

Resolution 24 Appendix A

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
- ~~interpret and implement the funding criteria approved by the SA~~
- 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. 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. Budget 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 budget 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 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. Any commissioner may appeal to the SA, which can overrule the decision of the SAFC by a majority vote. The SA is to cautiously exercise this authority, using it only in cases where rules have been violated or where there are extenuating circumstances worthy of consideration.~~

~~5 Points (A Warning)~~

Resolution 24 Appendix A

Student Activities Funding Commission - Charter

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

35 ~~7 and 9 Points (A Vote)~~

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

44 ~~11 Points (Removal)~~

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

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

51 **II: Membership**

52 Section 1

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

54 Section 2

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

60 Section 3 – Members' Responsibilities

- 61 1. Sign and adhere to the Oath of Office. Failure to adhere to the Oath of Office can result in removal
62 from the Commission.
- 63 2. Submit a list of organizations with which they are affiliated and for which they hold an executive
64 position.
- 65 3. Serve on SAFC committees if the need for such committees arises as deemed necessary by the E-
66 board.
- 67 4. Be knowledgeable of the SAFC funding and allocation policies
- 68 5. Act in a professional manner at all times. Respect the rights of individuals and organizations that
69 request and obtain SAFC funding.

Resolution 24 Appendix A

Student Activities Funding Commission - Charter

- 70 6. Serve as a liaison to student organizations if called upon and submit a summary report of each
71 organization once during the semester to the Vice Chair of External Affairs (number to be
72 determined by the Commission each semester or year). In their capacity as a liaison, commissioners
73 must make themselves known by and available to all of their designated organizations prior to
74 allocation to assist in funding request preparation, event planning, and answer any other pertinent
75 questions.
- 76 7. Attend one office hour per week for the two straight weeks prior to and after hearings and
77 allocations and every other week thereafter.
- 78 8. Commissioners are expected to attend one-hour weekly meetings and any training/retreat sessions.

79 Section 4 – Membership Selection

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

82 Interview procedures:

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

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

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

97 After all candidates been voted on:

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

Resolution 24 Appendix A

Student Activities Funding Commission - Charter

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

112 Section 5

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

115 Section ~~5~~ 6

116 Members of the SAFC shall serve two-year staggered terms unless they resign or are removed from office (for
117 attendance or other policy violations). Members can be appointed after two years. Commissioners may take a
118 leave of absence during these two years but they must submit a formal letter to that effect for record keeping
119 purposes before the last meeting of the semester.

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

123 **III II. Officers**

124 Section 1

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

127 Section 2

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

- 132 • 2 Co-Chairs
- 133 • Vice Chair for Internal Operations
- 134 • Vice Chair for External Operations
- 135 • Vice Chair for Public Relations
- 136 • Secretary
- 137 • Webmaster
- 138 • Past E-board members (non-voting)

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

- 141 • SAFC Liaison (voting)

142 Section 3 - Executive Board Responsibilities

Resolution 24 Appendix A

Student Activities Funding Commission - Charter

- 143
- 144
- 145
- 146
- 147
- 148
- 149
- 150
- 151
- 152
- 153
- 154
- 155
- 156
- 157
- 158
- 159
- 160
- 161
- 162
- 163
- 164
- 165
- 166
- 167
- 168
- 169
- 170
- 171
- 172
- 173
- 174
- 175
- 176
- 177
- 178
- 179
- 180
- 181
- 182
- 183
- 184
- 185
- 186
- 187
- 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.

Resolution 24 Appendix A

Student Activities Funding Commission - Charter

- 188 • Secretary (Non-Voting)
- 189 1. Take minutes at all meetings.
- 190 2. Keep and enforce the attendance policy.
- 191 3. Must keep records of Tier Placement, Budget Allocation, Budget Hearing Outcomes, Appeal
- 192 decisions and other relevant decision to assist future members in training. These records
- 193 must be available to the undergraduate student body.
- 194 4. Ensure the adherence to SAFC Charter and Bylaws

195 Section 4

196 In the event that the Chair resigns or declares that he/she is unable to complete his/her term in office, the

197 Vice Chair of External Operations shall assume his/her duties until an election can be held to choose a new

198 Chair. The election must take place within two weeks of the resignation or declaration of incapacity. The

199 newly elected Chair shall serve for the remainder of the previous Chair's term.

200 Section 5

201 The officers shall be elected by a majority of the SAFC members before the last day of classes of the fall

202 semester. The officers should have at least one semester's term of experience to serve in the position. The

203 election meeting shall be well publicized to all Commission members. Absentee ballots shall be permitted

204 provided they are submitted to the Chair in writing before the final vote is taken. To be eligible to vote, a

205 member must not be in violation of the attendance policy.

206 Section 6

207 The officers' terms of office shall begin on the Monday after the last day of classes in the fall semester of the

208 election until one year later.

209 **III. Attendance Policy**

210 Good attendance is essential to the efficient running of the SAFC. The following attendance policy will be in

211 effect and refers to attendance during one semester:

212 Each SAFC meeting or event has a point value for unexcused and excused absences, some of which may be

213 decided at the discretion of the executive board. Missing normal meetings, executive board meetings, office

214 hours, and help sessions are 1 point if excused and 2 points if unexcused. Funding hearings and interviews are

215 2 points if excused and 3 points if unexcused. Please note that commissioners are required to attend only a

216 certain number of help sessions and funding hearings decided at the discretion of the executive board.

217 Executive board members are held to a higher standard and must attend all SAFC meetings and events. An

218 executive board member's standing will be voted on in conjunction with his/her standing on the commission,

219 should he/she accumulate points. An excused absence requires the formal notice of a valid excuse to the

220 Secretary and Vice Chair of Internal Operations. Valid excuses are an illness, a prelim the day following an

221 event, a prelim the same day as the event, religious observances, or conflict with a job or job interviews, and

222 any other excuse deemed appropriate at the discretion of the executive board.

223 5 Points (A Warning)

Resolution 24 Appendix A

Student Activities Funding Commission - Charter

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

226 7 and 9 Points (A Vote)

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

235 11 Points (Removal)

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

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

242 **IV. Amendments**

243 Section 1

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

246 Section 2

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

Appendix B -Resolution 24

Student Activities Funding Commission – Bylaws

- 3 A. The SAFC and University auditors may audit the books of all currently funded organizations at any
4 time.
- 5 B. All commissioners shall have signed an “Oath of Office” and “Conflict of Interest Statement”. The
6 SAFC requires that any commissioner who is also a member of another organization MUST refrain
7 from all SAFC affairs when dealing with that outside organization. This includes representing that
8 organization before the SAFC during funding hearings if serving as that President or and during the
9 decision as to the allocation of monies for that organization. In addition to any voting/participation
10 of an SAFC policy with regard to the outside organization both in regular meetings and in special
11 conflict sessions. Commissioners who are members of other organizations may not attempt to
12 influence other members regarding any SAFC actions regarding their organizations. Violators of
13 these policies will be treated in the same manner as violators of the Attendance Policy after the
14 offense has come to the attention of the E-board, the same procedures will be followed (see the
15 Attendance Policy).
- 16 C. To ensure that a clear and understandable record of the Commissions’ decisions will be available to
17 future members of the SAFC and the student body as a whole, minutes will be placed in the SAFC
18 office for commissioner comments. Any changes must be submitted to the Vice Chair of Internal
19 Operations and Secretary within 2 weeks. The E-board will then make final approval.
- 20 D. To ensure the orderly running of meetings the following procedures will be followed. Proposals for
21 changes to procedures and policies must be submitted at any regular E-board meeting. At the
22 discretion of the E-board such a proposal would be placed on the agenda for the next week’s
23 meeting as New Business, under this heading, the item would be discussed and debated. The
24 following week the item would be placed on the agenda as Old Business and would be voted on.
25 Proposals that do not require any lengthy debate may be voted on under New Business if two-thirds
26 of the members present vote to do so. Agendas and meetings will be publicized following the E-
27 board’s meeting so the entire commission knows of the agenda items.
- 28 E. The Office of the Dean of Students shall hire an accountant(s) to insure proper administration of all
29 funding requests.
- 30 F. Appeals: The SAFC will set aside an amount to be determined each semester for organizations to
31 appeal their allocations on the following grounds: new information and or discrimination. The
32 deadline for Appeals will be determined each semester but is generally within a week of the
33 allocations being made available. After the SAFC has made its decisions about all submitted appeals,
34 organizations shall have the opportunity to appeal to the SAFC Appeals Board. The SA VP of
35 Finance should be contacted for such appeals to the SAFC Appeals Board. Prior to appeal to the
36 SAFC Appeals Board, organizations must meet with an SAFC Chair.
- 37 G. Special Requests: The SAFC shall establish a Special Request fund to be used for unanticipated
38 expenses of previously funded organizations that have already gone through the current semester’s
39 funding process. Funds left over after Appeals will be used for the Special Requests funds. If no
40 funds are available, then there will not be any Special Requests accepted that semester.
- 41 H. The SAFC will recall any unexpended allocations at the end of the semester.
- 42 I. The SAFC Co-Chairs shall present directly to the SA every fall semester a full written accounting of
43 their operations for the previous academic year. Including the names of organizations requesting
44 funds, the amount requested, the amount awarded, and the amount actually spent as well as figures
45 for the Commission as a whole.

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

1 1 Definitions

2 **1.1 Terms**

3 ~~SAFC Appeals Board~~

4 Allocation

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

9 Applicant

10 The organization or organizations who are parties to the application.

11 Application

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

14 Business day

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

17 Commissioner

18 A member of the SAFC.

19 Fiscal year

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

21 New organization

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

24 Price quote

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

- 27 1. be dated within the last calendar year;
- 28 2. be written in English or be accompanied by a written translation to English; and
- 29 3. include:
 - 30 1. unit costs or prices for each requested expense for which the quote issued as
 - 31 documentation, and
 - 32 2. cost of shipping and handling, if additional funding is requested for those costs.

33 Registered student organization

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

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

35 Returning organization

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

38 SA

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

41 SAFC

42 Student Activities Funding Commission (the Commission)

43 **SAFC Appeals Board**

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

46 SLECA

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

52 **1.2 Version of Record**

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

58 **2 Applicants**

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

61 **2.1 Eligibility**

62 2.1.1 Basic Requirements

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

- 64 • register with and be approved by the Office of Student Leadership, Engagement & Campus
65 Activities (SLECA) by when the budgets are due in each semester;
- 66 • declare during the SLECA registration process that the group intends to apply for SAFC
67 funding during that academic year; prior to the first deadline for funding requests in the fall
68 semester, if funding is sought in the fall, prior to the first deadline for funding requests in the
69 spring semester, if funding is sought in the spring;

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

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

73 Officers of the applicant must also meet the following requirements:

- 74 • president(s) and treasurer(s) must agree to abide by standards for ethical conduct; and,
75 • president(s), treasurer(s), and advisor must affirm their approval for each request either by
76 digital or by written signature as the Commission provides [on the specific budget request](#).
77 • [The signatures of the president\(s\), treasurer\(s\), and advisor must match the names listed on](#)
78 [the group’s profile page in Orgsync](#)

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

83 2.1.2 Exception for Unforeseen Circumstances

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

- 87 1. Notify both the SAFC Co-Chairs via email to their netid’s available on the Commission
88 website ~~and the Commission’s email address (safe@cornell.edu)~~ to request a 24 hour
89 extension from the original funding request deadline:
90 1. This request must include the evidence required below; and
91 2. Must be submitted within 24 hours after the funding request deadline.
92 2. Complete the remainder of their application before the eventual extended deadline. Eligible
93 unforeseen circumstances and associated evidence are the following:
94 1. Negligence of advisor;
95 Required evidence: screenshot of written communication with advisor ~~one-week~~
96 [three days](#) prior to the funding request deadline in regards to funding request
97 approval.
98 2. Injury or illness of treasurer, president, or advisor;
99 Required evidence: note from a physician or medical professional with date of injury
100 and explanation of event.
101 3. Death of treasurer, president, or advisor;
102 Required evidence: at the discretion of the SAFC co-chairs.

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

105 Requests for extension will be evaluated based on:

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

- 106 1. Demonstration of foresight regarding SAFC rules and deadlines;
- 107 2. Severity of the unforeseen circumstance;
- 108 3. Extent of ineligibility (i.e. completeness of application).

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

113 **2.2 Ethical Conduct**

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

116 **2.3 Suspension and Revocation of Funds**

117 2.3.1 Purpose

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

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

123 2.3.2 Suspension of Funding

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

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

131 2.3.3 Revocation of Funding

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

- 133 1. the Chair(s) of the Commission must contact the officers and advisor of the
134 organization, explaining the Commission's intent and reasoning for proposing
135 revocation of funding; and,
- 136 2. the Chair(s) of the Commission, or a designee, must arrange for a meeting between the
137 Executive Committee and the organization so the organization may:
 - 138 1. hear the Commission's intent and reasoning,
 - 139 2. examine any evidence associated with the proposed revocation of funding,

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

- 140 3. present its case and additional evidence to the Commission, and
141 4. negotiate a mutually acceptable remedy; and,
142 3. the Executive Board, after deliberating in closed session, may vote to revoke funding.
143 The decision to revoke funding is subject to appeal by the Appeals Board. Any funds
144 that are revoked remain unavailable to the organization until the appeal process is
145 resolved.

146 2.3.4 Limitations

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

149 **3 Request for Funds**

150 **3.1 Funding Request**

151 3.1.1 Purpose

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

154 3.1.2 Basis on Which to Make Requests

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

157 3.1.3 Permitted Expenses

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

- 159 1. administrative expenses;
160 2. local events;
161 3. travel events;
162 4. durable goods; and,
163 5. publications.

164 3.1.4 When Applications Are Due

165 The commission sets deadlines for online submission in its calendar.

166 3.1.5 When Funds Become Available

167 The commission sets a date in its calendar when funding decisions are released and funds become
168 available. Once released, funds may be used towards expenses that occur between the first and last
169 days of classes for the semester in which those funds are allocated. Funds remain available until
170 revoked or reverted at the end of the semester in which they are granted.

171 3.1.6 Maximum Allocation

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

172 3.1.6.1 Maximum Funding Determined by Tier Assignment

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

175 3.1.6.2 Annual Adjustment of Tiers

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

180 3.1.6.3 Initial Tier Assignment

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

184 3.1.6.4 Requirements to Stay in Tier

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

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

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

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

196 *If an organization is zero funded in one of the semesters, this will be disregarded if the organization
197 qualifies in the other semester with its efficiency spending percentage.*

198 3.1.6.5 Advancement to a Higher Tier

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

- 202 1. fulfill all requirements to remain in its current tier;
- 203 2. *receive a non-0 funded budget in both semesters in the past academic year; and,*
- 204 3. in at least one semester, spend a proportion of its allocated funds relative to the maximum
205 allocation allowed for its tier that meets or exceeds the tier spending percentage.

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

206 The tier spending percentage is set by the Commission by the first day of classes in the academic
207 year in which groups are being evaluated. **This is done objectively by the percentages and no formal**
208 **application process is required.**

209 3.1.6.6 Special Cancellation Request

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

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

220 3.1.6.7 Fast Track Advancement

221 If the organization is in the lowest tier and advanced to a higher tier in three consecutive academic
222 years and meets criteria for advancement into the next highest tier in the fourth year, it may advance
223 two tiers that year. **This is only applicable for an organization trying to rise into the performance tier.**

224 3.1.6.8 Additional Requirements for Performance Tiers

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

- 227 1. fulfill all of the basic requirements to be eligible for that tier;
- 228 2. submit an annual performance report using facilities provided by the Commission; and
- 229 3. submit a Diversity & Inclusion Plan (DIP) and receive approval from the DIP Task Force in
230 compliance with the guidelines set out for Performance tier groups in United Student Body.
231 This requirement may be waived by the commission's executive board if the organization
232 can provide sufficient evidence that the DIP task did not carry out its duties properly.

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

237 3.1.6.9 Option to Receive Double Tier Amount in One Semester

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

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

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

242 **3.2 Special Project Request**

243 3.2.1 Purpose

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

246 3.2.2 Eligible Expenses

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

- 249 1. applicant has received an allocation for the current ~~year~~ semester in response to its regular
250 funding request;
- 251 2. special project funding application is submitted both before ~~a~~ the deadline for submission as
252 stated in the SAFC calendar and before ~~such that the commission will render a decision~~
253 before any additional requested funding must be used;
- 254 3. additional funds are needed because:
 - 255 1. the applicant has new circumstances which:
 - 256 1. support a higher allocation than the original circumstances of the application,
257 and
 - 258 2. could not have been reasonably anticipated or mitigated by the organization
259 before it submitted its original request.

260 The applicant may request expenses solely in the following categories:

- 261 1. local events,
- 262 2. travel events, and
- 263 3. publications.

264 3.2.3 Application Requirements

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

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

273 3.2.4 Procedure for Review and Allocation

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

274 The commission:

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

283 **4 Allocation**

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

288 **5 Funding Hearings**

289 **5.1 Purpose of a Funding Hearing**

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

292 **5.2 Eligibility to Request a Funding Hearing**

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

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

299 **5.3 Procedures**

300 The commission:

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

307 The applicant:

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

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

311 **6 Appeals**

312 **6.1 Purpose**

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

- 315 1. dispute:
- 316 1. an allocation decision;
 - 317 2. a special cancellation request; or
 - 318 3. placement into/removal out of a performance tier;
- 319 2. where it can demonstrate that the Commission:
- 320 1. incorrectly interpreted or applied its guidelines or relevant policies; or
 - 321 2. wrongly excluded or construed relevant information or supporting documentation in
322 the organization's application.

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

326 **6.2 Format of Appeal**

327 Appeals are submitted to the Student Assembly Vice President for Finance the Chair of the Appeals
328 Board via email ~~to~~ sa-vpfinance@assembly.cornell.edu.

329 Appeals must include:

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

341 **6.2.1 Composition of SAFC Appeals Board**

- 342 1. The Board shall be chaired by the Student Assembly Vice President for Finance, who serves
343 as an impartial chairperson. In the event of a tie, the Chairperson shall cast the deciding

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

- 344 vote. In the event that the Student Assembly Vice President for Finance is unavailable to
345 chair a hearing, another voting member of the Student Assembly who is on the Appeals
346 Board will be asked to fill the position.
- 347 2. The Board shall retain membership of 9 members.
 - 348 3. The Board shall contain at least four voting members of the Student Assembly and at least
349 two members of the undergraduate community at large. The SAFC Co-Chairs shall serve as
350 ex-officio members of the Appeals Board.

351 **6.3 Receipt of Appeal and Initial Action**

- 352 1. The organization must submit completed appeals before the deadline provided by the
353 Commission or, if the Commission does not specify an explicit deadline, within five business
354 days after the Commission releases the decision the organization wishes to dispute.
- 355 2. The Chair of the Appeals Board, after determining the appeal submission is timely and
356 complete, transmits it to the Commission's Executive Board.
- 357 3. If the SAFC Executive Board agrees with the appeal request in its substance, the Chair of
358 the Commission may notify the Chair of the Appeals Board, who may grant the request
359 without conducting a hearing.
- 360 4. The Chair of the Appeals Board, unless so notified regarding the appeal, contacts the
361 members of the organization within five business days of receiving the review request to
362 schedule a hearing with the Appeals Board.

363 **6.4 Appeal Hearing**

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

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

373 **6.5 Decision**

374 The Appeals Board

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

379 In determining whether guidelines were correctly interpreted the Appeals Board will consider
380 whether the Commission's application of its guidelines was reasonable. In determining whether the

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

381 Commission erred in its determination of facts, the Appeals Board will decide based on a
382 preponderance of evidence provided in the hearing.

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

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

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

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

396 **6.6 Further Appeals**

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

401 **7 Reversion of Funds**

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

405 **8 Categories of Supported Expenses**

406 This section describes the kinds of expenses which the Commission may fund. The following
407 general principles apply to all expenses funded by the Commission:

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

415 **8.1 Administrative Expenses**

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

416 8.1.1 General Purpose

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

418 8.1.2 Permitted Expenses

419 The following expenses are allowed under this category:

- 420 1. copying and printing services **not related to advertising for specific local events**;
- 421 2. chalk;
- 422 3. advertising for recruitment;
- 423 4. repairs and maintenance of equipment;
- 424 5. Willard Straight Hall mailbox rental fee and **on-campus storage areas**; and
- 425 6. web hosting;
- 426 7. **Group – not individual – membership fees (ex: national chapter dues)**.

427 8.1.3 Prohibited Expenses

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

430 8.1.4 Maximum Funding

431 Administrative expenses may not exceed \$200 per semester.

432 **8.2 Local Event**

433 8.2.1 Purpose

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

435 8.2.2 Eligible Events

436 To be eligible for funding the event must:

- 437 1. occur between the first and last day of classes:
- 438 2. occur on a weekday when classes are in session or a weekend that is not part of a university
439 holiday such as Fall Break or Spring Break; and,
- 440 3. be one of the following:
 - 441 1. a practice session for athletic or performance organizations, or
 - 442 2. a public event open to the Cornell community to the extent permitted by spatial,
443 temporal, or financial constraints;
- 444 4. not have a primary or substantive purpose of:
 - 445 1. conversion/worship
 - 446 2. influencing legislation
 - 447 3. partisan political activity
 - 448 4. raising funds for profit

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

- 449 5. raising funds for charity, unless the event has another equally substantive purpose
450 related to the mission of the organization
451 6. social activity; and,
452 7. comply with the Use of University Property Policy, if it occurs on campus.

453 8.2.3 Permitted Expenses

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

- 456 1. guest performers, including:
457 1. honorarium, ~~or~~ engagement, or coaching fee,
458 2. transport,
459 3. lodging, and
460 4. meals;
461 2. venue rental;
462 3. event production services;
463 4. supplies and materials essential to the event;
464 5. media rental and licensing fees; and,
465 6. copies and chalk

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

470 8.2.4 Prohibited Expenses

471 The following expenses are prohibited under the local events category:

- 472 1. durable goods and items with a typical or expected useful life of more than one year,
473 2. food other than meals for performers as provided in permitted expenses,
474 3. travel expenses to a location within Tompkins County for members of the organization
475 4. honorarium or engagement fee if paid to:
476 1. a speaker or performer with whom another organization has negotiated an
477 engagement fee, documented by a Letter of Intent filed with the Commission, for
478 which it is seeking funding from the Commission,
479 2. a university student,
480 3. a university employee,
481 4. an alumnus who graduated within five years, or
482 5. a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.
483 6. any items that are given away
484 7. any recording or photography expenses

485 8.2.5 Application Requirements

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

486 Applicant must submit:

- 487 1. price quote documentation for each individual expense; and
- 488 2. a completed Letter of Intent Form for each guest performer for which it requests funds in
- 489 this category.

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

493 8.2.6 Maximum Funding

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

- 495 1. Lodging for guest performers may not exceed \$100 per night and \$20 per person for any
- 496 additional persons if the guest performer is a group of people.
- 497 2. Meals for guest performers may not exceed \$30 per person per day.
- 498 3. Travel expenses for guest performers may not exceed the eligible amount under the Internal
- 499 Revenue Service rate, listed under negotiated rates.
- 500 4. Expenditures for electronics (i.e. cameras, speakers, etc) are capped at \$500
- 501 5. Copies and chalk for publicity may not exceed \$20 per event.

502 **8.3 Travel Event**

503 8.3.1 Purpose

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

506 8.3.2 Eligible Events

507 To be eligible for funding the event must:

- 508 1. be located outside the municipal limits of Tompkins County, New York;
- 509 2. occur between the first day of classes and the last day of exams for the semester in which it
- 510 occurs;
- 511 3. be organized and hosted by another institution;
- 512 4. not be a retreat in which group members partake in team building, training activities, and
- 513 other such activities which do not further the purpose of the organization; and,
- 514 5. not have a primary or substantive purpose of:
 - 515 1. conversion/worship
 - 516 2. influencing legislation
 - 517 3. partisan political activity
 - 518 4. raising funds for profit
 - 519 5. raising funds for charity, unless the event has another equally substantive purpose
 - 520 related to the mission of the organization
- 521 6. social activity.

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

522 8.3.3 Permitted Expenses

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

- 525 1. student travel expenses, including:
- 526 1. transport, and
 - 527 2. lodging.
 - 528 2. entry fees; and,
 - 529 3. supplies and materials essential to participation in the event.

530 8.3.4 Prohibited Expenses

531 The following expenses are prohibited under the travel events category:

- 532 1. durable goods and items with a typical or expected useful life of more than one year,
- 533 2. meals, unless the meals cannot be separated from an otherwise eligible expense, or
- 534 3. social activities, unless the activities cannot be separated from an otherwise eligible expense.

535 8.3.5 Application Requirements

536 Applicant must submit:

- 537 1. travel event documentation for each individual event.

538 Travel event documentation must:

- 539 1. originate from the event organizer in the form of a letter, fax, or website printout; and,
- 540 2. specify:
 - 541 1. organizer of the event, including a phone, email, or web contact;
 - 542 2. date of the event;
 - 543 3. location of the event;
 - 544 4. description or subject of the event; and
 - 545 5. all expenses associated with the event.

546 8.3.6 Maximum Funding

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

- 548 1. Student travel expenses for travel events may not exceed the eligible amount under the
549 student travel rate, listed under negotiated rates.
- 550 2. For destinations outside the contiguous United States that are not within 400 miles of Ithaca
551 the Commission will allocate a maximum of \$1,500 for travel expenses per event.

552 **8.4 Durable Good**

553 8.4.1 Purpose

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

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

556 8.4.2 Eligibility

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

560 8.4.3 Permitted Expenses

561 Expenses permitted under this category include:

- 562 1. purchase or repair of a durable good which:
 - 563 1. has a typical and expected useful life of at least one year;
 - 564 2. will be held on campus for active use by the organization for its entire expected
565 useful life;
 - 566 3. is necessary to carry out activities related to the organization's purpose; and,
 - 567 4. is intended for use in activities that would be eligible local events, travel events, or
568 publications.

569 8.4.4 Prohibited Expenses

570 The following expenses are prohibited under the durable goods category:

- 571 1. is purchased for personalized issue or use;
- 572 2. will not be stored in an on-campus facility managed by the organization or its advisor;
- 573 3. duplicates functionality or service already available on campus;
- 574 4. is used to produce publicity items;
- 575 5. is an office good such as, but not limited to:
 - 576 1. pens,
 - 577 2. pencils,
 - 578 3. markers,
 - 579 4. paper,
 - 580 5. filing cabinets,
 - 581 6. hole punches,
 - 582 7. staplers,
 - 583 8. and paperweights; or,
- 584 6. is among the following:
 - 585 1. media for physical copying or production of music or video,
 - 586 2. ~~hardware~~, software, and video games/~~gaming systems~~,
 - 587 3. ~~televisions, radios, small speakers~~
 - 588 4. refrigerator, or
 - 589 5. flash drives and hard-drives.

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

590 8.4.5 Application Requirements

591 Applicant must submit:

- 592 1. price quote documentation for each individual expense.

593 **8.5 Publication**

594 8.5.1 Purpose

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

597 8.5.2 Maximum Allocation

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

600 8.5.3 Eligible Publications

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

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

608 8.5.4 Permitted Expenses

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

610 8.5.5 Application Requirements

611 For each publication, the applicant must provide:

- 612 1. price quote documentation for each individual expense; and
- 613 2. either:
 - 614 1. a copy of a recent issue of the publication; or,
 - 615 2. in the case of a new publication, a written outline detailing the format, content, and
616 intended audience of the publication.

617 **9 Performance Reporting**

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

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

- 622 1. How does your organization contribute to Cornell’s campus environment and reputation?
623 2. What is your organization’s membership?
624 3. Approximately how many students attended any local events your organization held in the
625 past two academic years?
626 4. List and describe any awards and recognitions your organization has received in the past two
627 academic years
628 5. Describe any travel events and their significance for the organization
629 6. Describe your marketing efforts as an organization. Please include information on funds
630 spent on advertising, time spent handing out quarter cards or chalking, ads placed in the
631 Daily Sun, or anything else that you feel is relevant
632 7. Describe any steps your group has taken to reduce your organization’s environmental
633 footprint.
634 8. How do you ensure your meetings and events are accessible to all members of the Cornell
635 Community?
636 9. Describe how your organization currently reaches out to Cornell’s numerous diverse
637 communities, and going forward, how it plans to continue and expand these initiatives.
638 These communities may include but need not be limited to:
639 1. Cornell’s 7 undergraduate colleges and schools
640 2. Majors
641 3. Relevant organizations or groups that support your mission/purpose
642 4. Racial, ethnic, religious, sexual orientation, disabled populations
643 5. Faculty and staff
644 6. Other undergraduate organizations or special interests

645 10 Calendar

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

650 Appendix A. Negotiated Rates

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

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

Expense Type	Current Rate	Vendor	Applies To	Updated
Advertising	\$64.00 per 1/8 page vertical	Cornell Daily Sun	University organizations	Monday, 16 April 2012

Appendix C – Resolution 24

Student Activities Funding Commission – Guidelines Appendix A of SAFC Bylaws: Funding Guidelines

	advertisement			
Speaker/performer transportation	\$0.56 per person per mile	US Internal Revenue Service	All organizations	Tuesday, 1 January 2013
Standard 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