

Cornell University Student Assembly

Cornell University Student Assembly

Agenda of the Thursday, March 21, 2019 Meeting
4:45pm-7:00pm in Memorial Room, Willard Straight Hall

- I. Call to Order & Roll Call**
- II. Canvas Migration Presentation**
- III. Open Microphone**
- IV. Announcements and Reports**
- V. Business of the Day**
 - a. Resolution 30: Approval of Amendments to the Student Activities Funding Commission (SAFC) Funding Guidelines
 - b. Resolution 33: Establishing the Student Health Advisory Committee Bylaws
 - i. Proposed Bylaws
- VI. New Business**
 - a. Approval of Amendments to the International Students Union Constitution and Bylaws
 - i. Constitution and Bylaws
- VII. Adjournment**



Cornell University Student Assembly

Originally Presented on:	03/07/2019
Type of Action:	Legislation
Status/Result:	New Business

1 S.A. Resolution #30
2 Approval of Amendments to the Student Activities Funding Commission (SAFC)
3 Funding Guidelines
4

5 ABSTRACT: This resolution presents changes to the Student Activities Funding Commission
6 (SAFC) Funding Guidelines for Student Assembly approval.
7

8 **Sponsored by: Dale Barbaria '19** on behalf of **Michael Jeong '20** and **Daniel Hirsch '20**
9

10 **Whereas**, per Appendix B § 3 Subsection L of the Student Assembly Charter, "All organizations
11 must submit any changes in the organizations' bylaws, constitution, or other governing
12 documents to the SA for its approval;"
13

14 **Whereas**, the Student Activities Funding Commission is a Student Assembly byline funded
15 organization and must adhere to the rules set forth in Appendix B of the Student Assembly
16 Charter;
17

18 **Whereas**, the Student Activities Funding Commission presented amendments to their Funding
19 Guidelines to the Student Assembly Appropriations Committee;
20

21 **Be it therefore resolved**, that the Student Assembly approve the amendments to the Student
22 Activities Funding Commission Guidelines as they appear in the Appendix to this resolution;
23

24 **Respectfully Submitted,**
25

26 Dale Barbaria '19
27 *Vice President for Finance, Student Assembly*
28

29 Michel Jeong '19
30 *Co-Chair, Student Activities Funding Commission*
31

32 Daniel Hirsch '20
33 *Co-Chair, Student Activities Funding Commission*
34

35 *Reviewed by: Appropriations Committee, 11-0-1, 03/04/2019*

STUDENT ACTIVITIES FUNDING COMMISSION

SAFC Guidelines Updates

Spring 2019

Submitted by:

Michael Jeong '19, Co-Chair

Daniel Hirsch '20, Co-Chair

These funding guidelines articulate the extent, limitations, and processes by which student organizations may obtain and use commission funds. All student organizations which have business with the Commission are expected to understand and follow these guidelines. Should a conflict arise between these guidelines and the bylaws of the Commission, the bylaws shall supersede these guidelines.

Adopted by the Student Assembly on Thursday, April 24, 2008. Last amended on **Monday, April 9, 2018.**

1 Definitions

1.1 Terms

Allocation

A conditional allotment of funds by the Commission in response to a request for funding. In releasing an allocation, the Commission does not guarantee payment of any particular or reimbursement expense; rather, it promises to set aside funds which may be used towards certain expenses, subject to all applicable university and statutory regulations.

Applicant

The organization or organizations who are parties to the application.

Application

An application consisting of several requests for funding submitted to the SAFC by one or more applicants.

Business day

A business day shall be any day the Office of the Dean of Students is open for regular business and regular undergraduate classes are in session.

Commissioner

A member of the SAFC.

Fiscal year

A university fiscal year which extends from July 1 to June 30 in the following calendar year.

New organization

An organization that either did not receive or did not spend any funds allocated by the SAFC during the previous two fiscal years.

Academic semester

Time frame between the first and last day of classes in each semester.

Price quote

A price quote is a good faith estimate of the cost of goods or services for which the applicant is requesting funds. To be valid for the Commission the price quote must:

1. be dated within the current academic semester;
2. be written in English or be accompanied by a written translation to English; and
3. include:
 1. unit costs or prices for each requested expense for which the quote issued as documentation, and
 2. cost of shipping and handling, if additional funding is requested for those costs.

Registered student organization

An organization which has a current and complete registration on file with the Campus Activities Office.

Returning organization

An organization that received and spent funds allocated by the SAFC during the previous fiscal year.

SA

The Student Assembly (the assembly) is the undergraduate student government of the university under which the Commission is chartered.

SAFC

Student Activities Funding Commission (the Commission)

Student Activities Funding Commission Appeals Board, herein the Appeals Board, acts as the appellate body charged with facilitating and deciding SAFC funding appeals.

SAFC Appeals Board

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Campus Activities Office

The Campus Activities Office is an administrative unit of the university which grants registrations to student organizations, allowing them certain privileges on campus, including the right to apply for funds from the SAFC. The office also provides extensive information and advisory resources to officers of registered student organizations.

SLECA

The Office of Student Leadership, Engagement & Campus Activities is an administrative unit of the university which grants registrations to student organizations, allowing them certain privileges on campus, including the right to apply for funds from the SAFC. The office also provides extensive information and advisory resources to officers of registered student organizations.

1.2 Version of Record

The version of the guidelines posted on the Student Activities Funding Commission OrgSync website is the version of record, and it shall supersede any other existing versions. The Campus Activities Office shall maintain and modify this version according to the procedures for amendment. Commissioners and other parties may not alter the effect or applicability of the bylaws or guidelines by misstatement or misinterpretation.

2 Applicants

This section establishes rules and procedures governing the interactions of applicant organizations and the Commission.

2.1 Eligibility

2.1.1 Basic Requirements

To be eligible to request funds or to spend allocated funds an applicant must:

- register with and be approved by the Campus Activities Office by when the budgets are due in each semester

declare during the Campus Activities Office registration process that the group intends to apply for SAFC funding during that academic year; prior to the first deadline for funding requests in the fall semester, if funding is sought in the fall, prior to the first deadline for funding requests in the spring semester, if funding is sought in the spring;

- have undergraduate members who comprise at least sixty percent of its total membership, excluding alumni members; and,
- be in good standing with the Commission.

Officers of the applicant must also meet the following requirements:

- president and treasurer must agree to abide by standards for ethical conduct; and,
- president, treasurer, and advisor must affirm their approval for each request ~~either~~ by digital signature as the Commission provides on the specific budget.
 - Registered president, treasurer, and advisor must be three distinct individuals
- The signatures of the president, treasurer, and advisor must match the names listed on the group's profile page in Orgsync
 - The signatures of the third and fourth officers, regardless of title, will not be accepted

The organization must meet all eligibility requirements as well as submit both requests and supporting materials before the deadlines set by the Commission in order for the Commission to accept and review such requests and materials. The commission may not accept submissions from organizations that have not met the eligibility requirements.

2.1.2 Additional Requirements

An organization which otherwise meets all basic requirements to receive funding will be deemed ineligible to receive funding if either of the following conditions are satisfied:

- The organization both shares an essentially identical purpose/mission with another SAFC-funded organization and also that organization's membership substantially overlaps that of another SAFC-funded organization; or
- The organization functions in conjunction with one or more SAFC-funded organizations in such a way that both organizations are reasonably perceived as existing for the purpose of increasing the total amount of SAFC-funding received.

Outside of the semesterly allocation decisions, the SAFC, by a majority vote of the Executive Board, will revoke an organization's funding if it is deemed to be in violation of above requirements. The organization(s) in question may appeal this determination to the SAFC Appeals Board for review

2.1.3 Exception for Unforeseen Circumstances

All organizations that are, at the time of their application, assigned Tier 4, Tier 5, Tier 6, or New Group (Tier 7) must demonstrate that the Treasurer, President, or Advisor attend at least one of three help sessions at a pre-announced date. If the Treasurer or President is unable to attend any of the three help sessions, the President or Treasurer may designate another member of the organization to attend a help session on their behalf.

Organizations that do not meet the above requirement forfeit their right to demand a SAFC Appeals Board Hearing, but may be granted such a hearing at the discretion of the Chair of the SAFC Appeals Board, for truly exceptional circumstances. The organization will still retain the right to a budget hearing.

2.1.4 Exception for Unforeseen Circumstances

In the event of unforeseen circumstances that would prevent the submission of the organization funding request or the affirmation of said funding request by the president, treasurer, and/or advisor, the student organization must:

1. Notify both the SAFC Co-Chairs via email to their netid's available on the Commission website to request a 24 hour extension from the original funding request deadline:
 - This request must include the evidence required below; and
 - Must be submitted within 24 hours after the funding request deadline
2. Complete the remainder of their application before the eventual extended deadline. Eligible unforeseen circumstances and associated evidence are the following:
 1. Negligence of advisor; Required evidence: screenshot of written communication with advisor three days prior to the funding request deadline in regards to funding request approval.
 2. Injury or illness of treasurer, president, or advisor; Required evidence: note from a physician or medical professional with date of injury and explanation of event.
 3. Death of treasurer, president, or advisor. Required evidence: at the discretion of the SAFC co-chairs.

The SAFC co-chairs will evaluate the evidence provided and whether or not the circumstance is unforeseen, and notify the organization as decision before funding request reviews commence.

Requests for extension will be evaluated based on:

1. Demonstration of foresight regarding SAFC rules and deadlines;
2. Severity of the unforeseen circumstance;
3. Extent of ineligibility (i.e. completeness of application).

The submission of an extension request should not be construed as a granting of said request. The decision to accept or deny a request for an extension is not subject to appeal. Again, the commission may not accept funding request submissions from organizations that have not met the eligibility requirements.

2.2 Ethical Conduct

Officers of applicants must agree to the Statement on Ethical Conduct prepared by Campus Activities Office by digital or written signature as they provides.

2.3 Suspension and Revocation of Funds

2.3.1 Purpose

To prevent misuse of commission funds, the Executive Board of the Commission may act to temporarily suspend or permanently revoke allocated funds. The Board may revoke funds of an organization if it finds that the organization:

- does not meet one or more eligibility requirements; or,
- acted in violation of the Statement on Ethical Conduct.

2.3.2 Suspension of Funding

Either the Office of the Dean of Students or the Chair(s) of the Commission may temporarily suspend an organization's funds at any time. Any action to temporarily suspend funding of an applicant organization shall last no more than ten business days. Such a decision takes effect only after the following are informed:

1. the Office of the Dean of Students;
2. the Chair(s); and,
3. the president, treasurer, and advisor of the affected organization.

2.3.3 Revocation of Funding

To revoke funding of an organization, the Commission must follow this procedure:

1. the Chair(s) of the Commission must contact the officers and advisor of the organization, explaining the Commission's intent and reasoning for proposing revocation of funding; and,
2. the Chair(s) of the Commission, or a designee, must arrange for a meeting between the Executive Committee and the organization so the organization may:
 1. hear the Commission's intent and reasoning,
 2. examine any evidence associated with the proposed revocation of funding,
 3. present its case and additional evidence to the Commission, and
 4. negotiate a mutually acceptable remedy; and,
3. the Executive Board, after deliberating in closed session, may vote to revoke funding.

The decision to revoke funding is subject to appeal by the Appeals Board. Any funds that are revoked remain unavailable to the organization until the appeal process is resolved.

2.3.4 Limitations

The Executive Board may not revoke funding for more than one academic year and may reverse a decision to revoke funds at any time.

3 Request for Funds

3.1 Budget Request

3.1.1 Purpose

Organizations may obtain funds individually by submitting a funding request. The application is prerequisite to all other requests for funding the organization may submit.

3.1.2 Basis on Which to Make Requests

The Commission will provide one opportunity for the submission of funding requests each semester.

3.1.3 Permitted Expenses

Organizations may request funds for the following kinds of expense in a budget application:

1. administrative expenses;
2. local events;
3. travel events;
4. durable goods; and,
5. publications.

3.1.4 When Applications Are Due

The commission sets deadlines for online submission in its calendar.

3.1.5 When Funds Become Available

The commission sets a date in its calendar when funding decisions are released and funds become available. Once released, funds may be used towards expenses that occur between the first and last days of classes for the semester in which those funds are allocated. Funds remain available until revoked or reverted at the end of the semester in which they are granted.

3.1.6 Maximum Allocation

3.1.6.1 Maximum Funding Determined by Tier Assignment

The commission assigns each organization to a maximum allocation tier, which determines the maximum cumulative amount of funding per semester the organization can receive.

3.1.6.2 Annual Adjustment of Tiers

The commission will annually evaluate the number of tiers and total number of organizations to assign to each tier before assigning organizations to such tiers. The commission may increase or reduce the maximum allocation for the lowest tier throughout the fiscal year depending on the amount of funds available and the number of new organizations that request funding.

If the SAFC would like to amend the tier system, they can propose changes at anytime during the Spring academic semester by sending the updated tier system to the incoming VP of Finance and the President of the SA. The changes may only go into effect during the period after the end of the Spring semester and before the start of the Fall semester, and organizations will be assigned to their appropriate tiers in the new tier system for the upcoming Fall academic semester if the SA does not object by June 30th.

3.1.6.3 Initial Tier Assignment

The commission assigns every new organization to the New Group tier in the first semester that it submits a regular funding request. The commission may assign a returning organization to the lowest tier in the second semester if they previously used any of their allocated funding.

3.1.6.4 Requirements to Stay in Tier

The commission completes an annual evaluation of each organization at the end of each academic year to determine whether the organization may remain in the current tier or should be assigned to the next lowest tier in the next academic year. In order to remain in its current tier, the organization must in each semester that it receives funding:

1. spend a proportion of its allocated funds relative to the total amount allocated that meets or exceeds the efficiency spending percentage (the spending requirement); and,
2. remain in good standing with the Commission.

The efficiency spending percentage is set by the Commission by the first day of classes in the academic year in which groups are being evaluated.

If an organization does not submit any funding requests in an academic year, the Commission will assign it to the next lowest tier in the following academic year. If an organization is zero funded in one of the semesters, this will be disregarded if the organization qualifies in the other semester with its efficiency spending percentage.

3.1.6.5 Advancement to a Higher Tier

As part of the annual evaluation, the Commission also provides an opportunity for organizations to request advancement to a higher tier for the next academic year. In order to advance to the next highest tier, an organization must:

1. fulfill all requirements to remain in its current tier; and,
2. receive a non-zero funded budget in both semesters in the past academic year and
3. in at least one semester, spend a proportion of its allocated funds relative to the maximum allocation allowed for its tier that meets or exceeds the tier spending percentage.

The tier spending percentage is set by the Commission by the first day of classes in the academic year in which groups are being evaluated. This is done objectively by the percentages and no format application process is required. ~~New Groups are not automatically moved to Tier 6.~~

3.1.6.6 Special Cancellation Request

The commission permits the submission of Special Cancellation Requests to allow organizations to remove select funds from the tier and efficiency spending calculation in light of circumstances that were unforeseen at the time of application. The Request must be submitted to the Commission within two (2) weeks of the organization becoming aware of the inability to fulfill the expense. The commission will determine whether or not the circumstances are unforeseen. These may include but are not limited to:

1. speaker/performer cancellations after the budget was reviewed;
2. weather conditions prohibiting travel;
3. a reduction in price after the submission of the original price quote;
4. injury or illness; or
5. actual costs are lower than those allocated under negotiated rates.

3.1.6.7 Additional Requirements for Performance Tiers

The commission may designate certain tiers as performance tiers. To remain in or advance into a performance tier, organizations must:

1. fulfill all of the basic requirements to be eligible for that tier;
2. submit an annual performance report using facilities provided by the Commission; and
3. submit a Diversity & Inclusion Plan (DIP) and receive approval from the DIP Task Force in compliance with the guidelines set out for Performance tier groups in United Student Body. This requirement may be waived by the commission's executive board if the organization can provide sufficient evidence that the DIP task did not carry out its duties properly.

The Commission will consider information submitted in the annual performance report in determining whether an organization may remain or advance into the specified performance tier. If the Commission determines that the group is not eligible to remain in a performance tier then the group will be placed into the highest tier that is not a performance tier.

3.1.6.8 Option to Receive Double Tier Amount in One Semester

An organization may elect to receive funding in only one semester. Such an organization may receive twice the maximum allocation permitted for its tier. Maximum Funding Limits under Categories of supported expenses will not double (see 8.1.4, 8.2.6, 8.3.6, and 8.5.2).

To exercise this option, the organization must submit a Fall/Spring Only Semester form to the commission before the first deadline for funding request submissions in the fall semester.

3.2 Special Project Request

3.2.1 Purpose

To allow organizations to request funds in certain new or special circumstances, the commission permits submission of special project requests.

3.2.2 Eligible Expenses

An applicant may request additional funding for any expenses in its funding request or for entirely new expenses under the following conditions:

1. applicant has received an allocation for the current semester in response to its regular funding request;
2. special project funding application is submitted both before the deadline for submission as stated in the SAFC calendar and before any additional requested funding must be used;
3. additional funds are needed because:
 1. the applicant has new circumstances which:
 1. support a higher allocation than the original circumstances of the allocation, and
 2. could not have been reasonably anticipated or mitigated by the organization before it submitted its original request

The applicant may request expenses solely in the following categories:

1. local events,
2. travel events, and
3. publications.

3.2.3 Application Requirements

Organizations submit special project funding applications using a special project application form available online from the commission website. Forms must be signed by the registered president, treasurer, and advisor of the organization and must include:

1. identification of the expenses for which additional funding is needed and how much more is needed for each; and,
2. if the request arises from new circumstances, documentation of new circumstances necessitating the increased allocation, including a showing that the applicant could not have reasonably foreseen such circumstances at the last regular deadline.

3.2.4 Procedure for Review and Allocation

The commission:

1. reviews the application at the next date set in its calendar and renders a decision by the same process as for the single organization application, but without a hearing except by request of the Chair(s) of the commission;
2. rejects the application or any parts of it that do not meet criteria for a special request funding application; and,
3. considers the parts it accepts on the merits as if they were part of the regular funding request and allocates accordingly, applying any adjustment or maximum allocation restrictions that applied to the regular funding request.

4 Allocation

The commission allocates funds according to these guidelines and its bylaws. Allocations do not guarantee that specific reimbursements or payments will be issued. For this reason, organizations are advised to consult with the Commission before entering into any commitment with financial consequences.

5 Funding Hearings

5.1 Purpose of a Funding Hearing

A funding hearing process is provided to enable organization leaders to meet with commissioners to resolve certain mistakes identified in or arising out of the initial allocation process.

5.2 Eligibility to Request a Funding Hearing

An applicant may only request a hearing regarding a request which:

1. is submitted in an application; and
2. received less than the maximum allocation for which it is eligible, which is the lesser of:
 1. the amount requested; and
 2. the difference between the semester tier cap for that group and cumulative funds already allocated to that group in the current semester.

5.3 Procedures

The commission:

1. will schedule hearings ~~within one week~~ within two weeks of release of preliminary allocation determinations;
2. does not allow amendment of the originally submitted request;
3. accepts additional documentation and statements provided by the applicant which clarify or support the requests included in the original submission; and,

4. keeps minutes which document the names of participants in the hearing, the questions asked of the applicant, and the responses received.

The applicant:

1. provides no less than one and no more than three representatives of whom all must be either undergraduate student members or registered advisors; and,
2. limits responses to the questions posed by the Commissioners.

6 Appeals

6.1 Purpose

The external appeal process assures actions of the Commission are fair and reasonable. An organization may utilize this process only where it can

1. dispute:
 1. an allocation decision;
 2. a special cancellation request; or
 3. placement into/removal out of a performance tier;
 4. "Additional Requirements" of eligibility outlines in section 2.1.2;
2. where it can demonstrate that the Commission:
 1. incorrectly interpreted or applied its guidelines or relevant policies; or
 2. wrongly excluded or construed relevant information or supporting documentation in the organization's application.
 3. It has fulfilled the "Help Sessions" requirement as outlined in Section 2.1.3

An organization may not appeal an allocation decision if it had, but did not utilize, an opportunity for a hearing with the Commission. The burden shall rest on the appealing organization to demonstrate that the Commission erred. The Appeals Board determines the outcome of the appeal.

6.2 Format of Appeal

Appeals are submitted to the Student Assembly Vice President for Finance the Chair of the Appeals Board

[gdk36@cornell.edu]. Appeals must include:

1. name of the organization;
2. the date and time of the organization's appeal with the Commission regarding the allocation that is being appealed;
3. whether the organization is appealing either the Commission's:
 1. interpretation of its funding guidelines; or
 2. wrongful exclusion of relevant information or supporting documentation;
4. rationale explaining how the group believed the Commission erred;
5. a citation of the specific policies in these guidelines or other policies applicable to the Commission's determination (for example: "SAFC Funding Guidelines Section 8.2.1"); and,
6. the contact(s) who will represent the organization in the appeal, who must be the registered president, treasurer, or advisor of the organization.

6.2.1 Composition of SAFC Appeals Board

1. The SAFC Appeals Board (hereafter: the Board) shall be chaired by the Student Assembly Vice President for Finance, who serves as an impartial chairperson. In the event of a tie, the Chairperson shall cast the deciding vote. In the event that the

Student Assembly Vice President for Finance is unavailable to chair a hearing, another voting member of the Student Assembly who is on the Appeals Board will be asked to fill the position

2. The Board shall be composed of the standing membership of the Student Assembly Appropriations Committee. The SAFC Co-Chairs shall serve as non-voting, ex-officio members of the Appeals Board.
3. Quorum for the SAFC Appeals Board shall be defined as the Chair and five additional members of the SAFC Appeals Board.

6.3 Receipt of Appeal and Initial Action

1. The organization must submit completed appeals before the deadline provided by the Commission or, if the Commission does not specify an explicit deadline, within five business days after the Commission releases the decision the organization wishes to dispute.
2. The Chair of the Appeals Board, after determining the appeal submission is timely and complete, transmits it to the Commission's Executive Board.
3. If the SAFC Executive Board agrees with the appeal request in its substance, the Chair of the Commission may notify the Chair of the Appeals Board, who may grant the request without conducting a hearing.
4. The Chair of the Appeals Board, unless so notified regarding the appeal, contacts the members of the organization within five business days of receiving the review request to schedule a hearing with the Appeals Board.

6.4 Appeal Hearing

In presentation and discussion, the Appeals Board reviews only the actions disputed in the appeal, and neither the affected organization nor the Commission may present new information or documentation that was unavailable when the Commission made its initial decision. The affected organization may be represented by any undergraduate member and the president and treasurer must be in attendance. The SAFC shall be represented by the Commissioners who conducted the Funding Review and Funding Hearing of the affected organization. The affected organization and the SAFC representatives each:

1. present their rationales; and,
2. answer questions concerning its presentation.

6.5 Decision

The Appeals Board

1. deliberates in closed session and, for each disputed action, determines whether Commission erred in its original decision; and,
2. for each determination that the Commission erred in its original decision, adopts a rationale explaining its determination.

In determining whether guidelines were correctly interpreted the Appeals Board will consider whether the Commission's application of its guidelines was reasonable. In determining whether the Commission erred in its determination of facts, the Appeals Board will decide based on a preponderance of evidence provided in the hearing.

For each appeal reviewed, the Chair of the Appeals Board:

1. compiles a preliminary report of all determinations and rationales approved by the Appeals Board
2. presents a report for the Assembly no less than one week following the decision of the Appeals Board; and,
3. transmits the adopted report to the Chair(s) of the Commission, the Office of the Dean of Students, and the presidents, treasurers, and advisors of the affected organizations.

For each determination that the Commission erred, the Commission or its Executive Board must within ten business days:

1. reconsider the disputed action and adopt actions that are consistent with the rationale of the Appeals Board;
2. report its revised decision to the Chair of the Appeals Board, the Office of the Dean of Students, and the affected organizations.

6.6 Further Appeals

Organizations may appeal a revised decision of the Commission in the same manner as the original decision, but only on the basis of new determinations that were made since the original appeal was filed. Organizations may additionally dispute outcomes of appeals through the university Ombudsman.

7 Reversion of Funds

If an organization has unspent funds remaining in its account at the first business day after ~~the last day of classes in the~~ each academic semester in which those funds were allocated, those funds will automatically revert to the Commission.

8 Categories of Supported Expenses

This section describes the kinds of expenses which the Commission may fund.

The following general principles apply to all expenses funded by the Commission:

1. The commission funds only for expenses that relate to the purpose of the organization as specified in its registration with the Campus Activities Office.
2. In requests for funding, organizations must always break down the amounts requested in each expense category and specify the permitted expense in the category to which the amounts relate.
3. Depending on the type of request and the category, additional documentation or conditions may apply to funding requests.

8.1 Administrative Expenses

8.1.1 General Purpose

Administrative expenses support the basic operation and administration of the organization.

8.1.2 Permitted Expenses

The following expenses are allowed under this category:

1. copying and printing services not related to advertising for specific local events;
2. chalk;
3. advertising for recruitment;
4. repairs and maintenance of equipment;
5. Willard Straight Hall mailbox rental fee and on-campus storage areas;
6. web hosting;
7. social media advertising; and
8. stickers.

8.1.3 Prohibited Expenses

The following expenses are prohibited under the [administrative expenses](#) category:

1. [durable goods](#) and items with a typical or expected useful life of more than one year.
2. Group and individual membership fees.

8.1.4 Maximum Funding

Administrative expenses may not exceed \$200 per semester.

8.2 Local Event

8.2.1 Purpose

This category includes expenses associated with putting on an event, program or practice.

8.2.2 Eligible Events

To be eligible for funding the event must:

1. occur between the first and last day of classes:
2. occur on a weekday when classes are in session or a weekend that is not part of a university holiday such as Fall Break or Spring Break; and,
3. be one of the following:
 1. a practice session for athletic or performance organizations, or
 2. a public event open to the Cornell community to the extent permitted by spatial, temporal, or financial constraints;
4. not have a primary or substantive purpose of:
 1. conversion/worship
 2. influencing legislation
 3. partisan political activity
 4. raising funds for profit
 5. raising funds for charity, unless the event has another equally substantive purpose related to the mission of the organization
 6. social activity; and,
 7. comply with the [Use of University Property Policy](#), if it occurs on campus.

8.2.3 Permitted Expenses

The following expenses are permitted under this category if they relate to an eligible event, are not among the prohibited expenses for the category, and are for:

1. guest performers, including:
 1. honorarium, engagement or coaching fee,
 2. transport,
 3. lodging, and
 4. meals;
2. venue rental;
3. professional event production services;
4. supplies and materials essential to the event;
5. media rental and licensing fees;
6. copies and chalk;
7. security fees;
8. professional video/sound recording or photography expenses;

If an event is allocated funding, the Commission will provide up to two complementary, vertical eighth-page advertisements or the online equivalent in value to publicize the event in the Cornell Daily Sun. Funding is not allocated for these ads in the organization's funding request, but the organization may pay for the ads using the Cornell Daily Sun Advertisement Authorization Form.

8.2.4 Prohibited Expenses

The following expenses are prohibited under the [local events](#) category:

1. [durable goods](#) and items with a typical or expected useful life of more than one year,
2. Duplicates functionality or service already available on campus (ex. utensils, cameras)
3. food other than meals for performers as provided in permitted expenses,
4. travel expenses for members of the organization to a location within Tompkins County,
5. honorarium or engagement fee if paid to:
 1. a speaker or performer with whom another organization has negotiated an engagement fee, documented by a Letter of Intent filed with the Commission, for which it is seeking funding from the Commission,
 2. a university student,

3. a university employee,
4. an alumnus who graduated within five years, or
5. a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.
6. Any items that are given away,
7. Entry fees/member dues paid to another SAFC-funded organization.

8.2.5 Application Requirements

Applicant must submit:

1. [price quote](#) documentation for each individual expense; and
2. a completed Letter of Intent Form for each guest performer for which it requests funds in this category.
3. [proof of event \(ex. Room reservation confirmation, advertisement of event, speaker confirmation etc.\)](#)

A Letter of Intent Form is a form available online from the SAFC, which must be completed by the speaker or performer and the group organizing the event. It is not binding upon either party, but it documents the good-faith intent of the parties to organize the event.

8.2.6 Maximum Funding

The following caps will apply to expenses under the [local events](#) category:

1. Lodging for guest performers may not exceed \$100 per night and \$20 per person for any additional persons if the guest performer is a group of people.
2. Meals for guest performers may not exceed \$30 per person per day.
3. Travel expenses for guest performers may not exceed the eligible amount under the Internal Revenue Service rate, listed under [negotiated rates](#).
4. Expenditures for electronics (i.e. cameras, speakers, etc) are capped at \$500
5. Copies and chalk for publicity may not exceed \$20 per event.

8.3 Travel Event

8.3.1 Purpose

The commission funds expenses related to student participation in conferences and tournaments away from the university.

8.3.2 Eligible Events

To be eligible for funding the event must:

1. be located outside the municipal limits of Tompkins County, New York;
2. occur between the first day of classes and the last day of exams for the semester in which it occurs;
3. be organized and hosted by another institution;
4. not be a retreat in which group members partake in team building, training activities, and other such activities which do not further the purpose of the organization; and,
5. not have a primary or substantive purpose of:
 1. conversion/worship
 2. influencing legislation
 3. partisan political activity
 4. raising funds for profit
 5. raising funds for charity, unless the event has another equally substantive purpose related to the mission of the organization
 6. social activity.

8.3.3 Permitted Expenses

The following expenses are permitted under this category if they relate to an eligible event, are not among the prohibited expenses for the category, and are:

1. student travel expenses, including:
 1. transport, and
 2. lodging.
2. entry fees; and,
3. national/group dues;
4. supplies and materials essential to participation in the event.

8.3.4 Prohibited Expenses

The following expenses are prohibited under the travel events category:

1. durable goods and items with a typical or expected useful life of more than one year,
2. meals, unless the meals cannot be separated from an otherwise eligible expense, or
3. social activities, unless the activities cannot be separated from an otherwise eligible expense.

8.3.5 Application Requirements

Applicant must submit:

1. travel event documentation for each individual event.

Travel event documentation must:

1. originate from the event organizer in the form of a letter, fax, or website printout; and,
2. specify:
 1. organizer of the event, including a phone, email, or web contact;
 2. date of the event;
 3. location of the event (provided by a map screenshot indicating shortest distance);
 4. description or subject of the event; and
 5. all expenses associated with the event.

8.3.6 Maximum Funding

The following caps will apply to expenses under the travel events category:

1. Student travel expenses for travel events may not exceed the eligible amount under the student travel rate, listed under negotiated rates.
2. For destinations outside the contiguous United States that are not within 400 miles of Ithaca the Commission will allocate a maximum of \$1,500 for travel expenses per event.

8.4 Durable Good

8.4.1 Purpose

The commission funds purchases of items with a useful life of more than a year that are necessary for an organization's purpose.

8.4.2 Eligibility

To receive funding for expenses in this category, the organization must submit current information about each of the durable goods it has purchased with SAFC funds in the last three ~~years~~ semesters with the current budget request, and an on campus storage location for all durable goods.

8.4.3 Permitted Expenses

Expenses permitted under this category include:

1. purchase or repair of a durable good which:
 1. has a typical and expected useful life of at least one year;

2. will be held on campus for active use by the organization for its entire expected useful life;
 3. is necessary to carry out activities related to the organization's purpose; and,
 4. is intended for use in activities that would be eligible local events, travel events, or publications.
2. trifolds, retractable banners, durable trade show table cloths

8.4.4 Prohibited Expenses

The following expenses are prohibited under the durable goods category:

1. likely or strongly implied to be ~~is~~ purchased for personalized issue or use;
2. will not be stored in an on-campus facility managed by the organization or its advisor;
3. duplicates functionality or service already available on campus;
4. is used to produce publicity items;
5. any items that are given away;
6. speakers unless the purpose of your organization is a performance group;
7. Apparels that are not uniforms;
8. Uniforms unless the purpose of your organization is a performance or sports group;
9. is an office good such as, but not limited to:
 1. Stickers
 2. pens,
 3. pencils,
 4. markers,
 5. paper,
 6. filing cabinets,
 7. hole punches,
 8. staplers,
 9. and paperweights; or,
10. is among the following:
 1. media for physical copying or production of music or video,
 2. electronics (ex: laptops, iPads, cameras, chargers, computer parts)
 3. software, and video games/gaming system
 4. Televisions, radios,
 5. refrigerator,
 6. adaptors (ex: dongles, HDMI) or
 7. flash drives and hard-drives.

8.4.5 Application Requirements

Applicant must submit:

1. price quote documentation for each individual expense.
2. on-campus (Cornell's Ithaca Campus) storage location for each individual good.
3. A list of the last 3 semesters of durable goods

8.4.6 Deadline

Direct Authorization forms for all approved durable goods must be submitted on the announced deadline, and reimbursement requests must have receipts with a date of purchase before the last day of classes.

8.5 Publication

8.5.1 Purpose

The commission funds production of publications for general distribution to the campus community.

8.5.2 Maximum Allocation

The commission allocates a maximum of \$2,500 per academic semester for production of a publication.

8.5.3 Eligible Publications

For expenses to be eligible under this category, they must support production of a publication that:

1. circulates in the same academic semester funds are issued;
2. is available to the entire Cornell community and distributed at locations on campus frequented by this community, including campus dining facilities, student centers, libraries;
3. issue at least 75 copies; and,
4. include the e-mail, phone, or mailing address for the president, treasurer, and advisor of the organization in each issue.

8.5.4 Permitted Expenses

Expenses are permitted under this category solely for production of eligible [publications](#).

8.5.5 Application Requirements

For each publication, the applicant must provide:

1. [price quote](#) documentation for each individual expense; and
2. either:
 1. a copy of a recent issue of the publication; or,
 2. in the case of a new publication, a written outline detailing the format, content, and intended audience of the publication.

9 Performance Reporting

Organizations seeking to remain in or advance to performance tiers are required to submit an annual performance report. To facilitate such reporting, the Commission provides means for organizations to submit information about their activities over the previous academic year. The annual performance report will allow organizations to submit responses to the following questions:

1. _____ How does your organization contribute to Cornell's campus environment and reputation?
2. What is your organization's membership?
3. Approximately how many students attended any local events your organization held in the past two academic years?
4. List and describe any awards and recognitions your organization has received in the past two academic years
5. Describe any travel events and their significance for the organization
6. Describe your marketing efforts as an organization. Please include information on funds spent on advertising, time spent handing out quarter cards or chalking, ads placed in the Daily Sun, or anything else that you feel is relevant
7. Describe any steps your group has taken to reduce your organization's environmental footprint.
8. How do you ensure your meetings and events are accessible to all members of the Cornell Community?
9. Describe how your organization currently reaches out to Cornell's numerous diverse communities, and going forward, how it plans to continue and expand these initiatives. These communities may include but need not be limited to:
 1. Cornell's 7 undergraduate colleges and schools
 2. Majors
 3. Relevant organizations or groups that support your mission/purpose
 4. Racial, ethnic, religious, sexual orientation, disabled populations
 5. Faculty and staff
 6. Other undergraduate organizations or special interests

10 Calendar

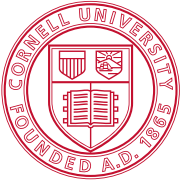
By the last day of classes in any semester, the Commission adopts a calendar of events and deadlines consistent with these funding guidelines. The calendar is subject to change without notice and the online version supersedes any other version. Applicants are expected to review the calendar before making any fiduciary commitments.

Appendix A. Negotiated Rates

The following rates are determined by the Office of the Dean of Students by negotiation and consultation with other units and external vendors that serve applicant organizations. The rates are subject to change by the Office of the Dean of Students without notice.

Some rates are available only to university organizations (organizations that register with a “university” rather than “independent” status). For university-only rates, organizations will have to obtain a quote directly from the vendor.

Expense Type	Current Rate	Vendor	Applies to	Updated
Advertising	\$64.00 per 1/8 page vertical advertisement	Cornell Daily Sun	University organizations	Monday, 16 April 2012
Speaker/performer transportation	\$0.54 per person per mile	US Internal Revenue Service	All organizations	Monday, 16 January 2016
Student Travel Rate	\$0.071 per person per mile	SAFC and US Internal Revenue Service	All organizations	Tuesday, 1 January 2013
Student Lodging Rate	\$25 per person per night	SAFC	All organizations	Thursday, 1 August 2013



Cornell University Student Assembly

Originally Presented on:	(03/13/2019)
Type of Action:	Legislation
Status/Result:	New Business

S.A. Resolution #33

Establishing the Student Health Advisory Committee Bylaws

ABSTRACT: This resolution provides the bylaws for the Student Health Advisory Committee on which the organization will be structured around.

Sponsored by: Nick Matolka '21

Whereas, the Student Health Advisory Committee has been created and oversees five committees (Patient Care, Mental Health Standing Committee, Health and Wellness, Sexual Health and Gender Services, and Student Health Benefits) that focus on different sectors of healthcare;

Whereas, the Student Health Advisory Committee currently doesn't have any bylaws on which to structure the committee meetings around;

Whereas, an approved bylaws by the Assembly is necessary for the future functioning of the committee and its official establishment under the Assembly;

Be it therefore resolved, the Student Assembly approve the proposed bylaws attached in the appendix below;

Be it further resolved, the bylaws are placed in the Student Assembly bylaws as an official committee under the Assembly;

Be it further resolved, the Health and Wellness Committee be removed from Article VI, Section 2, Lines 292-301 of the Cornell University Student Assembly Bylaws;

Be it further resolved, the following phrasing be included following the description of the Financial Aid Review Committee on line 332: "L. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to examine healthcare policies, improve student health, wellness, and safety, and act as a form of open communication between student voices and Cornell Health administration. The committee will consist of a Steering Committee, which is made up of a SA & GPSA co-chair, committee chair(s) from each respective sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health administration. The recognized subcommittees of the Student Health Advisory Committee are: Patient Care, Sexual Health and Gender Services, Health and Wellness, Student Health Benefits, and the Mental Health Standing Committee. The SA co-chair will be held by a member of the SA and the committee will be under the supervision of the SA & GPSA co-chairs."

Respectfully Submitted,

Nick Matolka '21



Cornell University Student Assembly

- 44 *Chair, Student Health Advisory Coalition*
45
46 Joanna Hua '20
47 *Co-Chair, Mental Health Standing Committee*
48
49 Chelsea Kiely '20
50 *Co-Chair, Mental Health Standing Committee*
51
52 *(Reviewed by: Executive Committee, 4-0-2, 3/13/2019)*

Bylaws

Student Health Advisory Coalition

Article 1: Steering Committee

Section 1: Membership Constituency

At the start of each academic year, the Student Assembly shall choose a co-chair for the Steering Committee through rank-choice vote; the GPSA will choose a co-chair via nomination. As a whole, the Student Health Advisory Coalition (SHAC) Steering Committee will be staffed by the following individuals: the two co-chairs, the chair(s) of each committee, the SHBAC liaison, the SDS liaison, and individuals from the Cornell Health administration.

Section 2: Meetings

Meetings will be scheduled, at a minimum, monthly. Regular meeting times and places will be publicly announced at least 72 hours prior to the scheduled meeting date. Meeting minutes will be posted by the end of the week on the SHAC website.

Section 3: Meeting Structure

Every committee will submit their meeting materials to one of the co-chairs by Sunday night of the week of the meeting at 8:00pm. Meetings will be split up accordingly to allow for each committee to thoroughly present their materials. If a committee has no meeting materials to provide, they shall share their weekly update.

Section 4: "SHAC" Name Usage

Any time the SHAC acronym is used, the Steering Committee must approve through majority vote. Votes can be obtained in the Steering Committee meeting or through a shared messaging system (i.e. Slack). Any programs that are hosted by a committee of SHAC are required to use the SHAC acronym, SA emblem, and GPSA emblem in their advertising.

Section 5: Bylaw Renewal

The bylaws for the Steering Committee will be reviewed, at a minimum, at the first meeting of each new academic calendar. Changes shall be approved by at least $\frac{2}{3}$ of the members in the committee. Changes can be presented at the beginning of any meeting.

Article 2: Committee Structuring

Section 1: Committee Recognition

The following committees are recognized as being under the committee: Patient Care, Mental Health Standing Committee, Sexual Health and Gender Services, Health and Wellness, and Student Health Benefits. In addition, a Student Disability Services Liaison will be officially recognized by SHAC.

Section 2: Member Constituency

The members of each committee shall be appointed by their prospective committee head. At a minimum, each committee will have a minimum of 5 members. Each member shall apply through the Office of Assemblies website. An exception will be made for graduate student members, who will be able to join committees via direct approval by the committee chair. It is the duty of each committee head to ensure that their committees properly represents the diversity of voices and identities found at Cornell. Failure to do so will be treated on a base-by-base case via the Steering Committee, and it may result in the loss of the committee chair position.

Section 3: Committee Expectations

It is expected that each committee shall abide by the bylaws articulated in the SA/ GPSA bylaws. If they so choose, they can draft up a Standing Rules on which their committee will run on. The Standing Rules can range in depth and material, but an outline on 1) the frequency of meetings and 2) how the meeting will be conducted is the bare minimum. If a set of Standing Rules are created, it is expected that they will be reviewed, at a minimum, during the first meeting of each academic calendar year. Any Standing Rules created by a committee will be published on the SHAC website. In addition, the committee heads of each organization will be submitting a weekly update to be posted on the SHAC website. Updates are to be submitted to either of the co-chairs by Sunday at 8:00pm.

Section 4: Action Plan Sheets

Each committee will draft up an action plan. The action plan will lay out the short term and long-term goals of each subcommittee. Each committee's action plan will be featured on the SHAC website. These goals will be identified as completed when they have been achieved in order to provide an outline of the history of each committee. Action plans must be approved within each committee by at least $\frac{2}{3}$ majority vote. Action plans must be reviewed and updated at the first meeting of every semester.

Section 5: Committee Head Choosing

Committee chairs will be selected internally by each committee. An applicant for the Committee Chair position must have served at least one full semester prior to their application (i.e. Fall semester for Spring nomination). The applicant should solely be judged by the work they have done for their respective committee. The applicant must receive a majority vote within their respective committee. Following internal voting, the committee heads will be presented to the SHAC chair on a roster, wherein they must be approved by the SHAC chair. There will be no Committee Chair staffed for the Student Health Benefits committee.

Article 3: Student Assembly Involvement

Section 1: Student Assembly Representatives

It is the Assembly's duty to ensure that at least three different representatives are serving on three different committees under SHAC. The three representatives must designate their choice

and properly apply to the committee, wherein they must be approved by the Committee Chair. In addition, the three representatives must give monthly oral reports to the Assembly about the progress of their committee. The co-chair of the Steering Committee will share the report on the other committees that do not have a student representative on them.

Section 2: Unfilled Positions

In the case of a committee becomes understaffed (below five members), it is the job of the Committee Chair to promote applications to the respective committee and to identify new members. In the case that a Committee Chair(s) steps down from the role, it is the job of the SA/GPSA to immediately identify a new Committee Chair from the respective committee at the next general body meeting. The new Committee Chair will be chosen via the two co-chairs of the SHAC Steering Committee.



Cornell University Student Assembly

Originally Presented on:	03/21/2019
Type of Action:	Legislation
Status/Result:	New Business

S.A. Resolution #34

Approval of Amendments to the International Students Union (ISU) Constitution and Bylaws

ABSTRACT: This resolution presents changes to the International Students Union (ISU) Constitution and Bylaws for Student Assembly approval.

Sponsored by: Dale Barbaria '19 on behalf of **Chiara Benitez '19** and **Danyal Motiwalla '19**

Whereas, per Appendix B § 3 Subsection K of the Student Assembly Charter, "All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval;"

Whereas, the International Students Union is a Student Assembly byline funded organization and must adhere to the rules set forth in Appendix B of the Student Assembly Charter;

Whereas, the International Students Union presented amendments to their Constitution and Bylaws to the Student Assembly Appropriations Committee;

Be it therefore resolved, that the Student Assembly approve the amendments to the International Students Union Constitution and Bylaws as they appear in the Appendix to this resolution;

Respectfully Submitted,

Dale Barbaria '19

Vice President for Finance, Student Assembly

Chiara Benitez '19

President, International Students Union

Danyal Motiwalla '19

Vice President of the Funding Committee, International Students Union

Reviewed by: Appropriations Committee, 10-0-1, 03/18/2019

1 CONSTITUTION AND BYLAWS

2 Article I – Name

3 The name of this organization is International Students Union (ISU), herein
4 called the “Union”.

5 Article II – Purpose

6 To represent and advocate international student causes, to be a resource for
7 international students on the Cornell campus, and to promote internationalism,
8 which would be defined as including, but not limited to, the cross-cultural
9 understanding of international life on campus and in Ithaca and the cooperation
10 between trans-national groups and individuals on campus.

11 Article III – Membership to International Student Union

12 Any registered, resident student of the Cornell community who is interested in
13 the purpose of the Union can be a member subject to the application process in
14 Article V.

15 Article IV – Responsibilities

16 In light of the Union’s purpose as stated in Article II, its responsibilities include,
17 but are not restricted to:

18 A. To promote and fund international activities proposed by any
19 undergraduate or graduate student group on campus.

20 B. To represent, advocate, and ~~liaison~~ **liaise** with the Cornell University
21 administration for any issues concerning International students, both
22 undergraduate and graduate, at a campus wide level.

23 C. To lead initiatives that improve and uplift international student life on
24 campus.

25 D. To organize and plan events to promote and encourage diversity and
26 cross-cultural dialogue in a trans-national context.

27 E. To maintain and prepare the annual budget and administer funds available
28 to the Union to various organizations on campus.

F. To maintain liaisons with Faculty Committees, International Students and Scholars Office, Students Assembly, the University, and local community.

G. To foster cross cultural exchange through: the Union's General Body Membership and meetings, events hosted by the Union, and events sponsored or co-sponsored by the Union.

Article V – Structure

The Union membership will be open to all Cornell students subject to an application process. General Body Meetings are open to all Cornell students.

Members are expected to participate in different functions that include funding, ~~public relations~~ publicity, internal operations, planning, and advocacy and will be placed in the corresponding team at the time of their acceptance by the current Union members. The Executive Board consists of 8 members: the President, 5 Vice Presidents, a Director, and the Student Assembly International Students Representative as an ex-officio member. There could be 7 members if the Student Assembly International Representative holds a different Executive Board position. Each Vice President will be responsible for one of ISU's main functions: funding, ~~public relations~~ publicity, internal operations, planning, and advocacy. Besides hosting functional team meetings on a weekly basis and actively leading their respective functional teams, Executive Board members are expected to attend Executive Board Meetings, General- Body meetings, and functional team meetings if needed. Executive Board members are also required to prepare the By-Line Report for the Union every year. Application to the Executive Board is selective based on Article VI.

A. The Union consists of 5 functional teams. Functional teams are teams of students within the Union that work towards a specific function of the Union. Functional teams will meet at least once a week under discretion of the Vice President. The responsibilities of each functional teams are:

57 i. Funding Team:

58 a. Appropriate the Union funds to intercultural events on
59 campus based on applications received throughout the academic
60 calendar.

61 b. Further responsibilities of the team shall be determined by its
62 Chair.

63 ii. Internal Operations Team:

64 a. Plan a smooth recruiting process for the Union every year.
65 This includes executing all necessary steps following the
66 creation of applications.

67 b. Ensure smooth functioning of General Body Meetings on a
68 periodic basis.

69 c. Maintain membership development through internal events.

70 d. Plan a smooth election process for the Union when
71 necessary. Including all necessary steps from Article VI.

72 e. Further responsibilities of the team shall be determined by its
73 Chair/Co Chairs.

74 iii. Planning Team:

75 ~~a. Plan and coordinate internal Union events for each academic~~
76 ~~year~~

77 a. Plan and coordinate Union events for each academic year
78 open to the entire Cornell Community.

79 b. Further responsibilities of the team shall be determined by its
80 Chair.

81 iv. ~~Public Relations~~ Publicity Team:

82 a. Organize and plan the publicity for Union recruitment each
83 year so as to ensure a strong and large pool of applications.

- b. Provide publicity support to all functional teams, and promotion of the Union.
- c. Further responsibilities of the team shall be determined by its Chair.

v. Advocacy Team:

- a. Plan and coordinate advocacy campaigns that impact international students on campus.
- b. Effectively ~~liaison~~ **liaise** with the Cornell University administration to support international students on campus.
- c. Further responsibilities of the team shall be determined by its Chair.

vi. Advisors:

- a. Senior ISU members may apply for advisor positions to their functional teams through the Internal Operations team after one full year of ISU membership.
- b. Advisorship positions are granted at the discretion of the Internal Operations team and the VP of the member's functional team.
- c. Positions are granted based on the member's significant contributions to the Union.
- d. Advisors are expected to attend all G-Body meetings, and one functional team meeting per month.

B. The job descriptions of the Executive Board members are:

i. The President:

- a. Casts a vote in case of a tie in an Executive Board meeting and election.
- b. Oversees the Union and presides over meetings.
- c. Represents and serves as a spokesperson for the Union.

112 d. Represents the Union in the Student Assembly, Graduate
113 Professional Student Assembly, and with other administrators
114 of Cornell.

115 e. Sets the Union and Executive Board size as needed with
116 respect to article VI-D.

117 f. Establishes the direction and growth of the Union.

118 g. Chairs weekly Executive Board meetings.

119 ii. The Vice President of Internal Operations:

120 ~~a. Maintains records of all meetings and dealings of the~~
121 ~~Executive Board and the Union General Body, and provides~~
122 ~~them to the members of the Union either at meetings or upon~~
123 ~~request.~~

124 a. Coordinates with the President in the process of change of
125 functional teams or removal of a Union member.

126 b. In the absence of President, oversees the Executive Board
127 and presides over the meeting.

128 c. Coordinates and leads recruitment for the Executive Board
129 and the Union.

130 d. Responsible, with the President, for planning and executing
131 the General Body meetings.

132 e. Actively seeks to improve membership development and
133 engagement, and maintain cohesion between the various
134 functional teams.

135 f. Responsible, with the President, for organizing the election
136 process.

137 iii. The Vice President of Funding:

- 138 a. Keeps a permanent record of financial transactions and
139 reimbursements in consultation with the Union's assigned
140 advisor.
- 141 b. Allocates funds upon approval of the Funding Team.
- 142 c. Informs the Executive Board of its financial affairs regularly
143 during Executive Board meetings.
- 144 d. Serves as the contact person for all campus organizations
145 seeking funding.
- 146 e. Meets regularly with advisor to discuss and evaluate the
147 financial condition of the organization.
- 148 ~~f. With the President and the Student Assembly International~~
149 ~~Representative, represents the Union before the Student~~
150 ~~Assembly.~~
- 151 f. Coordinates meetings with Student Assembly Appropriation
152 Committee.

153 iv. The Vice President of Planning:

- 154 a. Leads planning effort to organize external events for the
155 greater Cornell community.
- 156 b. Coordinates the execution of ISU events that foster
157 international awareness and cultural exchange.
- 158 c. Chairs the Planning functional team.

159 v. The Vice President of ~~Public Relations~~ Publicity:

- 160 ~~a. Leads ISU Public Relations.~~
- 161 ~~b. Maintains contact with all student organizations on campus.~~
- 162 a. Is responsible for branding and marketing the Union during
163 recruitment and for ISU organized events.
- 164 b. Chairs the ~~Public Relations~~ Publicity functional team group.

165 vi. The Vice President of Advocacy

~~a. Forms ties with various International Clubs around campus.~~

a. Forms ties with Cornell University's Administration.

~~e. Initiates conversations with International Students.~~

b. Identifies challenges concerning International students' experiences at Cornell.

c. Hosts events, forums, and campaigns to help bring awareness to said challenges.

~~f. Writes and submits Diversity Inclusion Plan to the SA in consultation with the Student Assembly International Students representative.~~

d. Chairs the Advocacy functional team.

vii. Ex--Officio Member:

a. Selected from the Student Assembly's International-~~at Large~~ Representative position(s).

b. Acts as a liaison between the Union and the Student Assembly.

c. Works in close conjunction with the Union's President and the VP of Advocacy as a member of the Advocacy team.

viii. Executive Board Members:

a. Responsible for voting and deciding on execution of Union events.

b. Responsible for voting on all Executive Board decisions such as elections and constitutional changes.

c. Prepares the By-Line Report for the Union every year.

d. Executive Board members reserve the right to share responsibilities of another member in special circumstances.

e. If an Executive Board member fails to execute her/his duties, the Executive Board has the right to dissolve that member with

194 75% or more of votes from eligible members. The Executive
195 Board member in question shall not vote.

196 ~~f. Executive Board members may assign the title of “Officer” to~~
197 ~~union members under the discretion of the Executive Board.~~
198 ~~Those members maintain their rights and duties as Union~~
199 ~~members.~~

200 ix. Director:

201 a. Acts as a resource for the Executive Board for internal and
202 external administrative tasks.

203 b. Works closely with the President and the VP of Operations to
204 lead special projects not specific to a functional team, acts in an
205 advisory capacity for strategic and long term decisions for the
206 Union and acts as a liaison between the old and new Executive
207 Board after elections.

208 c. Serves as interim President until the selection of a new
209 president (described in Article VI) upon vacancy of the
210 President position.

211 *The Program Coordinator of the International Students and Scholars Office*
212 *shall be the Advisor of the Executive Board.*

213 Article VI – Election of Executive Board Members

214 A. Election of Executive Board members and Executive Committee
215 members will be held every year for the following year and will typically
216 take place towards the end of the Spring semester. The election procedure is
217 duly described in Section F of this article.

218 B. The election must be duly publicized to ~~the entire Union~~ all functional
219 team members ~~membership. The publicity may take the following forms:~~
220 ~~Notification in the ISSO newsletter, fliers, and advertisements in the media.~~

C. All Union members who have been active for at least one semester are eligible to be on the Executive Board.

D. Union members are permitted to run for a maximum of 3 positions.

E. The election procedures of the Executive Board are as follows

i. Prospective members will send applications prior to the election to the incumbent President of the Union.

ii. A screening interview with members of the current Executive Board will take place.

iii. New members to the Executive Board will be selected as per the current needs of the organization with the election process described in Section F of this article.

F. The mechanics of election of VPs within the Executive Board are as follows

i. All members who are running for positions, contested or not, shall go through the election process stated in F.

ii. Contested Executive Committee positions, and names of those nominated to the positions, will be noted.

iii. There will be a Selection Committee for elections which will elect the new Executive Board members, in conjunction with a General Body vote during the Public Forum. The mechanisms of this will be as discussed in section G.

iv. If there is no candidate for the position, the ~~members of the Selection Committee~~ newly elected Executive Board will vote amongst themselves to designate a functional team member ~~person~~ for the position. Process runs through until the position is filled.

v. If a candidate runs uncontested, the Selection Committee will still vote after interviewing the candidate to determine whether they are qualified for the position. If not, refer to F-iv.

G. Election Process

i. The Selection Committee will consist of current Executive Board members as well as 5 non-Executive-Board members from the Union. The incumbent President of the Union will chair this committee ~~and will only vote in the case of a tie breaker.~~

ii. The 5 non-Executive-Board members must be from the Advocacy (1), Operations (1), Planning (1), ~~Public Relations~~ **Publicity** (1), and Funding (1) functional teams.

iii. Each non-Executive-Board member must be a member of the Union for at least one complete semester prior.

iv. The non-Executive-Board members of the selection committee will be elected by each functional team. Each member must attain the pluralist vote by all members of the team. Each member will be expected to make a short speech highlighting their impartiality and their commitment to the club. Non-Executive-Board members are responsible for reflecting the opinions of their electorate.

v. The election process for Executive Board members

Phase 1: Public Forum — A Public Forum will be held to give all ~~Union~~ **functional team** members the opportunity to question and evaluate candidates. Through the public forum, Union members can share their opinions and thoughts with the non-Executive-Board Selection Committee members. Candidates will be expected to make a 2-minute speech highlighting their impartiality and their qualities to be in a decision-making position for the organization.

Phase 2: Interviews — Interviews will be conducted by the Selection Committee to give the Selection Committee the opportunity to ask candidates questions about the position they

are running for. Upon interviewing candidates, the Selection Committee must vote on candidates for each position. ~~A candidate is elected with majority vote of the Selection Committee.~~

Voting Procedure: Non-Selection Committee functional team members have the opportunity to vote for one candidate per position during the Public Forum. This vote will be weighted 30%. Selection Committee member votes will be weighted 70% (refer to G-vi. for further details). The candidate with the highest number of votes combined will be elected.

vi. Regulations of election process

a. Candidates must submit their applications by the designated deadline. The deadline shall be set by the Executive Board, but it will typically be two days before the Public Forum.

b. ~~Selection Committee members shall not be revealed until 24 hours before the interviews.~~ Candidates shall not communicate with non-Executive-Board members of the Selection Committee about any subject relating to elections once names are released.

c. Deliberations are strictly confidential, no information should leak outside the room.

d. Selection Committee members must be present for the entirety of the election process in order to cast a vote.

e. Non-Selection Committee Union members shall not attend any elections interviews.

f. A member of the Selection Committee shall be designated as a moderator to remind everyone of the rules and ensure that discussions run smoothly.

g. Majority vote will be determined as simple majority. ~~If there is a tie, the president will be the tie-breaker.~~

vii. Once the Selection Committee has deliberated, ballot sheets will be handed out. For each contested position, each Selection Committee member will vote for one person only, and write the person's name on the ballot. Ballot sheets will be collected and counted. These votes will be combined with the Public Forum votes, and the candidate with the highest number of combined votes will be elected. The names of the new Executive Committee members will be announced.

H. Specific for the Director position

i. The new Executive Board, in consultation with the old Executive Board, will select the Director position.

ii. The Director should be a member who has shown extensive contribution to the Union, ~~either~~ generally as a past Executive Board member. If there are no past Executive Board members running for the position, the Director can be a member that has had ~~or reflected through their~~ sustained contributions to the betterment of the Union

iii. After consulting with the old Executive Board's recommendations, the Director will be selected by a ~~minimum two-thirds~~ simple majority vote of the new Executive Board.

Article VII – Membership application to ~~Union~~ Functional Teams

~~A. Prospective members should fill out a form at a recruiting event or email the VP of Operations.~~

A. Applicants will go through a recruitment process which includes a resume drop, an online application, and interviews with current ~~Union~~ functional team members. Applicants will be judged on the basis of their diversity, potential contributions to the progress of the union, and cultural and functional fit with the current needs of the organization.

B. Applicants will be decided upon by all current ~~Union~~ functional team members ~~present~~ who are participating in recruitment at a deliberations meeting held by the VP of Internal Operations and the President. ~~Members must attend at least 3 General Body meetings and participate in at least 1 functional team event to be considered part of the ISU[2].~~

Article VIII – Removal of Executive Board/Union Members

A. Concerning Executive Board Members

- i. A petition signed by 75% of functional team will be necessary for the Executive Board to consider the removal of a VP of the corresponding functional team.
- ii. If any member fails to meet the requirements of her/his office, 75% majority vote of the Executive Board can remove her/him from the Executive Board. The president's removal shall also be decided by a 75% vote of the Executive Board members.
- iii. Arriving ten minutes late unexcused at an Executive Board meeting constitutes a half- absence, while arriving one hour or more after the beginning of the meeting under similar conditions is counted as a full absence.
- iv. Three unexcused absences (and two for the first semester of new members) will be allowed per semester. If someone exceeds that allowance, each case will be assessed individually. The President will speak with the member, and the Executive Board will discuss the case in light of the member's contributions and other factors.

B. Concerning Union Members

- i. A Union member can be removed from the Union under discretion of the Executive Board.

Article IX – Mechanics of Meetings

A. Functional Team Meetings

i. Meetings will take place weekly during the academic calendar, except during school holidays, and will be presided upon by the team's VP.

ii. In the event that members of the Union feel that Executive Board members should clarify their actions, the President is required to call a meeting of the Executive Board within two weeks of receiving a petition to that effect, signed by at least one--third of the Union members.

iii. Three unexcused absences for general Union members (and two for the first semester for new members) will be allowed per semester. If someone exceeds that allowance, each case will be assessed individually. The President will speak with the member, and the Executive Board will discuss the case in light of the member's contributions and other factors.

iv. Excuses must be up to the discretion of the VP of the Functional Team and excuses are encouraged to be a minimum of 24 hours prior.

B. Specific for the Funding Team

i. Quorum will be one-half of the Funding Team, of whom one must be the VP of Funding, unless they are excused.

ii. The VP of Funding will not vote during a decision—making process, unless there is a tie. In case of a tie, the VP may cast a vote, or call for a revote, at their discretion.

iii. Voting on decisions must be blind in order to remove any biases.

C. Executive Board Meetings

i. The Executive Board will meet weekly to discuss Functional Team updates and determine the short and long-term goals for the organization.

ii. The meetings will be presided upon by the President and in their absence, by the VP of Internal Operations.

D. General Body Meetings

i. Meetings will take place every alternate week during the academic calendar, except during school holidays or on an ad-hoc basis determined by the President in consultation with the Executive Board.

ii. The VP of Internal Operations, in collaboration with the Executive Board and the Internal Operations Team, will plan and preside over the General Body meetings. Attendance is mandatory for all Union members.

iii. More than 3 unexcused absences in a semester is grounds for a hearing with the Executive Board, which will then decide on the membership status of the members in question.

iv. The purpose of the meetings is to improve synergy and cohesion among various functional teams, provide general updates for each team, and provide membership development and team building for all Union members.

Article X – Internal Administrative Spending

Internal administrative spending is defined as any expenditures incurred on activities only limited to the internal membership of the Executive Board for any administrative purposes. The Union shall not spend more than 5% of its total Student Activity Fee allocation on administrative spending.

Article XI – Guidelines for Co-Sponsorship:

The following guidelines may be followed for funding a co-sponsored event:

A. Consider the cost--benefit ratio for the event.

B. Consider the anticipated size and profile (diversity) of the crowd

attending the event. Reasonable effort must have been made to reach out to

participants beyond the organization's membership, and a clear rationale must be given for the event's projected attendance.

C. Consider the percentage of the total budget requested from the Funding Team and that the organization has explored other possible funding resources.

D. Consider whether the event is ~~open~~ accessible to the international community and to the entire Cornell community and promotes internationalism and/or multiculturalism. ~~If the event does not fall under any of the aforementioned categories, the Funding Team can only fund publicity materials.~~ All other events will be considered on a case-by-case basis.

E. Prioritize funding for small and new organizations, but not at the expense of the former points (Article IX A--D).

F. All student organizations, to be considered for co-sponsorship, must have registered their organization with the Student Activities Office under the Dean of Students. If not possible, the co-sponsorship applicants must be recognized by some element of the university, either through professors, departments, or student organizations. ISU will also co-sponsor events organized by Program Houses and Study Programs (provided they meet the criteria outlined in Article IX A-D).

G. The Union may co-sponsor events up to \$5 per event participant/attendee.

H. To avoid double funding of a particular item using Student Activity Fee (SAF) money, each group seeking co-sponsorship will be required to detail what SAFC/GPSAFC funding is to be used for. ISU co-sponsorship can be used for items not covered by SAFC/GPSAFC funding (e.g. Food) as well as to supplement SAFC/GPSAFC funding where this is not adequate to cover a particular item. ISU can also explicitly state what portions of a particular budget it will not fund.

I. Co-sponsorship is not permitted for events where a portion of ISU funds would go to charity. Only operating expenses would be covered. However, a donation box is permitted.

J. Student organizations are required to submit ~~one copy of the completed budget proposal per member of the Funding Team~~ an online budget proposal, prepared according to the Team's recommended outline (which will be made available to all students organizations), to the Funding Team preferably at least two weeks prior to the proposed event. This procedure will give the Funding Team sufficient time to review the proposal and address any issues that may arise. Budgets can be submitted up to two weeks after the event but are not guaranteed an equal review and/or funding disbursement. Late applications may be subject to a penalty.

K. Union members who are applying on behalf of their other affiliated organizations may not be present for the discussion of their funding request or participate in the voting process.

L. If a Funding Team member holds an officer position in another organization that applies for funding, they will be prohibited to vote on any decision relating to that organization.

M. The ~~financial advisory committee~~ Vice President of Funding will review the budget before submitting it to the Funding Team for hearing. If not properly prepared, the financial advisory committee may ask an organization to revise the budget. Once the budget is submitted to the Funding Team for hearing, decisions may be based on the available information, rather than sending back the budget for additional information.

N. If a student organization feels that it was not treated fairly, it has the right to appeal to the Funding Team to reconsider the funding decision. The appeal must be made within a week after the funding decision.

O. The Funding Team must review all budget proposals. A full quorum (one-half) of the Funding Team is required to allocate funds. In the case that an organization is unable to have its budget reviewed at a regular meeting before the event ~~(for some acceptable reason), the Funding Team may call an emergency meeting to review the budget~~ a late hearing will be arranged, provided the budget request form was submitted before the event, and the rationale for the late submission is reasonable.

P. ISU reserves the right to ask for copies of receipts from groups and examine the group's budget after an event has taken place.

Q. Co-sponsorship handling & budget hearing procedures

i. The Funding Team member collecting the budget should review it for completeness. If items are missing or the budget is incorrect, the group should be contacted and requested to bring the necessary information / budget corrections with them to the funding hearing

ii. At the budget hearing the group will be asked to present itself, its mission and outline the budget to be considered for co-sponsorship.

The Funding Team members are then free to ask questions to the group representative with due regard to the former points (Article IX A-F)

iii. During closed session: The VP of Funding will allow 5 minutes of open forum to discuss event. Then a call for dollar amounts will be made. A second from another Funding Team member is required for each figure suggested. The person suggesting must give reasons for their figure. When all suggested amounts have been presented, voting will take place by hands starting with the lowest suggested sum. If there is a tie, the VP of Funding will cast their vote.

iv. Groups will be contacted at the latest by the following Tuesday evening with the decision of the Funding Team. The e-mail will

explain in detail the reason for any deductions made by the Funding Team and include any suggestions made during the group's presentation, as well as indicate the amount funded. The e-mail must also specifically request that all publicity acknowledges ISU co-sponsorship. If the event has an entrance fee a request will be made at this time for two complimentary tickets to permit members to attend according to the guidelines (outlined in Article IX M).

v. Groups that are late or failed to appear at a previous hearing are not guaranteed an equal review and/or funding disbursement. They may be subject to a penalty.

vi. Groups that fail to include ISU's logo as a sponsor on their publicity material (online and printed) may be penalized.

Article XII – Subcommittees

A. The Executive Board may form ad hoc subcommittees from time to time for any special function, as it finds necessary.

B. The Executive Board may select members from the subcommittees from within the Executive Board and/or outside the Executive Board.

C. Subcommittees will report to the respective members of the Executive Board.

D. All decisions of the subcommittees will be subject to the approval of respective Executive Board members, unless otherwise authorized by the Executive Board.

Article XIII – Amendments

A. Any member of the Union may propose an amendment to this constitution.

B. An amendment shall be passed by a two-thirds majority vote of the Executive Board.

Appendices

~~Appendix 1: Instructions to groups seeking co-sponsorship from ISU. The following information is available on the ISU website (www.isucornell.com), as well as the OrgSync page (<https://orgsync.com/72626/chapter>)~~

- ~~● Your group must be recognized by the university. The group is encouraged to be registered with the Students Assemblies Office. Contact Roxanne Edsall for more information.~~
- ~~● We can fund events by Program Houses and Study Programs.~~
- ~~● Events must be open to the entire Cornell Community.~~
- ~~● Groups, on occasion, may request funding for overseas events and trips, contingent upon the event/trip following ISU's usual funding criteria. Following the trip, groups who receive funding for such events are required to present their experiences/trip in an ISU-sponsored event. Such funding grants may be competitive.~~
- ~~● We cannot sponsor events where a portion of ISU co-sponsorship funds would go to charity. Only operating expenses would be covered. However, a donation box is permitted.~~
- ~~● We can fund events up to two weeks after they have taken place, provided that the co-sponsorship form was submitted before the event in question.~~
- ~~● Groups can be funded up to thrice per semester.~~

~~Funding Procedure:~~

~~Follow SAFC guidelines, with the exception of food.~~

- ~~● Indicate on the form the date submitted and e-mail the ISU VP of Funding to inform them of the co-sponsorship request.~~
- ~~● Provide 1 copy of the budget proposal per Funding Team member, and an equal number of copies of any additional information you wish to include.~~

- ~~● We fund on an event by event basis and can provide a maximum of \$1000 (see below) for events with less than 250 attendees. Events that are likely to have over 250 attendees or involve the organization of several groups may receive a greater maximum funding disbursement.~~
- ~~● 10 minute hearings will take place during regular Funding hearings.~~
- ~~● You will be contacted by e-mail of the Funding Team's decision within 2 days of the hearing.~~
- ~~● If the budget proposal is incomplete in any way, the Funding Team can ask the group to return the following week to present a revised budget.~~
- ~~● If your event obtains funding from ISU, all publicity (tickets, flyers, posters) for the event must contain the following: the ISU logo, as well as "Co-sponsored by ISU."~~
- ~~● ISU reserves the right to ask for copies of receipts from groups and examine the group's budget after an event has taken place.~~

Appendix 1: Non-discrimination Clause

- As an organization, ISU will not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general Union members and Executive Board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.