

Cornell University Student Assembly

Cornell University Student Assembly

Agenda of the Thursday, October 8th, 2020 Meeting
4:45-6:30pm on ZOOM

I. Call to Order & Roll Call

II. [Oath of Office](#)

III. Announcements

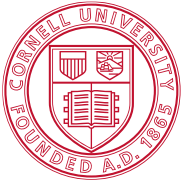
- a. Join the Slack Channel
- b. Photoshoot on Friday 10/9
- c. NYS Voter Registration Deadline on Friday 10/9
- d. Special Elections this Weekend on Zoom
- e. Meeting with President Pollack and Vice President of Student and Campus Life Lombardi Next Thursday 10/15
- f. New Member Orientation Next Thursday 10/15

IV. Open Microphone

V. New Business

- a. [S.A. Resolution #3: Amending and Ratifying the Student Assembly Charter](#)
 - i. [Appendix – Amended Charter](#)
- b. [S.A. Resolution #4: Amending and Ratifying the Student Assembly Bylaws](#)
 - i. [Appendix – Amended Bylaws](#)
- c. [S.A. Resolution #5: Amending and Ratifying the 2020-2021 Student Assembly Standing Rules](#)
 - i. [Appendix – Amended Standing Rules](#)

VI. Adjournment



Cornell University Student Assembly

OATH OF OFFICE

The 2020-2021 Student Assembly of Cornell University

In view of the trust the Cornell community has vested in me, as well as my personal sense of honor, I, _____, do solemnly affirm on this eighth day in October in the year two-thousand and twenty, to fulfill my responsibilities as a student-elected representative.

I will engage in open and honest debate in a process where I am guided by truth and fairness.

I will never purposely misrepresent facts in an effort to achieve my goals.

If a conflict of interest arises, I will relinquish my right to participate in the decision-making process.

I will seek out and voice effectively the interests and concerns of the student body, address the issues of my fellow students, and strive to improve the quality of life at Cornell for all students.

Signed,

October 8, 2020



Cornell University Student Assembly

Originally Presented on:	10/08/2020
Type of Action:	Internal Policy
Status/Result:	New Business

S.A. Resolution #3

Amending and Ratifying the Student Assembly Charter

ABSTRACT: This resolution amends and ratifies the Student Assembly Charter. Notable amendments include the creation of the Dyson School of Business representative as well as the creation of an at-large seat reserved for candidates seeking to represent students with disabilities.

Sponsored by: Noah Watson '23

Whereas, the Student Assembly Charter is understood to be a living document that must be continually updated to reflect the efforts made by voting-members to improve our system of shared governance and better serve students;

Whereas, Article X of the Student Assembly Charter states, "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;"

Be it therefore resolved, that the Student Assembly approve and adopt the attached Student Assembly Charter and its amendments;

Respectfully Submitted,

Noah Watson '23

Executive Vice President, Student Assembly



Charter

Cornell University Student Assembly

As Amended on July 29, 2020

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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

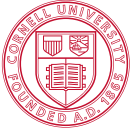
Section 1: Legislative Authority Over Policies

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

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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

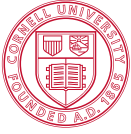
- A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly are:
- Legislation,
 - Internal Policy Resolution,
 - Investigation,
 - Recommendation,
 - Sense-of-the-Body Resolution,
 - Referenda
- B. Legislation is action of the SA to carry out its 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.

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- 63 B. Reporting to Other Bodies – The SA will report in writing its actions to the GPSA, Employee Assembly, and
64 the Faculty Senate, in conjunction with reporting of the actions to the President of the University. The
65 actions will be reported following each meeting by a SA member designated by the SA.
66 C. Annual Report - The SA will present an annual report at or after the last SA meeting of the spring term to the
67 President of the University and the student population. The report will include a summary of the SA's work
68 during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the
69 future. All members of the Cornell community will have access to this report. The report must be approved
70 by either a majority vote of the members present at the final meeting of the spring term or by a majority vote
71 of the voting membership of the Student Assembly electronically prior to being presented to the University
72 President.

73 Section 4: Objection to Actions

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

81 Section 5: University Calendar

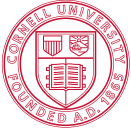
- 82 A. The Provost will consult with the SA in the formulation of the University Calendar. The SA may review and
83 ask for reconsideration of the calendar before it becomes final. In addition, the SA may propose changes in
84 the calendar to the Provost.
85 B. The Provost shall make the calendar available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

87 Section 6: Presidential Information

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

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95 Section 7: President's Report

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

101 Section 8: Public Hearings, Forums, and Referenda

- 102 A. The SA will have the authority and responsibility to conduct public hearings, forums, and referenda
103 concerning topics of current student interest, and to determine in other appropriate ways student needs and
104 opinions.
- 105 B. At two times during the course of the fall and spring semesters, a student or student group (referred to as the
106 "submitter") may submit a referendum of any topic of current student interest to the Student Assembly
107 general body upon successful collection of support from at least 3-percent of the registered undergraduate
108 student body (submitters should plan to collect at least 450 undergraduate signatures) according to the
109 following procedure:
- 110 i. The referendum must contain a single or a series of referendum questions that are neutrally worded
111 and call for a yes/no response. Once the submitter has started gathering signatures, the question may
112 not be changed or modified in any way. Submitters must collect signatures (defined as a willfully
113 submitted record of first name, last name, and NetID) exclusively from registered undergraduate
114 students at Cornell University. Digital and print solicitation methods are permitted, provided that the
115 referendum question and sponsoring student or student organization are clearly visible. An electronic
116 form (ex, Google form) may be used to gather the names and NetIDs of students, but the final
117 submission must be on the appropriate form provided by the Office of the Assemblies.
- 118 ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the
119 election materials for the Fall and for the Spring. All deadlines will be advertised through the SA
120 monthly newsletter as well as the other usual publicity instruments. Once a referendum question with
121 the appropriate number of signatures has been submitted, the SA general body will roll call vote by
122 simple majority whether to hold the referendum. The vote will also make the provision for two
123 collective community votes. If the SA votes by a margin of 80% or more of voting members to NOT
124 hold the referendum, the referendum is suspended. If the SA votes by simple majority but less than
125 80% of the vote to NOT hold the referendum, the submitter may overturn the decision of the SA by
126 collecting the signatures of at least 10-percent of the registered undergraduate student body using the
127 same method described in section A. 2. Once a referendum is approved or has gathered the support
128 of at least 10-percent of the registered undergraduate student body, the following timeline will be
129 observed:

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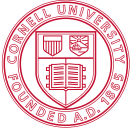
- a. STATEMENT PERIOD. The Student Assembly Executive Vice President will put out a call for pro or con statements regarding the referendum question. Any member of the Cornell community may submit a statement. Each statement will be no longer than 300 words. The statements must pertain to the topic of 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

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- 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.
- D. The SA will have the authority to appoint student members to be liaisons to departments and administrators in the University.
- 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.
 - 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.
 - 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.
 - 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

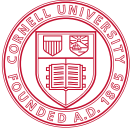
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seeking to represent ~~womxn's~~ issues in relation to the broader Cornell community; one at-large seat is to be reserved for candidates seeking to represent First Generation College students; and one at-large seat is to be reserved for candidates 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 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.

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Section 2: Election of Voting Members

The President, Executive Vice President, 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. 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).

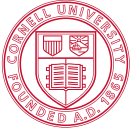
Section 3: Terms

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

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

243 Section 5: Absentees

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

256 Section 6: Vacancies

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

271 Section 7: Recalling of Voting Members

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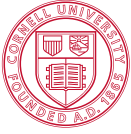
- 272 A. If a voting SA member is to be recalled, they may be recalled either through their constituency or through the
273 SA. To be recalled through a member's respective constituency each of the following procedures must be
274 followed in the given order:
- 275 i. A petition for the recall of the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

290 Section 8: Responsibilities of Voting Members

- 291 A. SA members who represent specific college or school constituencies are required to make a reasonable effort
292 to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss
293 college/school specific issues and concerns. These representatives will then report back to the Student
294 Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and
295 occurrences that would take place as a result of these meetings.
- 296 B. SA members who represent specific college or school constituencies shall be charged with gathering
297 information about their particular college and representing their respective constituencies, and voting
298 according to their needs and desires.
- 299 C. All voting representatives shall host at least one forum or outreach activity with individuals from their
300 respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following
301 such an activity
- 302 D. All representatives may communicate regularly with their constituents through e-mail mailing lists and
303 listservs, which may be maintained by their respective college dean's office, the Department of Campus Life,
304 the Office of the Dean of Students, or the Office of the Assemblies
- 305 E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass
306 message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board
307 may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must
308 be saved.

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309 **ARTICLE V: AMENDMENTS**

310 **Section 1: Proposal of Amendments**

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

316 **Section 2: Presidential Approval**

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

321 **Section 3: Official Copy**

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

324 **APPENDIX A: GUIDELINES FOR THE ALLOCATION OF THE** 325 **STUDENT ACTIVITY FEE**

326 **Section 1: Preamble**

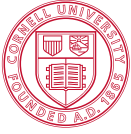
327 The Student Assembly (the Assembly), through the delegated authority of the President and the Board of Trustees, is
328 charged with the allocation of the Student Activity Fee (SAF). This fee is mandatory for all undergraduate students of
329 the University and shall be used to fund participation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

332 **Section 2: Definitions**

- 333 A. The following terms, which appear frequently in this Appendix, shall be defined as follows:
- 334 i. Organization: a registered Independent or University organization that has authorization to receive
335 funding.

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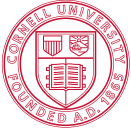
- ii. SAFC: Student Activities Funding Commission, the designated Finance Commission of the Student Assembly.
- iii. New applicant: an organization that did not receive funding in the previous two funding cycles.
- iv. Returning applicant: an organization that did receive funding in the previous two 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
- 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 application materials available for all interested applicants at least 3 weeks before the deadline.
 - ii. By 3:30 pm on April 25 or the first business day thereafter in the semester preceding a fee-setting year, each applicant must submit, using forms that are hosted on the website of the Office of the Assemblies, a preliminary application including:
 - a. name of applicant,
 - b. a preliminary request in dollars per student per year,



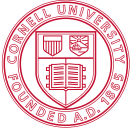
Cornell University Student Assembly

- 372 c. checklist statement regarding eligibility criteria,
373 d. current primary and secondary contacts for the organization including email and phone
374 contact information, and,
375 e. if a new applicant, petitions bearing the signature of fifteen hundred (1500) undergraduate
376 students registered in that semester.
- 377 iii. If the number of valid signatures is found to be under 1,500, the organization will be informed and
378 will have until the end of finals to procure the missing signatures, at the discretion of the Vice
379 President of Finance.
- 380 iv. At least one week before the deadline for final application submission, the Vice President for Finance
381 shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants
382 a. the Appropriations Committee shall review each applicant's application and approve the
383 detail of each applicant's financial statements.
384 b. applicants shall notify the Vice President for Finance if their final request will differ from
385 their preliminary request.
386 c. The Vice President for Finance can grant an extension for all organizations if there is a delay
387 in the availability of application materials.
- 388 v. By noon on Friday of the third week of the fall semester in which classes are held in a fee setting
389 year, each applicant must submit in print and digitally in a single file, using forms provided by the
390 Office of the Assemblies, a final application including:
391 a. mission statement, of the organization or program, not to exceed one page,
392 b. written organization profile, not to exceed three pages, including:
393 1. officers,
394 2. number of members, and
395 3. description of activities, programming, and events conducted in the present cycle,
396 c. summary of request for funding, not to exceed two pages, including a final funding request,
397 and describing how the applicant intends to use funding and summarizing any changes if the
398 applicant is a returning applicant,
399 d. financial statements for the past two academic years, the current academic year, and financial
400 projections for the two following years based on requested funding levels during the funding
401 cycle, and
402 e. an analysis of the current academic year's financial statements showing hypothetical
403 spending on each budget item in an organization's financial statements if the organization
404 received 10%, 25%, and 35% less funding than its current allocation².
- 405 vi. Applicants may submit materials in excess of specified numbers of pages only with written
406 permission by the Vice President for Finance.
- 407 vii. The Office of the Assemblies will make received application materials available for public viewing
408 online. Any pages containing confidential information must be explicitly stamped "confidential" and
409 clearly identified to distinguish them from the publicly viewable portion of the application.
- 410 B. Preliminary Report by Appropriations Committee



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- 411 i. By the last day of classes in the academic year preceding a fee-setting year, the Vice President for
412 Finance will report each request received and the total amount of requests received in dollars per
413 student per year to the Assembly, the Vice President for Student and Campus Life, and the President
414 of the University.
- 415 ii. Before the deadline for final applications, the Vice President for Finance will report to the Assembly
416 on the eligibility of each applicant, identifying:
- 417 a. any new applicants that do not meet one or more eligibility criteria, and
418 b. any returning applicants that do not meet one or more eligibility criteria which the Assembly
419 may not waive.
- 420 iii. The Assembly may waive those eligibility requirements it is empowered to waive on a per
421 organization basis for any organization for the remainder of the semester. Such organizations may
422 then proceed through the appropriation process, provided they meet all other eligibility criteria not
423 waived by the Assembly.
- 424 C. Appropriation Process
- 425 i. Within one week after the deadline for final applications, the Appropriations Committee (the
426 committee) shall convene to review applications.
- 427 ii. For each applicant deemed to be eligible or for which eligibility criteria are waived by the Assembly,
428 the committee will:
- 429 a. arrange a hearing where the applicant may address questions of the committee,
430 b. decide whether to fund the applicant in any amount, and,
431 c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no
432 less than fifty cents and no more than the request submitted by the applicant (this guideline
433 can be waived for the Student Activities Funding Commission's allocation).
- 434 iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice
435 President for Finance will report the date, time, and location of the meetings as well as the names of
436 applicants the committee intends to review.
- 437 iv. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice
438 President for Finance will introduce a written report, including:
- 439 a. name of applicant,
440 b. amount requested by applicant,
441 c. amount of allocation recommended by committee,
442 d. rationale explaining committee's recommendation, and
443 e. a brief response from the applicant, including any request to appeal to the Assembly. The
444 Vice President for Finance may set a deadline for the applicant to submit a response,
445 provided the deadline is no less than one business day after the applicant receives notice of
446 the committee's decision.
- 447 v. The Vice President for Finance must inform each applicant of the time and location of any meeting
448 where the report is to be presented or reviewed and must advise each applicant to send a
449 representative who may answer questions of assembly members.



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- 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 weeks before the end of the fall semester.
- D. 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

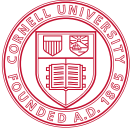
Neither a check-off option nor an option to pay an amount in addition to the established SAF for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the SAF. Exceptions may be considered if recommended and approved by the Student Assembly and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

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483 appropriations committee, the Student Assembly must decide Activity Fee funding for that organization by a majority
484 of the Student Assembly members present at the meeting. After all appropriations committee decisions have been
485 approved or overturned, the Student Assembly must approve the SAF by a majority of the voting membership of the
486 Student Assembly

487 **Section 8: Freedom of Information**

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

494 **Section 9: Conference with GPSA**

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

497 **Section 10: Default**

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

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

503 **Section 11: Amendments**

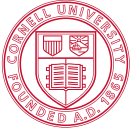
504 Appendix A may be amended by a two-thirds (2/3) vote of the Student Assembly. In order to ensure consistency and
505 fairness to the applicants and student body at-large, no amendments to this appendix may be adopted during the fall
506 semester of a fee-setting year.

507 **Section 12: Review**

508 The SA and the GPSA and a representative of the President of the University shall review these guidelines and the
509 procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2014-2015,
510 2018-2019). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees
511 in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

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

- 514 A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the
515 setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate &
516 Professional Student Assembly (GPSA) within the following guidelines:
- 517 B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and
518 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be
519 reviewed by and meet the approval of the President of the University.
- 520 C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set
521 every two years for a period of two years by the SA and the GPSA, respectively.
- 522 D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of
523 the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting
524 process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the
525 applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-
526 setting year. The final report must be sent to the President of the University by the last day of finals of the fall
527 semester.
- 528 E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee,
529 an organization must meet the following criteria:
- 530 i. Register as a student or university organization with the Student Activities Office
- 531 ii. Allow students equal access to the services being provided by the organization or participation in the
532 organization's activities
- 533 iii. Operate primarily for students by students with funds disbursed through a university operating
534 account
- 535 iv. Have an advisor to assist with oversight of the university operating account.
- 536 F. Funding from the monies collected through the Student Activities Fee may be provided directly to an
537 organization, which applies for and receives "by-line" funding status, outside of the established Student
538 Activities Funding Commission or Graduate and Professional Student Activities Funding Commission
539 processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding
540 must demonstrate:
- 541 i. Its activities are of direct and primary benefit to the entire Cornell community represented by the
542 respective assembly; and
- 543 ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 544 G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are
545 not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational
546 structure and programs and services are consistent with the criteria outlined above for by-line funded
547 organizations. Such funding would require the approval of the respective assembly and the President of the
548 University.

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- 549 H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-
550 line funded organizations and the Student Activities Funding Commission or Graduate and Professional
551 Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of
552 their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-
553 by-line funded organizations.
- 554 I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be
555 permitted to increase the Student Activities Funding Commission's allocation above their request to reach an
556 even dollar amount.
- 557 J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity
558 Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full
559 amount of the Student Activity Fee, due to the funding instability inherent in administering such a system.
560 Exceptions may be considered if recommended and approved by the respective assembly and approved by
561 the President of the University.
- 562 K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the
563 GPSA and a representative of the President of the University at least every four years in a non-fee-setting
564 year.

565 APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED 566 ORGANIZATIONS

567 Section 1: Preamble

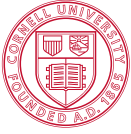
568 Each organization that receives funding from the Student Assembly (SA) through the Student Activity Fee (SAF) is
569 subject to Guidelines set by the Assembly in consultation with the Graduate & Professional Student Assembly
570 (GPSA), these organizations, and the Cornell student body.

571 Section 2: Student Assembly's Role and Obligations

- 572 A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice
573 effectively the interests and concerns of the student body.
- 574 B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the
575 Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of
576 these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines
577 each year.
- 578 C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Student Activities,
579 Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations
580 Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.

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- 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.

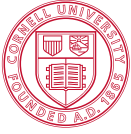
Section 3: General Guidelines

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. Such figures may 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.

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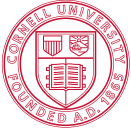


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- 616 D. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage
617 student participation at its meetings, which shall be open to the public. Each organization funded by the SA
618 will be required to include the SA logo or the following statement on all fliers, posters, promotions, programs,
619 and literature “Funded in part by the Student Assembly”.
- 620 E. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and
621 reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in
622 accordance with its governing documents. These requirements apply to all organizations unless explicitly
623 exempted in this Appendix or waived by a two-thirds vote of both the Appropriations Committee and the
624 Student Assembly. The waiver shall apply for one by-line funding cycle.
- 625 F. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member
626 of an organization may be compensated from an organization’s SAF account or SAF earned income account.
- 627 G. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-
628 voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their
629 liaison is failing in their duty, a new liaison may be appointed.
- 630 H. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the
631 Appropriations Committee with a written account of the use of its fee allocation and operations for the
632 previous academic year, and an oral summary of its activities, including usage statistics and future
633 programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the
634 committee’s recommendation on whether or not the organization should receive an increase in funding, a
635 decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall
636 then provide a written summary report of these meetings to the SA.
- 637 I. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current
638 funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
- 639 J. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The
640 Appropriations Committee must approve organization’s conference expenditures and each organization must
641 demonstrate to the committee that conference attendance will benefit the Organization’s ability to achieve its
642 mission statement. Organizations shall request approval in their annual fall report to the SA. All conferences,
643 teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no
644 greater than \$4,000 or 10% of the organization’s by-line allocation, whichever is less. This rule shall not apply
645 to SAFC-funded organizations.
- 646 K. **Governing Document Approval:** All organizations must submit any changes in the Organizations’ bylaws,
647 constitution, or other governing documents to the SA for its approval.
- 648 L. **Non-discrimination:**
- 649 M. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such
650 funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived
651 age, race, religion, creed color, national origin, ethnicity, sexual orientation, gender identity or expression,
652 military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic
653 violence victim status, or any combination of these factors when determining its membership and when
654 determining the equal rights of all general members and executive board members, respectively, which shall

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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

Furthermore, individual organizations shall adhere to the following additional Guidelines:

- A. ALANA Intercultural Board
 - i. \$2.05 shall be used to fund ALANA's member organizations as outlined in the ALANA constitution
 - ii. \$3.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program each year.
 - iii. MCFAB shall seek to bring diverse programming to campus.
 - iv. \$1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella organizations as outlined in the ALANA constitution. Umbrella organizations shall not apply for SAFC funding.
 - v. \$1.10 per student per year of the ALANA allocation shall be contributed towards ALANA's own administrative costs and programming needs such as general body meetings and other intercultural programming
- B. Athletics & Physical Education
 - i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each undergraduate student. \$7.30 per student per year of the total annual Athletics allocation may be spent towards providing the BRSP. The BRSP shall provide free admission to all varsity sports excluding Men's Varsity Ice Hockey.

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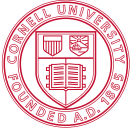


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- 690 ii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell
691 Athletic events to the entire Cornell community. \$1.78 per student per year of the annual Athletics'
692 allocation may be spent towards providing marketing and promotions.
- 693 C. Class Councils
- 694 i. The Class Councils allocation shall be divided between the four class years in proportions determined
695 by the organization.
- 696 D. Collegiate Readership Program
- 697 i. The Collegiate Readership Program shall operate for the 2018-2020 by-line cycle using its
698 accumulated surplus and the activity fee disbursement.
- 699 ii. The SA Vice President for Finance or their designee shall oversee the operations and finances of the
700 Collegiate Readership Program.
- 701 iii. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal
702 access for undergraduate students.
- 703 iv. Newspapers shall be distributed from the Monday of the week prior to the first full week of classes
704 to the last day of exam week during each fall semester and from the first day of class to the last day
705 of exam week during each spring semester. These distributions periods do not include Fall Break,
706 Thanksgiving Break, or Spring Break.
- 707 v. The SA Vice President for Finance or their designee shall prepare and present a report to the Student
708 Assembly at the end of each academic year with information regarding readership and an analysis of
709 the current distribution locations. Any proposed changes in locations or proportions must be
710 approved by a majority vote of the SA.
- 711 vi. The SA Vice President for Finance shall report to the Student Assembly the amount allocated to the
712 New York Times and Wall Street Journal.
- 713 E. Community Partnership Board
- 714 i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be
715 paid by the Board's parent body, the Public Service Center, or other non-activity fee sources of
716 funding.
- 717 ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual
718 report to the SA.
- 719 F. Convocation
- 720 i. At the time of the selection of Convocation Committee membership, the Convocation Committee
721 Chair shall invite all voting members of the SA, directly-elected undergraduate members of the UA,
722 and student-elected trustee(s) that belong to that class year to participate as full voting members of
723 the Convocation Committee. The SA Vice President for Finance shall serve as an ex-officio member
724 of the Committee.
- 725 ii. Convocation shall announce speaker selection first at a Student Assembly meeting.
- 726 iii. Convocation Committee shall notify the SA Vice President for Finance if the Committee is expected
727 to require more than its SAF allocation to support Convocation.
- 728 G. Cornell Concert Commission

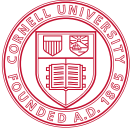
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- 729 i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah
730 Rink, or similar venue.
- 731 ii. The Concert Commission shall put on one free concert during the academic year.
- 732 iii. The Cornell Concert Commission shall send a report to the Appropriations Committee any time a
733 concert's subsidy is more than expected and the Cornell Concert Commission should detail the
734 shortfall and the impact it will have on future operations.
- 735 H. Cornell University Emergency Medical Service
- 736 i. CUEMS may save no more than \$30,000 per each two-year funding cycle toward the purchase of a
737 new vehicle.
- 738 ii. CUEMS shall record the number of undergraduates who use their CUEMS services.
- 739 I. Cornell University Programming Board
- 740 i. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to
741 campus.
- 742 ii. CUPB shall record the number of undergraduates who attend each program.
- 743 J. CUTonight Commission
- 744 i. CUTonight shall promote non-alcoholic, late night social programming, on campus, open to the
745 entire Cornell community.
- 746 ii. CUTonight shall send at least one representative to every funded event with the intention of
747 reviewing the event
- 748 iii. CUTonight shall provide applicant organizations the opportunity to appeal the decisions of the
749 Committee to the Appropriations Committee.
- 750 iv. CUTonight shall develop and adhere to a rubric and written hearing procedures off of which the
751 commission will evaluate applicants. This rubric and these procedures shall be submitted to the SA
752 Vice President for Finance for approval by the Appropriations Committee.
- 753 v. CUTonight shall forward the results of the rubric to the SA Vice President for Finance after each
754 CUTonight funding cycle.
- 755 K. Orientation Steering Committee
- 756 i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning
757 and implementation of all August and January orientation activities.
- 758 ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing planned
759 activities for the upcoming Orientation week
- 760 iii. The president of the SA and the Student Elected Trustee must be invited to address the new students
761 at the President's New Students Convocation each year. If the Cornell University President limits the
762 OSC to two speakers, the president of the SA must be invited.
- 763 iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
- 764 v. OSC shall increase funding for both transfer and January Orientation programming.
- 765 vi. OSC shall allocate more than \$1.12 of their allocation towards programs designed to educate new
766 students about consent and sexual assault.
- 767 vii. OSC shall submit the results of the feedback surveys to the Appropriations Committee.

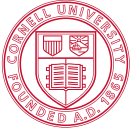


Cornell University Student Assembly

- 768 viii. OSC shall reduce the costs of apparel.
- 769 L. Outdoor Odyssey
- 770 i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for
- 771 pre-orientation trips and shall dedicate no less than \$20,000 per year toward this program.
- 772 ii. Outdoor Odyssey shall conduct a review during the 2018-2020 Funding Cycle of the demographics
- 773 of those who attend.
- 774 iii. Outdoor Odyssey shall investigate creating trips accessible for the differently abled and shall report
- 775 their findings to the Student Assembly before the final Student Assembly meeting in the fall of 2018.
- 776 M. Senior Days
- 777 i. SAF-funded Senior Week events will be open to all seniors and at least 90% of the SAF allocation
- 778 will go towards free, non-ticketed events.
- 779 ii. Before the final Student Assembly meeting in the fall, Senior Days shall report to the Appropriations
- 780 Committee the attendance, expenditures, and income generated from each event held during the
- 781 most recent Senior Days.
- 782 N. Slope Day Programming Board (SDPB)
- 783 i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at
- 784 the end of the spring semester.
- 785 ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
- 786 iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted
- 787 by the SA.
- 788 iv. The Slope Day Programming Board shall collect demographic information from all Slope Day
- 789 entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope
- 790 Day.
- 791 v. The Slope Day Programming Board shall announce artist selection first at a Student Assembly
- 792 meeting.
- 793 vi. The Slope Day Programming Board shall set a price floor for non-activity fee paying individuals
- 794 approximately equal to the total activity fee disbursement divided by projected undergraduate
- 795 attendance. The price paid by non-activity fee paying individuals shall be no less than the activity fee
- 796 allocation, except with the explicit consent of the Student Assembly.
- 797 O. Slope Media Group
- 798 i. Slope Media Group shall establish durable goods inventory management procedures, which must
- 799 include details about anticipated storage locations, authorized persons to possess or handle
- 800 equipment, device security, and theft.
- 801 ii. Slope Media group shall not spend student activity fee funding on any giveaways including but not
- 802 limited to glassware, clothing, and general accessories, without the explicit approval of the
- 803 Appropriations Committee.
- 804 P. Student Activities Funding Commission
- 805 i. SAFC shall publish and make publicly available a written account of the organizations requesting
- 806 funding, the amount requested, the amount rewarded, and the amount spent.

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Cornell University Student Assembly

- 807 ii. Criteria for funding of undergraduate student organizations may not be altered or waived without the
808 explicit approval of the SA.
809 iii. SAFC shall annually review and amend its tier system guidelines to project expenditure growth of
810 approximately 3% per year. SAFC is not required to have actually achieved 3% growth per year.
811 SAFC shall report the outcome of this review to the Appropriations Committee.
812 Q. Welcome Weekend
813 i. Welcome Weekend shall seek to hold events during the first two weeks of each semester.
814 ii. Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and
815 shall record undergraduate attendance.
816 iii. Welcome Weekend shall seek out co-sponsorships where applicable.
817 R. Willard Straight Hall Student Union Board
818 i. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding
819 environments and be directly associated with the purpose and mission of WSH.
820 ii. WSH SUB shall develop and adhere to a yearly budget. By a majority vote, the Appropriations
821 Committee may amend the budget.
822 iii. WSH SUB shall not purchase and dispense giveaways including but not limited to gold or silver
823 plates and graduation gifts.
824 S. Women's Resource Center (WRC)
825 i. The Women's Resource Center shall collaborate with the Student Assembly Women's Liaison
826 Representative on safety, health, and other topics pertinent to women on campus.
827 ii. The WRC shall set a two-year budget for Feminism Food for thought not to exceed \$10,000.
828 i. The WRC shall notify the SA Vice President for Finance of the total SAF spending on
829 Feminism Food for Thought before the final Student Assembly meeting each May.
830 ii. The Feminism Food for Thought budget for AY 2019-2020 shall not exceed 10,000 less the
831 total SAF spending on Feminism Food for Thought in AY 2018-2019.
832 iii. When 50% of the two-year budget has been exhausted, the WRC shall notify the SA Vice
833 President for Finance.
834 iv. The WRC shall strive to maximize and strive to track attendance at this event.

835 Section 5: Duration and Supersession

- 836 A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2018 and shall expire on June
837 30, 2020, unless amended or renewed by the SA. These rules require a two-thirds majority of SA members
838 present to be amended.
839 B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as
840 all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.
841 C. Guidelines for organizations that also receive funding from the GPSA may be amended only after
842 consultation with the GPSA.

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

845 **Section 1: Preamble**

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

849 **Section 2: Sources of Funding**

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

852 **Section 3: Closing of Account at Year End**

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

855 **Section 4: Definitions**

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

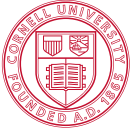
- 857 A. Organization: a registered Independent or University organization that has authorization to receive funding.
858 B. Application: the request to receive a funding award from the SAIF for a project or initiative.
859 C. Applicant: any individual student, group of students, organization, or group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

867 **Section 5: Purpose**

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

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870 **Section 6: Eligibility**

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

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

877 **Section 7: Permitted Applications**

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

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

887 **Section 8: Prohibited Applications**

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

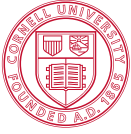
- 889 A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on
890 behalf of the applicant;
- 891 B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
- 892 C. an application to cover the costs of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

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

- 895 A. Release of Application
- 896 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive
897 funding from the SAIF to the Office of the Assemblies by the second regularly scheduled Student
898 Assembly meeting.

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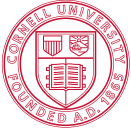


Cornell University Student Assembly

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- ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available to all eligible applicants by the third regularly scheduled Student Assembly meeting, or one week following the meeting with the SAIF Chair, whichever is sooner.
 - iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive Committee of the Student Assembly, detailing how the SA will make all students aware of the SAIFC. This plan shall be approved by the Executive Committee by the second regularly scheduled Student Assembly meeting of the Fall semester.
 - iv. The chair of the SAIFC is responsible for releasing a timeline by the third regularly scheduled Student Assembly meeting of the Student Assembly each semester consisting of the deadline for applications, when those applications will be reviewed by the SAIFC, and when those funding awards 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

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Cornell University
Student Assembly

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- SAIF and expenses will be processed through regular university accounting procedures through the Office of Assemblies, like all others under the Student Assembly budget.
- v. 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.
- vi. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the SAIF with the Office of the Assemblies.
- vii. 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

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Cornell University Student Assembly

Originally Presented on:	10/08/2020
Type of Action:	Internal Policy
Status/Result:	New Business

S.A. Resolution #4

Amending and Ratifying the Student Assembly Bylaws

ABSTRACT: This resolution amends and ratifies the Student Assembly Bylaws. Notable amendments include: the addition of officer duties for the Vice President of Research and Accountability, a revised system for community voting, and the creation of ex-officio positions for the Student Advocate and the Director of Student Government Relations.

Sponsored by: Noah Watson '23

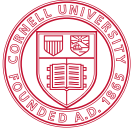
Whereas, Article X of the Student Assembly Bylaws state, “These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be presented to the assembly by voting members and by community petition with at least 100 Cornell undergraduate student signatures;”

Be it therefore resolved, that the Student Assembly approve and adopt the attached amendments to the Bylaws;

Respectfully Submitted,

Noah Watson '23

Executive Vice President, Student Assembly



Bylaws

Cornell University Student Assembly

As amended on [June 2, 2020](#)

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ARTICLE I: EX-OFFICIO MEMBERS

Section 1: Ex-officio Membership

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

Section 2: Ex-Officio Executive Committee Positions

- A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Executive Archivist.
- B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Parliamentarian.
- [C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director of Elections.](#)
- [D. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Student Advocate.](#)
- [E. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Director of Student Government Relations.](#)

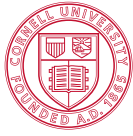
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Section 3: Organizational Liaisons

- A. The SA shall grant one member chosen by the Greek Tri-Councils an ex-officio position as an organizational liaison. The liaison chosen by the Tri-Councils shall be selected on a rotating basis from the three councils, beginning with a representative of InterFraternity Council, following with Panhellenic Association, and finishing with Multicultural Greek and Fraternal Council. Each liaison will serve for one semester, and a liaison from the next council in the rotation will be granted membership at the beginning of the following semester.
- B. The SA will grant one executive member from Residential Student Congress an ex-officio position as an organizational liaison.
- C. The SA will grant one member from Cornell Undergraduate Veteran Association an ex-officio position as an organizational liaison. This liaison must represent the interests of the United States and its allies.

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Cornell University Student Assembly

- 32 D. The SA will grant one organizational liaison from the Cornell Union for Disability Awareness an ex-
33 officio position titled “Student with Disabilities Representative”.
34 E. The SA will grant one liaison, an undergraduate with an interest in computing and technology an ex-
35 officio position as titled IT Governance Liaison.

36 Section 4: Shared Governance Liaisons

- 37 A. Student Trustees. The SA will grant the Student Trustees ex-officio positions as shared governance
38 liaisons for the duration of their terms.
39 B. Undergraduate University Assembly Members. The SA will grant both student-elected University
40 Assembly members ex-officio positions for the duration of their terms.

41 ARTICLE II: OFFICERS

42 Section 1: Officers

- 43 The officers of the SA shall be a President, an Executive Vice President, a Vice President of Internal Operations, a
44 Vice President for Finance, a Vice President of External Affairs, a Vice President of Diversity and Inclusion, [a Vice](#)
45 [President of Research & Accountability](#), a Director of Elections, a Parliamentarian, and an Executive Archivist. These
46 officers shall perform the duties prescribed by this Charter and by the parliamentary authority adopted by the SA.

47 Section 2: Election and Appointment of Officers, Time of Election/Appointment

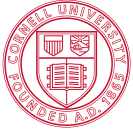
- 48 The SA will, as soon as possible after the spring election, hold an organizational and planning meeting in executive
49 session. At this meeting, the voting members will elect from among themselves the offices of Vice President of
50 Internal Operations, Vice President for Finance, a Vice President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

60 Section 3: Terms of office

- 61 Officers shall serve for a term of one year or until their successor is elected and is administered the oath of office,
62 [Following the next regular or special Student Assembly elections.](#)

Deleted: or until the first of June of the year following the incumbent officer's election, whichever occurs first.

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Cornell University Student Assembly

65 Section 4: Recalling officers

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

67 ARTICLE III: OFFICER DUTIES

68 Section 1: President

69 The responsibilities of the President are as follows:

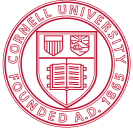
- 70 1. Attend and chair all SA meetings.
- 71 2. Attend all Assemblies' leadership meetings and meetings with Executive staff.
- 72 3. Submit agenda items for leadership meetings after soliciting topics from Assembly members.
- 73 4. Serve as the primary Assembly correspondent with the administration,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

88 Section 2: Executive Vice President

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

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

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Cornell University Student Assembly

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

Deleted: <#>Help initiate and organize lobby efforts at both the state and federal levels.

Deleted: <#>Be responsible for keeping contact with University Relations and reporting on a regular basis to the SA on issues that concern the student body.

108 Section 3: Vice President of Internal Operations

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

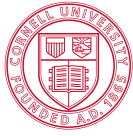
- 110 1. Attend all SA meetings and act as Chair in the absence of the President and Executive Vice President.
111 2. Assume the office of Executive Vice President should a vacancy arise.
112 3. Chair the SA when the Assembly is in executive session.
113 4. Chair the Executive Cabinet.
114 5. Monitor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

126 Section 4: Vice President for Finance

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

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

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Cornell University Student Assembly

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

143 Section 5: Vice President of External Affairs

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

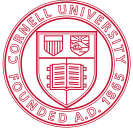
- 145 1. Coordinate constituency representatives' community outreach efforts (including, but not limited to,
- 146 community forums, meetings with Deans, internal school governments, etc.);
- 147 2. Invite all relevant stakeholders to Student Assembly meetings, when the weekly agenda is released;
- 148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

161 Section 6: Vice President of Diversity and Inclusion

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

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

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

Section 7: Vice President of Research & Accountability

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

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

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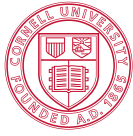
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Section 8: Director of Elections

The responsibilities of the Director of Elections are as follows:

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

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

216 Section 9: Parliamentarian

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

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

232 Section 10: Executive Archivist

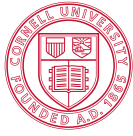
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233 The Executive Archivist need not be an SA member. The office of Executive Archivist holds no special voting
234 privileges. The Executive Archivist also may not hold the President or Executive Vice President positions. The
235 Executive Archivist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

237 Section 11: Offices of Officers

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

246 **ARTICLE IV: MEETINGS**

247 **Section 1: Regular Meetings**

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

249 **Section 2: Special Meetings**

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

257 **Section 3: Organizational Meeting**

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

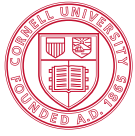
260 **Section 4: Informal meetings**

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

265 **Section 5: Executive Session**

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

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

272 Section 6: Quorum

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

274 Section 7: Community Votes

- 275 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be
276 allocated one vote.
- 277 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1)
278 funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to
279 make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and
280 liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval of Parliamentarian,
281 Liaison to the Provost, etc.).
- 282 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted
283 to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons
284 prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both
285 community votes will be allocated to the side that has a simple majority.
- 286 D. All community votes shall be submitted through a Qualtrics survey to which a Cornell University Web
287 Authorization Portal has been applied. The link to this survey will be made easily accessible on the Student
288 Assembly website. The relevant deliberations that occur during the assembly meeting shall be live-streamed
289 on the same page. The page must also feature a link to the text of the legislation being voted upon. The
290 voting shall commence at the beginning of the Student Assembly meeting at which the final vote is
291 conducted. The voting shall end at the commencement of voting for assembly members, at which point the
292 tally of community votes will be announced to the Student Assembly. It will be the responsibility of the
293 Parliamentarian to work in tandem with the Office of the Assemblies in order to execute all tasks except
294 those relevant to the live stream, which shall be the responsibility of the Student Assembly Clerk.

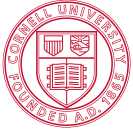
Deleted: Any member of the undergraduate student body can request, at the beginning of a meeting, that the current status of all students wishing to participate in a community vote be validated. Each member of the community must then present their Cornell IDs to the Parliamentarian, who will subsequently validate their status as undergraduates via the Cornell website

295 Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly 296 Attendance Policy

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

301 ARTICLE V: EXECUTIVE BOARD

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309 Section 1: Composition

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

312 Section 2: Duties

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

316 Section 3: Meetings

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

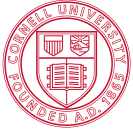
320 ARTICLE VI: COMMITTEES

321 Section 1: Creation and Maintenance of Committees

- 322 A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A
323 committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered.
324 Committee bylaws shall be adopted with a majority vote.
- 325 B. Any member of any SA committee or commission (except for the Appropriations committee, Executive
326 Committee, and Elections committee) who will be an undergraduate for the entirety of the following SA term
327 and who requests to maintain their membership during the transition from one SA term to the next may do
328 so at the discretion of the committee's outgoing chair. The chair of the committee or commission will
329 transmit the names of any returning members or commissioners to both the outgoing and newly elected Vice
330 Presidents of Internal Operations by the last day of classes in May. The Vice President of Internal Operations
331 will ensure that all returning committee or commission members are staffed and included on the appropriate
332 listserv once the new SA term begins on June 1st and will inform each chair of any returning members or
333 commissioners.
- 334 C. For the purposes of communication and collaboration, the President and all Vice Presidents of the Student
335 Assembly will serve as ex-officio non-voting members of all Student Assembly committees and commissions
336 on which they do not serve as voting members. This policy does not apply to the Appropriations Committee,
337 Infrastructure Fund Commission, and Elections Committee.

338 Section 2: Review Committees

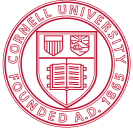
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- 339 D. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program
340 planning process of sectors of the University that create policy directly affecting student life.
- 341 E. The Vice President for Student and Campus Life shall appoint a staff member to work with the chairperson
342 of certain review committee to assure proper functioning of the committee.
- 343 F. Undergraduate members of the review committees will be designated by the appropriate constituency bodies
344 and by application. All non-Student Assembly members will be subject to the approval of the SA.
- 345 G. Review committees will discuss program assessment/planning documents with the SA during the fall
346 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 347 H. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 348 I. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their discretion
349 legislative authority over residential life policies of the University (i.e. the Department of Campus Life and the
350 Office of the Dean of Students). When exercising this authority, review committees are recommended to
351 consult the Residential Student Congress of Cornell.
- 352 J. **Committee on Dining Services** – The Committee on Dining Services will work to represent student
353 interests in the Cornell food system. The committee will consist of at least one faculty member, two Dining
354 student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one
355 graduate/professional student, and at least ten additional students. The VP of Internal Operations for the
356 Student Assembly will recommend additional students to both the committee Chair and the Executive
357 Cabinet for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of
358 Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the Director
359 to select relevant administrators and staff to be present at meetings. Members will collectively review the
360 policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining
361 Services leadership for improving existing policies or integrating new ideas.
- 362 K. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to
363 examine healthcare policies improve student health, wellness, and safety, and act as a form of open
364 communication between student voices and Cornell Health administration. The committee will consist of a
365 Steering Committee, which is made up of a SA & GPSA co-chair, committee chairs(s) from each respective
366 sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health administration. The
367 recognized subcommittees of the student Health Advisory Committee are: Patient Care, Sexual Health and
368 Gender Services, Health and Wellness, Student Health Benefits, and the Mental Health Standing Committee.
369 The SA co-chair will be held by a member of the SA and the committee will be under the supervision of the
370 SA & GPSA co-chairs.
- 371 L. **Environmental Policy and Planning Commission** – The commission will research issues affecting the
372 campus and its surrounding area, as well as provide recommendations for reducing Cornell's environmental
373 impact. The Environmental Policy and Planning Commission will be charged with creating new legislation
374 and enforcing past environmental legislation. This commission is also charged with providing environmental
375 education and outreach in order to better inform students and the campus community about the campus's
376 environmental impact and sustainability issues. The Environmental Policy and Planning Commission will
377 work closely with students, administrators, student environmental organizations, the Cornell Sustainability
378 Office, the Campus Planning Committee, the Campus Infrastructure Committee, and the City and Town of

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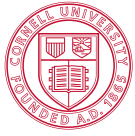
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- 379 Ithaca Sustainability to better recognize and address the environmental concerns of the campus and its
380 community as well as to encourage collaboration in working toward the creation of a more sustainable
381 environment. The chair position can be held by any member of the Cornell undergraduate student population
382 and the committee will be under the supervision of the Executive Vice President.
- 383 M. **City and Local Affairs Committee** – This committee will advocate on behalf of students’ interest at the city
384 and county government levels. In addition to its advocacy work, the committee will organize events that
385 foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be held
386 by any member of the Cornell undergraduate student population and the committee will be under the
387 supervision of the Vice President of External Operations.
- 388 N. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic matters at
389 Cornell. Committee members will research, review, recommend, and develop projects to improve academic
390 life for the student body. This committee will work closely with the Dean of Students and the Faculty Senate
391 to ensure that students’ concerns related to academic policy are voiced effectively to university officials. The
392 chair position can be held by any member of the Cornell undergraduate student population and the
393 committee will be under the supervision of Executive Vice President.
- 394 O. **Financial Aid Review Committee** – The committee will examine the financial aid policies of Cornell
395 University. It shall also be responsible for the administration of the Student Helping Students grant. The
396 committee shall consist of a chair, up to two SA members, between five and ten undergraduate students, at
397 least four-fifths of whom receive some form of institutionalized financial aid. The Associate Vice Provost for
398 Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for Customer Service and
399 Community Relations, a counselor from the Office of Financial Aid, two faculty members, and the Vice
400 President for Student and Academic Services shall serve as ex-officio non-voting members. This committee
401 will be under the supervision of the Vice President for Finance.

402 Section 3: Operational Committees

- 403 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and
404 shall therefore facilitate the full expression of the SA’s responsibilities to the Cornell student body.
- 405 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee’s
406 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with
407 interested SA voting members.
- 408 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the SA. It
409 reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee
410 and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of
411 the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who
412 shall serve as Chair; and 7 undergraduates at-large to be selected by the Executive Cabinet. The Director of
413 the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC
414 Commissioners shall serve as voting members of the Committee. Quorum shall be defined as a simple
415 majority of all voting members. A designee of the chair shall take minutes at all meetings.

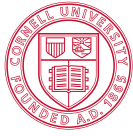
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- 416 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the SA is
417 responsible for evaluating applications for funding through the SAIF. The rules governing the operation of
418 the SAIFC are contained in Appendix C of the SA Charter. The Commission shall consist of at least 12 and
419 no more than 17 commissioners. The commissioners must include five voting members of the SA, consisting
420 of a Chair, who will be the Vice President of Infrastructure of the SA, three Assembly members elected
421 during the Assembly's Spring organizational meetings, and one New Student voting member of the SA,
422 internally elected by the Assembly following the Fall election. The remaining commissioners will consist of at
423 least seven and no more than twelve undergraduate students who are either returning commissioners or are
424 selected from a pool of applicants and approved by the Executive Cabinet, with the exact number of
425 commissioners to be set at the discretion of the Chair of the Commission and the Staffing Committee of the
426 SA. No SAIFC Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice
427 President for Finance). No more than 2 of the voting Student Assembly members on the SAIFC may also be
428 voting members of the Appropriations Committee and no more than 4 of the total voting members on the
429 committee may be voting members of the Appropriations Committee. Quorum shall be defined as a simple
430 majority of all staffed voting members. Upon request, a written summary of the meeting will be provided by
431 the chair. The Vice President for Finance and Vice President of External Affairs shall serve ex-officio as
432 non-voting members of the Commission. The Director of the Office of the Assemblies or their designee shall
433 serve as an ex-officio non-voting member.
- 434 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to
435 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster
436 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,
437 meetings, and resolutions. The committee will ensure a direct and ever present link between students active in
438 campus government, the administration, and students at-large and will relay student interest to the SA. The
439 committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-
440 sponsored events including, but not limited to conducting polls, referenda, community outreach forums,
441 designated constituency events, and hearings. The committee will also assist in coordinating efforts and
442 devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly
443 plans recreational events for students. The SA Vice President of External Affairs will serve as Chair of the
444 Committee.
- 445 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special
446 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of
447 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting
448 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of
449 each academic year, the Executive Cabinet will present a slate of proposed members to the SA for
450 confirmation, which the SA must approve or disapprove in its entirety. The Executive Cabinet may fill any
451 subsequent vacancies without confirmation by the SA. No person may be a candidate in an election
452 supervised by the committee in the same academic year when the person served as a voting member of the
453 committee. All committee meetings will be closed. Only voting members will be permitted to attend the
454 meetings unless specifically invited by the Director of Elections. This committee will be chaired by the
455 Director of Elections of the Student Assembly.

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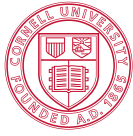
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- G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student Assembly (SA) is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the year report and determine if the SA committee and/or their composition need to be changed. The committee shall be charged with creating and enforcing an attendance policy for all committees. The membership of this committee shall include the SA's President, Executive Vice President, Vice President for Finance, Vice President of External Affairs, Vice President of Internal Operations, Vice President of Diversity and Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director of the Office of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be responsible for consulting with chairpersons of committees and recommending candidates for vacant committee positions to the Executive Cabinet. The Executive Cabinet shall assume the duties and responsibilities of the Student Assembly Staffing Committee, as referred to in other documents.

Section 4: Diversity

- A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the SA, the diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and understanding of the increasing importance of diversity and create an environment that brings together diverse perspectives and fosters diversity of thought. The charge of the Diversity and Inclusion committee will be to:
- To be a meeting grounds for interested students to meet members of the administration to brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
 - To review the efforts of the Diversity Committee and diversity councils of the colleges.
 - To provide a brief report of its progress to be presented by the Vice President of Diversity & Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report to include (but not limited to) the goals of the academic year, the strategies devised for achievement of these goals, the progress of UDC initiatives, college- specific initiatives, obstacles, and potential goals for the next academic year to be presented in the same manner at the final meeting of the spring semester.
 - Composition
 - The Diversity and Inclusion Committee will aim to be a collective voice of the diversity of backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual orientations represented at Cornell.
 - Non-SA student representation: student members of the committee may be recruited from institutions and organizations such as the diversity councils of the colleges, Women's Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board, Cornell Outdoor Education, International Student Union and any member of the Cornell student body who is interested in diversity initiatives.

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- 493 iii. Student Assembly representation: SA LGBT Liaison at-large, Women's representative,
494 International representative, both Minority Liaisons, First Generation Students
495 Representative, and the Vice President of External Affairs are required to be members of the
496 committee.
497 e. Structure
498 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the
499 Diversity and Inclusion committee.

500 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

501 **Section 1: Community Rights**

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

510 **Section 2: Confidentiality**

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

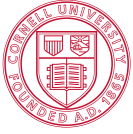
516 **Section 3: Infringement of Confidentiality**

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

521 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**

522 **Section 1: Public Events and Campus Forums**

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

525 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

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

529 **ARTICLE X: AMENDMENTS**

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

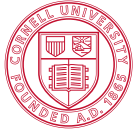
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Cornell University Student Assembly

Originally Presented on:	10/08/2020
Type of Action:	Internal Policy
Status/Result:	New Business

1 S.A. Resolution #5
2 Amending and Ratifying the 2020-2021 Student Assembly Standing Rules
3
4 ABSTRACT: This resolution amends and ratifies the 2020-2021 Student Assembly Standing Rules.
5
6 **Sponsored by: Noah Watson '23**
7
8 **Whereas**, Article IV Section III of the Student Assembly Bylaws state, "The first meeting of the
9 academic year shall be known as the Organizational Meeting and shall be for the purpose of
10 adopting the schedule for regular meeting and approving the standing rules;"
11
12 **Whereas**, the Student Assembly President, Executive Vice President, and Parliamentarian are
13 charged with the responsibility of revising the Standing Rules at the beginning of each
14 semester;
15
16 **Be it therefore resolved**, that the Student Assembly approve the attached Standing Rules and its
17 amendments for the Fall 2020 Session of the 2020-2021 Academic Year;
18
19 **Respectfully Submitted,**
20
21 Noah Watson '23
22 *Executive Vice President, Student Assembly*



Standing Rules

Cornell University Student Assembly

For 2019-2020

Section 1: Preamble

- A. The Student Assembly's foremost interest in 2019-2020 shall be the undergraduate students of Cornell University. These Standing Rules shall serve as guidelines for specific rules and effective leadership from the Student Assembly that may not specifically be covered in the charter or bylaws, but will aid in the efficiency of a successful Assembly. These Standing Rules shall be adhered to by all Student Assembly members (elected and ex-officio), committee members, community members, and staff.
- B. These Standing Rules shall be utilized with the following prefaces:
- Rule 1: In the event of a conflict, the Charter, Bylaws, and Special Rules of Order shall supersede the Standing Rules.
 - Rule 2: The Standing Rules shall be revised at the beginning of each semester by the President, the Executive Vice-President, and the Parliamentarian and submitted by the Executive Vice President and Parliamentarian to the Student Assembly for approval. The Standing Rules shall take effect upon a majority vote of approval by the voting membership of the Student Assembly. The Standing Rules can also be edited at any time by a majority vote of the membership of the SA.
 - Rule 3: A motion to suspend the Standing Rules must be recognized by the Chair and approved by a two-thirds vote of Student Assembly members present.

Section 2: Ethical Standards and Attendance Policy

- A. Ethical Conduct is expected of all members at all times, as members are representative of their constituencies. Any member found to be using the name of the SA outside of the bounds of the individual's described role on the SA, abusing the SA brand to acquire additional benefits or privileges, or any such similar matter shall be in violation of this ethics clause. The appropriate disciplinary action shall be determined by the Executive Board, the Dean of Students, and the Office of Assemblies.
- B. The Student Assembly is charged to "seek out and voice effectively the interests and concerns of the student body." To do this, attendance and participation, as outlined below is imperative for efficiency within the Assembly:
- Rule 1: Attendance is required at all regularly scheduled meetings for all voting and ex-officio members who serve in a liaison capacity. Absences will not be recorded for ex-officio organizational liaison members, i.e. Tri-Council and Residential Student Congress, if the absence is a result of a conflicting obligation related to their respective organization. Attendance requirements for all operational ex-officio members shall be at the discretion of the executive committee. Absences for shared government liaisons will not be under the discretion of the executive committee. Regularly scheduled meetings are held Thursdays, from 4:45 until 6:30 p.m., while undergraduate colleges are in session. Informal meetings are



Cornell University Student Assembly

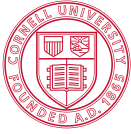
- considered official meetings when held in lieu of regular Thursday meetings or when deemed official by a unanimous vote of the executive committee.
- ii. Rule 2: Attendance at all organizational and specially-scheduled meetings is required, when the Executive Committee provides SA members at least 48 hours' prior notice of the meeting. Such meetings shall be considered "regularly scheduled meetings," for the purpose of accruing absences. Ex-officio members will be excused from these meetings unless notified otherwise by the Executive Committee.
 - iii. Rule 3: All voting members must remain an active member of at least one committee as per the standards established by the chair of their respective committee. Failure to remain an active member of at least one committee can result in vacancy of a seat at the discretion of the Executive Committee.
 - iv. Rule 4: Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival beyond the first 15 minutes of the meeting will result in a half-absence if there is no notification at least 24 hours in advance to the Vice President of Internal Operations. Any early departure will result in a half-absence if there is no notification at least 24 hours in advance to the Vice President of Internal Operations. The Executive Committee reserves the right to decide what constitutes an early departure.
 - v. Rule 5: Any member who arrives late to a required meeting or event but within the first 15 minutes after Roll-Call will receive a quarter-absence.
 - vi. Rule 6: At the discretion of the Vice President of Internal Operations, unavoidable academic conflicts including prelims, final presentations, and field trips but not including office hours, review sessions or professor visits that are in direct conflict with a required Student Assembly meeting will not be counted towards the three cumulative regularly scheduled meetings if they are reported at least 24 hours before the meeting conflict. Academic conflicts that cannot be reasonably predicted at least 24 hours before the meeting conflict can be excused by a majority vote of the executive committee.
 - vii. Rule 7: At the discretion of the Vice President of Internal Operations, unavoidable conflicts as a result of job interviews and scholarship interviews that are in direct conflict with a required Student Assembly meeting will not be counted towards the three cumulative regularly scheduled meetings if they are reported as soon as the conflict arises.
 - viii. Rule 8: At the discretion of the Vice President of Internal Operations, unavoidable conflicts as a result of religious obligations that are in direct conflict with a required Student Assembly meeting will not be counted towards the three cumulative regularly scheduled meetings if they are reported at least 24 hours before the meeting conflict.
 - ix. Rule 9: The Vice President of Internal Operations can request documentation for proof of absence.
 - x. Rule 10: Any college or constituency who lacks representation as a result of a seat being vacated or unclaimed shall be filled by the runner-up in the most recent election for that seat. If the seat remains vacant, an interim representative shall be appointed by the President, and confirmed by a majority of SA Members. The interim representative shall have full voting privileges associated with membership on the SA. The interim representative post shall be terminated immediately upon the declaration of a permanent replacement via an election. The interim position will remain in effect for the remainder of semester if the position becomes vacant following the first 3 weeks of the semester.
 - xi. Rule 12: All candidates who are elected to the Student Assembly during Spring Elections are required to attend all Organizational Meetings and the last two SA meetings during the Spring Semester. Absences at these meetings will count toward the member's term total.
 - xii. Rule 13: All elected members of the Student Assembly will adhere to the Cornell University Student Assembly Oath of Office, which states:

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Cornell University Student Assembly

In the view of the trust the Cornell Community has vested in me, as well as my personal sense of honor, I _____, do solemnly affirm to fulfill my responsibilities as a student-elected representative. I will engage in open and honest debate in a process where I am guided by truth and fairness. I will never purposely misrepresent facts in an effort to achieve my goals. If a conflict of interest arises, I will relinquish my right to participate in the decision making process. I will seek out and voice effectively the interests and concerns of the student body, address the issues of my fellow students, and strive to improve the quality of life at Cornell for all students.

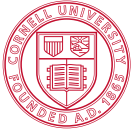
Section 3: Agenda-Setting Policies and Procedures

- A. Rule 1: The agenda for any informal meetings shall not contain voting on legislation unless these meetings are held in lieu of regular Thursday meetings or to meet a deadline.
- B. Rule 2: The Executive Vice President will place under Business of the Day any item that has been previously discussed. Additionally, appropriation requests and committee assignments are to appear under Business of the Day. All other items shall be introduced as New Business, unless otherwise authorized by a majority vote of the Executive Board or a majority vote of the Student Assembly.
- C. Rule 3: New Business shall be an opportunity for SA and community members to ask questions of and make suggestions to the author of a piece of legislation. Comments may not be argumentative in nature and questions must seek factual answers.
- D. Rule 4 Business of the Day shall be an opportunity for discussion and debate on the legislation.
- E. Rule 5: Prior to introduction as New Business, all resolutions shall be reviewed and approved by an appropriate SA committee no more than 30 days before the EVP sends the agenda to the general public. The Executive Vice President or the Vice President of Internal Operations will determine which committee will review a resolution. A resolution cannot be introduced to the SA without approval by an appropriate SA committee except under extenuating circumstances in which the Executive Board determines that a resolution should be brought to the floor without a committee review. Approval by a committee requires a majority vote of the committee members present at the committee meeting. A representative of the committee that reviewed the resolution is permitted to give a brief summary of the committee's thoughts or concerns on the resolution when it is presented a regularly scheduled Student Assembly meeting.
- F. Rule 6: In order for a resolution to be moved to Business of the Day, a Resolution must have been discussed at a prior meeting or be moved to Business of the Day by a $\frac{2}{3}$ vote of members present.
- G. Rule 7: If the Residential Student Congress needs to pass a formal legislative resolution concerning residential life at Cornell, the Residential Student Congress has the authority to pass resolutions that will be introduced as New Business on the Student Assembly agenda. These resolutions must explicitly pertain to residential life. Any resolutions presented by the Residential Student Congress must have been voted on and approved by a majority vote of the general body members of the Residential Student Congress and the Residential Student Congress liaison to the Student Assembly, who must be the sponsor of the resolution. The resolution must be sent to the Student Assembly EVP at least one week before the Student Assembly meeting where the resolution will appear on the agenda. All resolutions appearing on the SA agenda through this method, without having been passed by an SA committee, will require a vote of two-thirds of SA members present to be passed.
- H. Rule 8: At its weekly meeting, the Executive Committee will discuss the agenda for Student Assembly meetings. Items for the agenda must be submitted to the Executive Vice President of the Student Assembly in the proper format, as designated by the Executive Vice President.

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- 121 I. Rule 9: The Office of the Assemblies must post the agenda to the Student Assembly website no later than
122 noon on the day of the meeting.
- 123 J. Rule 10: The Vice President of External Affairs and the sponsors of the resolution must ensure that all
124 parties, including but not limited to any specific Cornell student, administrator, faculty member, or staff
125 member, involved or impacted by particular legislative actions are notified and invited to attend the meeting
126 at which the action shall be heard. Additionally, any registered student organization must be notified if the
127 proposed legislation affects their funding or guidelines. The aforementioned need not consent to the
128 legislation, but it is highly encouraged that the aforementioned attend the meeting. In the event that the
129 author of said legislation is uncomfortable contacting all interested parties, they may request that the Vice
130 President of External Affairs does so on their behalf.
- 131 K. Rule 11: A short descriptive abstract of approximately 25 words will be submitted by sponsors of resolutions
132 before committee approval.
- 133 L. Rule 12: Student Assembly Initiatives should be presented as reports to the Student Assembly with an
134 opportunity for questions from Student Assembly Members and Community Members. A summary of
135 the initiative reports will be reported over the Actions Listserv bi-weekly (every other week). The
136 following procedures will be followed for initiative reports:
- 137 i. The Chair announces the initiative and the sponsors have two minutes to present their initiative
138 ii. A moderated Q&A will follow the presentation, the questions can be argumentative in nature as
139 Student Assembly Representatives and community members shall be empowered to express their
140 approval or disapproval
141 iii. The Chair shall be empowered to determine to end the time when the allocated time has expired,
142 conversation has become redundant, or the speaker's list has been exhausted
143 iv. The Executive Vice President shall be empowered to make the determination as to what will be
144 presented as an initiative
- 145 M. Rule 13: Following the Referenda protocol in Article III §8 of the Student Assembly Charter, the Executive
146 Vice President will present an update on pro and con statements during the Promotional Period. The
147 Executive Vice President will give this presentation at the first regularly scheduled SA meeting after the
148 Office of the Assemblies posts the community statements anonymously to the Assemblies website.
- 149 N. Every voting member of the Student Assembly shall submit their weekly report for the previous week to the
150 Executive Vice President at least 24 hours in advance of the next regularly scheduled meeting to be included
151 with the meeting minutes for the previous Student Assembly meeting. Failure to provide a bi-weekly report
152 will result in a quarter absence unless the representative provided a reasonable excuse to the Executive Vice
153 President.

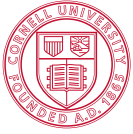
154 Section 4: Abstentions and Proxy Voting

- 155 A. Rule 1: As per the Cornell University Student Assembly Oath of Office, members shall abstain from voting if
156 a conflict of interest arises.
- 157 B. Rule 2: SA members may abstain from voting at regularly scheduled or special meetings of the Assembly.
158 However, if the total number of abstentions is greater than the total number of votes in favor of a resolution
159 or motion, the resolution or motion fails.
- 160 C. Rule 3: The tendering of proxy votes shall occur in accordance with the Special Rules or Order, but shall
161 require that an excused absence be noted by the Vice President of Internal Operations.

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- D. Rule 4: All members of the Appropriations Committee and the Student Assembly shall abstain from voting if they have a conflict of interest. A member shall be deemed to have a conflict of interest if they hold an executive board position in the organization. Additionally, a member shall be considered to have a conflict of interest if they have requested funding or financial co-sponsorship from the organization in the previous 3 months or intend to request in the next 3 months.
- E. Rule 5: The previous rule shall not apply to the Student Assembly's determination of the Student Assembly's Byline Funding Allocation; however, all representatives shall hold the Student Assembly to the same or higher standards as all other applicants.

Section 5: Committee Leadership and Oversight

- A. The committees of the Student Assembly are essential to the functioning of the shared governance system. Leaders of the Assembly committees are elected to effectively run the Assembly. As a result, members in such a position are charged with these obligations and are required to adhere by as such:
- Rule 1: In accordance with Rules 5–8 and Articles 3 and 7 of the Student Assembly Charter, the SA Vice President of Internal Operations has the obligation to be in constant contact with the SA clerk, all committee chairs, and all bodies in which the SA sends representation to keep an accurate log of attendance. The SA Vice President of Internal Operations shall report any pressing matters regarding attendance, such as members in jeopardy of exceeding the allowed number of absences, to the Executive Committee at their weekly meeting.
 - Rule 2: Each SA member must be a voting member of at least one SA committee, the University Assembly, or a UA committee. The Chair of each committee shall inform the SA VP of Internal Operations of any SA members who are in jeopardy of violating the committee's attendance policy. Additionally, the committee chair shall inform the VP of Internal Operations if an SA member has violated the committee's attendance policy and has been removed from the committee.
 - Rule 3: The President, Executive Vice President, and Vice President of Internal Operations will be ex-officio members of every committee, except the Elections Committee, and taskforce associated with the Student Assembly and whose activities are delineated in the SA charter.
 - Rule 4: Committee chairs will report updates as necessary regarding upcoming committee meeting dates and times at regularly scheduled meetings, as well as post committee agendas and minutes to the SA website, as appropriate.
 - Rule 5: All SA Committee members must be a member of their respective committee listservs. Meeting dates, times, and agendas shall be sent to all committee members 24 hours prior to the meeting via the appropriate committee listserv. By a two-thirds vote of committee members present, the committee may amend their agenda.
 - Rule 6: Each committee chair is responsible for reaching out to relevant student organizations in order to solicit feedback on ideas and collaborate with student groups on initiatives that the committee is working on.

Section 6: General Meeting Procedures

- A. To “voice effectively” these interests which were mentioned above, strict rules must be adhered to when conducting business as an assembly. These rules focus on the efficiency and organization of the tasks at hand:



Cornell University Student Assembly

- 201 i. Rule 1: Speakers will be recognized at the discretion of the Chair and placed on a speaker's list
202 maintained by the Chair. Each speaker shall have a maximum of two minutes to speak, with the
203 option to yield the balance of his, her, or their time to another single individual at the meeting,
204 including the Chair. It is at the Chair's discretion to place additional limitations on speaking time.
205 ii. Rule 2: All speakers shall address their remarks to the Chair.
206 iii. Rule 3: The Chair shall keep time at any point when such is required.
207 iv. Rule 4: Except for points of order, information, and questions of privilege, no person shall be
208 recognized by the Chair twice before all other members (voting, community, and ex-officio) have had
209 the opportunity to speak.
210 v. Rule 5: The Chair will recognize the members of the community who wish to speak on the question.
211 The Chair will have discretion as to when community members are recognized. Each speaker will
212 limit his, her, or their comments to no more than two minutes. If multiple speakers wish to address
213 the Student Assembly, equal opportunity will be given to those in favor of and those opposed to the
214 question, in such order, to speak.
215 vi. Rule 6: The Chair may call the question, without it requiring a second or vote, when he or she deems
216 that debate has exceeded its time limit or when discussion becomes repetitive.
217 vii. Rule 7: When the vote of the Chair may decide the outcome of a decision (i.e. to make or break a
218 tie), he, she, or they shall be empowered to cast a vote, but shall do so only after all other voting
219 members of the Student Assembly have registered their votes.
220 viii. Rule 8: A voting Student Assembly member may appeal the decision of the Chair when he, she, or
221 they disagrees with the Chair's interpretation or application of the Standing Rules, Bylaws, or the
222 Charter. The motion shall require a simple majority to pass.
223 ix. Rule 9: Any voting SA member may attempt to overrule a decision by the Executive Committee by
224 submitting their challenge in the format of a resolution at the next regularly scheduled meeting. A
225 2/3 majority of the voting membership must be reached to overrule the Executive Committee at any
226 time.
227 x. Rule 10: The Parliamentarian shall administer a short examination on parliamentary procedure to all
228 voting members of the SA within four meetings of a representative taking the oath of office. This
229 examination will cover content from Robert's Rules of Order and the most recent version of the SA
230 Charter, Bylaws, and Standing Rules. Any member who does not pass (a grade of 70% or higher) will
231 be required to attend an additional review workshop and retake the exam.
232 xi. Rule 11: Student Assembly members shall be permitted to withdraw a motion after it has been
233 seconded and before a vote has been taken on it.
234 xii. Rule 12: Ex-officio members as defined in the by-laws shall be permitted to make motions to amend.
235 xiii. Rule 13: Ex-officio members as defined in the bylaws shall also be permitted to sponsor resolutions,
236 without a voting SA member, if the content relates directly to their position.
237 xiv. Rule 14: By a 2/3 vote of SA members present, Robert's Rules of Order can be suspended.
238 xv. Rule 15: Discussion can be closed by a 60% vote of SA members present.
239 xvi. Rule 16: All meeting attendees are expected to be respectful to other meeting attendees and to
240 maintain proper meeting decorum.

241 Section 7: Outreach Guidelines & Member Responsibilities

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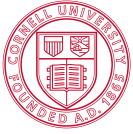
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Cornell University Student Assembly

- 246 A. Rule 1: All voting representatives shall host at least one forum or outreach activity with individuals from their
247 respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following
248 such an activity. The four undesignated at-large representatives shall plan at least one Cornell Caring
249 Community, Lift Your Spirits, or large-scale outreach event per semester.
- 250 B. Rule 2: All elected members must fulfill two assigned outreach requirements per two-week time frame. Such
251 events will be designated by the Vice President of External Affairs. If the member does not document their
252 outreach as specified by the VP of External Affairs, the member will be credited with one whole absence.
253 Any conflicts in schedules or other special circumstances as references in Section 1, Rule 6 of this document
254 must be brought to the attention of the VP of External Affairs.
- 255 C. Rule 3: All voting representatives may communicate regularly with their constituents through e-mail mailing
256 lists and listservs, which may be maintained by their respective college dean's office, the Department of
257 Campus Life, the Office of the Dean of Students, or the Office of the Assemblies.
- 258 D. Rule 4: Any Student Assembly member, including the Vice President for External Affairs, must submit a
259 mass message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive
260 Board may approve a message by a majority vote and the vote may be conducted by email. The
261 correspondence must be saved.
- 262 E. Rule 5: The Vice President for External Affairs and the President will give final approval for the Student
263 Assembly newsletter. No amendments or additions to the newsletter will be distributed without the approval
264 of both officers.
- 265 F. Rule 6: The Executive Vice President must monitor and respond to any inquiries on the SA website. Such
266 inquiries can be forwarded to the appropriate Assembly member in order to ensure the most accurate
267 answers.
- 268 G. Rule 7: All ex-officio members acting in liaison positions should report relevant information to the Student
269 Assembly about their respective organization and report relevant actions of the assembly to their respective
270 organization as they see fit.

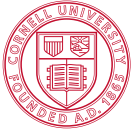
271 Section 8: Spending Guidelines

- 272 A. Category Spending:
- 273 i. Rule 1: In order for a disbursement of budgeted funds to be made, either the SA President or the
274 Vice President for Finance must approve it. The Vice President for Finance is responsible for
275 classifying the expenditure into a budget category.
- 276 ii. Rule 2: The Student Assembly budget must be reviewed and approved by the SA by the conclusion
277 of the second meeting of the academic year.
- 278 iii. Rule 3: Any reallocation of funds between categories of the budget or spending of the budget surplus
279 must be confirmed by a majority vote of the Appropriations Committee followed by a majority vote
280 of the Student Assembly, at large.
- 281 iv. Rule 4: The Vice President for Finance will maintain a record of all expenses of their committee. At
282 the end of each semester, he or she will make public the amount left in the committee's account.
- 283 B. Special Projects Funding:
- 284 i. Rule 5: The Student Assembly may choose to fund any project, program or service through SA
285 Special Projects that it deems to improve the quality of undergraduate student life or to further the
286 goals of the SA. Special Projects funding is a type of category spending.

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Cornell University
Student Assembly

- 287 ii. Rule 6: Special Projects funding may be requested by any of the following, but not limited to:
- 288 i. Any Cornell registered student organization
- 289 ii. SA committee chairs that seek funding for expenditures that exceed their committee’s budgeted
- 290 allocation
- 291 iii. Rule 7: The SA President and Vice President for Finance together may approve any special projects
- 292 funding request up to \$400 without consultation with the Executive Committee. Amounts up to
- 293 \$400 may also be funded by a majority vote of Executive Committee. Request must be made public
- 294 at a Student Assembly meeting in the form of an “Announcement/Report” before being approved.
- 295 Any SA voting member can motion for the request to be sent to the Executive Committee if they
- 296 feel necessary.
- 297 iv. Rule 8: The Executive Committee shall decide upon special projects requests over \$400 and under
- 298 \$1500 by a majority vote. The SA, at large, may reverse an Executive Committee decision to fund
- 299 amounts over \$400 by a two-thirds vote. The request should be presented to the Student Assembly
- 300 in the form of a resolution.
- 301 v. Rule 9: Requests \$1500 and over shall be decided upon by a majority vote of the Executive
- 302 Committee and confirmed by a majority vote of the Student Assembly, at large. The SA, at large, is
- 303 only required to confirm requests of \$1500 or greater. The request should be presented to the
- 304 Student Assembly in the form of a resolution.
- 305 vi. Rule 10: The Vice President for Finance shall present a written or oral report to the SA at large, each
- 306 time a special projects disbursement is made.

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