

**Cornell Student Assembly
2016-2018 Byline Funding Application**

Student Assembly Charter

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 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.

- 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 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 3, Section 6.

Section 2: Actions of the Assembly

- A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly are :
 1. legislation,
 2. internal policy resolution,
 3. investigation,
 4. recommendation,
 5. Sense-of-the-Body Resolutions,
 6. Calls for Sense-of-the-Community Referendums.
- B. Legislation is action of the SA to carry out its legislative and policy-making functions,
- C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the SA Charter.
- D. Investigation is action of the SA to gain information on issues pertinent to its purview.
- E. 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.
- F. 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.
- G. Calls for a Referendum is an action of the student body to determine community opinion regarding matters of student concern.

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. The SA will take action on such a request, and, if

the legislation is upheld, the SA will inform the President. If the legislation is upheld and if the President still deems the action to be defective, the President may veto the action of the SA.

- B. Reporting to Other Bodies - The SA will report in writing its actions 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. 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.

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.

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 comment at least 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. 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. The SA will not request information falling into the following categories: 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.

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.

- A. At two times during the course of the fall and spring semesters, a student or student group (referred to as the "submitter") may submit a referendum of any topic of current student interest to the Student Assembly 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:
 1. 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.
 2. 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 approved and

administered through Orgsync Cornell may be used to gather the names and NetIDs of students. The Student Assemblies Elections Committee will validate the Orgsync submissions using the same method as used to validate the petition signatures for the regular SA Elections, and as directed by the Office of the Assemblies.

3. 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 regular Student Assembly elections. The referendum process will only occur during the pre-established election periods and the referendum process cannot occur more than two times a year.
4. All deadlines will be advertised through the regular SA monthly newsletter as well as the other usual publicity outlets.
5. Once a referendum question with the appropriate number of signatures has been submitted, the SA general body will call a roll call vote and use a simple majority to determine whether to hold the referendum. The vote will include the provision for two collective community votes. If the SA votes by simple majority 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. If the submitter is unable to gather the required number of signatures by the appointed deadlines, the referendum will not be placed on the ballot.
6. 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:
 1. **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 (including undergraduate students, graduate students, faculty, and employees) 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.
 2. **PROMOTIONAL PERIOD.** At the end of 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. Information regarding the referendum will be included in the regular SA elections promotional materials that are sent to all eligible undergraduate students. This information will include: information on when and how to vote in the referendum, the referendum questions, and any pro or con statements submitted.
 3. **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 coincide with the regular SA elections voting period hours. The Office of the Assemblies will include the referendum and display any pro or con statements submitted during the statement period on the poll regular SA elections ballot.
7. The results of a referendum will be released at the conclusion of the Voting Period, along with the results of the regular elections. The details of the referendum results will include the percentage of the undergraduate population that voted.
8. If a referendum has a simple majority of “yes” votes, then the President of the Student Assembly will communicate the referendum question, a summary of each side of the argument, and the results of the referendum to the Office of the President in the form of a Referendum Action.
9. The record of all communication submitted via the Assemblies “actions” list, including the results of any referendum actions, will be a part of public record and made available on the public websites of the Office of Assemblies.

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 shall be elected by the undergraduate student body at the time of SA’s spring elections in the same manner as SA voting members. 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. Should a seat on the UA be empty, the seat shall be declared vacant.

- 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 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.

ARTICLE IV: Membership

Section 1: Composition

- A. General Composition - The SA will consist of 27 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, eleven 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 non-constituent, undesignated at-large group candidates who do not run for President or Executive Vice President; 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; one at-large seat is to be reserved for candidates seeking to represent women's issues; and one at-large seat is to be reserved for candidates seeking to represent the Lesbian, Gay, Bisexual, Transgender, Queer community. The two remaining non-constituent, undesignated at-large seats are to be contested by candidates running for President and Executive Vice President and by non-constituent, undesignated at-large group candidates not running for President or Executive Vice President. Five seats 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.
- 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 may designate ex-officio members as deemed necessary.

- C. Specification of New Student Seats - Four 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 who has entered the university that fall.
- 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.

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 term, ending on June 1st, 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. and shall be bound to that oath for the duration of their term.

Section 4: Advisor

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

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 have their position vacated. The Executive Committee may avert such a vacancy by a unanimous vote of all voting members of the Executive Committee. The vote would be conducted by secret ballot. The Executive Committee should consider the reasoning for past absences, the likelihood of future absences, and the representative's supplemental actions to represent their respective constituency in making their decision. The same action must be taken if the Executive Committee wishes to avert a vacancy whenever the three consecutive absences or the six cumulative absences mark is exceeded.

Section 6: Vacancies

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 the fall special election 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. Should the a seat on the UA remain vacant after following these procedures, the SA may appoint an individual to assume the UA seat.

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.
2. Petitioning for recall 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.

3. 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.
4. A special recall election will be scheduled for and held within not more than three (3) days after the informational hearing.
5. Should the constituency vote to remove its representative the seat shall be declared vacant.

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

Section 8: Responsibilities of Voting Members

- A. SA members who represent specific college or school constituencies are required make a reasonable effort 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.

ARTICLE V: Amendments

Section 1: Proposal of 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 or by community petition with at least 100 Cornell undergraduate student signatures.

Section 2: Presidential Approval

Amendments to this Charter are subject to the approval of the President. 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 within five business days of receiving notice of any amendment's ratification.

Appendix A: Guidelines for the Allocation of the Student Activity Fee

I. Preamble

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

II. Definitions

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

Organization

a registered Independent or University organization that has authorization to receive funding.

SAFC

Student Assembly Finance Commission, a committee of the Student Assembly.

New applicant

an organization that did not receive funding in the previous two funding cycles.

Returning applicant

an organization that did receive funding in the previous two funding cycles.

Funding cycle

a two-year period of time spanning from the start of the third quarter of an even-numbered year to the end of the second quarter of the next even-numbered year (e.g. July 1, 2006 to June 30, 2008).

Petition

document to collect signatures that includes the name of the organization, its mission statement, and monetary request. All petitions must be registered with and prepared by the Office of the Assemblies.

By-line funding

line item funding that comes directly from the SAF and not from an intermediary source, such as the SAFC.

Appropriations Committee

a committee of the Student Assembly as outlined in Bylaw 7.6.a.1.

III. Eligibility

To receive byline funding applicants must:

- A. directly and primarily serve/benefit the entire undergraduate Cornell community
- B. allow all students equal access to services and/or participation
- C. request as part of their annual operating budget at least \$0.50 per student, per year, from the SAF
- D. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly

Except at the discretion of the Assembly and with approval of the President, organizations must also:

- A. be a registered organization
- B. be student-directed and student-led
- C. possess a University operating account with internally controlled funds
- D. have a Cornell-employed advisor with oversight of its account
- E. be previously funded by either the SAFC, the Student Assembly, or a University department/unit for at least two semesters

IV. Procedure

A. Application

1. The Office of the Assemblies shall make application materials available for all interested applicants by noon on the first business day in February of the academic year preceding the fee-setting year.
2. By noon on April 25 or the first business day thereafter in the semester preceding a fee-setting year, each applicant must submit, using forms provided by the Office of the Assemblies, a preliminary application including:
 - name of applicant,
 - a preliminary request in dollars per student per year,
 - checklist statement regarding eligibility criteria,
 - current primary and secondary contacts for the organization including email and phone contact information, and,
 - if a new applicant, petitions bearing the signature of fifteen hundred (1500) undergraduate students registered in that semester.
3. 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
 - the Vice President for Finance shall review each applicant's application and approve the detail of each applicant's financial statements.
 - applicants shall notify the Vice President for Finance if their final request will differ from their preliminary request.

4. By noon on Friday of the third week 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:
 - mission statement, of the organization or program, not to exceed one page,
 - written organization profile, not to exceed three pages, including:
 - officers,
 - number of members, and
 - description of activities, programming, and events conducted in the present cycle,
 - 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,
 - financial statements for the past two academic years, the current academic year, and financial projections for the two years during the funding cycle¹, and
 - 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 allocation².
 5. Applicants may submit materials in excess of specified numbers of pages only with written permission by the Vice President for Finance.
 6. 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
1. By the last day of classes in the academic year preceding a fee-setting year, the Vice President of 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 Academic Services, and the President of the University.
 2. Before the deadline for final applications, the Vice President for Finance will report to the Assembly on the eligibility of each applicant, identifying:
 - any new applicants that do not meet one or more eligibility criteria, and
 - any returning applicants that do not meet one or more eligibility criteria which the Assembly may not waive.
 3. 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 then proceed through the appropriation process, provided they meet all other eligibility criteria not waived by the Assembly.
- C. Appropriation Process
1. Within one week after the deadline for final applications, the Appropriations Committee (the committee) shall convene to review applications.
 2. For each applicant deemed to be eligible or for which eligibility criteria are waived by the Assembly, the committee will:
 1. arrange a hearing where the applicant may address questions of the committee,
 2. decide whether to fund the applicant in any amount, and,
 3. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no less than fifty cents and no more than the request submitted by the applicant.
 3. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice President of Finance will report the date, time, and location of the meetings as well as the names of applicants the committee intends to review.
 4. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice President of Finance will introduce a written report, including:
 - name of applicant,

- amount requested by applicant,
 - amount of allocation recommended by committee,
 - rationale explaining committee's recommendation, and
 - a brief response from the applicant, including any request to appeal to the Assembly. The Vice President of Finance may set a deadline for the applicant to submit a response, provided the deadline is no less than one business day after the applicant receives notice of the committee's decision.
5. The Vice President of Finance must inform each applicant of the time and location of any meeting where the report is to be presented or reviewed and must advise each applicant to send a representative who may answer questions of assembly members.
 6. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the recommendation of the committee. The Vice President of Finance will provide several copies of complete application materials at any meeting where the assembly considers appeals.
 7. The Vice President of Finance will also file minutes of the committee's meetings with the Office of the Assemblies.
 8. The committee will submit its final recommendation, including individual allocations, to the Assembly in the form of a legislative at least two weeks before the end of the fall semester.
- D. Student Assembly Appropriation Process
1. The Assembly shall not adopt the recommendation of the Appropriations Committee at the same meeting that it is proposed.
 2. The Assembly shall provide notice to all applicants at least one full day in advance at any meeting where legislation related to its funding is discussed.
 3. The President of the Assembly will transmit its recommendation to the President for consideration by the last day of classes of the fall semester, including:
 - the total amount of SAF recommendation,
 - the allocations of each by-line funded organization, and
 - a short description of each organization.

V. Specifications

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

VI. "Check-off" or "Pay-extra" Options

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

VII. Voting

All decisions of the Student Assembly regarding the SAF during the SAF allocation process shall be of members present. Proxy votes shall not be permitted on any votes pertaining to the SAF.

VIII. Freedom of Information

Unless otherwise noted, all documents regarding the SAF shall be considered public and shall be available to members of the Cornell community for review within 24 hours of their request. All deliberations regarding allocations and authorization shall be conducted in open session unless otherwise required by university policy or law.

If a closed session is necessary to review or discuss confidential materials, discussion in such session must be limited only to those materials and no vote may be taken regarding the disposition of the request itself. Confidential materials may be disclosed publicly only at the discretion of authorized university personnel.

IX. Conference with GPSA

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

X. Default

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

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

XI. Amendment

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

XII. Review

The SA and the GPSA and a representative of the President of the University shall review these guidelines and the procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2006–2007, 2010–2011). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

Attachment A: Criteria for Setting and Allocating the Student Activity Fee

Cornell University

March 1, 1999

Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate & Professional Student Assembly (GPSA) within the following guidelines:

- A. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be reviewed by and meet the approval of the President of the University.
- B. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set every two years for a period of two years by the SA and the GPSA, respectively.
- C. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-setting year.
- D. In general, in order to be considered for funding from the monies collected through the Student Activity Fee, an organization must meet the following criteria:
 1. Register as a student or university organization with the Student Activities Office
 2. Allow students equal access to the services being provided by the organization or participation in the organization's activities
 3. Operate primarily for students by students with funds disbursed through a university operating account
 4. Have an advisor to assist with oversight of the university operating account.
- E. Funding from the monies collected through the Student Activities Fee may be provided directly to an organization, which applies for and receives "by-line" funding status, outside of the established Student Assembly Finance Commission or Graduate and Professional Student Assembly Finance Commission processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding must demonstrate:
 1. Its activities are of direct and primary benefit to the entire Cornell community represented by the respective assembly; and
 2. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- F. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational structure and programs and services are consistent with the criteria outlined above for by-line funded organizations. Such funding would require the approval of the respective assembly and the President of the University.

- G. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-line funded organizations and the Student Assembly Finance Commission or Graduate and Professional Student Assembly Finance Commission, respectively. The SA and GPSA shall allocate no less than 35% of their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-by-line funded organizations.
- H. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full amount of the Student Activity Fee, due to the funding instability inherent in administering such a system. Exceptions may be considered if recommended and approved by the respective assembly and approved by the President of the University.
- I. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the GPSA and a representative of the President of the University at least every four years in a non-fee-setting year.

[Appendix A](#)

Appendix B: Student Assembly Guidelines for Funded Organizations 2010–2012

Amended [Sunday, 20 May 2012](#).

I. Preamble

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

II. Student Assembly's Role and Obligations

1. SA Charge: As the student-elected governing body at Cornell University, the SA shall seek out and voice effectively the interests and concerns of the student body.
2. Notice of Current Governing Documents: The SA shall provide each by-line funded organization, the Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines each year.
3. Notice of Pending Legislation: Each by-line funded organization, the Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
4. Outreach: The SA Vice-President for Finance shall wherever possible, and as early as possible, attend at least one meeting of each organization each year and shall assist, when desired, organizations to prepare their written and oral reports to the Assembly.
5. Enforcement, Violations & Penalties
 1. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding violations of these guidelines and will report such findings to the SA.
 2. If the SA determines that an organization has committed a violation, the SA may impose a fine, reduction or revocation of the organization's by-line funding allocation. In order for a fine, reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules, violation of campus policies or violation of contract. Any money garnered from a fine on an organization shall revert to the SAF endowment fund. If a reduction or revocation of funding affecting the remainder of the funding cycle occurs, the University shall attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the SAF endowment fund.

III. General Guidelines

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

1. Eligibility: SAF allocations are to be used primarily for the benefit of undergraduate students. Each organization shall be primarily student run and led.
2. Event Ticketing: For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which admission is charged, Cornell students shall receive:
 1. A reasonable discount per event to reflect their prior contribution via the SAF.

2. The first opportunity to purchase tickets or otherwise should have a substantial amount of tickets reserved for student use.
3. Each organization shall report to the SA all money received for that event from other Fee recipients, including organizations funded by the SAFC, as requested by either the Appropriations Committee or the Executive Committee, or by the chairs of those committees.
3. Public Promotion & Engagement
 1. Each organization shall regularly advertise its existence and encourage student participation in its meetings, which shall be open to the public.
 2. Each organization shall include the following logo or statement on all tickets, fliers, posters, promotions, programs, and literature: "Funded in part by the Student Assembly."
4. Capital Expenditures: SAF allocations are meant to serve as a "current account." No organization shall use its Fee allocations for major capital equipment purchases costing more than \$500 without the express approval of the SA. Organizations shall request approval in their annual fall report to the SA. A major capital equipment purchase shall be defined as anything having a useful life of two years or more.
5. Funds Partitioning: SAF money will preferably be held in a separate University account for accounting and reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the organization in accordance with its governing documents.
6. SA Liaisons: The SA shall have the option of appointing a Cornell student to serve as a non-voting Liaison to each organization or, where appropriate, to its Executive Board.
7. Off-year Reporting: During the fall of even-numbered calendar years each organization shall provide the Appropriations Committee with a written account of the use of its Fee allocation and operations for the previous academic year, as well as an oral summary of its activities, including usage statistics, and future programming plans. The SA Vice President for Finance shall provide a written summary report of these meetings to the SA.
8. New Organization Reporting: Organizations receiving by-line funding for the first time in the current funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
9. Conferences: Organizations may send Executive Board member(s) to one annual conference, if desired. The Appropriations Committee must approve organization's conference expenditures and each organization must demonstrate to the committee that conference attendance will benefit the organization's ability to achieve its mission statement. Organizations shall request approval in their annual fall report to the SA. All conference as well as teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no greater than \$4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply to SAFC-funded organizations.
10. Governing Document Approval: All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.
11. Non-discrimination: All organizations receiving Student Activity Fee funds directly or that receive such funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.
 1. Notwithstanding these requirements, a club sport may make requirements based on competitive athletic skill which may result in a club sport of one or predominantly one gender. Organizations may also make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one gender. Organizations that participate in activities with governmental age restrictions may also make appropriate requirements on the basis of age.
 2. Organizations may also enforce uniform standards of belief or conduct as a prerequisite for obtaining some or all rights of general members and executive board members, respectively, so long as said standards are protected by the 1st Amendment of the United States Constitution in the context of a public university and do not impede enforcement of Appendix B, Section II.5.

3. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall include a “Non-discrimination Clause” section in its bylaws, constitution or other governing documents reflecting this policy.

IV. Organization Specific Guidelines

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

1. African, Latino, Asian, Native American Students Programming Board (ALANA)
 1. \$4.00 per student per year of the ALANA allocation shall be used for ALANA events and administrative expenses.
 2. \$2.50 per student per year of the ALANA allocation shall be used to fund the MCFAB program each year.
 3. MCFAB shall seek to bring multiple acts to campus representing different musical genres.
 4. \$2.25 per student per year of the ALANA allocation shall be contributed towards the Umbrella Programming Fund (UPF) for intracultural programmatic use and will be governed by the UPF charter as set forth in ALANA’s constitution.
2. Athletics & Physical Education
 1. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each undergraduate student. \$7.00 per student per year of the total annual Athletics allocation may be spent towards providing the BRSP.
 2. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell Athletic events to the entire Cornell community. \$3.00 per student per year of the annual Athletics’ allocation may be spent towards providing marketing and promotions. Athletics shall further promote increased autonomous student leadership in the Sports Marketing Group during the 2012–2014 funding cycle.
 3. The BRSP shall provide free admission to all varsity sports excluding Men’s Varsity Ice Hockey.
3. Class Councils
 1. The Class Councils allocation may be divided between the four class years in proportions determined by the organization.
4. Collegiate Readership Program
 1. Newspapers shall be distributed from the Monday of the week prior to the first full week of classes to the last day of exam week during each fall semester and from the first day of class to the last day of exam week during each spring semester. These distributions periods do not include Fall Break, Thanksgiving Break, or Spring Break.
 2. The CRP liaison shall prepare and present a report to the SA at the end of each year with information regarding readership and an analysis of the current distribution locations and proportions of papers. Any proposed changes in locations or proportions must be approved by a two-thirds vote of the SA.
5. North Campus Programming Council
 1. SAF funds shall be directed towards North Campus based programming.
6. Community Partnership Board
 1. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be paid by the Board’s parent body, the Public Service Center, or other non-activity fee sources of funding.
 2. Projects funded are to be decided by the Board. Those projects are to be included in the annual report to the SA.
7. Convocation
 1. At the time of the selection of Convocation Committee membership, all members of the SA and student-elected trustee(s) that belong to that class year will be invited to participate as full voting members of the Convocation Committee.
 2. Convocation shall seek to announce speaker selection first at a Student Assembly meeting.
8. Cornell Cinema
 1. Cornell Cinema shall not increase student ticket prices without the express approval of the SA.
 2. Cornell Cinema shall strive to promote autonomous student leadership.

9. Cornell Concert Commission
 1. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah Rink, or similar venue.
 2. The Concert Commission shall strive to put on one free concert during the academic year.
10. Cornell University Emergency Medical Service
 1. EMS may save no more than \$25,000 per each two-year funding cycle toward the purchase of a new vehicle.
11. Cornell University Programming Board
 1. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to campus. Such speakers should have diverse following, within the university, and in the Board's best opinion, should be able to attract a large attendance by students and community members.
12. CU Tonight Commission
 1. CUTonight shall seek to promote non-alcoholic, late night social programming, on campus, open to the entire Cornell community.
13. International Students Board
 1. As a programming board, ISB shall strive to provide funds for Registered Student Organizations that are hosting events that may be of concern or interest to the international community at Cornell.
14. Orientation Steering Committee
 1. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning and implementation of all August and January orientation activities.
 2. The president of the SA and the senior Student Elected Trustee must be invited to address the new students at the President's New Students Convocation each year. If the Cornell University President limits the OSC to two speakers, the president of the SA must be invited.
 3. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.
 4. OSC shall increase funding for both transfer and January Orientation programming.
15. Outdoor Odyssey
 1. Outdoor Odyssey shall create a need-based financial aid program for students who apply for pre-orientation trips.
 2. Outdoor Odyssey shall conduct a review during the 2012–2014 funding cycle of group size for each trip to evaluate whether increasing the size of trips, thereby enabling more students to participate, would have negative safety consequences.
16. Senior Week
 1. SAF-funded Senior Week events will charge no admittance fee and will be open to all seniors.
17. Slope Day Programming Board (SDPB)
 1. The allocation for the SDPB shall be used exclusively for programming and publicity for an event on the last day of classes during the spring semester.
 2. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
 3. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted by the SA.
 4. The Slope Day Programming Board shall work with the Cornell Administration to achieve the best possible event for all Cornell students.
 5. The Slope Day Programming Board shall collect demographic information from all Slope Day entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope Day.
 6. The Slope Day Programming Board shall seek to announce artist selection first at a Student Assembly meeting.
18. Slope Media Group
 1. Slope Media Group shall annually report their current durable goods inventory, capital expenditures, and retirement or loss of durable goods inventory to the Appropriations Committee.

2. Slope Media Group shall establish durable goods inventory management procedures, which must include details about anticipated storage locations, authorized persons to possess or handle equipment, device security, and theft.
19. Student Assembly Finance Commission
 1. SAFC shall publish and make publicly available a written account of the organizations requesting funding, the amount requested, the amount rewarded, and the amount spent.
 2. Criteria for funding of undergraduate student organizations may not be altered or waived without the express approval of the SA.
 3. The SAFC shall reserve at least 1 dollar per student per year for a special projects fund. Monies held in this fund will be allocated first for appeals of the SAFC's funding decisions to the SA.
 4. Five dollars per student per year shall be placed in a SAF endowment fund. The SA shall create guidelines for use of the endowment.
 5. Each organization funded by the SAFC will be required to include the following SAF logo or statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student Assembly Finance Commission".
 20. Multicultural Greek Letter Council (MGLC)
 1. All monies from the SAF shall only be used for administrative costs and programming that is open to the entire Cornell community.
 21. Welcome Weekend
 1. Welcome Weekend shall seek to develop an event on the first weekend of the spring semester.
 22. Willard Straight Hall Student Union Board
 1. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding environments and be directly associated with the purpose and mission of WSH.
 23. Women's Resource Center (WRC)
 1. Cornell Women's Resource Center resources shall be made available to all Cornell students and other members of the Cornell community.
 2. The Women's Resource Center shall collaborate with the Student Assembly Women's Issues Committee on safety, health, and other topics pertinent to women on campus.
 3. The Cornell Women's Resource Center will be organizationally accountable to and report directly to Robert W. and Elizabeth C. Staley Dean of Students and will be programmatically accountable to the student body and SA.
 4. \$0.50 per student per year of the WRC allocation shall be used for the development and operation of the B.L.U.E. late night shuttle service. The Women's Resource Center will be responsible for coordinating the management and operation of the B.L.U.E. late night shuttle service.

V. Duration and Supersedence

1. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2012 and shall expire on June 30, 2014, unless amended or renewed by the SA. These rules require a two-thirds majority of SA members present to be amended.
2. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.
3. Guidelines for organizations that also receive funding from the GPSA may be amended only after consultation with the GPSA.

Student Assembly Bylaws

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 undergraduate student to serve as Director of Elections.

Section 3: Organizational Liaisons

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

Section 4: Shared Governance Liaisons

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

ARTICLE II: Officers

Section 1: Officers

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

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

The SA will, as soon as possible after the spring election, hold an organizational and planning meeting. At this meeting, the voting members will elect from among themselves the offices of Vice President of Internal Operations, Vice President for Finance, Vice President for Public Relations, and Vice President of Diversity and Inclusion, and a Vice President of Outreach. The voting members will elect 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 majority approval of the SA voting members. After such internal election, the newly elected officers will undertake the immediate responsibilities of their positions. Elections for officers shall be by secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot.

Section 3: Terms of office

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

Section 4: Recalling officers

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

ARTICLE III: Officer Duties

Section 1: President

The responsibilities of the President are as follows:

1. Attend and chair all SA meetings.

2. Attend all Assemblies' leadership meetings and meetings with Executive staff.
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. 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.
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. Chair Staffing Committee and monitor committee membership.
4. Coordinate and supervise all aspects of the SA office in Willard Straight Hall.
5. Maintain and monitor SA attendance records and send warning notices to members who are in jeopardy of violating the Assembly attendance policy.
6. Coordinate and supervise new member orientation.
7. Supervise SA Liaisons.
8. Maintain relations with intercollegiate student organizations of which the SA is a member — e.g. Ivy Council, SUNY Student Assembly.
9. Plan fall retreat for committee chairs.

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.
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 maybe addressed.
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. Promote student advocacy role that the SA can play on campus.
7. Maintain contact with Student Assembly alumni through distribution of the biannual Student Assembly newsletter to any interested alumni.
8. Establish and maintain relations with college newsletters, other University publications and CUINFO, and provide copy for placement therein.
9. Respond with letters to the editor, etc. to inaccurate editorials, articles, and letters published in the Sun.
10. Speak at orientation events promoting SA to viable candidates in the fall and spring.
11. Remain in contact with Sun beat reporters.

Section 6: Vice President of Diversity and Inclusion

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

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

Section 7: Vice President of Outreach

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

1. Coordinate constituency representatives' community outreach efforts (including, but not limited to, speak up events, community forums, etc.)
2. Coordinate constituency representatives' meetings with Deans, internal school student governments, etc.
3. Devise mechanisms for student organizations to become active members in the decision-making process of the SA; most importantly, committees.
4. Coordinate efforts to involve more non-voting members in the decisions and events put on by the Student Assembly.
5. Work with the Vice President of Public Relations to ensure that VP Outreach's efforts are publicized.
6. Maintain student organization outreach directory.

Section 8: Director of Elections

The responsibilities of the Director of Elections are as follows:

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 9: Parliamentarian

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

1. Advise the President 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.
7. The Parliamentarian shall send resolutions detailing changes to SA governing documents to the Office of the Assemblies as soon as they are passed by the SA.

Section 10: Executive Archivist

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

ARTICLE IV: Meetings

Section 1: Regular Meetings

Regular meeting times and places will be publicly announced at least 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.

Section 3: Organizational Meeting

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.

Section 7: Community Votes

- A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only be allocated one vote.
- B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes (1) funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the ability to make motions, (4) creation/dissolution of committees (5) selection of officers, committee members, and liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, SAFC appeals, approval of Parliamentarian, Liaison to the Provost, etc.).
- C. 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.

ARTICLE V: Executive Board

Section 1: Composition

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

Section 2: Duties

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

Section 3: Meetings

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

ARTICLE VI: Committees

Section 1: Creation of Committees

Committees will be established with the adoption of a committee charge to be included in 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.

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 affecting 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, budgets and sustainability initiatives for Dining Services. The committee will make recommendations to the Assembly and Dining 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 and or Dining student sustainability coordinators, two voting SA members one of whom has to be a freshmen representative and seven undergraduate students. 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, 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. Community Life Committee - 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 both on and off-campus. The Committee will deal with matters of concern in residence halls, student unions and community centers, and the cooperative learning 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 shall also maintain the authority to designate vice chairs who will oversee specific task forces, including (but not limited to): health, welfare, environment, and safety. The Committee will consist of one chair who shall be appointed by the SA, one employee (ex. Residence Hall Directors) and at least: three voting SA members (one Transfer At-Large and at least one Freshman-at-large), two representatives from the RSC (one being a resident of a traditional residence hall and one being a resident of a program house), and one representative from the undergraduate Co-ops. Other interested Cornell Community members may apply for Committee membership and will be appointed at the discretion of the SA Staffing Committee. Members will serve one-year terms. All meetings of the Committee shall be open to the public.
- H. Financial Aid Review Committee - The committee will examine the financial aid policies of Cornell University, and review their current status. It shall also be responsible for the administration of the Student Helping Students grant. The committee shall consist of one SA member serving as chair, one additional SA member, five undergraduate students, at least four of whom receive some form of institutionalized financial aid, two faculty members, and one counselor from the Office of Financial Aid, totaling to ten voting members. The Associate Vice Provost for Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for Customer Service and Community Relations, and the Vice President for Student and Academic Services shall serve as ex officio non-voting members.
- 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. All members of the Student Assembly will go through a short SAFC training session that includes a summary of the SAFC's semester-long process, an overview of the SAFC guidelines Cheat Sheet, and a review of the Commissioner Quiz. The SA VP of Internal Operations and the SAFC Vice Chair of Internal Operations will coordinate this session.

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. Communications Committee - The committee will ensure a direct and ever present link between students active in campus government, the administration, and students at-large. The committee will assist in furthering the outreach efforts of the assembly by aiding in the coordination of SA-sponsored events including, but not limited to conducting polls, referenda, community outreach forums, designated constituency events, and hearings. The committee will also assist in coordinating efforts and devising strategies to involve more non-voting members in the decisions and events of the SA. It will also actively publicize activities and meetings of the SA and its committees, and relay student interests to the SA. The committee will also become involved in reviewing all aspects of students' concerns with information and technology. The committee will maintain communication with the University's Chief Information Officer regarding the University's technology strategic plan and other salient and current issues. With this knowledge, the committee will be charged with developing innovative technological methods to strengthen communication between the aforementioned groups. The SA VP Public Relations shall serve as the chair. Two vice chairs shall be elected by the SA to head the Information Technology and Outreach task forces, respectively. They will be assisted by at least seven undergraduate students.
- E. Elections Committee - The committee will coordinate and implement regularly scheduled and special elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of Elections shall serve as chair with vote. The committee consists of ten voting members, of whom less than half may also be members of the SA. At the first SA meeting of each academic year, the Staffing Committee will present a slate of proposed members to the SA for confirmation, which the SA must approve or disapprove in its entirety. The Staffing Committee may fill any subsequent vacancies with confirmation by the SA. No person may be a candidate in an election supervised by the committee in the same academic year when the person served as a voting member of the committee.
- F. Staffing Committee - The committee shall staff any vacant committee positions the Student Assembly (SA) is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee application outreach plan at the end of every spring term. The committee shall also evaluate SA committees' end of the year report, and determine if the SA committee and/or their composition need to be changed. The 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, Vice President of Outreach, Vice President of Diversity and Inclusion, and all SA committee chairs. Ex-officio membership shall be granted to the Director of the Office of Assemblies. The VP Internal of Operations shall serve as chair. The VP of Internal Operations shall be responsible for consulting with chairpersons of committees and recommending candidates for vacant committee positions to the Staffing Committee.

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. Student Assembly Diversity Affairs Coalition (SADAC) - The Coalition shall serve as the body through which the SA, the diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and understanding of the increasing importance of diversity and create an environment that brings together diverse perspectives and fosters diversity of thought. The SADAC shall be the forum where the efforts of the University Diversity Council (UDC) are introduced to the SA and the diversity councils of

the colleges. The primary responsibilities of the SADAC shall be: (i) to examine and analyze the actions, decisions, and initiatives of the UDC; (ii) to discuss and devise strategies for the consistent implementation of these initiatives across the schools/colleges; (iii) to monitor the progress of the implementation strategies through goal-setting and benchmarking; (iv) to assist in coordinating the initiatives of the various diversity councils; and (v) to devise strategies for consistent diversity education and improvement. The SADAC shall provide a brief report of its progress to be presented by the Vice President of Diversity & Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report to include (but not limited to) the goals of the academic year, the strategies devised for achievement of these goals, the progress of UDC initiatives, college-specific initiatives, obstacles, and potential goals for the next academic year to be presented in the same manner at the final meeting of the spring semester.

The committee shall consist of at least two (2) representatives from each of the diversity councils of the colleges, with at least one (1) being a staff member, or an OADI staff member may represent a college; a representative from the Women's Resource Center; the SA International Student Liaison; one of the SA Minority Liaisons; a representative from the Center for Intercultural Dialogue; a representative from the OADI; a representative from ALANA; a representative from the Asian & Asian-American Center; a representative from the Haven Executive board and the SA LGBT Liaison at-large; a representative from Cornell Outdoor Education; and any other persons that the coalition sees fit to invite. The group shall meet on a monthly basis and be chaired by the Vice President of Diversity & Inclusion of the SA.

C. Student Assembly Committee for Inclusion and Diversity Initiatives (SACIDI) —

1. The charge of SACIDI is:

- a. To brainstorm, initiate and facilitate execute initiatives related to diversity and inclusion within the purview of the Student Assembly. The committee and its initiatives will be accountable to the student body by:
 - i. Keeping an up-to-date initiative tracker that is open to the public;
 - ii. Submitting, on a semesterly basis, a detailed report of its initiatives and its progress (including a timeline) to the Student Assembly in the form of a resolution, a report to all of the organizations that are represented on SACIDI, and a report to President Skorton and other members of the administration.
- b. To invite members of the administration to meetings to review policies related to diversity and make recommendations on behalf of the student body. SACIDI will invite
2. To invite members of the administration to meetings to review policies related to diversity and make recommendations on behalf of the student body. SACIDI will invite administrators from the Office of the Dean of Students and Campus Life, as well as each of members of the University Diversity Council to a meeting at least once every academic year. Additionally, SACIDI will make recommendations to the central administration on issues of concern to the Cornell community, and monitor the University's implementation of those recommendations.
- c. To bring together students from across communities to collaborate on the goals and initiatives of the committee. The committee and its members will actively seek out the opinions of all communities on campus, as well as all relevant bodies (such as Dining with Diverse Leaders, the Leadership Roundtable, among others). SACIDI will aim to be a collective voice of the diversity of cultures, ethnicities, gender identities, lifestyles, races, religions, and sexual orientations represented at Cornell.

2. SACIDI shall be co-chaired by one Student Assembly member on the committee and one non-S.A. member on the committee. Both positions shall be elected by the membership of the committee. The committee will have the following composition:

- a. The Student Assembly Vice President of Diversity and Inclusion;
- b. All members of the Student Assembly serving in seats allocated to affinity groups
- c. All constituency representatives on the Student Assembly, including the Minority at-large representatives, the LGBTQ at-large representative, the International at-large representative, the Women's Issues representative and at least two other voting members of SA;

- d. A representative or designee from the GPSA;
 - e. An Executive Board member from ALANA and each of the Umbrella organizations; (BSU, LAL, CAPSU and NASAC);
 - f. A representative from the IFC, Panhellenic Council and MGLC;
 - g. A representative from the Women's Resource Center Student Advisory Board;
 - h. A representative from HAVEN: the LGBTQ Student Union;
 - i. At least one member of the Faculty;
 - j. At least five undergraduate at-large students, but the Student Assembly encourages all interested students to be involved in the committee. The S.A. Vice President of Internal Operations and the Vice President of Outreach will actively seek out interested students from all communities on campus.
3. All members of the committee are responsible for communicating the semesterly report and the committee's initiatives and outcomes to their respective constituencies and organizations on a regular basis.
 4. The committee will have a strict attendance policy. SACIDI is required to meet at least monthly throughout the academic year.

ARTICLE VII: 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, to provide a unified voice for the Ivy League student governments, and to further students' initiative in making a positive impact on the global community. The membership of the Cornell delegation shall include a policy liaison who shall be selected at the organizational meetings and introduce themselves to the Executive Board members of the Cornell delegation of Ivy Council before the fall semi-annual conference. Additional provisions for the delegation are as specified in the Constitution of the Ivy Council.

ARTICLE VIII: Community Rights and Confidentiality

Section 1: Community Rights

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

Section 2: Confidentiality

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

Section 3: Infringement of Confidentiality

If any member or group of the University feels that any action of the SA or its committees is infringing upon that person's or that group's rights under this Article, then that person or group may appeal to the 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 IX: Programs and Activities

Section 1: Speak Up Events

The SA will have the responsibility to conduct at least one public 'Speak Up' event per semester at alternating locations on campus. The 'Speak Up' events are to be conducted as a round table discussion and shall include administrators related to a particular topic of current student interest.

ARTICLE X: Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the SA in all cases to which they are applicable and in which they are not inconsistent with this charter and any special rules of order the SA may adopt.

ARTICLE XI: Amendments

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

Mission Statement

The Student Assembly is the undergraduate student government at Cornell University.

The Student Assembly deals with quality of life issues for students, making sure that 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 undergraduates Student Activity Fee and guidelines for its distribution. Every Cornell student has the opportunity to voice concerns during the open microphone period held at the beginning of each meeting. Each spring, twenty two students are elected to represent the undergraduate population, holding at-large and undergraduate college seats, and seats that represent minority, international, and LGBTQ students. Each fall, one transfer and four first-year representatives are elected. Meetings are held each Thursday during the academic year from 4:45pm-6:30pm in the Memorial Room of Willard Straight Hall.

Group Profile

Officers

Juliana Batista	President	Jrb473@cornell.edu
Emma Johnston	Executive Vice President	Elj49@cornell.edu
Mitchell McBride	Vice President for Internal Operations	MIm428@cornell.edu
Matthew Stefanko	Vice President for Finance	Mas758@cornell.edu
Maha Ghandour	Vice President for Internal Operations	Mtg65@cornell.edu
Saim Chaudary	Vice President for Diversity and Inclusion	Sec274@cornell.edu
Maria Chak	Vice President for Outreach	Mc2378@cornell.edu
Matthew Henderson	Director of Elections	Mlh284@cornell.edu
Jordan Berger	Parliamentarian	Jrb476@cornell.edu

Summary of Major Activities

The following events, initiatives, etc. utilized Student Assembly budgets to further the student experience and reflect the mission of the Student Assembly. In addition to these events, funding was spent on election initiatives and recruitment, co-sponsorships, and the support of various student projects.

5 Days of 5: Over 2800 students pledged to eat five servings of fruits and vegetables a day for five days. The initiative was led by Cornell's Dietician Michele Lefebvre as part of National Nutrition Month in March, and Cornell Dining rose to the challenge by highlighting produce of different colors every week throughout the month. Over 300 students came to judge the finalists of the fruit and vegetable recipe contest, and they chose vegan veggie brownies as the winner. After the pledge week, 64% of survey respondents said they were successful in eating all five servings each day, and 98% said they now plan to eat more fruits and vegetables. At the same time, Dining introduced a new buy-ten-get-one-free Fruit and Veggie Punch Card designed by sophomore Matt Engel that functions just like the current Beverage Punch Card.

Real Food Challenge (resolution not passed): The initiative resolves to have Cornell to pledge to source 20% of its food as real food by 2020, where real food is defined as either local, sustainable, humane, and/or unprocessed. The initiative is two-pronged: analyze current food sourcing to evaluate how much of Cornell's food is already real and aim to increase that amount to 20% of food purchases if the goal is not already met.

Addressing disposable packaging: A pilot program in Ivy Room increased permanent dishware and charged a fee for disposable take-out boxes and flatware. The response was mostly positive, and the increased permanent ware resulted in no increase in cleaning product use in Okenshields. The sustainability team also worked to Kick the Cup on campus as part of university-wide Recyclemania. They sold reusable mugs in retail units and offered \$1 brewed coffee and tea to customers with reusable mugs to try to reduce the over one million paper cups that are thrown away on campus every year. Mugs sold out in just a few days, and all sales of coffee and tea increased, especially the \$1 refills.

CUnique: This was the Community Life Committee's second annual neurodiversity conference. This daylong event touched on mental health and student experiences at Cornell. It included information about how to handle stress, and students were able to have formal discussions about how mental health stigmas could be prevented within their communities on campus.

Status of Sexual Violence Event: This event was hosted by the SA's Women's Liaison. This event brought students and administrators from communities across campus to discuss the realities of sexual assault, rape culture, domestic violence, and safety in general on our campus. About 200 students were in attendance. Mary Opperman and Mary Beth Grant were featured speakers.

Breaking Biases Event: Hosted by SACIDI (Student Assembly Committee on Inclusion and Diversity Initiatives), this event allowed students to discuss how bias affects Cornell's campus culture. This event was as touching as it was enlightening, and inspired students from different communities to collaborate on legislation that will be presented in the future.

Resolution 58: Know the Power of Your Words Campaign: This resolution called for the Know the Power of Your Words event to become an annual event run by the Communications Committee. This event aims to foster respectful dialogue on campus.

Resolution 65: Developing and Funding a Student Run Grocery Store: Several representatives are working with Cornell Dining, the Center for Transformative Action, and Dean Hubbell to provide a student run grocery store in Anabel Taylor Hall. Lack of food security is a silent problem on our campus: many students receiving financial assistance, and even those who do not qualify for financial aid, struggle to find healthy food that they can afford. This cooperative would provide nutritious, fresh fruits and vegetables, and other healthy food items to all students. The food would be sourced from the student run farm, and other farms in upstate NY. Students struggling financially would be able to get the food for a subsidized price without a stigma. While many details are still in the

works, we hope the cooperative will open in August or September. Additionally, a new question was put on PULSE to ask students about their experiences with food insecurity on campus.

Resolution 56: Hands-Only CPR: Students from the SA's Community Life Committee and CUEMS are working together with FACAPE to institutionalize hands-only CPR training, which would be administered with the swim test. Not only does hands-only CPR take a short amount of time to learn, but it also provides students with useful, practical skills.

Health Fee Forum: Hosted by the SA during our regular meeting time, students were able to directly ask Susan Murphy questions about the health fee in a controlled setting. This occurred a couple of days after the protests, and was beneficial because students were able to get the answers they were looking for. After the question and answer portion of the Forum, students had the opportunity to debrief.

Summary of request:

The Student Assembly is asking for a small increase to support the growingly effective and popular Special Projects Fund that is dedicated as a funding source of last resort for important projects and initiatives throughout campus that cannot find funding in a short period of time. There was an increase in requests in the previous Academic Year and we expect this to continue as the fund becomes more and more well-known. The roughly \$1,500 that this request increase amounts to will be entirely dedicated to that space.

We have reoriented our budget to reflect more logical spending verticals rather than directly allocating money through committees. It became clear that this sort of allocation was impossible to accurately predict as the year-over-year changes were significant according to the pulse of campus and what Student Assembly members thought were priorities for the year. For that reason, spending within the next year will reflect the following verticals:

Initiatives: This money will be allocated to the Executive Vice President to use between all of the committees that fall below their position. I'm still working out the details, but I think it will work similar to Special Projects in that ideas costing above a certain threshold (~\$1,000) will need to be approved by the Assembly.

Technology: In the long-run, this allocation may not be sustainable, but we've decided to invest a significant amount in the technology committee in its first year to see what it can potentially accomplish.

Diversity: This number is roughly double the current number, but I know many representatives ran on platforms that prioritized improving our work in this area and it's been allocated accordingly.

Appropriations: Slightly higher than last year, this number is adjusted for the increased number of necessary meetings due to byline funding and falls roughly in line with spending in those years over the past few.

Communications: This includes money for outreach as well. We've held this budget steady as the amount spent has fallen well below its allocation over the past two years.

Elections: Less than the past two years and roughly the amount DOE Henderson believed was necessary to achieve a strong electoral turnout given his plans for next year.

Executive Contingency: This allocation represents essentially "free money" that we keep as a cushion to cover unexpected costs or initiatives that the executive board believes need prioritization.

Special Projects: A \$2,000 increase from last year. We saw an increased demand for special projects and had to reject a number of proposals at the end of the year because we ran out of money.

Administrative: Effectively our overhead costs, this budget will cover our costs associated with social events, materials we need, and it will count as the budget for internal operations as well.

Budget Summary:

Income/Expense		
Summary		
Total Income		\$69,666.79
Total Expenses		\$27,797.46
Income/Expense		\$41,869.33
Income Categories		
FY15 Student Activity Fee Disburs		\$24,423.00
Transfer In from Current Operatin		\$39,390.09
SAF "true up" and 5% Reserve all		\$1,838.00
Transfers in (monthly)		\$4,015.70
TOTAL Income		\$69,666.79

2013-2015 expenses:

	Expense Categories	2013-14 Budget	2013-14 Actual	Balance	2014-15 Budget	YTD Expense	Balance
10000	Administrative	\$5,200.00	\$4,167.43	\$1,032.57	\$4,000.00	\$1,923.95	\$2,076.05
10001	Executive	\$100.00	\$398.86	-\$298.86	\$500.00	\$3,607.36	-\$3,107.36
10002	Communications	\$4,000.00	\$775.07	\$3,224.93	\$2,800.00	\$1,109.12	\$1,690.88
10003	Internal Operations	\$1,600.00	\$1,187.39	\$412.61	\$1,400.00	\$2,323.94	-\$923.94
10004	Appropriations	\$2,000.00	\$2,689.23	-\$689.23	\$2,350.00	\$1,373.99	\$976.01
10005	Finance Commission	\$5,500.00	\$4,599.48	\$900.52	\$5,000.00	\$4,964.73	\$35.27
10006	Elections	\$10,300.00	\$1,931.77	\$8,368.23	\$4,000.00	\$2,272.40	\$1,727.60
20002	Community Life	\$900.00	\$388.66	\$511.34	\$1,200.00	\$1,328.43	-\$128.43
20003	Dining	\$100.00	\$0.00	\$100.00	\$100.00	\$71.00	\$29.00
20005	Diversity & Inclusion Initiatives	\$900.00	\$1,554.94	-\$654.94	\$600.00	\$502.23	\$97.77
20011	Diversity Affairs Coalition	\$200.00	\$89.94	\$110.06	\$100.00	\$0.00	\$100.00
30001	Special Projects	\$5,000.00	\$155.00	\$4,845.00	\$3,000.00	\$5,325.93	-\$2,325.93
30002	SUNY Student Assembly	\$500.00	\$388.78	\$111.22	\$500.00	\$0.00	\$500.00
30003	Ivy Council	\$400.00	\$444.00	-\$44.00	\$500.00	\$627.02	-\$127.02
TOTAL Expenses		\$36,700.00	\$18,770.55	\$17,929.45	\$26,050.00	\$27,797.46	-\$1,747.46

2015-2016 expenses and 2016-2018 projected expenses:

2015-2016 Expense Categories	Projected Budget	Expense Categories	2016-2017	2017-2018
Administrative	\$2,000.00	Administrative	\$2,000.00	\$2,000.00
Executive	\$1,800.00	Executive	\$1,800.00	\$1,800.00
Communications	\$2,500.00	Communications	\$2,500.00	\$2,500.00
Appropriations	\$2,750.00	Appropriations	\$2,750.00	\$2,750.00
Elections	\$3,000.00	Elections	\$3,000.00	\$3,000.00
Diversity	\$2,000.00	Diversity	\$2,000.00	\$2,000.00
Special Projects	\$5,000.00	Special Projects	\$6,450.00	\$6,450.00
Initiatives	\$4,000.00	Initiatives	\$4,000.00	\$4,000.00
Technology	\$3,000.00	Technology	\$3,000.00	\$3,000.00
	\$26,050.00		\$27,500.00	\$27,500.00

Budget reduction:

If the Student Assembly were to lose money, this money would be pulled from either the Special Projects or Initiatives budget as these represent the two most variable costs. Unfortunately, if money were taken away from the initiatives budget, this would lead to less opportunity for programming, co-sponsorships, and the purchase of materials to address an issue or supplement the work of some students in improving the Cornell experience for undergraduates. Special Projects, if cut, would still function to support student initiatives that apply to receive it, but this would occur at a much lower rate than in previous years or not at all.