

**Cornell University Student Assembly**  
2018-2020 By-Line Funding Application

## **Part 1: Mission Statement**

The Student Assembly (“The Assembly”) is the undergraduate student government at Cornell University. As such, it addresses quality of life issues for students, ensuring that undergraduate student issues are heard and addressed. The Assembly has legislative authority over the policies of the Office of the Dean of Students and the Department of Campus Life, and establishes the Undergraduate Student Activity Fee and the guidelines for its distribution. All Cornell students have the ability to contact a representative for them based on their college and identity and the right to speak at and attend meetings of the Assembly.

Each spring, the undergraduate student body elects twenty-three undergraduates and each fall, five new students, to comprise its total voting membership of twenty-eight. Regularly scheduled meetings are held each Thursday during the academic year from 4:45pm-6:30pm in the Memorial Room of Willard Straight Hall.

The Student Assembly has a unique role on campus: it is the only organization that is recognized by the President of the University as having the official right and responsibility of speaking and acting on behalf of the interests of undergraduates. In this sense, it serves as an intermediary body between the university administration and the student body at-large. Members of the Assembly regularly attend meetings with administrators and send liaisons to other representative bodies, such as the University Assembly and the Faculty Senate. The popularly-elected President of the Student Assembly, is regularly invited to attend open and closed sessions of the Board of Trustees. Through serving on committees tasked with various issues, to liaising with the other governing bodies of the University, to simply running in an election or voting for a candidate, we

afford every undergraduate the ability to participate in the decision-making process that defines shared governance at Cornell.

## **Part 2: Organization Profile**

Most officers of the Assembly are elected by the incoming members of the Assembly at its first meeting following the results of the Spring Elections. The President and Executive Vice President are elected directly by the student body and the Parliamentarian is appointed by the President. The Officers comprise the voting membership of the Executive Committee which is charged with the administrative oversight of the Assembly.

### AY 2017 -2018 Officers

Jung Won Kim '18, President  
 Varun Devatha '19, Executive Vice President  
 Dale Barbaria '19, Vice President for Internal Operations  
 Gabriel Kaufman '18, Vice President for Finance  
 Haris Hassan '18, Vice President for Diversity and Inclusion  
 Sarah Park '20, Vice President for External Relations

Travis Cabbell '18, Director of Elections (non-voting)  
 Zack Schmetter '18, Parliamentarian (non-voting)

### AY 2016 -2017 Officers

Jordan Berger '17, President  
 Matthew Indimine '18, Executive Vice President  
 Mitchell McBride '17, Vice President for Internal Operations  
 Diana Li '17, Vice President for Finance  
 Julia Montejo '17, Vice President for Diversity and Inclusion  
 Dustin Liu '19, Vice President for Public Relations  
 Varun Devatha '19, Vice President for Outreach

Maha Gandour '17, Director of Elections (Fall) (non-voting)  
 Austin McLaughlin '18, Director of Elections (Spring) (non-voting)  
 Dale Barbaria '19, Parliamentarian (non-voting)

## Number of Members

The Student Assembly retains a voting membership of twenty-eight members that serve terms lasting from June 1<sup>st</sup> to May 31<sup>st</sup>. Additionally the Assembly provides for eight non-voting liaison positions from the Residential Student Congress, the two directly-elected undergraduates on the University Assembly, the Graduate and Professional Student Assembly, the Parliamentarian, the Director of Elections, and the two student-elected Trustees. The total membership of the Assembly as such is thirty-six members. Given that all undergraduate students are permitted to vote to choose their elected representatives, it can plausibly be argued that the membership of the Student Assembly extends to all undergraduate students.

Much of the work of the Assembly is completed in Student Assembly committees. The bylaws provide for thirteen standing committees and an executive board. These sub-organizations have memberships that can range from three to fifty, but depending on the discretion of the committee chair, average between fifteen to twenty. Importantly, while members of the Assembly serve on Student Assembly committees, the majority of the membership of all Student Assembly committees (except for the Appropriations Committee and the Executive Board) is composed of non-SA members. Every week, committee chairs convene their committees to address issues of concern for the student body. The work of committee members, appointed annually by the Staffing Committee, is paramount to the success of the Student Assembly

### **Part 3: Description of Activities, Events, and Programming**

The Student Assembly is not a programming organization and as such, does not hold primary responsibility for programming activities. While our meetings are open and our events are expected to be beneficial to students, most activities coordinated and funded by the Student Assembly are inherently administrative. The value the Student Assembly provides to the student body manifests itself in its convening and through the empowerment of its members to effectively represent their constituents' interests.

That being said, the Student Assembly does schedule intermittent events and distribute funding for programs that would positively impact the community. The following is a list of some such events and programs: Candidate Information Session, Committee Applicant Information Session, Lift Your Spirits, Welcoming New Dean of Students, Student Assembly Restructuring Forum.

The Student Assembly primarily acts through the use of resolutions, or written statements approved through a majority vote of the Assembly. Some of the initiatives that have arisen from the Student Assembly include:

#### Resolution #8: Requesting the Restoration of Economics Department's CPT Policy

This resolution was tabled indefinitely because it successfully shed light on an issue facing international students. Students were being prevented from seeking internships inside the US when the Economics Department decided to stop giving credit to international students for finance, banking, and other quasi-economic industry internships. This resolution convinced the department to not remove the program.

#### Resolution #16: Modernizing the Cornell Collegiate Readership Program

This resolution removed print copies of the NYT and USA Today and used some of the saved money to purchase free NYT memberships for all undergraduate students.

#### Resolution #24: Approval of Student Activities Funding Commission (SAFC) Charter

The Student Assembly acted to clarify SAFC guidelines to make them better able to support campus life.

#### Resolution #41: Cornell Commitment to Web Accessibility

The Student Assembly acted to recommend that the university better support web accessibility. The administration has followed up and is planning to launch in some places soon and has launched already in others.

#### Campaign Reimbursement

This past year, the Student Assembly piloted a program to reimburse Students for expenditures spent on election and campaign related material (up to \$50.00). Because it is so important that all candidates compete on a level playing field, we essentially are paying for promotional material for our future/potential members. We believe that this is effective advertisement because it encourages candidates to campaign more and also encourages low-SES who might have otherwise not considered being on the Student Assembly to run for a position.

#### By-Line Funding

The Student Assembly, through its Appropriations Committee, oversees the allocation and administration of the Undergraduate Student Activity Fee. Last year, the Assembly prepared regularly for the fulfillment of this important responsibility by reviewing the finances of by-line organizations.

#### **Part 4: Summary of Request for Funding**

The Student Assembly is requesting a decrease from \$2.00 per student to \$1.90 per student. This change would yield approximately \$1,490 fewer dollars for the Assembly for each year. Last year, the Assembly has not spent all of the money that it took in income from the fee and ultimately ran a \$4,251 surplus equal to about 16% of our activity fee disbursement. This is in conjunction with the fact that the Student Assembly, as the owner of the Collegiate Readership Program, received the transfer payment from the CRP's account that made our effective income for the 2016-2017 \$130,839 with only \$21,798 in spending. Simply put, holding the Student Assembly accountable to the same standards that it holds other by-line funded organizations can only lead one to the conclusion that the Student Assembly deserves a funding cut until it can spend down its massive surplus.

The total effective surplus for the Student Assembly is a combination of our rollover from previous years and the transfer from the Collegiate Readership Program. We hope to spend down the Collegiate Readership Program portion of our surplus by investing in new online subscriptions for students such as the Wall Street Journal. Additionally, we hope to spend down the rollover

portion of our surplus by assisting other organizations that are in financial distress or by taking a funding decrease for the next two years to live off it.

10% Reduction: If the Student Assembly were lowered to \$1.80/student, our operation would operate almost exactly the same. We would likely no longer have a surplus at the end of each year but our budget items and surplus would remain unaffected.

25% Reduction: If the Student Assembly were lowered to \$1.50/student, we would start to feel pressure on our operating budget that could be more than compensated with our surplus. So long as the Assembly has the ability to live off the Collegiate Readership Program surplus and its rollover, our operations would remain unchanged should this be only temporary.

35% Reduction: If the Student Assembly were lowered to 1.30/student we would receive an annual disbursement of \$19,405. In the short run, the Student Assembly would likely be able to live off the surplus for a few by-line cycles provided that it reduced its regular spending on special projects. We would likely cut the special projects budget altogether or drastically reduce it.

Please see the associated financial statements.

**FY 2017 Student Assembly Operating Budget**

**G943702**

**Budget Report**

<b>Summary</b>	
Total Income	\$130,839.00
Total Expenses	\$21,798.47
<b>Income/Expense</b>	<b>\$109,040.53</b>

**Income Categories**

FY17 Student Activity Fee Disbursement	\$26,249.00
Beginning Cash Balance (rollover)	\$50,590.00
Transfers in (monthly)	\$54,000.00

**TOTAL Income \$130,839.00**

**Student Assembly Investment Disbursement (SAIF)**

**G943001**

<b>Summary</b>	
Total Transfer	\$62,000.00
Carry-over from 2015-16	\$38,409.80
Total Expenses	\$71,549.79
<b>Income/Expense</b>	<b>\$28,860.01</b>

<b>FY 17</b>		<b>2016-17 Budget</b>	<b>YTD Expense</b>	<b>Balance</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
<b>FY17</b>	<b>Expense Categories</b>								
	10000 Administrative	\$2,000.00	\$1,298.45	\$701.55	\$58.98		\$7.00		
	10001 Executive	\$1,800.00	\$618.36	\$1,181.64				\$122.00	
	10002 Communications	\$2,500.00	\$415.79	\$2,084.21					
	10003 Initiatives	\$3,830.00	\$117.61	\$3,712.39					\$47.97
	10004 Appropriations	\$2,500.00	\$1,642.63	\$857.37			\$84.57	\$250.98	\$345.00
	10005 Technology	\$3,000.00	\$99.00	\$2,901.00					
	10006 Elections	\$2,000.00	\$1,290.57	\$709.43			\$367.72		
	20005 Diversity	\$2,000.00	\$0.00	\$2,000.00					
	30001 Special Projects	\$6,420.00	\$16,316.06	\$22,736.06					\$123.01
	<b>TOTAL Expenses</b>	<b>\$26,050.00</b>	<b>\$21,798.47</b>	<b>\$4,251.53</b>	\$58.98		\$459.29	\$372.98	\$515.98
	Surplus Spending	\$50,590.00	\$5,000.00	\$45,590.00		\$5,000.00			
	Collegiate Readership Program	\$202,320.92	\$72,860.03	\$129,460.89	\$12,122.95		-\$65,621.00		

<b>FY 16</b>		<b>2015-16 Budget</b>	<b>YTD Expense</b>	<b>Balance</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
<b>FY16</b>	<b>Expense Categories</b>								
	10000 Administrative	\$2,000.00	\$7,825.75	-\$5,825.75	\$450.75	\$194.87	\$192.00	\$26.00	\$567.00
	10001 Executive	\$1,800.00	\$437.03	\$1,362.97					

10002 Communications	\$2,500.00	\$618.28	\$1,881.72					
10003 Initiatives	\$4,000.00	\$2,125.77	\$1,874.23					\$86.20
10004 Appropriations	\$2,750.00	\$2,170.36	\$579.64			\$963.98	\$512.57	\$382.13
10005 Technology	\$3,000.00	\$754.84	\$2,245.16					
10006 Elections	\$3,000.00	\$1,840.95	\$1,159.05			\$407.11	\$322.98	
20005 Diversity	\$2,000.00	\$3,764.80	-\$1,764.80				\$50.00	
30001 Special Projects	\$5,000.00	\$2,369.07	\$2,630.93			297.07	59.36	
<b>TOTAL Expenses</b>	<b>\$26,050.00</b>	<b>\$21,906.85</b>	<b>\$4,143.15</b>	\$450.75	\$194.87	\$1,860.16	\$970.91	\$1,035.33

<b>FY 15</b>									
<b>FY15</b>	<b>Expense Categories</b>	<b>2014-15 Budget</b>	<b>YTD Expense</b>	<b>Balance</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
	10000 Administrative	\$4,000.00	\$1,923.95	\$2,076.05	\$58.98	\$144.06	\$257.31	\$179.16	\$379.82
	10001 Executive	\$500.00	\$3,607.36	-\$3,107.36					\$1,018.00
	10002 Communications	\$2,800.00	\$1,109.12	\$1,690.88		\$27.50	\$223.00		
	10003 Internal Operations	\$1,400.00	\$2,323.94	-\$923.94	\$500.00	\$1,000.00		\$621.35	\$95.49
	10004 Appropriations	\$2,350.00	\$1,373.99	\$976.01					\$367.46
	10005 Finance Commission	\$5,000.00	\$4,964.73	\$35.27		\$377.84	\$1,299.27		\$420.23
	10006 Elections	\$4,000.00	\$2,272.40	\$1,727.60		\$27.50	\$475.76	\$130.73	
	20002 Community Life	\$1,200.00	\$1,328.43	-\$128.43	\$300.00				
	20003 Dining	\$100.00	\$71.00	\$29.00					
	20005 Diversity & Inclusion Initiatives	\$600.00	\$502.23	\$97.77					\$95.90
	20011 Diversity Affairs Coalition	\$100.00	\$0.00	\$100.00					
	30001 Special Projects	\$3,000.00	\$5,325.93	-\$2,325.93				2310.18	\$1,500.00
	30002 SUNY Student Assembly	\$500.00	\$0.00	\$500.00					
	30003 Ivy Council	\$500.00	\$627.02	-\$127.02					
<b>TOTAL Expenses</b>		<b>\$26,050.00</b>	<b>\$27,797.46</b>	<b>-\$1,747.46</b>	<b>\$858.98</b>	<b>\$1,576.90</b>	<b>\$2,255.34</b>	<b>\$3,241.42</b>	<b>\$3,876.90</b>

<b>FY 14</b>				
<b>FY14</b>	<b>Expense Categories</b>	<b>2013-14 Budget</b>	<b>2013-14 Actual</b>	<b>Balance</b>
	10000 Administrative	\$5,200.00	\$4,167.43	\$1,032.57
	10001 Executive	\$100.00	\$398.86	-\$298.86
	10002 Communications	\$4,000.00	\$775.07	\$3,224.93
	10003 Internal Operations	\$1,600.00	\$1,187.39	\$412.61
	10004 Appropriations	\$2,000.00	\$2,689.23	-\$689.23

10005 Finance Commission	\$5,500.00	\$4,599.48	\$900.52
10006 Elections	\$10,300.00	\$1,931.77	\$8,368.23
20002 Community Life	\$900.00	\$388.66	\$511.34
20003 Dining	\$100.00	\$0.00	\$100.00
20005 Diversity & Inclusion Initiatives	\$900.00	\$1,554.94	-\$654.94
20011 Diversity Affairs Coalition	\$200.00	\$89.94	\$110.06
30001 Special Projects	\$5,000.00	\$155.00	\$4,845.00
30002 SUNY Student Assembly	\$500.00	\$388.78	\$111.22
30003 Ivy Council	\$400.00	\$444.00	-\$44.00
<b>TOTAL Expenses</b>	<b>\$36,700.00</b>	<b>\$18,770.55</b>	<b>\$17,929.45</b>

December	January	February	March	April	May	June
\$70.00	\$55.00	\$306.51	\$277.25		\$401.81	\$121.90
\$277.40		\$200.00	\$18.96			
\$123.77				\$35.00	\$150.10	\$106.92
\$29.82	\$5.00		\$34.82			
\$70.58	\$139.61		\$538.37	\$213.52		
					\$99.00	
\$232.43			\$262.37	\$362.54	\$65.51	
\$245.56	\$718.97		\$954.15		\$2,274.37	\$12,000.00
\$1,049.56	\$918.58	\$506.51	\$2,085.92	\$611.06	\$2,990.79	\$12,228.82
<hr/>						
\$10,470.05			\$420.00	\$101,924.90	\$13,543.13	

December	January	February	March	April	May	June
\$422.84	\$153.79	\$104.98	\$90.00		\$201.57	\$5,421.95
		\$33.46			\$241.00	\$162.57

\$120.00		\$48.82	\$156.00		\$293.46	
\$49.02	\$259.49	\$782.50	\$40.00	\$221.62	\$425.94	\$261.00
\$171.88			\$139.80			
					\$655.84	\$99.00
		\$265.00	\$543.31	\$302.55		
\$35.00			\$35.00	\$2,624.80		\$1,020.00
	\$59.40			\$1,620.00		\$333.24
\$798.74	\$472.68	\$1,234.76	\$1,004.11	\$4,768.97	\$1,817.81	\$7,297.76

December	January	February	March	April	May	June
\$360.87	\$58.98	\$110.00	\$234.00	\$63.69	\$77.08	\$1,145.00
		\$2,013.50	\$394.08	\$181.78		
	\$16.50	\$41.68			\$800.44	\$480.00
					\$107.10	
\$231.27			\$129.90	\$537.88	\$107.48	
\$811.01	\$110.75	\$830.76	\$222.99	\$240.00	\$651.88	\$233.64
		\$549.20	\$861.83	\$185.64	\$41.74	
\$566.20	\$269.49	\$95.00		\$36.50	\$61.24	
			\$71.00			
\$59.19			\$287.14		\$60.00	\$65.00
\$750.00				\$765.75		\$443.72
				\$384.84	\$242.18	
\$2,778.54	\$455.72	\$3,640.14	\$2,200.94	\$2,396.08	\$2,149.14	\$2,367.36

**FY 2018 Student Assembly Operating Budget  
G943702**

**INCOME**

Income Categories	
FY18 Student Activity Fe	\$29,854.00
Beginning Cash Balance	\$50,590.63
SAF "true up" and 5% R	\$0.00
Transfer from CRP to Sp	\$54,000.00
<b>TOTAL Income</b>	<b>\$134,444.63</b>

**EXPENSE**

<b>FY18</b>	<b>Expense Categories</b>	<b>2016-17 Budget</b>	<b>2016-17 Exper</b>	<b>2017-18 Budget</b>
10000	Administrative	\$2,000.00	\$1,298.45	\$2,000.00
10001	Executive	\$1,800.00	\$618.36	\$1,200.00
10002	Communications	\$2,500.00	\$415.79	\$1,000.00
10003	Initiatives	\$4,000.00	\$117.61	\$2,000.00
10004	Appropriations	\$2,750.00	\$1,642.63	\$3,000.00
10005	Technology	\$3,000.00	\$99.00	\$1,500.00
10006	Elections	\$3,000.00	\$1,290.57	\$2,000.00
20005	Diversity	\$2,000.00	\$0.00	\$2,500.00
30001	Special Projects	\$5,000.00	\$16,316.06	\$13,000.00
<b>TOTAL Expense</b>		<b>\$26,050.00</b>	<b>\$21,798.47</b>	<b>\$28,200.00</b>

**Student Assembly Operating Budget Projectionsat 10% Reduction  
G943702**

**INCOME**

Income Categories	
FY18 Student Activity Fe	\$26,868.60
Beginning Cash Balance	\$50,590.63
SAF "true up" and 5% R	\$0.00
Transfer from CRP to Sp	\$54,000.00
<b>TOTAL Income</b>	<b>\$131,459.23</b>

**EXPENSE**

<b>FY18,19,20</b>	<b>Expense Categories</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>
10000	Administrative	\$2,000.00	\$2,000.00	\$2,000.00
10001	Executive	\$1,200.00	\$1,200.00	\$1,200.00
10002	Communications	\$1,000.00	\$1,000.00	\$1,000.00

10003	Initiatives	\$2,000.00	\$2,000.00	\$2,000.00
10004	Appropriations	\$3,000.00	\$3,000.00	\$3,000.00
10005	Technology	\$1,500.00	\$1,500.00	\$1,500.00
10006	Elections	\$2,000.00	\$2,000.00	\$2,000.00
20005	Diversity	\$2,500.00	\$2,500.00	\$2,500.00
30001	Special Projects	\$13,000.00	\$13,000.00	\$13,000.00
<b>TOTAL Expense</b>		<b>\$28,200.00</b>	<b>\$28,200.00</b>	<b>\$28,200.00</b>
Surplus Reduction			\$1,331.40	\$1,331.40
Surplus YE			\$103,259.23	<b>\$101,927.83</b>

**Student Assembly Operating Budget Projections at 25% Reduction  
G943702**

**INCOME**

Income Categories

FY18 Student Activity Fe	\$22,390.50
Beginning Cash Balance	\$50,590.63
SAF "true up" and 5% R	\$0.00
Transfer from CRP to Sp	\$54,000.00
<b>TOTAL Income</b>	<b>\$126,981.13</b>

**EXPENSE**

<b>FY18,19,20</b>	<b>Expense Categories</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>
10000	Administrative	\$2,000.00	\$2,000.00	\$2,000.00
10001	Executive	\$1,200.00	\$1,200.00	\$1,200.00
10002	Communications	\$1,000.00	\$1,000.00	\$1,000.00
10003	Initiatives	\$2,000.00	\$2,000.00	\$2,000.00
10004	Appropriations	\$3,000.00	\$3,000.00	\$3,000.00
10005	Technology	\$1,500.00	\$1,500.00	\$1,500.00
10006	Elections	\$2,000.00	\$2,000.00	\$2,000.00
20005	Diversity	\$2,500.00	\$2,500.00	\$2,500.00
30001	Special Projects	\$13,000.00	\$13,000.00	\$13,000.00
<b>TOTAL Expense</b>		<b>\$28,200.00</b>	<b>\$28,200.00</b>	<b>\$28,200.00</b>
Surplus Reduction			\$5,809.50	\$5,809.50
Surplus YE			\$44,843.13	<b>\$39,033.63</b>

**Student Assembly Operating Budget Projections at 35% Reduction  
G943702**

**INCOME**

Income Categories	
FY18 Student Activity Fe	\$19,405.10
Beginning Cash Balance	\$50,590.63
SAF "true up" and 5% R	\$0.00
Transfer from CRP to Sp	\$54,000.00
<b>TOTAL Income</b>	<b>\$123,995.73</b>

**EXPENSE**

<b>FY18,19,20</b>	<b>Expense Categories</b>	<b>2017-18 Budge</b>	<b>2018-19 Budge</b>	<b>2019-20 Budget</b>
10000	Administrative	\$2,000.00	\$2,000.00	\$2,000.00
10001	Executive	\$1,200.00	\$1,200.00	\$1,200.00
10002	Communications	\$1,000.00	\$1,000.00	\$1,000.00
10003	Initiatives	\$2,000.00	\$2,000.00	\$2,000.00
10004	Appropriations	\$3,000.00	\$3,000.00	\$3,000.00
10005	Technology	\$1,500.00	\$1,500.00	\$1,500.00
10006	Elections	\$2,000.00	\$2,000.00	\$2,000.00
20005	Diversity	\$2,500.00	\$2,500.00	\$2,500.00
30001	Special Projects	\$13,000.00	\$13,000.00	\$13,000.00
<b>TOTAL Expense</b>		<b>\$28,200.00</b>	<b>\$28,200.00</b>	<b>\$28,200.00</b>
Surplus Reduction			\$8,794.90	\$8,794.90
Surplus YE			\$95,795.73	<b>\$87,000.83</b>

**Student Assembly Operating Budget Projectionsat 50% Reduction  
G943702**

**INCOME**

Income Categories	
FY18 Student Activity Fe	\$14,927.00
Beginning Cash Balance	\$50,590.63
SAF "true up" and 5% R	\$0.00
Transfer from CRP to Sp	\$54,000.00
<b>TOTAL Income</b>	<b>\$119,517.63</b>

**EXPENSE**

<b>FY18,19,20</b>	<b>Expense Categories</b>	<b>2017-18 Budge</b>	<b>2018-19 Budge</b>	<b>2019-20 Budget</b>
10000	Administrative	\$2,000.00	\$2,000.00	\$2,000.00
10001	Executive	\$1,200.00	\$1,200.00	\$1,200.00

10002	Communications	\$1,000.00	\$1,000.00	\$1,000.00
10003	Initiatives	\$2,000.00	\$2,000.00	\$2,000.00
10004	Appropriations	\$3,000.00	\$3,000.00	\$3,000.00
10005	Technology	\$1,500.00	\$1,500.00	\$1,500.00
10006	Elections	\$2,000.00	\$2,000.00	\$2,000.00
20005	Diversity	\$2,500.00	\$2,500.00	\$2,500.00
30001	Special Projects	\$13,000.00	\$13,000.00	\$13,000.00
<b>TOTAL Expense</b>		<b>\$28,200.00</b>	<b>\$28,200.00</b>	<b>\$28,200.00</b>
Surplus Reduction			\$13,273.00	\$13,273.00
Surplus YE			\$91,317.63	\$78,044.63

**Student Assembly Operating Budget Projections at 100% Reduction  
G943702**

**INCOME**

Income Categories

FY18 Student Activity Fee \$0.00

Beginning Cash Balance \$50,590.63

SAF "true up" and 5% R \$0.00

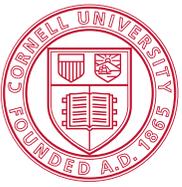
Transfer from CRP to Sp \$54,000.00

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TOTAL Income \$104,590.63

**EXPENSE**

<b>FY18,19,20</b>	<b>Expense Categories</b>	<b>2017-18 Budget</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>
10000	Administrative	\$2,000.00	\$2,000.00	\$2,000.00
10001	Executive	\$1,200.00	\$1,200.00	\$1,200.00
10002	Communications	\$1,000.00	\$1,000.00	\$1,000.00
10003	Initiatives	\$2,000.00	\$2,000.00	\$2,000.00
10004	Appropriations	\$3,000.00	\$3,000.00	\$3,000.00
10005	Technology	\$1,500.00	\$1,500.00	\$1,500.00
10006	Elections	\$2,000.00	\$2,000.00	\$2,000.00
20005	Diversity	\$2,500.00	\$2,500.00	\$2,500.00
30001	Special Projects	\$13,000.00	\$13,000.00	\$13,000.00
<b>TOTAL Expense</b>		<b>\$28,200.00</b>	<b>\$28,200.00</b>	<b>\$28,200.00</b>
Surplus Reduction			\$28,200.00	\$28,200.00
Surplus YE			\$76,390.63	\$48,190.63



# Charter

## Cornell University Student Assembly

*As Amended on October 27, 2016*

### **PREAMBLE**

After consultation with members of the student body, and to effect more extensive involvement in campus governance through a University Assembly and constituent assemblies' representatives of faculty, students, and employees, the President, through the authority granted him by the Board of Trustees, hereby establishes this Charter for the Student Assembly of Cornell University.

### **ARTICLE I: NAME**

The name of this organization shall be the Student Assembly of Cornell University (herein after referred to as the SA).

### **ARTICLE II: OBJECT**

The object of this assembly shall be to effect more extensive involvement in campus governance in the undergraduate student body. This is accomplished by charging the assembly with the authority and the responsibility to examine any matters which involve the interests or concern the welfare of the student community and to make proposals concerning those issues to the appropriate officers or decision-making bodies of the University.

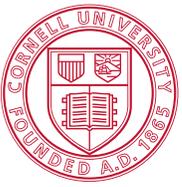
### **ARTICLE III: AUTHORITY AND RESPONSIBILITY**

#### **Section 1: Legislative Authority Over Policies**

The SA will have legislative authority over the policies of the Department of Campus Life and the Office of the Dean of Students, and will have the authority to review the budgets and actions of said departments. Additionally, the SA will have authority over its own policies and operations. Finally, no proposal of the SA shall be altered in any way without the prior consent of the SA Executive Board or the SA. If approved by the SA Executive Board, the alteration must be made public at the next regularly scheduled meeting.

- A. The SA shall by majority vote have the authority to require at any time information directly from a department or a specific individual within that department concerning the budget, policies, or actions of said department. The request for this information shall be made in the form of legislation at a SA meeting.
- B. Should a request be refused, the SA by simple majority vote may request the information be given to the Vice President for Student and Campus Life who shall forward it to the SA. The Vice President for Student and Campus Life shall act unless otherwise directed by the President of the University, pursuant to Article 3, Section 6.

#### **Section 2: Actions of the Assembly**

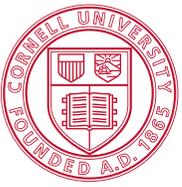


# Cornell University Student Assembly

- 31 A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly  
32 are:  
33 i. Legislation,  
34 ii. Internal Policy Resolution,  
35 iii. Investigation,  
36 iv. Recommendation,  
37 v. Sense-of-the-Body Resolution,  
38 vi. Referenda  
39 B. Legislation is action of the SA to carry out its legislative and policy-making functions.  
40 C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the SA  
41 Charter.  
42 D. Investigation is action of the SA to gain information on issues pertinent to its purview.  
43 E. Recommendation is an action of the SA expressing the recommendation of the SA in policy areas over which  
44 the SA through its Charter may or may not have policy-making power.  
45 F. A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or  
46 event, is an expression of the opinion of the SA regarding a matter of student concern.  
47 G. Call for a Referendum is an action of the student body to determine community opinion regarding matters of  
48 student concern.

## 49 **Section 3: Reporting of Student Assembly Actions**

- 50 A. Reporting to the President – All actions, excluding internal policy changes that do not affect the Student  
51 Assembly Charter, of the SA will be reported by the SA President to the University President. The SA will  
52 respond to any requests for information from the University President on its actions. The University  
53 President may also request reconsideration of legislation proposed by the SA. Such a request must be filed  
54 within thirty days of notification of the legislation. The SA will take action on such a request, and, if the  
55 legislation is upheld, the SA will inform the University President. If the legislation is upheld and if the  
56 University President still deems the action to be defective, the University President may veto the action of the  
57 SA. The University President will review all actions of the SA that have been reported to him or her and  
58 provide a written response to those actions within 30 days. The University President, when appropriate, may  
59 also designate another member of the university administration to provide an additional written response to  
60 an action of the SA.  
61 B. Reporting to Other Bodies – The SA will report in writing its actions to the GPSA, Employee Assembly, and  
62 the Faculty Senate, in conjunction with reporting of the actions to the President of the University. The  
63 actions will be reported following each meeting by a SA member designated by the SA.  
64 C. Annual Report - The SA will present an annual report at or after the last SA meeting of the spring term to the  
65 President of the University and the student population. The report will include a summary of the SA's work  
66 during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the  
67 future. All members of the Cornell community will have access to this report. The report must be approved  
68 by either a majority vote of the members present at the final meeting of the spring term or by a majority vote  
69 of the voting membership of the Student Assembly electronically prior to being presented to the University  
70 President.



## Cornell University Student Assembly

### 71 **Section 4: Objection to Actions**

- 72 A. Objection of SA Actions by Another Assembly – Should another Assembly object to an action of the SA, at  
73 its next business meeting, the SA will review the objection and either modify the original position to account  
74 for the objections of the other constituency(ies) or will reaffirm the original action. The SA shall report to the  
75 objecting body(ies) within five working days of reviewing the objection.
- 76 B. Objection by SA of another Assemblies Actions – If the SA determines by a two-thirds vote that the action  
77 of another constituency body impacts its constituency, comparable procedures for the reconciliation of the  
78 differences will be pursued.

### 79 **Section 5: University Calendar**

- 80 A. The Provost will consult with the SA in the formulation of the University Calendar. The SA may review and  
81 ask for reconsideration of the calendar before it becomes final. In addition, the SA may propose changes in  
82 the calendar to the Provost.
- 83 B. The Provost shall make the calendar available for comment at least thirty days before public announcement  
84 of the final calendar.

### 85 **Section 6: Presidential Information**

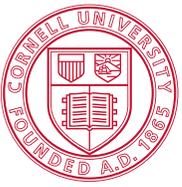
86 The SA may request and obtain specific information from the President of the University regarding any subject which  
87 it deems of general student concern. If such a request is made, and said information is not furnished, the University  
88 President will report to the SA the reasons why said information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

### 93 **Section 7: President's Report**

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

### 99 **Section 8: Public Hearings, Forums, and Referenda**

- 100 A. The SA will have the authority and responsibility to conduct public hearings, forums, and referenda  
101 concerning topics of current student interest, and to determine in other appropriate ways student needs and  
102 opinions.
- 103 B. At two times during the course of the fall and spring semesters, a student or student group (referred to as the  
104 “submitter”) may submit a referendum of any topic of current student interest to the Student Assembly

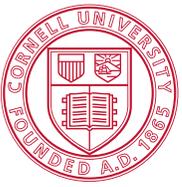


# Cornell University Student Assembly

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general body upon successful collection of support from at least 3-percent of the registered undergraduate student body (submitters should plan to collect at least 450 undergraduate signatures) according to the following procedure:

- i. The referendum must contain a single or a series of referendum questions that are neutrally worded and call for a yes/no response. Once the submitter has started gathering signatures, the question may not be changed or modified in any way. Submitters must collect signatures (defined as a willfully submitted record of first name, last name, and NetID) exclusively from registered undergraduate students at Cornell University. Digital and print solicitation methods are permitted, provided that the referendum question and sponsoring student or student organization are clearly visible. An electronic form (ex, Google form) may be used to gather the names and NetIDs of students, but the final submission must be on the appropriate form provided by the Office of the Assemblies.
- ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the election materials for the Fall and for the Spring. All deadlines will be advertised through the SA monthly newsletter as well as the other usual publicity instruments. Once a referendum question with the appropriate number of signatures has been submitted, the SA general body will roll call vote by simple majority whether to hold the referendum. The vote will also make the provision for two collective community votes. If the SA votes by a margin of 80% or more of voting members to NOT hold the referendum, the referendum is suspended. If the SA votes by simple majority but less than 80% of the vote to NOT hold the referendum, the submitter may overturn the decision of the SA by collecting the signatures of at least 10-percent of the registered undergraduate student body using the same method described in section A. 2. Once a referendum is approved or has gathered the support of at least 10-percent of the registered undergraduate student body, the following timeline will be observed:
  - a. STATEMENT PERIOD. The Student Assembly Executive Vice President will put out a call for pro or con statements regarding the referendum question. Any member of the Cornell community may submit a statement. Each statement will be no longer than 300 words. The statements must pertain to the topic of the referendum question. The deadline for pro or con statements will be seven (7) days from when the call was first made public.
  - b. PROMOTIONAL PERIOD. Once the seven-day statement period has ended, the Student Assembly Vice President for Public Relations has a period of three (3) days to promote the referendum question and any submitted statements. The Office of the Assemblies will distribute via email to all registered undergraduate students the following: information on when and how to vote in the referendum, the referendum question, and any pro or con statements submitted.
  - c. VOTING PERIOD. The Office of the Assemblies will conduct the referendum on the next business day following the conclusion of the promotional period. The voting period will be exactly 36 hours. The Office of the Assemblies will display any pro or con statements submitted during the statement period on the poll.
- iii. The Office of the Assemblies will publicly release the results of the referendum within one business day following the conclusion of the Voting Period, including the percentage of the undergraduate population that voted.



# Cornell University

## Student Assembly

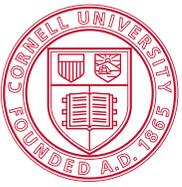
- 146                   iv. If a referendum has a majority of votes in favor of the submitter, then the President of the Student  
147                   Assembly will communicate the referendum question, a summary of each side of the argument, and  
148                   the results of the referendum to the Office of the President in the form of a referendum action.  
149                   v. The Office of the Assemblies will record and make publicly available all communication between the  
150                   President of the Student Assembly and the Office of the President.

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

- 152           A. Two members will be selected from and by the membership of the SA to serve as voting members of the UA  
153           and to act as a liaison between the UA and the SA. Elections for the two SA voting members to the UA shall  
154           be by separate secret ballots. Elections will be conducted using a single transferable vote system. The  
155           President may not be one of the SA representatives to the UA. The remaining two undergraduate student  
156           members of the UA shall be elected by the undergraduate student body at the time of SA's spring elections in  
157           the same manner as SA voting members. Elected representatives to the UA shall serve for one calendar year,  
158           taking office June 1<sup>st</sup>. Elected representatives to the UA shall serve for one calendar year, taking office June  
159           1<sup>st</sup>. Should a seat on the UA be empty, the seat shall be declared vacant. Undergraduates may not hold a  
160           directly elected seat in both the UA and the SA during the same term.
- 161           B. If at any time during the course of an academic year, a UA member elected directly from the undergraduate  
162           student body should leave his office, then the seat shall be filled by the next highest-ranking non-winning  
163           candidate. If there should not be a next highest-ranking non-winning candidate after the special election, the  
164           seat will be filled by the undesignated at-large candidate receiving the most number of votes in the preceding  
165           spring election.
- 166           C. The SA will have the authority to appoint student members of the UA committees.
- 167           D. The SA will have the authority to appoint student members to be liaisons to departments and administrators  
168           in the University.
- 169                   i. During the process of committee appointments, the following two appointments must be made:  
170                   liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall have  
171                   the responsibility of increasing the communication between the SA and the respective University  
172                   departments.
- 173                   ii. At the time that committee appointments are made, the SA will appoint one member to serve as  
174                   Liaison to the Provost. The student will interact and work directly with the Provost on issues that  
175                   affect and concern students on a regular basis during the member's term of office.
- 176                   iii. At the time that committee appointments are made, the SA will appoint at least one undergraduate  
177                   student to serve as liaison to the Student Health Fee Advisory Committee. The liaison will be a  
178                   voting member of the Committee.
- 179                   iv. At the time that committee appointments are made, the SA will appoint one undergraduate student  
180                   to serve as Liaison to the Student Health Plan Advisory Committee. The liaison will be a voting  
181                   member of the Committee.

## 182 **ARTICLE IV: MEMBERSHIP**

### 183 **Section 1: Composition**

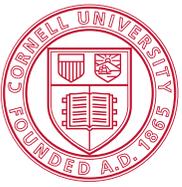


# Cornell University Student Assembly

- 184 A. General Composition – The SA will consist of 28 voting members who are registered undergraduate students  
185 at Cornell University. Up to two additional votes shall be allocated to the entire community of undergraduates  
186 as a whole present at a Student Assembly meeting on motions that express the opinion of the assembly. Such  
187 community votes shall be allowed only as provided by the Assembly in its bylaws. Eleven voting members of  
188 the SA will be elected by and from the student populations of the colleges and schools, one from each: the  
189 College of Architecture, Art and Planning; the School of Hotel Administration; the College of Human  
190 Ecology; and the School of Industrial and Labor Relations. Two each shall be elected from the College of  
191 Agriculture and Life Sciences and the College of Engineering; and three shall be elected from the College of  
192 Arts and Sciences. In addition, twelve voting members will be elected at-large by and from the University  
193 undergraduate student population as a whole; two at-large seats are to be reserved for candidates seeking the  
194 offices of President and Executive Vice President of the Student Assembly and must be explicitly designated  
195 as such; two at-large seats are to be reserved for non-constituent, undesignated at-large group candidates who  
196 do not run for President or Executive Vice President; two at-large seats are to be reserved for candidates  
197 seeking to represent minority students; one at-large seat is to be reserved for candidates seeking to represent  
198 international students; one at-large seat is to be reserved for candidates seeking to represent women’s issues in  
199 relation to the broader Cornell community; one at-large seat is to be reserved for candidates seeking to  
200 represent First Generation College students; and one at-large seat is to be reserved for candidates seeking to  
201 represent the Lesbian, Gay, Bisexual, Transgender, Queer community. The two remaining non-constituent,  
202 undesignated at-large seats are to be contested by candidates running for President and Executive Vice  
203 President and by non-constituent, undesignated at-large group candidates not running for President or  
204 Executive Vice President. Five seats shall be elected by and from new students entering in the fall. Should  
205 there be no candidate running for a given seat, the seat shall be considered vacant.
- 206 B. Ex-officio Membership – All undergraduate members of the Cornell student body are considered non-voting  
207 members of the SA, and are encouraged to attend and participate in meetings. The SA may designate ex-  
208 officio membership to any member of the Cornell Community as deemed necessary for the operation of the  
209 Student Assembly
- 210 C. Specification of New Student Seats – Four new student seats shall be elected and held by new students  
211 entering in the fall semester. One additional seat shall be designated the Transfer Seat and shall be elected by  
212 incoming transfer students and held by a transfer student who has entered the university that fall.
- 213 D. Qualifications for Voting Membership - SA members elected from the various colleges and schools must be  
214 registered students in their respective colleges and schools by the beginning of the fall term of the academic  
215 year for which they were elected. SA members must resign their position if they cease to be a registered, full-  
216 time undergraduate student in their respective college. SA members elected at-large must be registered  
217 students at Cornell by the beginning of the fall term of the academic year for which they were elected. SA  
218 members must resign their position if they plan to be away from the Ithaca campus for an extended period of  
219 time (i.e. a semester). Any SA member who vacates their current seat after being elected or re-elected to a  
220 position will forfeit their new seat. The forfeited position will devolve to the next runner up, and should there  
221 be no runner-up the seat will be re-run in the fall elections.

## 222 Section 2: Election of Voting Members

223 The President, Executive Vice President, and other Undesignated at Large representatives will be elected by a single  
224 transferable voting system. Voters may rank all candidates on the ballot for each of these races. All other



## Cornell University Student Assembly

225 representatives shall be elected by a plurality voting system. Voters will cast one vote per available seat, (e.g. if three  
226 Arts and Sciences representatives are to be elected, the voter will vote for three candidates).

### 227 **Section 3: Terms**

228 All elected members are elected to a term, ending on June 1st, with no limit as to the number of terms they may serve.  
229 Prior to being seated at the beginning of their term, each member shall take the oath of office. and shall be bound to  
230 that oath for the duration of their term.

### 231 **Section 4: Advisor**

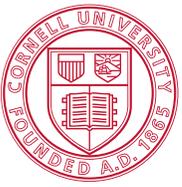
232 The University President will appoint one member of the administration to serve as consultant to the SA at its  
233 meetings.

### 234 **Section 5: Absentees**

235 Any voting members who are absent for three regularly scheduled meetings cumulatively during their term will have  
236 their position vacated. At the discretion of the Executive Committee, a member will not be counted as if they were  
237 absent for an interview for a job, graduate school, or scholarship; if they were attending a required academic event for  
238 which accommodations could not be made; if they were representing the Student Assembly in an official capacity; if  
239 they were tending to a family emergency; if they are observing a religious holiday; or if they were under the care of a  
240 physician. The Executive Committee will review each circumstance individually and will determine a decision within 7  
241 days of the request. Executive Committee may avert such a vacancy by a two-thirds (2/3) vote of seated voting  
242 members of the Executive Committee. The vote would be conducted by secret ballot. The Executive Committee  
243 should consider the reasoning for past absences, the likelihood of future absences, and the representative's  
244 supplemental actions to represent their respective constituency in making their decision. The same action must be  
245 taken if the Executive Committee wishes to avert a vacancy whenever the three cumulative absences mark is  
246 exceeded. The Director of Elections will serve as Chair for these meetings.

### 247 **Section 6: Vacancies**

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



## Cornell University Student Assembly

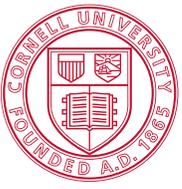
260 spring election. Should an undergraduate seat on the UA remain vacant after following these procedures, the SA may  
261 appoint an individual to assume the UA seat.

### 262 **Section 7: Recalling of Voting Members**

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

### 281 **Section 8: Responsibilities of Voting Members**

- 282 A. SA members who represent specific college or school constituencies are required to make a reasonable effort  
283 to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss  
284 college/school specific issues and concerns. These representatives will then report back to the Student  
285 Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and  
286 occurrences that would take place as a result of these meetings.
- 287 B. SA members who represent specific college or school constituencies shall be charged with gathering  
288 information about their particular college and representing their respective constituencies, and voting  
289 according to their needs and desires.
- 290 C. All voting representatives shall host at least one forum or outreach activity with individuals from their  
291 respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following  
292 such an activity
- 293 D. All representatives may communicate regularly with their constituents through e-mail mailing lists and  
294 listservs, which may be maintained by their respective college dean's office, the Department of Campus Life,  
295 the Office of the Dean of Students, or the Office of the Assemblies
- 296 E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass  
297 message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board



# Cornell University Student Assembly

298 may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must  
299 be saved.

## 300 **ARTICLE V: AMENDMENTS**

### 301 **Section 1: Proposal of Amendments**

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

### 307 **Section 2: Presidential Approval**

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

### 312 **Section 3: Official Copy**

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

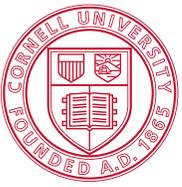
## 315 **APPENDIX A: GUIDELINES FOR THE ALLOCATION OF THE** 316 **STUDENT ACTIVITY FEE**

### 317 **Section 1: Preamble**

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

### 323 **Section 2: Definitions**

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



# Cornell University

## Student Assembly

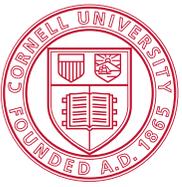
- 328 iii. New applicant: an organization that did not receive funding in the previous two funding cycles.
- 329 iv. Returning applicant: an organization that did receive funding in the previous two funding cycles.
- 330 v. Funding cycle: a two-year period of time spanning from the start of the third quarter of an even-
- 331 numbered year to the end of the second quarter of the next even-numbered year (e.g. July 1, 2006 to
- 332 June 30, 2008).
- 333 vi. Petition: document to collect signatures that includes the name of the organization, its mission
- 334 statement, and monetary request. All petitions must be registered with and prepared by the Office of
- 335 the Assemblies.
- 336 vii. By-line funding: line item funding that comes directly from the SAF and not from an intermediary
- 337 source, such as the SAFC.
- 338 viii. Appropriations Committee: a committee of the Student Assembly as outlined in Bylaw 7.6.a.1.

### 339 Section 3: Eligibility

- 340 A. To receive byline funding applicants must:
  - 341 i. directly and primarily serve/benefit the entire undergraduate Cornell community
  - 342 ii. allow all students equal access to services and/or participation
  - 343 iii. request as part of their annual operating budget at least \$0.50 per student, per year, from the SAF
  - 344 iv. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the
  - 345 Student Assembly
- 346 B. Except at the discretion of the Assembly and with approval of the President, organizations must also:
  - 347 i. be a registered organization
  - 348 ii. be student-directed and student-led
  - 349 iii. possess a University operating account with internally controlled funds
  - 350 iv. have a Cornell-employed advisor with oversight of its account
  - 351 v. be previously funded by either the SAFC, the Student Assembly, or a University department/unit

### 352 Section 4: Procedure

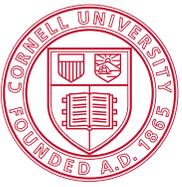
- 353 A. Application
  - 354 i. The Office of Assemblies shall make application materials available for all interested applicants at
  - 355 least 3 weeks before the deadline.
  - 356 ii. By noon on April 25 or the first business day thereafter in the semester preceding a fee-setting year,
  - 357 each applicant must submit, using forms that are hosted on the website of the Office of the
  - 358 Assemblies, a preliminary application including:
    - 359 a. name of applicant,
    - 360 b. a preliminary request in dollars per student per year,
    - 361 c. checklist statement regarding eligibility criteria,
    - 362 d. current primary and secondary contacts for the organization including email and phone
    - 363 contact information, and,
    - 364 e. if a new applicant, petitions bearing the signature of fifteen hundred (1500) undergraduate
    - 365 students registered in that semester.



# Cornell University

## Student Assembly

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- iii. At least one week before the deadline for final application submission, the Vice President for Finance shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants
    - a. the Appropriations Committee shall review each applicant’s application and approve the detail of each applicant’s financial statements.
    - b. applicants shall notify the Vice President for Finance if their final request will differ from their preliminary request.
    - c. The Vice President for Finance can grant an extension for all organizations if there is a delay in the availability of application materials.
  - iv. By noon on Friday of the third week of the fall semester in which classes are held in a fee setting year, each applicant must submit in print and digitally in a single file, using forms provided by the Office of the Assemblies, a final application including:
    - a. mission statement, of the organization or program, not to exceed one page,
    - b. written organization profile, not to exceed three pages, including:
      - 1. officers,
      - 2. number of members, and
      - 3. description of activities, programming, and events conducted in the present cycle,
    - c. summary of request for funding, not to exceed two pages, including a final funding request, and describing how the applicant intends to use funding and summarizing any changes if the applicant is a returning applicant,
    - d. financial statements for the past two academic years, the current academic year, and financial projections for the two following years based on requested funding levels during the funding cycle, and
    - e. an analysis of the current academic year’s financial statements showing hypothetical spending on each budget item in an organization’s financial statements if the organization received 10%, 25%, and 35% less funding than its current allocation<sup>2</sup>.
  - v. Applicants may submit materials in excess of specified numbers of pages only with written permission by the Vice President for Finance.
  - vi. The Office of the Assemblies will make received application materials available for public viewing online. Any pages containing confidential information must be explicitly stamped “confidential” and clearly identified to distinguish them from the publicly viewable portion of the application.
- B. Preliminary Report by Appropriations Committee
- i. By the last day of classes in the academic year preceding a fee-setting year, the Vice President for Finance will report each request received and the total amount of requests received in dollars per student per year to the Assembly, the Vice President for Student and Campus Life, and the President of the University.
  - ii. Before the deadline for final applications, the Vice President for Finance will report to the Assembly on the eligibility of each applicant, identifying:
    - a. any new applicants that do not meet one or more eligibility criteria, and
    - b. any returning applicants that do not meet one or more eligibility criteria which the Assembly may not waive.
  - iii. The Assembly may waive those eligibility requirements it is empowered to waive on a per organization basis for any organization for the remainder of the semester. Such organizations may



# Cornell University

## Student Assembly

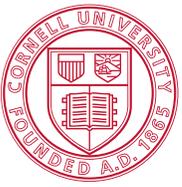
408 then proceed through the appropriation process, provided they meet all other eligibility criteria not  
409 waived by the Assembly.

### 410 C. Appropriation Process

- 411 i. Within one week after the deadline for final applications, the Appropriations Committee (the  
412 committee) shall convene to review applications.
- 413 ii. For each applicant deemed to be eligible or for which eligibility criteria are waived by the Assembly,  
414 the committee will:
- 415 a. arrange a hearing where the applicant may address questions of the committee,
  - 416 b. decide whether to fund the applicant in any amount, and,
  - 417 c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no  
418 less than fifty cents and no more than the request submitted by the applicant (this guideline  
419 can be waived for the Student Activities Funding Commission's allocation).
- 420 iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice  
421 President for Finance will report the date, time, and location of the meetings as well as the names of  
422 applicants the committee intends to review.
- 423 iv. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice  
424 President for Finance will introduce a written report, including:
- 425 a. name of applicant,
  - 426 b. amount requested by applicant,
  - 427 c. amount of allocation recommended by committee,
  - 428 d. rationale explaining committee's recommendation, and
  - 429 e. a brief response from the applicant, including any request to appeal to the Assembly. The  
430 Vice President for Finance may set a deadline for the applicant to submit a response,  
431 provided the deadline is no less than one business day after the applicant receives notice of  
432 the committee's decision.
- 433 v. The Vice President for Finance must inform each applicant of the time and location of any meeting  
434 where the report is to be presented or reviewed and must advise each applicant to send a  
435 representative who may answer questions of assembly members.
- 436 vi. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the  
437 recommendation of the committee. The Office of Assemblies will provide several copies of complete  
438 application materials at any meeting where the assembly considers appeals.
- 439 vii. The Vice President for Finance will also file minutes of the committee's meetings with the Office of  
440 the Assemblies.
- 441 viii. The committee will submit its final recommendation, including individual allocations, to the  
442 Assembly in the form of a legislative at least two weeks before the end of the fall semester.

### 443 D. Student Assembly Appropriation Process

- 444 i. The Assembly shall not adopt the recommendation of the Appropriations Committee at the same  
445 meeting that it is proposed.
- 446 ii. The Assembly shall provide notice to all applicants at least one full day in advance at any meeting  
447 where legislation related to its funding is discussed.
- 448 iii. The President of the Assembly will transmit its recommendation to the President for consideration  
449 by the last day of finals of the fall semester, including:
- 450 a. the total amount of SAF recommendation,



## Cornell University Student Assembly

- 451 b. the allocations of each by-line funded organization, and  
452 c. a short description of each organization.

### 453 **Section 5: Specifications**

- 454 A. Members of the Assembly or the Appropriations Committee must disclose to the Vice President for Finance  
455 any personal affiliations with applicants and must recuse themselves from any business related to such  
456 applicants to prevent conflicts of interest.  
457 B. Members of the Assembly and of the Appropriations Committee must sign a confidentiality statement and  
458 submit it to the Office of the Assemblies before they are seated in the fall semester of a fee-setting year.

### 459 **Section 6: “Check-off” or “Pay-extra” Options**

460 Neither a check-off option nor an option to pay an amount in addition to the established SAF for specific programs  
461 or services will be allowed for purposes of exempting a student from paying the full amount of the SAF. Exceptions  
462 may be considered if recommended and approved by the Student Assembly and approved by the President of the  
463 University.

### 464 **Section 7: Voting**

465 Proxy votes shall not be permitted for decisions of the Student Assembly regarding the SAF during the SAF allocation  
466 process. The Student Assembly must approve the appropriations committee decisions by a majority of the voting  
467 membership of the Student Assembly and can overturn an appropriations committee decision by a two-thirds (2/3)  
468 vote of Student Assembly members present at the meeting.

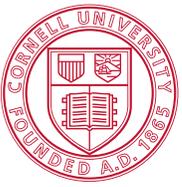
### 469 **Section 8: Freedom of Information**

470 Unless otherwise noted, all documents regarding the SAF shall be considered public and shall be available to members  
471 of the Cornell community for review within 24 hours of their request. All deliberations regarding allocations and  
472 authorization shall be conducted in open session unless otherwise required by university policy or law. If a closed  
473 session is necessary to review or discuss confidential materials, discussion in such session must be limited only to  
474 those materials and no vote may be taken regarding the disposition of the request itself. Confidential materials may be  
475 disclosed publicly only at the discretion of authorized university personnel.

### 476 **Section 9: Conference with GPSA**

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

### 479 **Section 10: Default**



## Cornell University Student Assembly

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

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

### 485 **Section 11: Amendments**

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

### 489 **Section 12: Review**

490 The SA and the GPSA and a representative of the President of the University shall review these guidelines and the  
491 procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2014-2015,  
492 2018-2019). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees  
493 in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

### 494 **Section 13: Criteria for Setting and Allocating the Student Activity Fee from the** 495 **March 1, 1999 Delegation of Authority**

- 496 A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the  
497 setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate &  
498 Professional Student Assembly (GPSA) within the following guidelines:
- 499 B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and  
500 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be  
501 reviewed by and meet the approval of the President of the University.
- 502 C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set  
503 every two years for a period of two years by the SA and the GPSA, respectively.
- 504 D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of  
505 the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting  
506 process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the  
507 applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-  
508 setting year. The final report must be sent to the President of the University by the last day of finals of the fall  
509 semester.
- 510 E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee,  
511 an organization must meet the following criteria:
  - 512 i. Register as a student or university organization with the Student Activities Office
  - 513 ii. Allow students equal access to the services being provided by the organization or participation in the  
514 organization's activities



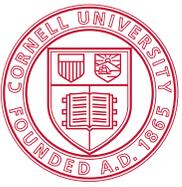
# Cornell University Student Assembly

- 515                   iii. Operate primarily for students by students with funds disbursed through a university operating  
516                   account  
517                   iv. Have an advisor to assist with oversight of the university operating account.
- 518 F. Funding from the monies collected through the Student Activities Fee may be provided directly to an  
519 organization, which applies for and receives “by-line” funding status, outside of the established Student  
520 Activities Funding Commission or Graduate and Professional Student Activities Funding Commission  
521 processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding  
522 must demonstrate:
- 523                   i. Its activities are of direct and primary benefit to the entire Cornell community represented by the  
524                   respective assembly; and  
525                   ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 526 G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are  
527 not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational  
528 structure and programs and services are consistent with the criteria outlined above for by-line funded  
529 organizations. Such funding would require the approval of the respective assembly and the President of the  
530 University.
- 531 H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-  
532 line funded organizations and the Student Activities Funding Commission or Graduate and Professional  
533 Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of  
534 their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-  
535 by-line funded organizations.
- 536 I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be  
537 permitted to increase the Student Activities Funding Commission's allocation above their request to reach an  
538 even dollar amount.
- 539 J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity  
540 Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full  
541 amount of the Student Activity Fee, due to the funding instability inherent in administering such a system.  
542 Exceptions may be considered if recommended and approved by the respective assembly and approved by  
543 the President of the University.
- 544 K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the  
545 GPSA and a representative of the President of the University at least every four years in a non-fee-setting  
546 year.

## 547 **APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED** 548 **ORGANIZATIONS**

### 549 **Section 1: Preamble**

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



# Cornell University

## Student Assembly

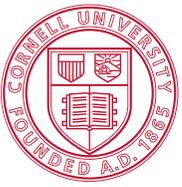
### 553 Section 2: Student Assembly's Role and Obligations

- 554 A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice  
555 effectively the interests and concerns of the student body.
- 556 B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the  
557 Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of  
558 these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines  
559 each year.
- 560 C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Student Activities,  
561 Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations  
562 Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
- 563 D. **Outreach:** The SA Vice-President for Finance shall, wherever possible and as often as possible, attend  
564 meetings of each organization throughout the year.
- 565 E. **Enforcement, Violations & Penalties**
- 566 i. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding  
567 violations of these guidelines and will report such findings to the SA.
- 568 ii. If the SA determines that an organization has committed a violation, the SA may impose a fine,  
569 reduction or revocation of the organization's by-line funding allocation. In order for a fine,  
570 reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons  
571 for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules,  
572 violation of campus policies, or violation of contract. Any money garnered from a fine on an  
573 organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or  
574 revocation of funding affecting the remainder of the funding cycle occurs, the University shall  
575 attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the  
576 Special Projects Fund.

### 577 Section 3: General Guidelines

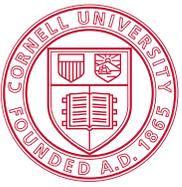
578 All recipients of the SAF shall adhere to the following guidelines:

- 579 A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students. Organizations  
580 that have the capability to be student run and led shall be primarily student run and led.
- 581 B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which  
582 admission is charged:
- 583 i. Cornell students shall receive a reasonable discount per event to reflect their prior contribution via  
584 the SAF.
- 585 ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a  
586 substantial amount of tickets reserved for student use).
- 587 iii. The Appropriations Committee or the Executive Committee shall have the ability to request that  
588 organizations publish a report to the SA on the amount of money received for an event, where that  
589 money has been allocated, and how much money was spent on the event.
- 590 C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate  
591 attendance figures. Such figures may be acquired through a number of measures including swiping Cornell



## Cornell University Student Assembly

- 592 ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count entrants. For  
593 events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance  
594 through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own  
595 scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking  
596 attendance would provide an unnecessary burden to organizations, a brief written statement explaining why  
597 attendance was not taken is required.
- 598 D. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage  
599 student participation at its meetings, which shall be open to the public.
- 600 E. **Capital Expenditures:** SAF allocations are meant to serve as a "current account." No organization shall use  
601 its Fee allocations for major capital equipment purchases costing more than \$500 without the express  
602 approval of the SA. Organizations shall request approval in their annual fall report to the SA. A major capital  
603 equipment purchase shall be defined as anything having a useful life of two years or more.
- 604 F. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and  
605 reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in  
606 accordance with its governing documents.
- 607 G. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-  
608 voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their  
609 liaison is failing in their duty, a new liaison may be appointed.
- 610 H. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the  
611 Appropriations Committee with a written account of the use of its fee allocation and operations for the  
612 previous academic year, and an oral summary of its activities, including usage statistics and future  
613 programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the  
614 committee's recommendation on whether or not the organization should receive an increase in funding, a  
615 decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall  
616 then provide a written summary report of these meetings to the SA.
- 617 I. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current  
618 funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
- 619 J. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The  
620 Appropriations Committee must approve organization's conference expenditures and each organization must  
621 demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its  
622 mission statement. Organizations shall request approval in their annual fall report to the SA. All conferences,  
623 teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no  
624 greater than \$4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply  
625 to SAFC-funded organizations.
- 626 K. **Governing Document Approval:** All organizations must submit any changes in the Organizations' bylaws,  
627 constitution, or other governing documents to the SA for its approval.
- 628 L. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such  
629 funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived  
630 age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex,  
631 sexual orientation, veteran status, or any combination of these factors when determining its membership and  
632 when determining the equal rights of all general members and executive board members, respectively, which  
633 shall include, but are not limited to, voting for, seeking, and holding positions within the organization.  
634 Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding



# Cornell University Student Assembly

635 source for other organizations on campus shall not discriminate on the basis of actual or perceived age, color,  
636 disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual  
637 orientation, veteran status, or any combination of these factors when awarding funding.

- 638 i. Notwithstanding these requirements, a club sport may make requirements based on competitive  
639 athletic skill which may result in a club sport of one or predominantly one gender. Organizations may  
640 also make requirements based on vocal range or quality which may result in a chorus or choruses of  
641 one or predominantly one gender. Organizations that participate in activities with governmental age  
642 restrictions may also make appropriate requirements on the basis of age.
- 643 ii. Organizations may also enforce uniform standards of belief or conduct as a prerequisite for obtaining  
644 some or all rights of general members and executive board members, respectively, so long as said  
645 standards are protected by the 1st Amendment of the United States Constitution in the context of a  
646 public university and do not impede enforcement of Appendix B, Section II, subsection E.
- 647 iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall  
648 include a “Non-discrimination Clause” section in its bylaws, constitution or other governing  
649 documents reflecting this policy.

## 650 **Section 4: Organization Specific Guidelines**

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

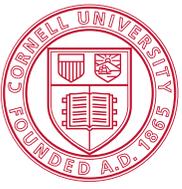
### 652 A. ALANA Intercultural Board

- 653 i. \$2.05 shall be used to fund ALANA’s member organizations as outlined in the ALANA constitution  
654 ii. \$3.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program each  
655 year.  
656 iii. MCFAB shall seek to bring multiple acts to campus representing different musical genres.  
657 iv. \$1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella  
658 organizations as outlined in the ALANA constitution. Umbrella organizations may not apply for  
659 SAFC funding.  
660 v. \$1.10 per student per year of the ALANA allocation shall be contributed towards ALANA’s own  
661 administrative costs and programming needs such as general body meetings and other intercultural  
662 programming

### 663 B. Athletics & Physical Education

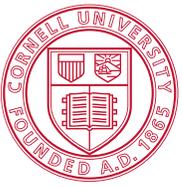
- 664 i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each  
665 undergraduate student. \$7.00 per student per year of the total annual Athletics allocation may be  
666 spent towards providing the BRSP.
- 667 ii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell  
668 Athletic events to the entire Cornell community. \$3.00 per student per year of the annual Athletics’  
669 allocation may be spent towards providing marketing and promotions. Athletics shall further  
670 promote increased autonomous student leadership in the Sports Marketing Group during the 2016-  
671 2018 funding cycle.
- 672 iii. The BRSP shall provide free admission to all varsity sports excluding Men’s Varsity Ice Hockey.

### 673 C. Class Councils



# Cornell University Student Assembly

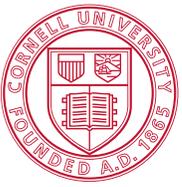
- 674 i. The Class Councils allocation may be divided between the four class years in proportions determined  
675 by the organization.
- 676 D. Collegiate Readership Program
- 677 i. Newspapers shall be distributed from the Monday of the week prior to the first full week of classes  
678 to the last day of exam week during each fall semester and from the first day of class to the last day  
679 of exam week during each spring semester. These distributions periods do not include Fall Break,  
680 Thanksgiving Break, or Spring Break.
- 681 ii. The CRP liaison shall prepare and present a report to the SA at the end of each year with  
682 information regarding readership and an analysis of the current distribution locations. Any proposed  
683 changes in locations or proportions must be approved by a two-thirds vote of the SA.
- 684 iii. The CRP liaison shall yearly provide a list of publications available through CRP that are deliverable  
685 to Ithaca and allow the SA to change the publications that are purchased.
- 686 E. Community Partnership Board
- 687 i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be  
688 paid by the Board's parent body, the Public Service Center, or other non-activity fee sources of  
689 funding.
- 690 ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual  
691 report to the SA.
- 692 F. Convocation
- 693 i. At the time of the selection of Convocation Committee membership, all members of the SA and  
694 student-elected trustee(s) that belong to that class year will be invited to participate as full voting  
695 members of the Convocation Committee.
- 696 ii. Convocation shall seek to announce speaker selection first at a Student Assembly meeting.
- 697 G. Cornell Cinema
- 698 i. Cornell Cinema shall not increase student ticket prices without the express approval of the SA.
- 699 ii. Cornell Cinema shall strive to promote autonomous student leadership.
- 700 H. Cornell Concert Commission
- 701 i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah  
702 Rink, or similar venue.
- 703 ii. The Concert Commission shall strive to put on one free concert during the academic year.
- 704 iii. The Concert Commission shall strive to do at least one event in the Bears Den every year.
- 705 iv. The Cornell Concert Commission shall send a report to the Appropriations Committee any time a  
706 concert loses more money than expected detailing the loss and the impact it will have on future  
707 operations.
- 708 I. Cornell University Emergency Medical Service
- 709 i. CUEMS may save no more than \$25,000 per each two-year funding cycle toward the purchase of a  
710 new vehicle.
- 711 J. Cornell University Programming Board
- 712 i. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to  
713 campus. Such speakers should have diverse following, within the university, and in the Board's best  
714 opinion, should be able to attract a large attendance by students and community members.
- 715 K. CU Tonight Commission



# Cornell University

## Student Assembly

- 716 i. CUTonight shall seek to promote non-alcoholic, late night social programming, on campus, open to  
717 the entire Cornell community.
- 718 ii. CUTonight shall send at least one representative to every funded event with the intention of  
719 reviewing the event
- 720 iii. CUTonight shall develop an appeals process whereby student organizations applying for funding  
721 have the opportunity to present why they believe the commission overlooked funding.
- 722 L. Orientation Steering Committee
- 723 i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning  
724 and implementation of all August and January orientation activities.
- 725 ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing planned  
726 activities for the upcoming Orientation week
- 727 iii. The president of the SA and the senior Student Elected Trustee must be invited to address the new  
728 students at the President's New Students Convocation each year. If the Cornell University President  
729 limits the OSC to two speakers, the president of the SA must be invited.
- 730 iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
- 731 v. OSC shall increase funding for both transfer and January Orientation programming.
- 732 vi. OSC shall allocate \$1.12 of their allocation towards programs designed to educate new student about  
733 consent and sexual assault
- 734 M. Outdoor Odyssey
- 735 i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for  
736 pre-orientation trips.
- 737 ii. Outdoor Odyssey shall conduct a review during the 2016-2018 Funding Cycle of the demographics  
738 of those who attend
- 739 N. Senior Days
- 740 i. SAF-funded Senior Week events will charge no admittance fee and will be open to all seniors.
- 741 O. Slope Day Programming Board (SDPB)
- 742 i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at  
743 the end of the spring semester.
- 744 ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
- 745 iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted  
746 by the SA.
- 747 iv. The Slope Day Programming Board shall work with the Cornell Administration to achieve the best  
748 possible event for all Cornell students.
- 749 v. The Slope Day Programming Board shall collect demographic information from all Slope Day  
750 entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope  
751 Day.
- 752 vi. The Slope Day Programming Board shall seek to announce artist selection first at a Student  
753 Assembly meeting.
- 754 P. Slope Media Group
- 755 i. Slope Media Group shall establish durable goods inventory management procedures, which must  
756 include details about anticipated storage locations, authorized persons to possess or handle  
757 equipment, device security, and theft.
- 758 Q. Student Activities Funding Commission



# Cornell University Student Assembly

- 759 i. SAFC shall publish and make publicly available a written account of the organizations requesting  
760 funding, the amount requested, the amount rewarded, and the amount spent.  
761 ii. Criteria for funding of undergraduate student organizations may not be altered or waived without the  
762 express approval of the SA.  
763 iii. The SAFC shall reserve at least 1 dollar per student per year for a special projects fund. Monies held  
764 in this fund will be allocated first for appeals of the SAFC's funding decisions to the SA.  
765 iv. Each organization funded by the SAFC will be required to include the following SAF logo or  
766 statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student  
767 Activities Funding Commission".
- 768 R. Welcome Weekend  
769 i. Welcome Weekend shall seek to hold events during the first two weeks of each semester.
- 770 S. Willard Straight Hall Student Union Board  
771 i. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding  
772 environments and be directly associated with the purpose and mission of WSH.
- 773 T. Women's Resource Center (WRC)  
774 i. The Women's Resource Center shall collaborate with the Student Assembly Women's Liaison  
775 Representative, Community Life on safety, health, and other topics pertinent to women on campus.  
776 ii. \$0.50 per student per year of the WRC allocation shall be used for the development and operation of  
777 the Big Red Shuttle late night shuttle service. The Women's Resource Center will be responsible for  
778 coordinating the management and operation of the Big Red Shuttle late night shuttle service.

## 779 **Section 5: Duration and Supersession**

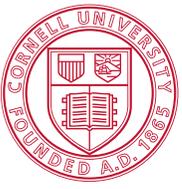
- 780 A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2016 and shall expire on June  
781 30, 2018, unless amended or renewed by the SA. These rules require a two-thirds majority of SA members  
782 present to be amended.
- 783 B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as  
784 all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.
- 785 C. Guidelines for organizations that also receive funding from the GPSA may be amended only after  
786 consultation with the GPSA.

## 787 **APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE** 788 **STUDENT ASSEMBLY INFRASTRUCTURE FUND**

### 789 **Section 1: Preamble**

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

### 793 **Section 2: Sources of Funding**



# Cornell University

## Student Assembly

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

### 796 **Section 3: Closing of Account at Year End**

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

### 799 **Section 4: Definitions**

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

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

### 811 **Section 5: Purpose**

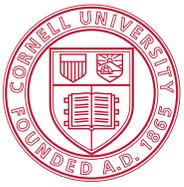
812 The purpose of the SAIF is to financially support projects and/or initiatives that improve infrastructure or facilities  
813 on campus that contribute to the undergraduate experience of Cornell students.

### 814 **Section 6: Eligibility**

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

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

### 823 **Section 7: Permitted Applications**



## Cornell University Student Assembly

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

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

### 832 **Section 8: Prohibited Applications**

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

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

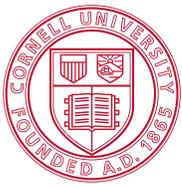
### 839 **Section 9: Procedure for Determining Funding Gifts**

- 840 A. Release of Application
  - 841 i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive  
842 funding from the SAIF to the Office of the Assemblies by the first day of classes each fall.
  - 843 ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available  
844 to all eligible applicants by the first day of classes each semester.
  - 845 iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Vice Presidents of  
846 Public Relations & Outreach of the Student Assembly, that will detail how the SA will make all  
847 students aware of the SAIFC. This plan shall be approved by the SA at the first meeting of the Fall  
848 semester.
  - 849 iv. The chair of the SAIFC is responsible for releasing a timeline by the first day of classes each semester  
850 consisting of the deadline for applications, when those applications will be reviewed by the SAIFC,  
851 and when those funding gifts will be announced.
  - 852 v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received  
853 applications that have not yet been reviewed in addition to, but not in place of, the dates released in  
854 the timeline on the first day of each semester.
- 855 B. Funding Gift Evaluation Process
  - 856 i. For each application, the SAIFC will:
    - 857 a. arrange a hearing where the proposers of the application may address questions of the  
858 committee,
    - 859 b. determine if the application is eligible to receive a funding gift from the SAIF,



## Cornell University Student Assembly

- 860 c. decide what funding gift an eligible application should receive, if any, by voting on the  
861 funding gift requested by the applicant and all funding gifts proposed by voting members of  
862 the SAIFC in decreasing order, beginning with the largest funding gift, and / or approving:  
863 1. the first funding gift that receives a 4/5 majority of voting members present and is  
864 more than 75% of the percentage of the available funding in the SAIF at the  
865 beginning of that academic year,  
866 2. the first funding gift that receives a 2/3 majority of voting members present and is  
867 more than 50% of the percentage of the available funding in the SAIF at the  
868 beginning of that academic year,  
869 3. the first funding gift that receives a majority of voting members present and is less  
870 than 50% of the percentage of the available funding in the SAIF at the beginning of  
871 that academic year,  
872 ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which  
873 includes the:  
874 a. name of the applicant,  
875 b. project or initiative requested in the application,  
876 c. date that the SAIFC reviewed the application,  
877 d. funding gift requested by the applicant,  
878 e. funding gift granted by the SAIFC and what that funding gift is as a percentage of the  
879 available funding in the SAIF at the beginning of that academic year, and  
880 f. rationale explaining the SAIFC's decision  
881 iii. All funding gifts granted by the SAIFC must be approved by the Dean of Students before becoming  
882 finalized.  
883 iv. If the applicant has a University operating account with internally controlled funds and oversight by a  
884 Cornell-employed advisor, the Vice President for Finance will transfer the funding gift approved by  
885 the SAIFC into their account. If the applicant does not have an account that meets these eligibility  
886 requirements, the amount of the funding gift will be separated from the remaining balance of the  
887 SAIF and expenses will be processed like all others under the Student Assembly budget.  
888 v. At each meeting of the Assembly immediately following a finalized funding gift, the report associated  
889 with the application must be included in the meeting's agenda.  
890 vi. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the  
891 SAIF with the Office of the Assemblies.  
892 vii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall  
893 inform the Assembly of any setbacks the Commission faces in implementing its projects



# Bylaws

## Cornell University Student Assembly

*As amended on April 20, 2017*

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### **ARTICLE I: EX-OFFICIO MEMBERS**

#### **Section 1: Ex-officio Membership**

Ex-officio membership grants members of the Cornell community (student, alumni, faculty, staff, administrator, etc.) full-debating privileges but not voting privileges. These positions are granted to community members to either provide a perspective from another governing body or to enhance the overall operations of the Student Assembly.

#### **Section 2: Ex-Officio Executive Committee Positions**

- A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Executive Archivist.
- B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Parliamentarian.
- C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director of Elections.

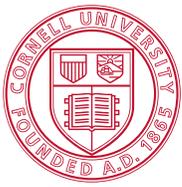
#### **Section 3: Organizational Liaisons**

- A. The SA shall grant one member chosen by the Greek Tri-Councils an ex-officio position as an organizational liaison. The liaison chosen by the Tri-Councils shall be selected on a rotating basis from the three councils, beginning with a representative of InterFraternity Council, following with Panhellenic Association, and finishing with Multicultural Greek Letter Council.
- B. The SA will grant one executive member from Residential Student Congress an ex-officio position as an organizational liaison.

#### **Section 4: Shared Governance Liaisons**

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

### **ARTICLE II: OFFICERS**



# Cornell University Student Assembly

## 29 **Section 1: Officers**

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

## 34 **Section 2: Election and Appointment of Officers, Time of Election/Appointment**

35 The SA will, as soon as possible after the spring election, hold an organizational and planning meeting in executive  
36 session. At this meeting, the voting members will elect from among themselves the offices of Vice President of  
37 Internal Operations, Vice President for Finance, a Vice President of External Operations, a Vice President of  
38 Diversity and Inclusion. The voting members will elect from the Cornell community (student, employee, faculty,  
39 alumnus living in Ithaca) the office of Director of Elections. Self-nomination will be in order in each of the elected  
40 offices. Elected officers should be approved by a majority vote of SA members present at organizational meeting.  
41 Additionally, at this meeting the members will affirm the appointments of Parliamentarian and Executive Archivist.  
42 The offices of Parliamentarian and Executive Archivist will be appointed by the SA President. Each nominee for the  
43 respective offices shall be subject to majority approval of the SA voting members. The newly elected officers will  
44 undertake the responsibilities of their position at the start of their term on the SA. Elections for officers shall be by  
45 secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one  
46 individual twice on any ballot.

## 47 **Section 3: Terms of office**

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

## 50 **Section 4: Recalling officers**

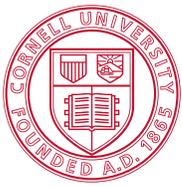
51 Two-thirds vote of the voting membership of the SA may vote to recall any officer of the SA from his or her office.

## 52 **ARTICLE III: OFFICER DUTIES**

### 53 **Section 1: President**

54 The responsibilities of the President are as follows:

- 55 1. Attend and chair all SA meetings.
- 56 2. Attend all Assemblies' leadership meetings and meetings with Executive staff.
- 57 3. Submit agenda items for leadership meetings after soliciting topics from Assembly members.
- 58 4. Serve as the primary Assembly correspondent with the administration, the media, and the student body.



## Cornell University Student Assembly

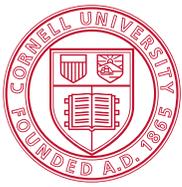
- 59 5. Correspond with the University President following each Assembly meeting enumerating all actions that are  
60 passed and are under the University President's purview and to solicit his or her response.  
61 6. Correspond with the Deans of the College of Agriculture and Life Science; College of Architecture, Art, and  
62 Planning; College of Arts and Sciences; College of Engineering; School of Hotel Administration; College of  
63 Human Ecology; School of Industrial and Labor Relations; following each Assembly meeting enumerating all  
64 resolutions that are passed and under the purview of each individual college and school and to solicit their  
65 responses.  
66 7. Supervise all elected officers and ensure they are discharging their responsibilities.  
67 8. Attend all open sessions of the Board of Trustees and the Board of Trustees Executive Committee held in  
68 Ithaca and report back to the Assembly on said meetings.  
69 9. Appoint Assembly Parliamentarian and Executive Archivist.  
70 10. Write and present annual SA report by the end of the term.  
71 11. Consult with the Director of Elections regarding elections' advertising as long as the President is not eligible  
72 for reelection.

### 73 **Section 2: Executive Vice President**

74 The responsibilities of the Executive Vice President are as follows:

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

### 96 **Section 3: Vice President of Internal Operations**



## Cornell University Student Assembly

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

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

### 111 **Section 4: Vice President for Finance**

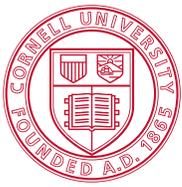
112 The responsibilities of the Vice President for Finance are as follows:

- 113 1. Serve as SA treasurer and report to the Assembly regarding Assembly balances in December and May.
- 114 2. Chair Appropriations Committee.
- 115 3. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding
- 116 establishing new fee, biannually.
- 117 4. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter
- 118 appendices, at least once per semester.
- 119 5. Oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund Commission by
- 120 assisting and advising the committee chairs and attending meetings as necessary.

### 121 **Section 5: Vice President for External Operations**

122 The responsibilities of the Vice President of External Affairs are as follows:

- 123 1. Coordinate constituency representatives' community outreach efforts (including, but not limited to,
- 124 community forums, meetings with Deans, internal school governments, etc.)
- 125 2. Invite all relevant stakeholders to Student Assembly meetings, when the weekly agenda is released
- 126 3. Devise mechanisms for student organizations to become active members in the decision making process of
- 127 the SA; most importantly, committees.
- 128 4. Oversee the City and Local Affairs Committee and the Technology Committee by assisting and advising the
- 129 committee chair and attending meetings as necessary.
- 130 5. Chair the Communications and Outreach Committee
- 131 6. Consult with the Director of Elections regarding elections' advertising.
- 132 7. Arrange all advertising, postering, banners, social media, etc.



## Cornell University Student Assembly

- 133 8. Serve as a liaison to relevant news sources  
134 9. Serve as editor of SA newsletter to be sent over email to the entire undergraduate student body at least two  
135 times/semester. The newsletter should include the current month's accomplishments and next month's plans,  
136 accompanied by the name of a contact person to whom comments and questions may be addressed. Maintain  
137 contact with Student Assembly alumni through distribution of the biannual Student Assembly newsletter to  
138 any interested alumni.

### 139 **Section 6: Vice President of Diversity and Inclusion**

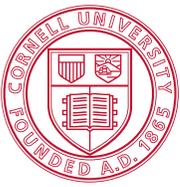
140 The responsibilities of the Vice President of Diversity and Inclusion are as follows:

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

### 158 **Section 7: Director of Elections**

159 The responsibilities of the Director of Elections are as follows:

- 160 1. Chair the Elections Committee and report all the activities of said committee to the general SA.  
161 2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the  
162 Director of the Office of the Assemblies, the VP of External Operations, and the President.  
163 3. Serve as SA correspondent for election matters.  
164 4. Ensure that the Elections Committee is successfully completing the following tasks:  
165 a. Making every effort to ensure the greatest number of candidates for each available position,  
166 b. Ensuring all candidates are aware of and abiding by elections, campaigning, posterage, and other  
167 Assembly and University policies,  
168 c. Coordinating and advertising an informal "Meet the Candidates Forum",  
169 d. Coordinating and advertising opportunities for candidates to make public appearances,



# Cornell University Student Assembly

- 170 e. Coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if  
171 such forums are deemed necessary by the Executive Board,  
172 f. Contacting student organizations and informing them of the elections process and encouraging them to  
173 send delegates to elections activities in order to report candidates' stances on relevant issues to their  
174 organizations,  
175 g. Ensuring that candidates have submitted pictures and statements  
176 h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the Office  
177 of the Assemblies in the coordination of elections days.  
178 5. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of  
179 potential ballot referenda to be considered for approval by the SA, and that all approved referenda are  
180 advertised along with all elections activities described in #5 above (especially c. and e.).

## 181 **Section 9: Parliamentarian**

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

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

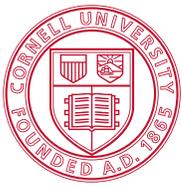
## 196 **Section 10: Executive Archivist**

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

## 201 **ARTICLE IV: MEETINGS**

### 202 **Section 1: Regular Meetings**

203 Regular meeting times and places will be publicly announced at least 72 hours-prior to the scheduled meeting date.



## Cornell University Student Assembly

### 204 **Section 2: Special Meetings**

- 205 A. The President may convene special meetings of the SA to consider issues of immediate and pressing concern.  
206 The President will also call a special meeting after being instructed to do so by six of the voting members of  
207 the SA.
- 208 B. Conflicts- If there is a major conflict that affects a significant portion of the undergraduate student body,  
209 such as a religious conflict, any member may direct the SA president to call a special meeting in lieu of the  
210 regularly scheduled meeting. The request must be made 2 weeks in advance of the regularly scheduled  
211 meeting at issue.

### 212 **Section 3: Organizational Meeting**

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

### 215 **Section 4: Informal meetings**

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

### 220 **Section 5: Executive Session**

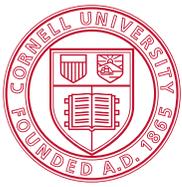
221 With the concurrence of two-thirds of the voting members in attendance, the SA or any of its committees may go into  
222 executive session during a regularly scheduled meeting only to discuss confidential matters as defined by this Charter.  
223 No policy determinations will be made in executive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

### 227 **Section 6: Quorum**

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

### 229 **Section 7: Community Votes**

- 230 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be  
231 allocated one vote.
- 232 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1)  
233 funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to  
234 make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and



# Cornell University Student Assembly

- 235 liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval of Parliamentarian,  
236 Liaison to the Provost, etc.).
- 237 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be permitted  
238 to cast their vote. The President will announce to the Assembly the collective vote of the gallery and liaisons  
239 prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both  
240 community votes will be allocated to the side that has a simple majority.
- 241 D. Any member of the undergraduate student body can request, at the beginning of a meeting, that the current  
242 status of all students wishing to participate in a community vote be validated. Each member of the  
243 community must then present their Cornell IDs to the Parliamentarian, who will subsequently validate their  
244 status as undergraduates via the Cornell website.

## 245 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 246 **Attendance Policy**

- 247 A. Attendance at all organizational and specially scheduled meetings is required, when the Executive Committee  
248 provides SA members at least 72-hours prior notice of the meeting.
- 249 B. Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival or  
250 early departure from a required meeting will result in a half-absence. This includes Executive Sessions.

## 251 **ARTICLE V: EXECUTIVE BOARD**

### 252 **Section 1: Composition**

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

### 255 **Section 2: Duties**

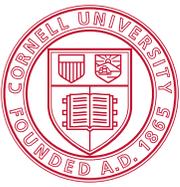
256 The Executive Board of the SA shall coordinate the actions of the SA to ensure its smooth operation, set the agenda  
257 for the Regular Meetings of the SA and inform all relevant parties of Staffing Committee decisions. Additionally, the  
258 board shall send its minutes to all representatives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

### 259 **Section 3: Meetings**

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

## 263 **ARTICLE VI: COMMITTEES**

### 264 **Section 1: Creation of Committees**

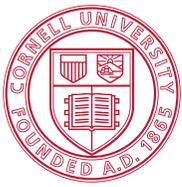


## Cornell University Student Assembly

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

### 268 **Section 2: Review Committees**

- 269 A. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program  
270 planning process of sectors of the University that create policy directly affecting student life.
- 271 B. The Vice President for Student and Academic Services shall appoint a staff member to work with the  
272 chairperson of certain review committee to assure proper functioning of the committee.
- 273 C. Undergraduate members of the review committees will be designated by the appropriate constituency bodies  
274 and will be subject to the approval of the SA.
- 275 D. Review committees will discuss program assessment/planning documents with the SA during the fall  
276 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 277 E. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 278 F. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their discretion  
279 legislative authority over residential life policies of the University (i.e. the Department of Campus Life and the  
280 Office of the Dean of Students). When exercising this authority, review committees are recommended to  
281 consult the Residential Student Congress of Cornell.
- 282 G. **Committee on Dining Services** – The Committee on Dining Services will work to represent student  
283 interests in the Cornell food system. The committee will consist of at least one faculty member, two Dining  
284 student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one  
285 graduate/professional student, and at least ten additional students. The VP of Internal Operations for the  
286 Student Assembly will recommend additional students to both the committee Chair and the Staffing  
287 Committee for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of  
288 Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the Director  
289 to select relevant administrators and staff to be present at meetings. Members will collectively review the  
290 policies and initiatives of Dining Services, and make recommendations to Student Assembly and Dining  
291 Services leadership for improving existing policies or integrating new ideas.
- 292 H. **Health and Wellness Committee** – The Committee will develop initiatives and plan events on campus that  
293 promote student health, wellness, and safety. The committee will engage organizations relevant to the  
294 committee's mission including Cornell police, Gannett Health Services, the Skorton Center, CUEMS, Minds  
295 Matter and any other organizations deemed relevant by the committee chair or Executive Vice President. The  
296 committee's chair in collaboration with the Executive Vice President will develop a functional structure for  
297 the committee and any additional positions shall be filled by the chair and Executive Vice President. The  
298 Health and Wellness Committee will also address student concerns with campus safety by coordinating with  
299 the University Assembly when necessary. The chair position can be held by any member of the Cornell  
300 undergraduate student population, and the committee will be under the supervision of the Executive Vice  
301 President
- 302 I. **Environmental Policy and Planning Commission** – The commission will research issues affecting the  
303 campus and its surrounding area, as well as provide recommendations for reducing Cornell's environmental  
304 impact. The Environmental Policy and Planning Commission will be charged with creating new legislation  
305 and enforcing past environmental legislation. This commission is also charged with providing environmental

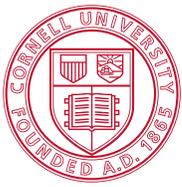


## Cornell University Student Assembly

- 306 education and outreach in order to better inform students and the campus community about the campus's  
307 environmental impact and sustainability issues. The Environmental Policy and Planning Commission will  
308 work closely with students, administrators, student environmental organizations, the Cornell Sustainability  
309 Office, the Campus Planning Committee, the Campus Infrastructure Committee, and the City and Town of  
310 Ithaca Sustainability to better recognize and address the environmental concerns of the campus and its  
311 community as well as to encourage collaboration in working toward the creation of a more sustainable  
312 environment. The chair position can be held by any member of the Cornell undergraduate student population  
313 and the committee will be under the supervision of the Executive Vice President.
- 314 J. **City and Local Affairs Committee** – This committee will advocate on behalf of students' interest at the city  
315 and county government levels. In addition to its advocacy work, the committee will organize events that  
316 foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be held  
317 by any member of the Cornell undergraduate student population and the committee will be under the  
318 supervision of the Vice President of External Operations.
- 319 K. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic matters at  
320 Cornell. Committee members will research, review, recommend, and develop projects to improve academic  
321 life for the student body. This committee will work closely with the Dean of Students and the Faculty Senate  
322 to ensure that students' concerns related to academic policy are voiced effectively to university officials. The  
323 chair position can be held by any member of the Cornell undergraduate student population and the  
324 committee will be under the supervision of Executive Vice President.
- 325 L. **Financial Aid Review Committee** – The committee will examine the financial aid policies of Cornell  
326 University. It shall also be responsible for the administration of the Student Helping Students grant. The  
327 committee shall consist of a chair, up to two SA members, between five and ten undergraduate students, at  
328 least four-fifths of whom receive some form of institutionalized financial aid. The Associate Vice Provost for  
329 Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for Customer Service and  
330 Community Relations, a counselor from the Office of Financial Aid, two faculty members, and the Vice  
331 President for Student and Academic Services shall serve as ex-officio non-voting members. This committee  
332 will be under the supervision of the Vice President for Finance.

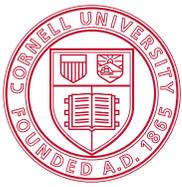
### 333 Section 3: Operational Committees

- 334 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and  
335 shall therefore facilitate the full expression of the SA's responsibilities to the Cornell student body.
- 336 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee's  
337 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with  
338 interested SA voting members.
- 339 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the SA. It  
340 reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee  
341 and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of  
342 the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who  
343 shall serve as Chair; and 7 undergraduates at-large to be selected by the Staffing Committee. The Director of  
344 the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC  
345 Commissioners shall serve as voting members of the Committee. Quorum shall be defined as a simple  
346 majority of all voting members. A designee of the chair shall take minutes at all meetings.



## Cornell University Student Assembly

- 347 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the SA is  
348 responsible for evaluating applications for funding through the SAIF. The Commission shall consist of 8  
349 voting members of the SA, to be selected by the Assembly at-large during their organizational meetings,  
350 which must include the Vice President for Finance, the Vice President of External Affairs of the Student  
351 Assembly and one new student, a chair, which cannot be either the Vice President for Finance or the  
352 President of the Assembly, and 7 undergraduate at-large voting members to be selected by the Staffing  
353 Committee. No SAIFC Commissioners shall serve as voting members of the SAIFC (with the exception of the  
354 Vice President for Finance). No more than 2 of the voting Student Assembly members on the SAIFC may  
355 also be voting members of the Appropriations Committee and no more than 4 of the total voting members  
356 on the committee may be voting members of the Appropriations Committee. Quorum shall be defined as a  
357 simple majority of all staffed voting members. Upon request, a written summary of the meeting will be  
358 provided by the chair. The Director of the Office of the Assemblies or their designee shall serve as an ex-  
359 officio non-voting member.
- 360 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to  
361 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster  
362 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,  
363 meetings, and resolutions. The committee will ensure a direct and ever present link between students active in  
364 campus government, the administration, and students at-large and will relay student interest to the SA. The  
365 committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-  
366 sponsored events including, but not limited to conducting polls, referenda, community outreach forums,  
367 designated constituency events, and hearings. The committee will also assist in coordinating efforts and  
368 devising strategies to involve more non-voting members in the decisions and events of the SA. The Assembly  
369 plans recreational events for students. The SA Vice President of External Affairs will serve as Chair of the  
370 Committee.
- 371 F. **Technology Committee** – The Technology Committee will coordinate with Student Assembly  
372 representatives to create websites as needed for initiatives that improve campus life and require online  
373 platforms, and will work with CIT when possible to update existing websites for the benefit of the Cornell  
374 community. The chair or co-chair position can be held by any member of the Cornell undergraduate student  
375 population and the committee will be under the supervision of VP of External Affairs.
- 376 G. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special  
377 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of  
378 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting  
379 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of  
380 each academic year, the Staffing Committee will present a slate of proposed members to the SA for  
381 confirmation, which the SA must approve or disapprove in its entirety. The Staffing Committee may fill any  
382 subsequent vacancies without confirmation by the SA. No person may be a candidate in an election  
383 supervised by the committee in the same academic year when the person served as a voting member of the  
384 committee. All committee meetings will be closed. Only voting members will be permitted to attend the  
385 meetings unless specifically invited by the Director of Elections. This committee will be chaired by the  
386 Director of Elections of the Student Assembly.
- 387 H. **Staffing Committee** – The committee shall staff any vacant committee positions the Student Assembly (SA)  
388 is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application  
389 outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the



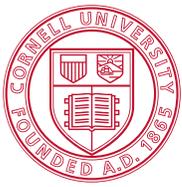
# Cornell University

## Student Assembly

390 year report, and determine if the SA committee and/or their composition need to be changed. The  
391 committee shall be charged with creating and enforcing an attendance policy for all committees. The  
392 membership of this committee shall include the SA's President, Executive Vice President, Vice President for  
393 Finance, Vice President of External Affairs, Vice President of Internal Operations, Vice President of  
394 Diversity and Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director  
395 of the Office of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal  
396 Operations shall be responsible for consulting with chairpersons of committees and recommending  
397 candidates for vacant committee positions to the Staffing Committee.

### 398 **Section 4: Diversity**

- 399 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the SA, the  
400 diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives  
401 (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and  
402 understanding of the increasing importance of diversity and create an environment that brings together  
403 diverse perspectives and fosters diversity of thought. The charge of the Diversity and Inclusion committee  
404 will be to:
- 405 a. To be a meeting grounds for interested students to meet members of the administration to  
406 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
  - 407 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
  - 408 c. To provide a brief report of its progress to be presented by the Vice President of Diversity &  
409 Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report to  
410 include (but not limited to) the goals of the academic year, the strategies devised for achievement of  
411 these goals, the progress of UDC initiatives, college- specific initiatives, obstacles, and potential goals  
412 for the next academic year to be presented in the same manner at the final meeting of the spring  
413 semester.
  - 414 d. Composition
    - 415 i. The Diversity and Inclusion Committee will aim to be a collective voice of the diversity of  
416 backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual orientations  
417 represented at Cornell.
    - 418 ii. Non-SA student representation: student members of the committee may be recruited from  
419 institutions and organizations such as the diversity councils of the colleges, Women's  
420 Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board,  
421 Cornell Outdoor Education, International Student Union and any member of the Cornell  
422 student body who is interested in diversity initiatives.
    - 423 iii. Student Assembly representation: SA LGBT Liaison at-large, Women's representative,  
424 International representative, both Minority Liaisons, and the Vice President of External  
425 Affairs are required to be members of the committee.
    - 426 iv. Administrative representation: this committee shall consist of at least one staff representative  
427 from each of the diversity councils of the colleges; an OADI staff member; a staff  
428 representative from the Mario Einaudi Center for International Studies and a staff  
429 representative of the Center for Intercultural Dialogue. The committee is required to meet  
430 its staff representatives at least once every month in the academic year.



# Cornell University Student Assembly

- 431 e. Structure
- 432 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the
- 433 Diversity and Inclusion committee in coordination with the Directors, who will head two
- 434 task forces: Initiatives Task Force and United Student Body Task Force. Ad-hoc task forces
- 435 and leadership positions can be created as the leadership of the committee sees fit. Task
- 436 forces will be encouraged to work together towards common goals.
- 437 ii. Initiatives Task Force: this will be in-charge of collecting ideas, issues and concerns in the
- 438 area of diversity and inclusion; and working on implementable related policies.
- 439 iii. United Student Body Task Force: this will be in-charge of implementing United Student
- 440 Body and subsequently reviewing it during the process of implementation.

## 441 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

### 442 **Section 1: Community Rights**

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

444 members of the community have the right to add a resolution to the Student Assembly Agenda after procuring the

445 written signature of at least a majority of seated SA members, and presenting the signatures to the SA President or

446 their designee for verification, at least 48 hours before the meeting at which the resolution is to be introduced.

### 447 **Section 2: Confidentiality**

448 When a subject under discussion or examination requires the use of personal confidential information, all reasonable

449 efforts shall be made to safeguard the confidentiality of this information. Confidential information is meant to include

450 any and all information that, if publicly exposed, would endanger the privacy, safety, or security of any member of the

451 Cornell community (students, faculty, and staff), or constitute a breach of any individual right guaranteed by the

452 University, the State of New York, or the federal government.

### 453 **Section 3: Infringement of Confidentiality**

454 If any member or group of the University feels that any action of the SA or its committees is infringing upon that

455 person's or that group's rights under this Article, then that person or group may appeal to the Judicial Codes

456 Counselor (JCC) to determine whether probable grounds exist for a complaint. By majority vote, the SA may suspend

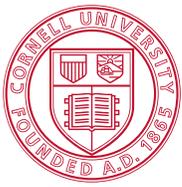
457 any actions related to an appeal to the JCC until the JCC makes a final ruling on the appeal.

## 458 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**

### 459 **Section 1: Public Events and Campus Forums**

460 The SA shall conduct at least one public event or forum per semester at alternating locations on campus. These

461 public events or forums shall include administrators related to a particular topic of current student interest.



462 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

463 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the SA in all cases to  
464 which they are applicable and in which they are not inconsistent with the Charter, Bylaws, Standing Rules, and any  
465 special rules of order the SA may adopt.

466 **ARTICLE X: AMENDMENTS**

467 These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote of the members present,  
468 provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be  
469 presented to the assembly by voting members and by community petition with at least 100 Cornell undergraduate  
470 student signatures.