

Cornell University Student Assembly

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S.A. Resolution #7

Establishing the Office of the Student Advocate Bylaws

ABSTRACT: These amendments to the Student Assembly Bylaws seek to create an Office of the Student Advocate.

Sponsored by: Liel Sterling '21, Cat Huang '21

Whereas, Cornell's Office of the Student Advocate (OSA) would be an executive, non-partisan office created and legitimized by the Cornell Student Assembly.

Whereas, the Office of the Student Advocate has been created to offer help to any student or group trying to navigate Cornell's bureaucracy when their rights given by federal, state, and local laws or University policy have been violated;

Whereas, the OSA would be made up of undergraduate students acting as caseworkers in different fields to navigate issues including conduct violations, grade disputes, enrollment issues, financial aid problems, residency concerns, discrimination and harassment;

Whereas, when issues arise pertaining to areas of expertise already handled by other Cornell offices, the OSA will refer students to those offices as a first point of contact. All assistance would be free and confidential;

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

OFFICE OF THE STUDENT ADVOCATE

Article 1. Roles and Responsibilities

Section 1: Student Advocate

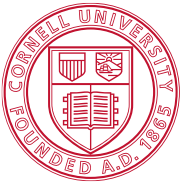
The responsibilities of the Student Advocate are as follows:

1. Attend and chair all office meetings
2. Correspond with the Student Assembly to affect office priorities
3. Create training programs for caseworkers and staff
4. Monitor the collection of data in the office
5. Develop relationships with University offices and coordinate informational materials

Section 2: Chief of Staff

The responsibilities of the Chief of Staff are as follows:

1. Supervise office staff and ensure cohesion
2. Ensure that all cases are met with an appropriate and timely response
3. Create training programs for caseworkers and staff
4. Develop relationships with University offices and coordinate informational materials
5. Write and present an office report at the end of each semester



Cornell University Student Assembly

45 Section 3: Director for Student and Campus Life

46 The responsibilities of the Director for Student and Campus Life are as follows:

- 47 1. Oversee caseworkers handling student issues pertaining to residency, discrimination,
48 harassment and student-related conduct violations.
- 49 2. Create informational materials relating to these issues.

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51 Section 4: Director for Academic Affairs

52 The responsibilities of the Director for Academic Affairs are as follows:

- 53 1. Oversee caseworkers handling student issues pertaining to professor-related conduct
54 violations, grade and enrollment disputes.
- 55 2. Create informational materials relating to these issues.

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57 Section 5: Director for Student Finance

58 The responsibilities of the Director for Student Finance are as follows:

- 59 1. Oversee caseworkers handling student issues pertaining to financial aid disputes and student-
60 employment.
- 61 2. Create informational materials relating to these issues.

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63 Section 6: Caseworkers

64 The responsibilities of Caseworkers shall be as follows:

- 65 1. Follow the supervision of their Director
- 66 2. Participate in the office's training process
- 67 3. Respond to questions and inquiries sent via email by students or in person in a timely
68 manner
- 69 4. Refer students to the appropriate office within the University to handle their complaint.

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71 Article 2: Recruitment of Office of the Student Advocate Members

72 Section 1: The outgoing Office of the Student Advocate shall nominate a new Student Advocate as
73 well as staff-members each year, to be discussed and approved by the Student Assembly before the
74 end of the academic year. The first student advocate shall be appointed by the SA President and
75 confirmed by the Student Assembly and begin staffing the remainder of the office to be confirmed
76 again by the Student Assembly.

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78 **Respectfully Submitted,**

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80 Liel Sterling '21

81 *President, ACLU*

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83 Cat Huang '21

84 *Executive Vice President, Student Assembly*

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86 *(Reviewed by: Executive Committee, 4-0-0, 9/24/19)*