



Bylaws

Cornell University Student Assembly

As amended on November 20, 2020

ARTICLE I: EX-OFFICIO MEMBERS

Section 1: Ex-officio Membership

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

Section 2: Ex-Officio Executive Committee Positions

- A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Executive Archivist.
- B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Parliamentarian.
- C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director of Elections.
- D. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Student Advocate.
- E. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Director of Student Government Relations.

Section 3: Organizational Liaisons

- A. The SA shall grant one member chosen by the Greek Tri-Councils an ex-officio position as an organizational liaison. The liaison chosen by the Tri-Councils shall be selected on a rotating basis from the three councils, beginning with a representative of InterFraternity Council, following with Panhellenic Association, and finishing with Multicultural Greek and Fraternal Council. Each liaison will serve for one semester, and a liaison from the next council in the rotation will be granted membership at the beginning of the following semester.
- B. The SA will grant one executive member from Residential Student Congress an ex-officio position as an organizational liaison.
- C. The SA will grant one member from Cornell Undergraduate Veteran Association an ex-officio position as an organizational liaison. This liaison must represent the interests of the United States and its allies.



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- 31 D. The SA will grant one organizational liaison from the Cornell Union for Disability Awareness an ex-
32 officio position titled “Student with Disabilities Representative”.
- 33 E. The SA will grant one liaison, an undergraduate with an interest in computing and technology an ex-
34 officio position as titled IT Governance Liaison.

35 **Section 4: Shared Governance Liaisons**

- 36 A. Student Trustees. The SA will grant the Student Trustees ex-officio positions as shared governance
37 liaisons for the duration of their terms.
- 38 B. Undergraduate University Assembly Members. The SA will grant both student-elected University
39 Assembly members ex-officio positions for the duration of their terms.

40 **ARTICLE II: OFFICERS**

41 **Section 1: Officers**

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

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

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

60 By a unanimous vote of the entire Executive Committee (including ex-officio and normally non-voting member), they
61 can recall the Vice President of Research and Accountability. The individual will continue to hold their elected seat,
62 but a new internal electin will take place.



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63 **Section 3: Terms of office**

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

66 **Section 4: Recalling officers**

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

68 **ARTICLE III: OFFICER DUTIES**

69 **Section 1: President**

70 The responsibilities of the President are as follows:

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

89 **Section 2: Executive Vice President**

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

- 91 1. Attend all SA meetings and act as Chair in the absence of the President.
- 92 2. Chair the Executive Committee



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- 93 3. Assume the office of President should a vacancy arise.
- 94 4. Serve as Assembly correspondent in the absence of or on behalf of the President.
- 95 5. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
- 96 6. Submit agenda items for leadership meetings after soliciting topics from Assembly members and be
- 97 responsible for the creation of the weekly agenda for Assembly meetings.
- 98 7. Coordinate and assist the undergraduate student UA delegation.
- 99 8. Supervise and assist all ad-hoc committees.
- 100 9. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate units
- 101 when Assembly actions impact them.
- 102 10. Be responsible for responding to questions or comments made during Open Microphone. Issues can be
- 103 delegated to other members of the Assembly.
- 104 11. Oversee the Committees on Health and Wellness, Academic Affairs, the Environment, and Residential Life
- 105 by assisting and advising the committee chairs, attending meetings as necessary, and holding monthly
- 106 executive sessions with all committee chairs.
- 107 12. Plan fall retreat for committee chairs with the Vice President of Internal Operations.
- 108 13. Coordinate and supervise new member orientation with the Vice President of Internal Operations.

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

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

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

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



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

- 129 1. Serve as SA treasurer and report to the Assembly regarding Assembly balances in December and May.
- 130 2. Chair the Appropriations Committee.
- 131 3. Propose the Student Assembly's budget in the form of a resolution by one of the first two general assembly
- 132 meetings of each SA term.
- 133 4. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding
- 134 establishing new fee, biannually.
- 135 5. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter
- 136 appendices, at least once per semester.
- 137 6. Oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund Commission by
- 138 assisting and advising the committee chairs and attending meetings as necessary.

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

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

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

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

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

- 159 1. Chair the Diversity and Inclusion Committee;
- 160 2. Prepare training sessions for the SA on addressing issues of diversity along with the Vice President of
- 161 External Affairs;



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- 162 3. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives;
163 4. Attend the Diversity Community meetings on a semesterly basis;
164 5. Ensure that legislative acts of the SA are culturally inclusive;
165 6. Provide updates on the state of diversity at Cornell and work to align the SA with University initiatives;
166 7. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity
167 Hosting Month to introduce new students to the governance system of Cornell;
168 8. Coordinate with the Vice President of External Affairs to effectively communicate with groups that advocate
169 for underrepresented students on campus.
170 9. Monitor and maintain all aspects of the Student Assembly website at <http://cornellsa.com>

171 **Section 7: Vice President of Research & Accountability**

172 The responsibilities of the Vice President of Research & Accountability are as follows:

- 173 1. Chair the Research & Accountability Committee;
174 2. Establish the working rules of the Research & Accountability Committee that are distributed to the entire
175 Student Assembly (including committee members) and undergraduate students elected directly to the
176 University Assembly to ensure transparency;
177 3. To lead the inquiries, and/or fact finding actions at the behest of the Research & Accountability Committee
178 with as much discretion and anonymity as possible and used when needed;
179 4. To, when necessary, report finding and recommendations for actions to be made to the Student Assembly;
180 5. Work in conjunction with the Vice President of Internal Operations to oversee all attendance and outreach
181 requirements;
182 6. Work with the Parliamentarian and Executive Archivist to annually evaluate the appropriation of college
183 seats, the creation of positions, and the overall composition of the Student Assembly;
184 7. Work in conjunction with the Vice President of Finance to assist, if needed, with accountability of Byline
185 funded organizations including: funding/spending research and Appendix B recommendations;
186 **8.** Work with the Vice President of External Affairs to coordinate any public research of reports, if deemed
187 necessary and in the most appropriate way possible.

188 **Section 8: Director of Elections**

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

- 190 9. Chair the Elections Committee and report all the activities of said committee to the general SA;
191 10. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the
192 Director of the Office of the Assemblies, the VP of External Affairs, and the President;
193 11. Serve as SA correspondent for election matters;
194 12. Ensure that the Elections Committee is successfully completing the following tasks:
195 a. Making every effort to ensure the greatest number of candidates for each available position,



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- 196 b. Ensuring all candidates are aware of and abiding by elections, campaigning, postering, and other
197 Assembly and University policies,
198 c. Coordinating and advertising an informal “Meet the Candidates Forum”,
199 d. Coordinating and advertising opportunities for candidates to make public appearances,
200 e. Coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if
201 such forums are deemed necessary by the Executive Board,
202 f. Contacting student organizations and informing them of the elections process and encouraging them to
203 send delegates to elections activities in order to report candidates’ stances on relevant issues to their
204 organizations,
205 g. Ensuring that candidates have submitted pictures and statements
206 h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the Office
207 of the Assemblies in the coordination of elections days;
208 13. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of
209 potential ballot referenda to be considered for approval by the SA, and that all approved referenda are
210 advertised along with all elections activities described in #5 above (especially c. and e.).

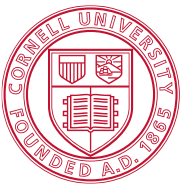
211 **Section 9: Parliamentarian**

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

- 215 1. Advise the President and committee chairs on questions of parliamentary procedure;
216 2. Consult with the sponsors on new actions brought before the SA into the categories specified in Article III,
217 Section 2, Item A of the SA Charter;
218 3. Upon a specific request by an SA voting member, the Parliamentarian shall give the Assembly his/her
219 recommendation on a parliamentary inquiry;
220 4. The Parliamentarian shall present a workshop on parliamentary procedure and this charter to the incoming
221 assembly, preferably before the end of the spring semester but no later than the fourth week of the fall
222 semester;
223 5. The Parliamentarian shall count a hand vote to discern simple majority from the gallery, where all eligible
224 voters sit in a designated area;
225 6. The Parliamentarian shall coordinate with the Office of Assemblies to ensure that the SA governing
226 documents are public and reflect the changes made by the SA.

227 **Section 10: Executive Archivist**

228 The Executive Archivist need not be an SA member. The office of Executive Archivist holds no special voting
229 privileges. The Executive Archivist also may not hold the President or Executive Vice President positions. The



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230 Executive Archivist shall be responsible for verifying the novelty or precedence of any proposed action or legislation
231 with Assembly members, or others, bring before the Executive Board.

232 **Section 11: Offices of Officers**

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

238 **ARTICLE IV: MEETINGS**

239 **Section 1: Regular Meetings**

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

241 **Section 2: Special Meetings**

- 242 A. The President may convene special meetings of the SA to consider issues of immediate and pressing concern.
243 The President will also call a special meeting after being instructed to do so by six of the voting members of
244 the SA.
- 245 B. Conflicts- If there is a major conflict that affects a significant portion of the undergraduate student body,
246 such as a religious conflict, any member may direct the SA president to call a special meeting in lieu of the
247 regularly scheduled meeting. The request must be made 2 weeks in advance of the regularly scheduled
248 meeting at issue.

249 **Section 3: Organizational Meeting**

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

252 **Section 4: Informal meetings**

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

257 **Section 5: Executive Session**



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

264 **Section 6: Quorum**

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

266 **Section 7: Community Votes**

- 267 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be
268 allocated one vote.
- 269 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1)
270 funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to
271 make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and
272 liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval of Parliamentarian,
273 Liaison to the Provost, etc.).
- 274 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted
275 to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons
276 prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both
277 community votes will be allocated to the side that has a simple majority.
- 278 D. All community votes shall be submitted through a Qualtrics survey to which a Cornell University Web
279 Authorization Portal has been applied. The link to this survey will be made easily accessible on the Student
280 Assembly website. The relevant deliberations that occur during the assembly meeting shall be live-streamed
281 on the same page. The page must also feature a link to the text of the legislation being voted upon. The
282 voting shall commence at the beginning of the Student Assembly meeting at which the final vote is
283 conducted. The voting shall end at the commencement of voting for assembly members, at which point the
284 tally of community votes will be announced to the Student Assembly. It will be the responsibility of the
285 Parliamentarian to work in tandem with the Office of the Assemblies in order to execute all tasks except
286 those relevant to the live stream, which shall be the responsibility of the Student Assembly Clerk..

287 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 288 **Attendance Policy**

- 289 A. Attendance at all organizational and specially scheduled meetings is required, when the Executive Committee
290 provides SA members at least 72-hours prior notice of the meeting.



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- 291 B. Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival or
292 early departure from a required meeting will result in a half-absence. This includes Executive Sessions.

293 **ARTICLE V: EXECUTIVE BOARD**

294 **Section 1: Composition**

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

297 **Section 2: Duties**

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

301 **Section 3: Meetings**

302 The Executive Board shall hold meetings at least once a week during the academic year. Special meetings of the Board
303 may be called by the Executive Vice President and shall be called upon the written request of five members of the
304 board.

305 **ARTICLE VI: COMMITTEES**

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

- 307 A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A
308 committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered.
309 Committee bylaws shall be adopted with a majority vote.
- 310 B. Any member of any SA committee or commission (except for the Appropriations committee, Executive
311 Committee, and Elections committee) who will be an undergraduate for the entirety of the following SA term
312 and who requests to maintain their membership during the transition from one SA term to the next may do
313 so at the discretion of the committee's outgoing chair. The chair of the committee or commission will
314 transmit the names of any returning members or commissioners to both the outgoing and newly elected Vice
315 Presidents of Internal Operations by the last day of classes in May. The Vice President of Internal Operations
316 will ensure that all returning committee or commission members are staffed and included on the appropriate
317 listserv once the new SA term begins on June 1st and will inform each chair of any returning members or
318 commissioners.



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- 319 C. For the purposes of communication and collaboration, the President and all Vice Presidents of the Student
320 Assembly will serve as ex-officio non-voting members of all Student Assembly committees and commissions
321 on which they do not serve as voting members. This policy does not apply to the Appropriations Committee,
322 Infrastructure Fund Commission, and Elections Committee.

323 Section 2: Review Committees

- 324 D. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program
325 planning process of sectors of the University that create policy directly affecting student life.
- 326 E. The Vice President for Student and Campus Life shall appoint a staff member to work with the chairperson
327 of certain review committee to assure proper functioning of the committee.
- 328 F. Undergraduate members of the review committees will be designated by the appropriate constituency bodies
329 and by application. All non-Student Assembly members will be subject to the approval of the SA.
- 330 G. Review committees will discuss program assessment/planning documents with the SA during the fall
331 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 332 H. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 333 I. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their discretion
334 legislative authority over residential life policies of the University (i.e. the Department of Campus Life and the
335 Office of the Dean of Students). When exercising this authority, review committees are recommended to
336 consult the Residential Student Congress of Cornell.
- 337 J. **Committee on Dining Services** – The Committee on Dining Services will work to represent student
338 interests in the Cornell food system. The committee will consist of at least one faculty member, two Dining
339 student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one
340 graduate/professional student, and at least ten additional students. The VP of Internal Operations for the
341 Student Assembly will recommend additional students to both the committee Chair and the Executive
342 Cabinet for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of
343 Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the Director
344 to select relevant administrators and staff to be present at meetings. Members will collectively review the
345 policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining
346 Services leadership for improving existing policies or integrating new ideas.
- 347 K. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to
348 examine healthcare policies improve student health, wellness, and safety, and act as a form of open
349 communication between student voices and Cornell Health administration. The committee will consist of a
350 Steering Committee, which is made up of a SA & GPSA co-chair, committee chairs(s) from each respective
351 sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health administration. The
352 recognized subcommittees of the student Health Advisory Committee are: Patient Care, Sexual Health and
353 Gender Services, Health and Wellness, Student Health Benefits, and the Mental Health Standing Committee.
354 The SA co-chair will be held by a member of the SA and the committee will be under the supervision of the
355 SA & GPSA co-chairs.



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- 356 L. **Environmental Policy and Planning Commission** – The commission will research issues affecting the
357 campus and its surrounding area, as well as provide recommendations for reducing Cornell’s environmental
358 impact. The Environmental Policy and Planning Commission will be charged with creating new legislation
359 and enforcing past environmental legislation. This commission is also charged with providing environmental
360 education and outreach in order to better inform students and the campus community about the campus’s
361 environmental impact and sustainability issues. The Environmental Policy and Planning Commission will
362 work closely with students, administrators, student environmental organizations, the Cornell Sustainability
363 Office, the Campus Planning Committee, the Campus Infrastructure Committee, and the City and Town of
364 Ithaca Sustainability to better recognize and address the environmental concerns of the campus and its
365 community as well as to encourage collaboration in working toward the creation of a more sustainable
366 environment. The chair position can be held by any member of the Cornell undergraduate student population
367 and the committee will be under the supervision of the Executive Vice President.
- 368 M. **City and Local Affairs Committee** – This committee will advocate on behalf of students’ interest at the city
369 and county government levels. In addition to its advocacy work, the committee will organize events that
370 foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be held
371 by any member of the Cornell undergraduate student population and the committee will be under the
372 supervision of the Vice President of External Operations.
- 373 N. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic matters at
374 Cornell. Committee members will research, review, recommend, and develop projects to improve academic
375 life for the student body. This committee will work closely with the Dean of Students and the Faculty Senate
376 to ensure that students’ concerns related to academic policy are voiced effectively to university officials. The
377 chair position can be held by any member of the Cornell undergraduate student population and the
378 committee will be under the supervision of Executive Vice President.
- 379 O. **Financial Aid Review Committee** – The committee will examine the financial aid policies of Cornell
380 University. It shall also be responsible for the administration of the Student Helping Students grant. The
381 committee shall consist of a chair, up to two SA members, between five and ten undergraduate students, at
382 least four-fifths of whom receive some form of institutionalized financial aid. The Associate Vice Provost for
383 Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for Customer Service and
384 Community Relations, a counselor from the Office of Financial Aid, two faculty members, and the Vice
385 President for Student and Academic Services shall serve as ex-officio non-voting members. This committee
386 will be under the supervision of the Vice President for Finance.

387 **Section 3: Operational Committees**

- 388 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and
389 shall therefore facilitate the full expression of the SA’s responsibilities to the Cornell student body.
- 390 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee’s
391 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with
392 interested SA voting members.



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- 393 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the SA. It
394 reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee
395 and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of
396 the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who
397 shall serve as Chair; and 7 undergraduates at-large to be selected by the Executive Cabinet. The Director of
398 the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC
399 Commissioners shall serve as voting members of the Committee. Quorum shall be defined as a simple
400 majority of all voting members. A designee of the chair shall take minutes at all meetings.
- 401 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the SA is
402 responsible for evaluating applications for funding through the SAIF. The rules governing the operation of
403 the SAIFC are contained in Appendix C of the SA Charter. The Commission shall consist of at least 12 and
404 no more than 17 commissioners. The commissioners must include five voting members of the SA, consisting
405 of a Chair, who will be the Vice President of Infrastructure of the SA, three Assembly members elected
406 during the Assembly’s Spring organizational meetings, and one New Student voting member of the SA,
407 internally elected by the Assembly following the Fall election. The remaining commissioners will consist of at
408 least seven and no more than twelve undergraduate students who are either returning commissioners or are
409 selected from a pool of applicants and approved by the Executive Cabinet, with the exact number of
410 commissioners to be set at the discretion of the Chair of the Commission and the Staffing Committee of the
411 SA. No SAFC Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice
412 President for Finance). No more than 2 of the voting Student Assembly members on the SAIFC may also be
413 voting members of the Appropriations Committee and no more than 4 of the total voting members on the
414 committee may be voting members of the Appropriations Committee. Quorum shall be defined as a simple
415 majority of all staffed voting members. Upon request, a written summary of the meeting will be provided by
416 the chair. The Vice President for Finance and Vice President of External Affairs shall serve ex-officio as
417 non-voting members of the Commission. The Director of the Office of the Assemblies or their designee shall
418 serve as an ex-officio non-voting member.
- 419 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to
420 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster
421 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,
422 meetings, and resolutions. The committee will ensure a direct and ever present link between students active in
423 campus government, the administration, and students at-large and will relay student interest to the SA. The
424 committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-
425 sponsored events including, but not limited to conducting polls, referenda, community outreach forums,
426 designated constituency events, and hearings. The committee will also assist in coordinating efforts and
427 devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly
428 plans recreational events for students. The SA Vice President of External Affairs will serve as Chair of the
429 Committee.
- 430 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special
431 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of
432 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting



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- 433 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of
434 each academic year, the Executive Cabinet will present a slate of proposed members to the SA for
435 confirmation, which the SA must approve or disapprove in its entirety. The Executive Cabinet may fill any
436 subsequent vacancies without confirmation by the SA. No person may be a candidate in an election
437 supervised by the committee in the same academic year when the person served as a voting member of the
438 committee. All committee meetings will be closed. Only voting members will be permitted to attend the
439 meetings unless specifically invited by the Director of Elections. This committee will be chaired by the
440 Director of Elections of the Student Assembly.
- 441 G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student Assembly (SA)
442 is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application
443 outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the
444 year report and determine if the SA committee and/or their composition need to be changed. The committee
445 shall be charged with creating and enforcing an attendance policy for all committees. The membership of this
446 committee shall include the SA's President, Executive Vice President, Vice President for Finance, Vice
447 President of External Affairs, Vice President of Internal Operations, Vice President of Diversity and
448 Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director of the Office
449 of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be
450 responsible for consulting with chairpersons of committees and recommending candidates for vacant
451 committee positions to the Executive Cabinet. The Executive Cabinet shall assume the duties and
452 responsibilities of the Student Assembly Staffing Committee, as referred to in other documents.
- 453 H. **Research & Accountability Committee** – The committee will pursue any necessary accountability and
454 research concerns of SA members and directly elected undergraduate representatives to the UA. Research and
455 accountability concerns consist of, but are not limited to: general body attendance, resolution voting, liaison
456 role accountability, committee attendance, committee conduct, and general representative accountability. The
457 committee will also evaluate all requests submitted by community members that are against any SA member,
458 SA committees, or directly elected undergraduate representatives to the UA. The Vice President of Research
459 and Accountability shall serve as chair with a vote only in the event of a tie. The committee shall consist of
460 ten voting members, four of which are current SA members and/or directly elected undergraduate
461 representatives to the UA and six undergraduate community members. The composition of the committee
462 can change for specific meeting types in which members of the SA Executive Committee or other student
463 representatives can be given an ex-officio status – this is to be voted on by the RE committee as a whole and
464 only when initially decided on by the Chair. The committee has the obligation, if decided upon, to conference
465 any SA member, directly elected undergraduate representative to the UA, SA affiliated committees, or
466 Committee Chair if they have received a notice from any member of the Cornell Community. After a full
467 inquiry or fact finding action – a written report may be presented to the SA, which will include a brief
468 summary of the situation being investigated and any necessary actions the committee recommends. The
469 requestors and others who are not SA members or directly elected undergraduate representatives to the UA
470 shall be redacted from the report if permission from any of the individual(s) is not given. Adoption of the
471 (possible) recommendation(s) requires a three quarters majority vote of SA voting members. Rejection of the
472 (possible) recommendation(s) require three quarters of SA voting members. If recommendation or report are



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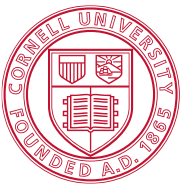
473 not approved or rejected, it will be tabled indefinitely. The Vice President of Research and Accountability
474 shall present reports to the SA at both the requestor(s), RA Committee's, and Chair's discretion

475 **Section 4: Diversity**

- 476 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the SA, the
477 diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives
478 (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and
479 understanding of the increasing importance of diversity and create an environment that brings together
480 diverse perspectives and fosters diversity of thought. The charge of the Diversity and Inclusion committee
481 will be to:
- 482 a. To be a meeting grounds for interested students to meet members of the administration to
483 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
 - 484 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
 - 485 c. To provide a brief report of its progress to be presented by the Vice President of Diversity &
486 Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report to
487 include (but not limited to) the goals of the academic year, the strategies devised for achievement of
488 these goals, the progress of UDC initiatives, college- specific initiatives, obstacles, and potential goals
489 for the next academic year to be presented in the same manner at the final meeting of the spring
490 semester.
 - 491 d. Composition
 - 492 i. The Diversity and Inclusion Committee will aim to be a collective voice of the diversity of
493 backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual orientations
494 represented at Cornell.
 - 495 ii. Non-SA student representation: student members of the committee may be recruited from
496 institutions and organizations such as the diversity councils of the colleges, Women's
497 Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board,
498 Cornell Outdoor Education, International Student Union and any member of the Cornell
499 student body who is interested in diversity initiatives.
 - 500 iii. Student Assembly representation: SA LGBT Liaison at-large, Women's representative,
501 International representative, both Minority Liaisons, First Generation Students
502 Representative, and the Vice President of External Affairs are required to be members of the
503 committee.
 - 504 e. Structure
 - 505 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the
506 Diversity and Inclusion committee.

507 **Section 5: External Committees**

- 508 A. **Office of the Student Advocate**



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- a. Roles and Responsibilities
 - i. Student Advocate – the responsibilities of the Student Advocate are as follows:
 - 1. Attend and chair all office meetings
 - 2. Correspond with Student Assembly to affect office priorities
 - 3. Create training programs for caseworkers and staff
 - 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. 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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548 President and confirmed by the Student Assembly and begin staffing the remainder of the
549 office to be confirmed again by the Student Assembly.

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

551 a. Name, Mission, and Affiliation

- 552 i. Name – the name of the office shall be the Office of Student Government Relations
553 (abbreviated to OSGR).
554 ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future
555 students for the accessibility, affordability, and quality of Cornell University.
556 iii. Affiliation – The Office of Student Government Relations shall be affiliated as an external
557 executive office of the Cornell Student Assembly.

558 b. Roles and Responsibilities

- 559 i. Director of the Office of Student Government Relations – the responsibilities of the
560 Director of the Office of Student Government Relations are as follows:
561 1. Chair all Office meetings and attend all SA executive board meetings
562 2. Correspond with the Student Assembly to affect office priorities
563 3. Create training programs for directors and other office members
564 4. Appoint additional members of the office as appropriate
565 5. Oversee the budget of the office
566 ii. Director of Local Relations – the responsibilities of the Director of Local Relations are as
567 follows:
568 1. Understand and act upon student needs and requests
569 2. Maintain and foster communications with appropriate institutions, entities, and
570 individuals
571 iii. Director of State Relations – the responsibilities of the Director of State Relations are as
572 follows:
573 1. Understand and act upon student needs and requests
574 2. Maintain and foster communications with appropriate institutions, entities, and
575 individuals
576 iv. Director of Federal Relations – the responsibilities of the Director of Federal Relations are
577 as follows:
578 1. Understand and act upon student needs and requests
579 2. Maintain and foster communications with appropriate institutions, entities, and
580 individuals
581 v. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are as
582 follows:
583 1. Understand and act upon student needs and requests
584 2. Collaborate and support the Directors of Local, State, and Federal Relations as
585 needed
586 c. Recruitment of Office of Student Government Relations members



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- 587 i. The outgoing Office of Student Government Relations shall nominate a new Director of the
588 office as well as new Directors of Local, State, and Federal Relations to be discussed and
589 approved by the Student Assembly before the end of each calendar year. Nominations for
590 the Director of State Relations are encouraged to have lived in New York State prior to
591 becoming a student at Cornell. The first Director of the Office shall be appointed by the SA
592 President and confirmed by the Student Assembly and shall staff the remainder of the office
593 to be confirmed again by the Student Assembly.
- 594 d. Funding
- 595 i. Funding for the OSGR shall be appropriated during byline funding years from the Student
596 Assembly. OSGR funds shall be used for trips to local offices, Albany and Washington, DC.
597 Additionally, funds will be used for the upkeep and maintenance of administrative expenses
598 and the implementation of lobbying and advocacy events. The Director of the office shall
599 control the budget of OSGR. In preparation for byline funding years, the Director shall
600 work with the Student Assembly's Vice President of Finance to provide updates and
601 calibrate the appropriations asks of the Student Assembly.

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

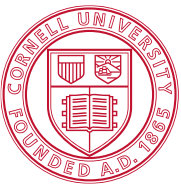
603 **Section 1: Community Rights**

604 The SA and its committees shall respect and protect the rights of individual members of the Cornell community. All
605 members of the community, who do not otherwise have an appointed or elected position on the student assembly,
606 have the right to add a resolution to the Student Assembly Agenda as a sponsor (without the requirement of having a
607 member of the assembly being a sponsor) after gaining the approval of a Student Assembly committee through a
608 majority vote or after procuring the written signature of at least a majority of seated SA members and presenting it to
609 the SA President or their designee for verification at least 48 hours before the meeting at which the resolution is to be
610 introduced. Resolutions that appear on the agenda using either of these methods may not have more than 3 sponsors
611 who are not Student Assembly members of Student Assembly committee chairs.

612 **Section 2: Confidentiality**

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

618 **Section 3: Infringement of Confidentiality**



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

623 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**

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

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

627 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

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

631 **ARTICLE X: AMENDMENTS**

632 These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote of the members present,
633 provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be
634 presented to the assembly by voting members and by community petition with at least 100 Cornell undergraduate
635 student signatures.