



# Bylaws

## Cornell University Student Assembly

*As amended on December 11, 2020*

### ARTICLE I: EX-OFFICIO MEMBERS

#### Section 1: Ex-officio Membership

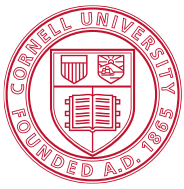
Ex-officio membership grants members of the Cornell community (student, alumni, faculty, staff, administrator, etc.) full-debating privileges but not voting privileges. These positions are granted to community members to either provide a perspective from another governing body or to enhance the overall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

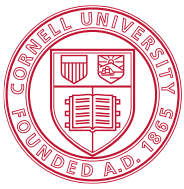
42 The officers of the SA shall be a President, an Executive Vice President, a Vice President of Internal Operations, a  
43 Vice President for Finance, a Vice President of External Affairs, a Vice President of Diversity and Inclusion, a  
44 Director of Elections, a Parliamentarian, and an Executive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

### 59 **Section 3: Terms of office**

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



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### 62 **Section 4: Recalling officers**

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

## 64 **ARTICLE III: OFFICER DUTIES**

### 65 **Section 1: President**

66 The responsibilities of the President are as follows:

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

### 85 **Section 2: Executive Vice President**

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

- 87 1. Attend all SA meetings and act as Chair in the absence of the President.
- 88 2. Chair the Executive Committee
- 89 3. Assume the office of President should a vacancy arise.
- 90 4. Serve as Assembly correspondent in the absence of or on behalf of the President.
- 91 5. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
- 92 6. Submit agenda items for leadership meetings after soliciting topics from Assembly members and be
- 93 responsible for the creation of the weekly agenda for Assembly meetings.



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

## 105 **Section 3: Vice President of Internal Operations**

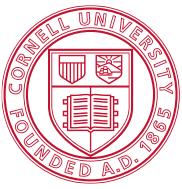
106 The responsibilities of the Vice President of Internal Operations are as follows:

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

## 123 **Section 4: Vice President for Finance**

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

- 125 1. Serve as SA treasurer and report to the Assembly regarding Assembly balances in December and May.  
126 2. Chair the Appropriations Committee.  
127 3. Propose the Student Assembly's budget in the form of a resolution by one of the first two general assembly  
128 meetings of each SA term.



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- 129 4. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding  
130 establishing new fee, biannually.  
131 5. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter  
132 appendices, at least once per semester.  
133 6. Oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund Commission by  
134 assisting and advising the committee chairs and attending meetings as necessary.

### 135 **Section 5: Vice President of External Affairs**

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

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

### 153 **Section 6: Vice President of Diversity and Inclusion**

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

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



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- 164 8. Coordinate with the Vice President of External Affairs to effectively communicate with groups that advocate  
165 for underrepresented students on campus.  
166 9. Monitor and maintain all aspects of the Student Assembly website at <http://cornellsa.com>

### 167 **Section 7: Director of Elections**

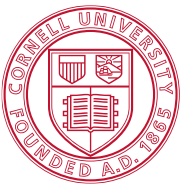
168 The responsibilities of the Director of Elections are as follows:

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

### 190 **Section 8: Parliamentarian**

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

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



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

## 206 **Section 9: Executive Archivist**

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

## 211 **Section 10: Offices of Officers**

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

## 217 **ARTICLE IV: MEETINGS**

### 218 **Section 1: Regular Meetings**

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

### 220 **Section 2: Special Meetings**

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

### 228 **Section 3: Organizational Meeting**





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

### 231 **Section 4: Informal meetings**

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

### 236 **Section 5: Executive Session**

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

### 243 **Section 6: Quorum**

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

### 245 **Section 7: Community Votes**

- 246 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be  
247 allocated one vote.
- 248 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1)  
249 funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to  
250 make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and  
251 liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval of Parliamentarian,  
252 Liaison to the Provost, etc.).
- 253 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted  
254 to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons  
255 prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both  
256 community votes will be allocated to the side that has a simple majority.
- 257 D. All community votes shall be submitted through a Qualtrics survey to which a Cornell University Web  
258 Authorization Portal has been applied. The link to this survey will be made easily accessible on the Student  
259 Assembly website. The relevant deliberations that occur during the assembly meeting shall be live-streamed  
260 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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261 voting shall commence at the beginning of the Student Assembly meeting at which the final vote is  
262 conducted. The voting shall end at the commencement of voting for assembly members, at which point the  
263 tally of community votes will be announced to the Student Assembly. It will be the responsibility of the  
264 Parliamentarian to work in tandem with the Office of the Assemblies in order to execute all tasks except  
265 those relevant to the live stream, which shall be the responsibility of the Student Assembly Clerk..

## 266 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 267 **Attendance Policy**

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

## 272 **ARTICLE V: EXECUTIVE BOARD**

### 273 **Section 1: Composition**

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

### 276 **Section 2: Duties**

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

### 280 **Section 3: Meetings**

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

## 284 **ARTICLE VI: COMMITTEES**

### 285 **Section 1: Creation and Maintenance of Committees**

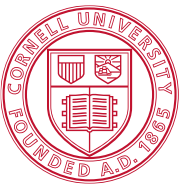


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- 286 A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A  
287 committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered.  
288 Committee bylaws shall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

## 302 Section 2: Review Committees

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



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



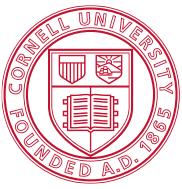
# Cornell University

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364 President for Student and Academic Services shall serve as ex-officio non-voting members. This committee  
365 will be under the supervision of the Vice President for Finance.

### 366 Section 3: Operational Committees

- 367 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and  
368 shall therefore facilitate the full expression of the SA's responsibilities to the Cornell student body.
- 369 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee's  
370 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with  
371 interested SA voting members.
- 372 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the SA. It  
373 reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee  
374 and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of  
375 the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who  
376 shall serve as Chair; and 7 undergraduates at-large to be selected by the Executive Cabinet. The Director of  
377 the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC  
378 Commissioners shall serve as voting members of the Committee. Quorum shall be defined as a simple  
379 majority of all voting members. A designee of the chair shall take 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.
- 398 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to  
399 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster  
400 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,  
401 meetings, and resolutions. The committee will ensure a direct and ever present link between students active in



## Cornell University Student Assembly

- 402 campus government, the administration, and students at-large and will relay student interest to the SA. The  
403 committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-  
404 sponsored events including, but not limited to conducting polls, referenda, community outreach forums,  
405 designated constituency events, and hearings. The committee will also assist in coordinating efforts and  
406 devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly  
407 plans recreational events for students. The SA Vice President of External Affairs will serve as Chair of the  
408 Committee.
- 409 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special  
410 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of  
411 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting  
412 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of  
413 each academic year, the Executive Cabinet will present a slate of proposed members to the SA for  
414 confirmation, which the SA must approve or disapprove in its entirety. The Executive Cabinet may fill any  
415 subsequent vacancies without confirmation by the SA. No person may be a candidate in an election  
416 supervised by the committee in the same academic year when the person served as a voting member of the  
417 committee. All committee meetings will be closed. Only voting members will be permitted to attend the  
418 meetings unless specifically invited by the Director of Elections. This committee will be chaired by the  
419 Director of Elections of the Student Assembly.
- 420 G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student Assembly (SA)  
421 is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application  
422 outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the  
423 year report and determine if the SA committee and/or their composition need to be changed. The committee  
424 shall be charged with creating and enforcing an attendance policy for all committees. The membership of this  
425 committee shall include the SA's President, Executive Vice President, Vice President for Finance, Vice  
426 President of External Affairs, Vice President of Internal Operations, Vice President of Diversity and  
427 Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director of the Office  
428 of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be  
429 responsible for consulting with chairpersons of committees and recommending candidates for vacant  
430 committee positions to the Executive Cabinet. The Executive Cabinet shall assume the duties and  
431 responsibilities of the Student Assembly Staffing Committee, as referred to in other documents.
- 432 H. **Research & Accountability Committee** – The committee will pursue any necessary accountability and  
433 research concerns of SA members and directly elected undergraduate representatives to the UA. Research and  
434 accountability concerns consist of, but are not limited to: general body attendance, resolution voting, liaison  
435 role accountability, committee attendance, committee conduct, and general representative accountability. The  
436 committee will also evaluate all requests submitted by community members that are against any SA member,  
437 SA committees, or directly elected undergraduate representatives to the UA. The Chair position can be held  
438 by any non-Student Assembly member of the Cornell undergraduate student population and the committee  
439 will be under the supervision of Executive Vice President. The committee shall consist of ten voting  
440 members, two of which are current SA members and/or directly elected undergraduate representatives to the  
441 UA and eight undergraduate community members. The chair shall only vote in the event of a tie. The





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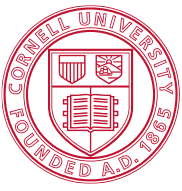
## Student Assembly

442 composition of the committee can change for specific meeting types in which members of the SA Executive  
443 Committee or other student representatives can be given an ex-officio status – this is to be voted on by the  
444 RE committee as a whole and only when initially decided on by the Chair. The committee has the obligation,  
445 if decided upon, to conference any SA member, directly elected undergraduate representative to the UA, SA  
446 affiliated committees, or Committee Chair if they have received a notice from any member of the Cornell  
447 Community. The committee is restricted from passing resolutions due to the necessary impartial nature of the  
448 committee. However, after a full inquiry or fact finding action – a written report may be presented to the SA,  
449 which will include a brief summary of the situation being investigated and any necessary actions the  
450 committee recommends. The requester’s name and others who are not SA members or directly elected  
451 undergraduate representatives to the UA shall be redacted from the report if permission from any of the  
452 individual(s) is not given. Adoption of the (possible) recommendation(s) requires a three quarters majority  
453 vote of SA voting members. Rejection of the (possible) recommendation(s) require three quarters of SA  
454 voting members. If recommendation or report are not approved or rejected, it will be tabled indefinitely. The  
455 committee chair shall present reports to the SA at both the requestor(s), RA Committee’s, and Chair’s  
456 discretion

### 457 Section 4: Diversity

- 458 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the SA, the  
459 diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives  
460 (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and  
461 understanding of the increasing importance of diversity and create an environment that brings together  
462 diverse perspectives and fosters diversity of thought. The charge of the Diversity and Inclusion committee  
463 will be to:
- 464 a. To be a meeting grounds for interested students to meet members of the administration to  
465 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
  - 466 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
  - 467 c. To provide a brief report of its progress to be presented by the Vice President of Diversity &  
468 Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report to  
469 include (but not limited to) the goals of the academic year, the strategies devised for achievement of  
470 these goals, the progress of UDC initiatives, college- specific initiatives, obstacles, and potential goals  
471 for the next academic year to be presented in the same manner at the final meeting of the spring  
472 semester.
  - 473 d. Composition
    - 474 i. The Diversity and Inclusion Committee will aim to be a collective voice of the diversity of  
475 backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual orientations  
476 represented at Cornell.
    - 477 ii. Non-SA student representation: student members of the committee may be recruited from  
478 institutions and organizations such as the diversity councils of the colleges, Women’s  
479 Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board,





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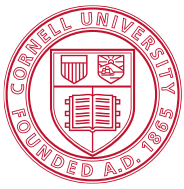
## Student Assembly

- 480 Cornell Outdoor Education, International Student Union and any member of the Cornell  
481 student body who is interested in diversity initiatives.
- 482 iii. Student Assembly representation: SA LGBT Liaison at-large, Women’s representative,  
483 International representative, both Minority Liaisons, First Generation Students  
484 Representative, and the Vice President of External Affairs are required to be members of the  
485 committee.
- 486 e. Structure
- 487 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the  
488 Diversity and Inclusion committee.

### 489 Section 5: External Committees

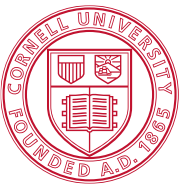
#### 490 A. Office of the Student Advocate

- 491 a. Roles and Responsibilities
- 492 i. Student Advocate – the responsibilities of the Student Advocate are as follows:
- 493 1. Attend and chair all office meetings
- 494 2. Correspond with Student Assembly to affect office priorities
- 495 3. Create training programs for caseworkers and staff
- 496 4. Monitor the collection of data in the office
- 497 5. Develop relationships with University offices and coordinate informational material
- 498 ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:
- 499 1. Supervise office staff and ensure cohesion
- 500 2. Ensure that all cases are met with an appropriate and timely response
- 501 3. Create training programs for caseworkers and staff
- 502 4. Develop relationships with University offices and coordinate informational materials
- 503 5. Write and present an office report at the end of each semester
- 504 iii. Director for Student and Campus Life – the responsibilities of the Director for Student and  
505 Campus Life are as follows:
- 506 1. Oversee caseworkers handling student issues pertaining to residency, discrimination,  
507 harassment and student-related conduct violations.
- 508 2. Create informational material relating to these issues.
- 509 iv. Director for Academic Affairs – the responsibilities of the Director for Academic Affairs are  
510 as follows:
- 511 1. Oversee caseworkers handling student issues pertaining to professor-related conduct  
512 violations, grade and enrollment disputes.
- 513 2. Create informational materials relating to these issues.
- 514 v. Director for Student Finance – the responsibilities of the Director for Student Finance are as  
515 follows:
- 516 1. Oversee caseworkers handling student issues pertaining to financial aid disputes and  
517 student-employment.



# Cornell University Student Assembly

- 518 2. Create informational materials relating to these issues.
- 519 vi. Caseworkers – the responsibilities of Caseworkers shall be as follows:
- 520 1. Follow the supervision of their Director
- 521 2. Participate in the office’s training process
- 522 3. Respond to questions and inquiries sent via email by students or in person in a
- 523 timely manner
- 524 4. Refer students to the appropriate office within the University to handle their
- 525 complaint
- 526 b. Recruitment of the Student Advocate Members
- 527 i. The outgoing Office of the Student Advocate shall nominate a new Student Advocate as well
- 528 as staff members each year, to be discussed and approved by the Student Assembly before
- 529 the end of the academic year. The first student advocate shall be appointed by the SA
- 530 President and confirmed by the Student Assembly and begin staffing the remainder of the
- 531 office to be confirmed again by the Student Assembly.
- 532 **B. Office of Student Government Relations**
- 533 a. Name, Mission, and Affiliation
- 534 i. Name – the name of the office shall be the Office of Student Government Relations
- 535 (abbreviated to OSGR).
- 536 ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future
- 537 students for the accessibility, affordability, and quality of Cornell University.
- 538 iii. Affiliation – The Office of Student Government Relations shall be affiliated as an external
- 539 executive office of the Cornell Student Assembly.
- 540 b. Roles and Responsibilities
- 541 i. Director of the Office of Student Government Relations – the responsibilities of the
- 542 Director of the Office of Student Government Relations are as follows:
- 543 1. Chair all Office meetings and attend all SA executive board meetings
- 544 2. Correspond with the Student Assembly to affect office priorities
- 545 3. Create training programs for directors and other office members
- 546 4. Appoint additional members of the office as appropriate
- 547 5. Oversee the budget of the office
- 548 ii. Director of Local Relations – the responsibilities of the Director of Local Relations are as
- 549 follows:
- 550 1. Understand and act upon student needs and requests
- 551 2. Maintain and foster communications with appropriate institutions, entities, and
- 552 individuals
- 553 iii. Director of State Relations – the responsibilities of the Director of State Relations are as
- 554 follows:
- 555 1. Understand and act upon student needs and requests
- 556 2. Maintain and foster communications with appropriate institutions, entities, and
- 557 individuals



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- iv. Director of Federal Relations – the responsibilities of the Director of Federal Relations are as follows:
    - 1. Understand and act upon student needs and requests
    - 2. Maintain and foster communications with appropriate institutions, entities, and individuals
  - v. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are as follows:
    - 1. Understand and act upon student needs and requests
    - 2. Collaborate and support the Directors of Local, State, and Federal Relations as needed
  - c. Recruitment of Office of Student Government Relations members
    - i. The outgoing Office of Student Government Relations shall nominate a new Director of the office as well as new Directors of Local, State, and Federal Relations to be discussed and approved by the Student Assembly before the end of each calendar year. Nominations for the Director of State Relations are encouraged to have lived in New York State prior to becoming a student at Cornell. The first Director of the Office shall be appointed by the SA President and confirmed by the Student Assembly and shall staff the remainder of the office to be confirmed again by the Student Assembly.
  - d. Funding
    - i. Funding for the OSGR shall be appropriated during byline funding years from the Student Assembly. OSGR funds shall be used for trips to local offices, Albany and Washington, DC. Additionally, funds will be used for the upkeep and maintenance of administrative expenses and the implementation of lobbying and advocacy events. The Director of the office shall control the budget of OSGR. In preparation for byline funding years, the Director shall work with the Student Assembly’s Vice President of Finance to provide updates and calibrate the appropriations asks of the Student Assembly.

## 584 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

### 585 **Section 1: Community Rights**

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



## Cornell University Student Assembly

### 594 **Section 2: Confidentiality**

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

### 600 **Section 3: Infringement of Confidentiality**

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

## 605 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**

### 606 **Section 1: Public Events and Campus Forums**

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

## 609 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

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

## 613 **ARTICLE X: AMENDMENTS**

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