

STUDENT ASSEMBLY BYLAWS | 1 SEP 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) 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. The newly elected officers will undertake the responsibilities of their position at the start of their term on the SA. Elections for officers shall be by secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot.

Section 3: Terms of office

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

Section 4: Recalling officers

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

ARTICLE III: OFFICER DUTIES

Section 1: President

The responsibilities of the President are as follows:

1. Attend and chair all SA meetings.
2. Attend all Assemblies' leadership meetings and meetings with Executive staff.

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

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

Section 4: Vice President for Finance

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

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

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

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

Section 6: Vice President of Diversity and Inclusion

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

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

Section 7: Vice President of Outreach

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

1. Coordinate constituency representatives' community outreach efforts (including, but not limited to, community forums, meetings with Deans, internal school governments, etc)
2. Devise mechanisms for student organizations to become active members in the decision-making process of the SA; most importantly, committees.
3. Maintain student organization outreach directory.
4. Oversee the City and Local Affairs Committee by assisting and advising the committee chair and attending meetings as necessary.
5. Co-chair the Communications and Outreach Committee.

Section 8: Director of Elections

The responsibilities of the Director of Elections are as follows:

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

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, postering, and other Assembly and University policies,
 - c. coordinating and advertising an informal "Meet the Candidates Forum",
 - d. coordinating and advertising opportunities for candidates to make public appearances,
 - e. coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if such forums are deemed necessary by the Executive Board,
 - 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 72 hours prior to the scheduled meeting date.

Section 2: Special Meetings

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

B. Conflicts- If there is a major conflict that affects a significant portion of the undergraduate student body, such as a religious conflict, any member may direct the SA president to call a special meeting in lieu of the regularly scheduled meeting. The request must be made 2 weeks in advance of the regularly scheduled meeting at issue.

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

Section 3: Organizational Meeting

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

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 must then 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-hour 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.

ARTICLE V: EXECUTIVE BOARD

Section 1: Composition

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

Section 2: Duties

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

Section 3: Meetings

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

ARTICLE VI: COMMITTEES

Section 1: Creation of Committees

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

Committee bylaws shall be adopted with a majority vote.

Section 2: Review Committees

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

- 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 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 on Dining Services will work to represent student interests in the Cornell food system. The committee will consist of at least one faculty member, two Dining student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one graduate/professional student, and at least ten additional students. The VP of Internal Operations for Student Assembly will recommend additional students to both the committee Chair and the Staffing Committee for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the Director to select relevant administrators and staff to be present at meetings. Members will collectively review the policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining Services leadership for improving existing policies or integrating new ideas.
- 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, wellness, and safety. The committee will engage organizations relevant to the committee's mission including Cornell police, Gannett Health Services, the Skorton Center, CUEMS, Minds Matter and any other organizations deemed relevant by the committee chair or Executive Vice President. The committee's chair in collaboration with the Executive Vice President will develop a functional structure for the committee and any additional positions shall be filled by the chair and Executive Vice President. The Health and Wellness Committee will also address student concerns with campus safety by coordinating with the University Assembly when necessary. The chair position can be held by any member of the Cornell undergraduate student population and the committee will be under the supervision of the Executive Vice President.
- I. **Environmental Policy and Planning Commission**- The commission will research issues affecting the campus and its surrounding area, as well as provide recommendations for reducing Cornell's environmental impact. The Environmental Policy and Planning Commission will be charged with creating new legislation and enforcing past environmental legislation. This commission is also charged with providing environmental education and outreach in order to better inform students and the campus community about the campus's environmental impact and sustainability issues. 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

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

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 a chair, up to two SA members, between five and ten undergraduate students, at least four-fifths of whom receive some form of institutionalized 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 for 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 for Finance and the Vice President of Public Relations of the Student Assembly, and one new student, a chair which cannot be either the Vice President for 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 for Finance). No more than 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. Upon request, a written summary of the meeting will be provided by the chair. The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member.

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

F. Technology Committee- The Technology Committee 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 chair or co-chair position 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

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

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. 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 for 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:

- 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

STUDENT ASSEMBLY BYLAWS | 1 SEP 2016

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 VIII: COMMUNITY RIGHTS AND CONFIDENTIALITY

Section 1: Community Rights

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

Section 2: Confidentiality

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

Section 3: Infringement of Confidentiality

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 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.