



**Cornell University**  
**Student Assembly**

Resolution #	81
Originally Presented On	April 22, 2010
Sponsor(s)	Alex Cowen
Subject of Resolution	Student Assembly Charter Revisions
Type of Action	Charter Change
Status/Result	Unfinished Business

**Whereas**, the Student Assembly passed Resolution 71 on 4/15/2010

**Be it therefore resolved**, that the Student Assembly adopt the attached charter and Special Rules of Order.

## Preamble

After consultation with members of the student body, and to effect more extensive involvement in campus governance through ~~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.

**Comment [Alexander1]:** I assumed this was a typo (repeats the last line) and have hence removed it.

## ARTICLE I: Name

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

**Comment [Alexander2]:** When charters are present, the name of the group is specified there. As there was no section for the name, I have added it (using the preamble for the official wording of the assembly name)

## 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.

**Comment [Alexander3]:** It is recommended to include an object article in governing documents. This was made through joining parts of the preamble with the old charter Article 1, section 3.

## ARTICLE III: Authority and Responsibilities

### 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.~~

**Comment [Alexander4]:** Moved this sentence from Section 2 and the second sentence from bylaws 1.3.b

- 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 at a SA meeting.
- B) Should a request ~~[for information, as described in 1.1.a above]~~ be refused, the SA by simple majority vote may request the information be given to the Vice President for Student and Academic Services who shall forward it to the SA. The Vice President for Student and Academic Services shall act unless otherwise directed by the President, pursuant to Article 1, Section 5.

### Section 2: Internal Operation and Maintenance

~~The SA will have authority over matters concerning the internal operation and maintenance of the SA and its committees, including the proposal of amendments to the SA Charter and creation of bylaws and procedures for the SA. 1.3~~  
~~Section 2: Welfare of Student Community~~  
~~Actions of the Assembly~~  
~~The SA will have 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. Bylaw 1.3.a~~

**Comment [Alexander5]:** Moved the second part to be in the object section

- A) Pursuant to the legislative authority and responsibilities of the SA the five principal actions of the Assembly are ~~anticipated. These forms of action are:~~
  1. legislation,
  2. investigation,
  3. recommendation,
  4. Sense-of-the-Body Resolutions,

5. Calls for Sense-of-the-Community Referendums.

- B) Legislation is action of the SA to carry out its legislative, policy-making functions, to enact internal rules, to amend bylaws, and to make amendments to the SA Charter.
- C) Investigation is action of the SA to gain information on issues pertinent to ~~Article 1, Sections 1, 3, 5, and 6- its purview.~~
- D) Recommendation is an action of the SA expressing the recommendation of the SA in policy areas over which the SA through its Charter may or may not have policy-making power.
- E) A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or event, is an expression of the opinion of the SA regarding a matter of student concern.
- F) Calls for a Sense-of-the-Community Referendum is an action of the SA to determine community opinion regarding matters of student concern. ~~Bylaw 1.3.bProposals adopted by the SA and reported to the appropriate officers or decision making bodies of the University will not be amended, reworded, or in any other way altered by those officers or bodies without the prior consent of the SA.~~

**Comment [Alexander6]:** Shortened and moved into the Article III Section 1

**Comment [Alexander7]:** This section is unnecessary. The only thing that it accomplishes is banning business that was voted down from ever being brought before the assembly again, while, hypocritically allowing reconsideration of actions that were not voted down. Should consideration be given to previously considered actions, it should be given to both actions that passed and failed.

**Comment [Alexander8]:** Changed from mandatory verbal delivery to verbal delivery at the request of the SA

**Comment [Alexander9]:** The assembly is later charged to also report its actions concerning Campus Life and the DOS (old charter Article 1, Section 14) so I removed the later item and removed this one sentence so only one item is needed.

**Comment [Alexander10]:** See Section 3, Item A for altered format of this section

**Comment [Alexander11]:** Moved first sentence to the section detailing responsibilities of the SA President. Moved second sentence to Article III, Section 3, Item C

~~Bylaw 1.3.e~~

~~No proposed action or legislation may be brought to the attention of the full Assembly unless it be a new action or legislation, an amendment to a previous action or legislation or a revocation of a previous action or legislation. Moreover, all amendments and revocations must cite the previous action or legislation they are meant to affect.~~

### Section 3: Reporting of SA Actions

- A) Reporting to the President - Legislative actions of the SA will be reported by the SA President to the University President. The SA will respond to any requests for information from the President on its actions. The President may also request reconsideration of legislation proposed by the SA. Such a request must be filed within thirty days of notification of the legislation and, upon request of the assembly, shall be delivered verbally. The SA will take action on such a request, and, if the legislation is upheld, the SA will inform the President.
- ~~B) Reporting to Other Bodies - The SA will report in writing its actions (other than those concerning the Department of Campus Life and the Office of the Dean of Students) to the GPSA, Employee Assembly, and the Faculty Senate, in conjunction with reporting of the actions to the President. The actions will be reported following each meeting by a SA member designated by the SA. Bylaw 1.7.a~~
- ~~C) Any Presidential request for reconsideration of the SA proposed legislation will be presented verbally before the SA, by the President, within the prescribed time limits.~~ Annual Report - The SA will present an annual report at the last SA meeting of the spring term to the President of the University and the student population. The report will include a summary of the SA's work during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the future. All members of the Cornell community will have access to this report. The report must be approved by a majority vote of the members present prior to being presented to the University President. ~~Bylaw 1.8.a~~
- ~~D) B) The SA President will have the responsibility to see that the annual report is written and presented. The SA must approve the annual report by a majority vote at a meeting prior to presentation to the University President.~~

### Section 4: Objection to Actions

- A) Objection of SA Actions by Another Assembly - Should another Assembly object to an action of the SA, at its next business meeting, the SA will review the objection and either modify the original position to account for the objections of the other constituency(ies) or will reaffirm the original action. The SA shall report to the objecting body(ies) within five working days of

reviewing the objection.

- B) Objection by SA of another Assemblies Actions - If the SA determines by a two-thirds vote that the action of another constituency body impacts its constituency, comparable procedures for the reconciliation of the differences will be pursued.
- C) Continued disagreement regarding actions will be referred to the UA Assemblies System Review Committee.

### Section 5: University Calendar

- A) The Provost will consult with the SA in the formulation of the University Calendar. The SA may review and ask for reconsideration of the calendar before it becomes final. In addition, the SA may propose changes in the calendar to the Provost.
- B) The Provost shall make the calendar available for approval at least 30 (thirty) days before public announcement of the final calendar.

### Section 6: Presidential Information

The SA may request and obtain specific information from the President regarding any subject which it deems of general student concern so long as the information is considered public. Public information is all information with the exception of: salary or wage records of specific individuals, academic or financial records of specific individuals, medical or categorical (race, sex, age, etc.) records of specific individuals and information otherwise defined as confidential or restricted by law.. If such a request is made, and said information is not furnished, the President will report to the SA the reasons why said information cannot be furnished within two regularly scheduled SA meetings following the denial of the request.

Bylaw 1.5.a

Comment [Alexander12]: Condensation of Bylaw 1.5.a-1.5.b

### Section 7: President's Report

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

### Section 8: Public Hearings, Forums, Referendums

The SA will have the authority and responsibility to conduct public hearings, forums, and referendums concerning topics of current student interest, and to determine in other appropriate ways student needs and opinions.

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

- A) Two members will be selected from and by the membership of the SA to serve as voting members of the UA and to act as a liaison between the UA and the SA. The remaining four undergraduate student membership of the UA, ~~as specified in Article 2 of the UA charter,~~ shall be elected by the undergraduate student body at the time of SA's spring elections in the same manner as SA voting members. The elections shall follow the rules and procedures specified in Article 3 of the SA's Charter. Elected representatives to the UA shall serve for one calendar year, taking office June 1st. Elections for the two SA voting members to the UA shall be by separate secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot. The President may not be one of the SA representatives to the UA.
- B) If at any time during the course of an academic year, a UA member elected directly from the undergraduate student body should leave his office, then the seat shall be filled by the next

Comment [Alexander13]: Moved from bylaw 4.1.a

highest-ranking non-winning candidate. If there should not be a next highest-ranking non-winning candidate after the fall special election, the undesignated at-large candidate receiving the most number of votes in the preceding spring election.

- C) The SA will have the authority to appoint student members of the UA committees.
- D) The SA will have the authority to appoint student members to be liaisons to departments and administrators in the University.
  1. During the process of committee appointments, the following two appointments must be made: liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall have the responsibility of increasing the communication between the SA and the respective University departments.
  2. At the time that committee appointments are made, the SA will appoint one member to serve as Liaison to the Provost. The student will interact and work directly with the Provost on issues that affect and concern students on a regular basis during the member's term of office.
  3. At the time that committee appointments are made, the SA will appoint one member to serve as liaison to the West Campus Living Learning Council. The liaison will be a non-voting member of the Council and will interact with the Council and administrators to help develop the living-learning environment on West Campus.

#### ~~1.18 Exercise of Power~~

~~The powers of the SA shall be exercised within the procedures described in Article 1.3.1 of the Charter of the UA.~~

### **ARTICLE IV: Membership**

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

A) General Composition - The SA will consist of 23 voting members who are registered undergraduate students at Cornell University. Up to two additional votes shall be allocated to the entire community of undergraduates as a whole present at a Student Assembly meeting on motions that express the opinion of the assembly. Such community votes shall be allowed only as provided by the Assembly in its bylaws. Eleven voting members of the SA will be elected by and from the student populations of the colleges and schools, one from each: the College of Architecture, Art and Planning; the School of Hotel Administration; the College of Human Ecology; and the School of Industrial and Labor Relations. Two each shall be elected from the College of Agriculture and Life Sciences and the College of Engineering; and three shall be elected from the College of Arts and Sciences. In addition, eight voting members will be elected at-large by and from the University undergraduate student population as a whole; two at-large seats are to be reserved for candidates seeking the offices of President and Executive Vice President of the Student Assembly and must be explicitly designated as such; two at-large seats are to be reserved for candidates seeking to represent minority students; one at-large seat is to be reserved for candidates seeking to represent international students; and one at-large seat is to be reserved for candidates seeking to represent the Lesbian, Gay, Bisexual, Transgender, Queer community. Four shall be elected by and from new students entering in the fall. Should there be no candidate running for a given seat, the seat shall be considered vacant. ~~The seat will be filled, under Article 3, Section 4, after the newly elected SA takes office.~~

B) Ex-officio Membership - ~~All members of the Cornell student body are considered non-voting members of the SA, and are encouraged to attend and participate in meetings. The SA will grant one member chosen by the Greek Tri-Councils and one executive member from Residential Student Congress liaison status with debating, but not voting privileges. The SA may designate further ex-officio members as deemed necessary.~~

1. The liaison chosen by the Tri-Councils shall be selected on a rotating basis from the three

**Comment [Alexander14]:** The specification for how to carry out the execution of SA powers introduces the potential for contradictory procedures for exercising power (see "Reporting to the President" Article 1, Section 3, Item A) Hence I have removed it for the sake of the integrity of this document. Two things could be done with this section. Either the references above in Article 1, Section 3 Item A be removed and this section be instated, or this section be kept out of the charter but the non-overlapping sections of the UA charter Article 1, Section 3, Item 1 be written into this charter. On a side note, it does not appear that any other assembly is under this exercise of power text besides the SA and UA. Perhaps this is due to differing scopes of authority?

**Comment [Alexander15]:** No need for the reference here as the vacancy procedure is specified below and would automatically be in force if a seat is declared vacant

**Comment [Alexander16]:** Condensed Article 3 section 2

councils, beginning with a representative of InterFraternity Council, following with Panhellenic Association, and finishing with Multicultural Greek Letter Council.

B)C) \_\_\_\_\_ Specification of New Student Seats - Three new student seats shall be elected and held by new students entering in the fall semester. One additional seat shall be designated the Transfer Seat and shall be elected by transfer students and held by a transfer student.

E)D) \_\_\_\_\_ Qualifications for Voting Membership - SA members elected from the various colleges and schools must be registered students in their respective colleges and schools by the beginning of the fall term of the academic year for which they were elected. SA members elected at-large must be registered students at Cornell by the beginning of the fall term of the academic year for which they were elected.

D)E) \_\_\_\_\_ Community Votes

1. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be allocated one vote.
2. The community clause may only be exercised on final votes of sense-of-body resolutions pursuant to Bylaw 1.3.a.4, which excludes (1) funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, SAFC appeals, approval of Parliamentarian, Liaison to the Provost, etc.).
3. At the beginning of each Student Assembly meeting, members of the community will present their Cornell IDs to the Parliamentarian, who will subsequently validate their status as undergraduates via the Cornell website. The Parliamentarian will record all undergraduate community members present within 15 minutes of the meeting's call to order. Prior to the final vote of a resolution, qualifying members of the community will be permitted to cast their vote. The Parliamentarian will announce to the Assembly the collective vote of the gallery and liaisons prior to the casting of popularly elected members' votes on any given sense-of-the-body resolution. Both community votes will be allocated to the side which has a simple majority.

## Section 2: Election of Voting Members

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

## Section 3: Terms

All elected members are elected to a one-year term, with no limit as to the number of terms they may serve. Prior to being seated at the beginning of the one-year term, each member shall take the oath of office -

Bylaw 3.2.b

~~All members who take the oath of office~~ and shall be bound to that oath for the duration of their term.

## Section 4: Advisor

~~All members of the Cornell student body are considered non-voting members of the SA, and are encouraged to attend and participate in meetings. The SA may designate ex-officio members.~~ The SA President will appoint one member of the administration to serve as consultant to the SA at its meetings.

Bylaw 3.3.a

Comment [Alexander17]: Moved above to Ex-officio membership

~~One member chosen by the InterFraternity Council (IFC), the Panhellenic Association (PanHel), or the Multicultural Greek Living Council (MGLC) shall be included as a non-voting ex-officio member on a rotating basis, beginning with a representative of IFC, following with PanHel, and finishing with MGLC. Bylaw 3.3.b~~

~~One executive member shall be chosen by the Residence Hall Association (RHA) to serve as a non-voting ex-officio member.~~

### 3.4 Section 5: Absentees

Any voting members who are absent for three consecutive regularly scheduled meetings or for six regularly scheduled meetings cumulatively during their term, will lose their right to vote and their position will be considered vacated.

### Section 6: Vacancies

~~The remaining voting members will fill all~~ All vacancies will be filled by seating the highest ranked non-winning candidate in the last election from the same constituency. If the highest ranked non-winning candidate declines, the seat will be offered to the next highest ranked non-winning candidate. If this procedure has been followed and the seat still remains vacant, the SA will solicit candidates from the unrepresented constituency during the first two weeks of the academic term immediately following the declaration of vacancy. If there is more than one candidate, an election will be held within the appropriate constituency, and the winner will be seated. If there is only one candidate, he or she will be seated immediately. If there are no candidates for a particular vacant seat, such seat will be labeled Undesignated and filled by the runner-up in the Undesignated At-Large election. At the time for the next election, such seat will return to its previous designation. Vacant seats shall not figure into quorums or vote counts; only filled seats may. SA members who are college representatives and who leave their college will vacate their seats. Should a seat remain vacant or be vacated following ~~Bylaw 3.4.a.1 Following~~ the fall special election, ~~if a seat remains vacant or is vacated~~ and there are no non-winning candidates from that constituency to fill the position, it shall be filled by the undesignated at-large candidate receiving the most number of votes in the preceding spring election.

#### Bylaw 3.4.a.2

~~Following the current year's spring election, any vacant seat on the presiding body shall be filled immediately by the candidate elect who ranks the highest in the constituency that is vacant.~~

### Section 7: Recalling Voting Members

If a voting SA member is to be recalled, they may be recalled either through their constituency, or through the SA. To be recalled through a member's respective constituency each of the following procedures must be followed in the given order:

1. A petition for the recall of the specific SA voting member will be registered with the Office of the Assemblies before any signatures are obtained.
  1. Petitioning for recall ~~for a~~ shall last for a period of not more than fourteen (14) days from the registration of the petition. The required number of signatures shall be: for representatives of a college constituency - 50% plus one or 1000 from that constituency, whichever is smaller; for at-large representatives - 15% of the student body. The petition will be presented to the Office of the Assemblies.
2. An informational forum will be scheduled and held within not more than one (1) week of the presentation of the petition, where a discussion of the recall will occur. The SA voting member must have a reasonable opportunity to attend the forum.
3. A special recall election will be scheduled for and held within not more than three (3) days after the informational hearing.
4. Should the constituency vote to remove its representative, ~~the vacant seat shall be filled according to the provisions of Article 3, Section 4-~~ the seat shall be declared vacant.

**Comment [Alexander18]:** Broke this into two sections, absentees and vacancies, as they cover two fundamentally different topics.

**Comment [Alexander19]:** It appears that this is already stated in the preceding paragraph so its inclusion again is redundant.

To be recalled by the SA, two-thirds of the voting membership must vote in favor of recalling the member.

**Comment [Alexander20]:** Moved from Bylaws 4.1.d Changed wording at the start of the section to reflect the existence of two methods of member removal.

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

- A) SA members who represent specific college or school constituencies are required to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss college/school specific issues and concerns. These representatives will then report back to the Student Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and occurrences that would take place as a result of these meetings.
- B) SA members who represent specific college or school constituencies shall be charged with gathering information about their particular college and representing their respective constituencies, and voting according to their needs and desires.
- C) All voting representatives shall host at least one forum or outreach activity with individuals from their respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following such an activity
- D) All representatives may communicate regularly with their constituents through e-mail mailing lists and listservs, which may be maintained by their respective college dean's office, the Department of Campus Life, the Office of the Dean of Students, or the Office of the Assemblies
- E) Any Student Assembly member, including the Vice President for Public Relations, must submit a mass message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must be saved and reported at the next SA meeting by the Vice President for Public Relations
- F) College representatives must meet with their respective Deans a minimum of once per semester and report any discussions and outcomes back to the SA at the next regularly-scheduled meeting.
- G) College representative must devise an SA Climate Survey and submit it to the students and faculty of their respective colleges. The survey is to be conducted once each semester and the information is to be shared with and taken into consideration by the Student Assembly, the Dean, and any other party that has an impact on the administrative workings of the college before any administrative changes are made. The survey is to be considered a mass message.

## **ARTICLE V: Officers**

### **Section 1: Officers**

The officers of the SA shall be a President, an Executive Vice President, a Vice President of Internal Operations, a Vice President for Finance, a Vice President for Public Relations, a Director of Elections, a Parliamentarian and an Executive Archivist. These officers shall perform the duties prescribed by this Charter and by the parliamentary authority adopted by the SA.

**Comment [Alexander21]:** Added this section to explicitly note who would constitute the officers.

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

The SA will, as soon as possible after the spring election, hold an organizational and planning meeting.

~~The SA shall elect any officers it deems important to the normal operations of the SA at some time prior to June 1st. At this meeting, the voting members will elect from among themselves the offices of Vice President of Internal Operations, Vice President for Finance and Vice President for Public Relations.~~ The voting members will elect for either the undergraduate body at large or from among themselves the office of Director of Elections. Additionally, at this meeting the members will affirm the appointments of Parliamentarian and Executive Archivist. Self-nomination will be in order in each of



~~the elected offices. The offices of Parliamentarian and Executive Archivist will be appointed by the SA President.~~ Each nominee for the respective offices shall be subject to ~~two-thirds~~ majority approval of the SA voting members. After such internal election, the newly elected officers will undertake the immediate responsibilities of their positions. ~~The SA will also elect two of its voting members to the UA. Self nomination will be in order in each of these elections.~~ Elections for officers shall be by secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot.

### Section 3: Terms of office

~~All officers shall have one year terms. Officers shall serve for a term of one year or until their successor is elected~~ and is administered the oath of office or until the first of July of the year following the incumbent officer's election; which ever occurs first.

### Section 4: Recalling officers

Two-thirds vote of the ~~seated voting~~ membership of the SA may vote to recall any officer of the SA from his or her office. ~~Two thirds (2/3) of the seated SA members may vote to recall any representative of the SA to the UA from his or her office.~~  
Bylaw 4.1.e

~~The Assembly shall during its organizational meetings in the Spring elect an Executive Archivist. The Executive Archivist shall be responsible for verifying the novelty or precedence of any proposed action or legislation which Assembly members, or others, bring before the Executive Committee.~~

## ARTICLE VI: Officer Duties

### Section 1: President

The responsibilities of the President are as follows:

1. Attend and chair all SA meetings.
2. Attend all Assemblies' leadership meetings and meetings with Executive staff.
3. Submit agenda items for leadership meetings after soliciting topics from Assembly member.
4. Serve as the primary Assembly correspondent with the administration, the media, and the student body.
5. Correspond with the University President following each Assembly meeting enumerating actions passed and to solicit his response.
6. Supervise all elected officers and ensure they are discharging their responsibilities.
7. Attend all open sessions of the Board of Trustees and the Board of Trustees Executive Committee held in Ithaca and report back to the Assembly on said meetings.
8. Appoint Assembly Parliamentarian and Executive Archivist.
9. Write and present annual SA report by the last meeting of the Spring semester.

### Section 2: Executive Vice President

The responsibilities of the Executive Vice President are as follows:

1. Attend all SA meetings and act as Chair in the absence of the President.
2. Assume the office of President should a vacancy arise.
3. Serve as Assembly correspondent in the absence of or on behalf of the President.
4. ~~CAttend and chair~~ all Executive Board meetings.
5. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
6. Submit agenda items for leadership meetings after soliciting topics from Assembly members, and be responsible for the creation of the weekly agenda for Assembly meetings.

**Comment [Alexander22]:** Changed voting requirement from 2/3<sup>rd</sup> to a majority. This reflects common practice whereby elections are determined by majority vote, not a super majority. To draw an analogy, governing documents, which arguably have a more immediate impact on a group than its officers, only take a majority vote of individuals present to adopt at a society's creation.

**Comment [Alexander23]:** Removed as it was redundant with Article III, Section 9

**Comment [Alexander24]:** This section, in conjunction with the specification of succession in officer duties removes the need for bylaws 4.2.a.3-5

**Comment [Alexander25]:** Moved into Article IV, Section 7.

**Comment [Alexander26]:** The Executive Archivist position is one which is based on merit and hence is more suited towards appointment and affirmation rather than popular election.

**Comment [Alexander27]:** Condensed bylaws 4.2.a.1

7. Coordinate and assist the undergraduate student UA delegation.
8. Supervise and assist all ad-hoc committees.
9. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate units when Assembly actions impact them.
10. Help initiate and organize lobby efforts at both the state and federal levels.
11. Be responsible for responding to questions or comments made during Open Microphone. Issues can be delegated to other members of the Assembly.
12. Be responsible for keeping contact with the Office of Government Affairs and reporting on a regular basis to the SA on issues that concern the student body.

### Section 3: Vice President of Internal Operations

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

1. Attend all SA meetings and act as Chair in the absence of the President and Executive Vice President.
- ~~2.~~ ~~Assume the office of Executive Vice President should a vacancy arise.~~
- ~~3-2.~~ ~~Serve on Executive Committee.~~
- ~~4-3.~~ Chair Staffing Committee and monitor committee membership.
- ~~5-4.~~ Coordinate and supervise all aspects of the SA office in Willard Straight Hall.
- ~~6-5.~~ Maintain and monitor SA attendance records and send warning notices to members who are in jeopardy of violating the Assembly attendance policy.
- ~~7-6.~~ Coordinate and supervise new member orientation.
- ~~8-7.~~ Supervise SA Liaisons.
- ~~9-8.~~ Maintain relations with intercollegiate student organizations of which the SA is a member — e.g. Ivy Council, SUNY Student Assembly.
- ~~10-9.~~ Plan fall retreat for committee chairs.
- ~~11-10.~~ Devise mechanisms for student organizations to become active members in the decision-making process of the SA; most importantly, committees.

Comment [Alexander28]: Condensed Bylaws 4.2.a.4

Comment [Alexander29]: This is implied in the executive board article, as the officers who compose the board are the individuals who serve on it. So repeating it for each duty is redundant and has hence been removed.

### Section 4: Vice President for Finance

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

1. Serve as SA treasurer and report to the Assembly regarding Assembly balances.
- ~~Serve on Executive Committee.~~
2. Chair Appropriations Committee.
3. Serve on SAFC (non-voting) and assist Chairs in training of new Commissioners and organization treasurers.
4. Serve on SAFC Executive Committee (non-voting).
5. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding establishing new fee, biannually.
6. Coordinate revisions of SAFC Handbook (together with Chairs and Activity Fee recipients).
7. Review SAFC guidelines and report to the Assembly proposed modifications.
8. Work collaboratively with GPSA members when making changes to the Student Activity Fee Guidelines, which appear as Charter appendices.

### Section 5: Vice President for Public Relations

The responsibilities of the Vice President for Public Relations are as follows:

1. Serve as editor of SA newsletter to be sent over email to the entire undergraduate student body two times/semester. The newsletter should include the current month's accomplishments and next month's plans, accompanied by the name of a contact person to whom comments and questions may be addressed.

~~Serve on Executive Committee-~~

2. Consult with the Director of Elections regarding elections' advertising.
3. Chair Communications Committee. Propose communication yearly budget by last meeting in September.
4. Arrange all advertising, postering, banners, etc.
5. Ensure all SA meetings, forums, committee meetings, etc. are listed in Sun Daybook. Advertise resolutions of particular interest to the general student community.
6. Assist SA members and committee chairs in their outreach programs.
7. Devise and implement mechanisms to increase participation of student organizations in SA processes.
8. Promote student advocacy role that the SA can play on campus.
9. Establish and maintain relations with college newsletters, other University publications and CUINFO, and provide copy for placement therein.
10. Respond with letters to the editor, etc. to inaccurate editorials, articles, and letters published in the Sun.
11. Speak at orientation events promoting SA to viable candidates in the fall and spring.
12. Remain in contact with Sun beat reporters.

**Section 6: Director of Elections**

The responsibilities of the Director of Elections are as follows:

~~Sit as an ex-officio member of the Executive Board and attend all meetings-~~

1. Chair the Elections Committee and report all the activities of said committee to the general SA.
2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the Director of the Office of the Assemblies, the VP for Public Relations, and the President.
3. Serve as SA correspondent for election matters.
4. Ensure that the Elections Committee is successfully completing the following tasks:
  1. making every effort to insure the greatest number of candidates for each available position,
  2. ensuring all candidates are aware of and abiding by elections, campaigning, postering, and other Assembly and University policies,
  3. coordinating and advertising an informal "Meet the Candidates Forum",
  4. coordinating and advertising opportunities for candidates to make public appearances,
  5. coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if such forums are deemed necessary by the Executive Board,
  6. contacting student organizations and informing them of the elections process and encouraging them to send delegates to elections activities in order to report candidates' stances on relevant issues to their organizations,
  7. ensuring that candidates have submitted pictures and statements for publication in the Sun,
  8. making every effort to achieve the highest possible voter turnout by advertising and assisting the Office of the Assemblies in the coordination of elections days.
5. Make sure, in conjunction with the VP for Public Relations, that there are a substantial number of potential ballot referenda to be considered for approval by the SA, and that all approved referenda are advertised along with all elections activities described in #5 above (esp. c and e).

**Section 7: Parliamentarian**

The Parliamentarian need not be an SA member. The office of Parliamentarian holds no special voting privileges. The Parliamentarian also may not hold the President or Executive Vice President positions.

The responsibilities of the Parliamentarian are as follows:

1. Advise the President on questions of parliamentary procedure.
2. Classify new actions brought before the SA into the categories specified in Article III, Section 2, Item A
3. Upon a specific request by an SA voting member, the Parliamentarian shall give the Assembly his/her recommendation on a parliamentary inquiry.
4. The Parliamentarian shall present a workshop on parliamentary procedure and this charter to the incoming assembly, preferably before the end of the spring semester but no later than the fourth week of the fall semester.
5. The Parliamentarian shall administer The Community Clause of the Student Assembly charter.
6. The Parliamentarian shall count a hand vote to discern simple majority from the gallery, where all eligible voters sit in a designated area.

**Comment [Alexander30]:** During an earlier SA meeting this change was suggested and has hence been included

### Section 8: Executive Archivist

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

## ARTICLE VII: Meetings

### Section 1: Regular Meetings

Regular meeting times and places will be publicly announced at least one week prior to the scheduled meeting date.

### Section 2: Special Meetings

- A) The President may convene special meetings of the SA to consider issues of immediate and pressing concern. The President will also call a special meeting after being instructed to do so by six of the voting members of the SA.
- B) Religious Conflict - If there is a religious conflict with a regularly scheduled SA meeting, any member may direct the SA president to call a special meeting in lieu of the regularly scheduled meeting. The request must be made 2 weeks in advance of the regularly scheduled meeting at issue.

~~Bylaw 6.2.b~~

~~In the event that quorum is not attained at the special meeting, any representatives who observe the religious holiday on the regularly scheduled meeting will receive a 1/2 excused absence denoting that it is a religious absence.~~

**Comment [Alexander31]:** --Value judgment edit-- This is an unfair clause. Should an individual not be able to make a meeting due to religious reasons and go to the effort of scheduling a special meeting, they should not be penalized with an absence for other members inability/unwillingness to attend.

### Section 3: Organizational Meeting

~~The SA, at its first organizational and planning meeting of the academic year, will establish and adopt a schedule of meetings for the balance of the academic year. The first meeting of the academic year shall be known as the Organizational Meeting and shall be for the purpose of adopting the schedule for regular meetings and approving the standing rules.~~

### Section 4: Informal meetings

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

### Section 5: Executive Session

With the concurrence of two-thirds of the voting members in attendance, the SA or any of its committees may go into executive session only to discuss confidential matters as defined by this Charter. No policy determinations will be made in executive session. Executive session shall be closed to non-voting, non-executive members of the assembly. Community members may be invited by the assembly to participate in an executive session.

### Section 6: Quorum

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

## ARTICLE VII: Executive Board

### Section 1: Composition

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

### Section 2: Duties

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

### Section 3: Meetings

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

#### ~~Bylaw 4.2.a~~

##### ~~Membership-~~

##### ~~Bylaw 4.2.a.1~~

~~The Executive Board shall have five members.~~

##### ~~Bylaw 4.2.a.2~~

~~The Executive Board shall be composed of the President and Executive Vice President and three Vice Presidents.~~

##### ~~Bylaw 4.2.a.3~~

~~The Executive Board shall serve a one-year term.~~

##### ~~Bylaw 4.2.a.4~~

~~In the event that the President resigns from office or is unable to perform the duties of the President, the Executive Vice President shall assume the duties of the said office. In such case, the VP Internal Operations may, if he or she so chooses, assume the position of the Executive Vice President. If he or she does so, the SA will elect a representative to fulfill the duties of the VP Internal Operations. If the VP Internal Operations does not choose to fulfill the duties of Executive Vice President, the SA will elect a new Executive Vice President.~~

##### ~~Bylaw 4.2.a.5~~

~~Should the Executive Vice President resign from office or be unable to perform the duties of the said office, the VP Internal Operations may, if he or she chooses, assume the position of Executive Vice President. If he or she does so, the SA will elect a representative to fulfill the duties of the VP Internal Operations. If the VP Internal Operations does not choose to~~

**Comment [Alexander32]:** Changed name to Executive Board for two reasons. First is semantic based as the Executive Board is very different from committees and is vested with actual authority whereas committees are not. The second reason is usage. Executive Committees are generally found in two places: Boards of Directors and within Executive Boards themselves. It is not common practice to term the equivalent of an executive board an executive committee as, should the need for an actual executive committee exist, the proper nomenclature for such would not be available. Check out Roberts Rules of Order pg. 559 for more info.

**Comment [Alexander33]:** No specification for how to call special exec comm meetings was listed, so I placed this section in. For the sentence above, feel free to edit it as you see fit. Its place is to delineate the difference between a regular Exec meeting (i.e. a regularly scheduled one) and a special meeting (one scheduled at an extraordinary time)

~~fulfill the duties of Executive Vice President, the SA will elect a new Executive Vice President.~~

~~Bylaw 4.2.a.6~~

~~In the event that the VP Internal Operations, or Finance, or Public Relations resigns from office or is unable to perform the duties of the aforementioned offices, an election shall be held to fill the position. All Assembly members are eligible to run for the vacated office and existing rules governing the election of Executive Board Officers shall be utilized.~~

~~Bylaw 4.2.b~~

~~Communication:~~

~~Bylaw 4.2.b.1~~

~~The Executive Board shall give copies of the meeting's minutes within 24 hours of the end of the Executive Board meeting to all representatives via e-mail or hard copy.~~

~~Bylaw 4.2.b.2~~

~~Should the staffing committee make any considerations of student appointments, the Executive Board shall notify all respective candidates and relevant parties at least 48 hours prior to the Executive Board meeting.~~

~~Bylaw 4.2.b.3~~

~~The Executive Board will be allowed to choose among themselves the responsible party for the actions in bylaw 4.2.b.1 and bylaw 4.2.b.2.~~

**Comment [Alexander34]:** I inserted the "Assume office in case person above you is gone" into officer duties and specified "Until successors are elected" in term of office (article V section 3) rendering this section deprecated.

## ARTICLE IX: Committees

### Section 1: Creation of Committees

~~Creation of Committees—The SA may create any committees it deems necessary to enhance both its own workings and the Cornell community, including review, operational, student interest and ad hoc committees.~~ Committees will be established with the adoption of a committee charge to be included in this charter and appropriate bylaws. A committee's charge must be adopted and placed in the charter before its bylaws are to be considered. Committee bylaws shall be adopted with a majority vote. ~~7.1.4 Ad hoc committees will be created to help facilitate specific needs of the SA. Ad hoc committees do not require a bylaw to be created, although each must receive a specific charge. Ad hoc committees may be charged at a single meeting.~~

~~7.2 Dissolution~~

~~If the SA no longer needs the services of a committee, and there is no student interest for that committee, the SA may dissolve that committee by a majority vote of the SA members present.~~ ~~7.3 Guidelines~~

~~Committee Guidelines 7.3.8 The bylaw pertaining to a committee and its charge will be reviewed yearly as to determine their validity and relevance. Proposed changes may be brought before the SA during committee reports as outlined in the committee manual.~~

**Comment [Alexander35]:** This section is invalid as only ad-hoc committees may be created as deemed necessary. All other committees are standing committees and may only be created by amending the charter.

**Comment [Alexander36]:** This is already in Robert's Rules of Order so its inclusion in the charter is redundant

**Comment [Alexander37]:** Committee Guidelines to Procedures belong in special rules of Order. The committee article should really only include the list of committees and their charge.

### Section 2: Review Committees

- A) Review Committees - shall review all policies, programs, and actions and shall aid in the budget/program planning process of sectors of the University that create policy directly effecting student life.
- B) The Vice President for Student and Academic Services shall appoint a staff member to work with the chairperson of the review committee to assure proper functioning of the committee.
- C) Undergraduate members of the review committees will be designated by the appropriate constituency bodies and will be subject to the approval of the SA.
- D) Review committees will discuss program assessment/planning documents with the SA during the fall semester as part of the committee's responsibility for the areas under their jurisdiction.
- E) Review committees will be convened in the beginning of the fall semester by the VP Internal

Operations.

- F) Committee on Dining Services - The committee will review the policies and budgets for Dining Services and make recommendations to the Assembly regarding changes in existing policies or establishment of new policies. The committee will consist of one graduate/professional student, two faculty members, one non-management employee, one management employee, and at least two Dining student workers, one voting SA member and seven undergraduate students (at least one of whom is a member of a Co-Op Dining plan). The VP of Internal Operations will recommend additional students to both the committee chair and the Staffing Committee for their approval. The Chair's decision may be overturned by a majority of appointed voting members present. Members shall serve one-year, staggered terms and may reapply to serve a second term. One-half of the seated voting membership shall constitute a quorum. The Director of Dining or a designee and the Budget Director of Dining shall serve ex-officio.
- G) Committee on Residence and Community Life - The Committee will serve to build and foster a greater sense of community at Cornell by promoting communication between organizations representing the interests of undergraduate students living on and off-campus. The Committee will deal with matters of concern in residence halls, student unions and community centers, and off-campus residences, make and review policies that directly affect student life on campus, and maintain legislative authority over these areas (i.e. the Department of Campus Life and the Office of the Dean of Students). The Committee will consist of one chair who shall be appointed by the SA, one employee (ex. Residence Hall Directors) and at least two voting SA members (at least one Freshman-at-large), one off-campus undergraduate-at-large representative, two representatives from the RSC (one being a resident of a traditional residence hall and one being a resident of a program house), one representative from the Inter-Fraternity Council, one representative from the Pan Hellenic Council (Panhel), one representative from the Africana and Latino Greek Letter Council, one representative from the undergraduate Co-ops and one representative involved in the Faculty Fellows/Advisers or Faculty-In-Residence Programs. The Dean of Students, or his/her designee, and the Associate Director of Community Development, or his/her designee, will serve ex-officio. Representatives from designated organizations shall be appointed by their respective organizations. Other interested Cornell Community members may apply for Committee membership and will be appointed at the discretion of the SA Staffing Committee. The VP of Internal Operations will recommend additional students to both the committee chair and the Staffing Committee for their approval. The Chair's decision may be overturned by a majority of appointed voting members present. Members will serve one-year terms, and can serve a second term if selected as a member by any of the aforementioned communities or the SA Staffing Committee. One half of the seated Committee's undergraduate student membership will constitute a quorum. Standing Rules for the operation of the Committee on Residence and Community Life will be created by its members and accepted on majority vote of present members. All meetings of the Committee shall be open to the public.
- H) Joint Assemblies Financial Aid Review Committee - The committee will examine the financial aid policies of Cornell University, and review their current status. The committee shall consist of five undergraduate students, at least four of whom receive some form of institutionalized financial aid, one graduate/professional student to be appointed by the GPSA, two faculty members, one counselor from the Office of Financial Aid, and two SA members. The Associate Provost for Admissions and Enrollment, the Director of Financial Aid and Student Employment and the Vice President for Student and Academic Services shall serve as ex officio non-voting members. The committee is chaired by an SA member and can be convened by either the UA or SA. The committee, however, reports regularly to both Assemblies.
- I) Student Assembly Finance Commission (SAFC) — The SA determines the policies for the

allocation and use of funds for undergraduate student organizations. The SAFC by-line funding allocation shall be raised only in proportion to the percentage increase in the inflation of the dollar or increase in the undergraduate population of Cornell University. The SA VP of Finance shall serve as a non-voting member of the executive board. The SA also hears appeals from decisions of the undergraduate SAFC. The SA SAFC liaison shall serve as a full voting member of the Commission and a member of the Executive Board of the SAFC.

- J) Committee on Information and Technologies - The Committee will become involved in reviewing all aspects of students' concerns with computers, including personal computer use, computer sales and services, the development and maintenance of Cornell on line services for students' use (i.e. Bear Access), the availability of such services, and in any other area in which student concern is voiced. The committee will consist of one Chair who is a member of the SA, with one delegate from the GPSA, and at least: three SA members, one student staff member from CIT, one full time staff member from CIT and ten students from the community at large. The VP of Internal Operations will recommend additional students to both the committee chair and the Staffing Committee for their approval.
- K) Student Assembly Organizational Review Committee (SAORC) - The Organizational Review Committee (SAORC) will be charged with reviewing new undergraduate student organization applications and reviewing undergraduate organizations that are in current existence. The SAORC shall be chaired by an assembly member, staffed by four more assembly members, one of which shall be the SAFC liaison and four community members. Quorum is six voting members.
1. New Organization Review Process - This function of the committee is (1) to analyze the organization's potential longevity as well as the group's space and funding needs, (2) to assess how the new organization is different from existing groups on campus, and (3) to encourage the students who wish to form an organization to take advantage of economies of scale by working with pre-existing organizations. The committee has the power to grant or deny the students' request to form an organization. The committee can only deny the students' request if (1) the proposed organization's charter/bylaws duplicate the charter/bylaws of a pre-existing organization on campus, (2) the proposed organization's mission statement duplicates the mission statement of a current group on campus and (3) the proposed organization's essential function duplicates the essential function of an existing organization on campus. Exceptions to these three criteria may be made if the new organization can demonstrate the necessity for the duplication of an organization. The committee must have a simple majority to approve the registration of a new student organization. The committee must have a two-thirds majority of those present to deny the formation of an organization and, if a two-thirds majority is attained, the committee must present a written statement to the SA outlining how the proposed organization fulfills criteria 1, 2 and 3. The committee must meet with the group's representatives within ten business days, excluding days when classes are not in session, of the filing of the group's application. Upon meeting with the organization, the committee must present its decision to either approve or deny the application within ten business days, excluding days when classes are not in session. If the committee does not fulfill this time-line the group is automatically approved and allowed to form.
  2. Continuing Organization Review Process - This function of the committee is to review the status of undergraduate groups currently registered on campus. This committee has the power to revoke the RSO recognition of an organization on campus if an organization is deemed a duplication of another existing organization on campus per duplication criteria outlined in the New Organization Review Process and this section. The SAORC will research and address (1) the overlap of purpose, members, advisers, and events between



organizations, (2) the per student funding ratio, and (3) the narrowness or specificity of the organization's purpose in relation to other existing organizations on campus. This committee will review each existing organization on campus at least once every three years. For the review process, the committee must notify the group that it is being reviewed by the SAORC. If necessary, the committee may require (1) a list/count of their members, a list/count of the members on their listserv, a list/count of the individuals who attended their largest event each semester, (2) a summary of their activities in the last four semester, (3) a spreadsheet with their revenues per funding sources and expenses per activity, and (4) a calculation of their SAFC funding per member. If deemed necessary, one member of the committee may attend the organization's meetings to learn about the organization's membership and the organization's dynamics. Upon completion of the continuing review process, the committee must have a 4/5 majority to revoke an organization's RSO recognition and must submit a written statement to both the Student Assembly and the organization detailing the proceedings. The group may appeal the committee's decision to the Student Assembly.

### **Section 3: Operational Committees**

- A) Operational Committees - shall maintain the proper functioning of the internal organization of the SA, and shall therefore facilitate the full expression of the SA's responsibilities to the Cornell student body.
- B) Operational committees shall be convened in the beginning of the fall semester, or when the committee's function prescribes, by the Committee on Committee Structure (or its successor body) in coordination with interested SA voting members.
- C) Appropriations Committee - The Appropriations Committee of the SA is the financial branch of the SA. It reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee and those organizations, which receive funding from it. The Committee shall consist of 8 voting members of the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who shall serve as Chair; and 7 undergraduates at-large to be selected by the Staffing Committee. The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-voting member. No SAFC Commissioners shall serve as voting members of the Committee (with the exception of the VP Finance), however, the SAFC Liaison shall serve as an ex-officio non-voting member as well when the Committee hears SAFC appeals. Quorum shall be defined as a simple majority of all voting members. A designee of the chair shall take minutes at all meetings.
- D) Communication Committee - The committee will ensure a direct and ever present link between students active in campus government and students at-large by such means as conducting polls, referenda, forums, and hearings. It will also actively publicize activities and meetings of the SA and its committees, and relay student interests to the SA. The SA VP Public Relations shall chair this committee. The chair will be assisted by at least five undergraduate students.
- E) Elections Committee - The committee will coordinate and implement the regularly scheduled and special elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of Elections shall serve as chair. Membership shall only include SA and UA members who are graduating seniors, unless otherwise specified by the undergraduate election rules. Members will not involve themselves with any candidacy; 'involve' means any action that would contain, have as a feature or consequence, entail, engage as a participant, connect with, influence or affect, or/and occupy and engage the interest of any candidate. Any involvement in any candidacy by a member of this committee will result in automatic removal of that committee member by the Student Assembly. Elections Committee - The committee will coordinate and implement the regularly scheduled and special elections of the SA and directly

elected undergraduate representatives to the UA. The SA Director of Elections shall serve as chair. Membership shall only include voting SA and UA members who are graduating seniors, unless otherwise specified by the undergraduate election rules. Members will not involve themselves with any candidacy; 'involve' means any action that would contain, have as a feature or consequence, entail, engage as a participant, connect with, influence of affect, or/and occupy and engage the interest of any candidate. Any involvement in any candidacy by a member of this committee will result in automatic removal of that committee member by the Student Assembly.

- F) Staffing Committee - The committee shall staff any vacant committee positions the Student Assembly (SA) is empowered to staff. The membership of this committee shall include the SA's President, Executive Vice President, Vice President of Finance, Vice President of Public Relations, and Vice President of Internal Operations. Ex-officio membership shall be granted to the Director of the Office of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be responsible for consulting with chairpersons of committees and recommending candidates for vacant committee positions to the Staffing Committee.

#### **Section 4: Student Interests**

- A) Student Interest Committees - shall address any concern or interest of the student body not already addressed by the Assembly system.
- B) Environmental Committee - The committee shall take the initiative in and have primary responsibility for debating and formulating recommendations on programs to improve Cornell's environmental performance. The committee's charge is to serve as a conduit for community input regarding policies and services related to comprehensive, economical and efficient environmental programs on the Cornell campus, including programs to reduce both pollution and waste in the residence and dining halls. The committee shall further be charged with promoting awareness of waste production and management, and establishing goals for increasing campus reduction of waste, reuse, and recycling. Finally, the group shall be charged with generally increasing environmental education and awareness in the community, as well as serving as a neutral forum for information and idea-sharing among different environmental groups and community members. The committee shall make policy and program recommendations to the SA with regard to matters of environmental concern to students. The committee shall seek advice and comments from non-members. The committee shall also be responsible for preparing an annual report on the state of Cornell's environmental performance and presenting the report to the SA at the Assembly meeting that immediately precedes the Earth Day celebration on the Cornell campus. Committee recommendations, once approved by the SA, shall be sent to the President of the University for consideration.
- The Environmental Committee shall consist of at least: one SA member, three undergraduate, students at-large and one representative from at least four student organizations which define themselves as environmental. Two seats shall be held for graduate/professional students. A representative from each of the following shall serve as ex-officio members of the committee: Residence Life, Dining, and Facilities Management. Additional members may be selected by the committee. The chair shall be elected by the membership.

#### **Section 5: Other Committees**

- A) The Joint Assemblies Multicultural Issues Committee (JAMIC) shall report to the Student Assembly (SA) and University Assembly (UA) and shall have twenty voting members, consisting of eleven undergraduate students, including all members of the Student Assembly serving in seats allocated to underrepresented groups and at least one other voting member of SA or undergraduate voting member of UA; three graduate or professional students, four employees, and two members of the faculty. All members shall be appointed as appropriate by

the SA and UA for one-year terms beginning May 1 and may be reappointed. A quorum shall consist of one-half of the seated members. The committee shall elect its own chair or co-chairs. The mission of JAMIC is to promote the awareness of multicultural issues at Cornell, encourage cultural interaction and dialogue within the Cornell community, make recommendations to the central administration on issues of concern to the Cornell community, and monitor the University's implementation of those recommendations. JAMIC shall aim to be a collective voice of the diversity of cultures, ethnicities, genders, gender identities, lifestyles, races, religions, and sexual orientations represented at Cornell. JAMIC shall have the authority to create subcommittees for multicultural issues of concern to the Cornell community, and will serve as an advisory board for these subcommittees. Each subcommittee will be chaired by a member of JAMIC or at least have a member of JAMIC serve on the subcommittee. All interested members of the Cornell community may serve as members of a subcommittee. The SA and UA encourage subcommittees to seek nominations from the Minority Faculty/Staff Forum, Office of Minority Educational Affairs (OMEA), International Student Programming Board, Minority Greek Letter Council, and Program House governments. Subcommittees shall consult with JAMIC and are responsible for reporting their activities to JAMIC. It is recommended that JAMIC meet monthly throughout the academic year (September-May). JAMIC will provide the SA and UA with written minutes from their meetings, and as well as a summary report of all subcommittee activities at before the end of each academic year.

- B) Student Assembly Committee on Women's Issues: The SA Committee on Women's Issues (CWI) shall strive to be an effective advocate for women on campus. CWI shall be charged to monitor the status of undergraduate women on campus, recommend policy to create significant and positive change and to create a report that identifies significant data and trends for undergraduate women on campus. The committee shall further be charged with promoting awareness of and providing a forum for issues that are of great concern to undergraduate women. The Committee will consist of at least fifteen total voting members. Quorum shall consist of a majority of the voting members. A majority of the committee, including ex-officio members, shall be composed of undergraduate students, including those on the SA, who have demonstrated a commitment to issues of great concern to women; four ex-officio representatives, one each from the Graduate and Professional Students Assembly, the Employee Assembly, and the Faculty Senate; three ex-officio representatives, one each from the Office of Human Resources, Dean of Students, and Vice President for Student and Academic Services. The Student Assembly in conjunction with the President of the Panhellenic Council shall appoint a voting member to the committee from the membership of the Panhellenic Association. The VP of Internal Operations will recommend additional students to both the committee chair and the Staffing Committee for their approval.
- C) Committee on Transfer Affairs (COTA) — COTA shall be charged with the duty of advocating for current and future transfer students to ensure that they experience an adequate transition to Cornell University. The Committee will draft and champion transfer-related legislation, and push for positive changes to the transfer experience. The Committee will serve to represent current transfers by focusing on quality of life issues including, but not limited to housing, academic, and orientation policies. The Committee will serve future transfers by working to keep them aware of the challenges and benefits associated with transferring to Cornell. The Committee shall consist of at least nine voting members. Quorum shall consist of a majority of the voting members. The Committee on Transfer Affairs is to be chaired by the Transfer Representative to the Student Assembly, and the majority of the Committee shall be composed of transfer students. Ex-officio members will include: Chair of the Campus Life Student Advisory Committee, Chair of the Student Assembly Committee of Residential and Community Life, Residential Programs Director, and the Vice President for Student and Academic Services.

A majority of the committee will be comprised of undergraduate students, including both transfer and non-transfer students.

## **ARTICLE XI: Delegations**

### **Section 1: SUNY Student Assembly**

The SUNY Student Assembly is comprised of representatives from the statutory units of New York State higher educational system which discuss matters of importance to the SUNY system and provide a unified voice for SUNY student governments. The membership of the Cornell delegation shall be two voting members who are enrolled in a statutory program to be selected in the organizational meetings. Additional provisions for the delegation are as specified in the SUNY Student Assembly Charter.

### **Section 2: Ivy Council**

The Ivy Council is comprised of representatives from all eight Ivy League school's undergraduate student governments whose delegates meet biannually to discuss matters of importance to the member schools, to facilitate effective communication between the student governments of the member institutions, and to provide a unified voice for the Ivy League student governments. The membership of the Cornell delegation shall include a head delegate who shall be selected at the organizational meetings as well as three additional voting delegates to be selected by the Staffing Committee before the fall semi-annual conference. Additional provisions for the delegation are as specified in the Constitution of the Ivy Council.

## **ARTICLE XI: Community Rights and Confidentiality**

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

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

### **Section 2: Confidentiality**

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

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

If any member or group of the University feels that any action of the SA or its committees is infringing upon that person's or that group's rights under this Article, then that person or group may appeal to the Ombudsman to determine whether probable grounds exist for a complaint. By majority vote, the SA may suspend any actions related to an appeal to the Ombudsman until the Ombudsman makes a final ruling on the appeal.

## **ARTICLE XII: Parliamentary Authority**

~~All debate and general conduct and behavior on the floor of the SA not explicitly addressed in this document will be that of Robert's Rules of Order (latest edition), subject to revision in accordance with the needs of the SA. The rules contained in the current edition of Roberts Rules of Order Newly~~

**Comment [Alexander38]:** Changed the name of the section to be community rights and confidentiality from "Protections" as it more accurately described what it includes.

**Comment [Alexander39]:** Placed it in its own article as this should be noted separate from other governing things.

Revised shall govern the SA in all cases to which they are applicable and in which they are not inconsistent with this charter and any special rules of order the SA may adopt.

**Comment [Alexander40]:** Changed to the general language for adopting a parliamentary authority.

## **ARTICLE XIII: Amendments**

### **Section 1: General Amendments**

This charter may be amended at any regular meeting of the assembly by a two-thirds vote of the entire voting membership, provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be presented to the assembly by voting members and by community petition with at least 100 Cornell undergraduate student signatures

### **Section 2: Amendments to Legislative Authority**

Amendments dealing with legislative authority belonging to the SA and with the membership and amendment procedure, are subject to the approval of the President. (Text as it appears in the original charter as approved by the Board of Trustees January 13, 1981) Should the President disapprove the amendments affected by this section, the President will present a detailed verbal or written report to the SA indicating the reasons for disapproval. The report will be presented within thirty (30) days of receipt of the proposed amendments by the President.

### **Section 3: Updates to official copy**

The Office of Assemblies shall update the official copy of the charter as soon as charter amendments are passed. The Office shall update the official copy of the charter no later than 7 days after an amendment has passed.

**Comment [Alexander41]:** There are a bunch of amendments that were made nearly a year ago that are still not on the official record of the Charter. I have inserted this article in here to try to fix that issue should it occur in the future.

## **Special Rules of Order**

### **Proxy Voting**

Proxy votes shall be cast exclusively as follows:

1. Only excused voting members shall be permitted to cast proxy votes.
2. Proxies will be restricted to aye or nay votes on Old Business resolutions (including later amendments) on the agenda of the meeting in question.
3. Proxies shall be in writing, signed, explicitly worded, and tendered solely to the Chair, who shall read all proxies aloud immediately prior to the vote in question.
4. Any SA voting member in attendance may question the validity of a proxy. In such cases, the validity of the proxy shall be determined by SA vote without amendment or debate.
5. Proxies shall not count as part of a quorum.

### **Speaking Privileges**

Speaking privileges will be open to the Cornell student body. The chair may choose to limit speaking privileges or add procedures for granting speaking privileges only if deemed necessary for the efficient operation of the SA. With the consent of any SA member, a non-student shall be granted speaking privileges.

### **Agenda**

The agenda of the SA's regularly scheduled meetings will be compiled by the Executive Vice President. Any member of the Cornell community may request that an item be included on the agenda. The agenda to date will be made public at least 24 hours prior to the commencement of the SA meeting. Items may be added to the agenda at any time.

### **Minutes**

The minutes of the SA meeting and its committee's meetings will be available to all members of the Cornell community, except for those pertaining to portions conducted in executive session.

### **Committees**

#### **Committee Guidelines**

1. All committee meetings are open to members of the Cornell community unless the committee enters executive session.
2. All policy determinations by a committee are subject to the approval of the SA, and therefore must be proposed to and accepted by the SA before the new policy is put into effect.
3. Should a committee act unilaterally without prior SA support, the SA may disapprove of a the committee's action by a two-thirds vote of those SA voting members present.
4. Faculty and/or employee representatives may serve on SA committees. Non-student members of SA committees may be either voting or ex-officio members, according to the wishes of the SA as stated in the committee's bylaw. All non-undergraduate appointments shall be submitted to the SA by their constituent Assembly.
5. Specific committee guidelines and procedures will be outlined in a committee manual. This manual will be reviewed yearly by the Committee on Committee Structure (or by their successor body).
6. All SA committees will be chaired by an SA member unless otherwise specified in the charge to the committee as approved by the SA. All members shall serve one-year terms and may reapply for additional terms.
7. Committee membership will be specified in the bylaw pertaining to the specific committee and therefore membership apportionment may be changed as would any SA bylaw and charge.

8. The bylaw pertaining to a committee and its charge will be reviewed yearly as to determine their validity and relevance. Proposed changes may be brought before the SA during committee reports as outlined in the committee manual.
9. Loss of membership on a committee will occur when a student fails to meet with the committee three times within one semester. Such excessive absences will be reported to the SA and a replacement will be sought.
10. Committee members may be recalled for reasons other than attendance by a two-thirds majority vote of SA voting members present.
11. The undergraduate student members of the UA Committee on Committee Structure will be selected at the organizational meeting of the SA in the spring.

#### Committee Appointment of Voting SA Members

1. Uncontested positions - Voting SA members seeking unoccupied, uncontested committee positions for which voting SA members are required shall be granted the positions upon notification to the SA voting body present and the VP Internal Operations.
2. Contested Positions - SA voting members committee positions sought by more SA voting members than required shall be filled according to a ballot vote, one vote for each vacant position, by a plurality vote of SA voting members present.
3. Additional Appointments - SA voting members seeking committee positions for which the minimum number has already been reached shall be required to obtain approval from the SA voting body by a majority ballot vote of those SA voting members present. In no case shall the total number of SA voting members on a committee exceed the minimum required number by 2.

#### Committee Procedures

1. Upon consultation with the SA members of the committee, the Executive Vice President shall select a chairperson for SA Review Committees and Student Interest Committees. The VP Internal Operations will be responsible for the proper functioning of committees as outlined in the SA Committee Manual.
2. All committees shall submit a list of standing rules at the beginning of their operation to the Committee on Committee Structure {or its successor body}. Standing rules will include any procedures including, but not limited to, voting rights/technique, penalties for missed meetings and modes of operation that are different from those outlined in the Committee Manual.
3. All committees shall present an oral progress report biannually at a designated SA meeting for this purpose. The VP Internal Operations shall make final determination of the actual reporting schedule.
4. Each committee shall submit a written report to the SA at least one week before the oral report.