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43 Article V – Structure:

44 The Union ~~will have a general~~ membership will be open to all Cornell students subject to an
45 application process. General Body Meetings are open to all Cornell Students. Members are expected
46 to participate in different functions ~~by signing up on an ad-hoc basis. The functions~~ that include
47 funding, public relations, internal operations, ~~publicity, operations~~, planning, and advocacy and will
48 be placed in the corresponding team at the time of their acceptance by the current Union members.

49 The Executive Board consists of ~~12-8~~ members: the president, 5 vice presidents, a Director, and the
50 Student Assembly International Students Representative as an ex officio member ~~and 6 executive~~
51 ~~members~~. There could be 7 members if the Student Assembly International Representative holds a
52 different Executive Board position. Each Vice President will be responsible for one of ISU's main
53 functions: ~~finance, publicity~~, funding, public relations, internal operations, planning, and advocacy.
54 ~~Everyone on the board is expected to show up~~ Executive Board members are expected to attend
55 Executive Board Meetings, General Body meetings, and functional team meetings if needed ~~to~~
56 ~~mandatory hearings, General Body meetings, as well as actively participating in event coordination.~~
57 Application to the board is selective based on Article IV. ~~The board needs~~
58 ~~subcommittees/functional teams. This is an internal way for the Board to prepare executive~~
59 ~~members for VP positions. The President is responsible for forming subcommittees and tries to~~
60 ~~accommodate everyone's interests. Each VP will lead a subcommittee that reports to the President,~~
61 ~~it is the duty of the VP to ensure the members of his/her team are involved, in some capacity, in all~~
62 ~~responsibilities pertaining to his/her role.~~

63 A. The Union consists of 5 functional teams. Functional teams are teams of students within the
64 Union that work towards a specific function of the Union. Functional teams will meet at
65 least once a week under discretion of the Vice President. The responsibilities of each
66 functional teams are:

67 i. Funding Team:

- 68 a. Appropriate the Union funds to intercultural events on campus based on
69 applications received throughout the academic calendar.
- 70 b. Further responsibilities of the team shall be determined by its Chair.

71 ii. Internal Operations Team

- 72 a. Plan a smooth recruiting process for the Union every year. This includes
73 executing all necessary steps following the creation of applications.
- 74 b. Ensure smooth functioning of General Body Meetings on a periodic basis.
- 75 c. Maintain membership development through internal events.
- 76 d. Plan a smooth election process for the Union when necessary. Including all
77 necessary steps from Article VI.
- 78 e. Further responsibilities of the team shall be determined by its Chair/Co Chairs.

79 iii. Planning Team:

- 80 a. Plan and coordinate Union events for each academic year
- 81 b. Plan and coordinate events for each academic year open to the entire Cornell
82 Community
- 83 c. Further responsibilities of the team shall be determined by its Chair.

84 iv. Public Relations Team:

- 85 a. Organize and plan the publicity for the Union recruitment each year so as to
86 ensure a strong and large pool of applications.

- 87 b. Provide publicity support to all functional teams, and promotion of the Union.
88 c. Further responsibilities of the team shall be determined by its Chair.
- 89 v. Advocacy Team:
90 a. Plan and coordinate advocacy campaigns that impact international students on
91 campus.
92 b. Effectively liaison with the Cornell University administration to support
93 international students on campus.
94 c. Further responsibilities of the team shall be determined by its Chair.
- 95 B. The job descriptions of the Executive Board members are:
96 i. The President
97 a. Casts a vote in case of a tie in an Executive Board meeting and election.
98 b. Oversees the Union and presides over meetings
99 c. Represents and Serves as a spokesperson for the Union
100 ~~d. Represents the Union at official events~~
101 d. Represents the Union in the Student Assembly, Graduate Professional Student
102 Assembly, and with other administrators of Cornell
103 e. Sets the Union and Executive Board size as needs change, but with respect to
104 article VI-D.
105 f. Establishes the direction and growth of the Union
106 g. Chairs weekly Executive Board meetings.
- 107 ii. The Vice President of Internal Operations
108 a. Maintains records of all meetings and dealings of the Executive Board and the g-
109 body, and provides them for the members of the Board either at meetings or
110 upon request
111 b. Coordinates with the President in the process of change of functional teams or
112 removal of Board members
113 ~~e. Monitors the progress and efficiency of the Board~~
114 c. In the absence of President, will oversee the Board and presides over the
115 meeting
116 d. Coordinates and leads recruitment for the board and the union Executive Board
117 and the Union.
118 ~~e. Maintain smooth functioning of g body meetings~~ Responsible, with the
119 President, for planning and executing the General Body meetings
120 f. Actively seeks to improve membership development and engagement, and
121 maintain cohesion between the various functional teams.
122 ~~g. Coordinating general members' roles for different events~~ Responsible, with the
123 President, for organizing the election process.
- 124 iii. The Vice President of Finance-Funding
125 i. Keeps a permanent record of financial transactions and reimbursements in
126 consultation with the Union's assigned advisor.
127 ii. Allocates funds upon approval of the Board Funding Team.
128 iii. Informs the Executive Board of its financial affairs regularly on the first week of
129 each month during Executive Board meetings.
130 iv. Serves as the contact person for all funding organizations on campus campus
131 organizations seeking funding.
132 v. Meets regularly with adviser- advisor to discuss and evaluate the financial
133 condition of the organization

- 134 vi. ~~Other than the President, represents the Board before~~ With the President and
135 the Student Assembly International Representative, represents the Union before
136 the Student Assembly
137 vii. Coordinates meetings with Student Assembly Appropriation Committee.
138 iv. The Vice President of Planning
139 a. Leads Planning effort to organize internal and external events for the greater
140 Cornell community
141 b. Coordinates the execution of ISU events that foster international awareness and
142 cultural exchange
143 c. Chairs the Planning functional team.
144 v. The Vice President of Public Relations
145 a. Leads ISU Public Relations ~~effort to organize of all ISU publicity efforts~~
146 b. Maintains contact with all student organizations on campus
147 c. Is responsible for branding and marketing the ~~group~~ Union during recruitment
148 and for ISU organized events.
149 vi. The Vice President of Advocacy
150 i. Form ties with various International Clubs around campus.
151 ii. Forms ties with Cornell University's Administration.
152 iii. Initiates conversations with International Students
153 iv. ~~Identify~~ Identifies challenges concerning International students' experiences at
154 Cornell
155 v. Hosts events, forums, and campaigns to help bring awareness to said challenges
156 vi. Writes and submit Diversity Inclusion Plan to the SA in consultation with the
157 Student Assembly International Students representative.
158 vii. Chairs the Advocacy functional team.
159 ~~vii. Executive Members:~~
160 i. ~~Responsible for voting and deciding on funding for internal events and events of~~
161 ~~other groups on campus~~
162 ii. ~~Responsible for voting on all board decisions such as election and constitutional~~
163 ~~changes~~
164 iii. ~~Will be assigned to help with minimum of 1 and maximum of 2 VPs~~
165 ~~viii. Ex-Officio Member:~~
166 i. ~~Selected from the Student Assembly's International at-large position~~
167 ii. ~~Acting as a liaison between the Union and the Student Assembly~~
168 iii. ~~Working in close conjunction with the Union's President and the VP of~~
169 ~~Advocacy~~
170 ~~A. The title of "Officer" will be given to members who are alternates to elected~~
171 ~~executive committee members in cases of absences.~~
172 vii. Ex-Officio Member:
173 a. Selected from the Student Assembly's International at-Large position(s).
174 b. Acts as a liaison between the Union and the Student Assembly.
175 c. Works in close conjunction with the Union's President and the VP of Advocacy
176 as a member of the Advocacy team.
177 viii. Executive Board Members:
178 a. Responsible for voting and deciding on execution of Union events.

- b. Responsible for voting on all Executive Board decisions such as elections and constitutional changes.
 - c. Prepares the ByLine Report for the Union every year.
 - d. Executive Board members reserve the right to share responsibilities of another member in special circumstances.
 - e. If an Executive Board member fails to execute her/his duties, the Executive Board has the right to dissolve that member with 75% or more of votes from eligible members. The Executive Board member in question shall not vote.
 - f. Executive Board members may assign the title of "Officer" to union members under the discretion of the Executive Board. Those members maintain their rights and duties as Union members.
- ix. Director:
- a. Acts as a resource for the Executive Board for internal and external administrative tasks.
 - b. Works closely with the President and the VP of Operations to lead special projects not specific to a functional team, acts in an advisory capacity for strategic and long term discussions for the Union and acts as a liaison between the old and new Executive Board after elections.
 - c. Serves as interim President until the election of a new president (described in article VI) upon vacancy of the President position.

199 *The Program Coordinator of the International Students and Scholars Office shall be the Advisor of the Executive*
200 *Board.*

201

202 Article VI – Election of Executive Board Members:

- A. Election of Executive Board members and Executive Committee members will be held whenever necessary each year for the following year. The election procedure is duly described in section F of this article.
- B. The election must be duly publicized. The publicity may take the following forms: Notification in the ISSO newsletter, fliers, and advertisements in the media.
- C. All ~~registered Cornell students~~ Union members are eligible to be on the Board
- D. The ~~mechanics of election to the~~ election procedures of the Executive Board are as follows:
 - i. Prospective members will send applications prior to the election to the incumbent President of the Union.
 - ii. A screening interview with members of the current Executive Board will take place.
 - iii. New members to the Executive Board will be selected as per the current needs of the organization with the election process described in Section F of this article.
- E. The mechanics of election of VPs within the Executive Board are as follows:
 - i. All members who are running for positions, contested or not, shall go through the election process stated in F.
 - ii. Contested Executive Board positions, and names of those nominated to the positions, will be noted. ~~If only one person is running for an officer position, s/he is automatically elected to it. If there is no candidate for the position, the members will vote amongst themselves to designate a person.~~
 - iii. There will be a Selection Committee for elections which will elect the new Executive Board members. The mechanisms of this will be as Section F.

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- iv. If there is no candidate for the position, the members of the Selection Committee will vote amongst themselves to designate a person for the position. Process runs through until the position is filled.
- v. If a candidate runs uncontested, the Selection Committee will still vote after interviewing the candidate to determine whether they are qualified for the position. If not, refer to E-iv.
- ~~vi. Ballot sheets will be handed out. For each contested position, each Board member should vote for one person only, and write the person's name in the space provided.~~
- ~~vii. Ballot sheets will be collected and vote counted.~~
- ~~viii. The names of the new Executive Committee members will be announced.~~

F.

~~Membership application to the union~~

- ~~1. Prospective members should fill out a form at a recruiting event or email the VP of Operations.~~
- ~~2. Member must attend at least 3 meetings and participate in at least 1 event coordination to be considered part of the ISU.~~

Election Process

- i. The Selection Committee will consist of current Executive Board members as well as 5 non-Executive-Board members from the Union. The incumbent President of the Union will chair this committee and will only vote in the case of a tie breaker.
- ii. The 5 non-Executive-Board members must be from the Advocacy (1), Operations (1), Planning (1), Public Relations (1), and Funding (1) functional teams.
- iii. Each non-Executive-Board member must be a member of the Union for at least one complete semester prior
- iv. The non-Executive-Board members of the selection committee will be elected by each functional team. Each member must attain the pluralist vote by all members of the team. Each member will be expected to make a short speech highlighting their impartiality and their commitment to the club. Non-Executive-Board members are responsible for reflecting the opinions of their electorate.
- v. The election process for Executive Board members
 - Phase 1: Public Forum — A Public Forum will be held to give all Union members the opportunity to question and evaluate candidates. Through the public forum, Union members can share their opinions and thoughts with the non-Executive-Board Selection Committee members. Candidates will be expected to make a 2 minute speech highlighting their impartiality and their qualities to be in a decision making position for the organization.
 - Phase 2: Interviews — Interviews will be conducted by the Selection Committee to give the Selection Committee the opportunity to ask candidates questions about the position they are running for. Upon interviewing candidates, the Selection Committee must vote on candidates for each position. A candidate is elected with majority vote of the Selection Committee.
- vi. Regulations of election process
 - a. Selection Committee members shall not be revealed until 24 hours before the interviews. Candidates shall not communicate with non-Executive-Board

- 269 members of the Selection Committee about any subject relating to elections once
270 names are released.
- 271 b. Deliberations are strictly confidential, no information should leak outside the
272 room.
- 273 c. Selection Committee members must be present for the entirety of the election
274 process in order to cast a vote.
- 275 d. Non-Selection Committee Union members shall not attend any elections
276 interviews.
- 277 e. e. A member of the Selection Committee shall be designated as a moderator to
278 remind everyone of the rules and ensure that discussions run smoothly.
- 279 f. f. Majority vote will be determined as simple majority. If there is a tie, the
280 president will be the tie-breaker.
- 281 vii. Once the Selection Committee has deliberated, ballot sheets will be handed out. For
282 each contested position, each Selection Committee member will vote for one person
283 only, and write the person's name on the ballot. Ballot sheets will be collected and
284 counted. The names of the new Executive Committee members will be announced.
- 285 G. Specific for the Director position
- 286 i. The new Executive Board, in consultation with the old Executive Board, will select the
287 Director position.
- 288 ii. The Director should be a member who has shown extensive contribution to the Union,
289 either as a past Executive Board member, or reflected through their sustained
290 contributions to the betterment of the Union.
- 291 iii. After consulting with the old Executive Board's recommendations, the Director will be
292 selected by a minimum two thirds majority vote of the new Executive Board.

293 Article VII – Membership application to the Union

- 294 A. Prospective members should fill out a form at a recruiting event or email the VP of
295 Operations.
- 296 B. Applicants will then go through a recruitment process which includes a resume drop, an
297 online application, and interviews with current Union members. Applicants will be judged
298 on the basis of their diversity, potential contributions to the progress of the union, and
299 cultural and functional fit with the current needs of the organization.
- 300 C. Applicants will be decided upon by all current Union members present at a deliberations
301 meeting held by the VP of Internal Operations and the President. Members must attend at
302 least 3 General Body meetings and participate in at least 1 functional team event to be
303 considered part of the ISU[2].
304

305 Article VIII ~~VII~~ – ~~Resignation~~/Removal of Executive Board/Union Members

- 306 A. Concerning Executive Board Members
- 307 i. A petition signed by ~~50% of the Board will be necessary for the Board to consider the~~
308 ~~removal of any member~~, 75% of functional team will be necessary for the Executive
309 Board to consider the removal of a VP of the corresponding functional team.
- 310
- 311 ii. If any member fails to meet the requirements of her/his office, ~~a two-thirds~~ 75%
312 majority vote of the Executive Board can remove her/him from the Executive Board
313 The president's removal shall also be decided by a 75% vote of the Executive Board

314 members. A member can be removed from the Board if found to conflict with the
315 interests of the Board. This procedure also requires a two-thirds majority vote after a full
316 hearing.

317 iii. Arriving ten minutes late unexcused at an Executive Board meeting constitutes a half
318 absence, while arriving one hour or more after the beginning of the meeting under
319 similar conditions is counted as a full absence. Three absences (and two for the first
320 semester of new members) will be allowed per semester. If someone exceeds that
321 allowance, each case will be assessed individually. The president will speak with the
322 member, and the board will discuss the case in light of the member's contributions and
323 other factors.

324 iv. Three unexcused absences (and two for the first semester of new members) will be
325 allowed per semester. If someone exceeds that allowance, each case will be assessed
326 individually. The President will speak with the member, and the Executive Board will
327 discuss the case in light of the member's contributions and other factors. Arriving ten
328 minutes late unexcused at a board meeting constitutes a half absence, while arriving one
329 hour or more after the beginning of the meeting under similar conditions is counted as a
330 full absence.

331 B. Concerning Union Members

332 i. A Union member can be removed from the Union under the discretion of the Executive
333 Board.

334 Article VIII IX – Mechanics of Meetings:

335 A. Functional Team Meetings

336 i. Meetings will take place weekly during the academic calendar, except during school
337 holidays, and will be presided upon by the team's VP.

338 ii. In the event that members of the Union feel that Executive Board members should
339 clarify their actions, the President is required to call a meeting of the Executive Board
340 within two weeks of receiving a petition to that effect, signed by at least one-third of the
341 Union members.

342 iii. Three unexcused absences for general Union members (and two for the first semester
343 for new members) will be allowed per semester. If someone exceeds that allowance, each
344 case will be assessed individually. The President will speak with the member, and the
345 Executive Board will discuss the case in light of the member's contributions and other
346 factors.

347 iv. Excuses must be up to the discretion of the VP of the Functional Team and excuses are
348 encouraged to be a minimum of 24 hours prior.

349 B. Specific for the Funding Team

350 i. Quorum will be one-half of the Funding Team, of whom one must be the VP of
351 Funding, unless they are excused.

352 ii. The VP of Funding will not vote during a decision-making process, unless there is a tie.
353 In case of a tie, the VP may cast a vote, or call for a revote, at their discretion.

354 iii. Voting on decisions must be blind in order to remove any biases.

355 C. Board meeting

356 i. Meetings will take place weekly during the academic calendar, except during school
357 holidays. The Executive Board will meet weekly to discuss Functional Team updates and
358 determine the short and long term goals for the organization.

- 359 ii. ~~In the events that members of the Board feel that Executive Board members should~~
360 ~~explain or clarify their actions, the President is required to call a meeting of the Board~~
361 ~~within two weeks of receiving a petition to that effect, signed by at least one-third of the~~
362 ~~Board members.~~ The meetings will be presided upon by the President and in their
363 absence, by the VP of Internal Operations
364 iii. ~~Quorum will be one-half of the Board, of whom one must be the President, unless~~
365 ~~she/he is excused.~~
366 iv. ~~The President will not vote during a decision-making process, unless there is a tie. In~~
367 ~~case of a tie, the President may cast a vote, or call for a re-vote, at her/his discretion.~~
368 D. General Body Meetings
369 i. Meetings will take place ~~weekly~~ every alternate week during the academic calendar,
370 except during school holidays or on an adhoc basis determined by the President in
371 consultation with the Executive Board.
372 ii. The VP of Internal Operations, in collaboration with the Executive Board and the
373 Internal Operations Team, will plan and preside over the General Body meetings.
374 Attendance is mandatory for all Union members.
375 iii. More than 3 unexcused absences in a semester is grounds for a hearing with the
376 Executive Board, which will then decide on the membership status of the members in
377 question.
378 iv. The purpose of the meetings is to improve synergy and cohesion among various
379 functional teams, provide general updates for each team, and provide membership
380 development and team building for all Union members.

381

382 Article IX – Internal Administrative Spending:

383 Internal administrative spending is defined as any expenditures incurred on activities only limited to
384 the internal membership of the Board for any administrative purposes. The Union shall not spend
385 more than 5% of its total Student Activity Fee allocation on internal administrative spending.

386

387 Article XI – Guidelines for Co-Sponsorship:

388 The following guidelines may be followed for funding a co-sponsored event.

- 389 A. Consider the cost-benefit ratio for the event.
390 B. Consider the anticipated size and profile (diversity) of the crowd attending the event.
391 C. Consider the percentage of the total budget requested from the ~~Board~~ Funding Team and
392 that the organization has explored other possible funding resources.
393 D. Consider whether the event is open to the entire Cornell community and promotes
394 internationalism and/or multiculturalism. If event does not fall under any of the
395 aforementioned category, the ~~Board~~ Funding Team can only fund publicity materials. All
396 other events will be considered on a case by case basis.
397 E. Provide ~~maximum~~ funding to small and new organizations, but not at the expense of the
398 former points (Article ~~IX~~ X A-D)
399 F. All student organizations, to be considered for co-sponsorship, must have registered their
400 organization with the Student Activities Office under the Dean of Students. If not possible,
401 the co-sponsorship applicants must be recognized by some element of the university, either

402 through professors, departments, or student organizations. ISU will also co-sponsor events
403 organized by Program Houses and Study Programs (provided they meet the criteria outlined
404 in Article ~~IX~~ X A-D)

405 G. To avoid double funding of a particular item using Student Activity Fee (SAF) money, each
406 group seeking co-sponsorship will be required to detail what SAFC/GPSAFC funding is to
407 be used for. ISU co-sponsorship can be used for items not covered by SAFC/GPSAFC
408 funding (e.g. Food) as well as to supplement SAFC/GPSAFC funding where this is not
409 adequate to cover a particular item. ISU can also explicitly state what portions of a particular
410 budget it will not fund.

411 H. Student organizations are required to submit 1 copy of the completed budget proposal per
412 member of the board, prepared according to the ~~Board's~~ Funding Team's recommended
413 outline (which will be made available to all students organizations), to the Board preferably
414 at least two weeks prior to the proposed event. This procedure will give the ~~Board~~ Funding
415 Team sufficient time to review the proposal and address any issues that may arise. Budgets
416 can be submitted up to two weeks after the event but are not guaranteed an equal review
417 and/or funding disbursement. Late applications ~~are~~ may be subject to a penalty.

418 I. ~~Board~~ Union members who are applying on behalf of their other affiliated organizations may
419 not be present for the discussion of their funding request or participate in the voting
420 process.

421 J. If a Funding Team member holds an officer position in another organization that applies for
422 funding, he / she will be prohibited to vote on any decision relating to that organization

423 K. The financial advisory committee will review the budget before submitting it to the ~~Board~~
424 Funding Team for hearing. If not properly prepared, the financial advisory committee may
425 ask an organization to revise the budget. Once the budget is submitted to the ~~Board~~ Funding
426 Team for hearing, decisions may be based on the available information, rather than sending
427 back the budget for additional information.

428 L. If a student organization feels that it was not treated fairly, it has the right to appeal to the
429 ~~Board~~ Funding Team to reconsider the funding decision. But the appeal must be made
430 within a week after ~~negotiation~~ funding decision.

431 M. The ~~Board~~ Funding Team must review all budget proposals. A full quorum (one-half) of the
432 Board is required to allocate funds. In the case of an organization unable to have its budget
433 reviewed at a regular meeting before the event (for some acceptable reason), the Board may
434 call an emergency meeting to review the budget.

435 ~~N. Funds for the co-sponsored events of the International Festival can be allocated (if
436 necessary) by the Executive Committee in consultation with at least one member (other than
437 the Vice-President for Finance) of the financial advisory committee. This right has to be
438 approved by the Board. Notifications to the Board must be made within a week.~~

439 N. ISU reserves the right to ask for copies of receipts from groups and examine the group's
440 budget after an event has taken place.

441 O. Co-sponsorship handling & budget hearing procedure

442 • The ~~board~~ Funding Team member collecting the budget should review it for
443 completeness. If items are missing or the budget incorrect, the group should be
444 contacted and requested to bring the necessary information / budget corrections
445 with them to ~~Sunday's~~ the funding hearing

446 • At the budget hearing the group will be asked to present itself, its mission and
447 outline the budget to be considered for co-sponsorship. The board members are

448 then free to ask questions to the group representative with due regard to the former
449 points (Article ~~IX~~ X A-F)

- 450 • During closed session: ~~President~~ The VP of Funding will allow 5 minutes of open
451 forum to discuss event. Then a call for dollar amounts will be made. A second from
452 another board member is required for each figure suggested. The person suggesting
453 must give reasons for ~~his/her~~ their figure. When all suggested amounts have been
454 presented voting will take place by hands starting w/ the lowest suggested sum. If
455 there is a tie the ~~president~~ The VP of Funding will cast ~~his/her~~ their vote.
- 456 • Groups will be contacted at the latest by the following Tuesday evening with the
457 decision of the board. The e-mail as well as indicating the amount funded will
458 explain in detail the reason for any deductions made by the board and include any
459 suggestions made during the groups' presentation. The e-mail must also specifically
460 request that all publicity acknowledges ISU co-sponsorship. Also if the event has an
461 entrance fee a request will be made at this time for two complimentary tickets to
462 permit members to attend according to the guidelines ~~outlined in Article IX M.~~
463 (outlined in Article IX M)
- 464 • Groups that are late or failed to appear at a previous hearing are not guaranteed an
465 equal review and/or funding disbursement. They ~~are~~ may be subject to a penalty.
- 466 • Groups that fail to include ISU's logo as a sponsor on their publicity material (online
467 and printed) ~~will~~ may be penalized.

468

469 Article XII – Subcommittees:

- 470 A. The Executive Board may form ad hoc subcommittees from time to time for any special
471 function, as it finds necessary.
- 472 B. The Executive Board may select members from the subcommittees from within the
473 Executive Board and/or outside the Executive Board.
- 474 C. Subcommittees will report to the ~~President~~ respective members of the Executive Board.
- 475 D. All decisions of the subcommittees will be subject to the approval of the Executive Board,
476 unless otherwise authorized by the Executive Board.

477 Article XIII – Amendments:

- 478 A. Any member of the ~~Board~~ Union may propose an amendment to this constitution.
- 479 B. An amendment shall be passed by a two-thirds majority vote of the Executive Board.

480 Appendices

481 Appendix 1: Instructions to groups seeking co-sponsorship from ISU The following information is
482 available on the ISU website (www.rso.cornell.edu/ISB www.isucornell.com) as well as the OrgSync
483 page (<https://orgsync.com/72626/chapter>)

- 484 • Your group must be recognized by the university. The group is encouraged to be registered
485 with the Students Assemblies Office. Contact Roxanne Edsall for more information.
- 486 • We can fund events by Program Houses and Study Programs.
- 487 • Events must be open to the entire Cornell Community. As a result, we do not fund events
488 held during University Holidays.

- 489 • Groups, on occasion, may request funding for overseas events and trips, contingent upon
490 the event/trip following ISU's usual funding criteria. Following the trip, groups who receive
491 funding for such events are required to present their experiences / trip in an ISU-sponsored
492 event. Such funding grants may be competitive.
- 493 • We cannot sponsor events where a portion of ISU co-sponsorship funds would go to
494 charity. Only operating expenses would be covered. However a donation box is permitted.
- 495 • We can fund events up to two weeks after they have taken place, PROVIDED the co-
496 sponsorship form was submitted before the event in question.
- 497 • Groups can be funded up to thrice per semester.

498 Funding Procedure:

- 499 • Follow SAFC guidelines, with the exception of food.
- 500 • Indicate on the form the date submitted and e-mail the ISU ~~Vice-President for Finance~~ VP
501 of Funding to inform him/her of the co-sponsorship request.
- 502 • Provide 1 copy of the budget proposal per ~~board~~ Funding Team member, and an equal
503 number of copies of any additional information you wish to include.
- 504 • We fund on an event by event basis and can provide a maximum of \$1000 (see below) for
505 events with less than 250 attendees. Events that are likely to have over 250 attendees or
506 involve the organization of several groups may receive a greater maximum funding
507 disbursement.
- 508 • 10-minute hearings will take place during regular ~~Board meetings~~ Funding hearings, i.e.
509 ~~Sunday evenings from 2:30 p.m. onwards.~~
- 510 • You will be contacted by e-mail of the ~~Board's~~ Funding Team's decision within 2 days of the
511 hearing.
- 512 • If the budget proposal is incomplete in any way, the ~~Board~~ Funding Team can ask the group
513 to return the following week to present a revised budget.
- 514 • If your event obtains funding from ISU all publicity (tickets, flyers, posters) for the event
515 must contain the following: the ISU logo, as well as "Co-sponsored by ISU."
- 516 • ISU reserves the right to ask for copies of receipts from groups and examine the group's
517 budget after an event has taken place.
- 518 • ~~A group must complete our survey to be eligible for receiving funding next time.~~

519 Appendix 2: Non-discrimination Clause

- 520 • As an organization, ISU will not discriminate on the basis of actual or perceived age, color,
521 disability, ethnicity, gender identity or expression, marital status, national origin, race,
522 religion, sex, sexual orientation, veteran status, or any combination of these factors when
523 determining its membership and when determining the equal rights of all general Union
524 members and Executive Board members, respectively, which shall include, but are not
525 limited to, voting for, seeking, and holding positions within the organization