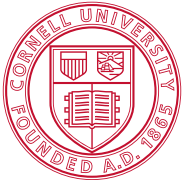


Cornell University Student Assembly

Cornell University Student Assembly
Agenda of the Thursday, April 21, 2016 Meeting
4:45pm-6:30pm in Willard Straight Hall Memorial Room

- I. **Call to Order & Roll Call**
- II. **Open Microphone**
- III. **Gorge Safety Committee**
- IV. **Announcements and Reports**
 - a. Representative Russell - SA strategic plan
 - b. VP Internal Operations McBride
 - c. Representative Tayal - International students on campus
 - d. Representative Billington - Common Curriculum Committee & College of Business Undergraduate Synergy Committee
 - e. Representative Kaufman - GPSA, University Assembly, SA R29: Housing Lottery
- V. **Initiatives**
 - a. Representative Selig - [Cornell Make](#)
- VI. **New Business**
 - a. [Resolution 52](#): Quarter System Review Committee Report
 - b. [Resolution 53](#): Updating the Charter
 - » [Resolution 53 Appendix: Student Assembly Charter](#)
 - c. [Resolution 54](#): Updating the Bylaws
 - » [Resolution 54 Appendix: Student Assembly Bylaws](#)
 - d. [Resolution 55](#): Updating the Special Rules
 - » [Resolution 55 Appendix: Student Assembly Special Rules](#)
 - e. [Resolution 56](#): Approving the Fall 2016 Election Rules
 - » [Resolution 56 Appendix: Proposed Election Rules](#)



Cornell University Student Assembly

Originally Presented on:	4/21/16
Type of Action:	Recommendation
Status/Result:	New Business

S.A. Resolution #52

Quarter System Review Committee Report

1
2
3
4 ABSTRACT: Upon completion of the Quarter System Review Committee investigation, the SA recommends
5 that the administration affirm the QSRC Report and consider alternatives to the quarter system based off its
6 results.

7
8 Sponsored by: Diana Li '17
9

10 **Whereas**, currently, the Quarter System prohibits contact between freshmen and members of the Greek
11 community in the first and second Quarters (Q1 and Q2);
12

13 **Whereas**, the quarter system review committee has presented data that depicts issue in the Quarter System
14 as it stands. (Reference QSRC Report);
15

16 **Whereas**, the Quarter System Review Committee found that 70% of freshmen who responded to our
17 survey said they were already exposed to Greek social activity in Quarters 1 and 2 at Collegetown,
18 many of these social activities are unregistered, accompanied by hard alcohol, don't have sober
19 monitors and far from freshmen dormitories;
20

21 **Whereas**, after the Sigma Alpha Epsilon hazing and alcohol related incident in 2011, there have been many
22 instruments put into place intended to keep students safe;
23

24 **Whereas**, Whereas, some of these instruments include: Good Samaritan Law, Good Samaritan Protocol
25 and Cayuga's Watchers;
26

27 **Be it therefore resolved**, that the Student Assembly recommends to University administration to affirm the
28 results of the QSRC and begin looking into alternatives or changes to the quarter system.
29

30 **Respectfully Submitted,**

31
32 Diana Li '17 *Co-Chair QSRC*

33
34 Kendall Grant '16 *Co-Chair QSRC*

35
36 Ben Bacharach '18 *ILR Representative, Student Assembly*

37
38 Maha Ghandour '17 *Undesignated At-Large Representative, Student Assembly*

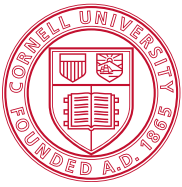
39
40 Blake Brown '17 *President, Interfraternity Council*

41
42 Natasha Wissmann '17 *President, Panhellenic Council*

43
44 Eddy Cruz '17 *President, Multicultural Greek Letter Council*

45
46 Drew Lord '18 *President, Cayuga's Watchers*

47
48 *(Reviewed by: Executive Committee, 4/18/16)*



Cornell University Student Assembly

Originally Presented on:	04/21/2016
Type of Action:	TYPE: Charter
Status/Result:	New Business

1 S.A. Resolution #53
2 Updating the Charter

3
4 ABSTRACT: This resolution updates the Charter to remove outdated information and
5 inefficiencies.

6
7 Sponsored by: Matthew Stefanko '16

8
9 **Whereas**, aspects of the Student Assembly Charter are outdated and inefficient,

10
11 **Whereas**, the Student Assembly Charter is a “living document” that must be updated and improved in
12 order for the Student Assembly to better serve students;

13
14 **Be it therefore resolved**, that the Student Assembly Charter be amended as follows in the appendix
15 attached:

16
17 **Respectfully Submitted,**

18
19 Matthew Stefanko '16

20 *Vice President for Finance, Student Assembly*

21
22 Jordan Berger '17

23 *Parliamentarian, Student Assembly*

24
25 *(Reviewed by: EXECUTIVE COMMITTEE, 4/18/2016)*

STUDENT ASSEMBLY CHARTER | 21 APRIL 2016

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 Academic Services who shall forward it to the SA. The Vice President for Student and Academic Services shall act unless otherwise directed by the President, pursuant to Article 3, Section 6.

Section 2: Actions of the Assembly

A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly are:

- i. legislation,
- ii. internal policy resolution,
- iii. investigation,
- iv. recommendation,
- v. Sense-of-the-Body Resolutions,
- vi. Referenda

B. Legislation is action of the SA to carry out its legislative and policy-making functions,

C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the SA Charter.

D. Investigation is action of the SA to gain information on issues pertinent to its purview.

E. Recommendation is an action of the SA expressing the recommendation of the SA in policy areas over which the SA through its Charter may or may not have policy-making power.

F. A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or event, is an expression of the opinion of the SA regarding a matter of student concern.

G. Call for a Referendum is an action of the student body to determine community opinion regarding matters of student concern.

Section 3: Reporting of Student Assembly Actions

A. Reporting to the President - **Legislative** 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 President on its actions. The 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 President. If the legislation is upheld and if the President still deems the action to be defective, the President may veto the action of the SA. **The University President, or a designated member of his or her Cabinet, Senior Administration, Provost's Office or Dean of Student's Office will provide a written response to all actions of the SA within 30 days.**

STUDENT ASSEMBLY CHARTER | 21 APRIL 2016

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

Section 4: Objection to Actions

A. Objection of SA Actions by Another Assembly - Should another Assembly object to an action of the SA, at its next business meeting, the SA will review the objection and either modify the original position to account for the objections of the other constituency(ies) or will reaffirm the original action. The SA shall report to the objecting body(ies) within five working days of reviewing the objection.

B. Objection by SA of another Assemblies Actions - If the SA determines by a two-thirds vote that the action of another constituency body impacts its constituency, comparable procedures for the reconciliation of the differences will be pursued.

Section 5: University Calendar

A. The Provost will consult with the SA in the formulation of the University Calendar. The SA may review and ask for reconsideration of the calendar before it becomes final. In addition, the SA may propose changes in the calendar to the Provost.

B. The Provost shall make the calendar available for comment at least thirty days before public announcement of the final calendar.

Section 6: Presidential Information

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

Section 7: President's Report

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

Section 8: Public Hearings, Forums, and Referenda

A. The SA will have the authority and responsibility to conduct public hearings, forums, and referenda concerning topics of current student interest, and to determine in other appropriate ways student needs and opinions.

B. At two times during the course of the fall and spring semesters, a student or student group (referred to as the "submitter") may submit a referendum of any topic of current student interest to the Student Assembly general body upon successful collection of support from at least 3-percent of the registered undergraduate student body (submitters should plan to collect at least 450 undergraduate signatures) according to the following procedure:

i. The referendum must contain a single or a series of referendum questions that are neutrally worded and call for a yes/no response. Once the submitter has started gathering signatures, the question may not be changed or modified in any way. Submitters must collect signatures (defined as a willfully submitted record of first name, last name, and NetID) exclusively from registered undergraduate students at Cornell University. Digital and print solicitation methods are permitted, provided that the referendum question and sponsoring student or student organization are clearly visible. An electronic form (ex, Google form) may be used to gather the names and NetIDs of students, but the final submission must be on the appropriate form provided by the Office of the Assemblies.

ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the election materials for the Fall and for the Spring. All deadlines will be advertised through the SA ~~monthly~~ newsletter as

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

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

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

- A. Two members will be selected from and by the membership of the SA to serve as voting members of the UA and to act as a liaison between the UA and the SA. ~~Elections for the two SA voting members to the UA shall be by separate secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot. The President may not be one of the SA representatives to the UA.~~ The remaining ~~four~~ two undergraduate student membership 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. ~~Elections for the two SA voting members to the UA shall be by separate secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot. The President may not be one of the SA representatives to the UA.~~ 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 ~~fall~~ special election, the ~~seat will be filled by the~~ undesignated at-large candidate receiving the most number of votes in the preceding spring election.
- C. The SA will have the authority to appoint student members of the UA committees.
- D. The SA will have the authority to appoint student members to be liaisons to departments and administrators in the University.
 - i. During the process of committee appointments, the following two appointments must be made: liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall have the responsibility of increasing the communication between the SA and the respective University departments.

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ii. At the time that committee appointments are made, the SA will appoint one member to serve as Liaison to the Provost. The student will interact and work directly with the Provost on issues that affect and concern students on a regular basis during the member's term of office.

iii. At the time that committee appointments are made, the SA will appoint one member to serve as liaison to the West Campus Living Learning Council. The liaison will be a non-voting member of the Council and will interact with the Council and administrators to help develop the living-learning environment on West Campus.

iv. 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.

v. 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 27 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. Eleven voting members of the SA will be elected by and from the student populations of the colleges and schools, one from each: 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, eleven 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; two at-large seats are to be reserved for candidates seeking to represent minority students; one at-large seat is to be reserved for candidates seeking to represent international students; one at-large seat is to be reserved for candidates seeking to represent women's issues in relation to the broader Cornell community; and one at-large seat is to be reserved for candidates seeking to represent the Lesbian, Gay, Bisexual, Transgender, Queer 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)**

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

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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 the one-year term~~, each member shall take the oath of office. and shall be bound to that oath for the duration of their term.

Section 4: Advisor

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

Section 5: Absentees

Any voting members who are absent for three consecutive regularly scheduled meetings or for six regularly scheduled meetings cumulatively during their term will have their position vacated. ~~At the discretion of the Executive Committee, a member will not be counted as absent if they must represent the Student Assembly in another capacity during a regularly scheduled meeting.~~ The Executive Committee may avert such a vacancy by a ~~unanimous vote two-thirds~~ of all voting members of the Executive Committee. The vote would be conducted by secret ballot. The Executive Committee should consider the reasoning for past , the likelihood of future absences, and the representative's supplemental actions to represent their respective constituency in making their decision. The same action must be taken if the Executive Committee wishes to avert a vacancy whenever the three consecutive absences or the six cumulative absences mark is exceeded. ~~The Director of Elections will serve as Chair for these meetings.~~

Section 6: Vacancies

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

Section 7: Recalling of Voting Members

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

Section 8: Responsibilities of Voting Members

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

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B. SA members who represent specific college or school constituencies shall be charged with gathering information about their particular college and representing their respective constituencies, and voting according to their needs and desires.

C. All voting representatives shall host at least one forum or outreach activity with individuals from their respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following such an activity

D. All representatives may communicate regularly with their constituents through e-mail mailing lists and listservs, which may be maintained by their respective college dean's office, the Department of Campus Life, the Office of the Dean of Students, or the Office of the Assemblies

E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must be saved ~~and reported at the next SA meeting by the Vice President for Public Relations.~~

ARTICLE V: AMENDMENTS

Section 1: Proposal of Amendments

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

Section 2: Presidential Approval

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

Section 3: Official Copy

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

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

Section 1: Preamble

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

Section 2: Definitions

- A. The following terms, which appear frequently in this Appendix, shall be defined as follows:
- i. Organization: a registered Independent or University organization that has authorization to receive funding.
 - ii. SAFC: Student Activities Funding Commission, a committee 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 Bylaw 7.6.a.1.

Section 3: Eligibility

- A. To receive byline funding applicants must:
- i. directly and primarily serve/benefit the entire undergraduate Cornell community

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- 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 ~~for at least two semesters~~

Section 4: Procedure

- A. Application
- i. ~~The Office of the Assemblies shall make application materials available for all interested applicants by noon on the first business day in February of the academic year preceding the fee setting year.~~
 - ii. By noon on April 25 or the first business day thereafter ~~(The Vice President for Finance can grant an extension for all organizations if their a delay in the availability of application materials.)~~ in the semester preceding a fee-setting year, each applicant must submit, using forms provided by the Office of the Assemblies, a preliminary application including:
 - a. name of applicant,
 - b. a preliminary request in dollars per student per year,
 - c. checklist statement regarding eligibility criteria,
 - d. current primary and secondary contacts for the organization including email and phone contact information, and,
 - e. if a new applicant, petitions bearing the signature of fifteen hundred (1500) undergraduate students registered in that semester.
 - iii. At least one week before the deadline for final application submission, the Vice President for Finance shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants
 - a. the ~~Vice President for Finance Appropriations Committee~~ shall review each applicant's application and approve the detail of each applicant's financial statements.
 - b. applicants shall notify the Vice President for Finance if their final request will differ from their preliminary request.
 - iv. By noon on Friday of the third week ~~of the fall semester~~ in which classes are held in a fee setting year, each applicant must submit in print and digitally in a single file, using forms provided by the Office of the Assemblies, a final application including:
 - a. mission statement, of the organization or program, not to exceed one page,
 - b. written organization profile, not to exceed three pages, including:
 - 1. officers,
 - 2. number of members, and
 - 3. description of activities, programming, and events conducted in the present cycle,
 - c. summary of request for funding, not to exceed two pages, including a final funding request, and describing how the applicant intends to use funding and summarizing any changes if the applicant is a returning applicant,
 - d. financial statements for the past two academic years, the current academic year, and financial projections for the two ~~following years based on requested funding levels during the funding cycle, and~~
 - e. an analysis of the current academic year's financial statements showing hypothetical spending on each budget item in an organization's financial statements if the organization received 10%, 25%, and 35% less funding than its current allocation².
 - v. Applicants may submit materials in excess of specified numbers of pages only with written permission by the Vice President for Finance.
 - vi. The Office of the Assemblies will make received application materials available for public viewing online. Any pages containing confidential information must be explicitly stamped "confidential" and clearly identified to distinguish them from the publicly viewable portion of the application.
- B.** Preliminary Report by Appropriations Committee

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- i. By the last day of classes in the academic year preceding a fee-setting year, the Vice President ~~of~~ Finance will report each request received and the total amount of requests received in dollars per student per year to the Assembly, the Vice President for Student and Academic Services, and the President of the University.
 - ii. Before the deadline for final applications, the Vice President for Finance will report to the Assembly on the eligibility of each applicant, identifying:
 - a. any new applicants that do not meet one or more eligibility criteria, and
 - b. any returning applicants that do not meet one or more eligibility criteriawhich the Assembly may not waive.
 - iii. The Assembly may waive those eligibility requirements it is empowered to waive on a per organization basis for any organization for the remainder of the semester. Such organizations may then proceed through the appropriation process, provided they meet all other eligibility criteria not waived by the Assembly.
- C. Appropriation Process
- i. Within one week after the deadline for final applications, the Appropriations Committee (the committee) shall convene to review applications.
 - ii. For each applicant deemed to be eligible or for which eligibility criteria are waived by the Assembly, the committee will:
 - a. arrange a hearing where the applicant may address questions of the committee,
 - b. decide whether to fund the applicant in any amount, and,
 - c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no less than fifty cents and no more than the request submitted by the applicant (~~this guideline can be waived for the Student Activities Funding Commission's allocation~~).
 - iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice President ~~of~~ Finance will report the date, time, and location of the meetings as well as the names of applicants the committee intends to review.
 - iv. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice President ~~of~~ Finance will introduce a written report, including:
 - a. name of applicant,
 - b. amount requested by applicant,
 - c. amount of allocation recommended by committee,
 - d. rationale explaining committee's recommendation, and
 - e. a brief response from the applicant, including any request to appeal to the Assembly. The Vice President ~~of~~ Finance may set a deadline for the applicant to submit a response, provided the deadline is no less than one business day after the applicant receives notice of the committee's decision.
 - v. The Vice President ~~of~~ Finance must inform each applicant of the time and location of any meeting where the report is to be presented or reviewed and must advise each applicant to send a representative who may answer questions of assembly members.
 - vi. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the recommendation of the committee. The ~~Office of Assemblies Vice President of Finance~~ will provide several copies of complete application materials at any meeting where the assembly considers appeals.
 - vii. The Vice President ~~of~~ 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 ~~classes-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

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- A. Members of the Assembly or the Appropriations Committee must disclose to the Vice President of 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

~~All decisions of the Student Assembly regarding the SAF during the SAF allocation process shall be of members present. Proxy votes shall not be permitted on any votes pertaining to the SAF. 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 the voting membership of the Student Assembly and can overturn an appropriations committee decision by a 2/3 vote of Student Assembly members present at the meeting.~~

Section 8: Freedom of Information

Unless otherwise noted, all documents regarding the SAF shall be considered public and shall be available to members of the Cornell community for review within 24 hours of their request. All deliberations regarding allocations and authorization shall be conducted in open session unless otherwise required by university policy or law.

If a closed session is necessary to review or discuss confidential materials, discussion in such session must be limited only to those materials and no vote may be taken regarding the disposition of the request itself. Confidential materials may be disclosed publicly only at the discretion of authorized university personnel.

Section 9: Conference with GPSA

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

Section 10: Default

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

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

Section 11: Amendments

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

Section 12: Review

The SA and the GPSA and a representative of the President of the University shall review these guidelines and the procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. ~~2006-2007, 2010-2011, 2014-2015, 2018-2019~~). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

Section 13: Criteria for Setting and Allocating the Student Activity Fee from the March 1, 1999

Delegation of Authority

- A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate & Professional Student Assembly (GPSA) within the following guidelines:
- B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be reviewed by and meet the approval of the President of the University.
- C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set every two years for a period of two years by the SA and the GPSA, respectively.
- D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-

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setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-setting year. **The final report must be sent to the President of the University by the last day of finals of the fall semester.**

E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee, an organization must meet the following criteria:

- i. Register as a student or university organization with the Student Activities Office
- ii. Allow students equal access to the services being provided by the organization or participation in the organization's activities
- iii. Operate primarily for students by students with funds disbursed through a university operating account
- iv. Have an advisor to assist with oversight of the university operating account.

F. Funding from the monies collected through the Student Activities Fee may be provided directly to an organization, which applies for and receives "by-line" funding status, outside of the established Student Activities Funding Commission or Graduate and Professional Student Activities Funding Commission processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding must demonstrate:

- i. Its activities are of direct and primary benefit to the entire Cornell community represented by the respective assembly; and
- ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.

G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational structure and programs and services are consistent with the criteria outlined above for by-line funded organizations. Such funding would require the approval of the respective assembly and the President of the University.

H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-line funded organizations and the Student Activities Funding Commission or Graduate and Professional Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-by-line funded organizations.

I. **The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be permitted to increase the Student Activities Funding Commission's allocation above their request to reach an even dollar amount.**

~~I-J.~~ Neither a check-off option nor an option to pay an amount in addition to the established Student Activity Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the Student Activity Fee, due to the funding instability inherent in administering such a system. Exceptions may be considered if recommended and approved by the respective assembly and approved by the President of the University.

~~J-K.~~ These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED ORGANIZATIONS

Section 1: Preamble

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

Section 2: Student Assembly's Role and Obligations

A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice effectively the interests and concerns of the student body.

B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines each year.

C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.

D. **Outreach:** The SA Vice-President for Finance shall wherever possible, and as early as possible, attend at least one meeting of each organization each year and shall assist, when desired, organizations to prepare their written and oral reports to the Assembly.

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 revert to the SAF endowment fund. 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 SAF endowment 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. Each organization 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, Cornell students shall receive:

i. A reasonable discount per event to reflect their prior contribution via the SAF.

ii. The first opportunity to purchase tickets or otherwise should have a substantial amount of tickets reserved for student use.

iii. Each organization shall report to the SA all money received for that event from other Fee recipients, including organizations funded by the SAF, as requested by either the Appropriations Committee or the Executive Committee, or by the chairs of those committees.

C. **Attendance Tracking:** Each Byline Funded organization shall, when 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.

D. **Public Promotion & Engagement**

i. Each organization shall regularly advertise its existence and encourage student participation in its meetings, which shall be open to the public.

ii. Each organization shall include the following logo or statement on all tickets, fliers, posters, promotions, programs, literature, web sites, and social media pages: "Funded in part by the Student Assembly."

E. **Capital Expenditures:** SAF allocations are meant to serve as a "current account." No organization shall use its Fee allocations for major capital equipment purchases costing more than \$500 without the express approval of the SA. Organizations shall request approval in their annual fall report to the SA. A major capital equipment purchase shall be defined as anything having a useful life of two years or more.

F. **Co-Sponsorships:** Organizations must seek the approval by the Appropriations Committee of any co-sponsorships exceeding \$2000. Organizations shall contact the Vice President ~~of~~ Finance to report the amount of the co-sponsorship, the event and organization it would be funding, and the amounts of co-sponsorships, if any, from other Byline Funded organizations

G. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the organization in accordance with its governing documents.

H. **SA Liaisons:** The SA shall have the option of appointing a Cornell student to serve as a non-voting Liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their liaison is failing in their duty, they may petition the Student Assembly for a replacement.

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I. **Off-year Reporting:** During the fall of even-numbered calendar years each organization shall provide the Appropriations Committee with a written account of the use of its Fee allocation and operations for the previous academic year, as well as an oral summary of its activities, including usage statistics, and future programming plans. The SA Vice President for Finance shall provide a written summary report of these meetings to the SA.

J. **New Organization Reporting:** Organizations receiving by-line funding for the first time in the current funding cycle shall report each semester to the Appropriations Committee on their operations and finances.

K. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The Appropriations Committee must approve organization's conference expenditures and each organization must demonstrate to the committee that conference attendance will benefit the organization's ability to achieve its mission statement. Organizations shall request approval in their annual fall report to the SA. All conference as well as teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no greater than \$4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply to SAFC-funded organizations.

L. **Governing Document Approval:** All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.

M. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

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 belief or 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.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. African, Latino, Asian, Native American Students Programming Board (ALANA)

i. \$3.10 shall be used to fund ALANA's member organizations as outlined in the ALANA constitution

ii. \$2.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program each year.

iii. MCFAB shall seek to bring multiple acts to campus representing different musical genres.

iv. \$2.07 per student per year of the ALANA allocation shall be contributed toward funding umbrella organizations as outlined in the ALANA constitution. Umbrella organizations may not apply for SAFC funding.

B. Athletics & Physical Education

i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each undergraduate student. \$7.00 per student per year of the total annual Athletics allocation may be spent towards providing the BRSP.

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- ii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell Athletic events to the entire Cornell community. \$3.00 per student per year of the annual Athletics' allocation may be spent towards providing marketing and promotions. Athletics shall further promote increased autonomous student leadership in the Sports Marketing Group during the 2014-2016 funding cycle.
 - iii. The BRSP shall provide free admission to all varsity sports excluding Men's Varsity Ice Hockey.
- C. Class Councils
- i. The Class Councils allocation may be divided between the four class years in proportions determined by the organization.
- D. Collegiate Readership Program
- i. Newspapers shall be distributed from the Monday of the week prior to the first full week of classes to the last day of exam week during each fall semester and from the first day of class to the last day of exam week during each spring semester. These distributions periods do not include Fall Break, Thanksgiving Break, or Spring Break.
 - ii. The CRP liaison shall prepare and present a report to the SA at the end of each year with information regarding readership and an analysis of the current distribution locations and proportions of papers. Any proposed changes in locations or proportions must be approved by a two-thirds vote of the SA.
 - iii. The CRP shall yearly provide a list of publications available through CRP that are deliverable to Ithaca and allow the SA to change the publications that are purchased
- E. North Campus Programming Council
- i. SAF funds shall be directed towards North Campus based programming.
- F. Community Partnership Board
- i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be paid by the Board's parent body, the Public Service Center, or other non-activity fee sources of funding.
 - ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual report to the SA.
- G. Convocation
- i. At the time of the selection of Convocation Committee membership, all members of the SA and student-elected trustee(s) that belong to that class year will be invited to participate as full voting members of the Convocation Committee.
 - ii. Convocation shall seek to announce speaker selection first at a Student Assembly meeting.
- H. Cornell Cinema
- i. Cornell Cinema shall not increase student ticket prices without the express approval of the SA.
 - ii. Cornell Cinema shall strive to promote autonomous student leadership.
- I. Cornell Concert Commission
- i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah Rink, or similar venue.
 - ii. The Concert Commission shall strive to put on one free concert during the academic year.
 - iii. The Concert Commission shall strive to do at least one event in the Bears Den every year
 - iv. The Cornell Concert Commission shall send a report to the Appropriations Committee any time a concert loses more money than expected detailing the loss and the impact it will have on future operations
- J. Cornell University Emergency Medical Service
- i. EMS may save no more than \$25,000 per each two-year funding cycle toward the purchase of a new vehicle.

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- ii. EMS shall strive to expand their educational outreach efforts in the 2014-2016 school years
- K. Cornell University Programming Board
 - i. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to campus. Such speakers should have diverse following, within the university, and in the Board's best opinion, should be able to attract a large attendance by students and community members.
- L. CU Tonight Commission
 - i. CUTonight shall seek to promote non-alcoholic, late night social programming, on campus, open to the entire Cornell community.
 - ii. CUTonight shall send at least one representative to every funded event with the intention of reviewing the event
- M. Haven
 - i. Haven shall work to bring in a greater number of students into their programming
 - ii. Haven shall re-examine their elections procedures and determine whether any substantive changes should be made
- N. International Students Board
 - i. As a programming board, ISB shall strive to provide funds for Registered Student Organizations that are hosting events that may be of concern or interest to the international community at Cornell.
- O. Orientation Steering Committee
 - i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning and implementation of all August and January orientation activities.
 - ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing planned activities for the upcoming Orientation week
 - iii. The president of the SA and the senior Student Elected Trustee must be invited to address the new students at the President's New Students Convocation each year. If the Cornell University President limits the OSC to two speakers, the president of the SA must be invited.
 - iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
 - v. OSC shall increase funding for both transfer and January Orientation programming.
 - vi. OSC shall allocate \$1.12 of their allocation towards programs designed to educate new student about consent and sexual assault
- P. Outdoor Odyssey
 - i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for pre-orientation trips.
 - ii. Outdoor Odyssey shall conduct a review during the 2014-2016 Funding Cycle of the demographics of those who attend
- Q. Senior Week
 - i. SAF-funded Senior Week events will charge no admittance fee and will be open to all seniors.
- R. Slope Day Programming Board (SDPB)
 - i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at the end of the spring semester.
 - ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
 - iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted by the SA.

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- iv. The Slope Day Programming Board shall work with the Cornell Administration to achieve the best possible event for all Cornell students.
 - v. The Slope Day Programming Board shall collect demographic information from all Slope Day entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope Day.
 - vi. The Slope Day Programming Board shall seek to announce artist selection first at a Student Assembly meeting.
 - vii. Slope Day shall report to the Student Assembly in the Fall Semester regarding their rollover account and plans (if any) to reduce it
- S. Slope Media Group
- i. Slope Media Group shall annually report their current durable goods inventory, capital expenditures, and retirement or loss of durable goods inventory to the Appropriations Committee.
 - ii. Slope Media Group shall establish durable goods inventory management procedures, which must include details about anticipated storage locations, authorized persons to possess or handle equipment, device security, and theft.
- T. Student Assembly Finance Commission
- i. SAFC shall publish and make publicly available a written account of the organizations requesting funding, the amount requested, the amount rewarded, and the amount spent.
 - ii. Criteria for funding of undergraduate student organizations may not be altered or waived without the express approval of the SA.
 - iii. The SAFC shall reserve at least 1 dollar per student per year for a special projects fund. Monies held in this fund will be allocated first for appeals of the SAFC's funding decisions to the SA.
 - iv. Each organization funded by the SAFC will be required to include the following SAF logo or statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student Assembly Finance Commission".
- U. Welcome Weekend
- i. Welcome Weekend shall seek to develop an event on the first weekend of the spring semester.
- V. Willard Straight Hall Student Union Board
- i. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding environments and be directly associated with the purpose and mission of WSH.
 - ii. at least 20 cents will be set aside for The Bear's Den's co-programming efforts
 - iii. the pub committee shall report to SA general body at least once per semester
- W. Women's Resource Center (WRC)
- i. Cornell Women's Resource Center resources shall be made available to all Cornell students and other members of the Cornell community.
 - ii. The Women's Resource Center shall collaborate with the Student Assembly Women's Liaison Representative, Community Life on safety, health, and other topics pertinent to women on campus.
 - iii. The Cornell Women's Resource Center will be organizationally accountable to and report directly to Robert W. and Elizabeth C. Staley Dean of Students and will be programmatically accountable to the student body and SA.
 - iv. \$0.50 per student per year of the WRC allocation shall be used for the development and operation of the Big Red Shuttle late night shuttle service. The Women's Resource Center will be responsible for coordinating the management and operation of the Big Red Shuttle late night shuttle service.

Section 5: Duration and Supersession

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A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2014 and shall expire on June 30, 2016, unless amended or renewed by the SA. These rules require a two-thirds majority of SA members present to be amended.

B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.

C. Guidelines for organizations that also receive funding from the GPSA may be amended only after consultation with the GPSA.

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

Section 1: Preamble

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

Section 2: Sources of Funding

On the first of September of every year, 1.974% of the outstanding balance of the SAF endowment fund be withdrawn and transferred into the budget of the SAIF under the Student Assembly budget.

Section 3: Closing of Account at Year End

On the first of June of every year, any outstanding amount in the budget of the SAIF under the Student Assembly budget be transferred back into the SAF endowment fund

Section 4: Definitions

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

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

Section 5: Purpose

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

Section 6: Eligibility

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

- A. be developed and organized by Cornell undergraduates;
- B. allow all students equal access to services;
- C. be an initiative located on the Ithaca campus of Cornell University;
- D. not be deemed one that the applicant could reasonably receive full funding for in a manner conducive to its timeline through any combination of other funding sources on campus, including byline funding or the SAFC;
- E. not have previously requested and received a funding gift from the SAIF for the same purpose.

Section 7: Permitted Applications

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

- A. a renovation of a room or building
- B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
- C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (ie. a planned renovation by the administration could be substantively expanded via student support); and
- D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of funding on campus.

Section 8: Prohibited Applications

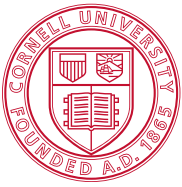
The following applications are prohibited from receiving funding gifts from the SAIF:

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

Section 9: Procedure for Determining Funding Gifts

- A. Release of Application
 - i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive funding from the SAIF to the Office of the Assemblies by the first day of classes each fall.
 - ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available to all eligible applicants by the first day of classes each semester.
 - iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Vice Presidents of Public Relations & Outreach of the Student Assembly, that will detail how the SA will make all students aware of the SAIFC. This plan shall be approved by the SA at the first meeting of the Fall semester.
 - iv. The chair of the SAIFC is responsible for releasing a timeline by the first day of classes each semester consisting of the deadline for applications, when those applications will be reviewed by the SAIFC, and when those funding gifts 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, but not in place of, the dates released in the timeline on the first day of each semester.
- B. Funding Gift 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 gift from the SAIF,
 - c. decide what funding gift an eligible application should receive, if any, by voting on the funding gift requested by the applicant and all funding gifts proposed by voting members of the SAIFC in decreasing order, beginning with the largest funding gift, and / or approving:
 - 1. the first funding gift that receives a 4/5 majority of voting members present and is more than 75% of the percentage of the available funding in the SAIF at the beginning of that academic year,
 - 2. the first funding gift that receives a 2/3 majority of voting members present and is more than 50% of the percentage of the available funding in the SAIF at the beginning of that academic year,
 - 3. the first funding gift that receives a majority of voting members present and is less than 50% of the percentage of the available funding in the SAIF at the beginning of that academic year,
 - 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 gift requested by the applicant,
 - e. funding gift granted by the SAIFC and what that funding gift 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 gifts 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 ~~of~~for Finance will transfer the funding gift approved by the SAIFC into their account. If the applicant does not have an account that meets these eligibility requirements, the amount of the funding gift will be separated from the remaining balance of the SAIF and expenses will be processed like all others under the Student Assembly budget.
 - v. At each meeting of the Assembly immediately following a finalized funding gift, 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



Cornell University Student Assembly

Originally Presented on:	04/21/2016
Type of Action:	Charter
Status/Result:	New Business

1 S.A. Resolution #54
2 Updating the Bylaws
3
4 ABSTRACT: This resolution updates the Bylaws remove outdated information and inefficiencies.
5
6 Sponsored by: Matthew Stefanko '16
7
8 **Whereas**, aspects of the Student Assembly Bylaws are outdated and inefficient,
9
10 **Whereas**, the Student Assembly Bylaws is a “living document” that must be updated and improved in
11 order for the Student Assembly to better serve students;
12
13 **Be it therefore resolved**, that the Student Assembly Bylaws be amended as follows in the Appendix
14 attached:
15
16 **Respectfully Submitted**,
17
18 Matthew Stefanko '16
19 *Vice President for Finance, Student Assembly*
20
21 Jordan Berger '17
22 *Parliamentarian, Student Assembly*
23
24 *(Reviewed by: COMMITTEE NAME, DATE)*

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.

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 Letter Council.
- B. The SA will grant one executive member from Residential Student Congress an ex-officio position as an organizational liaison.

Section 4: Shared Governance Liaisons

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

ARTICLE II: OFFICERS

Section 1: Officers

The officers of the SA shall be a President, an Executive Vice President, a Vice President of Internal Operations, a Vice President for Finance, a Vice President for Public Relations, a Vice President of Diversity and Inclusion, a Vice President of Outreach, a Director of Elections, a Parliamentarian and an Executive Archivist. These officers shall perform the duties prescribed by this Charter and by the parliamentary authority adopted by the SA.

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

The SA will, as soon as possible after the spring election, hold an organizational and planning meeting in executive session. At this meeting, the voting members will elect from among themselves the offices of Vice President of Internal Operations, Vice President for Finance, Vice President for Public Relations, and Vice President of Diversity and Inclusion, and a Vice President of Outreach. The voting members will elect ~~from the Cornell community for either the undergraduate body at large or from among themselves~~ the office of Director of Elections. Self-nomination will be in order in each of the elected offices. Elected officers should be approved by a majority vote of SA members present at organizational meeting. Additionally, at this meeting the members will affirm the appointments of Parliamentarian and Executive Archivist. The offices of Parliamentarian and Executive Archivist will be appointed by the SA President. Each nominee for the respective offices shall be subject to majority approval of the SA voting members. ~~After such internal election, the newly elected officers will begin training for their new positions undertake the immediate responsibilities of their positions. The newly elected officers will undertake the responsibilities of their position at the start of their term on the SA.~~ Elections for officers shall be by secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot.

Section 3: Terms of office

Officers shall serve for a term of one year or until their successor is elected and is administered the oath of office or until the first of June of the year following the incumbent officer's election, whichever occurs first.

Section 4: Recalling officers

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

ARTICLE III: OFFICER DUTIES

Section 1: President

The responsibilities of the President are as follows:

- 1. Attend and chair all SA meetings.

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

Section 2: Executive Vice President

The responsibilities of the Executive Vice President are as follows:

1. Attend all SA meetings and act as Chair in the absence of the President.
2. Assume the office of President should a vacancy arise.
3. Serve as Assembly correspondent in the absence of or on behalf of the President.
4. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
5. Submit agenda items for leadership meetings after soliciting topics from Assembly members, and be responsible for the creation of the weekly agenda for Assembly meetings.
6. Coordinate and assist the undergraduate student UA delegation.
7. Supervise and assist all ad-hoc committees.
8. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate units when Assembly actions impact them.
9. Help initiate and organize lobby efforts at both the state and federal levels.
10. Be responsible for responding to questions or comments made during Open Microphone. Issues can be delegated to other members of the Assembly.
11. Be responsible for keeping contact with ~~the Office of Government Affairs~~ University Relations and reporting on a regular basis to the SA on issues that concern the student body.
12. Oversee the Committees on Health and Wellness, Academic Affairs, the Environment, and Residential Life by assisting and advising the committee chairs, attending meetings as necessary, and holding monthly executive sessions with all committee chairs.
13. Plan fall retreat for committee chairs with the Vice President of Internal Operations.
14. Coordinate and supervise new member orientation with the Vice President of Internal Operations.

Section 3: Vice President of Internal Operations

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

1. Attend all SA meetings and act as Chair in the absence of the President and Executive Vice President.
2. Assume the office of Executive Vice President should a vacancy arise.
3. Chair Staffing Committee and Executive Committee.
4. Monitor committee membership.
5. Coordinate and supervise all aspects of the SA office in Willard Straight Hall.
6. Maintain and monitor SA attendance records and send warning notices to members who are in jeopardy of violating the Assembly attendance policy.
7. Enforce committee attendance and Outreach requirements for all voting SA members.
8. Coordinate and supervise new member orientation with the Executive Vice President.
9. Supervise SA Liaisons.
10. Maintain relations with intercollegiate student organizations of which the SA is a member — e.g. Ivy Council, SUNY Student Assembly.
11. Plan fall retreat for committee chairs with the Executive Vice President.

Section 4: Vice President for Finance

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

1. Serve as SA treasurer and report to the Assembly regarding Assembly balances in December and May.

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2. Chair Appropriations Committee.
3. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding establishing new fee, biannually.
4. Meet ~~work collaboratively~~ with GPSA members ~~when making changes to the~~ to discuss the Student Activity Fee Guidelines, which appear as Charter appendices, ~~at least once per semester.~~
5. Oversee the Financial Aid Review Committee, and the Student Assembly Infrastructure Fund Committee by assisting and advising the committee chairs, and attending meetings as necessary.

Section 5: Vice President for Public Relations

The responsibilities of the Vice President for Public Relations are as follows:

- ~~1. Serve as editor of SA newsletter to be sent over email to the entire undergraduate student body at least two times/semester. The newsletter should include the current month's accomplishments and next month's plans, accompanied by the name of a contact person to whom comments and questions may be addressed.~~
1. Prepare a weekly email to be sent over email to the entire undergraduate student body each week with the agenda. (Undergraduates may choose to opt-out of this email listserv.) In addition, the Vice President of Public Relations is responsible for up to two additional communications with the undergraduate student body per month when information must be disseminated in a timely manner.
2. Consult with the Director of Elections regarding elections' advertising.
3. Co-Chair Communications and Outreach Committee. Propose communication yearly budget by last meeting in September.
4. Arrange all advertising, postering, banners, etc.
5. Serve as a liaison to the Cornell Daily Sun including: ensure all SA meetings, forums, committee meetings, etc. are listed in Sun Daybook; respond with letters to the editor, etc. to inaccurate editorials, articles, and letters published in the Sun. Remain in contact with Sun beat reporters.
6. Advertise all resolutions to the general student community.
7. Promote student advocacy role that the SA can play on campus.
8. Establish and maintain relations with college newsletters, other University publications and CUINFO, and provide copy for placement therein.
9. Oversee the Technology Committee by assisting and advising the committee chairs and attending meetings as necessary.

Section 6: Vice President of Diversity and Inclusion

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

1. Serve as a direct link between the SA and the Office of Academic Diversity Initiatives, as well as the Center for Intercultural Dialogue;
2. Undergo a diversity training session provided by Human Resources and/or OADI;
3. Prepare training sessions for the SA on addressing issues of diversity along with the Vice President of Outreach;
4. Meet at least monthly with the Associate Vice Provost (OADI) and the Associate Dean of Students/Director of Intercultural Programs;
5. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives;
6. Attend the Diversity Community meetings on a semesterly basis;
7. Maintain communication with the individual diversity councils of the colleges;
8. Ensure that legislative acts of the SA are culturally inclusive;
9. Provide updates on the state of diversity at Cornell and work to align the SA with University initiatives;
10. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity Hosting Month to introduce new students to the governance system of Cornell.
11. Chair the Diversity and Inclusion committee in conjunction with the leaders of the two task forces.
12. Coordinate with the Vice President of Outreach to effectively communicate with groups that advocate for underrepresented students on campus.

Section 7: Vice President of Outreach

The responsibilities of the Vice President of Outreach are as follows:

1. Coordinate constituency representatives' community outreach efforts (including, but not limited to, community forums, meetings with Deans, internal school governments, etc.)
2. Devise mechanisms for student organizations to become active members in the decision-making process of the SA; most importantly, committees.
3. Maintain student organization outreach directory.

4. Oversee the City and Local Affairs Committee by assisting and advising the committee chair and attending meetings as necessary.
5. Co-chair the Communications and Outreach Committee.

Section 8: Director of Elections

The responsibilities of the Director of Elections are as follows:

1. Chair the Elections Committee and report all the activities of said committee to the general SA.
2. 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 for Public Relations, and the President.
3. Serve as SA correspondent for election matters.
4. Ensure that the Elections Committee is successfully completing the following tasks:
 - a. making every effort to insure the greatest number of candidates for each available position,
 - b. ensuring all candidates are aware of and abiding by elections, campaigning, posterage, 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,
 - f. contacting student organizations and informing them of the elections process and encouraging them to send delegates to elections activities in order to report candidates’ stances on relevant issues to their organizations,
 - g. ensuring that candidates have submitted pictures and statements
 - h. making every effort to achieve the highest possible voter turnout by advertising and assisting the Office of the Assemblies in the coordination of elections days.
5. Make sure, in conjunction with the VP for Public Relations, that there are a substantial number of potential ballot referenda to be considered for approval by the SA, and that all approved referenda are advertised along with all elections activities described in #5 above (esp. c and e).

Section 9: Parliamentarian

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

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

Section 10: Executive Archivist

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

ARTICLE IV: MEETINGS

Section 1: Regular Meetings

Regular meeting times and places will be publicly announced at least ~~one week~~ **72 hours** prior to the scheduled meeting date.

Section 2: Special Meetings

A. The President may convene special meetings of the SA to consider issues of immediate and pressing concern. The President will also call a special meeting after being instructed to do so by six of the voting members of the SA.

B. Conflicts- If there is a major conflict that affects a significant portion of the undergraduate student body, such as a religious conflict, any member may direct the SA president to call a special meeting in

lieu of the regularly scheduled meeting. The request must be made 2 weeks in advance of the regularly scheduled meeting at issue.

B. Religious Conflict - If there is a religious conflict with a regularly scheduled SA meeting, any member may direct the SA president to call a special meeting in lieu of the regularly scheduled meeting. The request must be made 2 weeks in advance of the regularly scheduled meeting at issue.

Section 3: Organizational Meeting

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

Section 4: Informal meetings

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

Section 5: Executive Session

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

Section 6: Quorum

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

Section 7: Community Votes

A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be allocated one vote.

B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1) funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval of Parliamentarian, Liaison to the Provost, etc.).

C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both community votes will be allocated to the side that has a simple majority.

D. 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 present their Cornell IDs to the Parliamentarian, who will subsequently validate their status as undergraduates via the Cornell website.

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

- Attendance at all organizational and specially scheduled meetings is required, when the Executive Committee provides SA members at least 72 hours prior notice of the meeting.
- Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival or early departure from a required meeting will result in a half-absence. This includes Executive Sessions.
- ~~Attendance at two outreach events per a two-week period, as defined by the VP of Outreach, is equivalent to a regular SA Meeting.~~

ARTICLE V: EXECUTIVE BOARD

Section 1: Composition

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

Section 2: Duties

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

Section 3: Meetings

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

ARTICLE VI: COMMITTEES

Section 1: Creation of Committees

Committees will be established with the adoption of a committee charge to be included in these bylaws. A committee's charge must be adopted and placed in the charter before its bylaws are to be considered.

Committee bylaws shall be adopted with a majority vote.

Section 2: Review Committees

A. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program planning process of sectors of the University that create policy directly affecting student life.

B. The Vice President for Student and Academic Services shall appoint a staff member to work with the chairperson of ~~the certain~~ review committee to assure proper functioning of the committee.

C. Undergraduate members of the review committees will be designated by the appropriate constituency bodies and will be subject to the approval of the SA.

D. Review committees will discuss program assessment/planning documents with the SA during the fall semester as part of the committee's responsibility for the areas under their jurisdiction.

E. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.

F. **Committee on Dining Services** - The committee will review the policies, ~~budgets~~ and sustainability initiatives for Dining Services. The committee will make recommendations to the Assembly and Dining regarding changes in existing policies or establishment of new policies. The committee will consist of one graduate/professional student, ~~two faculty at least one faculty members~~, ~~at least eleven additional students: two Dining students workers and/or Dining student sustainability coordinators one non-management employee, one management employee, and at least two Dining student workers and or Dining student sustainability coordinators~~, two voting SA members ~~one of whom has to be a~~ of which one must be a freshmen representative, and seven undergraduate students. The VP of Internal Operations will recommend additional students to both the committee chair and the Staffing Committee for their approval. The Chair's decision may be overturned by a majority of appointed voting members present. Members shall serve one-year, and may reapply to serve ~~additional terms a second term~~. One-half of the seated voting membership shall constitute a quorum. The Director of Dining or a designee ~~and the Budget Director of Dining~~ shall serve ex-officio. This chair position can be held by any member of the undergraduate student population, and the committee is under the supervision of the Executive Vice President.

G. **Residential Life Committee**- The Committee will serve to build and foster a greater sense of community in residential life at Cornell by promoting communication between organizations representing the interests of undergraduate students living both on and off-campus. The Committee will deal with matters of concern in residence halls and the cooperative learning residences; will make and review policies that directly affect student life on campus; and maintain legislative authority over these areas (i.e. the Department of Campus Life and the Office of the Dean of Students). The chair position can be held by any member of the Cornell undergraduate student population and the committee will be under the supervision of the Executive Vice President.

H. **Health and Wellness Committee**- The Committee will develop initiatives and plan events on campus that promote student health and wellness, ~~and safety~~. The committee will work with Cornell police. The committee will organize at least two mental health outreach events a year: the CUnique Neurodiversity Conference, which should focus on raising awareness of how mental health affects different communities on campus; and ~~Mental Health Awareness Week, which should be a week of programming, campaigns, and forums that raises awareness of mental health issues and resources available on campus, while also aiming to reduce the stigmas associated with seeking help. The Lift Your Spirits Festival to communicate about various mental health and wellness services available to students~~. The committee shall have subcommittees that address physical health, sexual health, and mental health. ~~The respective subcommittee chairs shall be appointed by the Committee Chair and the Executive Vice President~~. The Health and Wellness Committee will also address student concerns with campus safety by coordinating with the University Assembly when necessary. The chair position can be held by any member of the Cornell undergraduate student population and the committee will be under the supervision of the Executive Vice President.

I. **Environmental Policy and Planning Commission**- The commission will research issues affecting the campus and its surrounding area, as well as provide recommendations for reducing Cornell's environmental impact. The Environmental Policy and Planning Commission will be charged with creating new legislation and

enforcing past environmental legislation. This commission is also charged with providing environmental education and outreach in order to better inform students and the campus community about the **campus's environmental impact and sustainability issues environment and relevant issues**. The Environmental Policy and Planning Commission will work closely with students, administrators, student environmental organizations, the Cornell Sustainability Office, the Campus Planning Committee, the Campus Infrastructure Committee, and the City and Town of Ithaca Sustainability to better recognize and address the environmental concerns of the campus and its community as well as to encourage collaboration in working toward the creation of a more sustainable environment. The chair position can be held by any member of the Cornell undergraduate student population and the committee will be under the supervision of the Executive Vice President.

J. **City and Local Affairs Committee**- This committee will advocate on behalf of students' interest at the city and county government levels. In addition to its advocacy work, the committee will organize events that foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be held by any member of the Cornell undergraduate student population and the committee will be under the supervision of the VP of Outreach.

K. **Academic Policy**- The committee will advise the Student Assembly on all academic matters at Cornell. Committee members will research, review, recommend, and develop projects to improve academic life for the student body. This committee will work closely with the Dean of Students and the Faculty Senate to ensure that students' concerns related to academic policy are voiced effectively to university officials. The chair position can be held by any member of the Cornell undergraduate student population and the committee will be under the supervision of Executive Vice President.

L. **Financial Aid Review Committee** - The committee will examine the financial aid policies of Cornell University. It shall also be responsible for the administration of the Student Helping Students grant. The committee shall consist of one SA member serving as chair, up to two additional SA members, between five and ten undergraduate students, at least four-fifths of whom receive some form of institutionalized financial aid. ~~to two faculty members and one counselor from the Office of Financial Aid~~ The Associate Vice Provost for Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for Customer Service and Community Relations, **a counselor from the Office of Financial Aid, two faculty members**, and the Vice President for Student and Academic Services shall serve as ex officio non-voting members. This committee will be under the supervision of the Vice President ~~of~~ Finance.

Section 3: Operational Committees

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

B. Operational committees shall be convened in the beginning of the fall semester, or when the committee's function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with interested SA voting members.

C. **Appropriations Committee** - The Appropriations Committee of the SA is the financial branch of the SA. It reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who shall serve as Chair; and 7 undergraduates at-large to be selected by the Staffing Committee. The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC Commissioners shall serve as voting members of the Committee. Quorum shall be defined as a simple majority of all voting members. A designee of the chair shall take minutes at all meetings.

D. **Student Assembly Infrastructure Fund Commission** - The SAIF Commission (SAIFC) of the SA is responsible for evaluating applications for funding through the SAIF. The Commission shall consist of 8 4 6 voting members of the SA, to be selected by the Assembly at-large during their organizational meetings which must include the Vice President ~~of~~ Finance and the Vice President of Public Relations of the Student Assembly, and one new student; one additional member of the Assembly serving as chair which cannot be either the Vice President ~~of~~ Finance or the President of the Assembly; and 7 undergraduates at-large voting members to be selected by the Staffing Committee. No SAFC Commissioners shall serve as voting members of the SAIFC (with the exception of the Vice President ~~of~~ Finance). No more than ~~4~~ 2 of the voting Student Assembly members on the SAIFC may also be voting members of the Appropriations Committee and no more than 4 of the total voting members on the committee may be voting members of the Appropriations Committee. Quorum shall be defined as a simple majority of all staffed voting members. ~~A designee of the chair shall take minutes at all meetings.~~ **Upon request, a written summary of the meeting will be provided by the chair.** The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member.

E. **Communications and Outreach Committee** - The Communications and Outreach Committee helps to bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster collaborative student activities, as well as inform the student body about the Student Assembly initiatives, meetings, and resolutions. The committee will ensure a direct and ever present link between students active in campus government, the administration, and students at-large and will relay student interest to the SA. The committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-sponsored events including, but not limited to conducting polls, referenda, community outreach forums, designated constituency events, and hearings. The committee will also assist in coordinating efforts and devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly plans recreational events for students. The SA VP Public Relations and VP Outreach will serve as the Co-Chairs of the Committee.

F. **Technology Committee**- The committee will consist of two working groups: one on Technology **Infrastructure Policy** and one on Website Design. The Technology **Infrastructure Policy** working group will advocate for student technology needs on campus and will maintain communication with the University's Chief Information Officer regarding the University's technology strategic plan and other salient and current issues. The committee will collaborate with CIT and academic departments to improve technology infrastructure on campus and will be charged with developing innovative technological methods to strengthen communication between the aforementioned groups. The Website Design working group will coordinate with Student Assembly representatives to create websites as needed for initiatives that improve campus life and require online platforms, and will work with CIT when possible to update existing websites for the benefit of the Cornell community. The committee will be led by two co-chairs, one for the Technology **Infrastructure Policy** working group and one for the Website Design working group. Both positions can be held by any member of the Cornell undergraduate student population and the committee will be under the supervision of VP of Public Relations.

G. **Elections Committee** - The committee will coordinate and implement regularly scheduled and special elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of Elections shall serve as chair with a vote **only in the event of a tie**. The committee consists of ten voting members, of whom less than half may also be members of the SA. At **one of the first two SA meetings** of each academic year, the Staffing Committee will present a slate of proposed members to the SA for confirmation, which the SA must approve or disapprove in its entirety. The Staffing Committee may fill any subsequent vacancies **without** confirmation by the SA. No person may be a candidate in an election supervised by the committee in the same academic year when the person served as a voting member of the committee. **All committee meetings will be closed. Only voting members will be permitted to attend the meetings unless specifically invited by the Director of Elections.** This committee will be chaired by the Director of Elections of the Student Assembly.

H. **Staffing Committee** - 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 ~~of~~ Finance, Vice President of Public Relations, and Vice President of Internal Operations, Vice President of Outreach, 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 Staffing Committee. This committee will be chaired by the VP of Internal Operations.

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.

d. Composition

i. 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.

ii. 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.

iii. Student Assembly representation: SA LGBT Liaison at-large, Women's representative, International representative, both Minority Liaisons, and the Vice President of Outreach are required to be members of the committee.

iv. Administrative representation: this committee shall consist of at least one staff representative from each of the diversity councils of the colleges; an OADI staff member; a staff representative from the Mario Einaudi Center for International Studies and a staff representative of the Center for Intercultural Dialogue. The committee is required to meet its staff representatives at least once every month in the academic year.

e. Structure

i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the Diversity and Inclusion committee in coordination with the Directors, who will head two task forces: Initiatives Task Force and United Student Body Task Force. Ad-hoc task forces and leadership positions can be created as the leadership of the committee sees fit. Task forces will be encouraged to work together towards common goals.

ii. Initiatives Task Force: this will be in-charge of collecting ideas, issues and concerns in the area of diversity and inclusion; and working on implementable related policies.

iii. United Student Body Task Force: this will be in-charge of implementing United Student Body and subsequently reviewing it during the process of implementation.

ARTICLE VII: DELEGATIONS

Section 1: SUNY Student Assembly

~~The SUNY Student Assembly is comprised of representatives from the statutory units of New York State higher educational system which discuss matters of importance to the SUNY system and provide a unified voice for SUNY student governments. The membership of the Cornell delegation shall be two voting members who are enrolled in a statutory program to be selected in the organizational meetings. Additional provisions for the delegation are as specified in the SUNY Student Assembly Charter.~~

Section 2: Ivy Council

~~The Ivy Council is comprised of representatives from all eight Ivy League school's undergraduate student governments whose delegates meet biannually to discuss matters of importance to the member schools, to facilitate effective communication between the student governments of the member institutions, to provide a unified voice for the Ivy League student governments, and to further students' initiative in making a positive impact on the global community. The membership of the Cornell delegation shall include a policy liaison who shall be selected at the organizational meetings and introduce themselves to the Executive Board members of the Cornell delegation of Ivy Council before the fall semi-annual conference. Additional provisions for the delegation are as specified in the Constitution of the Ivy Council.~~

ARTICLE VIII: COMMUNITY RIGHTS AND CONFIDENTIALITY

Section 1: Community Rights

The SA and its committees shall respect and protect the rights of individual members of the Cornell community

Section 2: Confidentiality

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

Section 3: Infringement of Confidentiality

STUDENT ASSEMBLY BYLAWS | 21 APRIL 2016

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

ARTICLE IX: PROGRAMS AND ACTIVITIES

Section 1: Public Events and Campus Forums

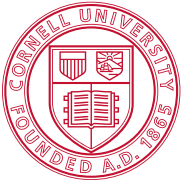
The SA shall conduct at least one public event or forum per semester at alternating locations on campus. These public events or forums shall include administrators related to a particular topic of current student interest.

ARTICLE X: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the SA in all cases to which they are applicable and in which they are not inconsistent with ~~this~~ the charter, bylaws, standing rules, and any special rules of order the SA may adopt.

ARTICLE XI: AMENDMENTS

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.



Cornell University Student Assembly

Originally Presented on:	04/21/2016
Type of Action:	TYPE: Internal
Status/Result:	New Business

1 S.A. Resolution #55
2 Updating the Special Rules
3
4 ABSTRACT: This resolution updates the Student Assembly Special Rules.
5
6 Sponsored by: Matthew Stefanko '16
7
8 **Whereas**, aspects of the Student Assembly Special Rules are outdated and inefficient,
9
10 **Whereas**, the Student Assembly Special Rules are a “living document” that must be updated and
11 improved in order for the Student Assembly to better serve students;
12
13 **Be it therefore resolved**, that the Student Assembly Special Rules be amended as follows:
14
15 **Respectfully Submitted**,
16
17 Matthew Stefanko '16
18 *Vice President for Finance, Student Assembly*
19
20 Jordan Berger '17
21 *Parliamentarian, Student Assembly*
22
23 *(Reviewed by: COMMITTEE NAME, DATE)*
24

STUDENT ASSEMBLY SPECIAL RULES OF ORDER | 21 APRIL 2016

Proxy Voting

Proxy votes shall be cast exclusively as follows:

1. Only excused voting members shall be permitted to cast proxy votes.
2. Proxies will be restricted to aye or nay votes on Old Business resolutions (including later amendments) on the agenda of the meeting in question. ~~A resolution shall be considered Old Business if the resolution has previously been discussed or a formal presentation has been given during a regular meeting of the Student Assembly.~~
3. Proxies shall be in writing, signed, explicitly worded, and tendered solely to the Chair, who shall read all proxies aloud immediately prior to the vote in question. If proxies are not read prior to the vote in question, they will not be valid.
4. Any SA voting member in attendance may question the validity of a proxy. In such cases, the validity of the proxy shall be determined by ~~a majority vote of the SA members present~~ ~~vote~~ without amendment or debate.
5. Proxies shall not count as part of a quorum.

Speaking Privileges

Speaking privileges will be open to the Cornell student body. The chair may choose to limit speaking privileges or add procedures for granting speaking privileges only if deemed necessary for the efficient operation of the SA. With the consent of any SA member, a non-student shall be granted speaking privileges.

Agenda

The agenda of the SA's regularly scheduled meetings will be compiled by the Executive Vice President. Any member of the Cornell community may request that an item be included on the agenda. The agenda to date will be made public at least 24 hours prior to the commencement of the SA meeting. ~~By a 2/3 vote of members present,~~ items may be added to the agenda ~~at any time~~ after the agenda has been made public.

Minutes

The minutes of the SA meeting and ~~summaries of~~ its committee's meetings will be available to all members of the Cornell community, except for those pertaining to portions conducted in executive session.

Committees

Committee Guidelines

1. All committee meetings, ~~except the Elections Committee,~~ are open to members of the Cornell community unless the committee enters executive session.
2. All policy determinations by a committee are subject to the approval of the SA, and therefore must be proposed to and accepted by the SA before the new policy is put into effect.
3. Should a committee act unilaterally without prior SA support, the SA may disapprove of a the committee's action by a two-thirds vote of those SA voting members present.
4. Faculty and/or employee representatives may serve on SA committees. Non-student members of SA committees may be either voting or ex-officio members, according to the wishes of the SA ~~as stated in the committee's bylaw. All non-undergraduate appointments shall be submitted to the SA by their constituent Assembly.~~
- ~~5. Specific committee guidelines and procedures will be outlined in a committee manual. This manual will be reviewed yearly by the Committee on Committee Structure (or by their successor body).~~
- ~~5. All SA committees will be chaired by an SA member unless otherwise specified in the charge to the committee as approved by the SA.~~ All members shall serve one-year terms and may reapply for additional terms.
6. Committee membership will be specified in the bylaw pertaining to the specific committee and therefore membership apportionment may be changed as would any SA bylaw and charge.
- ~~7. The bylaw pertaining to a committee and its charge will be reviewed yearly as to determine their validity and relevance. Proposed changes may be brought before the SA during committee reports as outlined in the committee manual.~~
- ~~8. Loss of membership on a committee will occur when a student fails to meet with the committee three times within one semester. Such excessive absences will be reported to the SA and a replacement will be sought.~~
7. Committee members may be recalled for reasons other than attendance by a two-thirds majority vote of ~~SA voting members present~~ committee members present.
- ~~8. The undergraduate student members of the UA Committee on Committee Structure will be selected at the organizational meeting of the SA in the spring.~~

Committee Appointment of Voting SA Members ~~to SA Committees~~

STUDENT ASSEMBLY SPECIAL RULES OF ORDER | 21 APRIL 2016

1. Uncontested positions - Voting SA members seeking unoccupied, uncontested committee positions for which voting SA members are required shall be granted the positions upon notification to the SA voting body present and the VP Internal Operations.
2. Contested Positions - SA voting members committee positions sought by more SA voting members than required shall be filled according to a ballot vote, one vote for each vacant position, by a plurality vote of SA voting members present.
3. ~~Additional Appointments— SA voting members seeking committee positions for which the minimum number has already been reached shall be required to obtain approval from the SA voting body by a majority ballot vote of those SA voting members present. In no case shall the total number of SA voting members on a committee exceed the minimum required number by 2.~~

Liaison Appointments

1. Liaison positions, as defined by Article III Section 9 of the Student Assembly Charter, will follow a similar procedure to the Appointment of Voting SA Members with consideration for undergraduates who are not voting members of the Student Assembly.
2. Appointments of undergraduates to administrator search committees shall also follow the committee appointments structure consideration for undergraduates who are not voting members of the Student Assembly when appropriate.
3. In the event that the President of the Student Assembly is notified of the need of a liaison for another University committee, the President, EVP, and IOPS shall be empowered to appoint a liaison.

Committee Procedures

~~Upon consultation with the SA members of the committee, the Executive Vice President shall select a chairperson for SA Review Committees and Student Interest Committees. The VP Internal Operations will be responsible for the proper functioning of committees as outlined in the SA Committee Manual.~~

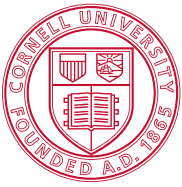
~~All committees shall submit a list of standing rules at the beginning of their operation to the Committee on Committee Structure (or its successor body). Standing rules will include any procedures including, but not limited to, voting rights/technique, penalties for missed meetings and modes of operation that are different from those outlined in the Committee Manual.~~

~~All committees shall present an oral progress report biannually at a designated SA meeting for this purpose. The VP Internal Operations shall make final determination of the actual reporting schedule.~~

~~Each committee shall submit a written report to the SA at least one week before the oral report.~~

Ad-Hoc Committee Procedures

- The Student Assembly shall be empowered to create an ad-hoc committee for the length of their term. If the ad-hoc committee requests to continue into the next term, they must seek approval from the newly seated assembly.
- Resolutions that establish an ad-hoc committee must include the following:
 - Desired Structure
 - Leadership
 - At least one chair must be a voting SA Member
 - All ad-hoc committees will be overseen by the Executive Vice President
 - Membership
 - Charge of the Committee:
 - Mission
 - Goals
 - Timeline
- All ad-hoc committees are responsible for reporting the findings or accomplishments of their committee at least once per semester



Cornell University Student Assembly

Originally Presented on:	04/21/16
Type of Action:	Legislation
Status/Result:	New Business

1 S.A. Resolution #56
2 Approving the Fall 2016 Election Rules
3

4 **ABSTRACT:** This resolution seeks to update the election rules that govern Student Assembly seats
5 elected in Fall 2016.
6

7 Sponsored by: Matthew Henderson '16
8

9 **Whereas**, the Student Assembly bylaws task the Elections Committee with coordinating and
10 implementing the regularly scheduled and special elections of the Student Assembly and the
11 directly elected undergraduate representatives of the University Assembly;
12

13 **Whereas**, a substantial part of coordinating and implementing the elections is ensuring that the election
14 rules are up to date;
15

16 **Whereas**, the Student Assembly Elections Committee approved the rules set forth in the attached
17 document for all Fall 2016 elections;
18

19 **Be it therefore resolved**, that the Student Assembly approves the procedures in the attached document
20 containing the Fall 2016 election rules with modifications to the Spring 2016 rules indicated;
21

22 **Respectfully Submitted,**
23

24 Matthew Henderson '16
25 *Director of Elections, Student Assembly*
26

27 *(Reviewed by: Elections Committee, 04/19/16, 9-0-1)*



Cornell University
Student Assembly

Student Assembly Election Rules

Adopted on Thursday, December 3 2009. Amended on Friday, December 3, 2010, Friday, December 2, 2011, Thursday, November 29, 2012, Friday, December 6, 2013, Thursday, May 1, 2014, Thursday, November 20, 2014, Thursday, March 26, 2015, and Thursday, December 3, 2015.

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~~Appendix A: Approved Student Assembly Committees~~

~~Appendix B: Sample Promotional Materials~~



Cornell University Student Assembly

Article I. Election Guidelines

Elections are the foundation upon which representative governance rests. These rules are designed to protect the rights of all candidates, as well as all members of the University community, and to ensure that the election process takes place in an open and fair arena. Candidates must respect the rights and privileges of all members of the Cornell community, and follow all election guidelines outlined in this document. Election rules are subject to the approval of voting members of the Student Assembly each semester.

A. Voter Eligibility

To vote in an election for a seat in the Student Assembly (SA) or for the directly elected seats on the University Assembly (UA), a person must:

1. Be a full-time, matriculated undergraduate student enrolled in a degree-granting unit of the Ithaca campus of the University; and,
2. Be a member of the constituency for which the seat is designated, if it is designated for one of the following:
 - a. Specific to college of enrollment
 - b. Freshman
 - c. Transfer

B. Candidate Information

1. Eligibility and Requirements

To be a candidate, a person must, prior to the petitioning deadline specified in the election calendar:

1. Be eligible to vote in the election for the seat and plan to remain **seated** so for the full term for which they are seeking election¹
2. Submit a completed candidate registration form and any associated materials required in that form. **You may not register for more than one position on the candidate registration form.**
3. Submit petitions endorsed by the required number of people who are eligible to vote in the election for that specific position, which is the lesser of 10% of those eligible to vote for that specific position or:
 - a. 300 for President and Executive Vice President
 - b. 150 for all other at-large seats
 - c. 100 for Arts and Sciences seats
 - d. 25 for ~~New~~ Transfer seat
 - e. 75 for all other seats
4. **Not already hold a directly elected voting position on the SA and/or UA for the term for which they are seeking election**
5. Have not resigned or been removed from the SA or from a directly elected UA seat in the academic year prior to the academic year of the term for the seat being elected

To be a candidate, a person must, prior to the commencement of voting as specified in the elections calendar:

1. Attend at least one full SA meeting in that semester and register his or her attendance at that meeting with the Director of Elections, unless waived by the Director of Elections for extenuating circumstances²
2. Apply online to serve on at least one committee of the SA

The Office of the Assemblies, assisted by the Elections Committee, will review submitted materials for compliance with petitioning requirements as follows:

1. A sampling method may be used as long as at least 10% of required signatures are validated for all petitions and all required signatures are **attempted to be** validated for any petition found to be ineligible

¹ Candidates should not plan to pursue study abroad programs or internships that would require them to leave the Ithaca campus for any semester during their tenure.

² However, this rule does not apply to past SA representatives.



Cornell University Student Assembly

2. All petitions will be available for viewing only to members of the Cornell community and may be examined in the Office of the Assemblies, 109 Day Hall **after the announcement of candidates**. Petitions may not be photocopied once submitted.
3. The Office of the Assemblies will notify the Director of Elections, who will notify any candidates who fail to meet petitioning requirements prior to the **scheduled** announcement of candidates
4. Candidates who are listed on the ballot but found to have not fulfilled eligibility requirements prior to tabulation of results will be disqualified with vote counts untallied and discarded

2. Petitioning

In order to demonstrate that they will be a respectable representative of the ~~Cornell Student Assembly and~~ student body at large, candidates are required to collect a certain number of petition signatures. The required number of petition signers is designated above. Candidates are expected to maintain the highest integrity when collecting petition signatures. In addition to the Early Campaigning rules detailed in Article 1, Section C(1) of these elections rules, the following restrictions are in place to ensure fairness during the petitioning period.

Candidates may not:

1. Announce their candidacy on social media platforms in order to collect signatures
2. Announce their candidacy in front of a classroom during class hours in order to collect signatures
3. Circulate unattended petitions

3. Written Statements

1. Each candidate is asked to submit a short statement, which may be no more than 1,250 characters, including spaces (NOT word count) via the online Candidate Profile portal. Submissions must be plain text.
2. Statements will be displayed in informational materials published by the Elections Committee
3. Statements may not include names of any political coalitions
4. If a candidate's statement does not conform to these guidelines, the statement will not be posted

4. Pictures

Candidates may have their photos taken in the Office of the Assemblies, 109 Day Hall, before the petition deadline. Photos will be displayed in informational materials published by the Elections Committee. Candidates may submit a photograph of themselves that conforms to the specifications noted in the online candidate registration form.

5. Promotional Materials

Each candidate may receive a combination of up to 300 one-sided 8 1/2" X 11" or 150 two-sided 8 1/2" X 11" printed materials at no charge. These may be posters or quarter-cards⁴, or a combination of both.

1. The design must be attached, exactly as it is to be copied, as a PDF to the Candidate Profile Form online and submitted by the application deadline
2. All materials must include the dates and times of the elections and be in compliance with election guidelines
3. Candidates may select up to two different paper colors from the swatches provided by the Office of the Assemblies
4. Materials will be printed in black & white only
5. No Cornell insignia or logo is allowed
6. Candidates who do not submit materials, which meet these criteria by the petitioning deadline, forfeit the opportunity to receive such materials from the Office of the Assemblies
7. The Office of the Assemblies will be responsible for making the copies.
8. The Office of the Assemblies will not assist in designing, modifying, or otherwise formatting a printed submission

Candidates that do not receive or choose not to receive free promotional materials printed by the Office of the Assemblies will be eligible for up to \$20 in reimbursements that can be used towards the following expenses: website expenses (web hosting, domain names, and online advertising), chalk, printed materials, or any other promotional materials approved by the Director of Elections that are not a violation of these elections rules. These reimbursements will not be counted in a candidate's out-of-pocket expenses, as detailed



Cornell University Student Assembly

in the Campaign Finance rules in Article 1, Section C(6) of these elections rules.

6. Candidate Forum

All candidates are encouraged to participate in the Candidates' Forums held by the Elections Committee during the campaign period. The Elections Committee will be responsible for planning, coordinating, and marketing these forums. At the forum, candidates are encouraged to discuss their experience, platforms, and more. Candidates are also encouraged to use the forum as an opportunity specifically to discuss why they are more qualified for the contested position than their opponent(s). The Director of Elections shall reach out to student organizations that receive funding from the Student Assembly, encouraging them to use the candidate forum as an opportunity to vet candidates for endorsements.

C. Election Guidelines

1. Early Campaigning

Candidates and supporters acting on their behalf must not participate in the following campaign activities until campaigning officially begins:

1. Distribution of printed campaign materials to the public
2. Advertising candidacy by chalk, poster, or other method designed for public viewing
3. Making speeches or statements to student organizations or groups of students
4. Promoting their candidacy through email, social networking tools, or other digital media

The Elections Committee may challenge or disqualify a candidate if a violation is found to compromise the fairness of the election.

2. Restrictions for Current SA Members

Current SA members seeking reelection:

1. Must refrain from any form of individual or self-promoting publicity during the petitioning period
2. Must not host constituency outreach events that are meant to fulfill an outreach requirement from the deadline for election materials through the last day of voting

3. Compliance with University Policies and Campus Code of Conduct

Candidates and supporters acting on their behalf must be aware of and comply with all applicable policies and provisions of the Campus Code of Conduct, including but not limited to:

1. Use of Cornell Name, Logo & Artwork policy
2. Event Registration policies
3. Facilities reservation policies, including Willard Straight Hall area reservation policies
4. University Postering & Chalking policies
5. Residential & New Students Programs' policy for postering in residence halls
6. Dining hall policies, including a prohibition of distributing printed campaign materials in dining halls without permission from authorized staff, and as designated in the Campus Code of Conduct³

A violation of any University policy is a violation of these rules and therefore grounds for a challenge if it compromises the fairness of the election. It is the candidate's responsibility to read the referenced documents and be familiar with the rules and regulations established within them. The Director of Elections may also refer any reported violations to the Office of the Judicial Administrator or any other appropriate office, which may impose disciplinary remedies and penalties according to its own rules and procedures.

4. Campus Mail

Candidates and their supporters may not use Campus Mail for campaigning purposes.

5. Electronic Communications and Social Media

Candidates and supporters acting on their behalf:

1. Must obtain permission from the administrator of any university-hosted bulk mailing lists

³ Please note that it is against the University Postering and Chalking Policy to chalk on any vertical surface, regardless of the location.



Cornell University Student Assembly

2. Must comply with Cornell University IT policies

6. Campaign Finance

Candidates or supporters acting on their behalf must submit all receipts and/or proof of fair market value with the signed expense report to the Office of the Assemblies by the deadline specified in the election calendar. Candidates who do not submit receipts and/or proof of fair market value will be presumed to have spent \$0 on their campaign.

1. Candidates and supporters acting on their behalf may not exceed the \$50 limit for out-of-pocket expenses and fair market value of donations of materials, professional services, and/or money
 - a. Fair market value is the value at which something is to be obtained normally if documentation of its dollar value is not provided
 - b. If there is a supporting receipt for a good used in a candidate's campaign, then the value of that good is the dollar value on the supporting receipt as long as the transaction was conducted at arm's length
 - c. For donated materials, professional services, or other goods for which no official receipt is provided, candidates must seek the most plausible assessment of the fair market value of the good. Professional services will be defined as any work for which the given individual/donor is typically compensated. Volunteer time donated by full-time students will not be considered professional services.
 - d. Paid advertisements and related costs on social networking sites or other websites must also be accounted for at fair market value
2. Candidates and supporters acting on their behalf in races where only one candidate has submitted a petition are limited to 150 copies and \$10 for out-of-pocket expenses. Donations may be used, but proof of their fair market value must be provided and accounted for.

7. Endorsements

All registered student organizations receiving funds from the Student Assembly are encouraged to endorse candidates. If an organization chooses to endorse a candidate, it is expected to abide by the guidelines below.

1. Student Activities Funding Commission (SAFC) funded and Student Activity Fee (SAF) byline funded organizations may endorse candidates. All groups must act in a way that is fair and balanced when deciding on the endorsement of candidates.
2. The Elections Committee may recommend that the SA impose fines on or revoke allocated funds from organizations failing to comply

8. Campaign Ethics

Candidates and supporters acting on their behalf:

1. May not, at any time before, during or after the elections, harass, threaten, defame or coerce others
2. May not provide anything of material value to a member of the Cornell community to further themselves in the election or to promote their candidacy
3. May not compel any person to endorse their candidacy, assist their campaign, or act as supporter as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization

~~Article II. Direct Election of President and Executive Vice President~~

~~A. President and Executive Vice President (EVP) Designation and eligibility~~

- ~~1. Two of the Undesignated At Large Representative seats will be reserved for the directly elected seats of President and Executive Vice President~~
- ~~2. Candidates running for the Undesignated At Large Representative seats may specify themselves as a Presidential candidate or Executive Vice Presidential candidate~~
- ~~3. Candidates who do not wish to run for the position of President or Executive Vice President may run individually for an undesignated at large seat~~
- ~~4. All candidates running for any undesignated at large seat will be listed as undesignated at large candidates on the ballot.~~



B. Restrictions on Ticketing and Slates

1. General Rules

Candidates and supporters acting on their behalf may not:

1. Include any other candidate's name, a common "ticket" name, or a shared slogan and/or symbol on any promotional materials or within any form of electronic communication and/or media
2. Share or pool campaign finances with any other candidates or supporters acting on their behalf
3. Distribute any promotional materials, send any electronic communication, or utilize any other form of electronic media on behalf of any other candidate except if the candidate does so for another candidate in the President and/or Executive Vice President races
4. Campaign with or on behalf of each other or engage in any coordination of campaigning activities except if the candidate does so for another candidate in the President or Executive Vice President races.

2. Special circumstance for the President and Executive Vice President elections

Candidates in any race, besides those running for the position of President of EVP, will be given the freedom to distribute promotional material, send electronic communications, campaign on behalf of, and speak for candidates in the President or Executive Vice President races. Candidates who choose to do so are considered supporters and are held accountable to all clauses in these rules that pertain to candidates and their supporters. The President and Executive Vice President **candidates** are strictly prohibited from coordinating activities. Candidates are strictly prohibited from performing the actions above for candidates not in the President or Executive Vice President races.

3. Plagiarism

Candidates may not disseminate written statements, promotional materials, or electronic communications that are plagiarized or substantially copied from any such items created or distributed by any current or former candidate.

Article III. Election Procedures

A. The Election Calendar

1. The Director of Elections, in consultation with the Office of the Assemblies, will draft the election calendar prior to the semester of the election, and will be approved by the Elections Committee at a meeting in the prior semester **if possible**⁴
2. Consideration shall be given to any religious holidays that may fall during the election period, guaranteeing that the right to free religious observance is afforded to all potential candidates

B. The Elections Committee

1. The Director of Elections shall serve as chair and a designated representative of the Office of the Assemblies shall serve as a non-voting ex-officio member of this committee
2. Members of the Elections Committee may not seek SA or UA office for the academic year following their term of service on the committee
3. The Director of Elections shall publish at the beginning of each semester a list of Assembly seats to be filled, in accordance with Student Assembly Charter
4. Elections Committee members are expected to abide by the highest standards of personal conduct and integrity. Students are mandated to excuse themselves from serving on the Elections Committee if they plan to **actively** take part in a campaign or sit on the executive board of an organization that has endorsed a candidate. Therefore, members should not be **actively** involved in the campaigning process. All conflicts should be considered and resolved before the election cycle begins.
5. The Elections Committee should be prepared to meet immediately following the challenge deadline to rule on all pertinent challenges. The Elections Committee shall use Robert's Rules of Order to consider challenges, in addition to the election rules. In the event of conflict, these election rules supersede Robert's Rules of Order. The Elections Committee has no power to overrule the election

⁴ The Director of Elections should coordinate the schedule of the Student Assembly elections with other campus elections, such as those of the Student-Elected Trustee and Class Councils.



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rules under any circumstances.

6. The Director of Elections shall give a final report on the results of the election when there are no remaining unresolved matters
7. For the benefit of the students, the Elections Committee shall establish voting booths across campus on the days of the election. Committee members will ensure that no campaigning occurs within 25 feet of a voting booth.

C. Independence of the Elections Committee

While members of the Elections Committee are expected to abide by the highest standards of integrity, they also enjoy independence from undue interference. Hence, students may not falsely accuse, harass, threaten or coerce any member of the Elections Committee for actions taken in their official capacity.

Subject to the determination of the Elections Committee, any violation of this section can result in temporary or permanent disqualification from contesting elections to the SA or UA. It may also result in disciplinary referral to the Judicial Administrator.

D. Voting and Tabulation

1. The order in which names appear on the ballot shall be randomly selected
- ~~2. Tabulation of the results of voting shall be as follows:~~
 - ~~a. The President, Executive Vice President, and other Undesignated At-Large Representatives will be elected by a single transferable voting system according to the Article IV, Section 2 of the Charter of the Student Assembly. Voters may rank all candidates on the ballot for each of these races.~~
 - ~~b. 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).~~
 - c. Uncontested candidates will not be listed for a vote on the ballot and will be deemed victorious pending the resolution of challenges
3. ~~Preliminary~~ results for challenged races will be posted after the Elections Committee has ruled on those challenges
4. The Elections Committee will not have access to the ~~preliminary~~ results prior to and during challenge deliberations. The Office of Assemblies will release election results after the Elections Committee has validated the election results.
5. A printout of election results for ~~qualified~~ **qualifying** candidates shall be available in the Office of the Assemblies, 109 Day Hall, for one year following the election. Disqualified candidates will not have their vote tallies made available.

E. Challenges

1. Eligibility to Challenge

1. Any member of the Cornell community may submit a challenge
2. The Director of Elections may submit a challenge
3. The Elections Committee as a body may submit a challenge by majority vote
4. Individual committee members, except the Director of Elections, may not submit a challenge

2. Challenge Deadlines

1. Election challenges must be submitted by the election challenge deadline specified in the elections calendar
2. The Director of Elections or the Elections Committee by a majority vote can submit a challenge at any time before the declaration of results
3. No challenges will be accepted after these deadlines
4. Once submitted, a challenge becomes part of the formal record, and may not be withdrawn except by the explicit permission of the Director of Elections

3. Format of Challenges



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Challenges must be in writing, submitted on the signed Challenge Form, and accompanied by the following supporting documentation:

1. Challenger's name
2. Candidate's name
3. Date of challenge
4. Reason for challenge and supporting evidence

4. Notification of Election Challenges

The Office of the Assemblies will notify the Director of Elections who will send an email notifying anyone who is named in an election challenge. The email will contain a scanned copy of the challenge.

5. Response to Election Challenges

A challenged candidate may review challenges to which they are a party in the Office of the Assemblies, 109 Day Hall, and address written statements in response to the committee. The challenged candidate may request a hearing in person with the committee.

6. Challenge Review Meeting

The committee will schedule a meeting to review challenges in Executive Session. The committee will provide an opportunity for the challenged candidate to respond in person if requested by the challenged candidate or a member of the committee. For each challenge, the committee will determine:

1. Whether a preponderance of evidence substantiates each alleged violation; and,
2. Which, if any, substantiated violations or combination thereof compromised the fairness of the election and constituted a material advantage to the extent the challenged candidate should be disqualified by a two-thirds majority

The Committee will first vote by simple majority to determine if the evidence substantiates each alleged violation. If the violation is substantiated, the committee will vote which, if any, substantiated violations or combination thereof compromised the fairness of the election and constituted a material advantage to the extent the challenged candidate should be disqualified by a two-thirds majority.

7. Preliminary Written Report

1. For each rule violation, the Director of Elections or a member of the Elections Committee as delegated by the Director will create a written report summarizing the challenge(s), the decision made, and how the decision was reached
2. The preliminary report is kept confidential and only released to the challenged candidate and the challenger(s)
3. A copy is kept in the Office of the Assemblies, 109 Day Hall
4. For each challenge, the committee will report to the challenger(s) and the challenged candidate all evidence received/found, any violations substantiated, and any decisions to disqualify the challenged candidate

8. Reconsideration

If the committee determines a candidate should be disqualified, the candidate may request reconsideration within twenty-four hours of receiving the Preliminary written report. To be reconsidered, the candidate seeking such reconsideration must submit a request in writing to the Office of the Assemblies via email to assembly@cornell.edu. The statement should address the specific findings in the preliminary written report to be reconsidered.

The committee will convene in response to such a request. The committee, after evaluating each request for reconsideration, will take a vote requiring a simple majority to determine if the previous decision to disqualify should be overturned. ~~If the committee votes to overturn the previous decision, then the committee will consider the initial challenge again and will vote to disqualify the candidate by two-thirds majority.~~

If a disqualified candidate finds that the Elections Committee was biased in their application of the rules, they may request a review by the Judicial Codes and Counselor (JCC). If the JCC review finds that the



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application of the rules was biased, the decision of the Elections Committee may be overturned.

9. Finality

The determination of the committee after expiration or resolution of requests for reconsideration shall be final.

10. Confidentiality

1. Members of the committee and parties to a challenge may not share the contents of challenges, evidence, or decisions submitted to or received from the committee, except when explicitly permitted by these rules or by the Director of Elections
2. Unauthorized disclosure of confidential information may result in a disciplinary referral to the Judicial Administrator
3. A review of the Challenges may take place in the Office of the Assemblies, 109 Day Hall, by any member of the Cornell community. Challenges may not be photocopied, photographed, digitally recorded or removed from the Office of Assemblies.

Appendix A

List of approved Student Assembly committees:

- ~~1. Academic Policy Committee~~
- ~~2. Appropriations Committee~~
- ~~3. City and Local Affairs Committee~~
- ~~4. Communications Committee~~
- ~~5. Dining Services Committee~~
- ~~6. Diversity Committee~~
- ~~7. Environmental Committee~~
- ~~8. Financial Aid Review Committee~~
- ~~9. Health and Wellness Committee~~
- ~~10. Infrastructure Fund Committee~~
- ~~11. Residential Life Committee~~
- ~~12. Technology Committee — Infrastructure~~
- ~~13. Technology Committee — Web Development~~

Appendix B

Sample Promotional Materials (Poster and Quarter Card)