



Charter

Cornell University Student Assembly

As Amended on July 23, 2023

PREAMBLE

After consultation with members of the student body, and to effect more extensive involvement in campus governance through a University Assembly and constituent assemblies' representatives of faculty, students, and employees, the President, through the authority granted him by the Board of Trustees, hereby establishes this Charter for the Student Assembly of Cornell University.

ARTICLE I: NAME

The name of this organization shall be the Student Assembly of Cornell University (herein after referred to as the SA).

ARTICLE II: OBJECT

The object of this assembly shall be to effect more extensive involvement in campus governance in the undergraduate student body. This is accomplished by charging the assembly with the authority and the responsibility to examine any matters which involve the interests or concern the welfare of the student community and to make proposals concerning those issues to the appropriate officers or decision-making bodies of the University.

ARTICLE III: AUTHORITY AND RESPONSIBILITY

Section 1: Legislative Authority Over Policies

The SA will have legislative authority over the policies of the Department of Campus Life and the Office of the Dean of Students, and will have the authority to review the budgets and actions of said departments. Additionally, the SA will have authority over its own policies and operations. Finally, no proposal of the SA shall be altered in any way without the prior consent of the SA Executive Board or the SA. If approved by the SA Executive Board, the alteration must be made public at the next regularly scheduled meeting.

- A. The SA shall by majority vote have the authority to require at any time information directly from a department or a specific individual within that department concerning the budget, policies, or actions of said department. The request for this information shall be made in the form of legislation at a SA meeting.
- B. Should a request be refused, the SA by simple majority vote may request the information be given to the Vice President for Student and Campus Life who shall forward it to the SA. The Vice President for Student and Campus Life shall act unless otherwise directed by the President of the University, pursuant to Article 3, Section 6.

Section 2: Actions of the Assembly

- A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly are:
 - i. Legislation,
 - ii. Internal Policy Resolution,



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- iii. Investigation,
 - iv. Recommendation,
 - v. Sense-of-the-Body Resolution,
 - vi. Referenda
- B. Legislation is action of the SA to carry out its legislative and policy-making functions.
- C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the SA Charter.
- D. Investigation is action of the SA to gain information on issues pertinent to its purview.
- E. Recommendation is an action of the SA expressing the recommendation of the SA in policy areas over which the SA through its Charter may or may not have policy-making power.
- F. A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or event, is an expression of the opinion of the SA regarding a matter of student concern.
- G. Call for a Referendum is an action of the student body to determine community opinion regarding matters of student concern.

Section 3: Reporting of Student Assembly Actions

- A. Reporting to the President – All actions, excluding internal policy changes that do not affect the Student Assembly Charter, of the SA will be reported by the SA President to the University President. The SA will respond to any requests for information from the University President on its actions. The University President may also request reconsideration of legislation proposed by the SA. Such a request must be filed within thirty days of notification of the legislation. The SA will take action on such a request, and, if the legislation is upheld, the SA will inform the University President. If the legislation is upheld and if the University President still deems the action to be defective, the University President may veto the action of the SA. The University President will review all actions of the SA that have been reported to him or her and provide a written response to those actions within 30 days. The University President, when appropriate, may also designate another member of the university administration to provide an additional written response to an action of the SA.
- B. Reporting to Other Bodies – The SA will report in writing its actions to the GPSA, Employee Assembly, and the Faculty Senate, in conjunction with reporting of the actions to the President of the University. The actions will be reported following each meeting by a SA member designated by the SA.
- C. Annual Report - The SA will present an annual report at or after the last SA meeting of the spring term to the President of the University and the student population. The report will include a summary of the SA's work during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the future. All members of the Cornell community will have access to this report. The report must be approved by either a majority vote of the members present at the final meeting of the spring term or by a majority vote of the voting membership of the Student Assembly electronically prior to being presented to the University President.

Section 4: Objection to Actions

- A. Objection of SA Actions by Another Assembly – Should another Assembly object to an action of the SA, at its next business meeting, the SA will review the objection and either modify the original position to account for the objections of the other constituency(ies) or will reaffirm the original action. The SA shall report to the objecting body(ies) within five working days of reviewing the objection.
- B. Objection by SA of another Assemblies Actions – If the SA determines by a two-thirds vote that the action of another constituency body impacts its constituency, comparable procedures for the reconciliation of the differences will be pursued.



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Section 5: University Calendar

- A. The Provost will consult with the SA in the formulation of the University Calendar. The SA may review and ask for reconsideration of the calendar before it becomes final. In addition, the SA may propose changes in the calendar to the Provost.
- B. The Provost shall make the calendar available for comment at least thirty days before public announcement of the final calendar.

Section 6: Presidential Information

The SA may request and obtain specific information from the President of the University regarding any subject which it deems of general student concern. If such a request is made, and said information is not furnished, the University President will report to the SA the reasons why said information cannot be furnished within two regularly scheduled SA meetings following the denial of the request. The SA will not request information falling into the following categories: salary or wage records of specific individuals, academic or financial records of specific individuals, medical or categorical (race, sex, age, etc.) records of specific individuals and information otherwise defined as confidential or restricted by law.

Section 7: President's Report

The President of the University or his/her appointee will make a report in writing to the SA at the end of each semester. This report will be due at the beginning of the last SA meeting of each semester. This report will include: 1) the status of all policies and departments affected by campus governance legislation during the semester, 2) the status of all SA legislative actions awaiting Presidential consideration, and 3) progress reports requested by the SA leadership on any past legislative action(s).

Section 8: Public Hearings, Forums, and Referenda

- A. The SA will have the authority and responsibility to conduct public hearings, forums, and referenda concerning topics of current student interest, and to determine in other appropriate ways student needs and opinions.
- B. At two times during the course of the fall and spring semesters, a student or student group (referred to as the "submitter") may submit a referendum of any topic of current student interest to the Student Assembly general body upon successful collection of support from at least 3-percent of the registered undergraduate student body (submitters should plan to collect at least 450 undergraduate signatures) according to the following procedure:
 - i. The referendum must contain a single or a series of referendum questions that are neutrally worded and call for a yes/no response. Once the submitter has started gathering signatures, the question may not be changed or modified in any way. Submitters must collect signatures (defined as a willfully submitted record of first name, last name, and NetID) exclusively from registered undergraduate students at Cornell University. Digital and print solicitation methods are permitted, provided that the referendum question and sponsoring student or student organization are clearly visible. An electronic form (ex, Google form) may be used to gather the names and NetIDs of students, but the final submission must be on the appropriate form provided by the Office of the Assemblies.
 - ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the election materials for the Fall and for the Spring. All deadlines will be advertised through the SA monthly newsletter as well as the other usual publicity instruments. Once a referendum question with the appropriate number of signatures has been submitted, the SA general body will roll call vote by



simple majority whether to hold the referendum. The vote will also make the provision for two collective community votes. If the SA votes by a margin of 80% or more of voting members to NOT hold the referendum, the referendum is suspended. If the SA votes by simple majority but less than 80% of the vote to NOT hold the referendum, the submitter may overturn the decision of the SA by collecting the signatures of at least 10-percent of the registered undergraduate student body using the same method described in section A. 2. Once a referendum is approved or has gathered the support of at least 10-percent of the registered undergraduate student body, the following timeline will be observed:

- a. STATEMENT PERIOD. The Student Assembly Executive Vice President will put out a call for pro or con statements regarding the referendum question. Any member of the Cornell community may submit a statement. Each statement will be no longer than 300 words. The statements must pertain to the topic of the referendum question. The deadline for pro or con statements will be seven (7) days from when the call was first made public.
- b. PROMOTIONAL PERIOD. Once the seven-day statement period has ended, the Student Assembly Vice President for Public Relations has a period of three (3) days to promote the referendum question and any submitted statements. The Office of the Assemblies will distribute via email to all registered undergraduate students the following: information on when and how to vote in the referendum, the referendum question, and any pro or con statements submitted.
- c. VOTING PERIOD. The Office of the Assemblies will conduct the referendum on the next business day following the conclusion of the promotional period. The voting period will be exactly 36 hours. The Office of the Assemblies will display any pro or con statements submitted during the statement period on the poll.
- iii. The Office of the Assemblies will publicly release the results of the referendum within one business day following the conclusion of the Voting Period, including the percentage of the undergraduate population that voted.
- iv. If a referendum has a majority of votes in favor of the submitter, then the President of the Student Assembly will communicate the referendum question, a summary of each side of the argument, and the results of the referendum to the Office of the President in the form of a referendum action.
- v. The Office of the Assemblies will record and make publicly available all communication between the President of the Student Assembly and the Office of the President.

Section 9: Authority to Appoint Delegates, Committee Members and Liaisons

- A. Two members will be selected from and by the membership of the SA to serve as voting members of the UA and to act as a liaison between the UA and the SA. Elections for the two SA voting members to the UA shall be by separate secret ballots. Elections will be conducted using a single transferable vote system. The President may not be one of the SA representatives to the UA. The remaining two undergraduate student members of the UA shall be elected by the undergraduate student body at the time of SA's spring elections in the same manner as SA voting members. Elected representatives to the UA shall serve for one calendar year, taking office June 1st. Elected representatives to the UA shall serve for one calendar year, taking office June 1st. Should a seat on the UA be empty, the seat shall be declared vacant. Undergraduates may not hold a directly elected seat in both the UA and the SA during the same term.
- B. If at any time during the course of an academic year, a UA member elected directly from the undergraduate student body should leave his office, then the seat shall be filled by the next highest-ranking non-winning candidate. If there should not be a next highest-ranking non-winning candidate after the special election, the seat will be filled by the undesignated at-large candidate receiving the most number of votes in the preceding spring election.
- C. The SA will have the authority to appoint student members of the UA committees.



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- D. The SA will have the authority to appoint student members to be liaisons to departments and administrators in the University.
- i. During the process of committee appointments, the following two appointments must be made: liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall have the responsibility of increasing the communication between the SA and the respective University departments.
 - ii. At the time that committee appointments are made, the SA will appoint one member to serve as Liaison to the Provost. The student will interact and work directly with the Provost on issues that affect and concern students on a regular basis during the member's term of office.
 - iii. At the time that committee appointments are made, the SA will appoint at least one undergraduate student to serve as liaison to the Student Health Fee Advisory Committee. The liaison will be a voting member of the Committee.
 - iv. At the time that committee appointments are made, the SA will appoint one undergraduate student to serve as Liaison to the Student Health Plan Advisory Committee. The liaison will be a voting member of the Committee.

ARTICLE IV: MEMBERSHIP

Section 1: Composition

- A. General Composition – The SA will consist of 30 voting members who are registered undergraduate students at Cornell University. Up to two additional votes shall be allocated to the entire community of undergraduates as a whole present at a Student Assembly meeting on motions that express the opinion of the assembly. Such community votes shall be allowed only as provided by the Assembly in its bylaws. Twelve voting members of the SA will be elected by and from the student populations of the colleges and schools, one from each: the Dyson School of Business, the College of Architecture, Art and Planning; the School of Hotel Administration; the College of Human Ecology; and the School of Industrial and Labor Relations. Two each shall be elected from the College of Agriculture and Life Sciences and the College of Engineering; and three shall be elected from the College of Arts and Sciences. In addition, thirteen voting members will be elected at-large by and from the University undergraduate student population as a whole; two at-large seats are to be reserved for candidates seeking the offices of President and Executive Vice President of the Student Assembly and must be explicitly designated as such; two at-large seats are to be reserved for non-constituent, undesignated at-large group candidates who do not run for President or Executive Vice President; one at-large seat is to be reserved for candidates seeking to represent students with disabilities; two at-large seats are to be reserved for candidates seeking to represent minority students; one at-large seat is to be reserved for candidates seeking to represent international students; one at-large seat is to be reserved for candidates seeking to represent womxn's issues in relation to the broader Cornell community; one at-large seat is to be reserved for candidates seeking to represent First Generation College students; and one at-large seat is to be reserved for candidates seeking to represent the Lesbian, Gay, Bisexual, Transgender, Intersex, Asexual, Genderqueer, Pansexual, Questioning, Two-Spirit, and etc. community. The two remaining non-constituent, undesignated at-large seats are to be contested by candidates running for President and Executive Vice President and by non-constituent, undesignated at-large group candidates not running for President or Executive Vice President. Five seats shall be elected by and from new students entering in the fall. Should there be no candidate running for a given seat, the seat shall be considered vacant.
- B. Ex-officio Membership – All undergraduate members of the Cornell student body are considered non-voting members of the SA, and are encouraged to attend and participate in meetings. The SA may designate ex-officio membership to any member of the Cornell Community as deemed necessary for the operation of the Student Assembly
- C. Specification of New Student Seats – Four new student seats shall be elected and held by new students



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entering in the fall semester. One additional seat shall be designated the Transfer Seat and shall be elected by incoming transfer students and held by a transfer student who has entered the university that fall.

- D. Qualifications for Voting Membership - SA members elected from the various colleges and schools must be registered students in their respective colleges and schools by the beginning of the fall term of the academic year for which they were elected. SA members must resign their position if they cease to be a registered, full-time undergraduate student in their respective college. SA members elected at-large must be registered students at Cornell by the beginning of the fall term of the academic year for which they were elected. SA members must resign their position if they plan to be away from the Ithaca campus for an extended period of time (i.e. a semester). Any SA member who vacates their current seat after being elected or re-elected to a position will forfeit their new seat. The forfeited position will devolve to the next runner up, and should there be no runner-up the seat will be re-run in the fall elections.

Section 2: Election of Voting Members

The President, Executive Vice President, Undergraduate Representative to the University Assembly, and other Undesignated at Large representatives will be elected by a single transferable voting system. Voters may rank all candidates on the ballot for each of these races and any ballot that has candidate(s) who is/are unranked the ballot shall not be invalidated and will count towards the ranked candidate. All other representatives shall be elected by a plurality voting system. Voters will cast one vote per available seat, (e.g. if three Arts and Sciences representatives are to be elected, the voter will vote for three candidates).

Section 3: Terms

All elected members are elected to a term, ending on June 1st, with no limit as to the number of terms they may serve. Prior to being seated at the beginning of their term, each member shall take the oath of office. and shall be bound to that oath for the duration of their term.

Section 4: Advisor

The University President will appoint one member of the administration to serve as consultant to the SA at its meetings.

Section 5: Absentees

Any voting members who are absent for three regularly scheduled meetings cumulatively during their term will have their position vacated. At the discretion of the Executive Committee, a member will not be counted as if they were absent for an interview for a job, graduate school, or scholarship; if they were attending a required academic event for which accommodations could not be made; if they were representing the Student Assembly in an official capacity; if they were tending to a family emergency; or if they were under the care of a physician. The Executive Committee will review each circumstance individually and will determine a decision within 7 days of the request. Executive Committee may avert such a vacancy by a two-thirds (2/3) vote of seated voting members of the Executive Committee. The vote would be conducted by secret ballot. The Executive Committee should consider the reasoning for past absences, the likelihood of future absences, and the representative's supplemental actions to represent their respective constituency in making their decision. The same action must be taken if the Executive Committee wishes to avert a vacancy whenever the three cumulative absences mark is exceeded. The Director of Elections will serve as Chair for these meetings. In the event that a Student Assembly member is observing a religious holiday on the day of a Student Assembly meeting, and that religious holiday has not already been accommodated for in the yearly Student Assembly schedule, Student Assembly members may contact the Vice President of Internal Operations for an excused



absence before the start of the weekly meeting.

Section 6: Vacancies

All vacancies will be filled by seating the highest ranked non-winning candidate in the last election from the same constituency. If the highest ranked non-winning candidate declines, the seat will be offered to the next highest ranked non-winning candidate. If this procedure has been followed and the seat still remains vacant, the SA will solicit candidates from the unrepresented constituency during the first two weeks of the academic term immediately following the declaration of vacancy. If there is more than one candidate, an election will be held within the appropriate constituency, and the winner will be seated. If there is only one candidate, he or she will be seated immediately. If there are no candidates for a particular vacant seat, such seat will be labeled Undesignated and filled by the runner-up in the Undesignated At-Large election. At the time for the next election, such seat will return to its previous designation. Vacant seats shall not figure into quorums or vote counts; only filled seats may. SA members who are college representatives and who leave their college will vacate their seats. Should a seat remain vacant or be vacated following the special election and there are no non-winning candidates from that constituency to fill the position, it shall be filled by the undesignated at-large candidate receiving the most number of votes in the preceding spring election. Should an undergraduate seat on the UA remain vacant after following these procedures, the SA may appoint an individual to assume the UA seat.

Section 7: Recalling of Voting Members

- A. If a voting SA member is to be recalled, they may be recalled either through their constituency or through the SA. To be recalled through a member's respective constituency each of the following procedures must be followed in the given order:
 - i. A petition for the recall of the specific SA voting member will be registered with the Office of the Assemblies before any signatures are obtained.
 - ii. Petitioning for recall shall last for a period of not more than fourteen (14) days from the registration of the petition. The required number of signatures shall be: for representatives of a college constituency - 50% plus one or 1000 from that constituency, whichever is smaller; for at-large representatives - 15% of the student body. The petition will be presented to the Office of the Assemblies.
 - iii. An informational forum will be scheduled and held within not more than one (1) week of the presentation of the petition, where a discussion of the recall will occur. The SA voting member must have a reasonable opportunity to attend the forum.
 - iv. A special recall election will be scheduled for and held within not more than three (3) days after the informational hearing.
 - v. Should the constituency vote to remove its representative the seat shall be declared vacant.
- B. To be recalled by the SA, two-thirds of the voting membership must vote in favor of recalling the SA member.

Section 8: Responsibilities of Voting Members

- A. SA members who represent specific college or school constituencies are required to make a reasonable effort to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss college/school specific issues and concerns. These representatives will then report back to the Student Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and occurrences that would take place as a result of these meetings.
- B. SA members who represent specific college or school constituencies shall be charged with gathering information about their particular college and representing their respective constituencies, and voting



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according to their needs and desires.

- C. All voting representatives shall host at least one forum or outreach activity with individuals from their respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following such an activity
- D. All representatives may communicate regularly with their constituents through e-mail mailing lists and listservs, which may be maintained by their respective college dean's office, the Department of Campus Life, the Office of the Dean of Students, or the Office of the Assemblies
- E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must be saved.

ARTICLE V: AMENDMENTS

Section 1: Proposal of Amendments

This charter may be amended at any regular meeting of the assembly by a two-thirds vote of the entire voting membership, provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be presented to the assembly by voting members or by community petition with at least 100 Cornell undergraduate student signatures. Any changes made to the attendance policy after the second meeting of the term will not go into effect until the following term.

Section 2: Presidential Approval

Amendments to this Charter are subject to the approval of the President of the University. Should the University President disapprove the amendments affected by this section, the University President will present a detailed verbal or written report to the SA indicating the reasons for disapproval. The report will be presented within thirty (30) days of receipt of the proposed amendments by the University President.

Section 3: Official Copy

The Office of Assemblies shall update the official copy of the charter within five business days of receiving notice of any amendment's ratification.

APPENDIX A: GUIDELINES FOR THE ALLOCATION OF THE STUDENT ACTIVITY FEE

Section 1: Preamble

The Student Assembly (the Assembly), through the delegated authority of the President and the Board of Trustees, is charged with the allocation of the Student Activity Fee (SAF). This fee is mandatory for all undergraduate students of the University and shall be used to fund participation in, and viewing of, activities and programs that benefit the Cornell community. The SAF shall be determined during the fall semester of every odd-numbered year, and be subject to the approval of the President of the University.

Section 2: Definitions



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- A. The following terms, which appear frequently in this Appendix, shall be defined as follows:
- i. Organization: a registered Independent or University organization that has authorization to receive funding.
 - ii. SAFC: Student Activities Funding Commission, the designated Finance Commission of the Student Assembly.
 - iii. New applicant: an organization that did not receive funding in the previous two funding cycles.
 - iv. Returning applicant: an organization that did receive funding in the previous two funding cycles.
 - v. Funding cycle: a two-year period of time spanning from the start of the third quarter of an even-numbered year to the end of the second quarter of the next even-numbered year (e.g. July 1, 2006 to June 30, 2008).
 - vi. Petition: document to collect signatures that includes the name of the organization, its mission statement, and monetary request. All petitions must be registered with and prepared by the Office of the Assemblies.
 - vii. By-line funding: line item funding that comes directly from the SAF and not from an intermediary source, such as the SAFC.
 - viii. Appropriations Committee: a committee of the Student Assembly as outlined in the Student Assembly Bylaws.

Section 3: Eligibility

- A. To receive byline funding applicants must:
- i. directly and primarily serve/benefit the entire undergraduate Cornell community
 - ii. allow all students equal access to services and/or participation
 - iii. request as part of their annual operating budget at least \$0.50 per student, per year, from the SAF
 - iv. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly
 - v. be of university status and have an advisor who is provided by the university to advise the operations of the organization
 - vi. have been a pre-registered university organization and be in good standing with Campus Activities
 - vii. be in the top tier of their current primary funding board (they have outgrown the primary funding board model and thus seeking a higher level of recognition and funding on campus)
- B. Except at the discretion of the Assembly and with approval of the President, organizations must also:
- i. be a registered organization
 - ii. be student-directed and student-led
 - iii. possess a University operating account with internally controlled funds
 - iv. have a Cornell-employed advisor with oversight of its account
 - v. be previously funded by either the SAFC, the Student Assembly, or a University department/unit

Section 4: Procedure

- A. Application
- i. The Office of Assemblies shall make final application materials available for all interested applicants at least 1 week before the beginning of the Fall semester in an odd year.
 - ii. The deadline for final application submissions is noon on Friday of the third week of the fall semester in which classes are held in a fee setting year.
 - iii. Each applicant must bring 17 printed copies of all final application materials submitted to their scheduled hearing with the Appropriations Committee.
 - iv. Each applicant must digitally submit all final application materials by the deadline through Campus



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Groups, which will include:

- a. name of applicant,
 - b. mission statement, of the organization or program,
 - c. all meeting minutes from executive board and general body meetings,
 - d. current primary contact information for the organization including email and phone numbers
 - e. number and names of all members currently a part of the organization
 - f. description of activities, programming, and events conducted in the present cycle,
 - g. checklist statement regarding eligibility criteria that includes,
 - (1) being a registered organization,
 - (2) being student-directed and student-led,
 - (3) possessing a University operating account with internally controlled funds,
 - (4) directly and primarily serve/benefit the entire undergraduate Cornell community,
 - (5) allowing all students equal access to services and/or participation,
 - (6) requesting as part of their annual operating budget at least \$0.50 per student, per year, from the SAF,
 - (7) having a Cornell-employed advisor with oversight of its account,
 - (8) being of university status and have an advisor who is provided by the university to advise the operations of the organization,
 - (9) having been a pre-registered university organization and be in good standing with Campus Activities, and,
 - (a) been previously funded by either the SAFC, the Student Assembly, or a University department/unit, or
 - (b) being in the top tier of their current primary funding board (they have outgrown the primary funding board model and thus seeking a higher level of recognition and funding on campus), or,
 - (c) if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly.
 - h. a requested amount in dollars per student per year compared to the previous allocation amount in the last funding cycle,
 - i. a description of the reason for asking for an increase, decrease, or the same funding from the previous funding cycle,
 - j. answers to the following qualitative questions,
 - (1) what is one issue or struggle consistently faced by your organization?
 - (2) aside from financial contributions, in what aspect can the Appropriations Committee and the SA support the organization?
 - (3) how will the organization be impacted if the SAF allocation is decreased or not increased (remaining the same) for the current allocation cycle?
 - v. fulfillment of all additional specific requirements for reporting financial, programming, and organizational information, determined at the discretion of the current Vice President of Finance, which will be made a part of the final application one week prior to the start of the fall semester during a fee-allocating year.
- B. Off-Year Reporting by Appropriations Committee
- i. By the first day of classes in a fee-setting academic year, the Vice President for Finance will report each result of off-year byline meetings which occurred in the academic year prior to the fee-setting year.
 - a. This report will document decisions of the Appropriations Committee in the form of a funding increase, decrease, or remain the same per byline.
 - b. The Vice President of Finance will report this to Assembly, the Vice President for Student and Campus Life, and the President of the University.
- C. New Application Petitions for Student Activity Fee Funding
- i. If a new applicant, they must present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly.



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- a. Petitions must include signatures of fifteen hundred (1500) undergraduate students registered in that semester.
 - ii. If the number of valid signatures is found to be under 1,500, the organization will be informed and will have until their scheduled meeting with the Appropriations Committee in a fee-setting year to procure the missing signatures.
 - iii. If the number of valid signatures is found to be under 1,500, at the discretion of the Vice President of Finance, it is recommended to move their scheduled Appropriations Committee to after all other byline organizations in the same semester of a fee-setting year.
- D. Pre-Appropriations Meeting in a Fee-Setting Year
- i. At least one week before the deadline for final application submission, the Vice President for Finance shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants.
 - a. At the meeting, the Vice President of Finance shall explain the procedure of allocating the Student Activity Fee, explain the procedure of Appropriations Committee meetings, and answer questions regarding final application details.
 - b. If applicants have already submitted their final application, applicants shall notify the Vice President for Finance of any amendments they wish to make or supporting material to add at this meeting.
 - c. The Vice President for Finance can grant an extension for all organizations if there is a delay in the availability of application materials.
- E. Byline Organization Eligibility Reporting
- i. In the next regularly scheduled meeting of the Student Assembly after the deadline for final applications, the Vice President for Finance will report to the Assembly on the eligibility of each applicant, identifying:
 - a. any new applicants that do not meet one or more eligibility criteria, and
 - b. any returning applicants that do not meet one or more eligibility criteria which the Assembly may not waive.
 - ii. The Assembly may waive those eligibility requirements it is empowered to waive on a per organization basis for any organization for the remainder of the semester. Such organizations may then proceed through the appropriation process, provided they meet all other eligibility criteria not waived by the Assembly.
- F. Appropriation Process
- i. Within one week after the deadline for final applications, the Appropriations Committee shall begin to review applications for each applicant deemed to be eligible or for which eligibility criteria are waived by the Assembly.
 - ii. The Appropriations Committee will:
 - a. arrange a hearing where the applicant may address questions of the committee,
 - b. decide whether to fund the applicant in any amount, and,
 - c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no less than fifty cents and no more than the request submitted by the applicant.
 - (1) The allocation of the Student Activities Funding Commission (SAFC) can be greater than the request submitted in the application.
 - iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice President for Finance will report the date, time, and location of the meetings as well as the names of applicants the committee intends to review.
 - iv. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice President for Finance will introduce a written report, including:
 - a. name of applicant,
 - b. amount requested by applicant,
 - c. amount of allocation recommended by committee,
 - d. rationale explaining committee's recommendation, and
 - e. a brief response from the applicant, including any request to appeal to the Assembly. The Vice



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President for Finance may set a deadline for the applicant to submit a response, provided the deadline is no less than one business day after the applicant receives notice of the committee's decision.

- v. The Vice President for Finance must inform each applicant of the time and location of any meeting where the report is to be presented or reviewed and must advise each applicant to send a representative who may answer questions of assembly members.
- vi. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the recommendation of the committee. The Office of Assemblies will provide several copies of complete application materials at any meeting where the assembly considers appeals.
- vii. The Vice President for Finance will also file minutes of the committee's meetings with the Office of the Assemblies.
- viii. The committee will submit its final recommendation, including individual allocations, to the Assembly in the form of a legislative at least two regularly scheduled Student Assembly meetings before the end of the fall semester.

G. Student Assembly Appropriation Process

- i. The Assembly shall not adopt the recommendation of the Appropriations Committee at the same meeting that it is proposed.
- ii. The Assembly shall provide notice to all applicants at least one full day in advance at any meeting where legislation related to its funding is discussed.
- iii. The President of the Assembly will transmit its recommendation to the President for consideration by the last day of finals of the fall semester, including:
 - a. the total amount of SAF recommendation,
 - b. the allocations of each by-line funded organization, and
 - c. a short description of each organization.

Section 5: Specifications

- A. Members of the Assembly or the Appropriations Committee must disclose to the Vice President for Finance any personal affiliations with applicants and must recuse themselves from any business related to such applicants to prevent conflicts of interest.
- B. Members of the Assembly and of the Appropriations Committee must sign a confidentiality statement and submit it to the Office of the Assemblies before they are seated in the fall semester of a fee-setting year.

Section 6: "Check-off" or "Pay-extra" Options

Neither a check-off option nor an option to pay an amount in addition to the established SAF for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the SAF. Exceptions may be considered if recommended and approved by the Student Assembly and approved by the President of the University.

Section 7: Voting

Proxy votes shall not be permitted for decisions of the Student Assembly regarding the SAF during the SAF allocation process. The Student Assembly must approve the appropriations committee decisions by a majority of Student Assembly members present at the meeting and can overturn an appropriations committee decision by a two-thirds (2/3) vote of Student Assembly members present at the meeting. If the Student Assembly overturns a decision of the appropriations committee, the Student Assembly must decide Activity Fee funding for that organization by a majority of the Student Assembly members present at the meeting. After all appropriations committee decisions have been approved or overturned, the Student Assembly must approve the SAF by a majority of the voting membership of the



519 Student Assembly

520 **Section 8: Freedom of Information**

521 Unless otherwise noted, all documents regarding the SAF shall be considered public and shall be available to members
522 of the Cornell community for review within 24 hours of their request. All deliberations regarding allocations and
523 authorization shall be conducted in open session unless otherwise required by university policy or law. If a closed
524 session is necessary to review or discuss confidential materials, discussion in such session must be limited only to
525 those materials and no vote may be taken regarding the disposition of the request itself. Confidential materials may be
526 disclosed publicly only at the discretion of authorized university personnel.

527 **Section 9: Conference with GPSA**

528 If a disparity arises in funding levels between the GPSA and SA of an organization that is funded by both, the
529 financial officers of each body will meet to discuss the discrepancy and recommend action to their respective bodies.

530 **Section 10: Default**

531 If the Assembly does not adopt a recommendation in the fall semester of a fee setting year, its recommendation shall
532 be presumed to be that all individual by-lines revert to the same level as in the current funding cycle with the
533 following exception:

- 534 1. Should an applicant's newly approved allocation be less than that of the current cycle, the applicant shall
535 receive the lower allocation.

536 **Section 11: Amendments**

537 Appendix A may be amended by a two-thirds (2/3) vote of the Student Assembly. In order to ensure consistency and
538 fairness to the applicants and student body at-large, no amendments to this appendix may be adopted during the fall
539 semester of a fee-setting year.

540 **Section 12: Review**

541 The SA and the GPSA and a representative of the President of the University shall review these guidelines and the
542 procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2014-2015,
543 2018-2019). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees
544 in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

545 **Section 13: Criteria for Setting and Allocating the Student Activity Fee from the**
546 **March 1, 1999 Delegation of Authority**

- 547 A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the
548 setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate &
549 Professional Student Assembly (GPSA) within the following guidelines:
550 B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and
551 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be
552 reviewed by and meet the approval of the President of the University.



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- C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set every two years for a period of two years by the SA and the GPSA, respectively.
- D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-setting year. The final report must be sent to the President of the University by the last day of finals of the fall semester.
- E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee, an organization must meet the following criteria:
- Register as a student or university organization with the Student Activities Office
 - Allow students equal access to the services being provided by the organization or participation in the organization's activities
 - Operate primarily for students by students with funds disbursed through a university operating account
 - Have an advisor to assist with oversight of the university operating account.
- F. Funding from the monies collected through the Student Activities Fee may be provided directly to an organization, which applies for and receives "by-line" funding status, outside of the established Student Activities Funding Commission or Graduate and Professional Student Activities Funding Commission processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding must demonstrate:
- Its activities are of direct and primary benefit to the entire Cornell community represented by the respective assembly; and
 - It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational structure and programs and services are consistent with the criteria outlined above for by-line funded organizations. Such funding would require the approval of the respective assembly and the President of the University.
- H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-line funded organizations and the Student Activities Funding Commission or Graduate and Professional Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-by-line funded organizations.
- I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be permitted to increase the Student Activities Funding Commission's allocation above their request to reach an even dollar amount.
- J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the Student Activity Fee, due to the funding instability inherent in administering such a system. Exceptions may be considered if recommended and approved by the respective assembly and approved by the President of the University.
- K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED ORGANIZATIONS



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Section 1: Preamble

Each organization that receives funding from the Student Assembly (SA) through the Student Activity Fee (SAF) is subject to Guidelines set by the Assembly in consultation with the Graduate & Professional Student Assembly (GPSA), these organizations, and the Cornell student body.

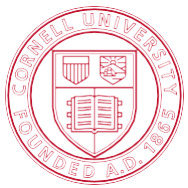
Section 2: Student Assembly's Role and Obligations

- A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice effectively the interests and concerns of the student body.
- B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the Director(s) of Campus Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines each year.
- C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Campus Activities, Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
- D. **Outreach:** The SA Vice-President for Finance shall, wherever possible and as often as possible, attend meetings of each organization throughout the year.
- E. **Enforcement, Violations & Penalties**
 - i. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding violations of these guidelines and will report such findings to the SA.
 - ii. If the SA determines that an organization has committed a violation, the SA may impose a fine, reduction or revocation of the organization's by-line funding allocation. In order for a fine, reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules, violation of campus policies, or violation of contract. Any money garnered from a fine on an organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or revocation of funding affecting the remainder of the funding cycle occurs, the University shall attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the Special Projects Fund.

Section 3: General Guidelines

All recipients of the SAF shall adhere to the following guidelines:

- A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students. Organizations that have the capability to be student run and led shall be primarily student run and led.
- B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which admission is charged:
 - i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via the SAF.
 - ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a substantial amount of tickets reserved for student use).
 - iii. The Appropriations Committee or the Executive Committee shall have the ability to request that organizations publish a report to the SA on the amount of money received for an event, where that money has been allocated, total attendance, and how much money was spent on the event.
- C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate attendance figures. Organizations shall conduct a review during each Byline Funding Cycle of the demographics



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of students who use and are impacted by their services and shall report to the SA Appropriations Committee the attendance figures, expenditures, and incomes generated from each event held during the two previous academic years. Organizations shall record the number of undergraduates who attend each program and event, utilizing the built-in system in Campus Groups that allow individuals to sign up for events. Such figures may also be acquired through a number of measures including swiping Cornell ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count entrants. For events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking attendance would provide an unnecessary burden to organizations, a brief written statement explaining why attendance was not taken is required.

- D. **Funds Reporting:** Organizations shall operate using their accumulated surplus and the Student Activity Fee disbursement. During each Byline Funding Cycle, organizations are expected to report on the supplemental cost per-student provided for by the SAF. Organizations shall track both undergraduate and graduate contributions to events and programming. Organizations shall notify the SA Vice President for Finance if they are expected to require more than their SAF allocation in a given year
- E. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage student participation at its meetings, which shall be open to the public. Each byline-funded organization and its sub-organizations will be required to include the SA logo or the following statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student Assembly".
- F. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in accordance with its governing documents. These requirements apply to all organizations unless explicitly exempted in this Appendix or waived by a two-thirds vote of both the Appropriations Committee and the Student Assembly. The waiver shall apply for one by-line funding cycle.
- G. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member of an organization may be compensated from an organization's SAF account or SAF earned income account.
- H. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their liaison is failing in their duty, a new liaison may be appointed.
- I. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the Appropriations Committee with a written account of the use of its fee allocation and operations for the previous academic year, and an optional oral summary of its activities (unless mandated otherwise by the Appropriations Committee), including usage statistics and future programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the committee's recommendation on whether or not the organization should receive an increase in funding, a decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall then provide a written summary report of these meetings to the SA.
- J. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
- K. **Sub-Organizations:** All organizations that fall under a byline-funded umbrella organization must be registered. Byline-funded organizations shall provide a description of how funds are allocated to each organization under their umbrella. If applicable, each sub-organization shall receive funding from its umbrella organization for at least one event open to the public, every academic year. Sub-organizations shall only apply for funding from their umbrella organization and will not be allowed to receive funding from any other byline-funded organization, including SAFC. Umbrella organizations will similarly be ineligible to receive funding from other byline-funded organizations. Byline-funded organizations shall provide a semesterly budget report for all the events held by sub-organizations during the two previous academic years.
- L. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The Appropriations Committee must approve organizations' conference expenditures and each organization must demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its



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mission statement. Organizations shall request approval in their annual fall report to the SA.

- M. **Spending Limitations:** All conferences, teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no greater than \$4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply to SAFC-funded organizations. Funds from an organization's byline allocation cannot be used to purchase food for executive board meetings.
- N. **Governing Document Approval:** All organizations must submit any changes in the Organizations' bylaws, constitution, or other governing documents to the SA for its approval.
- O. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived age, race, religion, creed color, national origin, ethnicity, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization. Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding source for other organizations on campus shall not discriminate on the basis of actual or perceived age, race, religion, creed, color, national origin, ethnicity, sexual orientation, gender identity or expression, military violence victim status, or any combination of these factors when awarding funding.
 - i. Notwithstanding these requirements, a club sport may make requirements based on competitive athletic skill which may result in a club sport of one or predominantly one gender. Organizations may also make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one gender. Organizations that participate in activities with governmental age restrictions may also make appropriate requirements on the basis of age.
 - ii. Organizations may also enforce uniform standards of conduct as a prerequisite for obtaining some or all rights of general members and executive board members, respectively, so long as said standards are protected by the 1st Amendment of the United States Constitution in the context of a public university and do not impede enforcement of Appendix B, Section II, subsection E.
 - iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall include a "Non-discrimination Clause" section in its bylaws, constitution or other governing documents reflecting this policy.

Section 4: Organization Specific Guidelines

Each byline organization will be classified into a specific category based on operations. Each category will have a standardized set of spending guidelines.

A. Department

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Shall communicate openly and in real-time to the Student Assembly if financial changes are expected and/or needed.

B. Programming

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Shall submit all events in CampusGroups and track attendance
- iii. Shall aim to have events on campus.

C. Primary Funding Boards

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each separate funding board (these guidelines are determined by Cornell University financial policies in accordance with Campus Activities).



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- iii. Have a funding tier system that does not exceed \$8,000 per organization per academic year.
 - a) For primary funding boards that also offer supplemental budgets, these cannot exceed more than \$5,000 per semester per student organization.
- iv. Organizations falling under a primary funding board cannot receive funding from another primary funding board.

D. Supplementary Funding Boards

- i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated and consistent financial report.
- ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each separate funding board (these guidelines are determined by Cornell University financial policies in accordance with Campus Activities).
- iii. Shall not allocate more than \$5,000 per semester per student organization.
- iv. Shall submit all events in CampusGroups and track attendance
- v. Shall aim to have events on campus.

These categories are:

- A. **Department** – A departmental byline is an organization (comprised of students and/or staff) that are affiliated with a university department or unit. The department or unit manages the allocated SAF funds for a specific operational reason that directly and positively impacts the undergraduate student population. The byline partners with Campus Activities in determining specific requirements to enable the organizations to function on campus.
 - i. **Alternative Breaks**
 - a. The Alternative Breaks allocation shall be managed and overseen by the David M. Einhorn Center for Community Engagement.
 - b. The Alternative Breaks allocation shall provide individual students with finance support for Alternative Breaks opportunities.
 - c. Alternative Breaks is a student-led organization of the David M. Einhorn Center for Community Engagement committed to learning about social justice issues through a racial equity and intersectional lens. By analyzing root causes and working to shift societal narratives by addressing implicit biases, students are better prepared to engage in meaningful service with community agencies.
 - ii. **Athletics & Physical Education**
 - a. The Athletics & Physical Education allocation shall be managed and overseen by the Cornell University Athletics Department.
 - b. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each undergraduate student. The BRSP shall provide free admission to all varsity sports excluding Men's Varsity Ice Hockey.
 - iii. **Collegiate Readership Program**
 - a. The Collegiate Readership Program allocation shall be managed and overseen by the Cornell Library department.
 - b. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal access for undergraduate students.
 - iv. **Community Partnership Funding Board**
 - a. The Community Partnership Funding Board allocation shall be managed and overseen by the David M. Einhorn Center for Community Engagement.
 - b. Community Partnership Funding Board seeks to foster student leadership and social responsibility by encouraging students to take action against social problems through student initiated service projects.
 - c. Community Partnership Funding Board assists students in developing community action projects and administers grants to make these projects possible.
 - v. **Empathy Assistance and Referral Service (EARS)**



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- 793 a. Empathy Assistance and Referral Service allocation shall be managed and overseen by the Skorton
794 vi. Emergency Medical Service at Cornell University (CUEMS)
795 a. The CUEMS allocation shall be managed and overseen by the Office of Emergency Management
796 (OEM).
797 b. CUEMS will provide the Student Assembly statistics in terms of call responses, community
798 education, and event standbys on an annual basis.
- 799 vii. Minds Matter at Cornell
800 a. Cornell Minds Matter allocation shall be managed and overseen by the Skorton Center for Health
801 Initiatives.
802 b. Cornell Minds Matter (CMM) promotes mental health awareness and emotional well-being for all
803 Cornell students by working to reduce the stigma of mental illness through holding educational
804 events and creating safe spaces to foster a healthy, balanced lifestyle.
805 c. CMM acts as a liaison between students, faculty, staff, and administration to advocate for the
806 student perspective on mental health resources and campus policies.
- 807 viii. Tatkon Center for New Students: Orientation
808 a. The orientation allocation shall be managed and overseen by the Tatkon Center for New Students
809 b. The Assistant Director/Director in the Tatkon Center for New Students shall continue to
810 supervise the planning and implementation of all August and January orientation activities.
811 c. Tatkon Center for New Students: Orientation shall submit the results of the Student Volunteer
812 Feedback surveys to the Appropriations Committee.
- 813 ix. Outdoor Odyssey
814 a. The Outdoor Odyssey allocation shall be managed and overseen by the David M. Einhorn Center
815 for Community Engagement.
816 b. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for
817 pre-orientation trips and shall dedicate no less than \$20.00 per year toward this program.
- 818 x. Student Assembly
819 a. The Student Assembly allocation shall be managed and overseen by the Cornell University Office
820 of Assemblies Department.
821 b. The Student Assembly Special Projects allocations should not exceed \$5,000 per organization per
822
- 823 xi. Student Club Insurance
824 a. The Club Insurance allocation shall be managed and overseen by the Cornell University Risk
825 Management Department in conjunction with Campus Activities.
- 826 xii. Students Helping Students Awards
827 a. The Students Helping Students allocation shall be managed and administered by the Cornell
828 University Financial Aid Department.
829 b. The Students Helping Students Award provides assistance to students with necessary emergency
830 expenses incurred during the fall or spring semesters that cannot be funded by other means.
831 c. Allowable expenses include, but are not limited to:
832 1) travel expenses related to emergency situations (like the death of a relative)
833 2) extra basic living expenses needed due to fire, destruction, or natural disaster; replacement of
834 stolen goods (not lost due to negligence)
835 3) emergency medical or dental expenses not covered by insurance.
836 d. The Students Helping Students Award is not designed to cover standard expenses included in the
837 budgeted cost of attendance for the academic year, non-emergency expenses, expenses that are
838 extravagant or non-utilitarian, and so forth.
839 e. The Student Assembly Financial Aid Review Committee (FARC), a committee convened by the
840 Student Assembly, reviews and approves grants anonymously.
- 841 B. **Programming** – A programming byline is an organization (comprised of mainly of students) that are affiliated
842 with a university department or unit. The department or unit along with the student leaders manages the allocated
SAF funds for a specific programmatic reason that directly and positively impacts the undergraduate student



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population. The byline partners with Campus Activities in determining specific requirements to enable the organizations to function on campus.

i. Programming Council

a. Convocation Committee

- 1) Convocation shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- 2) At the time of the selection of Convocation Committee membership, the Convocation Committee Chair must include at least six, but no more than ten voting members of the SA that belong to that class year to participate as full voting members of the Convocation Committee. SA members are expected to abide by the same attendance rules as all other Convocation Committee members. The SA Vice President for Finance shall serve as an ex-officio member of the Committee.

b. Concert Commission

- 1) CCC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- 2) The Cornell Concert Commission should seek to hold concerts for undergraduate students in and around the Ithaca campus.

c. Cornell University Class Councils

- 1) CC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- 2) Class Councils will program and promote events related to class pride and university traditions for each of the class years.
- 3) The Senior Class Council will spearhead Senior Days.
 - (a) The majority of the funds allotted for Senior Days should be put toward planning no ticket cost events.

d. Cornell University Program Board

- 1) CUPB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities.
- 2) The Cornell University Program Board should seek to hold events for undergraduate students in and around the Ithaca campus.

e. Multicultural Community Fueled Activities Board

- 1) MCFAB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- 2) MCFAB shall seek to bring diverse programming to campus.

f. Slope Day Programming Board

- 1) SDPB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- 2) The Slope Day Programming Board shall be in charge of selecting Slope Day artists and collaborate with university offices in organizing Slope Day events for Slope Day.
- 3) All undergraduate students admission to Slope Day must be free, unless expressly permitted by the SA.

g. Willard Straight Hall Student Union Board

- 1) SUB shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- 2) All events sponsored by the Student Union Board must take place in Willard Straight Hall, unless specifically a part of welcome weekend and be aligned with the mission and purpose of the Student Union Board constitution

- C. **Primary Funding Board** – A primary funding board byline organization (comprised of students partnering with an university advisor) serves as a primary funding source and governing body for a specific category of student organizations. The byline partners with Campus Activities in determining specific requirements to enable the



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organizations to function on campus.

i. Club Sports Council

- a. Club Sports Council shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities.
- b. Club Sports Council must send two officers each academic year to the Safety Training provided by Campus Activities and facilitated by the Club Sports Council. This requirement must be completed before the club can access funds.
- c. Sports Clubs members must sign electronic waivers each academic year via CampusGroups. This requirement must be completed before the club can access funds.
- d. Sports Clubs must send at least one officer to each monthly meeting held by the Council.

ii. Interfaith Council at Cornell

- a. The Interfaith Council at Cornell shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Office of Spirituality and Meaning Making.
- b. Interfaith organizations must work with Campus Activities and the Office of Spirituality and Meaning Making to ensure that all affiliated advisors have the proper Risk Management requirements.
- c. Each organization under The Interfaith Council shall request funding for at least one event open to the public, every academic year.

iii. Student Activities Funding Commission

- a. SAFC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- b. Collaborate with the other primary funding boards to ensure procedures/structures are similar and consult with the Vice President of Finance within the Student Assembly if changes/enhancements are needed.

D. Supplementary Funding Boards – A supplementary funding board byline organization (comprised of students partnering with an university advisor) serves as an additional funding source and programming body for qualifying student organizations and/or organizations that may fit within their mission. The byline partners with Campus Activities in determining specific requirements to enable organizations to function on campus.

i. ALANA Intercultural Programming Board

- a. ALANA shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Dean of Students.
- b. ALANA will divide their funding between their programming/ overhead and umbrella organizations.
- c. ALANA's umbrella organizations include the following:
 - (1) Black Students United (BSU)
 - (2) Native American and Indigenous Students at Cornell (NAISAC)
 - (3) The Cornell Asian Pacific Student Union (CAPSU)
 - (4) La Asociación Latina (LAL)
 - (5) Cornell's South Asian Council (SAC)
- d. Shall provide a description of how funds are allocated to each organization under their umbrella.

ii. CU Tonight Commission

- a. CU Tonight shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
- b. CU Tonight shall promote non-alcoholic, late night social programming, on campus, open to the entire Cornell community.
- c. CU Tonight shall provide a breakdown of how many organizations received funding in specific financial brackets and number of events.

iii. Environmental Collaborative

- a. Cornell Environmental Collaborative shall receive advising (organizational guidance, staff support,



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- 943 financial, etc.) and programmatic collaboration from the Campus Sustainability Office.
- 944 b. Environmental Collaborative unites student groups on-campus toward environmental
- 945 sustainability by doing the following:
- 946 (1) Increasing dialogue amongst environmental organizations and all other interested
- 947 organizations
- 948 (2) Launching and uphold meaningful venues for reducing negative environmental impact and
- 949 upholding social justice and to provide opportunities for all students to gain knowledge
- 950 and experience in relevant issues
- 951 (3) Provide support to and information for existing environmental initiatives
- 952 (4) Fostering meaningful relationships with Cornell's administration and the Ithaca community
- 953 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 954 iv. Gender Justice Advocacy Coalition
- 955 a. Gender Justice Advocacy Coalition shall receive advising (organizational guidance, staff support,
- 956 financial, etc.) and programmatic collaboration from the Dean of Students.
- 957 b. The Gender Justice Advocacy Coalition shall collaborate with the Student Assembly Womxn's
- 958 Liaison Representative on safety, health, and other topics pertinent to women on campus.
- 959 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 960 v. Haven: The LGBTQ Student Union
- 961 a. Haven: The LGBTQ Student Union shall receive advising (organizational guidance, staff support,
- 962 financial, etc.) and programmatic collaboration from the LGBTQ+ Resource Center.
- 963 b. Haven: The LGBTQ Student Union's mission is to enhance the cultural and social climate at
- 964 Cornell University and to improve and enrich the lives of the LGBTQ+ and Same Gender-Loving
- 965 members of the community. This will be achieved through funding, training, and administrative
- 966 support for the organizations represented by Haven so they may organize successful educational,
- 967 social, and cultural programs and serve as effective supportive environments.
- 968 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 969 vi. International Students Union
- 970 a. The purpose of the International Students Union is to represent and advocate international
- 971 student causes, to be a resource for international students on the Cornell campus, and to promote
- 972 internationalism, which would be defined as including, but not limited to, the cross-cultural
- 973 understanding of international life on campus and in Ithaca and the cooperation between trans-
- 974 national groups and individuals on campus.
- 975 b. The responsibilities of the International Students Union are
- 976 (1) To promote and fund international activities proposed by any undergraduate or graduate
- 977 student group on campus, as well as leading initiatives that improve and uplift international
- 978 student life on campus.
- 979 (2) To represent, advocate, and liaise with the Cornell University administration for any issues
- 980 concerning International students, both undergraduate and graduate, at a campus wide
- 981 level.
- 982 (3) To organize and plan events to promote and encourage diversity and cross-cultural
- 983 dialogue in a trans-national context.
- 984 (4) To maintain and prepare the annual budget and administer funds available to the Union to
- 985 various organizations on campus.
- 986 (5) To maintain liaisons with Faculty Committees, International Students and Scholars Office,
- 987 Students Assembly, the University, and local community.
- 988 (6) To foster cross-cultural exchange through: the Union's General Body Membership and
- 989 meetings, events hosted by the Union, and events sponsored or co-sponsored by the
- 990 Union.
- 991 c. Shall provide a description of how funds are allocated to each organization under their umbrella.
- 992 vii. Multicultural Greek Fraternal Council (MGFC)



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- a. Multicultural Greek Fraternity Council (MGFC) shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from the Sorority and Fraternity Life (SFL).
- b. Shall provide a description of how funds are allocated to each organization under their umbrella

APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE STUDENT ASSEMBLY INFRASTRUCTURE FUND

Section 1: Preamble

The Student Assembly (the Assembly), is charged with the allocation of the Student Assembly Infrastructure Fund (SAIF). Applications for funding provided by the SAIF must be reviewed annually by the SAIF Committee and are subject to overview by the Appropriations Committee.

Section 2: Sources of Funding

By the first of November of every year, the annual pay out of the SAF endowment fund will be transferred into the SAIF under the Student Disbursement Account of the Assembly.

Section 3: Closing of Account at Year End

By the last regularly scheduled Student Assembly meeting of the fall semester, the chair of the SAIFC will deliver a report to the Assembly of all funds, committed, spent and unspent, remaining in the SAIF Disbursement Account.

Section 4: Definitions

The following terms, which appear frequently in this Appendix, shall be defined as follows:

- A. Organization: a registered Independent or University organization that has authorization to receive funding.
- B. Application: the request to receive a funding award from the SAIF for a project or initiative.
- C. Applicant: any individual student, group of students, organization, or group of organizations who submits an application to receive a funding award from the SAIF.
- D. SAIFC: Student Activities Funding Commission, a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.
- E. Byline funding: line item funding that comes directly from the SAF as described under Appendix A of the Student Assembly Charter.
- F. Appropriations Committee: a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.

Section 5: Purpose

The purpose of the SAIF is to financially support projects and/or initiatives that improve infrastructure or facilities on campus that contribute to the undergraduate experience of Cornell students.

Section 6: Eligibility



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1025 To be eligible to receive a funding award from the SAIF, an application for a project or initiative must:

- 1026 A. be developed and organized and submitted by Cornell undergraduates;
- 1027 B. allow Cornell undergraduate students equal access to the benefits of the project;
- 1028 C. be an initiative located on the Ithaca campus of Cornell University;
- 1029 D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
- 1030 E. not have previously requested and received a funding award from the SAIF for the same purpose.

1031 **Section 7: Permitted Applications**

1032 The following applications represent some, but not all, of the eligible projects or initiatives that, if they are not among
1033 the list of prohibited applications, may receive funding awards from the SAIF:

- 1034 A. a renovation of a room or building
- 1035 B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
- 1036 C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (i.e. a
1037 planned renovation by the administration could be substantively expanded via student support); and
- 1038 D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of
1039 funding on campus.
- 1040 E. a web-based application that provides benefits to Cornell undergraduate students.

1041 **Section 8: Prohibited Applications**

1042 The following applications are prohibited from receiving funding awards from the SAIF:

- 1043 A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on
1044 behalf of the applicant;
- 1045 B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
- 1046 C. an application to cover the costs of a regularly occurring project or initiative; and
- 1047 D. an application that directly or indirectly subsidizes the cost of tuition of an individual student.

1048 **Section 9: Procedure for Determining Funding Awards**

- 1049 A. Release of Application
 - 1050 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive
1051 funding from the SAIF to the Office of the Assemblies by the second regularly scheduled Student
1052 Assembly meeting.
 - 1053 ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available
1054 to all eligible applicants by the third regularly scheduled Student Assembly meeting, or one week
1055 following the meeting with the SAIF Chair, whichever is sooner.
 - 1056 iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive Committee of
1057 the Student Assembly, detailing how the SA will make all students aware of the SAIFC. This plan
1058 shall be approved by the Executive Committee by the second regularly scheduled Student Assembly
1059 meeting of the Fall semester.
 - 1060 iv. The chair of the SAIFC is responsible for releasing a timeline by the third regularly scheduled
1061 Student Assembly meeting of the Student Assembly each semester consisting of the deadline for
1062 applications, when those applications will be reviewed by the SAIFC, and when those funding awards



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will be announced.

- v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received applications that have not yet been reviewed in addition to the dates released in the timeline on the first day of each semester.

B. Funding Award Evaluation Process

- i. For each application, the SAIFC will:
 - a. arrange a hearing where the proposers of the application may address questions of the committee,
 - b. determine if the application is eligible to receive a funding award from the SAIF,
 - c. decide the order in which applications are voted upon to receive funding awards by first holding a ranked order vote by committee members. Once SAIFC has established application rankings, the vote on funding awards will proceed from the highest ranked application and so on in descending order.
- ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which includes the:
 - a. name of the applicant,
 - b. project or initiative requested in the application,
 - c. date that the SAIFC reviewed the application,
 - d. funding award amount requested by the applicant,
 - e. funding award granted by the SAIFC and what that funding award is as a percentage of the available funding in the SAIF at the beginning of that academic year, and
 - f. rationale explaining the SAIFC's decision
- iii. All funding awards granted by the SAIFC must be approved by the Dean of Students before becoming finalized.
- iv. If the applicant has a University operating account with internally controlled funds and oversight by a Cornell-employed advisor, the Vice President for Finance will approve the transfer of funds from the SAIFC into their account. If the applicant does not have an account that meets these eligibility requirements, the amount of the funding award will be separated from the remaining balance of the SAIF and expenses will be processed through regular university accounting procedures through the Office of Assemblies, like all others under the Student Assembly budget.
- vi. At each meeting of the Assembly immediately following the final approval of a funding award by the Dean of Students, the report associated with the application must be included in the meeting's agenda.
- vii. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the SAIF with the Office of the Assemblies.
- viii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall inform the Assembly of any setbacks the Commission faces in implementing its projects