

Charter

Cornell University Student Assembly

As Amended on September 9, 2021

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

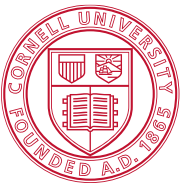
The object of this assembly shall be to effect more extensive involvement in campus governance in the undergraduate student body. This is accomplished by charging the assembly with the authority and the responsibility to examine any matters which involve the interests or concern the welfare of the student 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.



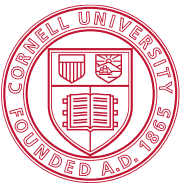
Cornell University Student Assembly

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

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

51 **Section 3: Reporting of Student Assembly Actions**

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



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71 majority vote of the voting membership of the Student Assembly electronically prior to being presented to
72 the University President.

73 **Section 4: Objection to Actions**

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

81 **Section 5: University Calendar**

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

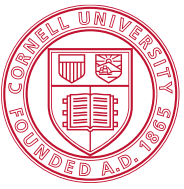
87 **Section 6: Presidential Information**

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

95 **Section 7: President's Report**

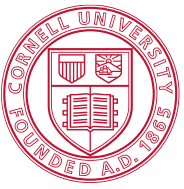
96 The President of the University or his/her appointee will make a report in writing to the SA at the end of each
97 semester. This report will be due at the beginning of the last SA meeting of each semester. This report will
98 include: 1) the status of all policies and departments affected by campus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

101 **Section 8: Public Hearings, Forums, and Referenda**



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- 102 A. The SA will have the authority and responsibility to conduct public hearings, forums, and referenda
103 concerning topics of current student interest, and to determine in other appropriate ways student needs
104 and opinions.
- 105 B. At two times during the course of the fall and spring semesters, a student or student group (referred to as
106 the “submitter”) may submit a referendum of any topic of current student interest to the Student Assembly
107 general body upon successful collection of support from at least 3-percent of the registered undergraduate
108 student body (submitters should plan to collect at least 450 undergraduate signatures) according to the
109 following procedure:
- 110 i. The referendum must contain a single or a series of referendum questions that are neutrally
111 worded and call for a yes/no response. Once the submitter has started gathering signatures, the
112 question may not be changed or modified in any way. Submitters must collect signatures (defined
113 as a willfully submitted record of first name, last name, and NetID) exclusively from registered
114 undergraduate students at Cornell University. Digital and print solicitation methods are permitted,
115 provided that the referendum question and sponsoring student or student organization are clearly
116 visible. An electronic form (ex, Google form) may be used to gather the names and NetIDs of
117 students, but the final submission must be on the appropriate form provided by the Office of the
118 Assemblies.
- 119 ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the
120 election materials for the Fall and for the Spring. All deadlines will be advertised through the SA
121 monthly newsletter as well as the other usual publicity instruments. Once a referendum question
122 with the appropriate number of signatures has been submitted, the SA general body will roll call
123 vote by simple majority whether to hold the referendum. The vote will also make the provision
124 for two collective community votes. If the SA votes by a margin of 80% or more of voting
125 members to NOT hold the referendum, the referendum is suspended. If the SA votes by simple
126 majority but less than 80% of the vote to NOT hold the referendum, the submitter may overturn
127 the decision of the SA by collecting the signatures of at least 10-percent of the registered
128 undergraduate student body using the same method described in section A. 2. Once a referendum
129 is approved or has gathered the support of at least 10-percent of the registered undergraduate
130 student body, the following timeline will be observed:
- 131 a. STATEMENT PERIOD. The Student Assembly Executive Vice President will put out a
132 call for pro or con statements regarding the referendum question. Any member of the
133 Cornell community may submit a statement. Each statement will be no longer than 300
134 words. The statements must pertain to the topic of the referendum question. The deadline
135 for pro or con statements will be seven (7) days from when the call was first made public.
- 136 b. PROMOTIONAL PERIOD. Once the seven-day statement period has ended, the Student
137 Assembly Vice President for Public Relations has a period of three (3) days to promote
138 the referendum question and any submitted statements. The Office of the Assemblies will
139 distribute via email to all registered undergraduate students the following: information on
140 when and how to vote in the referendum, the referendum question, and any pro or con
141 statements submitted.
- 142 c. VOTING PERIOD. The Office of the Assemblies will conduct the referendum on the
143 next business day following the conclusion of the promotional period. The voting period



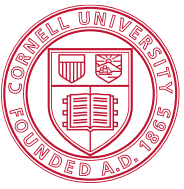
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- 144 will be exactly 36 hours. The Office of the Assemblies will display any pro or con
145 statements submitted during the statement period on the poll.
- 146 iii. The Office of the Assemblies will publicly release the results of the referendum within one
147 business day following the conclusion of the Voting Period, including the percentage of the
148 undergraduate population that voted.
- 149 iv. If a referendum has a majority of votes in favor of the submitter, then the President of the Student
150 Assembly will communicate the referendum question, a summary of each side of the argument,
151 and the results of the referendum to the Office of the President in the form of a referendum
152 action.
- 153 v. The Office of the Assemblies will record and make publicly available all communication between
154 the President of the Student Assembly and the Office of the President.

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

- 156 A. Two members will be selected from and by the membership of the SA to serve as voting members of the
157 UA and to act as a liaison between the UA and the SA. Elections for the two SA voting members to the
158 UA shall be by separate secret ballots. Elections will be conducted using a single transferable vote
159 system. The President may not be one of the SA representatives to the UA. The remaining two
160 undergraduate student members of the UA shall be elected by the undergraduate student body at the time
161 of SA's spring elections in the same manner as SA voting members. Elected representatives to the UA
162 shall serve for one calendar year, taking office June 1st. Elected representatives to the UA shall serve for
163 one calendar year, taking office June 1st. Should a seat on the UA be empty, the seat shall be declared
164 vacant. Undergraduates may not hold a directly elected seat in both the UA and the SA during the same
165 term.
- 166 B. If at any time during the course of an academic year, a UA member elected directly from the
167 undergraduate student body should leave his office, then the seat shall be filled by the next highest-
168 ranking non-winning candidate. If there should not be a next highest-ranking non-winning candidate after
169 the special election, the seat will be filled by the undesignated at-large candidate receiving the most
170 number of votes in the preceding spring election.
- 171 C. The SA will have the authority to appoint student members of the UA committees.
- 172 D. The SA will have the authority to appoint student members to be liaisons to departments and
173 administrators in the University.
- 174 i. During the process of committee appointments, the following two appointments must be made:
175 liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall
176 have the responsibility of increasing the communication between the SA and the respective
177 University departments.
- 178 ii. At the time that committee appointments are made, the SA will appoint one member to serve as
179 Liaison to the Provost. The student will interact and work directly with the Provost on issues that
180 affect and concern students on a regular basis during the member's term of office.
- 181 iii. At the time that committee appointments are made, the SA will appoint at least one undergraduate
182 student to serve as liaison to the Student Health Fee Advisory Committee. The liaison will be a
183 voting member of the Committee.



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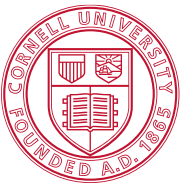
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- 184 iv. At the time that committee appointments are made, the SA will appoint one undergraduate
185 student to serve as Liaison to the Student Health Plan Advisory Committee. The liaison will be a
186 voting member of the Committee.

187 **ARTICLE IV: MEMBERSHIP**

188 **Section 1: Composition**

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



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223 academic year for which they were elected. SA members must resign their position if they cease to be a
224 registered, full-time undergraduate student in their respective college. SA members elected at-large must
225 be registered students at Cornell by the beginning of the fall term of the academic year for which they
226 were elected. SA members must resign their position if they plan to be away from the Ithaca campus for
227 an extended period of time (i.e. a semester). Any SA member who vacates their current seat after being
228 elected or re-elected to a position will forfeit their new seat. The forfeited position will devolve to the
229 next runner up, and should there be no runner-up the seat will be re-run in the fall elections.

230 **Section 2: Election of Voting Members**

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

237 **Section 3: Terms**

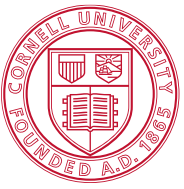
238 All elected members are elected to a term, ending on June 1st, with no limit as to the number of terms they may
239 serve. Prior to being seated at the beginning of their term, each member shall take the oath of office. and shall be
240 bound to that oath for the duration of their term.

241 **Section 4: Advisor**

242 The University President will appoint one member of the administration to serve as consultant to the SA at its
243 meetings.

244 **Section 5: Absentees**

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



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258 accommodated for in the yearly Student Assembly schedule, Student Assembly members may contact the Vice
259 President of Internal Operations for an excused absence before the start of the weekly meeting.

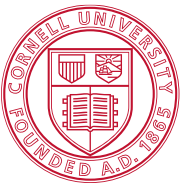
260 **Section 6: Vacancies**

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

275 **Section 7: Recalling of Voting Members**

- 276 A. If a voting SA member is to be recalled, they may be recalled either through their constituency or through
277 the SA. To be recalled through a member's respective constituency each of the following procedures must
278 be followed in the given order:
- 279 i. A petition for the recall of the specific SA voting member will be registered with the Office of the
280 Assemblies before any signatures are obtained.
 - 281 ii. Petitioning for recall shall last for a period of not more than fourteen (14) days from the
282 registration of the petition. The required number of signatures shall be: for representatives of a
283 college constituency - 50% plus one or 1000 from that constituency, whichever is smaller; for at-
284 large representatives - 15% of the student body. The petition will be presented to the Office of the
285 Assemblies.
 - 286 iii. An informational forum will be scheduled and held within not more than one (1) week of the
287 presentation of the petition, where a discussion of the recall will occur. The SA voting member
288 must have a reasonable opportunity to attend the forum.
 - 289 iv. A special recall election will be scheduled for and held within not more than three (3) days after
290 the informational hearing.
 - 291 v. Should the constituency vote to remove its representative the seat shall be declared vacant.
- 292 B. To be recalled by the SA, two-thirds of the voting membership must vote in favor of recalling the SA
293 member.

294 **Section 8: Responsibilities of Voting Members**



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- 295 A. SA members who represent specific college or school constituencies are required to make a reasonable
296 effort to arrange at least two meetings a semester with their respective academic dean or associate dean(s)
297 to discuss college/school specific issues and concerns. These representatives will then report back to the
298 Student Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues
299 and occurrences that would take place as a result of these meetings.
- 300 B. SA members who represent specific college or school constituencies shall be charged with gathering
301 information about their particular college and representing their respective constituencies, and voting
302 according to their needs and desires.
- 303 C. All voting representatives shall host at least one forum or outreach activity with individuals from their
304 respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting
305 following such an activity
- 306 D. All representatives may communicate regularly with their constituents through e-mail mailing lists and
307 listservs, which may be maintained by their respective college dean's office, the Department of Campus
308 Life, the Office of the Dean of Students, or the Office of the Assemblies
- 309 E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass
310 message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive
311 Board may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail
312 records must be saved.

313 **ARTICLE V: AMENDMENTS**

314 **Section 1: Proposal of Amendments**

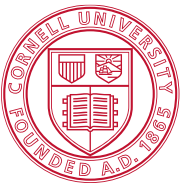
315 This charter may be amended at any regular meeting of the assembly by a two-thirds vote of the entire voting
316 membership, provided that the amendment has been submitted in writing at the previous regular meeting.
317 Amendments may be presented to the assembly by voting members or by community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

320 **Section 2: Presidential Approval**

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

325 **Section 3: Official Copy**

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



328 **APPENDIX A: GUIDELINES FOR THE ALLOCATION OF THE**
329 **STUDENT ACTIVITY FEE**

330 **Section 1: Preamble**

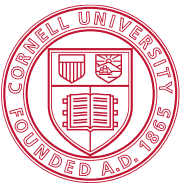
331 The Student Assembly (the Assembly), through the delegated authority of the President and the Board of
332 Trustees, is charged with the allocation of the Student Activity Fee (SAF). This fee is mandatory for all
333 undergraduate students of the University and shall be used to fund participation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

336 **Section 2: Definitions**

- 337 A. The following terms, which appear frequently in this Appendix, shall be defined as follows:
- 338 i. Organization: a registered Independent or University organization that has authorization to
339 receive funding.
 - 340 ii. SAFC: Student Activities Funding Commission, the designated Finance Commission of the
341 Student Assembly.
 - 342 iii. New applicant: an organization that did not receive funding in the previous two funding cycles.
 - 343 iv. Returning applicant: an organization that did receive funding in the previous two funding cycles.
 - 344 v. Funding cycle: a two-year period of time spanning from the start of the third quarter of an even-
345 numbered year to the end of the second quarter of the next even-numbered year (e.g. July 1, 2006
346 to June 30, 2008).
 - 347 vi. Petition: document to collect signatures that includes the name of the organization, its mission
348 statement, and monetary request. All petitions must be registered with and prepared by the Office
349 of the Assemblies.
 - 350 vii. By-line funding: line item funding that comes directly from the SAF and not from an
351 intermediary source, such as the SAFC.
 - 352 viii. Appropriations Committee: a committee of the Student Assembly as outlined in the Student
353 Assembly Bylaws.

354 **Section 3: Eligibility**

- 355 A. To receive byline funding applicants must:
- 356 i. directly and primarily serve/benefit the entire undergraduate Cornell community
 - 357 ii. allow all students equal access to services and/or participation
 - 358 iii. request as part of their annual operating budget at least \$0.50 per student, per year, from the SAF
 - 359 iv. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the
360 Student Assembly
- 361 B. Except at the discretion of the Assembly and with approval of the President, organizations must also:
- 362 i. be a registered organization
 - 363 ii. be student-directed and student-led
 - 364 iii. possess a University operating account with internally controlled funds



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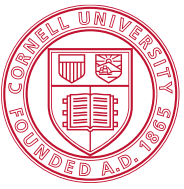
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- 365 iv. have a Cornell-employed advisor with oversight of its account
366 v. be previously funded by either the SAFC, the Student Assembly, or a University department/unit

367 **Section 4: Procedure**

368 A. Application

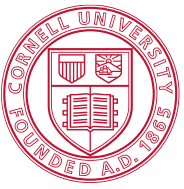
- 369 i. The Office of Assemblies shall make application materials available for all interested applicants
370 at least 3 weeks before the deadline.
371 ii. By 3:30 pm on April 25 or the first business day thereafter in the semester preceding a fee-setting
372 year, each applicant must submit, using forms that are hosted on the website of the Office of the
373 Assemblies, a preliminary application including:
374 a. name of applicant,
375 b. a preliminary request in dollars per student per year,
376 c. checklist statement regarding eligibility criteria,
377 d. current primary and secondary contacts for the organization including email and phone
378 contact information, and,
379 e. if a new applicant, petitions bearing the signature of fifteen hundred (1500)
380 undergraduate students registered in that semester.
381 iii. If the number of valid signatures is found to be under 1,500, the organization will be informed
382 and will have until the end of finals to procure the missing signatures, at the discretion of the Vice
383 President of Finance.
384 iv. At least one week before the deadline for final application submission, the Vice President for
385 Finance shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all
386 applicants
387 a. the Appropriations Committee shall review each applicant's application and approve the
388 detail of each applicant's financial statements.
389 b. applicants shall notify the Vice President for Finance if their final request will differ from
390 their preliminary request.
391 c. The Vice President for Finance can grant an extension for all organizations if there is a
392 delay in the availability of application materials.
393 v. By noon on Friday of the third week of the fall semester in which classes are held in a fee setting
394 year, each applicant must submit in print and digitally in a single file, using forms provided by
395 the Office of the Assemblies, a final application including:
396 a. mission statement, of the organization or program, not to exceed one page,
397 b. written organization profile, not to exceed three pages, including:
398 1. officers,
399 2. number of members, and
400 3. description of activities, programming, and events conducted in the present cycle,
401 c. summary of request for funding, not to exceed two pages, including a final funding
402 request, and describing how the applicant intends to use funding and summarizing any
403 changes if the applicant is a returning applicant,



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- 404 d. financial statements for the past two academic years, the current academic year, and
405 financial projections for the two following years based on requested funding levels during
406 the funding cycle, and
407 e. an analysis of the current academic year's financial statements showing hypothetical
408 spending on each budget item in an organization's financial statements if the organization
409 received 10%, 25%, and 35% less funding than its current allocation².
- 410 vi. Applicants may submit materials in excess of specified numbers of pages only with written
411 permission by the Vice President for Finance.
- 412 vii. The Office of the Assemblies will make received application materials available for public
413 viewing online. Any pages containing confidential information must be explicitly stamped
414 "confidential" and clearly identified to distinguish them from the publicly viewable portion of the
415 application.
- 416 B. Preliminary Report by Appropriations Committee
- 417 i. By the last day of classes in the academic year preceding a fee-setting year, the Vice President for
418 Finance will report each request received and the total amount of requests received in dollars per
419 student per year to the Assembly, the Vice President for Student and Campus Life, and the
420 President of the University.
- 421 ii. Before the deadline for final applications, the Vice President for Finance will report to the
422 Assembly on the eligibility of each applicant, identifying:
- 423 a. any new applicants that do not meet one or more eligibility criteria, and
424 b. any returning applicants that do not meet one or more eligibility criteria which the
425 Assembly may not waive.
- 426 iii. The Assembly may waive those eligibility requirements it is empowered to waive on a per
427 organization basis for any organization for the remainder of the semester. Such organizations may
428 then proceed through the appropriation process, provided they meet all other eligibility criteria
429 not waived by the Assembly.
- 430 C. Appropriation Process
- 431 i. Within one week after the deadline for final applications, the Appropriations Committee (the
432 committee) shall convene to review applications.
- 433 ii. For each applicant deemed to be eligible or for which eligibility criteria are waived by the
434 Assembly, the committee will:
- 435 a. arrange a hearing where the applicant may address questions of the committee,
436 b. decide whether to fund the applicant in any amount, and,
437 c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no
438 less than fifty cents and no more than the request submitted by the applicant (this
439 guideline can be waived for the Student Activities Funding Commission's allocation).
- 440 iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the
441 Vice President for Finance will report the date, time, and location of the meetings as well as the
442 names of applicants the committee intends to review.
- 443 iv. At each meeting of the Assembly immediately following such a meeting of the committee, the
444 Vice President for Finance will introduce a written report, including:
- 445 a. name of applicant,



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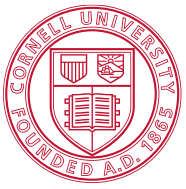
- 446 b. amount requested by applicant,
447 c. amount of allocation recommended by committee,
448 d. rationale explaining committee's recommendation, and
449 e. a brief response from the applicant, including any request to appeal to the Assembly. The
450 Vice President for Finance may set a deadline for the applicant to submit a response,
451 provided the deadline is no less than one business day after the applicant receives notice
452 of the committee's decision.
- 453 v. The Vice President for Finance must inform each applicant of the time and location of any
454 meeting where the report is to be presented or reviewed and must advise each applicant to send a
455 representative who may answer questions of assembly members.
- 456 vi. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider
457 the recommendation of the committee. The Office of Assemblies will provide several copies of
458 complete application materials at any meeting where the assembly considers appeals.
- 459 vii. The Vice President for Finance will also file minutes of the committee's meetings with the Office
460 of the Assemblies.
- 461 viii. The committee will submit its final recommendation, including individual allocations, to the
462 Assembly in the form of a legislative at least two weeks before the end of the fall semester.
- 463 D. Student Assembly Appropriation Process
- 464 i. The Assembly shall not adopt the recommendation of the Appropriations Committee at the same
465 meeting that it is proposed.
- 466 ii. The Assembly shall provide notice to all applicants at least one full day in advance at any
467 meeting where legislation related to its funding is discussed.
- 468 iii. The President of the Assembly will transmit its recommendation to the President for
469 consideration by the last day of finals of the fall semester, including:
- 470 a. the total amount of SAF recommendation,
471 b. the allocations of each by-line funded organization, and
472 c. a short description of each organization.

473 Section 5: Specifications

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

479 Section 6: "Check-off" or "Pay-extra" Options

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



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484 **Section 7: Voting**

485 Proxy votes shall not be permitted for decisions of the Student Assembly regarding the SAF during the SAF
486 allocation process. The Student Assembly must approve the appropriations committee decisions by a majority of
487 Student Assembly members present at the meeting and can overturn an appropriations committee decision by a
488 two-thirds (2/3) vote of Student Assembly members present at the meeting. If the Student Assembly overturns a
489 decision of the appropriations committee, the Student Assembly must decide Activity Fee funding for that
490 organization by a majority of the Student Assembly members present at the meeting. After all appropriations
491 committee decisions have been approved or overturned, the Student Assembly must approve the SAF by a
492 majority of the voting membership of the Student Assembly

493 **Section 8: Freedom of Information**

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

500 **Section 9: Conference with GPSA**

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

504 **Section 10: Default**

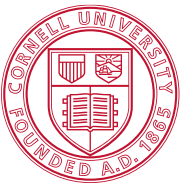
505 If the Assembly does not adopt a recommendation in the fall semester of a fee setting year, its recommendation
506 shall be presumed to be that all individual by-lines revert to the same level as in the current funding cycle with the
507 following exception:

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

510 **Section 11: Amendments**

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

514 **Section 12: Review**

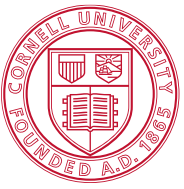


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515 The SA and the GPSA and a representative of the President of the University shall review these guidelines and the
516 procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2014-2015,
517 2018-2019). This review shall be conducted with strict adherence to the guidelines set forth by the Board of
518 Trustees in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

519 **Section 13: Criteria for Setting and Allocating the Student Activity Fee from the** 520 **March 1, 1999 Delegation of Authority**

- 521 A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for
522 the setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate &
523 Professional Student Assembly (GPSA) within the following guidelines:
- 524 B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and
525 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be
526 reviewed by and meet the approval of the President of the University.
- 527 C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be
528 set every two years for a period of two years by the SA and the GPSA, respectively.
- 529 D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester
530 of the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-
531 setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline,
532 the applicable Student Activity Fee will default to the amount and allocation currently in effect during the
533 fee-setting year. The final report must be sent to the President of the University by the last day of finals of
534 the fall semester.
- 535 E. In general, in order to be considered for funding from the monies collected through the Student Activity
536 Fee, an organization must meet the following criteria:
- 537 i. Register as a student or university organization with the Student Activities Office
 - 538 ii. Allow students equal access to the services being provided by the organization or participation in
539 the organization's activities
 - 540 iii. Operate primarily for students by students with funds disbursed through a university operating
541 account
 - 542 iv. Have an advisor to assist with oversight of the university operating account.
- 543 F. Funding from the monies collected through the Student Activities Fee may be provided directly to an
544 organization, which applies for and receives "by-line" funding status, outside of the established Student
545 Activities Funding Commission or Graduate and Professional Student Activities Funding Commission
546 processes. In addition to the general criteria set out above, an organization wishing to receive by-line
547 funding must demonstrate:
- 548 i. Its activities are of direct and primary benefit to the entire Cornell community represented by the
549 respective assembly; and
 - 550 ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 551 G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which
552 are not registered organizations (e.g., Students Helping Students, club insurance) but whose
553 organizational structure and programs and services are consistent with the criteria outlined above for by-



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- 554 line funded organizations. Such funding would require the approval of the respective assembly and the
555 President of the University.
- 556 H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to
557 by-line funded organizations and the Student Activities Funding Commission or Graduate and
558 Professional Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no
559 less than 35% of their respective Student Activity Fees to the applicable Finance Commission for
560 disbursement among non-by-line funded organizations.
- 561 I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall
562 be permitted to increase the Student Activities Funding Commission's allocation above their request to
563 reach an even dollar amount.
- 564 J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity
565 Fee for specific programs or services will be allowed for purposes of exempting a student from paying the
566 full amount of the Student Activity Fee, due to the funding instability inherent in administering such a
567 system. Exceptions may be considered if recommended and approved by the respective assembly and
568 approved by the President of the University.
- 569 K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and
570 the GPSA and a representative of the President of the University at least every four years in a non-fee-
571 setting year.

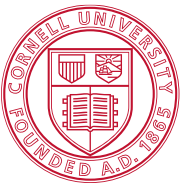
572 **APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED** 573 **ORGANIZATIONS**

574 **Section 1: Preamble**

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

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

- 579 A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice
580 effectively the interests and concerns of the student body.
- 581 B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the
582 Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students with a current copy
583 of these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and
584 Guidelines each year.
- 585 C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Student Activities,
586 Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations
587 Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
- 588 D. **Outreach:** The SA Vice-President for Finance shall, wherever possible and as often as possible, attend
589 meetings of each organization throughout the year.
- 590 E. **Enforcement, Violations & Penalties**



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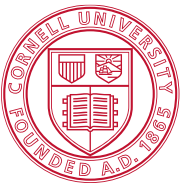
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- 591 i. The SA Vice-President for Finance shall be charged with investigation of all accusations
592 regarding violations of these guidelines and will report such findings to the SA.
593 ii. If the SA determines that an organization has committed a violation, the SA may impose a fine,
594 reduction or revocation of the organization's by-line funding allocation. In order for a fine,
595 reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur.
596 Reasons for a fine, reduction, or revocation of funding include, but are not limited to, violation of
597 these rules, violation of campus policies, or violation of contract. Any money garnered from a
598 fine on an organization shall be placed in the Special Projects Fund of the Student Assembly. If a
599 reduction or revocation of funding affecting the remainder of the funding cycle occurs, the
600 University shall attempt to reduce the SAF to reflect the lower amount. Excepting that, the money
601 shall revert to the Special Projects Fund.

602 **Section 3: General Guidelines**

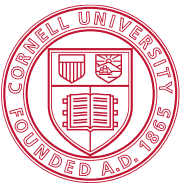
603 All recipients of the SAF shall adhere to the following guidelines:

- 604 A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students.
605 Organizations that have the capability to be student run and led shall be primarily student run and led.
- 606 B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for
607 which admission is charged:
608 i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution
609 via the SAF.
610 ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a
611 substantial amount of tickets reserved for student use).
612 iii. The Appropriations Committee or the Executive Committee shall have the ability to request that
613 organizations publish a report to the SA on the amount of money received for an event, where
614 that money has been allocated, total attendance, and how much money was spent on the event.
- 615 C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate
616 attendance figures. Such figures may be acquired through a number of measures including swiping
617 Cornell ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count
618 entrants. For events that are expected to exceed a capacity of 100 attendees, organizations are required to
619 track attendance through a ticketing system or using Cornell ID Scanners. For organizations unable to
620 purchase their own scanners, scanners will be available to rent through the Office of the Assemblies. For
621 events where tracking attendance would provide an unnecessary burden to organizations, a brief written
622 statement explaining why attendance was not taken is required.
- 623 D. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and
624 encourage student participation at its meetings, which shall be open to the public. Each organization
625 funded by the SA will be required to include the SA logo or the following statement on all fliers, posters,
626 promotions, programs, and literature "Funded in part by the Student Assembly".
- 627 E. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting
628 and reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the
629 Organization in accordance with its governing documents. These requirements apply to all organizations



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- 630 unless explicitly exempted in this Appendix or waived by a two-thirds vote of both the Appropriations
631 Committee and the Student Assembly. The waiver shall apply for one by-line funding cycle.
- 632 F. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or
633 member of an organization may be compensated from an organization's SAF account or SAF earned
634 income account.
- 635 G. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-
636 voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels
637 their liaison is failing in their duty, a new liaison may be appointed.
- 638 H. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide
639 the Appropriations Committee with a written account of the use of its fee allocation and operations for the
640 previous academic year, and an optional oral summary of its activities (unless mandated otherwise by the
641 Appropriations Committee), including usage statistics and future programming plans. The SA Vice
642 President for Finance will conduct an unofficial vote regarding the committee's recommendation on
643 whether or not the organization should receive an increase in funding, a decrease in funding or
644 maintenance of funding at its current level. The SA Vice President for Finance shall then provide a
645 written summary report of these meetings to the SA.
- 646 I. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current
647 funding cycle shall report each semester to the Appropriations Committee on their operations and
648 finances.
- 649 J. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired.
650 The Appropriations Committee must approve organization's conference expenditures and each
651 organization must demonstrate to the committee that conference attendance will benefit the
652 Organization's ability to achieve its mission statement. Organizations shall request approval in their
653 annual fall report to the SA. All conferences, teambuilding, banquet, training, and other social
654 expenditures for organization members, in sum, shall be no greater than \$4,000 or 10% of the
655 organization's by-line allocation, whichever is less. This rule shall not apply to SAFC-funded
656 organizations.
- 657 K. **Governing Document Approval:** All organizations must submit any changes in the Organizations'
658 bylaws, constitution, or other governing documents to the SA for its approval.
- 659 L. **Non-discrimination:**
- 660 M. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such
661 funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or
662 perceived age, race, religion, creed color, national origin, ethnicity, sexual orientation, gender identity or
663 expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital
664 status, domestic violence victim status, or any combination of these factors when determining its
665 membership and when determining the equal rights of all general members and executive board members,
666 respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within
667 the organization. Additionally, all organizations receiving funding from the Student Activity Fee and that
668 serve as a funding source for other organizations on campus shall not discriminate on the basis of actual
669 or perceived age, race, religion, creed, color, national origin, ethnicity, sexual orientation, gender identity
670 or expression, military violence victim status, or any combination of these factors when awarding
671 funding.



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

684 **Section 4: Organization Specific Guidelines**

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

686 A. ALANA Intercultural Board

- 687 i. \$2.05 shall be used to fund ALANA’s member organizations as outlined in the ALANA
688 constitution
689 ii. \$3.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program
690 each year.
691 iii. MCFAB shall seek to bring diverse programming to campus.
692 iv. \$1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella
693 organizations as outlined in the ALANA constitution. Umbrella organizations shall not apply for
694 SAFC funding.
695 v. \$1.10 per student per year of the ALANA allocation shall be contributed towards ALANA’s own
696 administrative costs and programming needs such as general body meetings and other
697 intercultural programming

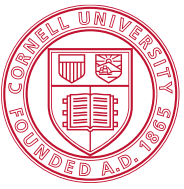
698 B. Athletics & Physical Education

- 699 i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each
700 undergraduate student. \$7.30 per student per year of the total annual Athletics allocation may be
701 spent towards providing the BRSP. The BRSP shall provide free admission to all varsity sports
702 excluding Men’s Varsity Ice Hockey.
703 ii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell
704 Athletic events to the entire Cornell community. \$1.78 per student per year of the annual
705 Athletics’ allocation may be spent towards providing marketing and promotions.

706 C. Class Councils

- 707 i. Provide a semesterly budget report for all Class Councils Events.
708 ii. The Class Councils allocation shall be divided between the four class years in proportions
709 determined by the organization.

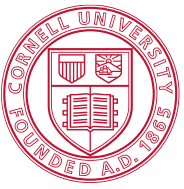
710 D. Collegiate Readership Program



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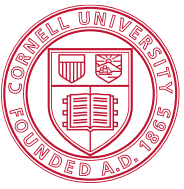
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- 711 i. The Collegiate Readership Program shall operate for the 2018-2020 by-line cycle using its
712 accumulated surplus and the activity fee disbursement.
- 713 ii. The SA Vice President for Finance or their designee shall oversee the operations and finances of
714 the Collegiate Readership Program.
- 715 iii. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal
716 access for undergraduate students.
- 717 iv. The SA Vice President for Finance or their designee shall prepare and present a report to the
718 Student Assembly at the end of each academic year with information regarding readership and an
719 analysis of the current distribution locations. Any proposed changes in locations or proportions
720 must be approved by a majority vote of the SA.
- 721 v. The SA Vice President for Finance shall report to the Student Assembly the amount allocated to
722 the New York Times and Wall Street Journal.
- 723 E. Community Partnership Board
- 724 i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses
725 shall be paid by the Board's parent body, the Public Service Center, or other non-activity fee
726 sources of funding.
- 727 ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual
728 report to the SA.
- 729 F. Convocation
- 730 i. At the time of the selection of Convocation Committee membership, the Convocation Committee
731 Chair shall invite all voting members of the SA, directly-elected undergraduate members of the
732 UA, and student-elected trustee(s) that belong to that class year to participate as full voting
733 members of the Convocation Committee. The SA Vice President for Finance shall serve as an ex-
734 officio member of the Committee.
- 735 ii. Convocation shall announce speaker selection first at a Student Assembly meeting.
- 736 iii. Convocation Committee shall notify the SA Vice President for Finance if the Committee is
737 expected to require more than its SAF allocation to support Convocation.
- 738 G. Cornell Concert Commission
- 739 i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall,
740 Lynah Rink, or similar venue.
- 741 ii. The Concert Commission shall put on one free concert during the academic year.
- 742 iii. The Cornell Concert Commission shall send a report to the Appropriations Committee any time a
743 concert's subsidy is more than expected and the Cornell Concert Commission should detail the
744 shortfall and the impact it will have on future operations.
- 745 H. Cornell University Emergency Medical Service
- 746 i. CUEMS may save no more than \$30,000 per each two-year funding cycle toward the purchase of
747 a new vehicle.
- 748 ii. CUEMS shall record the number of undergraduates who use their CUEMS services.
- 749 I. Cornell University Programming Board
- 750 i. The Cornell University Program Board shall use its SAF allocation to bring widely known
751 speakers to campus.
- 752 ii. CUPB shall record the number of undergraduates who attend each program.
- 753 J. CU Tonight Commission



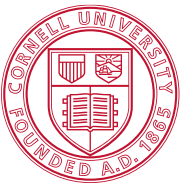
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- 754 i. CUTonight shall promote non-alcoholic, late night social programming, on campus, open to the
755 entire Cornell community.
- 756 ii. CUTonight shall send at least one representative to every funded event with the intention of
757 reviewing the event
- 758 iii. CUTonight shall provide applicant organizations the opportunity to appeal the decisions of the
759 Committee to the Appropriations Committee.
- 760 iv. CUTonight shall develop and adhere to a rubric and written hearing procedures off of which the
761 commission will evaluate applicants. This rubric and these procedures shall be submitted to the
762 SA Vice President for Finance for approval by the Appropriations Committee.
- 763 v. CUTonight shall forward the results of the rubric to the SA Vice President for Finance after each
764 CUTonight funding cycle.
- 765 K. Gender Justice Advocacy Coalition
- 766 i. The Gender Justice Advocacy Coalition shall collaborate with the Student Assembly Womxn's
767 Liaison Representative on safety, health, and other topics pertinent to women on campus.
- 768 ii. GJAC shall set a two-year budget for Feminism Food for Thought not to exceed \$10,000.
- 769 i. CJAC shall notify the SA Vice President for Finance of the total SAF spending on
770 Feminism Food for Thought before the final Student Assembly meeting each May.
- 771 ii. The Feminism Food for Thought budget for AY 2020-2021 shall not exceed 10,000 less
772 the total SAF spending on Feminism Food for Thought in AY 2019-2020.
- 773 iii. When 50% of the two-year budget has been exhausted, the WRC shall notify the SA Vice
774 President for Finance
- 775 iv. GJAC shall strive to maximize and strive to track attendance at this event.
- 776 L. Interfaith Council
- 777 i. Interfaith Council shall provide a description of how funds are allocated to each organization
778 under their umbrella.
- 779 ii. Each organization under The Council shall receive funding for at least one event open to the
780 public, every academic year.
- 781 M. Orientation Steering Committee
- 782 i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning
783 and implementation of all August and January orientation activities.
- 784 ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing
785 planned activities for the upcoming Orientation week
- 786 iii. The president of the SA and the Student Elected Trustee must be invited to address the new
787 students at the President's New Students Convocation each year. If the Cornell University
788 President limits the OSC to two speakers, the president of the SA must be invited.
- 789 iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
- 790 v. OSC shall increase funding for both transfer and January Orientation programming.
- 791 vi. OSC shall allocate more than \$1.12 of their allocation towards programs designed to educate new
792 students about consent and sexual assault.
- 793 vii. OSC shall submit the results of the feedback surveys to the Appropriations Committee.
- 794 viii. OSC shall reduce the costs of apparel.
- 795 N. Outdoor Odyssey



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- i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for pre-orientation trips and shall dedicate no less than \$20,000 per year toward this program.
 - ii. Outdoor Odyssey shall conduct a review during the 2020-2022 Funding Cycle of the demographics of those who attend.
 - iii. Outdoor Odyssey shall investigate creating trips accessible for the differently abled and shall report their findings to the Student Assembly before the final Student Assembly meeting in the fall of 2018.
- O. Professional Fraternity Council (PFC)
- i. PFC shall have a survey that potential new members of all PFOs as well as out regarding demographic data including but not limited to socioeconomic status, race, gender identity, sexual orientation, disability status, etc. The same survey should be filled out by anyone who is given a bid or accepts a bid from any PFO.
 - ii. PFC shall provide a detailed report regarding diversity statistics within the individual PFOs. Diversity statistics should be standardized among the PFOs.
 - iii. PFC shall provide recruitment statistics from each individual PFO (membership caps from national organizations, self-determined membership caps, number of students rushing, number of bids extended, number of bids accepted, etc.) to the Appropriations Committee during the Byline funding process, as well as publishing the statistics on the PFC website and/or on the individual chapter website.
 - iv. PFC shall institute Consent Ed training as a requirement for PFO membership in PFC. Each PFO chapter must schedule a Consent Ed presentation at least once every calendar year for their general body members. At least 80% of their active members must be in attendance at the presentation. PFC shall not disperse funds to any PFO that does not meet the 80% attendance requirement.
 - v. PFC shall not distribute funding to any PFO that is not in compliance with the above mandates.
 - vi. Chapter dues shall be posted on the PFC website as well as the individual PFO websites.
- P. Senior Days
- i. SAF-funded Senior Week events will be open to all seniors and at least 90% of the SAF allocation will go towards free, non-ticketed events.
 - ii. Before the final Student Assembly meeting in the fall, Senior Days shall report to the Appropriations Committee the attendance, expenditures, and income generated from each event held during the most recent Senior Days.
- Q. Slope Day Programming Board (SDPB)
- i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at the end of the spring semester.
 - ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
 - iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted by the SA.
 - iv. The Slope Day Programming Board shall collect demographic information from all Slope Day entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope Day.



Cornell University Student Assembly

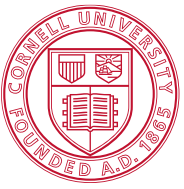
- 837 v. The Slope Day Programming Board shall announce artist selection first at a Student Assembly
838 meeting.
- 839 vi. The Slope Day Programming Board shall set a price floor for non-activity fee paying individuals
840 approximately equal to the total activity fee disbursement divided by projected undergraduate
841 attendance. The price paid by non-activity fee paying individuals shall be no less than the activity
842 fee
- 843 R. Student Activities Funding Commission
- 844 i. SAFC shall publish and make publicly available a written account of the organizations requesting
845 funding, the amount requested, the amount rewarded, and the amount spent.
- 846 ii. Criteria for funding of undergraduate student organizations may not be altered or waived without
847 the explicit approval of the SA.
- 848 iii. SAFC shall annually review and amend its spending cap system guidelines to project expenditure
849 growth of approximately 3% per year. SAFC is not required to have actually achieved 3% growth
850 per year. SAFC shall report the outcome of this review to the Appropriations Committee.
- 851 S. Welcome Weekend
- 852 i. Welcome Weekend shall seek to hold events during the first two weeks of each semester.
- 853 ii. Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and
854 shall record undergraduate attendance.
- 855 iii. Welcome Weekend shall seek out co-sponsorships where applicable.
- 856 T. Willard Straight Hall Student Union Board
- 857 i. All events funded by WSH SUB must either take place in Willard Straight Hall or the
858 surrounding environments and be directly associated with the purpose and mission of WSH.
- 859 ii. WSH SUB shall develop and adhere to a yearly budget. By a majority vote, the Appropriations
860 Committee may amend the budget.
- 861 iii. WSH SUB shall not purchase and dispense giveaways including but not limited to gold or silver
862 plates and graduation gifts.

863 **Section 5: Duration and Supersession**

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

872 **APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE** 873 **STUDENT ASSEMBLY INFRASTRUCTURE FUND**

874 **Section 1: Preamble**



Cornell University Student Assembly

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

878 **Section 2: Sources of Funding**

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

881 **Section 3: Closing of Account at Year End**

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

885 **Section 4: Definitions**

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

- 887 A. Organization: a registered Independent or University organization that has authorization to receive
888 funding.
- 889 B. Application: the request to receive a funding award from the SAIF for a project or initiative.
- 890 C. Applicant: any individual student, group of students, organization, or group of organizations who submits
891 an application to receive a funding award from the SAIF.
- 892 D. SAFC: Student Activities Funding Commission, a committee of the Student Assembly, as outlined in the
893 Student Assembly Bylaws.
- 894 E. Byline funding: line item funding that comes directly from the SAF as described under Appendix A of the
895 Student Assembly Charter.
- 896 F. Appropriations Committee: a committee of the Student Assembly, as outlined in the Student Assembly
897 Bylaws.

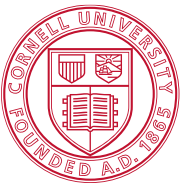
898 **Section 5: Purpose**

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

901 **Section 6: Eligibility**

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

- 903 A. be developed and organized and submitted by Cornell undergraduates;
- 904 B. allow Cornell undergraduate students equal access to the benefits of the project;
- 905 C. be an initiative located on the Ithaca campus of Cornell University;



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- 906 D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
907 E. not have previously requested and received a funding award from the SAIF for the same purpose.

908 **Section 7: Permitted Applications**

909 The following applications represent some, but not all, of the eligible projects or initiatives that, if they are not
910 among the list of prohibited applications, may receive funding awards from the SAIF:

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

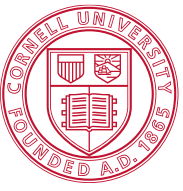
918 **Section 8: Prohibited Applications**

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

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

925 **Section 9: Procedure for Determining Funding Awards**

- 926 A. Release of Application
927 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to
928 receive funding from the SAIF to the Office of the Assemblies by the second regularly scheduled
929 Student Assembly meeting.
930 ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC
931 available to all eligible applicants by the third regularly scheduled Student Assembly meeting, or
932 one week following the meeting with the SAIF Chair, whichever is sooner.
933 iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive
934 Committee of the Student Assembly, detailing how the SA will make all students aware of the
935 SAIFC. This plan shall be approved by the Executive Committee by the second regularly
936 scheduled Student Assembly meeting of the Fall semester.
937 iv. The chair of the SAIFC is responsible for releasing a timeline by the third regularly scheduled
938 Student Assembly meeting of the Student Assembly each semester consisting of the deadline for
939 applications, when those applications will be reviewed by the SAIFC, and when those funding
940 awards will be announced.



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- 941 v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received
942 applications that have not yet been reviewed in addition to the dates released in the timeline on
943 the first day of each semester.
- 944 B. Funding Award Evaluation Process
- 945 i. For each application, the SAIFC will:
- 946 a. arrange a hearing where the proposers of the application may address questions of the
947 committee,
- 948 b. determine if the application is eligible to receive a funding award from the SAIF,
- 949 c. decide the order in which applications are voted upon to receive funding awards by first
950 holding a ranked order vote by committee members. Once SAIFC has established
951 application rankings, the vote on funding awards will proceed from the highest ranked
952 application and so on in descending order.
- 953 ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report
954 which includes the:
- 955 a. name of the applicant,
- 956 b. project or initiative requested in the application,
- 957 c. date that the SAIFC reviewed the application,
- 958 d. funding award amount requested by the applicant,
- 959 e. funding award granted by the SAIFC and what that funding award is as a percentage of
960 the available funding in the SAIF at the beginning of that academic year, and
961 f. rationale explaining the SAIFC's decision
- 962 iii. All funding awards granted by the SAIFC must be approved by the Dean of Students before
963 becoming finalized.
- 964 iv. If the applicant has a University operating account with internally controlled funds and oversight
965 by a Cornell-employed advisor, the Vice President for Finance will approve the transfer of funds
966 from the SAIFC into their account. If the applicant does not have an account that meets these
967 eligibility requirements, the amount of the funding award will be separated from the remaining
968 balance of the SAIF and expenses will be processed through regular university accounting
969 procedures through the Office of Assemblies, like all others under the Student Assembly budget.
- 970 v. At each meeting of the Assembly immediately following the final approval of a funding award by
971 the Dean of Students, the report associated with the application must be included in the meeting's
972 agenda.
- 973 vi. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the
974 SAIF with the Office of the Assemblies.
- 975 vii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and
976 shall inform the Assembly of any setbacks the Commission faces in implementing its projects