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

4 **Section 1: Preamble**

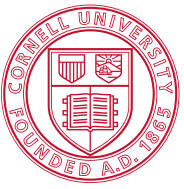
5 Each organization that receives funding from the Student Assembly (SA) through the Student Activity Fee (SAF) is
6 subject to Guidelines set by the Assembly in consultation with the Graduate & Professional Student Assembly
7 (GPSA), these organizations, and the Cornell student body.

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

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

32 **Section 3: General Guidelines**

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



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34 A. Eligibility: SAF allocations are to be used primarily for the benefit of undergraduate students. Organizations
35 that have the capability to be student run and led shall be primarily student run and led.

36 A-B. SA Access: The Vice President for Finance shall have immediate access to the budgets, operating
37 accounts, associated accounts, and all income sources for any SAF-funded organization at any time. These
38 items may be shared with the Appropriations Committee at the discretion of the Vice President for Finance.

39 B-C. Event Ticketing: For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for
40 which admission is charged:

- 41 i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via
42 the SAF.
- 43 ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a
44 substantial amount of tickets reserved for student use).
- 45 iii. The Appropriations Committee or the Executive Committee shall have the ability to request that
46 organizations publish a report to the SA on the amount of money received for an event, where that
47 money has been allocated, total attendance, and how much money was spent on the event.

48 i. Attendance Tracking: Each By-line Funded Organization shall, whenever possible, provide accurate
49 attendance figures. Such figures may be acquired through a number of measures including swiping Cornell
50 ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count entrants. For
51 events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance
52 through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own
53 scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking
54 attendance would provide an unnecessary burden to organizations, a brief written statement explaining why
55 attendance was not taken is required.

56 D.

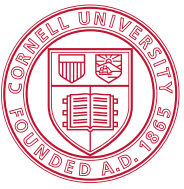
57 E. Public Promotion & Engagement: Each organization shall regularly advertise its existence and
58 encourage student participation at its meetings, which shall be open to the public. Each organization funded
59 by the SA will be required to include the SA logo or the following statement on all fliers, posters, promotions,
60 programs, and literature "Funded in part by the Student Assembly".

61 D. Capital Expenditures: ~~SAF allocations are meant to serve as a "current account." No organization shall use~~
62 ~~its Fee allocations for major capital equipment purchases costing more than \$500 without the express~~
63 ~~approval of the SA. Organizations shall request approval in their annual fall report to the SA. A major capital~~
64 ~~equipment purchase shall be defined as anything having a useful life of two years or more.~~

65 F. Funds Partitioning: SAF money and earned income generated from SAF-funded events and programs will
66 preferably shall be held in ~~a~~ separate University accounts for accounting and reporting purposes, referred to as
67 the SAF account and the SAF earned income account, -respectively. Otherwise all expenditures from SAF
68 money shall be authorized by the Organization in accordance with its governing documents. These
69 requirements apply to all organizations unless explicitly exempted in this Appendix or waived by a 2/3 vote
70 of both the Appropriations Committee and the Student Assembly. The waiver shall apply for one by-line
71 funding cycle. Otherwise all expenditures from SAF money shall be authorized by the Organization in
72 accordance with its governing documents.

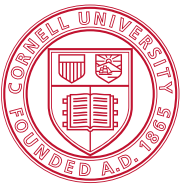
73 G. Prohibition on Compensation: Activity fee funding shall not be used to compensate individuals. Towards
74 this end, no Advisor, President, Treasurer, staff member, other officer, or member of an organization may be
75 compensated from an organization's SAF account or SAF earned income account.

76 E.—



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- 77 ~~F.H.~~ **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a
78 non-voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels
79 their liaison is failing in their duty, a new liaison may be appointed.
- 80 ~~G.I.~~ **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the
81 Appropriations Committee with a written account of the use of its fee allocation and operations for the
82 previous academic year, and an oral summary of its activities, including usage statistics and future
83 programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the
84 committee's recommendation on whether or not the organization should receive an increase in funding, a
85 decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall
86 then provide a written summary report of these meetings to the SA.
- 87 ~~H.J.~~ **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current
88 funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
- 89 ~~I.K.~~ **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The
90 Appropriations Committee must approve organization's conference expenditures and each organization must
91 demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its
92 mission statement. Organizations shall request approval in their annual fall report to the SA. All conferences,
93 teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no
94 greater than \$4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply
95 to SAFC-funded organizations.
- 96 ~~J.~~ **Governing Document Approval:** All organizations must submit any changes in the Organizations' bylaws,
97 constitution, or other governing documents to the SA for its approval.
- 98 ~~K.L.~~ **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive
99 such funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or
100 perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race,
101 religion, sex, sexual orientation, veteran status, political affiliation, or any combination of these factors when
102 determining its membership and when determining the equal rights of all general members and executive
103 board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding
104 positions within the organization. Additionally, all organizations receiving funding from the Student Activity
105 Fee and that serve as a funding source for other organizations on campus shall not discriminate on the basis
106 of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national
107 origin, race, religion, sex, sexual orientation, veteran status, political affiliation, or any combination of these
108 factors when awarding funding.
- 109 i. Notwithstanding these requirements, a club sport may make requirements based on competitive
110 athletic skill which may result in a club sport of one or predominantly one gender. Organizations may
111 also make requirements based on vocal range or quality which may result in a chorus or choruses of
112 one or predominantly one gender. Organizations that participate in activities with governmental age
113 restrictions may also make appropriate requirements on the basis of age.
 - 114 ii. Organizations may also enforce uniform standards of ~~belief or~~ conduct as a prerequisite for obtaining
115 some or all rights of general members and executive board members, respectively, so long as said
116 standards are protected by the 1st Amendment of the United States Constitution in the context of a
117 public university and do not impede enforcement of Appendix B, Section II, subsection E.



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- 118 iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall
119 include a “Non-discrimination Clause” section in its bylaws, constitution or other governing
120 documents reflecting this policy.

121 **Section 4: Organization Specific Guidelines**

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

123 B.A. ALANA Intercultural Board

- 124 i. \$2.05 shall be used to fund ALANA’s member organizations as outlined in the ALANA constitution
125 ii. \$3.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program each
126 year.
127 iii. MCFAB shall seek to bring ~~multiple acts to campus representing different musical genres.~~diverse
128 programming to campus.
129 iv. \$1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella
130 organizations as outlined in the ALANA constitution. Umbrella organizations ~~may shall~~ not apply for
131 SAFC funding.
132 v. \$1.10 per student per year of the ALANA allocation shall be contributed towards ALANA’s own
133 administrative costs and programming needs such as general body meetings and other intercultural
134 programming

135 B. Alternative Breaks

- 136 i. Alternative Breaks shall ~~reduce transportation costs.~~

137 v. —

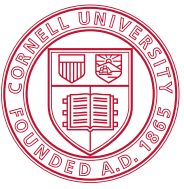
138 C. -Athletics & Physical Education

- 139 i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each
140 undergraduate student. \$7.00 per student per year of the total annual Athletics allocation may be
141 spent towards providing the BRSP. The BRSP shall provide free admission to all varsity sports
142 excluding Men’s Varsity Ice Hockey.
143 ii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell
144 Athletic events to the entire Cornell community. ~~\$3.00-2.08~~ per student per year of the annual
145 Athletics’ allocation may be spent towards providing marketing and promotions. ~~Athletics shall~~
146 ~~further promote increased autonomous student leadership in the Sports Marketing Group during the~~
147 ~~2016-2018 funding cycle.~~The Sports Marketing Group shall increase spending on marketing directed
148 at women’s sports.
149 iii. The \$2.08 per student per year shall be listed as a separate budget item and the Sports Marketing
150 Group shall report to the Student Assembly the total spending on advertising for men’s and women’s
151 sports before the final Student Assembly meeting in the spring.
152 iv. Athletics shall ~~further promote increased~~have autonomous student leadership in the Sports
153 Marketing Group during the 2018-2020 funding cycle.

154 ii. —

- 155 ~~iii.~~ The BRSP shall ~~provide free admission to all varsity sports excluding Men’s Varsity Ice Hockey.~~

156 D. Class Councils



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

159 ~~i.~~

160 E. Collegiate Readership Program

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

163 ii. The SA Vice President for Finance or their designee shall oversee the operations and finances of the
164 Collegiate Readership Program.

165 iii. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal
166 access for undergraduate students.

167 ~~iv.~~ Newspapers shall be distributed from the Monday of the week prior to the first full week of classes
168 to the last day of exam week during each fall semester and from the first day of class to the last day
169 of exam week during each spring semester. These distributions periods do not include Fall Break,
170 Thanksgiving Break, or Spring Break.

171 v. ~~CRP liaison~~ SA Vice President for Finance or their designee shall prepare and present a report to
172 the Student Assembly at the end of each academic year with information regarding readership and an
173 analysis of the current distribution locations. Any proposed changes in locations or proportions must
174 be approved by a ~~two-thirds~~ majority vote of the SA.

175 ~~vi.~~ The SA Vice President for Finance shall report to the Student Assembly the amount allocated to the
176 New York Times and Wall Street Journal.

177 ~~iii.~~ The CRP liaison shall yearly provide a list of publications available through CRP that are deliverable
178 to Ithaca and allow the SA to change the publications that are purchased.

179 F. Community Partnership Board

180 i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be
181 paid by the Board's parent body, the Public Service Center, or other non-activity fee sources of
182 funding.

183 ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual
184 report to the SA.

185 G. Convocation

186 i. At the time of the selection of Convocation Committee membership, the Convocation Committee
187 Chair shall invite all voting members of the SA, directly-elected undergraduate members of the UA,
188 and student-elected trustee(s) that belong to that class year ~~will be invited~~ to participate as full voting
189 members of the Convocation Committee. The SA Vice President for Finance shall serve as an ex-
190 officio member of the Committee.

191 ii. Convocation shall ~~seek to~~ announce speaker selection first at a Student Assembly meeting.

192 ~~iii.~~ Convocation Committee shall notify the SA Vice President for Finance if the Committee is expected
193 to require more than its SAF allocation to support Convocation.

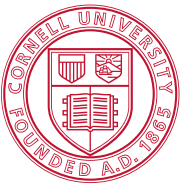
194 ~~H.~~ Cornell Cinema

195 ~~i.~~ Cornell Cinema shall not increase student ticket prices without the express approval of the SA.

196 ~~ii.~~ Cornell Cinema shall strive to promote autonomous student leadership.

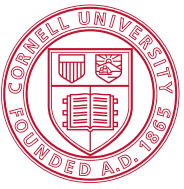
197 ~~H.~~ Cornell Concert Commission

198 i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah
199 Rink, or similar venue.



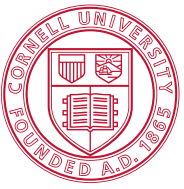
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- 200 ii. The Concert Commission shall ~~strive to~~ put on one free concert during the academic year.
201 ~~iii. The Concert Commission shall strive to do at least one event in the Bears Den every year.~~
202 iii. The Cornell Concert Commission shall send a report to the Appropriations Committee any time a
203 concert loses more money than expected detailing the loss and the impact it will have on future
204 operations.
205 ~~iv.—~~
- 206 J.I. Cornell University Emergency Medical Service
207 i. CUEMS may save no more than \$25,000 per each two-year funding cycle toward the purchase of a
208 new vehicle.
209 ii. CUEMS shall record the number of undergraduates who use their CUEMS services.
- 210 ~~K.J.~~ Cornell University Programming Board
211 i. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to
212 campus. ~~Such speakers should have diverse following, within the university, and in the Board's best~~
213 ~~opinion, should be able to attract a large attendance by students and community members.~~
214 ~~ii.~~ CUPB shall record the number of undergraduate who attend each program.
- 215 H.K. CU Tonight Commission
216 i. CUTonight shall ~~seek to~~ promote non-alcoholic, late night social programming, on campus, open to
217 the entire Cornell community.
218 ii. CUTonight shall send at least one representative to every funded event with the intention of
219 reviewing the event
220 iii. CUTonight shall ~~develop an appeals process whereby student organizations applying for funding~~
221 ~~have the opportunity to present why they believe the commission overlooked funding provide~~
222 ~~applicant organizations the opportunity to appeal the decisions of the Commission to the~~
223 Appropriations Committee.
224 iv. CUTonight shall develop and adhere to a rubric off of which the commission will evaluate
225 applicants. This rubric shall be submitted to the SA Vice President for Finance for approval by the
226 Appropriations Committee.
227 v. CUTonight shall forward the results of the rubric to the SA Vice President for Finance after each
228 CUTonight funding cycle.
229 ~~iii.—~~
- 230 M.L. Orientation Steering Committee
231 i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning
232 and implementation of all August and January orientation activities.
233 ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing planned
234 activities for the upcoming Orientation week
235 iii. The president of the SA and the ~~senior~~ Student Elected Trustee must be invited to address the new
236 students at the President's New Students Convocation each year. If the Cornell University President
237 limits the OSC to two speakers, the president of the SA must be invited.
238 iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
239 v. OSC shall increase funding for both transfer and January Orientation programming.
240 vi. OSC shall allocate more than \$1.142 of their allocation towards programs designed to educate new
241 students about consent and sexual assault.
242 vii. OSC shall submit the results of the feedback surveys to the Appropriations Committee.



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- 243 ~~viii.~~ OSC shall reduce the costs of apparel.
- 244 ~~N.M.~~ Outdoor Odyssey
- 245 i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for
246 pre-orientation trips and shall dedicate no less than \$20,000 per year towards this program.
- 247 ii. Outdoor Odyssey shall conduct a review during the 2018-2019 Funding Cycle of the
248 demographics of those who attend.
- 249 ~~iii.~~ Outdoor Odyssey shall investigate creating trips accessible for the differently abled, and shall report
250 their findings to the Student Assembly before the final Student Assembly meeting in the fall of 2018.
- 251 ~~O.N.~~ Senior Days
- 252 i. SAF-funded Senior Week events will charge no admittance fee and will be open to all seniors.
- 253 ~~ii.~~ Before the final Student Assembly meeting in the fall, Senior Days shall report to the Appropriations
254 Committee the attendance, expenditures, and income generated from each event held during the
255 most recent Senior Days.
- 256 ~~P.O.~~ Slope Day Programming Board (SDPB)
- 257 i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at
258 the end of the spring semester.
- 259 ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
- 260 iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted
261 by the SA.
- 262 ~~iv.~~ The Slope Day Programming Board shall work with the Cornell Administration to achieve the best
263 possible event for all Cornell students.
- 264 ~~v.~~ The Slope Day Programming Board shall collect demographic information from all Slope Day
265 entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope
266 Day.
- 267 ~~vi.~~ The Slope Day Programming Board shall seek to announce artist selection first at a Student
268 Assembly meeting.
- 269 ~~vii.~~ The Slope Day Programming Board shall set a price floor for non-activity fee paying individuals
270 approximately equal to the total activity fee disbursement divided by projected undergraduate
271 attendance. The price paid by non-activity fee paying individuals shall be no less than the activity fee
272 allocation, except with the explicit consent of the Student Assembly.
- 273 ~~Q.P.~~ Slope Media Group
- 274 i. Slope Media Group shall establish durable goods inventory management procedures, which must
275 include details about anticipated storage locations, authorized persons to possess or handle
276 equipment, device security, and theft.
- 277 ~~ii.~~ Slope Media group shall not spend student activity fee funding on any giveaways including but not
278 limited to glassware, clothing, and general accessories, without the explicit approval of the
279 Appropriations Committee.
- 280 ~~R.Q.~~ Student Activities Funding Commission
- 281 i. SAFC shall publish and make publicly available a written account of the organizations requesting
282 funding, the amount requested, the amount rewarded, and the amount spent.
- 283 ii. Criteria for funding of undergraduate student organizations may not be altered or waived without the
284 express-explicit approval of the SA.



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iii. The SAFC shall reserve at least 1 dollar per student per year for a special projects fund. Monies held in this fund will be allocated first for appeals of the SAFC's funding decisions to the [SASAFCAppeals Board](#).

~~iv. Each organization funded by the SAFC will be required to include the following SAF logo or statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student Activities Funding Commission".~~ SAFC shall annually review and amend its tier system guidelines to ensure that expenditure projections do not increase more than 3% per year. SAFC shall report the outcome of this review to the [Appropriations Committee](#).

~~iv.~~

~~S.R.~~ Welcome Weekend

~~i.~~ Welcome Weekend shall seek to hold events during the first two weeks of each semester.

~~ii.~~ Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and shall record undergraduate attendance.

~~iii.~~ Welcome Weekend shall seek out co-sponsorships where applicable.

~~i.~~

~~F.S.~~ Willard Straight Hall Student Union Board

~~i.~~ All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding environments and be directly associated with the purpose and mission of WSH.

~~ii.~~ WSH SUB shall develop and adhere to a yearly budget. By a majority vote, the [Appropriations Committee](#) may amend the budget.

~~iii.~~ WSH SUB shall not purchase and dispense giveaways including but not limited to gold or silver plates and graduation gifts.

~~W.T.~~ Women's Resource Center (WRC)

~~i.~~ The Women's Resource Center shall collaborate with the Student Assembly Women's Liaison Representative, ~~Community Life~~ on safety, health, and other topics pertinent to women on campus.

~~ii.~~ \$0.50 per student per year of the WRC allocation shall be used for the development and operation of the Big Red Shuttle late night shuttle service. The Women's Resource Center will be responsible for coordinating the management and operation of the Big Red Shuttle late night shuttle service. The WRC shall set a budget at the beginning of the year for Feminism Food for Thought not to exceed \$5,000.

~~i.~~ When 80% of this budget has been exhausted, the WRC shall notify the SA Vice President for Finance.

~~ii.~~ The WRC shall strive to maximize and strive to track attendance at this event.