



# Bylaws

## Cornell University Student Assembly

*As amended on May 20, 2020*

1  
2  
3

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

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

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

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

- 10 A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the  
11 Executive Archivist.
- 12 B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the  
13 Parliamentarian.
- 14 C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director  
15 of Elections.

#### 16 **Section 3: Organizational Liaisons**

- 17 A. The SA shall grant one member chosen by the Greek Tri-Councils an ex-officio position as an  
18 organizational liaison. The liaison chosen by the Tri-Councils shall be selected on a rotating basis from  
19 the three councils, beginning with a representative of InterFraternity Council, following with Panhellenic  
20 Association, and finishing with Multicultural Greek and Fraternal Council. Each liaison will serve for one  
21 semester, and a liaison from the next council in the rotation will be granted membership at the beginning  
22 of the following semester.
- 23 B. The SA will grant one executive member from Residential Student Congress an ex-officio position as an  
24 organizational liaison.
- 25 C. The SA will grant one member from Cornell Undergraduate Veteran Association an ex-officio position as  
26 an organizational liaison. This liaison must represent the interests of the United States and its allies.
- 27 D. The SA will grant one organizational liaison from the Cornell Union for Disability Awareness an ex-  
28 officio position titled "Student with Disabilities Representative".
- 29 E. The SA will grant one liaison, an undergraduate with an interest in computing and technology an ex-  
30 officio position as titled IT Governance Liaison.



# Cornell University

## Student Assembly

### 31 **Section 4: Shared Governance Liaisons**

- 32 A. Student Trustees. The SA will grant the Student Trustees ex-officio positions as shared governance  
33 liaisons for the duration of their terms.
- 34 B. Undergraduate University Assembly Members. The SA will grant both student-elected University  
35 Assembly members ex-officio positions for the duration of their terms.

## 36 **ARTICLE II: OFFICERS**

### 37 **Section 1: Officers**

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

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

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

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

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

### 58 **Section 4: Recalling officers**

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



# Cornell University Student Assembly

## 60 **ARTICLE III: OFFICER DUTIES**

### 61 **Section 1: President**

62 The responsibilities of the President are as follows:

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

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

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

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



# Cornell University

## Student Assembly

- 94 10. Help initiate and organize lobby efforts at both the state and federal levels.
- 95 11. Be responsible for responding to questions or comments made during Open Microphone. Issues can be
- 96 delegated to other members of the Assembly.
- 97 12. Be responsible for keeping contact with University Relations and reporting on a regular basis to the SA on
- 98 issues that concern the student body.
- 99 13. Oversee the Committees on Health and Wellness, Academic Affairs, the Environment, and Residential Life
- 100 by assisting and advising the committee chairs, attending meetings as necessary, and holding monthly
- 101 executive sessions with all committee chairs.
- 102 14. Plan fall retreat for committee chairs with the Vice President of Internal Operations.
- 103 15. Coordinate and supervise new member orientation with the Vice President of Internal Operations.

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

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

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

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

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

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



## Cornell University Student Assembly

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

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

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

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

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

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

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



## Cornell University Student Assembly

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

### 166 **Section 7: Vice President of Research & Accountability**

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

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

### 183 **Section 8: Director of Elections**

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

- 185 9. Chair the Elections Committee and report all the activities of said committee to the general SA;  
186 10. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the  
187 Director of the Office of the Assemblies, the VP of External Affairs, and the President;  
188 11. Serve as SA correspondent for election matters;  
189 12. Ensure that the Elections Committee is successfully completing the following tasks:  
190 a. Making every effort to ensure the greatest number of candidates for each available position,  
191 b. Ensuring all candidates are aware of and abiding by elections, campaigning, postering, and other  
192 Assembly and University policies,  
193 c. Coordinating and advertising an informal “Meet the Candidates Forum”,  
194 d. Coordinating and advertising opportunities for candidates to make public appearances,  
195 e. Coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if  
196 such forums are deemed necessary by the Executive Board,



## Cornell University Student Assembly

- 197 f. Contacting student organizations and informing them of the elections process and encouraging them to  
198 send delegates to elections activities in order to report candidates' stances on relevant issues to their  
199 organizations,  
200 g. Ensuring that candidates have submitted pictures and statements  
201 h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the Office  
202 of the Assemblies in the coordination of elections days;  
203 13. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of  
204 potential ballot referenda to be considered for approval by the SA, and that all approved referenda are  
205 advertised along with all elections activities described in #5 above (especially c. and e).

### 206 **Section 9: Parliamentarian**

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

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

### 222 **Section 10: Executive Archivist**

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

### 227 **Section 11: Offices of Officers**





# Cornell University Student Assembly

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

## 233 **ARTICLE IV: MEETINGS**

### 234 **Section 1: Regular Meetings**

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

### 236 **Section 2: Special Meetings**

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

### 244 **Section 3: Organizational Meeting**

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

### 247 **Section 4: Informal meetings**

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

### 252 **Section 5: Executive Session**

253 With the concurrence of two-thirds of the voting members in attendance, the SA or any of its committees may go into  
254 executive session during a regularly scheduled meeting only to discuss confidential matters as defined by this Charter.  
255 No policy determinations will be made in executive session. The Student Assembly may also hold executive sessions  
256 for internal elections and planning purposes. Executive session shall be closed to non-voting, non-executive members





# Cornell University Student Assembly

257 of the assembly. Community members may be invited by the assembly to participate in an executive session. Secret  
258 ballot votes shall be reserved for executive sessions.

## 259 **Section 6: Quorum**

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

## 261 **Section 7: Community Votes**

- 262 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be  
263 allocated one vote.
- 264 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1)  
265 funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to  
266 make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and  
267 liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval of Parliamentarian,  
268 Liaison to the Provost, etc.).
- 269 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted  
270 to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons  
271 prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both  
272 community votes will be allocated to the side that has a simple majority.
- 273 D. Any member of the undergraduate student body can request, at the beginning of a meeting, that the current  
274 status of all students wishing to participate in a community vote be validated. Each member of the  
275 community must then present their Cornell IDs to the Parliamentarian, who will subsequently validate their  
276 status as undergraduates via the Cornell website.

## 277 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 278 **Attendance Policy**

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

## 283 **ARTICLE V: EXECUTIVE BOARD**

### 284 **Section 1: Composition**

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



# Cornell University Student Assembly

## 287 **Section 2: Duties**

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

## 291 **Section 3: Meetings**

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

## 295 **ARTICLE VI: COMMITTEES**

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

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

### 313 **Section 2: Review Committees**

- 314 D. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program  
315 planning process of sectors of the University that create policy directly affecting student life.
- 316 E. The Vice President for Student and Campus Life shall appoint a staff member to work with the chairperson  
317 of certain review committee to assure proper functioning of the committee.



## Cornell University Student Assembly

- 318 F. Undergraduate members of the review committees will be designated by the appropriate constituency bodies  
319 and by application. All non-Student Assembly members will be subject to the approval of the SA.
- 320 G. Review committees will discuss program assessment/planning documents with the SA during the fall  
321 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 322 H. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 323 I. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their discretion  
324 legislative authority over residential life policies of the University (i.e. the Department of Campus Life and the  
325 Office of the Dean of Students). When exercising this authority, review committees are recommended to  
326 consult the Residential Student Congress of Cornell.
- 327 J. **Committee on Dining Services** – The Committee on Dining Services will work to represent student  
328 interests in the Cornell food system. The committee will consist of at least one faculty member, two Dining  
329 student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one  
330 graduate/professional student, and at least ten additional students. The VP of Internal Operations for the  
331 Student Assembly will recommend additional students to both the committee Chair and the Executive  
332 Cabinet for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of  
333 Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the Director  
334 to select relevant administrators and staff to be present at meetings. Members will collectively review the  
335 policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining  
336 Services leadership for improving existing policies or integrating new ideas.
- 337 K. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to  
338 examine healthcare policies improve student health, wellness, and safety, and act as a form of open  
339 communication between student voices and Cornell Health administration. The committee will consist of a  
340 Steering Committee, which is made up of a SA & GPSA co-chair, committee chairs(s) from each respective  
341 sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health administration. The  
342 recognized subcommittees of the student Health Advisory Committee are: Patient Care, Sexual Health and  
343 Gender Services, Health and Wellness, Student Health Benefits, and the Mental Health Standing Committee.  
344 The SA co-chair will be held by a member of the SA and the committee will be under the supervision of the  
345 SA & GPSA co-chairs.
- 346 L. **Environmental Policy and Planning Commission** – The commission will research issues affecting the  
347 campus and its surrounding area, as well as provide recommendations for reducing Cornell's environmental  
348 impact. The Environmental Policy and Planning Commission will be charged with creating new legislation  
349 and enforcing past environmental legislation. This commission is also charged with providing environmental  
350 education and outreach in order to better inform students and the campus community about the campus's  
351 environmental impact and sustainability issues. The Environmental Policy and Planning Commission will  
352 work closely with students, administrators, student environmental organizations, the Cornell Sustainability  
353 Office, the Campus Planning Committee, the Campus Infrastructure Committee, and the City and Town of  
354 Ithaca Sustainability to better recognize and address the environmental concerns of the campus and its  
355 community as well as to encourage collaboration in working toward the creation of a more sustainable  
356 environment. The chair position can be held by any member of the Cornell undergraduate student population  
357 and the committee will be under the supervision of the Executive Vice President.



# Cornell University

## Student Assembly

- 358 M. **City and Local Affairs Committee** – This committee will advocate on behalf of students’ interest at the city  
359 and county government levels. In addition to its advocacy work, the committee will organize events that  
360 foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be held  
361 by any member of the Cornell undergraduate student population and the committee will be under the  
362 supervision of the Vice President of External Operations.
- 363 N. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic matters at  
364 Cornell. Committee members will research, review, recommend, and develop projects to improve academic  
365 life for the student body. This committee will work closely with the Dean of Students and the Faculty Senate  
366 to ensure that students’ concerns related to academic policy are voiced effectively to university officials. The  
367 chair position can be held by any member of the Cornell undergraduate student population and the  
368 committee will be under the supervision of Executive Vice President.
- 369 O. **Financial Aid Review Committee** – The committee will examine the financial aid policies of Cornell  
370 University. It shall also be responsible for the administration of the Student Helping Students grant. The  
371 committee shall consist of a chair, up to two SA members, between five and ten undergraduate students, at  
372 least four-fifths of whom receive some form of institutionalized financial aid. The Associate Vice Provost for  
373 Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for Customer Service and  
374 Community Relations, a counselor from the Office of Financial Aid, two faculty members, and the Vice  
375 President for Student and Academic Services shall serve as ex-officio non-voting members. This committee  
376 will be under the supervision of the Vice President for Finance.

### 377 Section 3: Operational Committees

- 378 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and  
379 shall therefore facilitate the full expression of the SA’s responsibilities to the Cornell student body.
- 380 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee’s  
381 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with  
382 interested SA voting members.
- 383 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the SA. It  
384 reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee  
385 and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of  
386 the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who  
387 shall serve as Chair; and 7 undergraduates at-large to be selected by the Executive Cabinet. The Director of  
388 the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC  
389 Commissioners shall serve as voting members of the Committee. Quorum shall be defined as a simple  
390 majority of all voting members. A designee of the chair shall take minutes at all meetings.
- 391 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the SA is  
392 responsible for evaluating applications for funding through the SAIF. The rules governing the operation of  
393 the SAIFC are contained in Appendix C of the SA Charter. The Commission shall consist of at least 12 and  
394 no more than 17 commissioners. The commissioners must include five voting members of the SA, consisting  
395 of a Chair, who will be the Vice President of Infrastructure of the SA, three Assembly members elected



## Cornell University Student Assembly

- 396 during the Assembly's Spring organizational meetings, and one New Student voting member of the SA,  
397 internally elected by the Assembly following the Fall election. The remaining commissioners will consist of at  
398 least seven and no more than twelve undergraduate students who are either returning commissioners or are  
399 selected from a pool of applicants and approved by the Executive Cabinet, with the exact number of  
400 commissioners to be set at the discretion of the Chair of the Commission and the Staffing Committee of the  
401 SA. No SAFC Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice  
402 President for Finance). No more than 2 of the voting Student Assembly members on the SAIFC may also be  
403 voting members of the Appropriations Committee and no more than 4 of the total voting members on the  
404 committee may be voting members of the Appropriations Committee. Quorum shall be defined as a simple  
405 majority of all staffed voting members. Upon request, a written summary of the meeting will be provided by  
406 the chair. The Vice President for Finance and Vice President of External Affairs shall serve ex-officio as  
407 non-voting members of the Commission. The Director of the Office of the Assemblies or their designee shall  
408 serve as an ex-officio non-voting member.
- 409 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to  
410 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster  
411 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,  
412 meetings, and resolutions. The committee will ensure a direct and ever present link between students active in  
413 campus government, the administration, and students at-large and will relay student interest to the SA. The  
414 committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-  
415 sponsored events including, but not limited to conducting polls, referenda, community outreach forums,  
416 designated constituency events, and hearings. The committee will also assist in coordinating efforts and  
417 devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly  
418 plans recreational events for students. The SA Vice President of External Affairs will serve as Chair of the  
419 Committee.
- 420 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special  
421 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of  
422 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting  
423 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of  
424 each academic year, the Executive Cabinet will present a slate of proposed members to the SA for  
425 confirmation, which the SA must approve or disapprove in its entirety. The Executive Cabinet may fill any  
426 subsequent vacancies without confirmation by the SA. No person may be a candidate in an election  
427 supervised by the committee in the same academic year when the person served as a voting member of the  
428 committee. All committee meetings will be closed. Only voting members will be permitted to attend the  
429 meetings unless specifically invited by the Director of Elections. This committee will be chaired by the  
430 Director of Elections of the Student Assembly.
- 431 G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student Assembly (SA)  
432 is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application  
433 outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the  
434 year report and determine if the SA committee and/or their composition need to be changed. The committee  
435 shall be charged with creating and enforcing an attendance policy for all committees. The membership of this





# Cornell University

## Student Assembly

436 committee shall include the SA's President, Executive Vice President, Vice President for Finance, Vice  
437 President of External Affairs, Vice President of Internal Operations, Vice President of Diversity and  
438 Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director of the Office  
439 of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be  
440 responsible for consulting with chairpersons of committees and recommending candidates for vacant  
441 committee positions to the Executive Cabinet. The Executive Cabinet shall assume the duties and  
442 responsibilities of the Student Assembly Staffing Committee, as referred to in other documents.

### 443 Section 4: Diversity

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



## Cornell University Student Assembly

- 473 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the  
474 Diversity and Inclusion committee.

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

#### 476 **Section 1: Community Rights**

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

#### 485 **Section 2: Confidentiality**

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

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

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

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

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

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

### 500 **ARTICLE IX: PARLIAMENTARY AUTHORITY**





# Cornell University

## Student Assembly

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

### 504 **ARTICLE X: AMENDMENTS**

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