



# Bylaws

## Cornell University Student Assembly

*As amended on August 29, 2019*

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

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

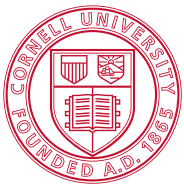
6 Ex-officio membership grants members of the Cornell community (student, alumni, faculty, staff, administrator, etc.)  
7 full-debating privileges but not voting privileges. These positions are granted to community members to either  
8 provide a perspective from another governing body or to enhance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

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

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

#### 16 **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  
40 Director of Elections, a Parliamentarian, and an Executive Archivist. These officers shall perform the duties  
41 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**

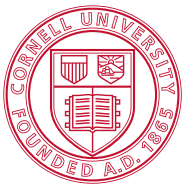
43 The SA will, as soon as possible after the spring election, hold an organizational and planning meeting in executive  
44 session. At this meeting, the voting members will elect from among themselves the offices of Vice President of  
45 Internal Operations, Vice President for Finance, a Vice President 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 or  
57 until the first of June of the year following the incumbent officer's election, whichever occurs first.

### 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.



60 **ARTICLE III: OFFICER DUTIES**

61 **Section 1: President**

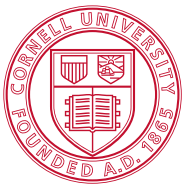
62 The responsibilities of the President are as follows:

- 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.



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- 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**

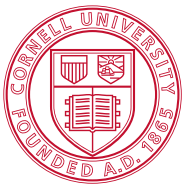
105 The responsibilities of the Vice President of Internal Operations are as follows:

- 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.



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- 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: Director of Elections**

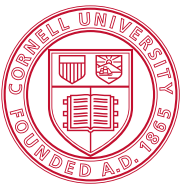
167 The responsibilities of the Director of Elections are as follows:

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

### 189 **Section 8: Parliamentarian**

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

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



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

### 205 **Section 9: Executive Archivist**

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

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

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

## 216 **ARTICLE IV: MEETINGS**

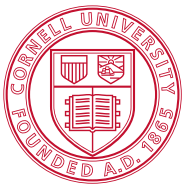
### 217 **Section 1: Regular Meetings**

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

### 219 **Section 2: Special Meetings**

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

### 227 **Section 3: Organizational Meeting**



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

### 230 **Section 4: Informal meetings**

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

### 235 **Section 5: Executive Session**

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

### 242 **Section 6: Quorum**

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

### 244 **Section 7: Community Votes**

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





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## Student Assembly

### 260 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 261 **Attendance Policy**

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

## 266 **ARTICLE V: EXECUTIVE BOARD**

### 267 **Section 1: Composition**

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

### 270 **Section 2: Duties**

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

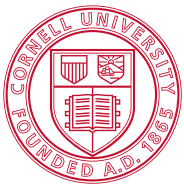
### 274 **Section 3: Meetings**

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

## 278 **ARTICLE VI: COMMITTEES**

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

- 280 A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A  
281 committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered.  
282 Committee bylaws shall be adopted with a majority vote.
- 283 B. Any member of any SA committee or commission (except for the Appropriations committee, Executive  
284 Committee, and Elections committee) who will be an undergraduate for the entirety of the following SA term  
285 and who requests to maintain their membership during the transition from one SA term to the next may do  
286 so at the discretion of the committee's outgoing chair. The chair of the committee or commission will  
287 transmit the names of any returning members or commissioners to both the outgoing and newly elected Vice



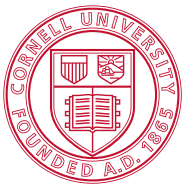
# Cornell University

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- 288 Presidents of Internal Operations by the last day of classes in May. The Vice President of Internal Operations  
289 will ensure that all returning committee or commission members are staffed and included on the appropriate  
290 listserv once the new SA term begins on June 1<sup>st</sup> and will inform each chair of any returning members or  
291 commissioners.
- 292 C. For the purposes of communication and collaboration, the President and all Vice Presidents of the Student  
293 Assembly will serve as ex-officio non-voting members of all Student Assembly committees and commissions  
294 on which they do not serve as voting members. This policy does not apply to the Appropriations Committee,  
295 Infrastructure Fund Commission, and Elections Committee.

## 296 Section 2: Review Committees

- 297 D. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program  
298 planning process of sectors of the University that create policy directly affecting student life.
- 299 E. The Vice President for Student and Campus Life shall appoint a staff member to work with the chairperson  
300 of certain review committee to assure proper functioning of the committee.
- 301 F. Undergraduate members of the review committees will be designated by the appropriate constituency bodies  
302 and by application. All non-Student Assembly members will be subject to the approval of the SA.
- 303 G. Review committees will discuss program assessment/planning documents with the SA during the fall  
304 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 305 H. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 306 I. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their discretion  
307 legislative authority over residential life policies of the University (i.e. the Department of Campus Life and the  
308 Office of the Dean of Students). When exercising this authority, review committees are recommended to  
309 consult the Residential Student Congress of Cornell.
- 310 J. **Committee on Dining Services** – The Committee on Dining Services will work to represent student  
311 interests in the Cornell food system. The committee will consist of at least one faculty member, two Dining  
312 student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one  
313 graduate/professional student, and at least ten additional students. The VP of Internal Operations for the  
314 Student Assembly will recommend additional students to both the committee Chair and the Executive  
315 Cabinet for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of  
316 Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the Director  
317 to select relevant administrators and staff to be present at meetings. Members will collectively review the  
318 policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining  
319 Services leadership for improving existing policies or integrating new ideas.
- 320 K. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to  
321 examine healthcare policies improve student health, wellness, and safety, and act as a form of open  
322 communication between student voices and Cornell Health administration. The committee will consist of a  
323 Steering Committee, which is made up of a SA & GPSA co-chair, committee chairs(s) from each respective  
324 sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health administration. The  
325 recognized subcommittees of the student Health Advisory Committee are: Patient Care, Sexual Health and

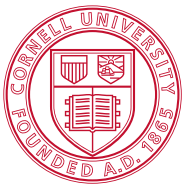


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- 326 Gender Services, Health and Wellness, Student Health Benefits, and the Mental Health Standing Committee.  
327 The SA co-chair will be held by a member of the SA and the committee will be under the supervision of the  
328 SA & GPSA co-chairs.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

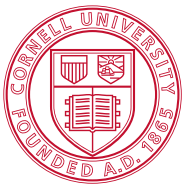
### 360 Section 3: Operational Committees

- 361 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and  
362 shall therefore facilitate the full expression of the SA’s responsibilities to the Cornell student body.



## Cornell University Student Assembly

- 363 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee's  
364 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with  
365 interested SA voting members.
- 366 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the SA. It  
367 reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee  
368 and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of  
369 the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who  
370 shall serve as Chair; and 7 undergraduates at-large to be selected by the Executive Cabinet. The Director of  
371 the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC  
372 Commissioners shall serve as voting members of the Committee. Quorum shall be defined as a simple  
373 majority of all voting members. A designee of the chair shall take minutes at all meetings.
- 374 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the SA is  
375 responsible for evaluating applications for funding through the SAIF. The rules governing the operation of  
376 the SAIFC are contained in Appendix C of the SA Charter. The Commission shall consist of at least 12 and  
377 no more than 17 commissioners. The commissioners must include five voting members of the SA, consisting  
378 of a Chair, who will be the Vice President of Infrastructure of the SA, three Assembly members elected  
379 during the Assembly's Spring organizational meetings, and one New Student voting member of the SA,  
380 internally elected by the Assembly following the Fall election. The remaining commissioners will consist of at  
381 least seven and no more than twelve undergraduate students who are either returning commissioners or are  
382 selected from a pool of applicants and approved by the Executive Cabinet, with the exact number of  
383 commissioners to be set at the discretion of the Chair of the Commission and the Staffing Committee of the  
384 SA. No SAFC Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice  
385 President for Finance). No more than 2 of the voting Student Assembly members on the SAIFC may also be  
386 voting members of the Appropriations Committee and no more than 4 of the total voting members on the  
387 committee may be voting members of the Appropriations Committee. Quorum shall be defined as a simple  
388 majority of all staffed voting members. Upon request, a written summary of the meeting will be provided by  
389 the chair. The Vice President for Finance and Vice President of External Affairs shall serve ex-officio as  
390 non-voting members of the Commission. The Director of the Office of the Assemblies or their designee shall  
391 serve as an ex-officio non-voting member.
- 392 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to  
393 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster  
394 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,  
395 meetings, and resolutions. The committee will ensure a direct and ever present link between students active in  
396 campus government, the administration, and students at-large and will relay student interest to the SA. The  
397 committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-  
398 sponsored events including, but not limited to conducting polls, referenda, community outreach forums,  
399 designated constituency events, and hearings. The committee will also assist in coordinating efforts and  
400 devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly  
401 plans recreational events for students. The SA Vice President of External Affairs will serve as Chair of the  
402 Committee.



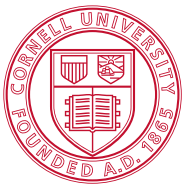
# Cornell University

## Student Assembly

- 403 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special  
404 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of  
405 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting  
406 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of  
407 each academic year, the Executive Cabinet will present a slate of proposed members to the SA for  
408 confirmation, which the SA must approve or disapprove in its entirety. The Executive Cabinet may fill any  
409 subsequent vacancies without confirmation by the SA. No person may be a candidate in an election  
410 supervised by the committee in the same academic year when the person served as a voting member of the  
411 committee. All committee meetings will be closed. Only voting members will be permitted to attend the  
412 meetings unless specifically invited by the Director of Elections. This committee will be chaired by the  
413 Director of Elections of the Student Assembly.
- 414 G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student Assembly (SA)  
415 is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application  
416 outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the  
417 year report and determine if the SA committee and/or their composition need to be changed. The committee  
418 shall be charged with creating and enforcing an attendance policy for all committees. The membership of this  
419 committee shall include the SA's President, Executive Vice President, Vice President for Finance, Vice  
420 President of External Affairs, Vice President of Internal Operations, Vice President of Diversity and  
421 Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director of the Office  
422 of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be  
423 responsible for consulting with chairpersons of committees and recommending candidates for vacant  
424 committee positions to the Executive Cabinet. The Executive Cabinet shall assume the duties and  
425 responsibilities of the Student Assembly Staffing Committee, as referred to in other documents.

## 426 Section 4: Diversity

- 427 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the SA, the  
428 diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives  
429 (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and  
430 understanding of the increasing importance of diversity and create an environment that brings together  
431 diverse perspectives and fosters diversity of thought. The charge of the Diversity and Inclusion committee  
432 will be to:
- 433 a. To be a meeting grounds for interested students to meet members of the administration to  
434 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
  - 435 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
  - 436 c. To provide a brief report of its progress to be presented by the Vice President of Diversity &  
437 Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report to  
438 include (but not limited to) the goals of the academic year, the strategies devised for achievement of  
439 these goals, the progress of UDC initiatives, college- specific initiatives, obstacles, and potential goals



# Cornell University Student Assembly

- 440 for the next academic year to be presented in the same manner at the final meeting of the spring  
441 semester.
- 442 d. Composition
- 443 i. The Diversity and Inclusion Committee will aim to be a collective voice of the diversity of  
444 backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual orientations  
445 represented at Cornell.
- 446 ii. Non-SA student representation: student members of the committee may be recruited from  
447 institutions and organizations such as the diversity councils of the colleges, Women's  
448 Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board,  
449 Cornell Outdoor Education, International Student Union and any member of the Cornell  
450 student body who is interested in diversity initiatives.
- 451 iii. Student Assembly representation: SA LGBT Liaison at-large, Women's representative,  
452 International representative, both Minority Liaisons, First Generation Students  
453 Representative, and the Vice President of External Affairs are required to be members of the  
454 committee.
- 455 e. Structure
- 456 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the  
457 Diversity and Inclusion committee.

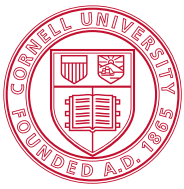
## 458 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

### 459 **Section 1: Community Rights**

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

### 468 **Section 2: Confidentiality**

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



## Cornell University Student Assembly

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

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

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

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

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

### 483 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

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

### 487 **ARTICLE X: AMENDMENTS**

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