

Student Activities Funding Commission Charter

Preamble

The **Student Activities Funding Commission** is a student organization established by the **undergraduate student body** to:

- promote the participation of Cornell undergraduates in decision making within the University
- insure student control of the undergraduate activities funding
- allocate student activity funds
- interpret policy
- assist the SA with related functions concerning student organization funding

Name

The name of this organization shall be the Student Activities Funding Commission of Cornell University, hereafter referred to as the SAFC.

Quorum

Quorum is defined as a majority of the seated voting commissioners.

I. Membership

Section 1

The SAFC will consist of no more than forty and no less than thirty members.

Section 2

To be eligible for membership, a person must be registered as an undergraduate student at Cornell University, and must be enrolled as a second semester freshman, a sophomore, a junior, or a senior. No member of any university assembly (i.e., SA, University Assembly) or student trustee can participate as an SAFC commissioner except for the SA SAFC Liaison. If already a member of the SAFC when elected to their assembly position, they must resign from the Commission.

Section 3 - Members' Responsibilities

1. Sign and adhere to the Oath of Office. Failure to adhere to the Oath of Office can result in removal from the Commission.
2. Submit a list of organizations with which they are affiliated and for which they hold an executive position.
3. Serve on SAFC committees if the need for such committees arises as deemed necessary by the E-board.
4. Be knowledgeable of the SAFC funding and allocation policies
5. Act in a professional manner at all times. Respect the rights of individuals and organizations that request and obtain SAFC funding.
6. Serve as a liaison to student organizations if called upon and submit a summary report of each organization once during the semester to the Vice Chair of External Affairs (number to be determined by the Commission each semester or year). In their capacity as a liaison, commissioners must make themselves known by and available to all of their designated organizations prior to allocation to assist in funding request preparation, event planning, and answer any other pertinent questions.
7. Attend one office hour per week for the two straight weeks prior to and after hearings and allocations and every other week thereafter.
8. Commissioners are expected to attend one-hour weekly meetings and any training/retreat sessions.

Section 4 - Membership Selection

A slate of new members of the SAFC shall be elected on the basis of interviews conducted by a small group of commissioners consisting of not less than four.

Interview procedures:

All students interested in becoming a commissioner must fill out an application. In addition, students must complete essay questions prepared by the Chair and the Vice Chair for Public Relations. Those applicants the SAFC designates as most qualified and/or prepared will be selected to participate in the second round, which is delineated below.

Six questions will be prepared by the E-board then chosen by the Chair and the Vice Chair of External Operations prior to the interviews. The commissioners will be divided into two groups. Each possible candidate will answer a minimum of three of the questions (in eight minutes) from a panel of half the commissioners and then answer the other three in front of the other panel. Before each interview, the commissioners will read the applicant's information/question sheet.

The Commission will meet as a whole immediately after all applicants have been interviewed. The candidates will be randomly placed in order. Each candidate will be discussed following normal rules. Each candidate will then be voted on by secret ballot. The votes will be collected but not tallied until all applicants have been voted on. Any candidate receiving a "yes" vote from two-thirds of present commissioners will be considered qualified applicants.

After all candidates been voted on:

- If worthy applicants = available spots, all will be accepted.
- If worthy applicants > available spots, each present commissioner will be required to vote for as many candidates as there are spots available on a blind, listing ballot. The top (how many open spots) candidates receiving at least one-half of the votes of commissioners present, will be declared commissioners-to-be-approved. If not enough receive the said amount of votes (a majority) to fill the vacant slots, then the same procedure will be used again until all spots are filled. In case of a tie on the border of available spots, a similar run-off will be used.
- If worthy applicants < available spots, then all those considered worthy will be commissioner-to-be-approved. A period of discussion on remaining candidates will ensue. A vote will be taken on each commissioner about his/her worthiness. The top vote-getting candidates (at least over 50%) will be considered commissioners to be approved. Votes will not be counted until all applicants are voted on.

Should all of this occur and vacancies still exists, then the session will be still over. The E-board will have the option of reopening discussion at the next meeting.

Section 4

Selection of new members may take place at any time and must take place at least once during each academic year.

Section 5

Members of the SAFC shall serve two-year staggered terms unless they resign or are removed from office (for attendance or other policy violations). Members can be appointed after two years.

Commissioners may take a leave of absence during these two years but they must submit a formal letter to that effect for record keeping purposes before the last meeting of the semester.

To be excused from the attendance requirement at any meeting during the semester, a member must present his/her reasons to the SAFC and the absence must be approved by majority vote of the SAFC members present. If denied, the request may not be appealed.

II. Officers

Section 1

The duties of the officers shall consist of: establishing a schedule of funding hearings, calling and presiding at SAFC meetings, and directing the work of the SAFC.

Section 2

A slate of officers will be presented and voted upon by at least a quorum of the SAFC. These appointments shall be made in the fall semester of every year—Election of the 2 Co-chairs shall be staggered, with one Co-Chair elected at the above stated election time and another elected before the last day of classes in the spring semester. Executive Board officers shall consist of:

- 2 Co-Chairs
- Vice Chair for Internal Operations
- Vice Chair for External Operations
- Vice Chair for Public Relations
- Secretary
- Webmaster
- Past E-board members (non-voting)

The following SA members serve on the SAFC E-board and are encouraged to take an active role in its proceedings:

- SAFC Liaison (voting)

Section 3 - Executive Board Responsibilities

- Chair or Co-Chairs (2)
 1. Share and assume total/final responsibility for the functioning of the SAFC and its actions.
 2. Establish the agenda and chair/co-chair meetings.
 3. Conduct the President and Treasurer’s Workshop.
 4. Make timely responses to any inquires by groups concerning allocation procedures, rationale letters and funding transfers.
 5. Serves as a resource to the SAFC to ensure that the commission acts in a holistic manner whenever possible i.e. acts fiscally prudent and is constantly searching for bargains and advises and represents the SAFC in all relevant financial dealings.
 6. Co-Chairs may vote when a vote among the Executive Board is necessary.
- Vice Chair of Public Relations
 1. Communicate with the community, including the press, campus groups, the administration and the Student Assembly.
 2. Submit ads in the Daily Sun regarding membership, funding request submission deadlines, etc.
 3. Proof rationale letters for content, clarity, and accuracy.
 4. Arrange and oversee new commissioner application and interview process.
 5. Vote for final approval of allocations.
- Vice Chair of Internal Operations
 1. Notify all members, via email, of meeting times and location.
 2. Coordinate the schedules, office hours, and reserve rooms for such purposes.
 3. Maintain and prepare the Commission’s internal operating budget.
 4. Vote for final approval of allocations.
 5. Serve as the Training Officer of the Commission by formulating and executing the training process for new and returning commissioners.
- Vice Chair of External Operations
 1. Be in charge of the Liaison program by making commissioner assignments and collecting reports.
 2. Explain SAFC decisions to groups when questioned. Act as the “point” person for all inquiries with the Co-Chairs and respond within 48 hours.
 3. Vote for final approval of allocations.
 4. Will take an active role in aiding groups’ planning of events, working particularly with larger groups to ensure best utilization of funds and ensure that any groups which use large venues for events.
 5. In order to have funds allocated most effectively, ensure that groups, which use large venues for performances or other events, don’t have largely similar events or conflicting events at the same time.

6. Ascend to the Chair position in the event that a Co-Chair resigns or is incapable of performing their duties as per Section 4.
- Webmaster (Non-voting)
 1. Create and operate a functional website for proper portrayal of Commission information.
 2. Ensure that documents available on the Commission website are up to date.
 3. Manage the Commission's Orgsync portal by uploading necessary forms and documents and ensuring that they are up to date.
 4. Act as the liaison between the Commission and Orgsync.
 - Secretary (Non-Voting)
 1. Take minutes at all meetings.
 2. Keep and enforce the attendance policy.
 3. Must keep records of Tier Placement, Budget Allocation, Budget Hearing Outcomes, Appeal decisions and other relevant decision to assist future members in training. These records must be available to the undergraduate student body.
 4. Ensure the adherence to SAFC Charter and Bylaws

Section 4

In the event that the Chair resigns or declares that he/she is unable to complete his/her term in office, the Vice Chair of External Operations shall assume his/her duties until an election can be held to choose a new Chair. The election must take place within two weeks of the resignation or declaration of incapacity. The newly elected Chair shall serve for the remainder of the previous Chair's term.

Section 5

The officers shall be elected by a majority of the SAFC members before the last day of classes of the fall semester. The officers should have at least one semester's term of experience to serve in the position. The election meeting shall be well publicized to all Commission members. Absentee ballots shall be permitted provided they are submitted to the Chair in writing before the final vote is taken. To be eligible to vote, a member must not be in violation of the attendance policy.

Section 6

The officers' terms of office shall begin on the Monday after the last day of classes in the fall semester of the election until one year later.

III. Attendance Policy

Good attendance is essential to the efficient running of the SAFC. The following attendance policy will be in effect and refers to attendance during one semester:

Each SAFC meeting or event has a point value for unexcused and excused absences, some of which may be decided at the discretion of the executive board. Missing normal meetings, executive board meetings, office hours, and help sessions are 1 point if excused and 2 points if unexcused. Funding hearings and interviews are 2 points if excused and 3 points if unexcused. Please note that commissioners are required to attend only a certain number of help sessions and funding hearings decided at the discretion of the executive board. Executive board members are held to a higher standard and must attend all SAFC meetings and events. An executive board member's standing will be voted on in conjunction with his/her standing on the commission, should he/she accumulate points. An excused absence requires the formal notice of a valid excuse to the Secretary and Vice Chair of Internal Operations. Valid excuses are an illness, a prelim the day following an event, a prelim the same day as the event, religious observances, or conflict with a job or job interviews, and any other excuse deemed appropriate at the discretion of the executive board.

5 Points (A Warning)

If a commissioner reaches five points they will receive a warning that their attendance is not in accordance with the expectations of the SAFC.

7 and 9 Points (A Vote)

If a commissioner reaches seven points or subsequently 9 points they will be notified that at the next meeting there will be a vote taken by commissioners present on whether or not to remove said commissioner from the SAFC. Before a vote is taken, the commissioner will have the opportunity to justify the absences to the entire Commission. If the majority of the Commission votes in favor of his/her removal, that commissioner's seat on the SAFC will be automatically vacated. If the majority of the Commission votes in favor of his/her staying on the SAFC, he/she will stay on the commission but will retain his/her point level. It will be that individual's responsibility to find ways to make up the points.

11 Points (Removal)

If a commissioner reaches eleven points they will be automatically removed from the commission without a vote.

Due to the nature and close proximity of SAFC events, commissioners tend to rack up points consecutively, hurting their attendance records. The commissioner will be warned of points before every scheduled Monday meeting at which attendance standings will be discussed. The amounts of points accrued by that Monday meeting will dictate the procedures to be followed in regards to that commissioner's attendance standing.

IV. Amendments

Section 1

This Charter may be amended by a two-thirds vote of the SAFC voting members subject to the approval of the SA by majority vote. The Assembly may make amendments through majority vote.

Section 2

This Charter may be amended at any meeting provided that the SAFC members have received previous notification that the amendment is to be considered.

SAFC Bylaws

1. The SAFC and University auditors may audit the books of all currently funded organizations at any time.
2. All commissioners shall have signed an "Oath of Office" and "Conflict of Interest Statement". The SAFC requires that any commissioner who is also a member of another organization MUST refrain from all SAFC affairs when dealing with that outside organization. This includes representing that organization before the SAFC during funding hearings if serving as that President or and during the decision as to the allocation of monies for that organization. In addition to any voting/participation of an SAFC policy with regard to the outside organization both in regular meetings an in special conflict sessions. Commissioners who are members of other organizations may not attempt to influence other members regarding any SAFC actions regarding their organizations. Violators of these policies will be treated in the same manner as violators of the Attendance Policy after the offense has come to the attention of the E-board, the same procedures will be followed (see the Attendance Policy).
3. To ensure that a clear and understandable record of the Commissions' decisions will be available to future members of the SAFC and the student body as a whole, minutes will be placed in

the SAFC office for commissioner comments. Any changes must be submitted to the Vice Chair of Internal Operations and Secretary within 2 weeks. The E-board will then make final approval.

4. To ensure the orderly running of meetings the following procedures will be followed. Proposals for changes to procedures and policies must be submitted at any regular E-board meeting. At the discretion of the E-board such a proposal would be placed on the agenda for the next week's meeting as New Business, under this heading, the item would be discussed and debated. The following week the item would be placed on the agenda as Old Business and would be voted on. Proposals that do not require any lengthy debate may be voted on under New Business if two-thirds of the members present vote to do so. Agendas and meetings will be publicized following the E-board's meeting so the entire commission knows of the agenda items.

5. The Office of the Dean of Students shall hire an accountant(s) to insure proper administration of all funding requests.

6. Appeals: The SAFC will set aside an amount to be determined each semester for organizations to appeal their allocations on the following grounds: new information and or discrimination. The deadline for Appeals will be determined each semester but is generally within a week of the allocations being made available. After the SAFC has made its decisions about all submitted appeals, organizations shall have the opportunity to appeal to the SAFC Appeals Board. The SA VP of Finance should be contacted for such appeals to the SAFC Appeals Board. Prior to appeal to the SAFC Appeals Board, organizations must meet with an SAFC Chair.

7. Special Requests: The SAFC shall establish a Special Request fund to be used for unanticipated expenses of previously funded organizations that have already gone through the current semester's funding process. Funds left over after Appeals will be used for the Special Requests funds. If no funds are available then there will not be any Special Requests accepted that semester.

8. The SAFC will recall any unexpended allocations at the end of the semester.

9. The SAFC Co-Chairs shall present directly to the SA every fall semester a full written accounting of their operations for the previous academic year. Including the names of organizations requesting funds, the amount requested, the amount awarded, and the amount actually spent as well as figures for the Commission as a whole.

Appendix A of SAFC Bylaws: Funding Guidelines

1 Definitions

1.1 Terms

Allocation

A conditional allotment of funds by the Commission in response to a request for funding. In releasing an allocation, the Commission does not guarantee payment of any particular or reimbursement expense; rather, it promises to set aside funds which may be used towards certain expenses, subject to all applicable university and statutory regulations.

Applicant

The organization or organizations who are parties to the application.

Application

An application consisting of several requests for funding submitted to the SAFC by one or more applicants.

Business day

A business day shall be any day the Office of the Dean of Students is open for regular business and regular undergraduate classes are in session.

Commissioner

A member of the SAFC.

Fiscal year

A university fiscal year which extends from July 1 to June 30 in the following calendar year.

New organization

An organization that either did not receive or did not spend any funds allocated by the SAFC during the previous two fiscal years.

Price quote

A price quote is a good faith estimate of the cost of goods or services for which the applicant is requesting funds. To be valid for the Commission the price quote must:

- be dated within the last two calendar years;
- be written in English or be accompanied by a written translation to English; and
- include:
 - unit costs or prices for each requested expense for which the quote issued as documentation, and
 - cost of shipping and handling, if additional funding is requested for those costs.

Registered student organization

An organization which has a current and complete registration on file with SLECA.

Returning organization

An organization that received and spent funds allocated by the SAFC during the previous fiscal year.

SA

The Student Assembly (the assembly) is the undergraduate student government of the university that determines the by-line funding allocation of the SAFC on a biannual basis.

SAFC

Student Activities Funding Commission (the Commission)

SAFC Appeals Board

Student Activities Funding Commission Appeals Board, herein the Appeals Board, acts as the appellate body charged with facilitating and deciding SAFC funding appeals.

SLECA

The Office of Student Leadership, Engagement & Campus Activities is an administrative unit of the university which grants registrations to student organizations, allowing them certain privileges on campus, including the right to apply for funds from the SAFC. The office also provides extensive information and advisory resources to officers of registered student organizations.

1.2 Version of Record

The version of the guidelines posted on the Student Assembly Finance Commission OrgSync website is the version of record, and it shall supersede any other existing versions. SLECA shall maintain and modify this version according to the procedures for amendment. Commissioners and other parties may not alter the effect or applicability of the bylaws or guidelines by misstatement or misinterpretation.

2 Applicants

This section establishes rules and procedures governing the interactions of applicant organizations and the Commission.

2.1 Eligibility

2.1.1 Basic Requirements

To be eligible to request funds or to spend allocated funds an applicant must:

- register with the Office of Student Leadership, Engagement & Campus Activities (SLECA) by the second Monday in September or optionally by the last Monday of January if the group plans to only pursue spring funding;
- declare during the SLECA registration process that the group intends to apply for SAFC funding during that academic year;

prior to the first deadline for funding requests in the fall semester, if funding is sought in the fall,

prior to the first deadline for funding requests in the spring semester, if funding is sought in the spring;

- have undergraduate members who comprise at least sixty percent of its total membership, excluding alumni members; and,
- be in good standing with the Commission.

Officers of the applicant must also meet the following requirements:

- president(s) and treasurer(s) must agree to abide by standards for ethical conduct; and,
- president(s), treasurer(s), and advisor must affirm their approval for each request either by digital or by written signature as the Commission provides.

The organization must meet all eligibility requirements as well as submit both requests and supporting materials before the deadlines set by the Commission in order for the Commission to accept and review such requests and materials. The commission may not accept submissions from organizations that have not met the eligibility requirements.

2.1.2 Exception for Unforeseen Circumstances

In the event of unforeseen circumstances that would prevent the submission of the organization funding request or the affirmation of said funding request by the president, treasurer, and/or advisor, the student organization must:

1. Notify both the SAFC Co-Chairs via email to their netid's available on the Commission website and the Commission's email address (safc@cornell.edu) to request a 24 hour extension from the original funding request deadline:

a) This request must include the evidence required below; and

b) Must be submitted within 24 hours after the funding request deadline.

2. Complete the remainder of their application before the eventual extended deadline.

Eligible unforeseen circumstances and associated evidence are the following:

1. Negligence of advisor;

Required evidence: screenshot of written communication with advisor one week prior to the funding request deadline in regards to funding request approval.

2. Injury or illness of treasurer, president, or advisor;

Required evidence: note from a physician or medical professional with date of injury and explanation of event.

3. Death of treasurer, president, or advisor.

Required evidence: at the discretion of the SAFC co-chairs.

The SAFC co-chairs will evaluate the evidence provided and whether or not the circumstance is unforeseen, and notify the organization as decision before funding request reviews commence.

Requests for extension will be evaluated based on:

1. Demonstration of foresight regarding SAFC rules and deadlines;

2. Severity of the unforeseen circumstance;

3. Extent of ineligibility (i.e. completeness of application).

The submission of an extension request should not be construed as a granting of said request. The decision to accept or deny a request for an extension is not subject to appeal. Again, the commission may not accept funding request submissions from organizations that have not met the eligibility requirements.

2.2 Ethical Conduct

Officers of applicants must agree to the Statement on Ethical Conduct prepared by SLECA by digital or written signature as they provides.

2.3 Suspension and Revocation of Funds

2.3.1 Purpose

To prevent misuse of commission funds, the Executive Board of the Commission may act to temporarily suspend or permanently revoke allocated funds. The Board may revoke funds of an organization if it finds that the organization:

- does not meet one or more eligibility requirements; or,
- acted in violation of the Statement on Ethical Conduct.

2.3.2 Suspension of Funding

Either the Office of the Dean of Students or the Chair(s) of the Commission may temporarily suspend an organization's funds at any time. Any action to temporarily suspend funding of an applicant organization shall last no more than ten business days. Such a decision takes effect only after the following are informed:

- 1 the Office of the Dean of Students;
- 2 the Chair(s); and,
- 3 the president, treasurer, and advisor of the affected organization.

2.3.3 Revocation of Funding

To revoke funding of an organization, the Commission must follow this procedure:

- 1 the Chair(s) of the Commission must contact the officers and advisor of the organization, explaining the Commission's intent and reasoning for proposing revocation of funding; and,
- 2 the Chair(s) of the Commission, or a designee, must arrange for a meeting between the Executive Committee and the organization so the organization may:

- 1 hear the Commission's intent and reasoning,
- 2 examine any evidence associated with the proposed revocation of funding,
- 3 present its case and additional evidence to the Commission, and
- 4 negotiate a mutually acceptable remedy; and,

3 the Executive Board, after deliberating in closed session, may vote to revoke funding.

The decision to revoke funding is subject to appeal by the Appeals Board. Any funds that are revoked remain unavailable to the organization until the appeal process is resolved.

2.3.4 Limitations

The Executive Board may not revoke funding for more than one academic year and may reverse a decision to revoke funds at any time.

3 Request for Funds

3.1 Funding Request

3.1.1 Purpose

Organizations may obtain funds individually by submitting a funding request. The application is prerequisite to all other requests for funding the organization may submit.

3.1.2 Basis on Which to Make Requests

The Commission will provide one opportunity for the submission of funding requests each semester.

3.1.3 Permitted Expenses

Organizations may request funds for the following kinds of expense in a funding application:

- 1 administrative expenses;
- 2 local events;
- 3 travel events;
- 4 durable goods; and,
- 5 publications.

3.1.4 When Applications Are Due

The commission sets deadlines for online submission in its calendar.

3.1.5 When Funds Become Available

The commission sets a date in its calendar when funding decisions are released and funds become available. Once released, funds may be used towards expenses that occur

between the first and last days of classes for the semester in which those funds are allocated. Funds remain available until revoked or reverted at the end of the semester in which they are granted.

3.1.6 Maximum Allocation

3.1.6.1 Maximum Funding Determined by Tier Assignment

The commission assigns each organization to a maximum allocation tier, which determines the maximum cumulative amount of funding per semester the organization can receive.

3.1.6.2 Annual Adjustment of Tiers

The commission will annually evaluate the number of tiers and total number of organizations to assign to each tier before assigning organizations to such tiers. The commission may increase or reduce the maximum allocation for the lowest tier throughout the fiscal year depending on the amount of funds available and the number of new organizations that request funding.

3.1.6.3 Initial Tier Assignment

The commission assigns every new organization to the lowest tier in the first semester that it submits a regular funding request. The commission may assign a returning organization to the lowest tier in the second semester they submit a regular funding request.

3.1.6.4 Requirements to Stay in Tier

The commission completes an annual evaluation of each organization at the end of each academic year to determine whether the organization may remain in the current tier or should be assigned to the next lowest tier in the next academic year. In order to remain in its current tier, the organization must in each semester that it receives funding:

- 1 spend a proportion of its allocated funds relative to the total amount allocated that meets or exceeds the efficiency spending percentage (the spending requirement); and,
- 2 remain in good standing with the Commission.

The efficiency spending percentage is set by the Commission by the first day of classes in the academic year in which groups are being evaluated.

If an organization does not submit any funding requests in an academic year, the Commission will assign it to the next lowest tier in the following academic year.

3.1.6.5 Advancement to a Higher Tier

As part of the annual evaluation, the Commission also provides an opportunity for organizations to request advancement to a higher tier for the next academic year. In order to advance to the next highest tier, an organization must:

- 1 fulfill all requirements to remain in its current tier; and,
- 2 in at least one semester, spend a proportion of its allocated funds relative to the maximum allocation allowed for its tier that meets or exceeds the tier spending percentage.

The tier spending percentage is set by the Commission by the first day of classes in the academic year in which groups are being evaluated.

3.1.6.6 Special Cancellation Request

The commission permits the submission of Special Cancellation Requests to allow organizations to remove select funds from the tier and efficiency spending calculation in light of circumstances that were unforeseen at the time of application. The Request must be submitted to the Commission within two (2) weeks of the organization becoming aware of the inability to fulfill the expense. The commission will determine whether or not the circumstances are unforeseen. These may include but are not limited to:

- 1 speaker/performer cancellations after the funding request was reviewed;
- 2 weather conditions prohibiting travel;
- 3 a reduction in price after the submission of the original price quote;
- 4 injury or illness; or
- 5 actual costs are lower than those allocated under negotiated rates.

3.1.6.7 Fast Track Advancement

If the organization is in the lowest tier and advanced to a higher tier in three consecutive academic years and meets criteria for advancement into the next highest tier in the fourth year, it may advance two tiers that year.

3.1.6.8 Additional Requirements for Performance Tiers

The commission may designate certain tiers as performance tiers. To remain in or advance into a performance tier, organizations must:

- 1 fulfill all of the basic requirements to be eligible for that tier;
- 2 submit an annual performance report using facilities provided by the Commission; and
- 3 submit a Diversity & Inclusion Plan (DIP) and receive approval from the DIP Task Force in compliance with the guidelines set out for Performance tier groups in United Student Body.

This requirement may be waived by the commission's executive board if the organization can provide sufficient evidence that the DIP task did not carry out its duties properly.

The Commission will consider information submitted in the annual performance report in determining whether an organization may remain or advance into the specified performance tier. If the Commission determines that the group is not eligible to remain in a performance tier then the group will be placed into the highest tier that is not a performance tier.

3.1.6.9 Option to Receive Double Tier Amount in One Semester

An organization may elect to receive funding in only one semester. Such an organization may receive twice the maximum allocation permitted for its tier.

To exercise this option, the organization must submit a Fall/Spring Only Semester form to the commission before the first deadline for funding request submissions in the fall semester.

3.2 Special Project Request

3.2.1 Purpose

To allow organizations to request funds in certain new or special circumstances, the commission permits submission of special project requests.

3.2.2 Eligible Expenses

An applicant may request additional funding for any expenses in its funding request or for entirely new expenses under the following conditions:

- 1 applicant has received an allocation for the current year in response to its regular funding request;
- 2 special project funding application is submitted before a deadline in the calendar such that the commission will render a decision before any additional requested funding must be used;
- 3 additional funds are needed because:
 - 1 the applicant has new circumstances which:
 - 1 support a higher allocation than the original circumstances of the application, and
 - 2 could not have been reasonably anticipated or mitigated by the organization before it submitted its original request.

The applicant may request expenses solely in the following categories:

- 1 local events,
- 2 travel events, and
- 3 publications.

3.2.3 Application Requirements

Organizations submit special project funding applications using a special project application form available online from the commission website. Forms must be signed by the registered president, treasurer, and advisor of the organization and must include:

- 1 identification of the expenses for which additional funding is needed and how much more is needed for each; and,
- 2 if the request arises from new circumstances, documentation of new circumstances necessitating the increased allocation, including a showing that the applicant could not have reasonably foreseen such circumstances at the last regular deadline.

3.2.4 Procedure for Review and Allocation

The commission:

- 1 reviews the application at the next date set in its calendar and renders a decision by the same process as for the single organization application, but without a hearing except by request of the Chair(s) of the commission;
- 2 rejects the application or any parts of it that do not meet criteria for a special request funding application; and,
- 3 considers the parts it accepts on the merits as if they were part of the regular funding request and allocates accordingly, applying any adjustment or maximum allocation restrictions that applied to the regular funding request.

4 Allocation

The commission allocates funds according to these guidelines and its bylaws. Allocations do not guarantee that specific reimbursements or payments will be issued. For this reason, organizations are advised to consult with the Commission before entering into any commitment with financial consequences.

5 Funding Hearings

5.1 Purpose of a Funding Hearing

A funding hearing process is provided to enable organization leaders to meet with commissioners to resolve certain mistakes identified in or arising out of the initial allocation process.

5.2 Eligibility to Request a Funding Hearing

An applicant may only request a hearing regarding a request which:

- 1 is submitted in an application; and
- 2 received less than the maximum allocation for which it is eligible, which is the lesser of:
 - 1 the amount requested; and
 - 2 the difference between the semester tier cap for that group and cumulative funds already allocated to that group in the current semester.

5.3 Procedures

The commission:

- 1 will schedule hearings within one week of release of preliminary allocation determinations;
- 2 does not allow amendment of the originally submitted request;
- 3 accepts additional documentation and statements provided by the applicant which clarify or support the requests included in the original submission; and,
- 4 keeps minutes which document the names of participants in the hearing, the questions asked of the applicant, and the responses received.

The applicant:

- 1 provides no less than one and no more than three representatives of whom all must be either undergraduate student members or registered advisors; and,
- 2 limits responses to the questions posed by the Commissioners.

6 Appeals

6.1 Purpose

The external appeal process assures actions of the Commission are fair and reasonable. An organization may utilize this process only where it can

1 dispute:

- 1 an allocation decision;
- 2 a special cancellation request; or
- 3 placement into/removal out of a performance tier;

2 where it can demonstrate that the Commission:

- 1 incorrectly interpreted or applied its guidelines or relevant policies; or
- 2 wrongly excluded or construed relevant information or supporting documentation in the organization's application.

An organization may not appeal an allocation decision if it had, but did not utilize, an opportunity for a hearing with the Commission. The burden shall rest on the appealing organization to demonstrate that the Commission erred. The Appeals Board determines the outcome of the appeal.

6.2 Format of Appeal

Appeals are submitted to the Student Assembly Vice President for Finance the Chair of the Appeals Board, via email to sa-vpfinance@assembly.cornell.edu. Appeals must include:

- 1 name of the organization;
- 2 the date and time of the organization's appeal with the Commission regarding the allocation that is being appealed;
- 3 whether the organization is appealing either the Commission's:
 - 1 interpretation of its funding guidelines; or
 - 2 wrongful exclusion of relevant information or supporting documentation;
- 4 rationale explaining how the group believed the Commission erred;
- 5 a citation of the specific policies in these guidelines or other policies applicable to the Commission's determination (for example: "SAFC Funding Guidelines Section 8.2.1"); and,
- 6 the contact(s) who will represent the organization in the appeal, who must be the registered president, treasurer, or advisor of the organization.

6.2.1 Composition of SAFC Appeals Board

- 1 The Board shall be chaired by the Student Assembly Vice President for Finance, who serves as an impartial chairperson. In the event of a tie, the Chairperson shall cast the deciding vote. In the event that the Student Assembly Vice President for Finance is unavailable to chair a hearing, another voting member of the Student Assembly who is on the Appeals Board will be asked to fill the position.
- 2 The Board shall retain membership of 9 members.
- 3 The Board shall contain at least four voting members of the Student Assembly and at least two members of the undergraduate community at large. The SAFC Co-Chairs shall serve as ex-officio members of the Appeals Board.

6.3 Receipt of Appeal and Initial Action

- 1 The organization must submit completed appeals before the deadline provided by the Commission or, if the Commission does not specify an explicit deadline, within five business days after the Commission releases the decision the organization wishes to dispute.
- 2 The Chair of the Appeals Board, after determining the appeal submission is timely and complete, transmits it to the Commission's Executive Board.
- 3 If the SAFC Executive Board agrees with the appeal request in its substance, the Chair of the Commission may notify the Chair of the Appeals Board, who may grant the request without conducting a hearing.

4 The Chair of the Appeals Board, unless so notified regarding the appeal, contacts the members of the organization within five business days of receiving the review request to schedule a hearing with the Appeals Board.

6.4 Appeal Hearing

In presentation and discussion, the Appeals Board reviews only the actions disputed in the appeal, and neither the affected organization nor the Commission may present new information or documentation that was unavailable when the Commission made its initial decision. The affected organization may be represented by any undergraduate member and the president and treasurer must be in attendance. The SAFC shall be represented by the Commissioners who conducted the Funding Review and Funding Hearing of the affected organization. The affected organization and the SAFC representatives each:

- 1 present their rationales; and,
- 2 answer questions concerning its presentation.

6.5 Decision

The Appeals Board

- 1 deliberates in closed session and, for each disputed action, determines whether Commission erred in its original decision; and,
- 2 for each determination that the Commission erred in its original decision, adopts a rationale explaining its determination.

In determining whether guidelines were correctly interpreted the Appeals Board will consider whether the Commission's application of its guidelines was reasonable. In determining whether the Commission erred in its determination of facts, the Appeals Board will decide based on a preponderance of evidence provided in the hearing.

For each appeal reviewed, the Chair of the Appeals Board:

- 1 compiles a preliminary report of all determinations and rationales approved by the Appeals Board
- 2 presents a report for the Assembly no less than one week following the decision of the Appeals Board; and,
- 3 transmits the adopted report to the Chair(s) of the Commission, the Office of the Dean of Students, and the presidents, treasurers, and advisors of the affected organizations.

For each determination that the Commission erred, the Commission or its Executive Board must within ten business days:

- 1 reconsider the disputed action and adopt actions that are consistent with the rationale of the Appeals Board;
- 2 report its revised decision to the Chair of the Appeals Board, the Office of the Dean of Students, and the affected organizations.

6.6 Further Appeals

Organizations may appeal a revised decision of the Commission in the same manner as the original decision, but only on the basis of new determinations that were made since the original appeal was filed. Organizations may additionally dispute outcomes of appeals through the university Ombudsman.

7 Reversion of Funds

If an organization has unspent funds remaining in its account at the first business day after the last day of classes in the academic semester in which those funds were allocated, those funds will automatically revert to the Commission.

8 Categories of Supported Expenses

This section describes the kinds of expenses which the Commission may fund.

The following general principles apply to all expenses funded by the Commission:

- 1 The commission funds only for expenses that relate to the purpose of the organization as specified in its registration with SLECA.
- 2 In requests for funding, organizations must always break down the amounts requested in each expense category and specify the permitted expense in the category to which the amounts relate.
- 3 Depending on the type of request and the category, additional documentation or conditions may apply to funding requests.

8.1 Administrative Expenses

8.1.1 General Purpose

Administrative expenses support the basic operation and administration of the organization.

8.1.2 Permitted Expenses

The following expenses are allowed under this category:

- 1 copying and printing services;
- 2 chalk;
- 3 advertising for recruitment;
- 4 repairs and maintenance of equipment;
- 5 Willard Straight Hall mailbox rental fee; and
- 6 web hosting;

8.1.3 Prohibited Expenses

The following expenses are prohibited under the administrative expenses category: durable goods and items with a typical or expected useful life of more than one year.

8.1.4 Maximum Funding

Administrative expenses may not exceed \$200 per semester.

8.2 Local Event

8.2.1 Purpose

This category includes expenses associated with putting on an event, program or practice.

8.2.2 Eligible Events

To be eligible for funding the event must:

- 1 occur between the first and last day of classes;
- 2 occur on a weekday when classes are in session or a weekend that is not part of a university holiday such as Fall Break or Spring Break; and,
- 3 be one of the following:
 - 1 a practice session for athletic or performance organizations, or
 - 2 a public event open to the Cornell community to the extent permitted by spatial, temporal, or financial constraints;
- 4 not have a primary or substantive purpose of:
 - 1 conversion/worship
 - 2 influencing legislation

- 3 partisan political activity
- 4 raising funds for profit
- 5 raising funds for charity, unless the event has another equally substantive purpose related to the mission of the organization
- 6 social activity; and,
- 7 comply with the [Use of University Property Policy](#), if it occurs on campus.

8.2.3 Permitted Expenses

The following expenses are permitted under this category if they relate to an eligible event, are not among the prohibited expenses for the category, and are for:

- 1 guest performers, including:
 - 1 honorarium or engagement fee,
 - 2 transport,
 - 3 lodging, and
 - 4 meals;
- 2 venue rental;
- 3 event production services;
- 4 supplies and materials essential to the event;
- 5 media rental and licensing fees; and,
- 6 copies and chalk

If an event is allocated funding, the Commission will provide up to two complementary, vertical eighth-page advertisements to publicize the event in the Cornell Daily Sun. Funding is not allocated for these ads in the organization's funding request, but the organization may pay for the ads using the Cornell Daily Sun Advertisement Authorization Form.

8.2.4 Prohibited Expenses

The following expenses are prohibited under the local events category:

- 1 [durable goods](#) and items with a typical or expected useful life of more than one year,
- 2 food other than meals for performers as provided in permitted expenses,
- 3 honorarium or engagement fee if paid to:
 - 1 a speaker or performer with whom another organization has negotiated an engagement fee, documented by a Letter of Intent filed with the Commission, for which it is seeking funding from the Commission,
 - 2 a university student,
 - 3 a university employee,
 - 4 an alumnus who graduated within five years, or
 - 5 a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.

8.2.5 Application Requirements

Applicant must submit:

- 1 [price quote](#) documentation for each individual expense; and
- 2 a completed Letter of Intent Form for each guest performer for which it requests funds in this category.

A Letter of Intent Form is a form available online from SLECA, which must be completed by the speaker or performer and the group organizing the event. It is not binding upon either party, but it documents the good-faith intent of the parties to organize the event.

8.2.6 Maximum Funding

The following caps will apply to expenses under the local events category:

- 1 Lodging for guest performers may not exceed \$100 per night and \$20 per person for any additional persons if the guest performer is a group of people.
- 2 Meals for guest performers may not exceed \$30 per person per day.

3 Travel expenses for guest performers may not exceed the eligible amount under the Internal Revenue Service rate, listed under [negotiated rates](#).

4 Copies and chalk for publicity may not exceed \$20 per event.

8.3 Travel Event

8.3.1 Purpose

The commission funds expenses related to student participation in conferences and tournaments away from the university.

8.3.2 Eligible Events

To be eligible for funding the event must:

1 be located outside the municipal limits of Tompkins County, New York;

2 occur between the first day of classes and the last day of exams for the semester in which it occurs;

3 be organized and hosted by another institution;

4 not be a retreat in which group members partake in team building, training activities, and other such activities which do not further the purpose of the organization; and,

5 not have a primary or substantive purpose of:

1 conversion/worship

2 influencing legislation

3 partisan political activity

4 raising funds for profit

5 raising funds for charity, unless the event has another equally substantive purpose related to the mission of the organization

6 social activity.

8.3.3 Permitted Expenses

The following expenses are permitted under this category if they relate to an eligible event, are not among the prohibited expenses for the category, and are:

1 student travel expenses, including:

1 transport, and

2 lodging.

2 entry fees; and,

3 supplies and materials essential to participation in the event.

8.3.4 Prohibited Expenses

The following expenses are prohibited under the [travel events](#) category:

1 [durable goods](#) and items with a typical or expected useful life of more than one year,

2 meals, unless the meals cannot be separated from an otherwise eligible expense, or

3 social activities, unless the activities cannot be separated from an otherwise eligible expense.

8.3.5 Application Requirements

Applicant must submit:

1 travel event documentation for each individual event.

Travel event documentation must:

1 originate from the event organizer in the form of a letter, fax, or website printout; and,

2 specify:

1 organizer of the event, including a phone, email, or web contact;

2 date of the event;

3 location of the event;

4 description or subject of the event; and

5 all expenses associated with the event.

8.3.6 Maximum Funding

The following caps will apply to expenses under the travel events category:

1 Student travel expenses for travel events may not exceed the eligible amount under the student travel rate, listed under negotiated rates.

2 For destinations outside the contiguous United States that are not within 400 miles of Ithaca the Commission will allocate a maximum of \$1,500 for travel expenses per event.

8.4 Durable Good

8.4.1 Purpose

The commission funds purchases of items with a useful life of more than a year that are necessary for an organization's purpose.

8.4.2 Eligibility

To receive funding for expenses in this category, the organization must submit current information about each of the durable goods it has purchased in the last three years with commission funds using the performance reporting facilities provided by the Commission.

8.4.3 Permitted Expenses

Expenses permitted under this category include:

1 purchase or repair of a durable good which:

1 has a typical and expected useful life of at least one year;

2 will be held on campus for active use by the organization for its entire expected useful life;

3 is necessary to carry out activities related to the organization's purpose; and,

4 is intended for use in activities that would be eligible local events, travel events, or publications.

8.4.4 Prohibited Expenses

The following expenses are prohibited under the durable goods category:

1 is purchased for personalized issue or use;

2 will not be stored in an on-campus facility managed by the organization or its advisor;

3 duplicates functionality or service already available on campus;

4 is used to produce publicity items;

5 is an office good such as, but not limited to:

1 pens,

2 pencils,

3 markers,

4 paper,

5 filing cabinets,

6 hole punches,

7 staplers,

8 and paperweights; or,

6 is among the following:

1 media for physical copying or production of music or video,

2 hardware, software, and video games,

3 refrigerator, or

4 flash drives and hard-drives.

8.4.5 Application Requirements

Applicant must submit:

1 price quote documentation for each individual expense.

8.5 Publication

8.5.1 Purpose

The commission funds production of publications for general distribution to the campus community.

8.5.2 Maximum Allocation

The commission allocates a maximum of \$2,500 per academic semester for production of a publication.

8.5.3 Eligible Publications

For expenses to be eligible under this category, they must support production of a publication that:

- 1 circulates in the same academic year funds are issued;
- 2 is available to the entire Cornell community and distributed at locations on campus frequented by this community, including campus dining facilities, student centers, libraries;
- 3 issue at least 100 copies; and,
- 4 include the e-mail, phone, or mailing address for the president, treasurer, and advisor of the organization in each issue.

8.5.4 Permitted Expenses

Expenses are permitted under this category solely for production of eligible publications.

8.5.5 Application Requirements

For each publication, the applicant must provide:

- 1 price quote documentation for each individual expense; and
- 2 either:

- 1 a copy of a recent issue of the publication; or,
- 2 in the case of a new publication, a written outline detailing the format, content, and intended audience of the publication.

9 Performance Reporting

Organizations seeking to remain in or advance to performance tiers are required to submit an annual performance report. To facilitate such reporting, the Commission provides means for organizations to submit information about their activities over the previous academic year. The annual performance report will allow organizations to submit responses to the following questions:

- 1 How does your organization contribute to Cornell's campus environment and reputation?
- 2 What is your organization's membership?
- 3 Approximately how many students attended any local events your organization held in the past two academic years?
- 4 List and describe any awards and recognitions your organization has received in the past two academic years
- 5 Describe any travel events and their significance for the organization
- 6 Describe your marketing efforts as an organization. Please include information on funds spent on advertising, time spent handing out quarter cards or chalking, ads placed in the Daily Sun, or anything else that you feel is relevant
- 7 Describe any steps your group has taken to reduce your organization's environmental footprint.
- 8 How do you ensure your meetings and events are accessible to all members of the Cornell Community?
- 9 Describe how your organization currently reaches out to Cornell's numerous diverse communities, and going forward, how it plans to continue and expand these initiatives.

These communities may include but need not be limited to:

- 1 Cornell's 7 undergraduate colleges and schools
- 2 Majors
- 3 Relevant organizations or groups that support your mission/purpose
- 4 Racial, ethnic, religious, sexual orientation, disabled populations
- 5 Faculty and staff

6 Other undergraduate organizations or special interests

10 Calendar

By the last day of classes in any semester, the Commission adopts a calendar of events and deadlines consistent with these funding guidelines. The calendar is subject to change without notice and the online version supersedes any other version. Applicants are expected to review the calendar before making any fiduciary commitments.

Appendix A. Negotiated Rates

The following rates are determined by the Office of the Dean of Students by negotiation and consultation with other units and external vendors that serve applicant organizations. The rates are subject to change by the Office of the Dean of Students without notice.

Some rates are available only to university organizations (organizations that register with a “university” rather than “independent” status). For university-only rates, organizations will have to obtain a quote directly from the vendor.

Expense Type	Current Rate	Vendor	Applies To	Updated
Advertising	\$64.00 per 1/8 page vertical advertisement	Cornell Daily Sun	University organizations	Monday, 16 April 2012
Speaker/performer transportation	\$0.56 per person per mile	US Internal Revenue Service	All organizations	Tuesday, 1 January 2013
Student travel rate	\$0.071 per person per mile	SAFC and US Internal Revenue Service	All organizations	Tuesday, 1 January 2013
Student lodging rate	\$25 per person per night	SAFC	All organizations	Thursday, 1 August 2013