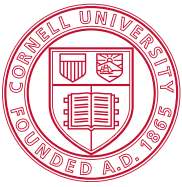


# Cornell University Student Assembly

## Cornell University Student Assembly Agenda of the Thursday, May 5, 2015 Meeting 4:45pm-8:00pm in Willard Straight Hall Memorial Room

- I. Call to Order & Roll Call**
  - a. Approval of the [April 21 meeting minutes](#)
  
- II. Open Microphone**
  
- III. Announcements and Reports**
  - a. Gary Cremeens - Big Red Bikes & Zagstar
  - b. Representative Kasher - Sober House
  - c. Representative Liu - Gender Identity and Pronoun Working Group
  
- IV. Initiatives**
  - a. *The F Word - Continuing Freshman Education*
  - b. *Diversity Innovation Fund - Wardrobe Project*
  - c. *Cornell Thrift*
  - d. *Condom Fairy Initiative*
  - e. *Representative Liu & VP Chaudhary - SA Composition*
  
- V. Business of the Day**
  - a. [Resolution 53](#): Updating the Charter | [Resolution 53 Appendix: Student Assembly Charter](#)
  - b. [Resolution 54](#): Updating the Bylaws | [Resolution 54 Appendix: Student Assembly Bylaws](#)
  - c. [Resolution 55](#): Updating the Special Rules | [Resolution 55 Appendix: Student Assembly Special Rules](#)
  - d. [Resolution 56](#): Approving the Fall 2016 Election Rules | [Resolution 56 Appendix: Proposed Election Rules](#)
  - e. [Resolution 57](#): Towards a More Inclusive Learning Experiences | [Resolution 57 Appendix: BSU List of Demands](#)
  
- VI. New Business**
  - a. [Resolution 58](#): Funding SAD Light Therapy Lamps
  - b. [Resolution 59](#): Increasing Sustainability and Comfort in Residential Dormitories
  - c. [Resolution 60](#): Adjusting the Cornell Academic Calendar | [Appendix 1](#) | [Appendix 2](#) | [Appendix 3](#)
  - d. [Resolution 61](#): Reconsidering AAP Final Reviews on Slope Day



# 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4 ABSTRACT: This resolution updates the Charter to remove outdated information and  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9 **Whereas**, aspects of the Student Assembly Charter are outdated and inefficient,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)*

**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**

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 will review all actions of the SA and provide a written response to all actions of the SA within 30 days. The University President may**

also designate a member of his or her Cabinet, Senior Administration, Provost's Office or Dean of Student's Office to provide an additional written response to an action of the SA within 30 days when appropriate. ~~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.~~

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 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.~~ Elections will be conducted using a single transferable vote system. ~~The President may not be one of the SA representatives to the UA.~~ The remaining ~~four~~ two undergraduate student members ~~hip~~ 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.

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~~ 28 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; ~~one at-large seat is to be reserved for candidates seeking to represent First Generation College Students~~; and one at-large seat is to be reserved for candidates seeking to represent the Lesbian, Gay, Bisexual, Transgender, 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). Any SA member who vacates their current seat after being elected or re-elected to a position will~~



forfeit their new seat. The forfeited position will devolve to the next runner up, should there be none the seat will be re-run in the fall elections

**Section 2: Election of Voting Members**

The President, Executive Vice President, and other Undesignated at Large representatives will be elected by a single transferable voting system. Voters may rank all candidates on the ballot for each of these races. All other representatives shall be elected by a plurality voting system. Voters will cast one vote per available seat, (e.g. if three Arts and Sciences representatives are to be elected, the voter will vote for three candidates).

**Section 3: Terms**

All elected members are elected to a term, ending on June 1st, with no limit as to the number of terms they may serve. Prior to being seated at the beginning of ~~their term~~ ~~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.~~

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 if they were absent for an interview for a job, graduate school, or scholarship; if they were attending a required academic event for which accommodations could not be made; if they were representing the Student Assembly in an official capacity; if they were tending to a family emergency; if they are observing a religious holiday; or if they were under the care of a physician. The Executive Committee will review each circumstance individually and will determine a decision within 7 days of the request.~~ Executive Committee may avert such a vacancy by a ~~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~~ to serve as an interim representative 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.~~ SA members will elect an interim representative to fill the vacancy by secret ballot in executive session. The candidate approved by a majority vote of SA members present will be seated. If there is only one candidate, he or she will be seated immediately. The term of interim representative will conclude when a new representative is directly elected by the student body during a regularly scheduled election. The new representative will assume the balance of the current academic year's term upon election. If there are no candidates for a ~~particular vacant seat~~ interim representative, such seat will be labeled Undesignated and filled by the runner-up in the Undesignated At-Large election until a new representative is directly elected by the student body during a regularly scheduled 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.
- 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
  - 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.~~  
i. The Office of Assemblies shall make application materials available for all interested applicants at least 3 weeks before the deadline.
  - 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,

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- 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 allocation<sup>2</sup>.
- 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
  - i. By the last day of classes in the academic year preceding a fee-setting year, the Vice President ~~of for~~ 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~~) unless the Appropriations Committee approves an increase by 2/3 majority of members present.

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

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-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 often as possible, attend meetings of each organization throughout the year.

#### E. **Enforcement, Violations & Penalties**

i. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding violations of these guidelines and will report such findings to the SA.

ii. If the SA determines that an organization has committed a violation, the SA may impose a fine, reduction, or revocation of the organization's by-line funding allocation. In order for a fine, reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons for a fine, reduction, or revocation of funding include, but are not limited to: violation of these rules, violation of campus policies, or violation of contract. Any money garnered from a fine on an organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or revocation of

funding affecting the remainder of the funding cycle occurs, the University shall attempt to reduce the SAF to reflect the lower amount. Accepting that, the money shall revert to the **Special Projects Fund**.

### Section 3: General Guidelines

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

- A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students. **Organizations that have the capability to be student run and led shall be primarily student run and led.**
- B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by Fee allocations and for which admission is charged:
- i. **Cornell students shall receive a reasonable discount per event to reflect their prior contribution via the SAF.**
  - ii. **Cornell students shall receive the first opportunity to purchase tickets (otherwise, the Organization should have a substantial amount of tickets reserved for student use).**
  - iii. **The Appropriations Committee or the Executive Committee shall have the ability to request that organizations publish a report to the SA on the amount of money received for an event, where that money has been allocated, and how much money was spent on the event.**
- C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate attendance figures. Such figures may be acquired through a number of measures including: swiping Cornell IDs, using a ticketing system, keeping a sign-in sheet, or having someone at the door count entrants. **For events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking attendance would provide an unnecessary burden to organizations, a brief written statement explaining why attendance was not taken is required.**
- D. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage student participation at its meetings, which shall be open to the public.
- 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. **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.
- G. **SA Liaisons:** The SA shall have the option of appointing a **Student Assembly member** to serve as a non-voting liaison to each organization, or, where appropriate, to its Executive Board. If an organization feels their liaison is failing in their duty, **a new liaison may be appointed.**
- H. **Off-year Reporting:** During the fall of even-numbered calendar years each organization shall provide the Appropriations Committee with a written account of the use of its fee allocation and operations for the previous academic year, **and an oral summary of its activities, including usage statistics and future programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the committee’s recommendation on whether or not the organization should receive an increase in funding, a decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall then provide a written summary report of these meetings to the SA.**
- I. **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.



**J. Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The Appropriations Committee must approve Organizations' conference expenditures and each organization must demonstrate to the committee that conference attendance will benefit the organization's ability to achieve its mission statement. Organizations shall request approval in their annual fall report to the SA. All conferences, teambuilding, banquets 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.

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

**L. 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. Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding source for other organizations on campus shall not discriminate on the basis of actual or perceived age, 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 awarding funding.

i. Notwithstanding these requirements, a club sport may make requirements based on competitive athletic skill, which may result in a club sport of one or predominantly one gender. Organizations may also make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one gender. Organizations that participate in activities with governmental age restrictions may also make appropriate requirements on the basis of age.

ii. Organizations may also enforce uniform standards of 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 by-laws, constitution or other governing documents reflecting this policy.

**M. "Use of Funds for Alcohol:** The use of funds for the purchase of alcohol must adhere to [University Policy §4.8 Alcohol and other Drugs \(for Students, Staff, Faculty and Visitors](#)

## Section 4: Organization Specific Guidelines

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

**A. ALANA Intercultural Board**

i. \$2.05 shall be used to fund ALANA's member organizations as outlined in the ALANA constitution.

ii. \$3.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program each year.

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

- iv. \$1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella organizations as outlined in the ALANA constitution. Umbrella organizations may not apply for SAFC funding.
  - v. \$1.10 per student per year of the ALANA allocation shall be contributed towards ALANA's own administrative costs and programming needs such as general body meetings and other intercultural programming
- B. Athletics & Physical Education
- i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each undergraduate student. \$7.00 per student per year of the total annual Athletics allocation may be spent towards providing the BRSP.
  - 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 2016-2018 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 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. Community Partnership Funding 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.
- F. Convocation
- i. Convocation shall seek to announce speaker selection first at a Student Assembly meeting.
- G. Cornell Cinema
- i. Cornell Cinema shall strive to promote autonomous student leadership.
- H. 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.

**I.** Cornell University Emergency Medical Service

- i. CUEMS may save no more than \$25,000 per each two-year funding cycle toward the purchase of a new vehicle.

**J.** 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.

**K.** CU Tonight Commission

- i. CUTonight shall seek to promote 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.

- iii. CUTonight shall develop an appeals process whereby student organizations applying for funding have the opportunity to present why they believe the commission overlooked funding.

**L.** 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 allocate \$1.12 of their allocation towards programs designed to educate new student about consent and sexual assault.

**M.** 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 2016-2018 Funding Cycle of the demographics of those who attend.

**N.** Senior Days

- i. SAF-funded Senior Week events will charge no admittance fee and will be open to all seniors.

**O.** 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.

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.

**P.** Slope Media Group

i. 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.

**Q.** 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".

**R.** Welcome Weekend

i. Welcome Weekend shall seek to hold events during the first two weeks of each semester.

**S.** 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.

**T.** Women's Resource Center (WRC)

i. 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.

ii. \$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

A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2016 and shall expire on June 30, 2018, 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:

- 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.

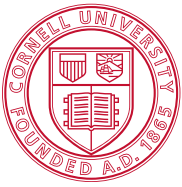
**Section 9: Procedure for Determining Funding Gifts**

- A. Release of Application

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- 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~~ 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*)

# STUDENT ASSEMBLY BYLAWS | 5 MAY 2016

## 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 (student, employee, faculty, alumnus living near Ithaca) 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:

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1. Attend and chair all SA meetings.
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. Chair the Executive Committee.
3. Assume the office of President should a vacancy arise.
4. Serve as Assembly correspondent in the absence of or on behalf of the President
5. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
6. 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.
7. Coordinate and assist the undergraduate student UA delegation.
8. Supervise and assist all ad-hoc committees.
9. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate units when Assembly actions impact them.
10. Help initiate and organize lobby efforts at both the state and federal levels
11. Be responsible for responding to questions or comments made during Open Microphone. Issues can be delegated to other members of the Assembly.
12. Be responsible for keeping contact with University Relations, the Office of Government Affairs and reporting on a regular basis to the SA on issues that concern the student body.
13. 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.
14. Plan fall retreat for committee chairs with the Vice President of Internal Operations.
15. 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

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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.
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.

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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

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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



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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

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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~~ a 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 a 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.

# STUDENT ASSEMBLY BYLAWS | 5 MAY 2016

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.~~ Committee meetings will be open to the Cornell community unless executive session is required to discuss confidential information. Non-committee members will have no speaking or debating privileges during meetings unless invited to speak by the Director of Elections. Non-committee members may submit comments in writing for the consideration of the committee. 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:

# STUDENT ASSEMBLY BYLAWS | 5 MAY 2016

- a. 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.
- b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
- c. 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**

# STUDENT ASSEMBLY BYLAWS | 5 MAY 2016

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**

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**

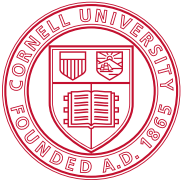
The SA shall conduct at least one public event or forum per semester at alternating locations on campus. These public events or forums shall include administrators related to a particular topic of current student interest.

## **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 | 28 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 | 28 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 **within 14 days**, 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.~~

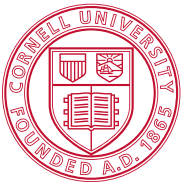
~~All committees shall submit a list of standing rules at the beginning of their operation to the Committee on Committee Structure (or its successor body). Standing rules will include any procedures including, but not limited to, voting rights/technique, penalties for missed meetings and modes of operation 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 ah-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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# 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 election<sup>1</sup>
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 circumstances<sup>2</sup>
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

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<sup>1</sup> 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.

<sup>2</sup> 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-cards<sup>4</sup>, 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 Conduct<sup>3</sup>

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

---

<sup>3</sup> 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**<sup>4</sup>
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

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<sup>4</sup> 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.



## Cornell University Student Assembly

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



## Cornell University Student Assembly

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](mailto: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



## Cornell University Student Assembly

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:

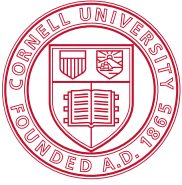
- ~~1. Academic Policy Committee~~
- ~~2. Appropriations Committee~~
- ~~3. City and Local Affairs Committee~~
- ~~4. Communications Committee~~
- ~~5. Dining Services Committee~~
- ~~6. Diversity Committee~~
- ~~7. Environmental Committee~~
- ~~8. Financial Aid Review Committee~~
- ~~9. Health and Wellness 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)



Originally Presented on:	04/28/16
Type of Action:	Recommendation
Status/Result:	New Business



# Cornell University Student Assembly

## S.A. Resolution #57

### Towards a More Inclusive Learning Experiences

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ABSTRACT: This resolution calls for the creation of a comprehensive training program to improve faculty interactions within diverse and inclusive academic settings.

Sponsored by: Samari Gilbert '17

**Whereas**, Cornell University has stipulated through Towards New Destinations that the institution is committed to inclusion and enhancing its culture to provide for the full participation of all members of our community.

**Whereas**, “Skills for Success,” skills Cornell employees are expected to demonstrate which are evaluated as part of the Performance Management Process, includes an aspect of inclusiveness.

**Whereas**, Cornell’s incoming classes consistently become more diverse; the Class of 2020 is the most diverse in University history with 48% people of color, 53% women and includes 700 first generation college students.

**Whereas**, Cornell’s only mandatory faculty diversity training, “Building a Culture of Respect” does not address the evolving demographics of students or best practices for teaching across difference.

**Whereas**, additional trainings like “The Faculty Institute for Diversity” and “Inclusive Excellence Academy” are available but not required.

**Whereas**, the PULSE survey has revealed that. “Among those having the least positive assessments of campus climate are students identifying as black; students identifying as transgendered or gender-variant, queer, gay, lesbian or bisexual; and students from low-income backgrounds.”

**Whereas**, the members of Black Students United wrote, “We want all employees of the university, academic and otherwise (including tenured professors), to have appropriate, ongoing training (tied to evaluations and payroll) that deals with issues of identity (such as race, class, religion, ability status, sexual/romantic orientation, gender, citizenship status, etc.). We want this coursework to be explicitly focused on systems of power and privilege in the United States and centering the voices of oppressed people” in their list of demands that was presented to Vice President Lombardi and President Garrett.

**Be it therefore resolved**, that this resolution be forwarded to the chair of the Faculty Senate to be reviewed and discussed by the larger body.

**Be it further resolved**, that the Student Assembly recommends that the Faculty Senate collaborate with members of Black Students United and the Student Assembly to implement these changes.

44 **Be it further resolved**, that individual colleges and departments consider best practices as they pertain to  
45 diversity and how they can be better implemented.

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47 **Be it finally resolved that students**, employees and faculty collaborate to create a comprehensive diversity  
48 training program to that promotes the best teaching practices as they pertain to racial, gender,  
49 sexuality and ability identities in a teaching setting.

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51 Respectfully Submitted,

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53 Samari Gilbert '17  
54 *Co-President, Black Students United*  
55 *Minority Liaison at Large, Student Assembly*

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57 Emma Johnston '16  
58 *Executive Vice President, Student Assembly*

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60 Traciann Celestin '19  
61 *Incoming Minority Liaison at Large, Student Assembly*

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63 REVIEWED BY: *Executive Committee, 4/26/2016*

President Garret and Vice President Lombardi,

*“All world-class academic institutions recognize that research, knowledge production, and intellectual and operational pursuits benefit tremendously from full engagement with diverse points of view coming from varied life experiences and ways of interacting with and interpreting the world. To be on the cutting edge of our fields and practices, **Cornell is committed to enhancing our culture to provide for the full participation of all members of our community. Recognizing that historical circumstances and social structures produce imbalances in privilege, power, and opportunity, we know that this work in support not just of access, but of deep participation, is a complex, long-term effort.** As an enlightened academic community, we boldly pursue full inclusion as a central component of our values and our approach to each other and the world around us. This initiative, designed to realize the values of diversity and inclusion announced in our statement—Open Doors, Open Hearts, Open Minds—provides the tactical framework that senior leaders, department heads, and the Cornell community can use to achieve the excellence derived from full engagement with diversity.”*

*Cornell University, Toward New Destinations*

The founding mission of Cornell University is that any person can find instruction in any study. Yet, while Cornell touts its compositional diversity, the campus environment is not conducive to the overall success of students of color and many other students whose cultural or socioeconomic backgrounds do not fit the mold of the historically wealthy, white university population. *A Cornell University survey of undergraduates yielded the following results in 2013:* approximately a quarter of Black students answered that the climate at Cornell was at least moderately disrespectful for students like them and students of color disagreed that Cornell demonstrates a strong institutional commitment to diversity; about one third of Black students answered that they are at least generally dissatisfied with the ethnic/racial diversity of the campus; and more than half of Black students answered that they feel they have to work harder than other students to be perceived as a good student.

These numbers tell a very clear story, one that can be found in similar surveys dating back for many years. We attend a university where our professors, who are by all accounts scholars in their various fields, undervalue our intellectual contributions to our coursework; where they teach that communities of color have little or nothing to offer than a brief honorable mention on their syllabus. We attend a university where our peers believe we do not belong here; where they decry the usefulness and necessity of affirmative action; where they claim we segregate ourselves because we lean on each other to survive. We attend a university that is obsessed with the optics of our black and brown faces but is indifferent to the justice we seek. This is not an indictment of white people; this is an indictment of a system that perpetuates white supremacy and shelters our peers under the warm blanket of white privilege - all the while, we are left to freeze in our frigid reality of racist epithets, essentialist curriculum, and apathetic governance. In post-racial America, our classmates call us niggers from their pickup trucks in broad daylight. In post-racial America, we are berated by airborne bottles on our own campus. In post-racial America, we are told we have a chip on our shoulder. We are called everything but our name. Above all else, in post-racial America we are bombarded by the

deafening silence that allows the centuries-old hum of white supremacy to grow louder. Silence is violence.

Our position is a simple one: if Cornell University and the powers who have been entrusted to govern truly believe in an institution that values the contributions of students of color and other marginalized backgrounds and is committed to ensuring their success, sanity, and safety, it will work with all deliberate and appropriate speed to grant the demands of its students who are demanding a fair shot in the game. It is not enough to develop a lackluster “diversity initiative” and spend three years half-stepping toward new destinations.

If this institution truly expects to uphold the values of Ezra Cornell’s utopian institution on a hill, it will realize that “any student, any study” should not be an empty quip, but a promise of a full, wholehearted, and steadfast commitment to ensure that every student in every school and college has the resources, the love, and the support to survive and thrive the rigors of our institution and the trials and triumphs of life. It is time for Cornell to be on the right side of history.

Our attached demands will outline what we want and what we believe. You will find them separated into the following categories. It is our expectation that a representative of the university will respond, in full, with a detailed plan of action for each by Tuesday, November 24, 2015 at 12:00 p.m. We look forward to your collaboration.

- I. Curriculum
- II. Compositional Diversity
- III. Mental and Physical Health and Wellness
- IV. Governance
- V. Support Services
- VI. Symbols

## I. CURRICULUM

**We want all students, undergraduate and graduate, to have appropriate, ongoing, and mandatory coursework that deals with issues of identity (such as race, class, religion, ability status, sexual/romantic orientation, gender, citizenship status, etc.). We want this coursework to be explicitly focused on systems of power and privilege in the United States and centering the voices of oppressed people.**

We believe that our community has a responsibility to be learn about the ways in which systems of power and privilege continue to inform the experiences of people of color both on campus and out in the world. We believe mandatory coursework will provide an initial means of challenging and dismantling the white hegemony that pervades the university’s present curriculum.

**We want all employees of the university, academic and otherwise (including tenured professors), to have appropriate, ongoing training (tied to evaluations and payroll) that deals with issues of identity (such as race, class, religion, ability status, sexual/romantic orientation, gender, citizenship status, etc.). We want this**

**coursework to be explicitly focused on systems of power and privilege in the United States and centering the voices of oppressed people.**

We believe that if the university truly wants to foster an environment of inclusion for all students, we should see this support in the University's commitment to ensuring that those entrusted to guide our academic pursuits possess a meaningful understanding and sincere respect for the cultures, heritages, and backgrounds of their students. We believe this principle holds true across all areas of study, and that this objective is best achieved when educators are, in themselves, reflections of the students they serve. We believe that tenure should not pose a challenge to this commitment, given that these professors should be leaders in the Cornell community.

**We want Cornell University to facilitate the hiring of a scholar who specializes in early African history, predating European contact. We want at least one course offered in this topic by the university, in perpetuity.**

We believe that too often we are taught our history began with slavery and European contact. We know better and we believe this is a false, misleading, and dangerous representation of history. We believe a course taught by an expert in this field would enhance our experience significantly and make an affirmative step toward accurately representing African peoples and history. We also believe that a scholar specializing in this field could benefit greatly from the resources offered by Cornell and make even more contributions to already existing scholarship.

**We want the university to support the planning and development of Latino Studies, American Indian Studies, and Asian-American studies majors by the end of the Academic Year 2016. We also want the university to provide all necessary support and resources to explore the option and feasibility of creating doctoral programs in these departments.**

We believe that it is important to stand in solidarity with our allied students of color. We believe that the Africana Studies and Research Center plays an integral role in our development as individuals and intellectuals. We believe that these communities deserve the same enriching experience. We also believe that by strengthening these programs, their work will become better represented throughout the Cornell community.

## II. COMPOSITIONAL DIVERSITY

**We want an increase in Black faculty, administrators, and staff with a special emphasis on women, scholars who focus on issues of race and racial justice, and professors and researchers in the STEM fields. We also want students to have increased involvement in the hiring process of new faculty in their departments.**

We believe, and research demonstrates, that Black students benefit from seeing professors, faculty, administrators, and staff who look like them. We believe that the university can make no

claim to have achieved an ideal compositional diversity when its faculty and administrators continue to be overwhelmingly white.

**We want Cornell to develop a five year plan, in collaboration with the New York State Division of Minority and Women Owned Business Development, that will substantially increase the number and percentage of contracts between the university and minority-and-women owned businesses.**

We believe that Cornell should make an active and intentional effort to stimulate the growth of business for marginalized communities. We believe this collaboration would underscore the University's commitment to diversity and inclusion in all facets.

### III. MENTAL HEALTH AND WELLNESS

**We want Gannett to hire at least three more psychologists and psychiatrists of color in the next two years. We also want Gannett to hire at least three more physicians of color in the next four years.**

We believe, and research shows, that people of color historically have reason to mistrust medical professionals. We believe that there should be qualified psychologist and psychiatrists of color that can sufficiently address the way that racism affects the mental and emotional health and well-being of black students at a predominately white institution. We also believe that hiring more physicians of color could make students of color more comfortable addressing their physical health while at the university.

**We want consistent support groups, to be facilitated by Gannett and the Dean of Students, for people of color, with specific groups for women of color and queer people of color, with at least one space for each of the aforementioned group dedicated to the issue of sexual assault.**

We believe, and research shows, that people of color experience racism collectively. We believe part of the healing process must include collective spaces to address racial trauma. We also believe, and are backed up by the recent AAU report on sexual assault, that women of color and queer people of color are often targets of several layers of oppression, assault, and erasure. We believe these groups deserve their own spaces to feel safe and provide support for one another.

### IV. GOVERNANCE

**We want standing meetings throughout each academic year with the university president, vice president of student affairs, ALANA umbrella leaders, and support staff in the Center for Intercultural Dialogue and the Office of Academic Diversity Initiatives.**



We believe that in order to stay proactive and progressive in regards to racial and discriminatory issues there must be an ongoing dialogue with those entrusted to represent the students of color on Cornell's campus.

#### V. SUPPORT SERVICES

**We want the university to provide an adequate and appropriate space for member organizations of the Multicultural Greek Letter Council to utilize for programs of any kind, including the evening of Slope Day, in perpetuity.**

We believe that there persists a legacy of displacement connected to the Greek system of this university. We believe that almost 110 years after the founding of Alpha Phi Alpha Fraternity, Inc. on Cornell's campus, it is preposterous that multicultural Greek organizations have to scramble for space and money while majority white organizations have comparatively unbounded resources and access to space. We believe these organizations play a large role in our communities and with more direct support from the university, they will be able to better achieve their primary functions of sister/brotherhood, service, and scholarship.

**We want a staff member in each Career Services office of each college and school directly dedicated to counseling students of color and other marginalized students with structural and institutional barriers to employment. We also want more full-time staff hired in the Center for Intercultural Dialogue and Office of Academic Diversity Initiatives.**

We believe that of the university's support staff, those dedicated to serving the specific needs of students of color are currently overworked and too few in number to ensure those needs are met sufficiently.

#### IV. SYMBOLS

**We want the administration to change the name of the Cornell Plantations as soon as possible.**

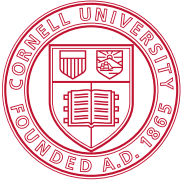
**We want a physical commemoration of the old Africana Center on Wait Avenue that was firebombed. This commemoration should come in the form of a plaque, bench, or art installation of some kind.**

We believe too many members of our community are unaware of the racial history of Cornell. We believe that by commemorating the old Africana Center, the university will make clear that it is willing to acknowledge even the negative aspects of our past. In the spirit of Sankofa, we believe that it is crucial to explore this history of suppression and violence in order to move forward toward a more just society.

**We want full support from the administration in the fundraising for a commemoration for Schwerner, Cheney, and Goodman, three men (two of whom were affiliated with Cornell) who lost their lives fighting for racial justice.**

We believe that Cornell should commemorate the contributions of students of color and others who have added to the University's legacy through dedicating their lives to the fight for racial justice. We believe that these individuals demonstrated courage and dedication that serves as a model for us all.

Originally Presented on:	5/5/2016
Type of Action:	Legislation
Status/Result:	New Business



# Cornell University Student Assembly

## S.A. Resolution #58 Funding SAD Light Therapy Lamps

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ABSTRACT: This resolution seeks to allocate money from the Student Assembly Infrastructure Fund to light therapy lamps in the Cornell Minds Matter Resource Center.

Sponsored by: Matt Indimine '18

**Whereas**, the initial SAIFC application for full spectrum Seasonal Affective Disorder (SAD) lights did not receive funding;

**Whereas**, the full spectrum SAD lamps that Gannett sells are unaffordable and inconvenient for many students;

**Whereas**, the purpose of the SAIFC is to financially support projects and/or initiatives that improve infrastructure or facilities on campus that contribute to the undergraduate experience of Cornell students;

**Whereas**, prompt availability of this resource would contribute to the undergraduate experience of Cornell students and is crucial for many Cornell students with SAD;

**Whereas**, Cornell Minds Matter would incur the cost for replacement bulbs and any other necessary upkeep;

**Be it therefore resolved**, that the SAIFC allocate \$400 to fund four full spectrum SAD desk lamps for the Minds Matter Resource Center;

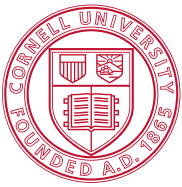
**Be it resolved**, that if a project costs more than estimated, the committee will review the project and consider allocating additional funding

Respectfully Submitted,

Miranda Kasher '19  
*Chair, Student Assembly Infrastructure Fund Committee*

Angelica Cullo '17  
*Large Events Coordinator, Minds Matter*

*(Reviewed by: SAIFC, 4/27/16)*



# Cornell University Student Assembly

Originally Presented on:	5/5/2016
Type of Action:	Legislation
Status/Result:	New Business

## S.A. Resolution #59

### Increasing Sustainability and Comfort in Residential Dormitories

ABSTRACT: This resolution seeks to increase student comfort in residential halls and reduce carbon emissions by allowing individual students additional control over the heating/cooling in their room.

Sponsored by: Conor Hodges '18 & Matthew Battaglia '16

**Whereas**, Article II of the Charter of the Student Assembly states that the Student Assembly has “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;” and

**Whereas**, Article III, § 1 of the Student Assembly Charter states that “The SA will have legislative authority over the policies of the Department of Campus Life;” and

**Whereas**, roughly 51% of students live on-campus; and<sup>i</sup>

**Whereas**, controlling the ambient temperature in a student's room can have a material impact on student comfort; and

**Whereas**, the Student Assembly has expressed interest in making Cornell more environmentally friendly by reducing wasteful emissions; and

**Whereas**, room temperature in newer and retrofitted dormitories is computer-controlled; and

**Whereas**, within these newer dormitories students currently are granted temperature control within a certain temperature bound, typically only  $\pm 2^\circ$  around a central temperature (e.g.  $70^\circ$  allows for students to set a temperature between  $68-72^\circ$ ) via a wall thermostat within their room; and

**Whereas**, in both warm and cool weather some students open windows to warm up or cool off their respective rooms; and

**Whereas**, this opening of windows decreases the efficiency of building heating & cooling as well as increasing costs and University's carbon footprint; and

**Whereas**, enabling students to keep their rooms cooler in the winter months and warmer in the summer months does not entail any extra cost in utilities but can increase student comfort; and

**Whereas**, computer managed climate controls enable easy modification of temperature bounds; and

**Whereas**, informal discussions with Facilities Management have implied a change in the temperature bounds would likely not materially affect the comfort or energy efficiency of neighboring rooms; and

**Whereas**, these discussions also implied that any such change would likely be less drastic than what currently results from having windows opened to forcibly modify room temperature; therefore

49 **Be it Resolved**, that the Office of Student and Campus Life Facilities explore changing the temperature  
50 bound where technologically feasible to allow students to make their room temperatures colder  
51 in the winter and warmer in the summer to allow students more flexibility (e.g. making a winter  
52 temperature bound of -4 and +2 or a summer temperature bound of -2 and +4) to increase  
53 student comfort, reduce utility costs, decrease carbon emissions, and promote sustainability on  
54 campus; and  
55

56 **Resolved**, that the Office of Student and Campus Life Facilities provide an update concerning the  
57 feasibility of the topic by the first Assembly meeting of February 2017; and  
58

59 **Be it finally Resolved**, that a copy of this resolution be sent to the President, Vice President for Student  
60 & Campus Life, & Vice President of Infrastructure Properties and Planning.  
61

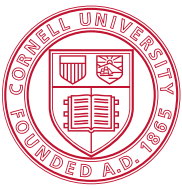
62 Conor Hodges '18  
63 *Undesignated At-Large Representative, Student Assembly*  
64

65 Matthew Battaglia '16  
66 *Ex-Officio Member, Student Assembly*  
67

68 *(Reviewed by: Environmental Committee, 5/2/2016 – 12-0-1)*

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<sup>i</sup> <http://dos.cornell.edu/off-campus-living>



# Cornell University Student Assembly

Originally Presented on:	05/05/16
Type of Action:	Recommendation
Status/Result:	New Business

1 S.A. Resolution #60  
2 Adjusting the Cornell Academic Calendar  
3

4 ABSTRACT: This resolution recommends moving February Break to the weekend including the final  
5 Sunday in February and adding undergraduate students to the 2017 Faculty calendar committee.  
6

7 Sponsored by: Justin Selig '17, Dale Barbaria '19  
8

9 **Whereas,** February break currently falls on the Weekend of President's Day - typically the third weekend  
10 of February - two weeks following winter break and six weeks before Spring Break,  
11

12 **Whereas,** February break was proposed on May 9th 2012 by the Calendar Committee of the Faculty  
13 Senate to fall on the third weekend of February,  
14

15 **Whereas,** on September 12th 2012, Provost Fuchs adopted the plan to have February Break in order to  
16 "help address university concerns about student stress" and  
17

18 **Whereas,** Provost Fuchs stated "A winter break will be added on the Monday and Tuesday of  
19 Presidents Week (the third week in February). This allows the weeklong spring break to be  
20 scheduled two-thirds of the way into the semester, in late March – breaking the semester into  
21 thirds."  
22

23 **Whereas,** the placement of February Break in the academic calendar places little time between the  
24 beginning of the semester and the break  
25

26 **Whereas,** Provost Fuchs also proclaimed, "Finally, in accordance with the Faculty Senate's resolution,  
27 the academic calendar will be subject to periodic review by the Senate's Educational Policy  
28 Committee. The first review will be undertaken in spring 2017, three years after the  
29 implementation of the revised calendar, with further reviews at five-year intervals."  
30

31 **Whereas,** on April 29th 2016, Professor Robert Thorne, member of the Educational Policy Committee  
32 of the Faculty Senate, stated "The February break, coming after only 13 or 18 days of instruction  
33 (1/5 to 1/4 of the way into the semester) is academically pointless, and does little if anything to  
34 reduce student stress at a time in the semester when they have no stress. A more sensible timing  
35 would be near the first peak in the preliminary exam schedule, which occurs 2-3 weeks later,"  
36 and  
37

38 **Whereas,** Professor Thorne also stated, "The gap between February break and Spring break (28 days, or  
39 40% of the semester) is too long, and includes a long, high-stress period."  
40

41 **Whereas,** the Student Assembly Charter states, "The Provost will consult with the SA in the formulation  
42 of the University Calendar. The SA may review and ask for reconsideration of the calendar  
43 before it becomes final. In addition, the SA may propose changes in the calendar to the  
44 Provost."  
45



46 **Be it therefore resolved,** the Student Assembly recommends to the Provost that February Break be  
47 moved annually from the weekend of President’s Day to the weekend with the last Sunday in  
48 February so as to consistently provide sufficient class time between the start of the semester and  
49 February Break,  
50

51 **Be it finally resolved,** that the Faculty Senate should include four members of the undergraduate  
52 student body, including the Chair of the Student Assembly Academic Policy Committee, when  
53 the Faculty Senate reviews the Academic Calendar in Spring 2017  
54

55 **Respectfully Submitted,**

56  
57 Justin Selig ‘17  
58 *Engineering Representative, Student Assembly*  
59

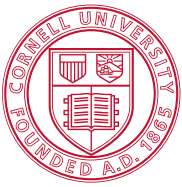
60 Dale Barbara ‘19  
61 *Engineering Representative, Student Assembly*  
62

63 Evelyn Nam ‘16  
64 *Member, Academic Policy Committee*  
65

66 Shreya Mantrala ‘18  
67 *Member, Academic Policy Committee*  
68

69 Alexis Pollitto ‘18  
70 *Member, Academic Policy Committee*  
71

72 *(Reviewed by: Academic Policy Committee, 05/01/16, 12-0-0)*



# Cornell University Student Assembly

Originally Presented on:	04/12/2012
Type of Action:	Recommendation
Status/Result:	Adopted

## S.A. Resolution #43 (Spring 2012)

### Non-Negotiable Aspects of the New University Calendar

Sponsored by: Geoffrey Block '14, Natalie Raps '12

**Whereas**, the University Calendar Committee is proposing changes to the University Calendar

**Whereas**, these changes will affect all students in a variety of ways

**Whereas**, the Student Assembly must ensure that every change improves the mental health and well being of all students

**Be it therefore resolved**, that the Student Assembly labels the following properties of a calendar as those that are imperative for undergraduate student mental health and well-being and ones that should be advocated for in any current or future changes to the academic calendar:

1. A minimum 4 full days of study period
2. A minimum of 8 full days for the exam period
3. An academic break in between the beginning of the Spring Semester and Spring Break
4. A natural break within each exam period (similar to how the weekend currently serves as a natural break for most students)
5. The Wednesday of Thanksgiving as a full day off
6. A minimum of 4 full days for Senior Week Programming in the Spring Semester

**Be it further resolved**, that upon passage, this list be directly considered and weighted heavily by the Calendar Committee as well as President Skorton and Vice-President Murphy

**Respectfully Submitted,**

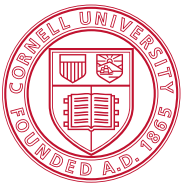
Natalie Raps '12  
*President, Student Assembly*

Geoffrey Block '14  
*At-Large Representative, Student Assembly*

34 And, in case anyone is interested, the roll-call vote:  
35 Passed 21-0-1

<b>S. Balik</b>	<i>Yes</i>
<b>G. Block</b>	<i>Yes</i>
<b>S. Breedon</b>	<i>Yes</i>
<b>D. Brown</b>	<i>Yes</i>
<b>A. Chopra</b>	<i>Yes</i>
<b>R. Desai</b>	<i>Not present</i>
<b>B. Francisco</b>	<i>Yes</i>
<b>R. Gitlin</b>	<i>Yes</i>
<b>D. Golberg</b>	<i>Absent</i>
<b>M. Gulrajani</b>	<i>Abstain</i>
<b>G. Hoffman</b>	<i>Yes</i>
<b>J. Kay</b>	<i>Yes</i>
<b>J. Lee</b>	<i>Not present</i>
<b>A. Meller</b>	<i>Yes</i>
<b>J. Mueller</b>	<i>Yes</i>
<b>D. Muir</b>	<i>Absent</i>
<b>A. Nicoletti</b>	<i>Yes</i>
<b>A. Pinkney</b>	<i>Yes</i>
<b>H. Pittell</b>	<i>Yes</i>
<b>N. Raps</b>	<i>Yes</i>
<b>J. Rau</b>	<i>Yes</i>
<b>P. Scelfo</b>	<i>Yes</i>
<b>E. Szulman</b>	<i>Not present</i>
<b>N. Treffeisen</b>	<i>Yes</i>
<b>A. Wolford</b>	<i>Yes</i>
<b>E. Yeterian</b>	<i>Yes</i>

36



# Cornell University Student Assembly

Originally Presented on:	04/26/2012
Type of Action:	Recommendation
Status/Result:	Adopted and Acknowledged

## S.A. Resolution #47 (**Spring 2012**)

### Undergraduate Student Body Denouncement of the Calendar Committee's Proposal

ABSTRACT: Undergraduate student body denouncement of the Calendar Committee's proposal.

Sponsored by: Geoffrey Block '14, Natalie Raps '12, Adam Gitlin '13, John Mueller '13, Jae Lee '14, Daniel Kuhr '13, Ross Gitlin '15, Peter Scelfo '15, Don Muir '15, Cornell Minds Matter, Senior Week, Cornell Class of 2014

**Whereas**, the Calendar Committee has proposed a final recommendation to be passed by the Faculty Senate regarding changes to the academic calendar, which passed by a vote of 8–1–1.

**Whereas**, both undergraduate students on the committee did not approve of the changes.

**Whereas**, the undergraduate student body believes the process was too rushed.

**Whereas**, one of the purposes of the committee “was to explore whether revisions to the calendar could help to alleviate student stress that may have contributed to the cluster of suicides in the spring of 2010.”

**Whereas**, despite this purpose, there has been substantial criticism of the proposed calendar with students concerned that the changes will, in fact, increase stress and harm student mental health.

**Whereas**, there is still time to explore other options to relieve mental stress.

**Be it therefore resolved**, that the Student Body calls on the Faculty Senate to incorporate further options to relieve mental stress, such as (i.) starting earlier in the Spring Semester to allow for a longer study period; or (ii.) a longer study and exam period (similar to the current length of the study and exam period), or (iii.) an exam period with a built in break in it in order to help relieve student stress and enhance mental health.

**Be it further resolved**, that the Student Body calls on the Faculty Senate to delay passing the proposed calendar in order to allow for more streamlined communication to all parties, more effective use of feedback and for more of a student voice to be heard.

**Be it further resolved**, that the Student Body urges the Faculty Senate, President Skorton and the Board of Trustees to not enact the recommendations of the Calendar Committee until further emphasis is placed on student health and well being.

**Respectfully Submitted,**

Geoffrey Block '14  
*Student Assembly At-large Representative*

Natalie Raps '12  
*Student Assembly President*

48	
49	Adam Gitlin '13
50	<i>Student Assembly Executive Vice President</i>
51	
52	John Mueller '13
53	<i>Student Assembly At-large Representative</i>
54	
55	Daniel Kuhr '13
56	<i>Student Assembly Human Ecology Representative</i>
57	
58	Jay Lee '14
59	<i>Student Assembly At-large Representative</i>
60	
61	Celia Muoser '12
62	<i>Cornell Minds Matter</i>
63	
64	Matt Koren '12
65	<i>Co-chair, Senior Week</i>
66	
67	Rob Callahan '14
68	<i>President, Cornell Class of 2014</i>
69	
70	Ross Gitlin '15
71	<i>Student Assembly Freshman Representative</i>
72	
73	Don Muir '15
74	<i>Student Assembly Freshman Representative</i>
75	
76	Peter Scelfo '15
77	<i>Student Assembly Freshman Representative</i>

President Raps' Message to President Skorton from **April 29, 2012**  
(please refer to Resolution 47 section of the letter):

Dear President Skorton, Vice President Murphy, and Dean Hubbell,

I just wanted to call your attention to a few resolutions that passed at the SA meeting on Thursday.

The first is Resolution 42 which encompasses a large amount of changes to how the Student Assembly Finance Commission appropriates out its funds to all undergraduate student organizations that apply. The Student Assembly Finance Commission along with the future Vice President of Finance Roneal Desai have done a fantastic job creating these much needed changes. After three meetings in which any community member could share their insights or concerns about the changes (and to which the SAFC amended its proposal to address these concerns in the Appendix to Res. 42) the SA engaged in a healthy debate which ended with a final vote of 21-0-2. Below is a brief summary that outlines the attached Resolution 42 items.

Beginning in Fall 2012 the SAFC will now be enacting-

- A tier system: In response to decreasing caps, the SAFC will be assigning groups into tiers based on their spending history for the past 4 years. Each tier will have its own tier cap.
- Tier movement: Groups will be able to move tiers based on (1) how much of their allocation they spend and (2) how much of their tier cap is spent.
- Performance tiers: The highest tier (Tier 1) will have additional criteria that groups will have to meet. The SAFC will evaluate eligible groups based on membership, honors and recognition, event attendance, unique contribution to campus, and accessibility. No groups will be placed into Tier 1 until Fall 2013.
- Decreased documentation: Much of the documentation groups have to submit has been removed to make the process easier for presidents and treasurers.
- Goal: The goal of the tiered system is to solve the instability in caps for the foreseeable future by reducing unspent funds and ensuring that groups which demonstrate a higher need for funding can access it.

The second Resolution is **Resolution 47- the Undergraduate Student Body Denouncement of the Calendar Committee's Proposal**. After being contacted by many student organizations- including Cornell Minds Matter- that the changes in the proposal for study days and finals will only add to student mental health and stress, the resolution sponsors felt that there needed to be more of direct focus on the discussion by the Faculty Senate. The Resolution hopes to again urge your senior staff and the Faculty Senate to look into shortening winter break and exploring all other possible options to decrease student stress before any changes are finalized. The sponsors of the Resolution include SA members from all classes (including 2015 when said changes are expected to take effect) as well as the Cornell Class Councils of 2014, Senior Week and Cornell Minds Matter. Attached please find Resolution 47 that passed unanimously by a vote of 22-0-0.

I hope all is well and that you have a great rest of your weekend.

Best,  
Natalie

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**Editorial**

# Ignoring Student Opinion on the Calendar

LAST WEEK, THE CALENDAR COMMITTEE, comprised of various constituencies across the University, voted to approve their final proposal for an academic calendar that the Faculty Senate will vote on at its next meeting on May 9. Notably absent was the support of the two students on the calendar committee.

While this new calendar purports to reduce stress and improve mental health, the two student representatives on the committee question the underlying justification for pushing forward these changes, and their opposition should give an enormous amount of pause to the Faculty Senate. Any proposal that seeks to make students' lives better but does not have the support of the students is unacceptable. Students, the ones who are actually taking finals and are directly affected by the schedule, must be heard.

The new calendar will condense the exam study period from seven days to four and exam week from eight days to six; shorten Senior Week from seven days to three; change the Wednesday before Thanksgiving from a half day to a full day off; and add two days off during President's Week in February. The student representatives doubted that the mental health benefits that would come from the added vacation days would outweigh the harm that comes from significantly shortening study week, and we agree with this assessment. It should be up to the students to decide what they prefer, and the Faculty Senate must not make such a brazenly paternalistic decision.

The process must be slowed down. Formalized student input must be gathered. If the recommendations of these two students on the committee are to be completely ignored, the Faculty Senate must have other evidence in hand to show that students support the changes, and it is clear that they do not have it. The Faculty Senate or the Calendar Committee could have polled the students and gotten their opinions in a more formalized way. This has not been done.

Proponents of the calendar changes argue that an algorithm the University has developed to create natural breaks for students during finals week will allow them to shorten the number of days without increasing stress. To create these natural breaks, this algorithm will schedule exams based on the classes that students are taking and not simply based on the times that classes meet. We are skeptical about the reliance on this algorithm alone to quell stress during finals week.

The effectiveness of this algorithm for reducing stress has not been tested, and the Calendar Committee and the Faculty Senate might find that they achieve more broad reaching student support for the calendar if they test out this algorithm before making other, more drastic changes. If the algorithm is applied to the current calendar and students find it effective, then perhaps the University can move forward with other changes. Pushing all these changes through at the same time seems rushed.

The University cannot forget that its purpose is primarily to benefit students, and the decisions that it makes must keep students' opinions in mind. If it does not have student support, it should not move forward with the changes to the calendar.



Sun Opinion piece from **May 4, 2012**,  
(written by two Faculty members of the Calendar Committee,  
and referred to in President Skorton's response):

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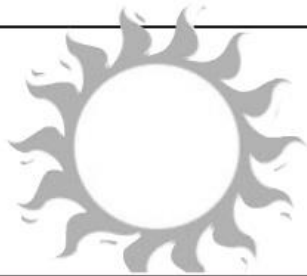
## *A New Perspective on Calendar Changes*

**A**s co-chairs of the Academic Calendar Committee, our goal has been to construct a calendar that might reduce student stress and also improve faculty work-life balance, while complying with NYS Education requirements. The latest version of our recommendations is available online at [[http://theuniversityfaculty.cornell.edu/calendarcommittee/calendar\\_main.html](http://theuniversityfaculty.cornell.edu/calendarcommittee/calendar_main.html)]. We'd like to thank students, faculty and staff for their many thoughtful comments and ideas, communicated through emails, meetings, polls, articles and op-ed

most stressful period of the academic year. The February break also helps families whose children have a Presidents Day recess.

Also, the proposed fall calendar has always included the elimination of the current half-day of instruction on the Wednesday before Thanksgiving break. The S.A. supported this idea with the resolution's fifth item.

What has been more controversial — and misunderstood — are the committee's recommendations to streamline study and exam period. The April 12 resolution listed



**Prof. Jeff J. Doyle,**  
**Dr. Kate Walsh**

*Guest Room*

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pieces. In particular we would like to acknowledge the Student Assembly, whose resolutions of April 12 and 26 have been instrumental in shaping our recommendations. We discuss those here, with the hope of clearing up some misconceptions that have crept into the discussion.

The April 12 Student Assembly resolution listed six imperative properties of an academic calendar. One of these, item three, was the creation of a new break in the Spring semester that would occur before Spring break. Such a break has been a consistent feature of our recommendations, and has been endorsed by the GPSA, Employee Assembly, Educational Policy Committee, Gannett's Mental Health Director and many individuals. This innovation is not only beneficial in its own right, but also allows Spring Break to be moved so as to divide the semester into thirds, thus breaking up long blocks of instruction during the

two imperatives: 1) "A minimum of 4 full days of study period" and 2) "A minimum of 8 full days for exam period." Both of these requirements were met in the committee's recommendations presented to the Faculty Senate in April. However a recent Sun article erroneously stated that the committee's proposed calendar would "condense the exam study period from seven days to four." In fact, in the current academic calendar, the study period begins on Saturday and ends on Wednesday (with the first exam being held during the 7 p.m. period on Wednesday); this is officially 4  $\frac{2}{3}$  days, so our reduction was  $\frac{2}{3}$  of a day. In addition, The Sun article stated that exam week would be reduced from "eight days to six." The exam period in the current academic calendar begins with a single exam on Wednesday evening, ending on Friday, for a total of 9  $\frac{1}{3}$  days. Exams in the publicly discussed calendar recommendations would

be scheduled over an 8 day period, not 6 as the Sun article states. This is a reduction of 1 1/3 days.

Despite the fact that our recommendations met these two imperatives of the April 12 resolution, the S.A. passed a second resolution on April 26, requesting a longer study and exam period and listing three options for achieving this goal. Upon learning of this latest resolution we met with the Dean of Faculty and the Registrar, discussed the three options and revised our recommendations to meet this new request. The study and exam period has now been lengthened by inserting a break day into the exam period — options (ii) and (iii) in the April 26 resolution. Although, based on modeling conducted by the Registrar's office, this "forced" break is not optimal for reducing the number of student conflicts (e.g., back-to-back exams, three exams in 24 hours), we take seriously what undergraduates are telling us concerning the psychological value of such a break in the middle of the exam period.

The fact that the April 26 S.A. resolution provided three alternative solutions for relieving stress during exams was very constructive, as it provided flexibility and implicitly recognized that there must be tradeoffs in creating a viable calendar. We applaud the S.A. for recognizing the relative benefits of events that compete for a finite number of days available for achieving important mental health goals. However, adding a day to study / exam period does bring our revised proposal in greater conflict with the April 12 S.A. resolution's item six: "A minimum of 4 full days for Senior Week Programming in the Spring Semester." Our previous recommendations had Senior Week beginning on the Tuesday before Commencement; our proposal, as revised to meet the demands of the April 26 resolution, extends the exam period one day further into Senior week. However, as was true in the previous proposal, the Registrar will create a schedule in which few seniors have

exams on the final day.

In the process of formulating our recommendations, the committee considered many other options and ideas that word limits preclude from discussing here. The issues are complex and interacting, and we recognize that no calendar is perfect. Yet, we do believe that we are proposing a calendar that best meets the needs of all our constituencies, while addressing student mental health concerns. The committee voted to send this set of recommendations forward to the Faculty Senate because the majority of its members believed that it was the best set of difficult compromises.

Finally, we hope that we have laid to rest the erroneous assertion that the committee ignored input from undergraduate students (Sun editorial of April 25). Far from being ignored, the opinions of the two undergraduate members of the committee — both members of the S.A. — were sought on every issue. That in the final voting, one of these valued members of the committee was the lone vote against the resolution does not mean that he or she was "ignored." It just means the arguments against waiting to bring the calendar to the faculty senate were not persuasive enough to convince the other members. The committee has been responsive to feedback from many individuals and groups, including a number of undergraduates who wrote to the committee's e-mail address. We hope addressing the calendar in light of the S.A.'s two resolutions makes this point clear.

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*Jeff J. Doyle is a professor in the Department of Plant Biology and the Department of Plant Breeding and Genetics. He can be reached at [jjd5@cornell.edu](mailto:jjd5@cornell.edu). Dr. Kate Walsh is Fred G. Peelen Professor of Global Hospitality Strategy and Associate Professor of Organizational Management. She can be reached at [kmw33@cornell.edu](mailto:kmw33@cornell.edu). Guest Room appears periodically this semester.*

President Skorton's Acknowledgement/Response from **May 22, 2012:**

Dear Natalie,

Thank you for sharing the SA Resolution 47 — the Undergraduate Student Body Denouncement of the Calendar Committee's Proposal and for communicating your concerns over the proposed changes to the academic calendar. We understand your concerns and very much recognize that differing opinions remain on the issues raised by the changes.

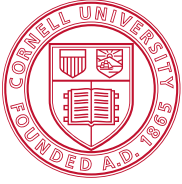
The major goals of the proposed new calendar are to help alleviate student stress and to address staff and faculty work-life issues. Implementation of the calendar, if approved, would occur in a process yet to be determined by the Provost. No changes, however, are envisioned for the next academic year. However, any changes to the academic calendar that might eventually occur would be closely evaluated to determine if some aspects of the calendar are ineffective, so the proper adjustments can be made.

We have clearly heard the concerns of many in our undergraduate student body, including the resolution passed by the Student Assembly. At the same time, we have heard the perspectives of the Graduate and Professional Student Assembly and the faculty, including the recent affirmative vote of the Faculty Senate and the commentary on the process used to arrive at the recommended changes, written by Professors Jeff Doyle and Kate Walsh, co-chairs of the Academic Calendar Committee:

<http://www.cornellsun.com/section/opinion/content/2012/05/04/new-perspective-calendar-changes>

We are currently considering all of these and other considerations and appreciate all the input we have received.

Sincerely,  
David Skorton



# Cornell University Student Assembly

Originally Presented on:	5/5/2016
Type of Action:	TYPE: Recommendation
Status/Result:	New Business

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## S.A. Resolution #61 Reconsidering AAP Final Reviews on Slope Day

Abstract: This resolution urges the Architecture Department to reconsider the timing of “Final Reviews.”

Sponsored by: Sagar Karnavat '17

**Whereas**, the school of Art, Architecture, and Planning has had their final reviews (specifically for fourth-year and fifth-year students) on the first day of the Spring Semester Study Period, also known as Slope Day;

**Whereas**, Slope Day is an annual day of celebration at Cornell historically held on the last day of classes, but has moved to the first day of Spring Semester Study Period, effective Spring 2014;

**Whereas**, final reviews for Art and Architecture students not only is a source of stress because the process requires usually over sixty hours of commitment;

**Whereas**, Art and Architecture students should also be afforded the same privilege as students in the six other colleges to celebrate the culmination of their studies;

**Whereas**, with the recent calendar changes implemented in 2014 Slope Day currently falls on the day after class instruction ends instead of during the last day of class instruction;

**Whereas**, 14,000 undergraduate students have the choice of attending Slope Day events, about 100-120 Art and Architecture students undergo their final reviews during the celebration of the end of the year;

**Be it therefore resolved**, the Student Assembly recommends that the College of Art, Architecture, and Planning not conduct final reviews on the first day of the Spring Semester Study Period, also known as Slope Day,

**Be it further resolved**, that this resolution be forwarded to Kent Kleinman, Dean of Art, Architecture, and Planning, Mark Cruvelier, Chair of the Architecture Department, and Jim Williamson, Director of the Bachelors of Architecture program;

Respectfully Submitted,

Sagar Karnavat '17

*AAP Representative, Student Assembly*

Hanna Reichel '17

*AAP Representative-elect, Student Assembly*

Juliana Batista '16

47 Matthew Indimine '18  
48 *VP Outreach, Student Assembly*  
49  
50 *(Reviewed by: Executive Committee, 5/3/16)*