaining the second greatest number of in either the most recent election for President or Executive Vice President of the Assembly, may, for the remainder of the term of the Assembly in which the vacancy was created, be filled by as though the office were that of a directly elected Representative At-Large.

## Section 9: Recall of Voting Members

- A. Each voting member of the Assembly may be recalled by their constituency. To be recalled through a member's respective constituency, the following procedure shall be followed in the given order:
- (1) A petition for the recall of the specific Assembly voting member will be registered with the Office of the Assemblies before any signatures are obtained.
  - (2) Petitioning for recall shall last for a period of not more than fourteen days from the registration



# Cornell University Student Assembly

475 of the petition. The required number of signatures shall be, for representatives from a school or  
476 college, fifty percent plus one or one thousand from that constituency, whichever is less, for at-  
477 large representatives, 15% of the student body. The petition will be presented to the Office of  
478 the Assemblies.

479  
480 (3) An informational forum will be scheduled and held within not more than one week of the  
481 presentation of the petition, where a discussion of the recall will occur. The Assembly voting  
482 member must have a reasonable opportunity to attend the forum.

483  
484 (4) A special recall election will be scheduled for and held within not more than three days after the  
485 informational hearing.

486  
487 (5) Should the constituency vote to recall its representative, the seat shall be declared vacant.

488  
489 B. The Assembly may only recall a voting member by an affirmative vote of two-thirds of the seated voting  
490 members of the Assembly.

## 491 Section 10: Responsibilities of Voting Members

492  
493  
494 A. SA members who represent specific college or school constituencies are required to make a reasonable effort  
495 to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss  
496 college/school specific issues and concerns. These representatives will then report back to the Student  
497 Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and  
498 occurrences that would take place as a result of these meetings.

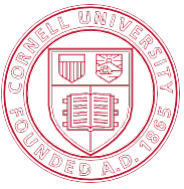
499  
500 B. SA members who represent specific college or school constituencies shall be charged with gathering  
501 information about their particular college and representing their respective constituencies, and voting  
502 according to their needs and desires.

503  
504 C. All voting representatives shall host at least one forum or outreach activity with individuals from their  
505 respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following  
506 such an activity.

507  
508 D. All representatives may communicate regularly with their constituents through e-mail mailing lists and  
509 listservs, which may be maintained by their respective college dean's office, the Department of Campus Life,  
510 the Office of the Dean of Students, or the Office of the Assemblies.

511  
512 E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass  
513 message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board  
514 may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records  
515 must be saved.

## 516 **ARTICLE V: AMENDMENTS**



# Cornell University Student Assembly

## 518 **Section 1: Proposal of Amendments**

519 This charter may be amended at any regular meeting of the assembly by a two-thirds vote of the entire voting  
520 membership, provided that the amendment has been submitted in writing at the previous regular meeting.  
521 Amendments may be presented to the assembly by voting members or by community petition with at least 100  
522 Cornell undergraduate student signatures. Any changes made to the attendance policy after the second meeting of the  
523 term will not go into effect until the following term.

## 524 **Section 2: Presidential Approval**

525 Amendments to this Charter are subject to the approval of the President of the University. Should the University  
526 President disapprove the amendments affected by this section, the University President will present a detailed verbal  
527 or written report to the SA indicating the reasons for disapproval. The report will be presented within thirty (30) days  
528 of receipt of the proposed amendments by the University President.

## 529 **Section 3: Official Copy**

530 The Office of Assemblies shall update the official copy of the charter within five business days of receiving notice of  
531 any amendment's ratification.

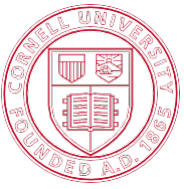
# 532 **APPENDIX A: GUIDELINES FOR THE ALLOCATION OF THE** 533 **STUDENT ACTIVITY FEE**

## 534 **Section 1: Preamble**

535 The Student Assembly (the Assembly), through the delegated authority of the President and the Board of Trustees, is  
536 charged with the allocation of the Student Activity Fee (SAF). This fee is mandatory for all undergraduate students of  
537 the University and shall be used to fund participation in, and viewing of, activities and programs that benefit the  
538 Cornell community. The SAF shall be determined during the fall semester of every odd-numbered year, and be  
539 subject to the approval of the President of the University.

## 540 **Section 2: Definitions**

- 541 A. The following terms, which appear frequently in this Appendix, shall be defined as follows:
- 542 i. Organization: a registered Independent or University organization that has authorization to receive  
543 funding.
  - 544 ii. SAFC: Student Activities Funding Commission, the designated Finance Commission of the Student  
545 Assembly.
  - 546 iii. New applicant: an organization that did not receive funding in the previous two funding cycles.
  - 547 iv. Returning applicant: an organization that did receive funding in the previous two funding cycles.
  - 548 v. Funding cycle: a two-year period of time spanning from the start of the third quarter of an even-  
549 numbered year to the end of the second quarter of the next even-numbered year (e.g. July 1, 2006 to  
550 June 30, 2008).
  - 551 vi. Petition: document to collect signatures that includes the name of the organization, its mission  
552 statement, and monetary request. All petitions must be registered with and prepared by the Office of



# Cornell University

## Student Assembly

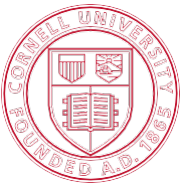
- 553 the Assemblies.
- 554 vii. By-line funding: line item funding that comes directly from the SAF and not from an intermediary
- 555 source, such as the SAFC.
- 556 viii. Appropriations Committee: a committee of the Student Assembly as outlined in the Student
- 557 Assembly Bylaws.

### 558 Section 3: Eligibility

- 559 A. To receive byline funding applicants must:
- 560 i. directly and primarily serve/benefit the entire undergraduate Cornell community
- 561 ii. allow all students equal access to services and/or participation
- 562 iii. request as part of their annual operating budget at least \$0.50 per student, per year, from the SAF
- 563 iv. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the
- 564 Student Assembly
- 565 v. be of university status and have an advisor who is provided by the university to advise the operations of
- 566 the organization
- 567 vi. have been a pre-registered university organization and be in good standing with Campus Activities
- 568 vii. be in the top tier of their current primary funding board (they have outgrown the primary funding board
- 569 model and thus seeking a higher level of recognition and funding on campus)
- 570
- 571 B. Except at the discretion of the Assembly and with approval of the President, organizations must also:
- 572 i. be a registered organization
- 573 ii. be student-directed and student-led
- 574 iii. possess a University operating account with internally controlled funds
- 575 iv. have a Cornell-employed advisor with oversight of its account
- 576 v. be previously funded by either the SAFC, the Student Assembly, or a University department/unit

### 577 Section 4: Procedure

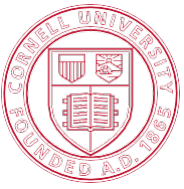
- 578 A. Application
- 579 i. The Office of Assemblies shall make final application materials available for all interested applicants at
- 580 least 1 week before the beginning of the Fall semester in an odd year.
- 581 ii. The deadline for final application submissions is noon on Friday of the third week of the fall semester in
- 582 which classes are held in a fee setting year.
- 583 iii. Each applicant must bring 17 printed copies of all final application materials submitted to their scheduled
- 584 hearing with the Appropriations Committee.
- 585 iv. Each applicant must digitally submit all final application materials by the deadline through Campus
- 586 Groups, which will include:
- 587 a. name of applicant,
- 588 b. mission statement, of the organization or program,
- 589 c. all meeting minutes from executive board and general body meetings,
- 590 d. current primary contact information for the organization including email and phone numbers
- 591 e. number and names of all members currently a part of the organization
- 592 f. description of activities, programming, and events conducted in the present cycle,
- 593 g. checklist statement regarding eligibility criteria that includes,
- 594 (1) being a registered organization,
- 595 (2) being student-directed and student-led,
- 596 (3) possessing a University operating account with internally controlled funds,
- 597 (4) directly and primarily serve/benefit the entire undergraduate Cornell community,
- 598 (5) allowing all students equal access to services and/or participation,



# Cornell University

## Student Assembly

- 599 (6) requesting as part of their annual operating budget at least \$0.50 per student, per year,  
600 from the SAF,  
601 (7) having a Cornell-employed advisor with oversight of its account,  
602 (8) being of university status and have an advisor who is provided by the university to advise  
603 the operations of the organization,  
604 (9) having been a pre-registered university organization and be in good standing with Campus  
605 Activities, and,  
606 (a) been previously funded by either the SAFC, the Student Assembly, or a University  
607 department/unit, or  
608 (b) being in the top tier of their current primary funding board (they have outgrown  
609 the primary funding board model and thus seeking a higher level of recognition and  
610 funding on campus), or,  
611 (c) if a new applicant, present a petition of fifteen hundred (1500) registered  
612 undergraduates to the Student Assembly.
- 613 h. a requested amount in dollars per student per year compared to the previous allocation amount in  
614 the last funding cycle,  
615 i. a description of the reason for asking for an increase, decrease, or the same funding from the  
616 previous funding cycle,  
617 j. answers to the following qualitative questions,  
618 (1) what is one issue or struggle consistently faced by your organization?  
619 (2) aside from financial contributions, in what aspect can the Appropriations Committee and  
620 the SA support the organization?  
621 (3) how will the organization be impacted if the SAF allocation is decreased or not increased  
622 (remaining the same) for the current allocation cycle?
- 623 v. fulfillment of all additional specific requirements for reporting financial, programming, and organizational  
624 information, determined at the discretion of the current Vice President of Finance, which will be made a  
625 part of the final application one week prior to the start of the fall semester during a fee-allocating year.
- 626 B. Off-Year Reporting by Appropriations Committee
- 627 i. By the first day of classes in a fee-setting academic year, the Vice President for Finance will report each  
628 result of off-year byline meetings which occurred in the academic year prior to the fee-setting year.
- 629 a. This report will document decisions of the Appropriations Committee in the form of a funding  
630 increase, decrease, or remain the same per byline.
- 631 b. The Vice President of Finance will report this to Assembly, the Vice President for Student and  
632 Campus Life, and the President of the University.
- 633 C. New Application Petitions for Student Activity Fee Funding
- 634 i. If a new applicant, they must present a petition of fifteen hundred (1500) registered undergraduates to the  
635 Student Assembly.
- 636 a. Petitions must include signatures of fifteen hundred (1500) undergraduate students registered in  
637 that semester.
- 638 ii. If the number of valid signatures is found to be under 1,500, the organization will be informed and will  
639 have until their scheduled meeting with the Appropriations Committee in a fee-setting year to procure the  
640 missing signatures.
- 641 iii. If the number of valid signatures is found to be under 1,500, at the discretion of the Vice President of  
642 Finance, it is recommended to move their scheduled Appropriations Committee to after all other byline  
643 organizations in the same semester of a fee-setting year.
- 644 D. Pre-Appropriations Meeting in a Fee-Setting Year
- 645 i. At least one week before the deadline for final application submission, the Vice President for Finance shall  
646 convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants.
- 647 a. At the meeting, the Vice President of Finance shall explain the procedure of allocating the Student  
648 Activity Fee, explain the procedure of Appropriations Committee meetings, and answer questions

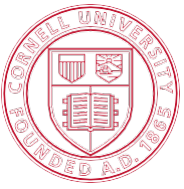


# Cornell University

## Student Assembly

- 649 regarding final application details.
- 650 b. If applicants have already submitted their final application, applicants shall notify the Vice
- 651 President for Finance of any amendments they wish to make or supporting material to add at this
- 652 meeting.
- 653 c. The Vice President for Finance can grant an extension for all organizations if there is a delay in the
- 654 availability of application materials.
- 655 E. Byline Organization Eligibility Reporting
- 656 i. In the next regularly scheduled meeting of the Student Assembly after the deadline for final applications,
- 657 the Vice President for Finance will report to the Assembly on the eligibility of each applicant, identifying:
- 658 a. any new applicants that do not meet one or more eligibility criteria, and
- 659 b. any returning applicants that do not meet one or more eligibility criteria which the Assembly may
- 660 not waive.
- 661 ii. The Assembly may waive those eligibility requirements it is empowered to waive on a per organization
- 662 basis for any organization for the remainder of the semester. Such organizations may then proceed
- 663 through the appropriation process, provided they meet all other eligibility criteria not waived by the
- 664 Assembly.
- 665 F. Appropriation Process
- 666 i. Within one week after the deadline for final applications, the Appropriations Committee shall begin to
- 667 review applications for each applicant deemed to be eligible or for which eligibility criteria are waived by
- 668 the Assembly.
- 669 ii. The Appropriations Committee will:
- 670 a. arrange a hearing where the applicant may address questions of the committee,
- 671 b. decide whether to fund the applicant in any amount, and,
- 672 c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no less
- 673 than fifty cents and no more than the request submitted by the applicant.
- 674 (1) The allocation of the Student Activities Funding Commission (SAFC) can be greater than
- 675 the request submitted in the application.
- 676 iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice
- 677 President for Finance will report the date, time, and location of the meetings as well as the names of
- 678 applicants the committee intends to review.
- 679 iv. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice
- 680 President for Finance will introduce a written report, including:
- 681 a. name of applicant,
- 682 b. amount requested by applicant,
- 683 c. amount of allocation recommended by committee,
- 684 d. rationale explaining committee's recommendation, and
- 685 e. a brief response from the applicant, including any request to appeal to the Assembly. The Vice
- 686 President for Finance may set a deadline for the applicant to submit a response, provided the
- 687 deadline is no less than one business day after the applicant receives notice of the committee's
- 688 decision.
- 689 v. The Vice President for Finance must inform each applicant of the time and location of any meeting where
- 690 the report is to be presented or reviewed and must advise each applicant to send a representative who may
- 691 answer questions of assembly members.
- 692 vi. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the
- 693 recommendation of the committee. The Office of Assemblies will provide several copies of complete
- 694 application materials at any meeting where the assembly considers appeals.
- 695 vii. The Vice President for Finance will also file minutes of the committee's meetings with the Office of the
- 696 Assemblies.
- 697 viii. The committee will submit its final recommendation, including individual allocations, to the Assembly in
- 698 the form of a legislative at least two regularly scheduled Student Assembly meetings before the end of the





# Cornell University Student Assembly

699 fall semester.

## 700 G. Student Assembly Appropriation Process

- 701 i. The Assembly shall not adopt the recommendation of the Appropriations Committee at the same meeting  
702 that it is proposed.
- 703 ii. The Assembly shall provide notice to all applicants at least one full day in advance at any meeting where  
704 legislation related to its funding is discussed.
- 705 iii. The President of the Assembly will transmit its recommendation to the President for consideration by the  
706 last day of finals of the fall semester, including:
  - 707 a. the total amount of SAF recommendation,
  - 708 b. the allocations of each by-line funded organization, and
  - 709 c. a short description of each organization.

## 711 Section 5: Specifications

- 712 A. Members of the Assembly or the Appropriations Committee must disclose to the Vice President for Finance  
713 any personal affiliations with applicants and must recuse themselves from any business related to such  
714 applicants to prevent conflicts of interest.
- 715 B. Members of the Assembly and of the Appropriations Committee must sign a confidentiality statement and  
716 submit it to the Office of the Assemblies before they are seated in the fall semester of a fee-setting year.

## 717 Section 6: “Check-off” or “Pay-extra” Options

718 Neither a check-off option nor an option to pay an amount in addition to the established SAF for specific programs  
719 or services will be allowed for purposes of exempting a student from paying the full amount of the SAF. Exceptions  
720 may be considered if recommended and approved by the Student Assembly and approved by the President of the  
721 University.

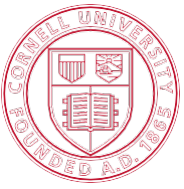
## 722 Section 7: Voting

723 Proxy votes shall not be permitted for decisions of the Student Assembly regarding the SAF during the SAF allocation  
724 process. The Student Assembly must approve the appropriations committee decisions by a majority of Student  
725 Assembly members present at the meeting and can overturn an appropriations committee decision by a two-thirds  
726 (2/3) vote of Student Assembly members present at the meeting. If the Student Assembly overturns a decision of the  
727 appropriations committee, the Student Assembly must decide Activity Fee funding for that organization by a majority  
728 of the Student Assembly members present at the meeting. After all appropriations committee decisions have been  
729 approved or overturned, the Student Assembly must approve the SAF by a majority of the voting membership of the  
730 Student Assembly

## 731 Section 8: Freedom of Information

732 Unless otherwise noted, all documents regarding the SAF shall be considered public and shall be available to members  
733 of the Cornell community for review within 24 hours of their request. All deliberations regarding allocations and  
734 authorization shall be conducted in open session unless otherwise required by university policy or law. If a closed  
735 session is necessary to review or discuss confidential materials, discussion in such session must be limited only to  
736 those materials and no vote may be taken regarding the disposition of the request itself. Confidential materials may be  
737 disclosed publicly only at the discretion of authorized university personnel.

## 738 Section 9: Conference with GPSA



## Cornell University Student Assembly

739 If a disparity arises in funding levels between the GPSA and SA of an organization that is funded by both, the  
740 financial officers of each body will meet to discuss the discrepancy and recommend action to their respective bodies.

### 741 **Section 10: Default**

742 If the Assembly does not adopt a recommendation in the fall semester of a fee setting year, its recommendation shall  
743 be presumed to be that all individual by-lines revert to the same level as in the current funding cycle with the  
744 following exception:

- 745 1. Should an applicant's newly approved allocation be less than that of the current cycle, the applicant shall  
746 receive the lower allocation.

### 747 **Section 11: Amendments**

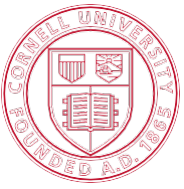
748 Appendix A may be amended by a two-thirds (2/3) vote of the Student Assembly. In order to ensure consistency and  
749 fairness to the applicants and student body at-large, no amendments to this appendix may be adopted during the fall  
750 semester of a fee-setting year.

### 751 **Section 12: Review**

752 The SA and the GPSA and a representative of the President of the University shall review these guidelines and the  
753 procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2014-2015,  
754 2018-2019). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees  
755 in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

### 756 **Section 13: Criteria for Setting and Allocating the Student Activity Fee from the** 757 **March 1, 1999 Delegation of Authority**

- 758 A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the  
759 setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate &  
760 Professional Student Assembly (GPSA) within the following guidelines:
- 761 B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and  
762 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be  
763 reviewed by and meet the approval of the President of the University.
- 764 C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set  
765 every two years for a period of two years by the SA and the GPSA, respectively.
- 766 D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of  
767 the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting  
768 process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the  
769 applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-  
770 setting year. The final report must be sent to the President of the University by the last day of finals of the fall  
771 semester.
- 772 E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee,  
773 an organization must meet the following criteria:
  - 774 i. Register as a student or university organization with the Student Activities Office
  - 775 ii. Allow students equal access to the services being provided by the organization or participation in the



# Cornell University Student Assembly

- 776 organization's activities  
777 iii. Operate primarily for students by students with funds disbursed through a university operating  
778 account  
779 iv. Have an advisor to assist with oversight of the university operating account.
- 780 F. Funding from the monies collected through the Student Activities Fee may be provided directly to an  
781 organization, which applies for and receives "by-line" funding status, outside of the established Student  
782 Activities Funding Commission or Graduate and Professional Student Activities Funding Commission  
783 processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding  
784 must demonstrate:
- 785 i. Its activities are of direct and primary benefit to the entire Cornell community represented by the  
786 respective assembly; and
  - 787 ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 788 G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are  
789 not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational  
790 structure and programs and services are consistent with the criteria outlined above for by-line funded  
791 organizations. Such funding would require the approval of the respective assembly and the President of the  
792 University.
- 793 H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-  
794 line funded organizations and the Student Activities Funding Commission or Graduate and Professional  
795 Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of  
796 their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-  
797 by-line funded organizations.
- 798 I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be  
799 permitted to increase the Student Activities Funding Commission's allocation above their request to reach an  
800 even dollar amount.
- 801 J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity  
802 Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full  
803 amount of the Student Activity Fee, due to the funding instability inherent in administering such a system.  
804 Exceptions may be considered if recommended and approved by the respective assembly and approved by  
805 the President of the University.
- 806 K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the  
807 GPSA and a representative of the President of the University at least every four years in a non-fee-setting  
808 year.

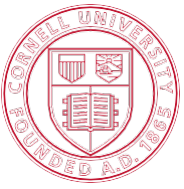
## 809 **APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED** 810 **ORGANIZATIONS**

### 811 **Section 1: Preamble**

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

### 815 **Section 2: Student Assembly's Role and Obligations**

- 816 A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice  
817 effectively the interests and concerns of the student body.
- 818 B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the



# Cornell University

## Student Assembly

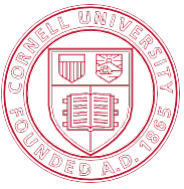
819 Director(s) of Campus Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of  
820 these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines  
821 each year.

- 822 C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Campus Activities,  
823 Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations  
824 Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
- 825 D. **Outreach:** The SA Vice-President for Finance shall, wherever possible and as often as possible, attend  
826 meetings of each organization throughout the year.
- 827 E. **Enforcement, Violations & Penalties**
- 828 i. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding  
829 violations of these guidelines and will report such findings to the SA.
  - 830 ii. If the SA determines that an organization has committed a violation, the SA may impose a fine,  
831 reduction or revocation of the organization's by-line funding allocation. In order for a fine,  
832 reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons  
833 for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules,  
834 violation of campus policies, or violation of contract. Any money garnered from a fine on an  
835 organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or  
836 revocation of funding affecting the remainder of the funding cycle occurs, the University shall  
837 attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the  
838 Special Projects Fund.

### 839 Section 3: General Guidelines

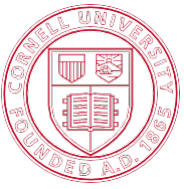
840 All recipients of the SAF shall adhere to the following guidelines:

- 841 A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students. Organizations  
842 that have the capability to be student run and led shall be primarily student run and led.
- 843 B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which  
844 admission is charged:
- 845 i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via  
846 the SAF.
  - 847 ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a  
848 substantial amount of tickets reserved for student use).
  - 849 iii. The Appropriations Committee or the Executive Committee shall have the ability to request that  
850 organizations publish a report to the SA on the amount of money received for an event, where that  
851 money has been allocated, total attendance, and how much money was spent on the event.
- 852 C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate  
853 attendance figures. Organizations shall conduct a review during each Byline Funding Cycle of the demographics  
854 of students who use and are impacted by their services and shall report to the SA Appropriations Committee the  
855 attendance figures, expenditures, and incomes generated from each event held during the two previous academic  
856 years. Organizations shall record the number of undergraduates who attend each program and event, utilizing  
857 the built-in system in Campus Groups that allow individuals to sign up for events. Such figures may also be  
858 acquired through a number of measures including swiping Cornell ID's, using a ticketing system, keeping a sign in  
859 sheet, or having someone at the door count entrants. For events that are expected to exceed a capacity of 100  
860 attendees, organizations are required to track attendance through a ticketing system or using Cornell ID Scanners.  
861 For organizations unable to purchase their own scanners, scanners will be available to rent through the Office of  
862 the Assemblies. For events where tracking attendance would provide an unnecessary burden to organizations, a  
863 brief written statement explaining why attendance was not taken is required.
- 864 D. **Funds Reporting:** Organizations shall operate using their accumulated surplus and the Student Activity  
865 Fee disbursement. During each Byline Funding Cycle, organizations are expected to report on the



## Cornell University Student Assembly

- 866 supplemental cost per-student provided for by the SAF. Organizations shall track both undergraduate and  
867 graduate contributions to events and programming. Organizations shall notify the SA Vice President for Finance if  
868 they are expected to require more than their SAF allocation in a given year
- 869 E. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage  
870 student participation at its meetings, which shall be open to the public. Each byline-funded organization and its  
871 sub-organizations will be required to include the SA logo or the following statement on all fliers, posters,  
872 promotions, programs, and literature “Funded in part by the Student Assembly”.
- 873 F. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and  
874 reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in  
875 accordance with its governing documents. These requirements apply to all organizations unless explicitly  
876 exempted in this Appendix or waived by a two-thirds vote of both the Appropriations Committee and the  
877 Student Assembly. The waiver shall apply for one by-line funding cycle.
- 878 G. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member  
879 of an organization may be compensated from an organization’s SAF account or SAF earned income account.
- 880 H. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-  
881 voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their  
882 liaison is failing in their duty, a new liaison may be appointed.
- 883 I. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the  
884 Appropriations Committee with a written account of the use of its fee allocation and operations for the  
885 previous academic year, and an optional oral summary of its activities (unless mandated otherwise by the  
886 Appropriations Committee), including usage statistics and future programming plans. The SA Vice President  
887 for Finance will conduct an unofficial vote regarding the committee’s recommendation on whether or not the  
888 organization should receive an increase in funding, a decrease in funding or maintenance of funding at its  
889 current level. The SA Vice President for Finance shall then provide a written summary report of these  
890 meetings to the SA.
- 891 J. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current  
892 funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
- 893 K. **Sub-Organizations:** All organizations that fall under a byline-funded umbrella organization must be  
894 registered. Byline-funded organizations shall provide a description of how funds are allocated to each  
895 organization under their umbrella. If applicable, each sub-organization shall receive funding from its umbrella  
896 organization for at least one event open to the public, every academic year. Sub-organizations shall only apply for  
897 funding from their umbrella organization and will not be allowed to receive funding from any other byline-funded  
898 organization, including SAFC. Umbrella organizations will similarly be ineligible to receive funding from other  
899 byline-funded organizations. Byline-funded organizations shall provide a semesterly budget report for all the  
900 events held by sub-organizations during the two previous academic years.
- 901 L. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The  
902 Appropriations Committee must approve organizations’ conference expenditures and each organization must  
903 demonstrate to the committee that conference attendance will benefit the Organization’s ability to achieve its  
904 mission statement. Organizations shall request approval in their annual fall report to the SA.
- 905 M. **Spending Limitations:** All conferences, teambuilding, banquet, training, and other social expenditures for  
906 organization members, in sum, shall be no greater than \$4,000 or 10% of the organization’s by-line allocation,  
907 whichever is less. This rule shall not apply to SAFC-funded organizations. Funds from an organization’s byline  
908 allocation cannot be used to purchase food for executive board meetings.
- 909 N. **Governing Document Approval:** All organizations must submit any changes in the Organizations’ bylaws,  
910 constitution, or other governing documents to the SA for its approval.
- 911 O. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such  
912 funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived  
913 age, race, religion, creed color, national origin, ethnicity, sexual orientation, gender identity or expression,  
914 military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic  
915 violence victim status, or any combination of these factors when determining its membership and when



# Cornell University

## Student Assembly

916 determining the equal rights of all general members and executive board members, respectively, which shall  
917 include, but are not limited to, voting for, seeking, and holding positions within the organization.  
918 Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding  
919 source for other organizations on campus shall not discriminate on the basis of actual or perceived age, race,  
920 religion, creed, color, national origin, ethnicity, sexual orientation, gender identity or expression, military  
921 violence victim status, or any combination of these factors when awarding funding.

- 922 i. Notwithstanding these requirements, a club sport may make requirements based on competitive  
923 athletic skill which may result in a club sport of one or predominantly one gender. Organizations may  
924 also make requirements based on vocal range or quality which may result in a chorus or choruses of  
925 one or predominantly one gender. Organizations that participate in activities with governmental age  
926 restrictions may also make appropriate requirements on the basis of age.
- 927 ii. Organizations may also enforce uniform standards of conduct as a prerequisite for obtaining some or  
928 all rights of general members and executive board members, respectively, so long as said standards  
929 are protected by the 1st Amendment of the United States Constitution in the context of a public  
930 university and do not impede enforcement of Appendix B, Section II, subsection E.
- 931 iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall  
932 include a “Non-discrimination Clause” section in its bylaws, constitution or other governing  
933 documents reflecting this policy.  
934

### 935 **Section 4: Organization Specific Guidelines**

936 Each byline organization will be classified into a specific category based on operations. Each  
937 category will have a standardized set of spending guidelines.

#### 938 **A. Department**

- 939 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and  
940 consistent financial report.
- 941 ii. Shall communicate openly and in real-time to the Student Assembly if financial changes are expected and/or  
942 needed.

#### 943 **B. Programming**

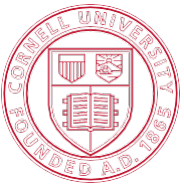
- 944 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and  
945 consistent financial report.
- 946 ii. Shall submit all events in CampusGroups and track attendance
- 947 iii. Shall aim to have events on campus.

#### 948 **C. Primary Funding Boards**

- 949 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and  
950 consistent financial report.
- 951 ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each  
952 separate funding board (these guidelines are determined by Cornell University financial policies in accordance  
953 with Campus Activities).
- 954 iii. Have a funding tier system that does not exceed \$8,000 per organization per academic year.
  - 955 a) For primary funding boards that also offer supplemental budgets, these cannot exceed more than \$5,000  
956 per semester per student organization.
- 957 iv. Organizations falling under a primary funding board cannot receive funding from another primary funding  
958 board.

#### 959 **D. Supplementary Funding Boards**

- 960 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and  
961 consistent financial report.
- 962 ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each  
963 separate funding board (these guidelines are determined by Cornell University financial policies in accordance  
964 with Campus Activities).
- 965 iii. Shall not allocate more than \$5,000 per semester per student organization.

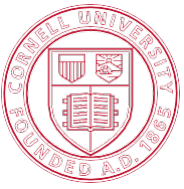


# Cornell University Student Assembly

- 966 iv. Shall submit all events in CampusGroups and track attendance
- 967 v. Shall aim to have events on campus.

968 These categories are:

- 970 A. **Department** – A departmental byline is an organization (comprised of students and/or staff) that are affiliated  
971 with a university department or unit. The department or unit manages the allocated SAF funds for a specific  
972 operational reason that directly and positively impacts the undergraduate student population. The byline partners  
973 with Campus Activities in determining specific requirements to enable the organizations to function on campus.
  - 974 i. **Alternative Breaks**
    - 975 a. The Alternative Breaks allocation shall be managed and overseen by the David M. Einhorn Center  
976 for Community Engagement.
    - 977 b. The Alternative Breaks allocation shall provide individual students with finance support for  
978 Alternative Breaks opportunities.
    - 979 c. Alternative Breaks is a student-led organization of the David M. Einhorn Center for Community  
980 Engagement committed to learning about social justice issues through a racial equity and  
981 intersectional lens. By analyzing root causes and working to shift societal narratives by addressing  
982 implicit biases, students are better prepared to engage in meaningful service with community  
983 agencies.
  - 984 ii. **Athletics & Physical Education**
    - 985 a. The Athletics & Physical Education allocation shall be managed and overseen by the Cornell  
986 University Athletics Department.
    - 987 b. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each  
988 undergraduate student. The BRSP shall provide free admission to all varsity sports excluding  
989 Men's Varsity Ice Hockey.
  - 990 iii. **Collegiate Readership Program**
    - 991 a. The Collegiate Readership Program allocation shall be managed and overseen by the Cornell  
992 Library department.
    - 993 b. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal  
994 access for undergraduate students.
  - 995 iv. **Community Partnership Funding Board**
    - 996 a. The Community Partnership Funding Board allocation shall be managed and overseen by the  
997 David M. Einhorn Center for Community Engagement.
    - 998 b. Community Partnership Funding Board seeks to foster student leadership and social responsibility  
999 by encouraging students to take action against social problems through student initiated service  
1000 projects.
    - 1001 c. Community Partnership Funding Board assists students in developing community action projects  
1002 and administers grants to make these projects possible.
  - 1003 v. **Empathy Assistance and Referral Service (EARS)**
    - 1004 a. Empathy Assistance and Referral Service allocation shall be managed and overseen by the Skorton
  - 1005 vi. **Emergency Medical Service at Cornell University (CUEMS)**
    - 1006 a. The CUEMS allocation shall be managed and overseen by the Office of Emergency Management  
1007 (OEM).
    - 1008 b. CUEMS will provide the Student Assembly statistics in terms of call responses, community  
1009 education, and event standbys on an annual basis.
  - 1010 vii. **Minds Matter at Cornell**
    - 1011 a. Cornell Minds Matter allocation shall be managed and overseen by the Skorton Center for Health  
1012 Initiatives.
    - 1013 b. Cornell Minds Matter (CMM) promotes mental health awareness and emotional well-being for all  
1014 Cornell students by working to reduce the stigma of mental illness through holding educational  
1015 events and creating safe spaces to foster a healthy, balanced lifestyle.

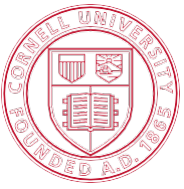


# Cornell University

## Student Assembly

- 1016 c. CMM acts as a liaison between students, faculty, staff, and administration to advocate for the  
1017 student perspective on mental health resources and campus policies.
- 1018 viii. Tatkon Center for New Students: Orientation
- 1019 a. The orientation allocation shall be managed and overseen by the Tatkon Center for New Students
- 1020 b. The Assistant Director/Director in the Tatkon Center for New Students shall continue to
- 1021 supervise the planning and implementation of all August and January orientation activities.
- 1022 c. Tatkon Center for New Students: Orientation shall submit the results of the Student Volunteer
- 1023 Feedback surveys to the Appropriations Committee.
- 1024 ix. Outdoor Odyssey
- 1025 a. The Outdoor Odyssey allocation shall be managed and overseen by the David M. Einhorn Center
- 1026 for Community Engagement.
- 1027 b. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for
- 1028 pre-orientation trips and shall dedicate no less than \$20.00 per year toward this program.
- 1029 x. Student Assembly
- 1030 a. The Student Assembly allocation shall be managed and overseen by the Cornell University Office
- 1031 of Assemblies Department.
- 1032 b. The Student Assembly Special Projects allocations should not exceed \$5,000 per organization per
- 1033 xi. Student Club Insurance
- 1034 a. The Club Insurance allocation shall be managed and overseen by the Cornell University Risk
- 1035 Management Department in conjunction with Campus Activities.
- 1036 xii. Students Helping Students Awards
- 1037 a. The Students Helping Students allocation shall be managed and administered by the Cornell
- 1038 University Financial Aid Department.
- 1039 b. The Students Helping Students Award provides assistance to students with necessary emergency
- 1040 expenses incurred during the fall or spring semesters that cannot be funded by other means.
- 1041 c. Allowable expenses include, but are not limited to:
- 1042 1) travel expenses related to emergency situations (like the death of a relative)
- 1043 2) extra basic living expenses needed due to fire, destruction, or natural disaster; replacement of
- 1044 stolen goods (not lost due to negligence)
- 1045 3) emergency medical or dental expenses not covered by insurance.
- 1046 d. The Students Helping Students Award is not designed to cover standard expenses included in the
- 1047 budgeted cost of attendance for the academic year, non-emergency expenses, expenses that are
- 1048 extravagant or non-utilitarian, and so forth.
- 1049 e. The Student Assembly Financial Aid Review Committee (FARC), a committee convened by the
- 1050 Student Assembly, reviews and approves grants anonymously.
- 1051 B. **Programming** – A programming byline is an organization (comprised of mainly of students) that are affiliated
- 1052 with a university department or unit. The department or unit along with the student leaders manages the allocated
- 1053 SAF funds for a specific programmatic reason that directly and positively impacts the undergraduate student
- 1054 population. The byline partners with Campus Activities in determining specific requirements to enable the
- 1055 organizations to function on campus.
- 1056 i. Programming Council
- 1057 a. Convocation Committee
- 1058 1) Convocation shall receive advising (organizational guidance, staff support, financial, etc.) and
- 1059 programmatic collaboration from Campus Activities
- 1060 2) At the time of the selection of Convocation Committee membership, the Convocation
- 1061 Committee Chair must include at least six, but no more than ten voting members of the SA
- 1062 that belong to that class year to participate as full voting members of the Convocation
- 1063 Committee. SA members are expected to abide by the same attendance rules as all other
- 1064 Convocation Committee members. The SA Vice President for Finance shall serve as an ex-
- 1065 officio member of the Committee.

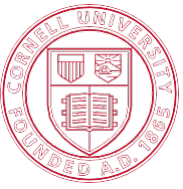




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## Student Assembly

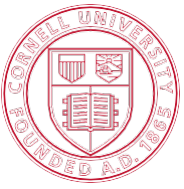
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- b. Concert Commission
    - 1) CCC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) The Cornell Concert Commission should seek to hold concerts for undergraduate students in and around the Ithaca campus.
  - c. Cornell University Class Councils
    - 1) CC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) Class Councils will program and promote events related to class pride and university traditions for each of the class years.
    - 3) The Senior Class Council will spearhead Senior Days.
      - (a) The majority of the funds allotted for Senior Days should be put toward planning no ticket cost events.
  - d. Cornell University Program Board
    - 1) CUPB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities.
    - 2) The Cornell University Program Board should seek to hold events for undergraduate students in and around the Ithaca campus.
  - e. Multicultural Community Fueled Activities Board
    - 1) MCFAB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) MCFAB shall seek to bring diverse programming to campus.
  - f. Slope Day Programming Board
    - 1) SDPB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) The Slope Day Programming Board shall be in charge of selecting Slope Day artists and collaborate with university offices in organizing Slope Day events for Slope Day.
    - 3) All undergraduate students admission to Slope Day must be free, unless expressly permitted by the SA.
  - g. Willard Straight Hall Student Union Board
    - 1) SUB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
    - 2) All events sponsored by the Student Union Board must take place in Willard Straight Hall, unless specifically a part of welcome weekend and be aligned with the mission and purpose of the Student Union Board constitution
- C. **Primary Funding Board** – A primary funding board byline organization (comprised of students partnering with an university advisor) serves as a primary funding source and governing body for a specific category of student organizations. The byline partners with Campus Activities in determining specific requirements to enable the organizations to function on campus.
- i. Club Sports Council
    - a. Club Sports Council shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities.
    - b. Club Sports Council must send two officers each academic year to the Safety Training provided by Campus Activities and facilitated by the Club Sports Council. This requirement must be completed before the club can access funds.
    - c. Sports Clubs members must sign electronic waivers each academic year via CampusGroups. This requirement must be completed before the club can access funds.
    - d. Sports Clubs must send at least one officer to each monthly meeting held by the Council.
  - ii. Interfaith Council at Cornell
    - a. The Interfaith Council at Cornell shall receive advising (organizational guidance, staff support,



# Cornell University

## Student Assembly

- 1116 financial, etc.) and programmatic collaboration from the Office of Spirituality and Meaning  
1117 Making.
- 1118 b. Interfaith organizations must work with Campus Activities and the Office of Spirituality and  
1119 Meaning Making to ensure that all affiliated advisors have the proper Risk Management  
1120 requirements.
- 1121 c. Each organization under The Interfaith Council shall request funding for at least one event open  
1122 to the public, every academic year.
- 1123 iii. Student Activities Funding Commission
- 1124 a. SAFC shall receive advising (organizational guidance, staff support, financial, etc.) and  
1125 programmatic collaboration from Campus Activities
- 1126 b. Collaborate with the other primary funding boards to ensure procedures/structures are similar and  
1127 consult with the Vice President of Finance within the Student Assembly if changes/enhancements  
1128 are needed.
- 1129 **D. Supplementary Funding Boards** – A supplementary funding board byline organization (comprised of students  
1130 partnering with an university advisor) serves as an additional funding source and programming body for qualifying  
1131 student organizations and/or organizations that may fit within their mission. The byline partners with Campus  
1132 Activities in determining specific requirements to enable organizations to function on campus.
- 1133 i. ALANA Intercultural Programming Board
- 1134 a. ALANA shall receive advising (organizational guidance, staff support, financial, etc.) and  
1135 programmatic collaboration from the Dean of Students.
- 1136 b. ALANA will divide their funding between their programming/ overhead and umbrella  
1137 organizations.
- 1138 c. ALANA's umbrella organizations include the following:
- 1139 (1) Black Students United (BSU)
- 1140 (2) Native American and Indigenous Students at Cornell (NAISAC)
- 1141 (3) The Cornell Asian Pacific Student Union (CAPSU)
- 1142 (4) La Asociación Latina (LAL)
- 1143 (5) Cornell's South Asian Council (SAC)
- 1144 d. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 1145 ii. CU Tonight Commission
- 1146 a. CU Tonight shall receive advising (organizational guidance, staff support, financial, etc.) and  
1147 programmatic collaboration from Campus Activities
- 1148 b. CU Tonight shall promote non-alcoholic, late night social programming, on campus, open to the  
1149 entire Cornell community.
- 1150 c. CU Tonight shall provide a breakdown of how many organizations received funding in specific  
1151 financial brackets and number of events.
- 1152 iii. Environmental Collaborative
- 1153 a. Cornell Environmental Collaborative shall receive advising (organizational guidance, staff support,  
1154 financial, etc.) and programmatic collaboration from the Campus Sustainability Office.
- 1155 b. Environmental Collaborative unites student groups on-campus toward environmental  
1156 sustainability by doing the following:
- 1157 (1) Increasing dialogue amongst environmental organizations and all other interested  
1158 organizations
- 1159 (2) Launching and uphold meaningful venues for reducing negative environmental impact and  
1160 upholding social justice and to provide opportunities for all students to gain knowledge  
1161 and experience in relevant issues
- 1162 (3) Provide support to and information for existing environmental initiatives
- 1163 (4) Fostering meaningful relationships with Cornell's administration and the Ithaca community
- 1164 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 1165 iv. Gender Justice Advocacy Coalition

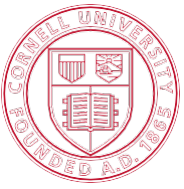


# Cornell University Student Assembly

- 1166 a. Gender Justice Advocacy Coalition shall receive advising (organizational guidance, staff support,  
1167 financial, etc.) and programmatic collaboration from the Dean of Students.
- 1168 b. The Gender Justice Advocacy Coalition shall collaborate with the Student Assembly Womxn's  
1169 Liaison Representative on safety, health, and other topics pertinent to women on campus.
- 1170 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 1171 v. Haven: The LGBTQ Student Union
- 1172 a. Haven: The LGBTQ Student Union shall receive advising (organizational guidance, staff support,  
1173 financial, etc.) and programmatic collaboration from the LGBTQ+ Resource Center.
- 1174 b. Haven: The LGBTQ Student Union's mission is to enhance the cultural and social climate at  
1175 Cornell University and to improve and enrich the lives of the LGBTQ+ and Same Gender-Loving  
1176 members of the community. This will be achieved through funding, training, and administrative  
1177 support for the organizations represented by Haven so they may organize successful educational,  
1178 social, and cultural programs and serve as effective supportive environments.
- 1179 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 1180 vi. International Students Union
- 1181 a. The purpose of the International Students Union is to represent and advocate international  
1182 student causes, to be a resource for international students on the Cornell campus, and to promote  
1183 internationalism, which would be defined as including, but not limited to, the cross-cultural  
1184 understanding of international life on campus and in Ithaca and the cooperation between trans-  
1185 national groups and individuals on campus.
- 1186 b. The responsibilities of the International Students Union are
- 1187 (1) To promote and fund international activities proposed by any undergraduate or graduate  
1188 student group on campus, as well as leading initiatives that improve and uplift international  
1189 student life on campus.
- 1190 (2) To represent, advocate, and liaise with the Cornell University administration for any issues  
1191 concerning International students, both undergraduate and graduate, at a campus wide  
1192 level.
- 1193 (3) To organize and plan events to promote and encourage diversity and cross-cultural  
1194 dialogue in a trans-national context.
- 1195 (4) To maintain and prepare the annual budget and administer funds available to the Union to  
1196 various organizations on campus.
- 1197 (5) To maintain liaisons with Faculty Committees, International Students and Scholars Office,  
1198 Students Assembly, the University, and local community.
- 1199 (6) To foster cross-cultural exchange through: the Union's General Body Membership and  
1200 meetings, events hosted by the Union, and events sponsored or co-sponsored by the  
1201 Union.
- 1202 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 1203 vii. Multicultural Greek Fraternal Council (MGFC)
- 1204 a. Multicultural Greek Fraternity Council (MGFC) shall receive advising (organizational guidance,  
1205 staff support, financial, etc.) and programmatic collaboration from the Sorority and Fraternity Life  
1206 (SFL).
- 1207 b. Shall provide a description of how funds are allocated to each organization under their umbrella

## APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE STUDENT ASSEMBLY INFRASTRUCTURE FUND

### Section 1: Preamble



# Cornell University

## Student Assembly

1211 The Student Assembly (the Assembly), is charged with the allocation of the Student Assembly Infrastructure Fund  
1212 (SAIF). Applications for funding provided by the SAIF must be reviewed annually by the SAIF Committee and are  
1213 subject to overview by the Appropriations Committee.

### 1214 **Section 2: Sources of Funding**

1215 By the first of November of every year, the annual pay out of the SAF endowment fund will be transferred into the  
1216 SAIF under the Student Disbursement Account of the Assembly.

### 1217 **Section 3: Closing of Account at Year End**

1218 By the last regularly scheduled Student Assembly meeting of the fall semester, the chair of the SAIFC will deliver a  
1219 report to the Assembly of all funds, committed, spent and unspent, remaining in the SAIF Disbursement Account.

### 1220 **Section 4: Definitions**

1221 The following terms, which appear frequently in this Appendix, shall be defined as follows:

- 1222 A. Organization: a registered Independent or University organization that has authorization to receive funding.
- 1223 B. Application: the request to receive a funding award from the SAIF for a project or initiative.
- 1224 C. Applicant: any individual student, group of students, organization, or group of organizations who submits an  
1225 application to receive a funding award from the SAIF.
- 1226 D. SAIFC: Student Activities Funding Commission, a committee of the Student Assembly, as outlined in the  
1227 Student Assembly Bylaws.
- 1228 E. Byline funding: line item funding that comes directly from the SAF as described under Appendix A of the  
1229 Student Assembly Charter.
- 1230 F. Appropriations Committee: a committee of the Student Assembly, as outlined in the Student Assembly  
1231 Bylaws.

### 1232 **Section 5: Purpose**

1233 The purpose of the SAIF is to financially support projects and/or initiatives that improve infrastructure or facilities  
1234 on campus that contribute to the undergraduate experience of Cornell students.

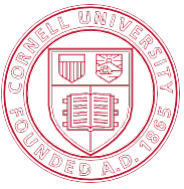
### 1235 **Section 6: Eligibility**

1236 To be eligible to receive a funding award from the SAIF, an application for a project or initiative must:

- 1237 A. be developed and organized and submitted by Cornell undergraduates;
- 1238 B. allow Cornell undergraduate students equal access to the benefits of the project;
- 1239 C. be an initiative located on the Ithaca campus of Cornell University;
- 1240 D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
- 1241 E. not have previously requested and received a funding award from the SAIF for the same purpose.

### 1242 **Section 7: Permitted Applications**

1243 The following applications represent some, but not all, of the eligible projects or initiatives that, if they are not among



# Cornell University

## Student Assembly

1244 the list of prohibited applications, may receive funding awards from the SAIF:

- 1245 A. a renovation of a room or building
- 1246 B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
- 1247 C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (i.e. a
- 1248 planned renovation by the administration could be substantively expanded via student support); and
- 1249 D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of
- 1250 funding on campus.
- 1251 E. a web-based application that provides benefits to Cornell undergraduate students.

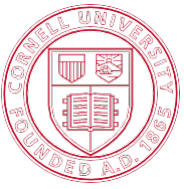
### 1252 **Section 8: Prohibited Applications**

1253 The following applications are prohibited from receiving funding awards from the SAIF:

- 1254 A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on
- 1255 behalf of the applicant;
- 1256 B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
- 1257 C. an application to cover the costs of a regularly occurring project or initiative; and
- 1258 D. an application that directly or indirectly subsidizes the cost of tuition of an individual student.

### 1259 **Section 9: Procedure for Determining Funding Awards**

- 1260 A. Release of Application
  - 1261 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive
  - 1262 funding from the SAIF to the Office of the Assemblies by the second regularly scheduled Student
  - 1263 Assembly meeting.
  - 1264 ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available
  - 1265 to all eligible applicants by the third regularly scheduled Student Assembly meeting, or one week
  - 1266 following the meeting with the SAIF Chair, whichever is sooner.
  - 1267 iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive Committee of
  - 1268 the Student Assembly, detailing how the SA will make all students aware of the SAIFC. This plan
  - 1269 shall be approved by the Executive Committee by the second regularly scheduled Student Assembly
  - 1270 meeting of the Fall semester.
  - 1271 iv. The chair of the SAIFC is responsible for releasing a timeline by the third regularly scheduled
  - 1272 Student Assembly meeting of the Student Assembly each semester consisting of the deadline for
  - 1273 applications, when those applications will be reviewed by the SAIFC, and when those funding awards
  - 1274 will be announced.
  - 1275 v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received
  - 1276 applications that have not yet been reviewed in addition to the dates released in the timeline on the
  - 1277 first day of each semester.
- 1278 B. Funding Award Evaluation Process
  - 1279 i. For each application, the SAIFC will:
    - 1280 a. arrange a hearing where the proposers of the application may address questions of the
    - 1281 committee,
    - 1282 b. determine if the application is eligible to receive a funding award from the SAIF,
    - 1283 c. decide the order in which applications are voted upon to receive funding awards by first
    - 1284 holding a ranked order vote by committee members. Once SAIFC has established
    - 1285 application rankings, the vote on funding awards will proceed from the highest ranked
    - 1286 application and so on in descending order.



# Cornell University Student Assembly

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- ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which includes the:
    - a. name of the applicant,
    - b. project or initiative requested in the application,
    - c. date that the SAIFC reviewed the application,
    - d. funding award amount requested by the applicant,
    - e. funding award granted by the SAIFC and what that funding award is as a percentage of the available funding in the SAIF at the beginning of that academic year, and
    - f. rationale explaining the SAIFC's decision
  - iii. All funding awards granted by the SAIFC must be approved by the Dean of Students before becoming finalized.
  - iv. If the applicant has a University operating account with internally controlled funds and oversight by a Cornell-employed advisor, the Vice President for Finance will approve the transfer of funds from the SAIFC into their account. If the applicant does not have an account that meets these eligibility requirements, the amount of the funding award will be separated from the remaining balance of the SAIF and expenses will be processed through regular university accounting procedures through the Office of Assemblies, like all others under the Student Assembly budget.
  - vi. At each meeting of the Assembly immediately following the final approval of a funding award by the Dean of Students, the report associated with the application must be included in the meeting's agenda.
  - vii. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the SAIF with the Office of the Assemblies.
  - viii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall inform the Assembly of any setbacks the Commission faces in implementing its projects