

Resolution 4: Amending the Student Assembly Charter

Abstract: This resolution amends the current Student Assembly Charter to streamline the Student Activity Fee allocation guidelines and procedure. Additionally, it allows for the Campus Activities organization re-registration to open before an application is due, allows byline officers/advisors to focus on development and structures over the summer leading up to the start of the academic year rather than trying to balance a double reporting byline process that requests similar data sets, and fosters a more collaborative and engagement relationship between byline organizations and the Student Assembly, rather than a process-heavy and transactional relationship.

Sponsored by: Rocco DeLorenzo '24

Reviewed by: Executive Committee, 06/11/2023, 5-0-0

Type of Action: Internal Policy

Originally Presented: 06/25/2023

Current Status: Approved, 17-0-0

Whereas, the current Student Fee Allocation procedures dictate a preliminary application and final application organizations must complete to be funded with the Student Activity Fee.

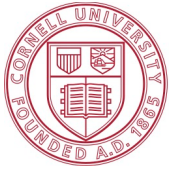
Whereas, in the past, multiple applications have confused applicants, added to the complexity of the already complex Student Activity Fee allocation process, and contain elements that are redundant within both applications.

Whereas, according to the current Student Activity Allocation Procedure, all bylines must complete the eligibility checklist for the preliminary application that includes being fully registered, in good standing, and full compliance with Campus Activities.

Whereas, this re-registration process through Campus Activities will not be available for byline organizations to complete before late July/ early August 2023.

Whereas, with the current preliminary application, this creates excess summer work for byline officers or advisors with applications that do not provide much useful information before the fee-setting year.

Whereas, by eliminating the preliminary application from the Student Activity Fee allocation procedures, and moving to a single "final" application that contains the same information collected as the previous preliminary application and final applications, this will;



Cornell University Student Assembly

- 37 • Allows for the Campus Activities organization re-registration to open before an
38 application is due,
- 39 • Allows byline officers or advisors to focus on development and structures over the
40 summer leading up to the start of the academic year rather than trying to balance a double
41 reporting byline process that requests similar data sets, and,
- 42 • Will foster a more collaborative and engagement relationship between byline
43 organizations and the Student Assembly, rather than a process-heavy and transactional
44 relationship.

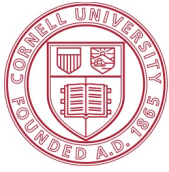
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46 **Whereas**, lines 360-462 of the SA Charter, Appendix A: Guidelines for the Allocation of the
47 Student Activity Fee, Section 4: Procedure, will be struck from the current SA Charter.

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49 **Be it therefore resolved**, the following will be inserted in line 360 of the SA Charter;

50 Section 4: Procedure

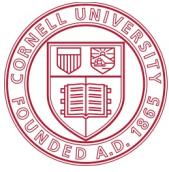
51 A. Application

- 52 i. The Office of Assemblies shall make final application materials available for all
53 interested applicants at least 1 week before the beginning of the Fall semester in
54 an odd year.
- 55 ii. The deadline for final application submissions is noon on Friday of the third week
56 of the fall semester in which classes are held in a fee setting year.
- 57 iii. Each applicant must submit in print and digitally in a single file, using forms
58 provided by the Office of the Assemblies, a final application including:
 - 59 a. name of applicant,
 - 60 b. mission statement, of the organization or program,
 - 61 c. checklist statement regarding eligibility criteria that includes,
 - 62 i. being a registered organization,
 - 63 ii. being student-directed and student-led,
 - 64 iii. possessing a University operating account with internally
65 controlled funds,
 - 66 iv. directly and primarily serve/benefit the entire undergraduate
67 Cornell community,
 - 68 v. allowing all students equal access to services and/or participation,
 - 69 vi. requesting as part of their annual operating budget at least \$0.50
70 per student, per year, from the SAF,
 - 71 vii. having a Cornell-employed advisor with oversight of its account,
 - 72 viii. being of university status and have an advisor who is provided by
73 the university to advise the operations of the organization,
 - 74 ix. having been a pre-registered university organization and be in
75 good standing with Campus Activities, and,
 - 76 1. been previously funded by either the SAFC, the Student
77 Assembly, or a University department/unit, or
 - 78 2. being in the top tier of their current primary funding board



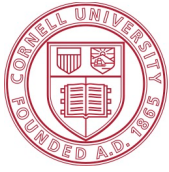
Cornell University Student Assembly

- 79 (they have outgrown the primary funding board model and
80 thus seeking a higher level of recognition and funding on
81 campus), or,
82 3. if a new applicant, present a petition of fifteen hundred
83 (1500) registered undergraduates to the Student Assembly.
84 d. current primary and secondary contacts for the organization including
85 email and phone contact information,
86 e. a written organization profile, including:
87 i. officers,
88 ii. number of members, and
89 iii. description of activities, programming, and events conducted in the
90 present cycle,
91 f. A requested amount in dollars per student per year,
92 g. A summary of request for funding which describes how the applicant
93 intends to use funding and summarizing any changes if the applicant is a
94 returning applicant,
95 h. financial statements for the past two academic years, the current academic
96 year, and financial projections for the two following years based on
97 requested funding levels during the funding cycle, and
98 i. an analysis of the current academic year's financial statements showing
99 hypothetical spending on each budget item in an organization's financial
100 statements if the organization received 10%, 25%, and 35% less funding
101 than its current allocation.
102 iv. The Office of the Assemblies will make received application materials available
103 for public viewing online. Any material submitted to the Appropriations
104 Committee is considered "confidential information". Any pages containing
105 confidential information must be explicitly stamped "confidential" and clearly
106 identified to distinguish them from the publicly viewable portion of the
107 application.
- 108 B. Off-Year Reporting by Appropriations Committee
109 i. By the first day of classes in a fee-setting academic year, the Vice President for
110 Finance will report each result of off-year byline meetings which occurred in the
111 academic year prior to the fee-setting year.
112 a. This report will document decisions of the Appropriations Committee in
113 the form of a funding increase, decrease, or remain the same per byline.
114 b. The Vice President of Finance will report this to Assembly, the Vice
115 President for Student and Campus Life, and the President of the
116 University.
- 117 C. New Application Petitions for Student Activity Fee Funding
118 i. If a new applicant, they must present a petition of fifteen hundred (1500)
119 registered undergraduates to the Student Assembly.
120 a. Petitions must include signatures of fifteen hundred (1500) undergraduate



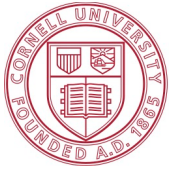
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- 121 students registered in that semester.
- 122 ii. If the number of valid signatures is found to be under 1,500, the organization will
123 be informed and will have until their scheduled meeting with the Appropriations
124 Committee in a fee-setting year to procure the missing signatures.
- 125 iii. If the number of valid signatures is found to be under 1,500, at the discretion of
126 the Vice President of Finance, it is recommended to move their scheduled
127 Appropriations Committee to after all other byline organizations in the same
128 semester of a fee-setting year.
- 129 D. Pre-Appropriations Meeting in a Fee-Setting Year
- 130 i. At least one week before the deadline for final application submission, the Vice
131 President for Finance shall convene mandatory meetings for the Presidents,
132 Treasurers, and Advisors of all applicants.
- 133 a. At the meeting, the Vice President of Finance shall explain the procedure
134 of allocating the Student Activity Fee, explain the procedure of
135 Appropriations Committee meetings, and answer questions regarding final
136 application details.
- 137 b. If applicants have already submitted their final application, applicants
138 shall notify the Vice President for Finance of any amendments they wish
139 to make or supporting material to add at this meeting.
- 140 c. The Vice President for Finance can grant an extension for all
141 organizations if there is a delay in the availability of application materials.
- 142 E. Byline Organization Eligibility Reporting
- 143 i. In the next regularly scheduled meeting of the Student Assembly after the
144 deadline for final applications, the Vice President for Finance will report to the
145 Assembly on the eligibility of each applicant, identifying:
- 146 a. any new applicants that do not meet one or more eligibility criteria, and
147 b. any returning applicants that do not meet one or more eligibility criteria
148 which the Assembly may not waive.
- 149 ii. The Assembly may waive those eligibility requirements it is empowered to waive
150 on a per organization basis for any organization for the remainder of the semester.
151 Such organizations may then proceed through the appropriation process, provided
152 they meet all other eligibility criteria not waived by the Assembly.
- 153 F. Appropriation Process
- 154 i. Within one week after the deadline for final applications, the Appropriations
155 Committee shall begin to review applications for each applicant deemed to be
156 eligible or for which eligibility criteria are waived by the Assembly.
- 157 ii. The Appropriations Committee will:
- 158 a. arrange a hearing where the applicant may address questions of the
159 committee,
160 b. decide whether to fund the applicant in any amount, and,
161 c. if it decides to fund the applicant, adopt an allocation in dollars per student
162 per year of no less than fifty cents and no more than the request submitted



Cornell University Student Assembly

- 163 by the applicant.
- 164 a. The allocation of the Student Activities Funding Commission
- 165 (SAFC) can be greater than the request submitted in the
- 166 application.
- 167 iii. At each meeting of the Assembly immediately preceding such a meeting of the
- 168 committee, the Vice President for Finance will report the date, time, and location
- 169 of the meetings as well as the names of applicants the committee intends to
- 170 review.
- 171 iv. At each meeting of the Assembly immediately following such a meeting of the
- 172 committee, the Vice President for Finance will introduce a written report,
- 173 including:
- 174 a. name of applicant,
- 175 b. amount requested by applicant,
- 176 c. amount of allocation recommended by committee,
- 177 d. rationale explaining committee's recommendation, and
- 178 e. a brief response from the applicant, including any request to appeal to the
- 179 Assembly. The Vice President for Finance may set a deadline for the
- 180 applicant to submit a response, provided the deadline is no less than one
- 181 business day after the applicant receives notice of the committee's
- 182 decision.
- 183 v. The Vice President for Finance must inform each applicant of the time and
- 184 location of any meeting where the report is to be presented or reviewed and must
- 185 advise each applicant to send a representative who may answer questions of
- 186 assembly members.
- 187 vi. If an applicant chooses to appeal the committee's recommendation, the Assembly
- 188 will reconsider the recommendation of the committee. The Office of Assemblies
- 189 will provide several copies of complete application materials at any meeting
- 190 where the assembly considers appeals.
- 191 vii. The Vice President for Finance will also file minutes of the committee's meetings
- 192 with the Office of the Assemblies.
- 193 viii. The committee will submit its final recommendation, including individual
- 194 allocations, to the Assembly in the form of a legislative at least two regularly
- 195 scheduled Student Assembly meetings before the end of the fall semester.
- 196 G. Student Assembly Appropriation Process
- 197 i. The Assembly shall not adopt the recommendation of the Appropriations
- 198 Committee at the same meeting that it is proposed.
- 199 ii. The Assembly shall provide notice to all applicants at least one full day in
- 200 advance at any meeting where legislation related to its funding is discussed.
- 201 iii. The President of the Assembly will transmit its recommendation to the President
- 202 for consideration by the last day of finals of the fall semester, including:
- 203 a. the total amount of SAF recommendation,
- 204 b. the allocations of each by-line funded organization, and



Cornell University
Student Assembly

205 c. a short description of each organization.

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207 **Be it further resolved,** that the Student Assembly Vice President of Finance disseminate this
208 information to currently funded byline organizations so that this updated information is made
209 publicly available.

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211 **Be it finally resolved,** the Student Assembly adopts these changes to streamline the Student
212 Activity Fee allocation guidelines and procedure.

213 **Respectfully Submitted,**

214 Rocco DeLorenzo '24

215 *VP Finance, Student Assembly*