

Bylaws

Cornell University Student Assembly

As amended on April 27, 2023

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4 **ARTICLE I: EX-OFFICIO MEMBERS**

5 **Section 1: Ex-officio Membership**

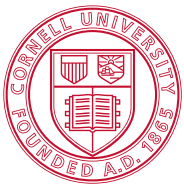
6 Ex-officio membership grants members of the Cornell community (student, alumni, faculty, staff, administrator, etc.)
7 full-debating privileges but not voting privileges. These positions are granted to community members to either
8 provide a perspective from another governing body or to enhance the overall operations of the Student Assembly.

9 **Section 2: Ex-Officio Executive Committee Positions**

- 10 A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the
11 Executive Archivist.
- 12 B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the
13 Parliamentarian.
- 14 C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director
15 of Elections.
- 16 D. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the
17 Student Advocate.
- 18 E. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the
19 Director of Student Government Relations.

20 **Section 3: Organizational Liaisons**

- 21 A. The SA shall grant one member chosen from each constituency of the Greek Tri-Councils. This will
22 grant an ex-officio position to one member of the Multicultural Greek and Fraternal Council, Panhellenic
23 Association, and InterFraternity Council.
- 24 B. The SA will grant one executive member from Residential Student Congress an ex-officio position as an
25 organizational liaison.
- 26 C. The SA will grant one member from Cornell Undergraduate Veteran Association an ex-officio position as
27 an organizational liaison. This liaison must represent the interests of the United States and its allies.
- 28 D. The SA will grant one liaison, an undergraduate with an interest in computing and technology an ex-
29 officio position as titled IT Governance Liaison.



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30 E. The SA will grant member from the Student Athlete Advisory Committee (SCCA) an ex-officio position
31 titled "Student Athlete Representative".

32 **Section 4: Shared Governance Liaisons**

33 A. Student Trustees. The SA will grant the Student Trustees ex-officio positions as shared governance
34 liaisons for the duration of their terms.

35 B. Undergraduate University Assembly Members. The SA will grant both student-elected University
36 Assembly members ex-officio positions for the duration of their terms.

37 **ARTICLE II: OFFICERS**

38 **Section 1: Officers**

39 The officers of the SA shall be a President, an Executive Vice President, a Vice President of Internal Operations, a
40 Vice President for Finance, a Vice President of External Affairs, a Vice President of Diversity and Inclusion, a
41 Director of Elections, a Parliamentarian, and an Executive Archivist. These officers shall perform the duties
42 prescribed by this Charter and by the parliamentary authority adopted by the SA.

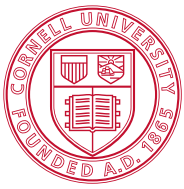
43 **Section 2: Election and Appointment of Officers, Time of Election/Appointment**

44 The SA will, as soon as possible after the spring election, hold an organizational and planning meeting in executive
45 session. At this meeting, the voting members will elect from among themselves the offices of Vice President of
46 Internal Operations, Vice President for Finance, a Vice President of External Affairs, a Vice President of Diversity
47 and Inclusion. At this meeting or a meeting soon after, the voting members will elect from the Cornell community
48 (student, employee, faculty, alumnus living in Ithaca) the office of Director of Elections. Self-nomination will be in
49 order in each of the elected offices. Elected officers should be approved by a majority vote of SA members present at
50 organizational meeting. Additionally, at this meeting or a meeting soon after the members will affirm the
51 appointments of Parliamentarian and Executive Archivist. The offices of Parliamentarian and Executive Archivist will
52 be appointed by the SA President. Each nominee for the respective offices shall be subject to majority approval of the
53 SA voting members. The newly elected officers will undertake the responsibilities of their position at the start of their
54 term on the SA. Elections for officers shall be by secret ballots. SA voting members may have one vote for each
55 position to be filled but may not vote for any one individual twice on any ballot.

56 **Section 3: Terms of office**

57 Officers shall serve for a term of one year or until their successor is elected and is administered the oath of office.
58 Following the next regular or special Student Assembly elections.

59 **Section 4: Recalling officers**



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60 Two-thirds vote of the voting membership of the SA may vote to recall any officer of the SA from his or her office.

61 **ARTICLE III: OFFICER DUTIES**

62 **Section 1: President**

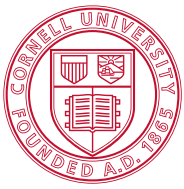
63 The responsibilities of the President are as follows:

- 64 1. Attend and chair all SA meetings.
- 65 2. Attend all Assemblies' leadership meetings and meetings with Executive staff.
- 66 3. Submit agenda items for leadership meetings after soliciting topics from Assembly members.
- 67 4. Serve as the primary Assembly correspondent with the administration, the media, and the student body.
- 68 5. Correspond with the University President following each Assembly meeting enumerating all actions that are
- 69 passed and are under the University President's purview and to solicit his or her response.
- 70 6. Correspond with the Deans of the College of Agriculture and Life Science; College of Architecture, Art, and
- 71 Planning; College of Arts and Sciences; College of Engineering; School of Hotel Administration; College of
- 72 Human Ecology; School of Industrial and Labor Relations, College of Business; following each Assembly
- 73 meeting enumerating all resolutions that are passed and under the purview of each individual college and
- 74 school and to solicit their responses.
- 75 7. Supervise all elected officers and ensure they are discharging their responsibilities.
- 76 8. Attend all open sessions of the Board of Trustees and the Board of Trustees Executive Committee held in
- 77 Ithaca and report back to the Assembly on said meetings.
- 78 9. Appoint Assembly Parliamentarian and Executive Archivist.
- 79 10. Write and present annual SA report by the end of the term.
- 80 11. Consult with the Director of Elections regarding elections' advertising as long as the President is not eligible
- 81 for reelection.

82 **Section 2: Executive Vice President**

83 The responsibilities of the Executive Vice President are as follows:

- 84 1. Attend all SA meetings and act as Chair in the absence of the President.
- 85 2. Chair the Executive Committee
- 86 3. Assume the office of President should a vacancy arise.
- 87 4. Serve as Assembly correspondent in the absence of or on behalf of the President.
- 88 5. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
- 89 6. Submit agenda items for leadership meetings after soliciting topics from Assembly members and be
- 90 responsible for the creation of the weekly agenda for Assembly meetings.
- 91 7. Coordinate and assist the undergraduate student UA delegation.
- 92 8. Supervise and assist all ad-hoc committees.



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- 93 9. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate units
94 when Assembly actions impact them.
95 10. Be responsible for responding to questions or comments made during Open Microphone. Issues can be
96 delegated to other members of the Assembly.
97 11. Oversee the Committees on Health and Wellness, Academic Affairs, the Environment, and Residential Life
98 by assisting and advising the committee chairs, attending meetings as necessary, and holding monthly
99 executive sessions with all committee chairs.
100 12. Plan fall retreat for committee chairs with the Vice President of Internal Operations.
101 13. Coordinate and supervise new member orientation with the Vice President of Internal Operations.

102 **Section 3: Vice President of Internal Operations**

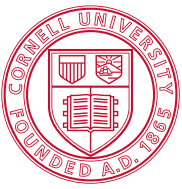
103 The responsibilities of the Vice President of Internal Operations are as follows:

- 104 1. Attend all SA meetings and act as Chair in the absence of the President and Executive Vice President.
105 2. Assume the office of Executive Vice President should a vacancy arise.
106 3. Chair the SA when the Assembly is in executive session.
107 4. Chair the Executive Cabinet.
108 5. Monitor committee membership.
109 6. Coordinate and supervise all aspects of the SA cabinet in Willard Straight Hall.
110 7. Maintain and monitor SA attendance records and send warning notices to members who are in jeopardy of
111 violating the Assembly attendance policy.
112 8. Oversee all SA committees by assisting and advising the committee chairs, attending meetings as necessary,
113 and ensuring that any vacancies are filled.
114 9. Enforce committee attendance and outreach requirements for all voting SA members.
115 10. Coordinate and supervise new member orientation with the Executive Vice President.
116 11. Supervise SA Liaisons.
117 12. Maintain relations with intercollegiate student organizations of which the SA is a member — e.g. Ivy Council,
118 SUNY Student Assembly.
119 13. Plan fall retreat for committee chairs with the Executive Vice President.

120 **Section 4: Vice President for Finance**

121 The responsibilities of the Vice President for Finance are as follows:

- 122 1. Serve as SA treasurer and report to the Assembly regarding Assembly balances in December and May.
123 2. Chair the Appropriations Committee.
124 3. Propose the Student Assembly's budget in the form of a resolution by one of the first two general assembly
125 meetings of each SA term.
126 4. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding
127 establishing new fee, biannually.



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- 128 5. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter
129 appendices, at least once per semester.
130 6. Oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund Commission by
131 assisting and advising the committee chairs and attending meetings as necessary.

132 **Section 5: Vice President of External Affairs**

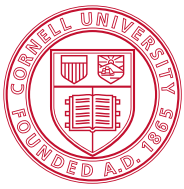
133 The responsibilities of the Vice President of External Affairs are as follows:

- 134 1. Coordinate constituency representatives' community outreach efforts (including, but not limited to,
135 community forums, meetings with Deans, internal school governments, etc.);
136 2. Invite all relevant stakeholders to Student Assembly meetings, when the weekly agenda is released;
137 3. Devise mechanisms for student organizations to become active members in the decision making process of
138 the SA; most importantly, committees;
139 4. Oversee the City and Local Affairs Committee and the Technology Committee by assisting and advising the
140 committee chair and attending meetings as necessary;
141 5. Chair the Communications and Outreach Committee;
142 6. Consult with the Director of Elections regarding elections' advertising;
143 7. Arrange all advertising, postering, banners, social media, etc.;
144 8. Serve as a liaison to relevant news sources;
145 9. Serve as editor of SA newsletter to be sent over email to the entire undergraduate student body at least two
146 times/semester. The newsletter should include the current month's accomplishments and next month's plans,
147 accompanied by the name of a contact person to whom comments and questions may be addressed. Maintain
148 contact with Student Assembly alumni through distribution of the biannual Student Assembly newsletter to
149 any interested alumni;

150 **Section 6: Vice President of Diversity and Inclusion**

151 The responsibilities of the Vice President of Diversity and Inclusion are as follows:

- 152 1. Chair the Diversity and Inclusion Committee;
153 2. Prepare training sessions for the SA on addressing issues of diversity along with the Vice President of
154 External Affairs;
155 3. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives;
156 4. Attend the Diversity Community meetings on a semesterly basis;
157 5. Ensure that legislative acts of the SA are culturally inclusive;
158 6. Provide updates on the state of diversity at Cornell and work to align the SA with University initiatives;
159 7. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity
160 Hosting Month to introduce new students to the governance system of Cornell;
161 8. Coordinate with the Vice President of External Affairs to effectively communicate with groups that advocate
162 for underrepresented students on campus.



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163 9. Monitor and maintain all aspects of the Student Assembly website at <http://cornellsa.com>

164 **Section 7: Director of Elections**

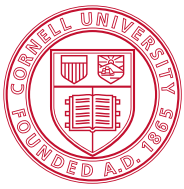
165 The responsibilities of the Director of Elections are as follows:

- 166 1. Chair the Elections Committee and report all the activities of said committee to the general SA;
- 167 2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the
168 Director of the Office of the Assemblies, the VP of External Affairs, and the President;
- 169 3. Serve as SA correspondent for election matters;
- 170 4. Ensure that the Elections Committee is successfully completing the following tasks:
 - 171 a. Making every effort to ensure the greatest number of candidates for each available position,
 - 172 b. Ensuring all candidates are aware of and abiding by elections, campaigning, postering, and other
173 Assembly and University policies,
 - 174 c. Coordinating and advertising an informal “Meet the Candidates Forum”,
 - 175 d. Coordinating and advertising opportunities for candidates to make public appearances,
 - 176 e. Coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if
177 such forums are deemed necessary by the Executive Board,
 - 178 f. Contacting student organizations and informing them of the elections process and encouraging them to
179 send delegates to elections activities in order to report candidates’ stances on relevant issues to their
180 organizations,
 - 181 g. Ensuring that candidates have submitted pictures and statements
 - 182 h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the Office
183 of the Assemblies in the coordination of elections days;
- 184 5. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of
185 potential ballot referenda to be considered for approval by the SA, and that all approved referenda are
186 advertised along with all elections activities described in #5 above (especially c. and e.).

187 **Section 8: Parliamentarian**

188 The Parliamentarian need not be an SA member. The office of Parliamentarian holds no special voting privileges. The
189 Parliamentarian also may not hold the President or Executive Vice President positions. The responsibilities of the
190 Parliamentarian are as follows:

- 191 1. Advise the President and committee chairs on questions of parliamentary procedure;
- 192 2. Consult with the sponsors on new actions brought before the SA into the categories specified in Article III,
193 Section 2, Item A of the SA Charter;
- 194 3. Upon a specific request by an SA voting member, the Parliamentarian shall give the Assembly his/her
195 recommendation on a parliamentary inquiry;



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- 196 4. The Parliamentarian shall present a workshop on parliamentary procedure and this charter to the incoming
197 assembly, preferably before the end of the spring semester but no later than the fourth week of the fall
198 semester;
- 199 5. The Parliamentarian shall count a hand vote to discern simple majority from the gallery, where all eligible
200 voters sit in a designated area;
- 201 6. The Parliamentarian shall coordinate with the Office of Assemblies to ensure that the SA governing
202 documents are public and reflect the changes made by the SA.

203 **Section 9: Executive Archivist**

204 The Executive Archivist need not be an SA member. The office of Executive Archivist holds no special voting
205 privileges. The Executive Archivist also may not hold the President or Executive Vice President positions. The
206 Executive Archivist shall be responsible for verifying the novelty or precedence of any proposed action or legislation
207 with Assembly members, or others, bring before the Executive Board.

208 **Section 10: Offices of Officers**

- 209 A. Each Office is permitted to develop its own recruitment process. Relevant materials including, but not limited
210 to, application forms, candidate lists, recruitment methodology, and a list of the selected office members shall
211 be submitted to the Office of the Assemblies after the recruitment process has been completed.
- 212 a. Members of the office are not allowed to be ex-officio officers or voting members of the SA.
213 b. Each roster will be approved by majority vote by the Student Assembly.

214 **ARTICLE IV: MEETINGS**

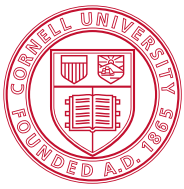
215 **Section 1: Regular Meetings**

216 Regular meeting times and places will be publicly announced at least 72 hours-prior to the scheduled meeting date.

217 **Section 2: Special Meetings**

- 218 A. The President may convene special meetings of the SA to consider issues of immediate and pressing concern.
219 The President will also call a special meeting after being instructed to do so by six of the voting members of
220 the SA.
- 221 B. SA meeting schedules will be constructed in such a way that SA meetings do not fall on religious holidays.
222 These schedules will be made by the Executive Committee at the beginning of each semester. In place of
223 regularly scheduled meetings, special meetings will be held.

224 **Section 3: Organizational Meeting**



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225 The first meeting of the academic year shall be known as the Organizational Meeting and shall be for the purpose of
226 adopting the schedule for regular meetings and approving the standing rules.

227 **Section 4: Informal meetings**

228 The SA shall hold an informal meeting as events warrant at the discretion of the Executive Board. This meeting will
229 be reserved for informal discussions between SA members and other interested parties, to set goals and priorities for
230 the upcoming weeks. No legislation can be decided upon during these informal sessions. The attendance policy will
231 remain in effect during the meeting.

232 **Section 5: Executive Session**

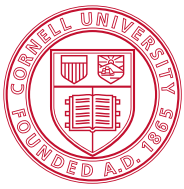
233 With the concurrence of two-thirds of the voting members in attendance, the SA or any of its committees may go into
234 executive session during a regularly scheduled meeting only to discuss confidential matters as defined by this Charter.
235 No policy determinations will be made in executive session. The Student Assembly may also hold executive sessions
236 for internal elections and planning purposes. Executive session shall be closed to non-voting, non-executive members
237 of the assembly. Community members may be invited by the assembly to participate in an executive session. Secret
238 ballot votes shall be reserved for executive sessions.

239 **Section 6: Quorum**

240 A quorum shall consist of a majority of the voting members of the SA.

241 **Section 7: Community Votes**

- 242 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be
243 allocated one vote.
- 244 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1)
245 funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to
246 make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and
247 liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval of Parliamentarian,
248 Liaison to the Provost, etc.).
- 249 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted
250 to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons
251 prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both
252 community votes will be allocated to the side that has a simple majority.
- 253 D. All community votes shall be submitted through a Qualtrics survey to which a Cornell University Web
254 Authorization Portal has been applied. The link to this survey will be made easily accessible on the Student
255 Assembly website. The relevant deliberations that occur during the assembly meeting shall be live-streamed
256 on the same page. The page must also feature a link to the text of the legislation being voted upon. The



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257 voting shall commence at the beginning of the Student Assembly meeting at which the final vote is
258 conducted. The voting shall end at the commencement of voting for assembly members, at which point the
259 tally of community votes will be announced to the Student Assembly. It will be the responsibility of the
260 Parliamentarian to work in tandem with the Office of the Assemblies in order to execute all tasks except
261 those relevant to the live stream, which shall be the responsibility of the Student Assembly Clerk.

262 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 263 **Attendance Policy**

- 264 A. Attendance at all organizational and specially scheduled meetings is required, when the Executive Committee
265 provides SA members at least 72-hours prior notice of the meeting.
266 B. Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival or
267 early departure from a required meeting will result in a half-absence. This includes Executive Sessions.

268 **ARTICLE V: EXECUTIVE BOARD**

269 **Section 1: Composition**

270 The Executive Board shall be composed of the officers of the SA. The Executive Archivist, the Director of Elections
271 and the Parliamentarian serve as non-voting members of the Executive Board.

272 **Section 2: Duties**

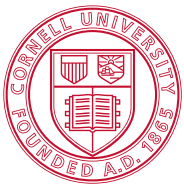
273 The Executive Board of the SA shall coordinate the actions of the SA to ensure its smooth operation, set the agenda
274 for the Regular Meetings of the SA and inform all relevant parties of Executive Cabinet decisions. Additionally, the
275 board shall send its minutes to all representatives within 24 hours of its meeting.

276 **Section 3: Meetings**

277 The Executive Board shall hold meetings at least once a week during the academic year. Special meetings of the Board
278 may be called by the Executive Vice President and shall be called upon the written request of four members of the
279 board.

280 **ARTICLE VI: COMMITTEES**

281 **Section 1: Creation and Maintenance of Committees**



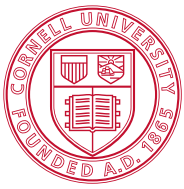
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- 282 A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A
283 committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered.
284 Committee bylaws shall be adopted with a majority vote.
- 285 B. Any member of any SA committee or commission (except for the Appropriations committee, Executive
286 Committee, and Elections committee) who will be an undergraduate for the entirety of the following SA term
287 and who requests to maintain their membership during the transition from one SA term to the next may do
288 so at the discretion of the committee's outgoing chair. The chair of the committee or commission will
289 transmit the names of any returning members or commissioners to both the outgoing and newly elected Vice
290 Presidents of Internal Operations by the last day of classes in May. The Vice President of Internal Operations
291 will ensure that all returning committee or commission members are staffed and included on the appropriate
292 listserv once the new SA term begins on June 1st and will inform each chair of any returning members or
293 commissioners.
- 294 C. For the purposes of communication and collaboration, the President and all Vice Presidents of the Student
295 Assembly will serve as ex-officio non-voting members of all Student Assembly committees and commissions
296 on which they do not serve as voting members. This policy does not apply to the Appropriations Committee,
297 Infrastructure Fund Commission, and Elections Committee.

298 Section 2: Review Committees

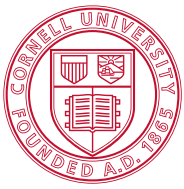
- 299 D. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program
300 planning process of sectors of the University that create policy directly affecting student life.
- 301 E. The Vice President for Student and Campus Life shall appoint a staff member to work with the chairperson
302 of certain review committee to assure proper functioning of the committee.
- 303 F. Undergraduate members of the review committees will be designated by the appropriate constituency bodies
304 and by application. All non-Student Assembly members will be subject to the approval of the SA.
- 305 G. Review committees will discuss program assessment/planning documents with the SA during the fall
306 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 307 H. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 308 I. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their discretion
309 legislative authority over residential life policies of the University (i.e. the Department of Campus Life and the
310 Office of the Dean of Students). When exercising this authority, review committees are recommended to
311 consult the Residential Student Congress of Cornell.
- 312 J. **Committee on Dining Services** – The Committee on Dining Services will work to represent student
313 interests in the Cornell food system. The committee will consist of at least one faculty member, two Dining
314 student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one
315 graduate/professional student, and at least ten additional students. The VP of Internal Operations for the
316 Student Assembly will recommend additional students to both the committee Chair and the Executive
317 Cabinet for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of
318 Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the Director
319 to select relevant administrators and staff to be present at meetings. Members will collectively review the



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- 320 policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining
321 Services leadership for improving existing policies or integrating new ideas.
- 322 K. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to
323 examine healthcare policies improve student health, wellness, and safety, and act as a form of open
324 communication between student voices and Cornell Health administration. The committee will consist of a
325 Steering Committee, which is made up of a SA & GPSA co-chair, committee chairs(s) from each respective
326 sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health administration. The
327 recognized subcommittees of the student Health Advisory Committee are: Patient Care, Sexual Health and
328 Gender Services, Health and Wellness, Student Health Benefits, and the Mental Health Standing Committee.
329 The SA co-chair will be held by a member of the SA and the committee will be under the supervision of the
330 SA & GPSA co-chairs.
- 331 L. **Environmental Policy and Planning Commission** – The commission will research issues affecting the
332 campus and its surrounding area, as well as provide recommendations for reducing Cornell’s environmental
333 impact. The Environmental Policy and Planning Commission will be charged with creating new legislation
334 and enforcing past environmental legislation. This commission is also charged with providing environmental
335 education and outreach in order to better inform students and the campus community about the campus’s
336 environmental impact and sustainability issues. The Environmental Policy and Planning Commission will
337 work closely with students, administrators, student environmental organizations, the Cornell Sustainability
338 Office, the Campus Planning Committee, the Campus Infrastructure Committee, and the City and Town of
339 Ithaca Sustainability to better recognize and address the environmental concerns of the campus and its
340 community as well as to encourage collaboration in working toward the creation of a more sustainable
341 environment. The chair position can be held by any member of the Cornell undergraduate student population
342 and the committee will be under the supervision of the Executive Vice President. The Environmental Policy
343 and Planning Commission should coordinate and report their operations with the Campus Sustainability
344 Office.
- 345 M. **City and Local Affairs Committee** – This committee will advocate on behalf of students’ interest at the city
346 and county government levels. In addition to its advocacy work, the committee will organize events that
347 foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be held
348 by any member of the Cornell undergraduate student population and the committee will be under the
349 supervision of the Vice President of External Operations.
- 350 N. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic matters at
351 Cornell. Committee members will research, review, recommend, and develop projects to improve academic
352 life for the student body. This committee will work closely with the Dean of Students and the Faculty Senate
353 to ensure that students’ concerns related to academic policy are voiced effectively to university officials. The
354 chair position can be held by any member of the Cornell undergraduate student population and the
355 committee will be under the supervision of Executive Vice President.
- 356 O. **Financial Aid Review Committee** – The committee will examine the financial aid policies of Cornell
357 University. It shall also be responsible for the administration of the Student Helping Students grant. The
358 committee shall consist of a chair, up to two SA members, between five and ten undergraduate students, at
359 least four-fifths of whom receive some form of institutionalized financial aid. The Associate Vice Provost for

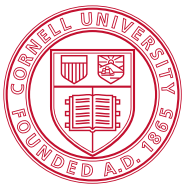


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360 Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for Customer Service and
361 Community Relations, a counselor from the Office of Financial Aid, two faculty members, and the Vice
362 President for Student and Academic Services shall serve as ex-officio non-voting members. This committee
363 will be under the supervision of the Vice President for Finance.

364 **Section 3: Operational Committees**

- 365 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and
366 shall therefore facilitate the full expression of the SA's responsibilities to the Cornell student body.
- 367 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee's
368 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with
369 interested SA voting members.
- 370 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the SA. It
371 reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee
372 and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of
373 the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who
374 shall serve as Chair; and 8 undergraduates at-large to be selected by the Executive Cabinet, at least one being
375 a freshman; and 1 new student voting member of the SA, to be selected internally by the Assembly at large
376 following the Fall election. The Director of the Office of the Assemblies or their designee shall serve as an
377 ex-officio non-voting member. No SAFC Commissioners shall serve as voting members of the Committee.
378 Quorum shall be defined as a simple majority of all voting members. A designee of the chair shall take
379 minutes at all meetings.
- 380 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the SA is
381 responsible for evaluating applications for funding through the SAIF. The rules governing the operation of
382 the SAIFC are contained in Appendix C of the SA Charter. The Commission shall consist of at least 12 and
383 no more than 17 commissioners. The commissioners must include five voting members of the SA, consisting
384 of a Chair, who will be the Vice President of Infrastructure of the SA, three Assembly members elected
385 during the Assembly's Spring organizational meetings, and one New Student voting member of the SA,
386 internally elected by the Assembly following the Fall election. The remaining commissioners will consist of at
387 least seven and no more than twelve undergraduate students who are either returning commissioners or are
388 selected from a pool of applicants and approved by the Executive Cabinet, with the exact number of
389 commissioners to be set at the discretion of the Chair of the Commission and the Staffing Committee of the
390 SA. No SAFC Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice
391 President for Finance). No more than 2 of the voting Student Assembly members on the SAIFC may also be
392 voting members of the Appropriations Committee and no more than 4 of the total voting members on the
393 committee may be voting members of the Appropriations Committee. Quorum shall be defined as a simple
394 majority of all staffed voting members. Upon request, a written summary of the meeting will be provided by
395 the chair. The Vice President for Finance and Vice President of External Affairs shall serve ex-officio as
396 non-voting members of the Commission. The Director of the Office of the Assemblies or their designee shall
397 serve as an ex-officio non-voting member. The Student Assembly Infrastructure Fund Commission should

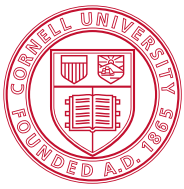


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- 398 consult and collaborate with the Campus Sustainability Office on projects related to sustainability.
399 Additionally, The Student Assembly Infrastructure Fund Commission should consult and collaborate with
400 Campus and Community Engagement and/or the Dean of Students Office on long-term projects.
- 401 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to
402 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster
403 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,
404 meetings, and resolutions. The committee will ensure a direct and ever present link between students active in
405 campus government, the administration, and students at-large and will relay student interest to the SA. The
406 committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-
407 sponsored events including, but not limited to conducting polls, referenda, community outreach forums,
408 designated constituency events, and hearings. The committee will also assist in coordinating efforts and
409 devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly
410 plans recreational events for students. The SA Vice President of External Affairs will serve as Chair of the
411 Committee.
- 412 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special
413 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of
414 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting
415 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of
416 each academic year, the Executive Cabinet will present a slate of proposed members to the SA for
417 confirmation, which the SA must approve or disapprove in its entirety. The Executive Cabinet may fill any
418 subsequent vacancies without confirmation by the SA. No person may be a candidate in an election
419 supervised by the committee in the same academic year when the person served as a voting member of the
420 committee. All committee meetings will be closed. Only voting members will be permitted to attend the
421 meetings unless specifically invited by the Director of Elections. This committee will be chaired by the
422 Director of Elections of the Student Assembly.
- 423 G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student Assembly (SA)
424 is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application
425 outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the
426 year report and determine if the SA committee and/or their composition need to be changed. The committee
427 shall be charged with creating and enforcing an attendance policy for all committees. The membership of this
428 committee shall include the SA's President, Executive Vice President, Vice President for Finance, Vice
429 President of External Affairs, Vice President of Internal Operations, Vice President of Diversity and
430 Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director of the Office
431 of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be
432 responsible for consulting with chairpersons of committees and recommending candidates for vacant
433 committee positions to the Executive Cabinet. The Executive Cabinet shall assume the duties and
434 responsibilities of the Student Assembly Staffing Committee, as referred to in other documents.

435 Section 4: Diversity



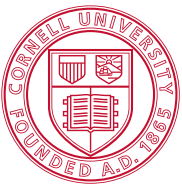
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- 436 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the SA, the
437 diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives
438 (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and
439 understanding of the increasing importance of diversity and create an environment that brings together
440 diverse perspectives and fosters diversity of thought. The charge of the Diversity and Inclusion committee
441 will be to:
- 442 a. To be a meeting grounds for interested students to meet members of the administration to
443 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
 - 444 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
 - 445 c. To provide a brief report of its progress to be presented by the Vice President of Diversity &
446 Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report to
447 include (but not limited to) the goals of the academic year, the strategies devised for achievement of
448 these goals, the progress of UDC initiatives, college- specific initiatives, obstacles, and potential goals
449 for the next academic year to be presented in the same manner at the final meeting of the spring
450 semester.
 - 451 d. Composition
 - 452 i. The Diversity and Inclusion Committee will aim to be a collective voice of the diversity of
453 backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual orientations
454 represented at Cornell.
 - 455 ii. Non-SA student representation: student members of the committee may be recruited from
456 institutions and organizations such as the diversity councils of the colleges, Women’s
457 Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board,
458 Cornell Outdoor Education, International Student Union and any member of the Cornell
459 student body who is interested in diversity initiatives.
 - 460 iii. Student Assembly representation: SA LGBTIA+ Liaison at-large, Women’s representative,
461 International representative, both Minority Liaisons, First Generation Students
462 Representative, Students with Disabilities Representative, and the Vice President of External
463 Affairs are required to be members of the committee.
 - 464 e. Structure
 - 465 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the
466 Diversity and Inclusion committee.

467 Section 5: External Committees

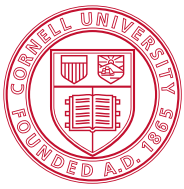
- 468 A. **Office of the Student Advocate**
- 469 a. Roles and Responsibilities
 - 470 i. Student Advocate – the responsibilities of the Student Advocate are as follows:
 - 471 1. Attend and chair all office meetings
 - 472 2. Correspond with Student Assembly to affect office priorities
 - 473 3. Create training programs for caseworkers and staff



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4. Monitor the collection of data in the office
 5. Develop relationships with University offices and coordinate informational material
 - ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:
 1. Supervise office staff and ensure cohesion
 2. Ensure that all cases are met with an appropriate and timely response
 3. Create training programs for caseworkers and staff
 4. Develop relationships with University offices and coordinate informational materials
 5. Write and present an office report at the end of each semester
 - iii. Director for Student and Campus Life – the responsibilities of the Director for Student and Campus Life are as follows:
 1. Oversee caseworkers handling student issues pertaining to residency, discrimination, harassment and student-related conduct violations.
 2. Create informational material relating to these issues.
 - iv. Director for Academic Affairs – the responsibilities of the Director for Academic Affairs are as follows:
 1. Oversee caseworkers handling student issues pertaining to professor-related conduct violations, grade and enrollment disputes.
 2. Create informational materials relating to these issues.
 - v. Director for Student Finance – the responsibilities of the Director for Student Finance are as follows:
 1. Oversee caseworkers handling student issues pertaining to financial aid disputes and student-employment.
 2. Create informational materials relating to these issues.
 - vi. Director of International Student Affairs – the responsibilities for the Director of International Student Affairs are as follows:
 1. Oversee caseworkers handling student issues pertaining to international student affairs.
 2. Create informational materials relating to these issues.
 - vii. Caseworkers – the responsibilities of Caseworkers shall be as follows:
 1. Follow the supervision of their Director.
 2. Participate in the office’s training process.
 3. Respond to questions and inquiries sent via email by students or in person in a timely manner.
 4. Refer students to the appropriate office within the University to handle their complaint.
 - b. Recruitment of the Student Advocate Members
 - i. The outgoing Office of the Student Advocate shall nominate a new Student Advocate as well as staff members each year, to be discussed and approved by the Student Assembly before the end of the academic year. The first student advocate shall be appointed by the SA



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513 President and confirmed by the Student Assembly and begin staffing the remainder of the
514 office to be confirmed again by the Student Assembly.

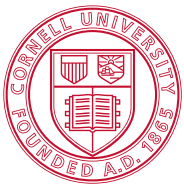
515 **B. Office of Student Government Relations**

516 a. Name, Mission, and Affiliation

- 517 i. Name – the name of the office shall be the Office of Student Government Relations
518 (abbreviated to OSGR).
519 ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future
520 students for the accessibility, affordability, and quality of Cornell University.
521 iii. Affiliation – The Office of Student Government Relations shall be affiliated as an external
522 executive office of the Cornell Student Assembly.

523 b. Roles and Responsibilities

- 524 i. Director of the Office of Student Government Relations – the responsibilities of the
525 Director of the Office of Student Government Relations are as follows:
526 1. Chair all Office meetings and attend all SA executive board meetings
527 2. Correspond with the Student Assembly to affect office priorities
528 3. Create training programs for directors and other office members
529 4. Appoint additional members of the office as appropriate
530 5. Oversee the budget of the office
- 531 ii. Director of Local Relations – the responsibilities of the Director of Local Relations are as
532 follows:
533 1. Understand and act upon student needs and requests
534 2. Maintain and foster communications with appropriate institutions, entities, and
535 individuals
- 536 iii. Director of State Relations – the responsibilities of the Director of State Relations are as
537 follows:
538 1. Understand and act upon student needs and requests
539 2. Maintain and foster communications with appropriate institutions, entities, and
540 individuals
- 541 iv. Director of Federal Relations – the responsibilities of the Director of Federal Relations are
542 as follows:
543 1. Understand and act upon student needs and requests
544 2. Maintain and foster communications with appropriate institutions, entities, and
545 individuals
- 546 v. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are as
547 follows:
548 1. Understand and act upon student needs and requests
549 2. Collaborate and support the Directors of Local, State, and Federal Relations as
550 needed
- 551 c. Recruitment of Office of Student Government Relations members



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552 i. The outgoing Office of Student Government Relations shall nominate a new Director of the
553 office as well as new Directors of Local, State, and Federal Relations to be discussed and
554 approved by the Student Assembly before the end of each calendar year. Nominations for
555 the Director of State Relations are encouraged to have lived in New York State prior to
556 becoming a student at Cornell. The first Director of the Office shall be appointed by the SA
557 President and confirmed by the Student Assembly and shall staff the remainder of the office
558 to be confirmed again by the Student Assembly.

559 d. Funding

560 i. Funding for the OSGR shall be appropriated during byline funding years from the Student
561 Assembly. OSGR funds shall be used for trips to local offices, Albany and Washington, DC.
562 Additionally, funds will be used for the upkeep and maintenance of administrative expenses
563 and the implementation of lobbying and advocacy events. The Director of the office shall
564 control the budget of OSGR. In preparation for byline funding years, the Director shall
565 work with the Student Assembly's Vice President of Finance to provide updates and
566 calibrate the appropriations asks of the Student Assembly.

567 **C. Office of Ethics**

568 a. Name, Mission, and Affiliation

569 i. Name – the name of the office shall be the Office of Ethics.
570 ii. Mission – the mission of the Office of Ethics shall be to pursue any necessary ethics
571 concerns of SA members and directly elected undergraduate representatives to the UA. The
572 Office will evaluate all requests submitted by community members that are against any SA
573 members, SA committees, or directly elected undergraduate representatives of the UA.
574 iii. Affiliation –The Office of Ethics shall be affiliated as an external executive office of the
575 Cornell Student Assembly.

576 b. Roles and Responsibilities

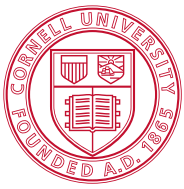
577 i. Director of the Office of Ethics:

578 1. Director of the Office of Ethics will chair all Office of Ethics meetings.
579 2. Director of the Office of Ethics shall only vote in the event of a tie.

580 ii. Voting Members of the Office of Ethics:

581 1. The Office of Ethics shall consist of seven voting members.
582 2. All voting members shall serve for the duration of one academic year unless their
583 term is renewed by the incoming Director of the Office of Ethics.
584 3. Voting members can be removed before their term expires by a two-thirds (2/3)
585 vote of the entire voting membership of the Office.
586 4. All voting members shall be non-Student Assembly and non-University Assembly
587 members of the Cornell undergraduate student population.
588 5. Voting members may not seek SA or UA office for the academic year following
589 their term of service in the Office of Ethics.

590 c. Recruitment of the Office of Ethics Members



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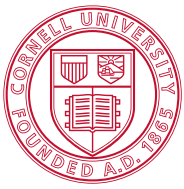
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- i. The first seven voting members shall be appointed individually by any SA member and confirmed by a two-thirds (2/3) vote of the entire voting membership of the Student Assembly.
 - 1. A week-long period in between nominations and appointments shall be dedicated to giving SA voting members the opportunity to speak one-on-one with each nominee.
 - ii. The first slate of voting members must select the Director of the Office of Ethics internally by a simple majority of the Office before the end of the semester.
 - iii. Before the conclusion of each academic year, the outgoing voting membership of the Office of Ethics must select the Director of the Office of Ethics internally by a simple majority vote of the entire voting membership of the Office.
 - iv. The Director of the Office of Ethics shall decide upon the voting membership of the incoming Office before the conclusion of each academic year.
- d. Vote of Confidence
- i. The Student Assembly will assess the work of the Office of the Office of Ethics during the previous academic year and conduct a vote of confidence by one of the first three general assembly meetings of each SA term.
 - ii. In the event of a failed vote of confidence, steps (i) and (ii) outlined in the Recruitment of the Office of Ethics Members section shall be repeated.
 - iii. In addition to the annual vote of confidence, an additional vote of confidence can be called at any point during the academic year.
- e. The Student Assembly Code of Ethics
- i. Before the conclusion of the 2021-2022 academic year, the Office of Ethics will be charged with creating a Student Assembly Code of Ethics that must be approved by a two-thirds (2/3) vote of the entire voting membership of the Student Assembly.
 - ii. The SA Code of Ethics should include, but is not limited to, including:
 - 1. An expansion of the language outlined in the Student Assembly Standing Rules, Section 2: Ethical Standards and Attendance Policy, Section A;
 - 2. An overview of possible ethical conduct offenses;
 - 3. The process of determining a violation of ethics;
 - 4. The process of recommending the appropriate disciplinary action to a third party.
 - iii. The Office of Ethics will be charged with interpreting and applying the guidelines set forth in the SA Code of Ethics.

623 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

624 **Section 1: Community Rights**

625 The SA and its committees shall respect and protect the rights of individual members of the Cornell community. All
626 members of the community, who do not otherwise have an appointed or elected position on the student assembly,
627 have the right to add a resolution to the Student Assembly Agenda as a sponsor (without the requirement of having a



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628 member of the assembly being a sponsor) after gaining the approval of a Student Assembly committee through a
629 majority vote or after procuring the written signature of at least a majority of seated SA members and presenting it to
630 the SA President or their designee for verification at least 48 hours before the meeting at which the resolution is to be
631 introduced. Resolutions that appear on the agenda using either of these methods may not have more than 3 sponsors
632 who are not Student Assembly members of Student Assembly committee chairs.

633 **Section 2: Confidentiality**

634 When a subject under discussion or examination requires the use of personal confidential information, all reasonable
635 efforts shall be made to safeguard the confidentiality of this information. Confidential information is meant to include
636 any and all information that, if publicly exposed, would endanger the privacy, safety, or security of any member of the
637 Cornell community (students, faculty, and staff), or constitute a breach of any individual right guaranteed by the
638 University, the State of New York, or the federal government.

639 **Section 3: Infringement of Confidentiality**

640 If any member or group of the University feels that any action of the SA or its committees is infringing upon that
641 person's or that group's rights under this Article, then that person or group may appeal to the Judicial Codes
642 Counselor (JCC) to determine whether probable grounds exist for a complaint. By majority vote, the SA may suspend
643 any actions related to an appeal to the JCC until the JCC makes a final ruling on the appeal.

644 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**

645 **Section 1: Public Events and Campus Forums**

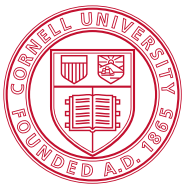
646 The SA shall conduct at least one public event or forum per semester at alternating locations on campus. These
647 public events or forums shall include administrators related to a particular topic of current student interest.

648 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

649 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the SA in all cases to
650 which they are applicable and in which they are not inconsistent with the Charter, Bylaws, Standing Rules, and any
651 special rules of order the SA may adopt.

652 **ARTICLE X: AMENDMENTS**

653 These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote of the members present,
654 provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be



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655 presented to the assembly by voting members and by community petition with at least 100 Cornell undergraduate
656 student signatures.