
SA Charter: Student Assembly Charter

April 16, 2008, at 08:09 AM

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From the Cornell Assemblies

Office of the Assemblies

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Preface

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

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Chapter 1

%ROMAN% Legislative Authority and Responsibility

1.1 Legislative Authority Over Policies

The Student Assembly (herein after referred to as the SA) will have legislative authority over the policies of the Department of Campus Life and the Office of the Dean of Students, and have the authority to review the budgets and actions of said departments.

1.1.1 Bylaws

Bylaw 1.1.a Pursuant to the authority of Article 1, Section 1, 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.

Bylaw 1.1.b Should a request [for information, as described in 1.1.a above] be refused, the SA by simple majority vote may request the information be given to the Vice President for Student and Academic Services who shall forward it to the SA. The Vice President for Student and Academic Services shall act unless otherwise directed by the President, pursuant to *Article 1, Section 5* (p 3).

1.2 Internal Operation and Maintenance

The SA will have authority over matters concerning the internal operation and maintenance of the SA and its committees, including the proposal of amendments to the SA Charter and creation of bylaws and procedures for the SA. The Office of Assemblies shall provide administrative support to the assembly, as well as all committees or activities sponsored by the assembly.

Rationale: *There is no mention of the Office of Assemblies or its role, and grouping it under the section that dealt with the operations and maintenance of the assembly seemed appropriate.*

1.3 Welfare of Student Community

The SA will have the authority and the responsibility to examine any matters which involve the interests or concern the welfare of the student community and to make proposals concerning those issues to the appropriate officers or decision-making bodies of the University.

Commentary: *The committee was aware of the pending resolution, R.31 of the '06-'07 assembly, which would have recommended removing the words "of the University" from the above paragraph - this resolution was never voted upon, so the wording is currently stands as above. However, it should be noted that the committee maintains unanimously that the wording above was appropriate and that this change should not be made. However, the committee changed the definition of the "recommendation" action of the assembly so that any issue of concern to undergraduates may be brought before the assembly; please see below for this change.*

1.3.1 Bylaws

Bylaw 1.3.a Pursuant to the legislative authority and responsibilities of the SA, as embodied in Article 1 of the SA Charter, five principal actions of the Assembly are anticipated. These forms of action are:

1. legislation: an action of the SA to carry out its legislative, policy-making functions, to enact internal rules, to amend bylaws, and to make amendments to the SA Charter.
2. investigation: an action of the SA to gain information on issues pertinent to Article 1, Sections 1, 3, 5, and 6.
3. recommendation: an action of the SA to initiate discussion, deliberation, and/or vote on any question relating to or affecting undergraduate life, or any other question of interest to undergraduates.
4. Sense-of-the-Body Resolutions: an action or statement 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.
5. calls for Sense-of-the-Community Referendums: an action of the SA to determine community opinion regarding matters of student concern.

~~::Bylaw 1.3.a.1:Legislation is action of the SA to carry out its legislative, policy-making functions, to enact internal rules, to amend bylaws, and to make amendments to the SA Charter. ::Bylaw 1.3.a.2:Investigation is action of the SA to gain information on issues pertinent to Article 1, Sections 1, 3, 5, and 6. ::Bylaw 1.3.a.3: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. ::Bylaw 1.3.a.4: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. ::Bylaw 1.3.a.5:Calls for a Sense-of-the-Community Referendum is an action of the SA to determine community opinion regarding matters of student concern.~~

Rationale: *Because bylaws are not officially part of the charter, it was appropriate to directly define each action immediately after it was listed and ensure that all of the definitions are part of Article 1.3 itself and therefore part of the charter. Also, the definition of "recommendation" so that the question of whether the SA has policy-making*

power over the issue was not of concern, but rather whether the issue is of concern to undergraduates. This aligns well with the committee's prior recommendation regarding not changing Article 1.3 per R.31 of the '06-'07 assembly because this change ensures that any issue of concern to undergraduates may be voiced to the SA.

~~:Bylaw 1.3.b:Proposals adopted by the SA and reported to the appropriate officers or decision-making bodies of the University will not be amended, reworded, or in any other way altered by those officers or bodies without the prior consent of the SA.~~

Rationale: *This is more appropriate to include under Article 1.10 "Actions - Reporting to Other Bodies."*

~~:Bylaw 1.3.c:No proposed action or legislation may be brought to the attention of the full Assembly unless it be a new action or legislation, an amendment to a previous action or legislation or a revocation of a previous action or legislation. Moreover, all amendments and revocations must cite the previous action or legislation they are meant to affect.~~

Rationale: *The first sentence above is clear per Robert's Rules of Orders and is merely facetious. The committee recommends that the second sentence above be added to the standing rules of each year's assembly, or considered for inclusion within that document, because it deals with procedural matters that are not necessary for inclusion within the charter. The current standing rules already has a requirement to this effect.*

1.4 University Calendar

~~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.~~

1.4.1 Bylaws

~~:Bylaw 1.4.a:The Provost shall make the calendar available for approval at least 30 (thirty) days before public announcement of the final calendar.~~

Rationale: *The committee felt that this was not the appropriate placement for this responsibility. The committee has recommended that Article 1.17 include all liaisons of the assembly, and the appendix that the committee is recommending adding will include the responsibilities for each of the liaisons of the assembly, and therefore this responsibility will be included under the responsibilities of the liaison to the Provost. All articles after this should be renumbered if this change takes effect.*

1.5 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.

1.5.1 Bylaws

Bylaw 1.5.a Information which the SA shall not request shall include:

Bylaw 1.5.a.1 Salary or wage records of specific individuals.

Bylaw 1.5.a.2 Academic or financial records of specific individuals.

Bylaw 1.5.a.3 Medical or categorical (race, sex, age, etc.) records of specific individuals.

Bylaw 1.5.a.4 Information otherwise defined as confidential or restricted by law.

Bylaw 1.5.b All other information [than that referred to in 1.5.a.1 - 1.5.a.4] shall be considered public information. Refusal to provide such information when it has been requested by the SA shall be dealt with pursuant to 1.1.a and 1.1.b.

Bylaw 1.5.c Should requested information not be furnished, the President, or an appointed representative, if absolutely necessary, will present a verbal report, including the reasons why said information cannot be furnished, at a SA meeting within two regularly scheduled SA meetings following the denial of the request.

1.6 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.

1.7 Reporting Actions to 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.

1.7.1 Bylaws

Bylaw 1.7.a Any Presidential request for reconsideration of the SA proposed legislation will be presented verbally before the SA, by the President, within the prescribed time limits.

1.8 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 SA President shall also make a state of the assembly speech to newly-elected SA members before Commencement of the current academic year. This speech shall be open to the Cornell community.

1.8.1 Bylaws

Bylaw 1.8.a The SA President will have the responsibility to see that the annual report is written and presented, and that the state of the assembly speech is drafted and made

to incoming SA members. The SA must approve the annual report by a majority vote at a meeting prior to presentation to the University President.

Rationale: *Many other universities also had their president give a speech to incoming members so that they had an idea of the accomplishments of the assembly over the past year, and the challenges etc. that faced them in the upcoming year. The committee felt that was an appropriate responsibility for the president to heed as well. If this change is put into effect, this should be added as a responsibility of the president in article 4.*

1.9 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).

1.10 Reporting Actions to Other Bodies

The SA will report in writing its actions (other than those concerning the Department of Campus Life and the Office of the Dean of Students) to the GPSA, Employee Assembly, and the Faculty Senate, in conjunction with reporting of the actions to the President. The actions will be reported following each meeting by a SA member designated by the SA. Actions and proposals adopted by the SA and reported to the appropriate officers or decision-making bodies of the University will not be amended, reworded, or in any other way altered by those officers or bodies without prior consent of the SA.

Rationale: *This change follows that made in Article 1.3 and moves Bylaw 1.3.b. to Article 1.10 because it makes more logical sense given the headings of the respective articles.*

1.11 Impingement of Actions on Employees or Faculty

Upon receipt of the SA report, another constituency body(ies) may object, by a two-thirds vote at its next regularly scheduled meeting, to an action taken by the SA. The objecting body(ies) will report back to the SA within five working days of its vote to object. 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.

1.12 Impingement of Actions on Student Assembly

Continued disagreement on the issue will be referred to the UA Assemblies System Review Committee. (UA Charter, Article 8.6).

1.13 Impingement of Actions by Employees or Faculty

If the SA determines by a ~~two-thirds~~ majority vote that the action of another constituency body impacts its constituency, comparable procedures for the reconciliation of the differences will be pursued.

Rationale: *There is no reason for the vote to be 2/3 given the fact that it involves impingement of another body. Simple majority is enough for the assembly to pursue action delineated within this article.*

1.14 Reporting Actions

Actions taken by the SA concerning the Department of Campus Life and the Office of the Dean of Students will be reported to the GPSA, Employee Assembly, and the Faculty Senate for their information.

1.15 UA Delegates

Two members will be selected from and by the membership of the SA to serve as voting members of the UA and to act as a liaison between the UA and the SA. The remaining four undergraduate student membership of the UA, as specified in Article 2 of the UA charter, shall be elected by the undergraduate student body at the time of SA's spring elections. The elections shall follow the rules and procedures specified in Article 3 of the SA's Charter. Elected representatives to the UA shall serve for one calendar year, taking office June 1st.

1.15.1 Bylaws

Bylaw 1.15.a 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 seat shall be filled by a SA voting member in accordance with *Bylaw 4.1.a* (p 17).

1.16 Student Members of Committees

The SA Staffing Committee will have the authority to appoint student members of the UA committees pursuant to Bylaw 7.6.a.5.

Rationale: *Makes charter more consistent with the rest of the document.*

1.17 Powers

The SA will have the authority to appoint select student members to be liaisons to departments and administrators in the University.

1.17.1 Bylaws

Bylaw 1.17.a 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/Faculty Senate, liaison to the GPSA, liaison to the Director of Financial Aid, liaison to the Employee Assembly, and liaison to Student Disability Services. The liaison positions shall have the responsibility of increasing the communication between the SA and the respective University departments.

Bylaw 1.17.b 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. The liaison will also present the University Calendar to the SA for consideration and approval. The liaison will report any changes proposed to the calendar by the SA to the Provost.

~~**Bylaw 1.17.c** 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.~~ At the time committee appointments are made, the SA will select three members to serve as liaisons to the Student Assembly Finance Commission (SAFC). The liaisons will be voting members of the Executive Board and will serve to increase the communication between the commission and the assembly.

Rationale: *All liaisons are now included within the charter. The West Campus Living and Learning Council bylaw was removed because it no longer requires a liaison from the SA, as the West Campus Residential Initiative is no longer in the planning phases and is almost complete. The Rules Review Committee should, next year, delineate the responsibilities of each liaisonship further and include it within the respective appendix that this committee is suggesting adding to this Charter.*

1.18 Exercise of Power

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

Chapter 2

Charter Amendment

2.1 Amendment by Petitioning

Upon signing of a petition by 100 Cornell undergraduate students, an amendment to the Charter may be presented to the SA for consideration. Within two regularly scheduled meetings after the presentation of the petition, the SA will discuss and vote on the proposed amendment. If two-thirds of the SA members vote to accept the proposed amendment, it will be effective immediately as a part of this Charter, subject to the restrictions of Article 2, Section 3. The form and wording of the amendment, as voted upon by the SA, shall be identical in form and wording to that of the petition.

2.2 Amendment by Assembly Voting Member

Any voting members of the SA may present an amendment to the entire SA for consideration. Within two regularly scheduled meetings after such presentation the SA will discuss and vote on the proposed amendment(s). Under no circumstances will this Charter be amended without ~~the consent of two-thirds of the voting members of the SA.~~ a 2/3 vote of the voting membership of the SA.

Rationale: *New wording makes it much clearer that the vote requires 2/3 of all 23 members.*

2.3 Amendment of Legislative Authority

Amendments dealing with legislative authority belonging to the SA and with the membership and amendment procedure, are subject to the approval of the President. (Text as it appears in the original charter as approved by the Board of Trustees January 13, 1981)

2.3.1 Bylaws

Bylaw 2.3.a 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.

Chapter 3

Membership

3.1 Composition

The SA will consist of 23 voting members who are registered undergraduate students at Cornell University. Eleven voting members of the SA will be elected by and from the student populations of the colleges and schools, one from each: the College of Architecture, Art and Planning; the School of Hotel Administration; the College of Human Ecology; and the School of Industrial and Labor Relations. Two each shall be elected from the College of Agriculture and Life Sciences and the College of Engineering; and three shall be elected from the College of Arts and Sciences. In addition, eight voting members will be elected at-large by and from the University undergraduate student population as a whole; four shall be elected by and from new students entering in the fall. The SA may allocate not more than two of its eight at-large seats to any one constituent group (or groups) of students which it determines to be underrepresented. Should the Assembly determine to allocate a seat or seats to specified groups of students, such allocation shall be in accordance with procedures promulgated by the SA and contained in its procedures and/or bylaws. Should there be no candidate running for a given seat, the seat shall be considered vacant. The seat will be filled, under *Article 3, Section 4* (p 13), after the newly elected SA takes office.

Commentary: *The 4 “designated” seats on the assembly are not listed within this section of the charter whatsoever. The committee did not wish to take a stance on this issue because they felt it is a larger one that the entire assembly should debate and decide upon. The committee recommends establishing liaisons to these underrepresented constituencies in lieu of the lack of official designation of said seats. It should also be noted that none of our peer institutions had such “designated” seats.*

3.1.1 Bylaws

Bylaw 3.1.a 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.

Bylaw 3.1.b Three (3) ~~new~~ first year student seats shall be elected and held by ~~new~~ first year students entering in the fall semester. One (1) additional seat shall be desig-

nated the Transfer Seat and shall be elected by new transfer students and held by a new transfer student.

Rationale: *This change clarifies the qualifications of “new students” with regards to who can vote and run for the new student seats.*

Bylaw 3.1.c 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). The operations of elections will be pursuant to the Undergraduate Election Rules, revised as needed by the SA in consultation with the Director of Elections.

Rationale: *The Election Rules are not mentioned within the charter, but should be as they govern an important part of assembly operations. This change ensures that they rules have authority over assemblies elections.*

3.2 Terms

All elected members are elected to a ~~one-year~~one academic year term, with no limit as to the number of terms they may serve.

Rationale: *This change ensures that the term of office is clearly defined and understood.*

3.2.1 Bylaws

Bylaw 3.2.a Prior to being seated at the beginning of the one-year term, each member shall take the oath of office.

Bylaw 3.2.b All members who take the oath of office shall be bound to that oath for the duration of their term.

3.3 Student Body and Presidential Appointment

All members of the Cornell student body are considered non-voting members of the SA, and are encouraged to attend and participate in meetings, pursuant to Article 6.5. The SA may designate ex-officio members. ~~The President will appoint one member of the administration to serve as consultant to the SA at its meetings.~~The Dean of Students and the Vice President for Student and Academic Services will serve as consultants to the SA at its meetings.

Rationale: *This change is more in line with the current role of the SA’s advisors. If this change is placed into effect, the title of this section shall be changed to “Student Body and Administrative Appointment”.*

3.3.1 Bylaws

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

Bylaw 3.3.b One ~~executive~~ member shall be chosen by the ~~Residence Hall Association (RHA)~~Residential Student Congress (RSC) to serve as a non-voting ex-officio member.

Rationale: *This change reflects the new name of the former RHA.*

3.4 Absentees

Any voting members who are absent for three consecutive regularly scheduled meetings or for six regularly scheduled meetings cumulatively during their term, will lose their right to vote and their position will be considered vacated. Any member who arrives late or leaves early from the meeting time designated by the assembly during its organizational meetings will result in a half absence.

~~The remaining voting members will fill all vacancies 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.~~ The remaining voting members will fill all vacancies by seating the highest ranked non-winning candidate in the last spring election who ran for the same seat. If this procedure is followed and the seat still remains vacant, such seat will be labeled Undesignated and filled by the runner-up in the most recent Undesignated At-Large spring election. If no runner-ups remain from the most recent Undesignated At-Large spring election, or all runner-ups decline, such seat will remain vacant until the next spring election. All college seats reassigned as aforementioned will return to their previous designations at the time of the next spring election.

New student or transfer runner-up candidates will only be eligible to fill seats vacated by new student or transfer representatives, respectively. Such vacated seats will be filled by seating the highest ranked non-winning candidate in the most recent fall election who ran for the same seat. If this procedure has been followed and the seat still remains vacant, such seat will remain vacant until the next fall election.

Rationale: *The prior vacant procedure was very complicated and left for many discrepancies depending upon one's interpretation. This is a very streamlined and easy to follow vacancy procedure.*

~~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.~~

3.4.1 Bylaws

~~::Bylaw 3.4.a:In filling a vacant seat the procedure shall be as follows: ::Bylaw 3.4.a.1:Following the fall special election, if a seat remains vacant or is vacated and there are no non-winning candidates from that constituency to fill the position, it shall be filled by the undesignated at-large candidate receiving the most number of votes in the preceding spring election. ::Bylaw 3.4.a.2:Following the current year's spring election, any vacant seat on the presiding body shall be filled immediately by the candidate-elect who ranks the highest in the constituency that is vacant. ::Bylaw 3.4.b:If a voting SA member is to be recalled, each of the following procedures must be followed in the given order.~~

~~::Bylaw 3.4.b.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. ::Bylaw 3.4.b.2:Petitioning for recall 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. ::Bylaw 3.4.b.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. ::Bylaw 3.4.b.4:A special recall election will be scheduled for and held within not more than three (3) days after the informational hearing. ::Bylaw 3.4.b.5:Should the constituency vote to remove its representative, the vacant seat shall be filled according to the provisions of Article 3, Section 4.~~

3.5 Recall

If a voting SA member is to be recalled, one of the following two procedures must be followed in the given order.

3.5.1. Petitioning A petition for the recall of the specific SA voting member will be registered with the Office of Assemblies before any signatures and student ID card numbers are obtained. Petitioning for recall shall not take more than fourteen (14) consecutive days from the registration of the petition. The required number of signatures shall be 15% of the representative's constituency. The completed petition will then be presented to the Office of Assemblies. The Office will then verify these signatures and student ID card numbers and, if the petition meets the aforementioned requirements, present this petition to the assembly, which will then immediately begin recall proceedings as described below.

3.5.2. By SA Voting Member Any six assembly members may begin recall proceedings against another assembly member. Such members will notify the assembly at least one hundred and twenty (120) hours before initiating such proceedings.

3.5.3. Recall procedure When recall proceedings are initiated, then the person or people bringing the proceedings will have to present evidence against the member that proceedings are being brought against. The member will then be given time to respond. The specifics of such proceedings will be decided upon by the sitting Executive Board.

3.5.4 Required vote Once proceedings are concluded, the assembly will vote on the question of recall. Any recall of any assembly member will require a 4/5 supermajority vote of the voting members of the assembly. If a member is recalled, their seat will be considered immediately vacated and filled pursuant to Article 3.4.

Rationale: The prior recall procedure was unrealistic because neither the assembly nor the Office of Assemblies would be able to conduct a recall election given the pro-

cedure within the charter. The new procedure reflects that most other school's USG's have recall hearings held by assembly members, and this change sets a voting standard that is high enough to protect minorities on the assembly. If this change is put into effect, then this last section shall be added as Article 3.5 instead of being included as bylaws.

Chapter 4

Officers

4.1 Officers of the Assembly

The SA will, as soon as possible after the spring election, hold an organizational and planning meeting. The SA shall elect a President ~~and~~, Executive Vice President , and three vice presidents ~~and any other officers it deems important to the normal operations of the SA~~ at some time prior to ~~June 1st~~ to the expiration of the sitting assembly's term. Each nominee for the respective offices shall be subject to two-thirds approval of the SA voting members. After such internal election, the newly elected officers will undertake the immediate responsibilities of their positions. ~~The SA will also elect two of its voting members to the UA.~~ Self-nomination will be in order in each of these elections.

Rationale: *This delineates the five executive officer positions of the assembly and makes it consistent with the positions that are detailed later in Article 4. The election of members to the UA was removed because this is already mentioned in Article 1 and not necessary here because UA liaisons are not officers, and other liaisons are not mentioned here, so therefore all liaisons are detailed in Article 1.*

4.1.1 Bylaws

Bylaw 4.1.a Elections for officers and 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.

Rationale: *The sentence regarding the number of votes per ballot was confusing and unnecessary given that the assembly doesn't vote on entire ballots in internals, but rather goes position by position.*

Bylaw 4.1.b A Parliamentarian shall be nominated by the President and affirmed by a majority of the SA voting members. 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 Parliamentarian shall advise the President on questions of parliamentary procedure. Upon a specific request by an SA voting member, the Parliamentarian shall give the Assembly his/her recommendation on a parliamentary inquiry. The Parliamentarian shall also 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.

Bylaw 4.1.c All officers shall have one-year terms.

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

~~:Bylaw 4.1.e: The Assembly shall during its organizational meetings in the Spring elect an Executive Archivist. The Executive Archivist shall be responsible for verifying the novelty or precedence of any proposed action or legislation which Assembly members, or others, bring before the Executive Committee.~~

Rationale: *There have been no records of Executive Archivists in recent years. Assembly precedent is clearly available to all members of the Cornell Community, and therefore anyone may obtain and present this evidence, whenever he/she deems necessary, to the entire SA. Furthermore, in Article 7, the Committee recommends some responsibilities of the Executive Archivist in the position of Assembly Parliamentarian.*

4.2 Executive Committee

The Executive Committee of the SA shall coordinate the officers of the SA to ensure the smooth operation of the SA.

4.2.1 Bylaws

Bylaw 4.2.a Membership:

Bylaw 4.2.a.1 The Executive Committee shall have five members.

Bylaw 4.2.a.2 The Executive Committee shall be composed of the President and Executive Vice President and three Vice Presidents.

Bylaw 4.2.a.3 The Executive Committee shall serve a one-year term.

Bylaw 4.2.a.4 In the event that the President resigns from office or is unable to perform the duties of the President, the Executive Vice President shall assume the duties of the said office. In such case, the VP Internal Operations may, if he or she so chooses, assume the position of the Executive Vice President. If he or she does so, the SA will elect a representative to fulfill the duties of the VP Internal Operations. If the VP Internal Operations does not choose to fulfill the duties of Executive Vice President, the SA will elect a new Executive Vice President.

Bylaw 4.2.a.5 Should the Executive Vice President resign from office or be unable to perform the duties of the said office, the VP Internal Operations may, if he or she chooses, assume the position of Executive Vice President. If he or she does so, the SA will elect a representative to fulfill the duties of the VP Internal Operations. If the VP Internal Operations does not choose to fulfill the duties of Executive Vice President, the SA will elect a new Executive Vice President.

Bylaw 4.2.a.6 In the event that the VP Internal Operations, or Finance, or Public Relations resigns from office or is unable to perform the duties of the aforementioned offices, an election shall be held to fill the position. All Assembly

members are eligible to run for the vacated office and existing rules governing the election of Executive Committee Officers shall be utilized.

Bylaw 4.2.b Communication:

Bylaw 4.2.b.1 The Executive Committee shall give copies of the meeting's minutes within 24 hours of the end of the executive committee meeting to all representatives via e-mail or hard-copy. The Executive Committee shall also make available the audio of the meeting within 24 hours of the end of the meeting to any member of the Cornell community.

Rationale: *This is to bring the Executive Committee in line with what's expected of all other assembly committees. The Executive Committee is arguably one of the most influential committees and therefore their meetings should be taped and made public.*

Bylaw 4.2.b.2 ~~Should the staffing committee make any considerations of student appointments, the executive committee shall notify all respective candidates and relevant parties at least 48 hours prior to the executive committee meeting.~~

Rationale: *This action never happens before the Executive Committee - all appointments are brought to the floor of the entire SA, and therefore this bylaw is unnecessary. Portions of Bylaw 4.2.b.3 have also been removed to be in-line with this bylaw being removed.*

Bylaw 4.2.b.3 The Executive Committee will be allowed to choose among themselves the responsible party for the action in bylaw 4.2.b.1 ~~and bylaw 4.2.b.2.~~

Bylaw 4.2.c Responsibilities:

Bylaw 4.2.c.1 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.
9. Write and present annual SA report and make state of the assembly speech to the incoming assembly by the last meeting of the Spring semester.

Rationale: *The state of the assembly speech that the committee has recommended adding as a responsibility of the assembly president (Article 1) needs to be added here so it is an official responsibility.*

Bylaw 4.2.c.2 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. Serve as Assembly correspondent in the absence of or on behalf of the President.
3. Attend and chair all Executive Committee meetings.
4. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
5. 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.
6. Coordinate and assist the undergraduate student UA delegation.
7. Supervise and assist all ad-hoc committees.
8. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate units when Assembly actions impact them.
9. ~~Help initiate and organize lobby efforts at both the state and federal levels.~~

Rationale: *There has always been question as to whether the SA has the authority to deal with issues of state and federal concern. This clause has often been invoked to justify allowing the SA to deal with questions that are more of state or national concern and do not deal directly with issues of student interest, as delineated in Article 1. Therefore, removing this will clarify that any issue that comes before the SA must deal primarily with student interest, regardless of what the issue itself is. Furthermore, Article 1 and number 11 of this list serve to supplant the previous sentence.*

1. Be responsible for responding to questions or comments made during Open Microphone. Issues can be delegated to other members of the Assembly.
2. 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.

Bylaw 4.2.c.3 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. Serve on Executive Committee.
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.
10. Devise mechanisms for student organizations to become active members in the decision-making process of the SA; most importantly, committees.

Bylaw 4.2.c.4 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. Serve on Executive Committee.
3. Chair Appropriations Committee.

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

Bylaw 4.2.c.5 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. Serve on Executive Committee.
3. Consult with the Director of Elections regarding elections' advertising.
4. Chair Communications Committee. Propose communication yearly budget by last meeting in September.
5. Arrange all advertising, postering, banners, etc.
6. Ensure all SA meetings, forums, committee meetings, etc. are listed in Sun Daybook. Advertise resolutions of particular interest to the general student community.
7. Assist SA members and committee chairs in their outreach programs.
8. Devise and implement mechanisms to increase participation of student organizations in SA processes.
9. Promote student advocacy role that the SA can play on campus.
10. Establish and maintain relations with college newsletters, other University publications and CUINFO, and provide copy for placement therein.
11. Respond with letters to the editor, etc. to inaccurate editorials, articles, and letters published in the Sun.
12. Speak at orientation events promoting SA to viable candidates in the fall and spring.
13. ~~Remain in contact with Sun beat reporters.~~

Rationale: *The committee wasn't sure what 'Sun beat' was referring to, but whatever it is, the VP of PR doesn't do it anymore, and remaining in contact with the press is already noted in the other responsibilities.*

Bylaw 4.2.c.6 The responsibilities of the Director of Elections are as follows:

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

Rationale: *The Director of Elections has historically not attended the Executive Board meetings, but rather only on occasions where it's necessary due to upcoming elections. Removing this restriction will bring the charter into alignment with what the committee maintains is a good precedent.*

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:
 - a) making every effort to insure the greatest number of candidates for each available position,
 - b) ensuring all candidates are aware of and abiding by elections, campaigning, posterage, and other Assembly and University policies,
 - c) coordinating and advertising an informal "Meet the Candidates Forum",
 - d) coordinating and advertising opportunities for candidates to make public appearances,
 - e) coordinating and advertising public forums specifically for candidates to discuss any ballot referenda, if such forums are deemed necessary by the Executive Committee,
 - f) 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,
 - g) ensuring that candidates have submitted pictures and statements for publication in the Sun,
 - h) 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).
6. The Director of Elections must be a registered undergraduate student who will also be a graduating senior during the term for which they are elected. Candidates for the Director of Elections position do not have to be voting members of the SA.

Rationale: *The criterion for this position had not been delineated elsewhere. This seemed to be the most rational place to insert this requirement.*

Chapter 5

Protections

5.1 Community Rights

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

5.2 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.

5.2.1 Bylaws

Bylaw 5.2.a 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.

Bylaw 5.2.b 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 Article 5, then that person or group may appeal to the Ombudsman to determine whether probable grounds exist for a complaint.

Bylaw 5.2.c 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.

Chapter 6

Procedures

6.1 Organizational Meetings

The SA, at its first organizational and planning meeting of the academic year, will establish and adopt a schedule of meetings for the balance of the academic year. These meetings will be referred to as “regularly scheduled meetings”, and will be publicly announced throughout the year.

6.1.1 Bylaws

Bylaw 6.1.a Regular meeting times and places will be publicly announced at least one week prior to the scheduled meeting date.

~~**Bylaw 6.1.b** The SA shall hold an informal meeting once every six weeks or additionally as events warrant at the discretion of the Executive Committee. 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.~~

Rationale: *These meetings have not happened in over 4 years. Furthermore, it's more logical to have special meetings as necessary, and there is already a rule in place for that. Therefore, the committee recommends removing this.*

Bylaw 6.1.c SA members who represent specific college or school constituencies are required to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss college/school specific issues and concerns. These representatives will then report back to the Student Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and occurrences that would take place as a result of these meetings.

6.2 Special Meetings

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.

6.2.1 Bylaws

Bylaw 6.2.a If there is a religious conflict with a regularly scheduled SA meeting, any member may direct the SA president to call a special meeting in lieu of the regularly scheduled meeting. The request must be made 2 weeks in advance of the regularly scheduled meeting at issue.

Bylaw 6.2.b In the event that quorum is not attained at the special meeting, any representatives who observe the religious holiday on the regularly scheduled meeting will receive a 1/2 excused absence denoting that it is a religious absence.

6.3 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 in *Article 5, Section 2* (p 23). No policy determinations will be made in executive session.

6.3.1 Bylaws

Bylaw 6.3.a The SA shall abide by the “Open Meetings” law and the spirit of its intent.

6.4 Quorum

A quorum shall consist of a majority of the seated voting members of the SA. No business, including passage of legislation, may be conducted in the absence of quorum.

Rationale: *While the addition above is a part of Robert’s Rules of Order Newly Revised, it has been called into question before and makes sense to list it within our own operating documents and not just rely on it being in Robert’s Rules.*

6.4.1 Bylaws

Bylaw 6.4.a Proxy votes shall be cast exclusively as follows.

Bylaw 6.4.a.1 Only excused voting members shall be permitted to cast proxy votes.

Bylaw 6.4.a.2 Proxies will be restricted to aye or nay votes on Old Business resolutions (including later amendments) on the agenda of the meeting in question.

Bylaw 6.4.a.3 Proxies shall be in writing, signed, explicitly worded, and tendered solely to the Chair, who shall read all proxies aloud immediately prior to the vote in question.

Bylaw 6.4.a.4 ~~Any SA voting member in attendance may question the validity of a proxy. In such cases, the validity of the proxy shall be determined by SA vote without amendment or debate.~~

Rationale: *In practice, this is never done simply because a proxy vote that does not meet the guidelines, as specified in 6.4.a.3., shall and will not count. SA members should not be given the right to question the validity of a proxy that meets the aforementioned requirements, as there needs to be some degree of trust in the Chair.*

Bylaw 6.4.a.5 Proxies shall not count as part of a quorum.

6.5 Speaking Privileges

Speaking privileges will be open to the Cornell student body. The entire SA will determine the procedure for recognizing community members and add them to the standing rules that are passed at the beginning of each semester. The chair may choose to limit speaking privileges or add procedures for granting speaking privileges only if deemed necessary for the efficient operation of the SA.

Rationale: *The above addition is a change that was made, presented, and approved by the SA at the November 30, 2006 meeting in the form of R.17. The Office of Assemblies cannot find record of its passage, however, so it must be approved again.*

6.5.1 Bylaws

Bylaw 6.5.a With the consent of any SA member, a non-student shall be granted speaking privileges.

6.6 Parliamentary Procedures

All debate and general conduct and behavior on the floor of the SA not explicitly addressed in this document will be that of Robert's Rules of Order (latest edition) ~~, subject to revision in accordance with the needs of the SA.~~ In the event of a conflict between Robert's Rules of Order (latest edition) and the operating documents of the assembly, the documents will take precedence in the order of, from most precedence to least precedence: assembly charter, assembly standing rules, Robert's Rules of Order.

Rationale: *The charter and the standing rules represent all of the procedure in Robert's Rules that have been revised to meet the needs of the SA, so stating it again is unnecessary and repetitive. Regarding the addition, nowhere in the charter does it formally state what the precedence of the documentation of the assembly is, and it makes sense to include this under the section regarding Parliamentary Procedure.*

6.7 Agenda

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

6.8 Minutes

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

6.8.1 Bylaws

Bylaw 6.8.a Minutes from a meeting will be made available in the Office of the Assemblies no later than ~~seven (7)~~ fourteen (14) working days after that meeting.

Rationale: There are often times a delay in the production of minutes, and allowing a fourteen day time span to complete minutes allows for the production of proofread and appropriate minutes and is a more appropriate and feasible deadline for clerks to meet.

6.9 Bylaws

The SA may establish bylaws and other procedural rules that are necessary for the normal and efficient operation of the Assembly. The adoption of such bylaws and rules will be subject to a two-thirds affirmative vote by the voting members in attendance.

Chapter 7

Committees

7.1 Creation of Committees

Creation of Committees - The SA may create any committees it deems necessary to enhance both its own workings and the Cornell community, including review, operational, student interest and ad hoc committees.

1. Committees will be established with the adoption of a committee charge and an appropriate bylaw. The charge and bylaw must be moved by a voting member of the SA, but they may be submitted by any member of the Cornell community.
2. A resolution may be passed to call for the establishment of a committee, but that committee will only officially be created with the adoption of the appropriate charge and bylaw.
3. All committee charges will be adopted by a majority of the voting SA members present, with the exception of review committees which will require a two-thirds majority vote of the voting SA members present. All bylaws are passed by a simple majority present.
4. Ad hoc committees will be created to help facilitate specific needs of the SA. Ad hoc committees do not require a bylaw to be created, although each must receive a specific charge. Ad hoc committees may be charged at a single meeting.

7.2 Dissolution of Committees

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

7.3 Guidelines for Committees

1. All committee meetings are open to members of the Cornell community with the exception of those dealt with in *Article 6, Section 3* (p 23).
2. All policy determinations by a committee are subject to the approval of the SA, and therefore must be proposed to and accepted by the SA before the new policy is put into effect.

3. The SA may disapprove of a committee's action by a ~~two-thirds~~ majority vote of those SA voting members present.

Rationale: *A 2/3 supermajority vote to overturn a committee action/decision makes many assembly committees more powerful than the assembly itself (and committees often times have non-elected members on them and therefore they aren't true representatives of the students). Furthermore, this bylaw is in direct conflict with the bylaw directly before it, which states that actions must be proposed to and accepted by the SA before the policy is put into effect - indicating a majority is needed to approve a committee's determination, but 2/3 is necessary to disapprove of said determination - a blatant inconsistency. Robert's Rules further requires that a 2/3 supermajority vote be required in extreme cases where the opinion of the minority must be cherished, and a significant action is being overturned (e.g. a motion to reconsider a vote taken by the assembly itself requires 2/3). But a simple committee action does not meet this burden.*

1. Faculty and/or employee representatives may serve on SA committees. Non-student members of SA committees may be either voting or ex-officio members, according to the wishes of the SA as stated in the committee's bylaw. All non-undergraduate appointments shall be submitted to the SA by their constituent Assembly.
2. Specific committee guidelines and procedures will be outlined in a committee manual. ~~This manual will be reviewed yearly by the Committee on Committee Structure (or by their successor body)~~ and will be reviewed as needed by the Staffing Committee.

Rationale: *The Committee on Committee Structure is no longer a term that exists within any SA documentation. Such task should be assigned to the Staffing Committee. Their charge will also be updated to reflect this addition to their responsibilities.*

1. All SA committees will be chaired by ~~an SA member~~ a voting assembly member unless otherwise specified in the charge to the committee as approved by the SA. All members shall serve one-year terms and may reapply for additional terms.

Rationale: *This specifies that committees must be chaired by voting SA members, as the SA has non-voting and ex-officio members as well.*

1. Committee membership will be specified in the bylaw pertaining to the specific committee and therefore membership apportionment may be changed as would any SA bylaw and charge.
2. The bylaw pertaining to a committee and its charge will be reviewed yearly ~~as to determine their validity and relevance. Proposed changes may be brought before the SA during committee reports as outlined in the committee manual.~~ by the Rules Review Committee as to determine their validity and relevance. Proposed changes must be approved by the aforementioned committee and brought to the assembly for final approval, pursuant to Article 2.

Rationale: *The previous bylaw never stated what body was in charge of the review process. This clarifies this and allows for a check by a committee (and streamlining of the process) before changes are brought to the entire assembly.*

1. Loss of membership on a committee will occur when a student fails to meet with the committee three times within one semester. Such excessive absences will be reported to the SA and a replacement will be sought.
2. Committee members may be recalled for reasons other than attendance by a two-thirds majority vote of SA voting members present.
3. ~~The undergraduate student members of the UA Committee on Committee Structure will be selected at the organizational meeting of the SA in the spring.~~ Standing committee chairpersons will be selected by the assembly during its organizational meetings, subject to approval by a majority of the voting members of the assembly.

Rationale: *The new 7.3.11 encompasses all standing committees and further delineates the selection process, a better alternative than the previous statement, which did not.*

7.3.1 Bylaws

Bylaw 7.3.a Committee Appointment of Voting SA Members

Bylaw 7.3.a.1 Uncontested positions - Voting SA members seeking unoccupied, uncontested committee positions for which voting SA members are required shall be granted the positions upon notification to the SA voting body present and the VP Internal Operations.

Bylaw 7.3.a.2 Contested Positions - SA voting members committee positions sought by more SA voting members than required shall be filled according to a ballot vote, one vote for each vacant position, by a plurality vote of SA voting members present.

Bylaw 7.3.a.3 Additional Appointments - SA voting members seeking committee positions for which the minimum number has already been reached shall be required to obtain approval from the SA voting body by a majority ballot vote of those SA voting members present. In no case shall the total number of SA voting members on a committee exceed the minimum required number by 2.

7.4 Procedures for Committees

1. ~~Upon consultation with the SA members of the committee, the Executive Vice President shall select a chairperson for SA Review Committees and Student Interest Committees.~~ The VP Internal Operations will be responsible for the proper functioning of committees as outlined in the SA Committee Manual.

Rationale: *The EVP doesn't select chairpersons for any committee. They are internally elected, and therefore the first sentence had to be removed.*

1. All committees shall submit a list of standing rules at the beginning of their operation to the ~~Committee on Committee Structure~~ {or its successor body} Staffing Committee. Standing rules will include any procedures including, but not limited to, voting rights/technique, penalties for missed meetings and modes of operation that are different from those outlined in the Committee Manual.

Rationale: *Simply updating terminology to reflect the proper and current committee name.*

1. All committees shall present an oral progress report biannually at a designated SA meeting for this purpose. The VP Internal Operations shall make final determination of the actual reporting schedule.
2. Each committee shall submit a written report to the SA at least one week before the oral report.

7.5 Review Committees

Review Committees - shall review all policies, programs, and actions and shall aid in the budget/program planning process of sectors of the University that create policy directly effecting student life.

1. 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.
2. Undergraduate members of the review committees will be designated by the appropriate constituency bodies and will be subject to the approval of the SA.
3. 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.
4. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.

7.5.1 Bylaws

Bylaw 7.5.a Review Committee Apportionment

Bylaw 7.5.a.1 Committee on Dining Services - The committee will review the policies and budgets for Dining Services and make recommendations to the Assembly regarding changes in existing policies or establishment of new policies. The committee will consist of two Dining student workers, one voting SA member, one graduate/professional student, four undergraduate students (at least one of whom is a member of a Co-Op Dining plan), two faculty members, one non-management employee, and one management employee. Two students will be appointed as committee "alternates". Members shall serve one-year, staggered terms and may reapply to serve a second term. One-half of the seated voting membership shall constitute a quorum. The Director of Dining or a designee and the Budget Director of Dining shall serve ex-officio.

Bylaw 7.5.a.2 Committee on Residence and Community Life - The Committee will serve to build and foster a greater sense of community at Cornell by promoting communication between organizations representing the interests of undergraduate students living on and off-campus. The Committee will deal with matters of concern in residence halls, student unions and community centers, and off-campus residences, make and review policies that directly affect student life on campus, and maintain legislative authority over these areas (i.e. the Department of Campus Life and the Office of the Dean of Students). The Committee will consist of one chair who shall be appointed by the SA and at least two voting SA members (at least one Freshman-at-large), one

off-campus undergraduate-at-large representative, two representatives from the RHA (one being a resident of a traditional residence hall and one being a resident of a program house), one representative from the Inter-Fraternity Council, one representative from the Pan Hellenic Council (Panhel), one representative from the ~~Africana and Latino Greek Letter Council~~ Multicultural Greek Letter Council (MGLC), one representative from the undergraduate Co-ops, one representative involved in the Faculty Fellows/Advisers or Faculty-In-Residence Programs, and one employee (ex. Residence Hall Directors). The Dean of Students, or his/her designee, and the Associate Director of Community Development, or his/her designee, will serve ex-officio.

There will be two types of member organizations. The first type of member organization will operate with a direct line to the SA Committee on Residence and Community Life. These member organizations will include the RHA and the undergraduate Co-ops. They must report to the Committee on Residence and Community Life prior to any change in policy action. The Committee on Residence and Community Life (a committee created by the SA, and therefore responsible to it) will have discretion as to how the action will be carried out, upon approval by the SA.

The second type of member organization will operate with an indirect line to the SA Committee on Residence and Community Life. These member organizations will include the Pan Hellenic Council, the Interfraternity Council, and the ~~Africana and Latino Greek Letter Council~~ Multicultural Greek Letter Council (MGLC). They will have authority to govern themselves and to carry out their own policy changes; these members will serve in an advisory role to the committee to provide it with a broad perspective on living arrangements at Cornell.

Representatives from designated organizations shall be appointed by their respective organizations. Other interested Cornell Community members may apply for Committee membership and will be appointed at the discretion of the SA Staffing Committee. The membership of the Committee, however, shall not exceed twenty (20). Members will serve one-year terms, and can serve a second term if selected as a member by any of the aforementioned communities or the SA Staffing Committee. One half of the seated Committee's undergraduate student membership will constitute a quorum. Standing Rules for the operation of the Committee on Residence and Community Life will be created by its members and accepted on majority vote of present members. ~~All meetings of the Committee shall be open to the public.~~

Rationales: *Updating terminology to reflect the current name of MGLC/Committee meeting structure is already defined throughout Articles 5–7 and therefore there is no need to place a specific stipulation on this committee that is already in accord with the stipulations placed on all other committees, as well as the SA itself.*

Bylaw 7.5.a.3 ~~Student Activities Forum~~ ~~This group will serve as a vehicle for student groups to communicate with each other, express concerns to and advise the Office of the Dean of Students on issues relevant to SA and Office of the Dean of Students groups.~~ The functions of the Student Activities Forum shall be to:

1. ~~Promote cohesion of Office of the Dean of Students groups and other student groups. Delegates will meet to exchange ideas, address problems, and to coordinate activities.~~
2. ~~Review and participate in needs assessments and in the prioritization of the programs in the formation of the Dean of Students' budget and will present its recommendation on programs and budget to the SA.~~
3. ~~Promote increased and more diverse programming.~~
4. ~~Advance the mission of the Office of the Dean of Students.~~
5. ~~Act as a consulting group to the Dean of Students regarding issues affecting registered student groups.~~
6. ~~Function in accord with SA policies. Furthermore the Student Activities Forum shall provide information to the SA as requested regarding the work of the Student Activities Forum. Membership to the Student Activities Forum is limited to full-time registered students of Cornell University and is specified in the Student Activity Forum charter that is approved by the SA.~~

Rationale: *This committee has not existed for over 4 years. It was removed by a prior SA via a resolution but this cannot be traced by the Office of Assemblies.*

Bylaw 7.5.a.4 Joint Assemblies Financial Aid Review Committee - The committee will examine the financial aid policies of Cornell University, and review their current status. The committee shall consist of five undergraduate students, at least four of whom receive some form of institutionalized financial aid, one graduate/professional student to be appointed by the GPSA, two faculty members, one counselor from the Office of Financial Aid, and two SA members. The Associate Provost for Admissions and Enrollment, the Director of Financial Aid and Student Employment and the Vice President for Student and Academic Services shall serve as ex officio non-voting members. The committee is chaired by an SA member and can be convened by either the UA or SA. The committee, however, reports regularly to both Assemblies. The chairperson of this committee will also serve as liaison to the Director of the Office of Financial Aid, pursuant to Article 1.17.

Rationale: *This liaison position has been created recently, and has been very valuable, but has been informal. This, along with the change in Article 1.17, formalizes this necessary position, and its only logical to allow the chair of JAFARC to also serve in this liaisonship.*

Bylaw 7.5.a.5 Student Assembly Finance Commission (SAFC)—The SAFC 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. Appeals of the funding allocations of the SAFC shall be referred to the Appropriations Committee. The Appropriations Committee will then make a recommendation to the assembly, which the assembly may either approve of or overturn, pursuant to by-law 7.3.3. The decision of the assembly is final. The three SA SAFC liaisons shall serve as full voting members of the SAFC and as members of the Executive Board.

The SAFC Charter, included in Appendix F of this charter, delineates further SAFC procedure not detailed here.

ALSO, THE COMMITTEE RECOMMENDS THAT THE SAFC BYLAW BE MOVED TO THE SECTION REGARDING OPERATIONAL COMMITTEES, AS IT FALLS UNDER THE DEFINITION OF AN OPERATIONAL COMMITTEE AND NOT A POLICY REVIEW COMMITTEE. By passing the above changes, the Office of Assemblies will move the entire amended paragraph (Bylaw 7.5.a.5), above, to the section under Operational Committees, and number it Bylaw 7.6.a.6 within that section.

Rationale: *The above changes remove byline funding stipulations from this portion of the charter (inappropriate placement, it should be placed in the appendix, and byline funding should be at the discretion of the SA that's voting upon it and not mandated for the future within the Charter), correctly delineates the SAFC/SA relationship with regards to the appeals process, and finally empowers three SA liaisons to the SAFC, which would allow for strengthening of SAFC/SA relations, as well as contribute to greater knowledge amongst the SA of SAFC happenings.*

Bylaw 7.5.a.6 Committee on Information and Technologies - The Committee will become involved in reviewing all aspects of students' concerns with computers, including personal computer use, computer sales and services, the development and maintenance of Cornell on line services for students' use (i.e. Bear Access), the availability of such services, and in any other area in which student concern is voiced. The committee will consist of one Chair who is a member of the SA, with voting members being three SA members, one student staff member from CIT, one full time staff member from CIT, one delegate from the GPSA, and five students from the community at large.

Bylaw 7.5.a.XX: Rules Review Committee - The committee will serve to review the operational documents of the assembly, including the charter, the bylaws, and the standing rules. The committee will be chaired by the Assembly Parliamentarian and shall include five assembly members and three undergraduate community members. The President and the Director of the Office of Assemblies shall be ex-officio members. The President may not be one of the five voting assembly members. Members shall serve one-year terms.

Rationale: *With all of the rules changes that the assembly has seen recently, it makes sense to add a body to first review and delve deeply into the feasibility of such changes before bringing it before the entire SA. This change will not be giving this committee more power than the SA itself simply because of the change, from 2/3 to a majority, in Article 7.3.3.*

PLEASE NOTE (The SA should vote on this separately): The committee recommends removing all of the committee charges from this portion of the Charter and placing them into a separate Appendix, Appendix E, to be created solely to contain committee charges. This will allow for a more condensed charter and will allow for more timely reviews of committee charges to take place. Please note that this same recommendation is being made for Operational Committees.

7.6 Operational Committees

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 as stated in Article 1, Section 1-17.

1. 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 chair of the respective committee in conjunction with the Staffing Committee.

Rationale: *The Committee on Committee Structure is defunct, and the above change reflects the way the process currently works.*

7.6.1 Bylaws

Bylaw 7.6.a Operational Committee Apportionment

Bylaw 7.6.a.1 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 six 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 nine undergraduates at-large to be selected by the Staffing Committee. The Director of the Office of the Assemblies 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 Liaisons shall serve as ~~an~~ ex-officio non-voting members as well when the Committee hears SAFC appeals. The committee will hear SAFC appeals semesterly and vote upon whether or not to uphold the decision of the SAFC in each respective appeal. This recommendation will be presented to the assembly as a whole at the next regularly scheduled assembly meeting to be voted on pursuant to Article 7.3.3. Quorum shall be defines as a simple majority of all voting members. A designee of the chair shall take minutes at all meetings.

Rationale: *The first three changes are semantics changes to reflect the increase in the number of SAFC liaisons to three. The fourth change brings the Appropriations Committee's part in the SAFC appeals process in line with the way the process should work, as well as in line with the corrected charge of the SAFC.*

Bylaw 7.6.a.2 Communication Committee - The committee will ensure a direct and ever present link between students active in campus government and students at-large by such means as conducting polls, referenda, forums, and hearings. It will also actively publicize activities and meetings of the SA and its committees, and relay student interests to the SA. The SA VP Public Relations shall chair this committee. The chair will be assisted by at least five undergraduate students.

Bylaw 7.6.a.3 Elections Committee - The committee will coordinate and implement the regularly scheduled and special elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of Elections shall serve as chair.

Membership shall only include SA and UA members who are graduating seniors, unless otherwise specified by the ~~undergraduate election rules~~ Undergraduate Elections Rules, which can be found in Appendix XX of this Charter. Members will not involve themselves with any candidacy; ‘involve’ means any action that would contain, have as a feature or consequence, entail, engage as a participant, connect with, influence or affect, or/and occupy and engage the interest of any candidate. Any involvement in any candidacy by a member of this committee will result in automatic removal of that committee member by the Student Assembly.

Rationale: *The committee felt the Undergraduate Election Rules needed to be referenced somewhere in SA documentation, and officially become part of said documentation. This change accomplishes that sentiment.*

Bylaw 7.6.a.4 Executive Committee - The committee establishes the agenda for the SA meetings. The committee also coordinates and implements activities of the SA. The Executive Committee will announce to the SA when such meetings are taking place. Members are elected internally by the Assembly at-large to a one-year term. The committee consists of the President, the Executive Vice President, the VP Finance, the VP Internal Operations and the VP Public Relations. The Director of Elections, the ~~Executive Archivist~~ Assembly Parliamentarian, the Dean of Students and the Director of the Office of the Assemblies serve as ex-officio members. The Executive Vice President shall serve as chair.

Rationale: *The responsibilities of the Executive Archivist have been added to that of the Assembly Parliamentarian, who was not mentioned in this committee charge to begin with. This change reflects the aforementioned.*

Bylaw 7.6.a.5 Staffing Committee—The committee shall be in charge of staffing all committees of the SA and additional undergraduate student appointments to committees of other Assemblies as well as evaluating committee structure. The membership of this committee shall consist of all voting members of the SA. Ex-officio membership shall be granted to the Director of the Office of Assemblies, Dean of Students, and ~~Executive Archivist~~ Assembly Parliamentarian. The VP Internal Operations shall serve as chair. Quorum for this committee shall be defined as six voting members.

Rationale: *Same as most recent rationale.*

PLEASE NOTE (The SA should vote on this separately): The committee recommends removing all of the committee charges from this portion of the Charter and placing them into a separate Appendix, Appendix E, to be created solely to contain committee charges. This will allow for a more condensed charter and will allow for more timely reviews of committee charges to take place. Please note that this same recommendation is being made for Review Committees.

7.7 Student Interests Committees

Student Interest Committees - shall address any concern or interest of the student body not already addressed by the Assembly system.

7.7.1 Bylaws

PLEASE NOTE: The committee recommends removing this entire Bylaw from the charter. There have been many Student Interest Committees that have been temporarily formed and have dissolved over time. Instead of making them a permanent part of the Charter, the Committee recommends that the Assembly simply remove this portion of the Charter and let Student Interest Committees follow the path of Ad-Hoc Committees - Article 7.1.4. reads:

7.1.4 Ad hoc committees will be created to help facilitate specific needs of the SA. Ad hoc committees do not require a bylaw to be created, although each must receive a specific charge. Ad hoc committees may be charged at a single meeting.

Multiple Committees, such as COPS (Committee on Police Structure), the Image Committee, the Committee that Reviewed this Charter (Charter Review Committee), etc. have taken this path, simply because of their temporary nature. As such, this section should be removed, and any additional Student Interest committees, not listed in the portion regarding Review and Operational Committees, should be charged as ad-hoc committees. Let it be noted that ad-hoc committees may have their time period of existence extended, if needed, once their original charged time has expired.

Bylaw 7.7.a Student Interest Committee Apportionment

~~Bylaw 7.7.a.1: Environmental Committee The committee shall take the initiative in and have primary responsibility for debating and formulating recommendations on programs to improve Cornell's environmental performance. The committee's charge is to serve as a conduit for community input regarding policies and services related to comprehensive, economical and efficient environmental programs on the Cornell campus, including programs to reduce both pollution and waste in the residence and dining halls. The committee shall further be charged with promoting awareness of waste production and management, and establishing goals for increasing campus reduction of waste, reuse, and recycling. Finally, the group shall be charged with generally increasing environmental education and awareness in the community, as well as serving as a neutral forum for information and idea-sharing among different environmental groups and community members. The committee shall make policy and program recommendations to the SA with regard to matters of environmental concern to students. The committee shall seek advice and comments from non-members. The committee shall also be responsible for preparing an annual report on the state of Cornell's environmental performance and presenting the report to the SA at the Assembly meeting that immediately precedes the Earth Day celebration on the Cornell campus. Committee recommendations, once approved by the SA, shall be sent to the President of the University for consideration. The Environmental Committee shall consist of one SA member, at least three undergraduate students at large, and one representative from at least four student organizations which define themselves as environmental. Two seats shall be held for graduate/professional students. A representative from each of the following shall serve as ex-officio members of the committee: Residence Life, Dining, and Facilities Management. Additional members may be selected by the committee. The chair shall be elected by the membership.~~

7.8 Other Committees

Other Committees

7.8.1 Bylaws

PLEASE NOTE: The Committee recommends removing this bylaw in its entirety as well. In addition to the reasons given to remove Bylaw 7.7, the committee wishes to note that, over time (as well as currently), these committees have not consistently met. Furthermore, the Committee is recommending the creation of liaisons to the organizations that the below committees are supposed to represent, and such liaisons would serve the constituency it represents better than the committees below. Given the recent occurrences on the SA, the Committee recommends next year's Rules Review Committee examine adding a Women's Resource Center Liaison as well.

Bylaw 7.8.a Other Committee Apportionment

~~::Bylaw 7.8.a.1: The Joint Assemblies Multicultural Issues Committee (JAMIC) shall be composed of the SA and University Assembly (UA) with 14 voting members, consisting of five undergraduates (four of whom shall be the two SA Minority Liaisons, the SA International Student Liaison, and the SA Lesbian/Gay/Bisexual/ Transgender/ Questioning Liaison); three graduate or professional students, four employees, and two members of the faculty. The Vice Provost for Diversity & Faculty Development shall serve as an ex-officio member of JAMIC. All members shall be appointed as appropriate by the SA and UA for one-year terms beginning May 1 and may be reappointed. A quorum shall consist of one-half of the seated members. Co-chairs shall be one of the four SA liaisons and the UA liaison to JAMIC. The mission of JAMIC is to promote the awareness of multicultural issues at Cornell, encourage cultural interaction and dialogue within the Cornell community, make recommendations to the central administration on issues of concern to the Cornell community, and monitor the University's implementation of those recommendations. JAMIC shall aim to be a collective voice of the diversity of cultures, ethnicities, genders, gender identities, lifestyles, races, religions, and sexual orientations represented at Cornell. JAMIC shall have the authority to create subcommittees for multicultural issues of concern to the Cornell community, and will serve as an advisory board for these subcommittees. Each subcommittee will be chaired by a member of JAMIC or at least have a member of JAMIC serve on the subcommittee. All interested members of the Cornell community may serve as members of a subcommittee. The SA and UA encourage subcommittees to seek nominations from the Minority Faculty/Staff Forum, Office of Minority Educational Affairs (OMEA), International Student Programming Board, Minority Greek Letter Council, and Program House governments. Subcommittees shall consult with JAMIC and are responsible for reporting their activities to JAMIC.~~

~~It is recommended that JAMIC meet monthly throughout the academic year (September-May). JAMIC will provide the SA and UA with written minutes from their meetings, and as well as a summary report of all subcommittee activities at before the end of each academic year. ::Bylaw 7.8.a.2: Student Assembly Committee on Women's Issues: The SA Committee on Women's Issues (CWI) shall strive to be an effective advocate for women on campus. CWI shall be charged to monitor the status of undergraduate women on campus, recommend policy to create significant and positive change and to create a report that~~

~~identifies significant data and trends for undergraduate women on campus. The committee shall further be charged with promoting awareness of and providing a forum for issues that are of great concern to undergraduate women. \ The Committee size shall not exceed fourteen total members, nor shall it exceed eight voting members. Quorum shall consist of a majority of the voting members. \ A majority of the committee, including ex-officio members, shall be composed of undergraduate students, including those on the SA, who have demonstrated a commitment to issues of great concern to women; four ex-officio representatives, one each from the Graduate and Professional Students Assembly, the Employee Assembly, and the Faculty Senate; three ex-officio representatives, one each from the Office of Human Resources, Dean of Students, and Vice President for Student and Academic Services. No more than five SA members shall serve as voting members of the Committee, including the WRC Liaison and the LGBTQ Liaison. The Chair shall be elected by the committee membership and confirmed by majority vote of the SA at a regularly scheduled SA meeting. The Chair shall also be charged with making all appointments, subject to the majority approval of the SA, which will ensure that the ratio and size guidelines of the Committee are adhered to.~~

7.9 Delegations

Delegations

7.9.1 Bylaws

Bylaw 7.9.a Delegations to Other Organizations

Bylaw 7.9.a.1 SUNY Assembly: The organization 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 Assembly Charter.

Bylaw 7.9.a.2 Ivy Council: The organization is comprised of representatives from all eight Ivy League school's undergraduate student governments whose delegates meet biannually to discuss matters of importance to the member schools, to facilitate effective communication between the student governments of the member institutions, and to provide a unified voice for the Ivy League student governments. The membership of the Cornell delegation shall include a head delegate who shall be selected at the organizational meetings as well as three additional voting delegates to be selected by the Staffing Committee before the fall semi-annual conference. Additional provisions for the delegation are as specified in the Constitution of the Ivy Council.

Appendix A

Guidelines for the Allocation of the Student Activity Fee

A.1 Preamble

The Student 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.

A.2 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.

A.3 Eligibility

In order to be considered eligible for by-line funding, organizations 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 (the minimum amount set by the Board of Trustees)
- D. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly

In order to be considered eligible for by-line funding, organizations must also (if a group does not meet the following criteria, a majority vote of the SA and approval from the President of the University is required to be deemed eligible):

- 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

A.4 Procedure

A. Qualification

- A.1. The Office of the Assemblies shall make applications available for all interested applicants by noon on February 1st of the academic year preceding the fee-setting year. If February 1st falls on a weekend, applications shall be made available the immediately following Monday at noon. The VP for Public Relations will advertise the availability of applications in The Cornell Daily Sun. Returning applicants shall not be required to submit petitions, though they must submit a formal application for by-line funding.
- A.2. Completed applications for new and returning applicants shall be submitted to the Office of the Assemblies no later than noon on April 25th of the academic year preceding the fee-setting year. If April 25th falls on a weekend, the deadline shall be considered the immediately following Monday at noon.
- A.3. All applicants shall present the following information to the Office of the Assemblies by the application deadline, as described in §IV.A.2 of this document:
 - Constitution.
 - Mission statement
 - Detailed financial statements for the past two academic years and current academic year.
 - Detailed financial projections for the two years during the funding cycle.
 - Request for funding in terms of dollars per student, per year, which may not be increased during the remainder of the funding process.
 - Written organization biography, including officers, number of members, history, description of activities/programming/events conducted in the present cycle, etc.

- A two-page summary of request for funding, highlighting purpose and background of group and expectations of what funding will be used for, including a budget. All information will be kept on record in the Office of the Assemblies for public viewing and may be duplicated upon request.
 - New applicants shall also present at least fifteen hundred (1500) signatures of registered undergraduates.
- A.4. Within one week of the petitioning deadline, the Appropriations Committee will review all applicants to ensure eligibility as per these guidelines or to make decisions regarding exceptions to eligibility requirements, which will be affirmed by a majority vote of the Appropriations Committee. The decisions of the Appropriations Committee shall be reported to the Student Assembly for approval by majority vote. All applicants have the right to appeal Appropriations Committee decisions to the Student Assembly, as outlined in *Section 7.3.3* (p 30) of the Student Assembly Charter.
- A.5. After the decisions on eligibility have been made and before the end of the academic year prior to the fee-setting year, members of the sitting Executive Committees or designee thereof shall present the total SAF requested figure to the Office of Student and Academic Services and the Office of Planning and Budget.
- B. Authorization of SAF Applicants
- B.1. At the first regularly scheduled business meeting of the SA, the VP for Finance shall introduce legislation to authorize all SAF applicants deemed eligible the previous semester. This legislation shall be deemed as “New Business,” and it shall be governed under the rules according with that section of the agenda. A suspension of the rules to change its placement on the agenda shall be considered out of order.
- B.2. Assembly members shall have the ability to state their objections to authorization of specific SAF applicants.
- B.3. Applicants objected to shall be notified of the objection on the same day and requested to appear for a hearing at the next regularly scheduled business meeting of the SA.
- B.4. At the second regularly scheduled business meeting of the SA, the legislation to authorize shall be deemed the first item of business under “Business of the Day,” and shall be governed under the rules according with that section of the agenda.
- B.5. An objection to a specific applicant shall be considered an amendment to strike the applicant from the legislation to authorize; these shall be considered individually as subsidiary motions to the main motion.
- B.6. All applicants objected to should be heard before the Assembly while the legislation to authorize is on the floor.
- B.7. The legislation to authorize shall require a 3/5-majority vote to pass.
- B.8. Upon passage of this legislation, the authorized applicants shall be referred to the Appropriations Committee for appropriation.
- C. Appropriations Committee Budgeting Process
- C.1. Composition
- a) The Appropriations Committee shall be composed as delineated in *By-law 7.6.a.1* (p 36) included with the Student Assemblies Charter.

C.2. Procedure

- a) The Appropriations Committee shall convene hearings for each of the authorized groups and compile recommendations into a budget, to be passed by majority vote, and presented to the Assembly on the fifth regularly scheduled meeting of the academic year.
- b) The Appropriations Committee shall review each group's petition, beginning with new groups' petitions first, and each of the subsequent groups in random order. Appropriations Committee hearings shall consist of a presentation by the group applying for funding and of questioning by the members of the Committee.
- c) The Committee shall hear each group, entertain questions, and debate, and then move into executive session to propose a recommended allocation by majority vote.
- d) After each group has been heard, the Appropriation's committee shall pass the entire budget as a document to be presented to the Assembly.
- e) Upon receipt of the SAF Budget from the Appropriations Committee, the Executive Committee or designee thereof shall present the total SAF figure to the Office of Student and Academic Services and the Office of Planning and Budget.

D. Student Assembly Appropriation Process

- D.1. At the fifth regularly scheduled business meeting of the SA, the VP for Finance shall present the SAF Budget of the Appropriations Committee under "Business of the Day."
- D.2. The SAF Budget shall be considered "open legislation" under Business of the Day of the SA Agenda for all regularly scheduled business meetings during the fee-setting semester. The legislation shall always be considered amendable by majority vote. The legislation shall be open to all motions with the following three exceptions: 1) a suspension of the rules to change its placement on the agenda shall be considered out of order; 2) a motion to divide the question shall be considered out of order; 3) a motion to bring the legislation to a vote (e.g. "motion of the previous question") shall be considered out of order until on or after December 1 of the fee-setting semester.
- D.3. SAF Applicants deemed authorized shall be heard before the SA at some time during the fee-setting semester.
- D.4. The VP for Finance shall be charged with scheduling all SAF applicants for hearings before the SA. The Vice President for Public Relations shall, at least 48 hours before the Assembly meeting at which voting of funding requests is to take place, place an advertisement in The Cornell Daily Sun outlining each groups funding request and the date, place, and time of the SA meetings.
- D.5. Should the total of the individual by-lines of the SAF not be a whole-dollar amount, it shall be rounded up to the nearest whole-dollar, with the difference being allocated to the SAFC. In no circumstance shall the SAFC receive less than 35% of the total amount of the SAF. If the amount allocated to the SAFC is less than 35% of the total SAF, the allocation of the SAFC shall automatically be adjusted.
- D.6. The legislation shall require a 3/5-majority vote of the Student Assembly to pass.

- D.7. This SAF recommendation shall be delivered to the President for consideration by the last day of classes of the fall semester. In his/her letter the President of the Student Assembly shall report the total amount of SAF recommendation, the allocations of each by-line funded organization, and a short description of each organization.

A.5 Specifications

- A. The VP for Finance shall prepare all materials required for the SAF process prior to the first regularly scheduled meeting of the SA in the fee-setting semester. This shall include, but is not limited to: copies of all application materials for SA and Appropriations Committee members, the schedule of groups' appearance before the Appropriations Committee, and the schedule of groups' appearance before the Student Assembly.
- B. The VP for Finance shall convene the Appropriations Committee immediately upon the commencement of classes in the fee-setting semester.
- C. The Vice President of Finance shall chair the Appropriations Committee, with membership as outlined in the Student Assembly Bylaws. All Appropriations Committee members must be staffed by May 1, and no changes may be made to its membership until the completion of the SAF allocation process, unless by a majority vote of the Student Assembly.
- D. Should the Vice-President of Finance or a member of the Appropriations Committee be affiliated with a new or returning applicant for by-line funding (with the exception of the Student Assembly), then that Appropriations Committee member shall remove himself/herself from the decision-making process for the portion of the meeting in which a conflict of interest arises. In circumstances in which a conflict of interest arises for the Vice President of Finance, he/she shall also excuse himself/herself from presiding over that portion of the meeting and a member of the Appropriations Committee, who has been designated by the President of the Student Assembly, shall serve as chair.

A.6 “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.

A.7 Voting

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

A.8 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 in accordance with *Bylaw 6.3.a* (p 23).

A.9 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.

A.10 Default

Should these processes and procedures regarding the allocation of the SAF fail to be completed in their entirety by the last day of classes of the fall semester, the total fee amount shall be set at the same level as in the current funding cycle. All individual by-lines shall 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.

A.11 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 considered during the fall semester of a funding year.

A.12 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).

A.13 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:
 - D.1. Register as a student or university organization with the Student Activities Office
 - D.2. Allow students equal access to the services being provided by the organization or participation in the organization's activities
 - D.3. Operate primarily for students by students with funds disbursed through a university operating account
 - D.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:
 - E.1. Its activities are of direct and primary benefit to the entire Cornell community represented by the respective assembly; and
 - E.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 disburse-

ment 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 B

Guidelines for Funded Organizations 2006-2008

B.1 Preamble

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

B.2 Student Assembly's Role and Obligations

- A. 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.
- B. The SA shall provide each by-line funded organization, the Directors 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.
- C. Each by-line funded organization, including the Directors 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.
- D. 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.
- E. 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.
- F. In order for revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons for revoking funding include, but are not limited to, violation of these rules, violation of campus policies or violation of contract.
- G. These rules require a two-thirds majority to be amended.

B.3 General Guidelines

All recipients of the Student Activity Fee shall adhere to the following guidelines:

- A. Student Activity Fee allocations are to be used primarily for the benefit of undergraduate students.
- B. For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which admission is charged, Cornell students shall receive a reasonable discount per event to reflect their prior contribution via the Student Activity Fee. Fee recipients are required to offer such discounts for all their events.
- C. For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which admission is charged, Cornell students shall be given the first opportunity to purchase tickets or otherwise should have a substantial amount of tickets reserved for student use.
- D. 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.
- E. Each organization shall regularly advertise its existence and encourage student participation in its meetings, which shall be open to the public.
- F. Each organization shall include the following logo or statement on all fliers, posters, promotions, programs, and literature: "Funded in part by the Student Activity Fee."
- G. Student Activity Fee 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. A major capital equipment purchase shall be defined as anything having a useful life of two years or more.
- H. Student Activity Fee money will preferably be held in a separate University account for accounting and reporting purposes. Otherwise all expenditures from Student Activity Fee money shall be authorized by the organization in accordance with its governing documents.
- I. The SA shall have the option of appointing a Cornell student to serve as a non-voting Liaison to each organization or, where appropriate, its Advisory Board or Steering Committee.
- J. Every Fall semester, each organization shall provide the SA with a written account of the use of its Fee allocation (or, if necessary, of its entire operation) for the previous academic year, as well as an oral summary of its activities, including usage statistics, and future programming plans.
- K. Every Fall semester, each organization shall provide the SA with a written Mission Statement outlining its perceptions of its roles and responsibilities.
- L. All organizations receiving Student Activity Fee funds must abide by the campus poster policy and any violation of the policy will lead to repercussions determined by the SA.
- M. All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.

B.4 Organization Specific Guidelines

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

- A. Class Councils
 - A.1. Four dollars of the Class Council's allocation of the Student Activity Fee shall be evenly divided among the four classes. Three dollars and fifty cents of the allocation shall be allocated to the senior class to fund events during Senior Week. Two dollars and fifty cents of the Class Council's allocation shall be allocated to the senior class to pay for Convocation.
 - A.2. Before each Convocation, Class Councils shall present a detailed expense report to the SA.
 - A.3. All seniors on the SA and student-elected trustees who are seniors will be invited to participate in the selection of a Convocation speaker and to participate in the event.
- B. Community Centers Programming Boards
 - B.1. Noyes Community Center and Robert Purcell Community Center shall receive equal allocations of ninety cents per student per year.
 - B.2. Appel Commons shall receive an allocation of fifty cents per student per year.
- C. Community Partnership Board
 - C.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.
 - C.2. Projects funded are to be decided by the Board. Those projects are to be included in the annual report to the SA.
- D. Cornell Cinema
 - D.1. Cornell Cinema shall not increase student ticket prices without the express approval of the SA.
 - D.2. The Cinema will develop a programming board consisting of undergraduates, graduates, staff and faculty, which will include at least 1 appointed SA member. The Board can help make decisions about film selection, and ways to incorporate the general campus community in programming. The Board will also help oversee expenses, and be charged with helping develop new advertising initiatives.
- E. Cornell Concert Commission
 - E.1. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah Rink, or similar venue.
 - E.2. All tickets for Concert Commission sponsored events shall bear the Student Activity Fee logo.
 - E.3. By May 2005, the Concert Commission must report to the SA about venue spaces on campus for concerts in regard to their funding increase.
 - E.4. The Concert Commission shall strive to put on one free concert during the academic year.
 - E.5. The Concert Commission must contribute to the MCFAB concert series.
- F. Cornell University Emergency Medical Services
 - F.1. EMS may save no more than \$5,000 per fiscal year toward the purchase of a new vehicle.

- F.2. EMS may spend no more than \$7,000 toward the purchase of a defibrillator and related expenditures.
- G. Cornell University Programming Board
 - G.1. The Cornell University Program Board shall use its Student Activity Fee 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.
 - G.2. All tickets for Cornell University Program Board sponsored events shall bear the Student Activity Fee logo.
 - G.3. Preference should be given to projects that will directly affect the Cornell Community.
 - G.4. By May 2005, CUPB must report to the SA about venue spaces on campus for events in regard to their funding increase.
- H. Cornell Women's Resource Center
 - H.1. Cornell Women's Resource Center resources shall be made available to all Cornell students and other members of the Cornell community.
 - H.2. Staff selected must attend all relevant Cornell employee training sessions that they are invited to attend including but not limited to Dean of Students, Public Service Center, Human Resources, and other such departmental sessions.
 - H.3. The staff person is not to serve as a licensed counselor unless arrangements for appropriate insurance and liability issues have been covered by Gannett Health Center.
 - H.4. 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.
- I. International Students Programming Board
 - I.1. As a programming board, ISPB shall strive to provide funds for SAFC organizations that are hosting events that may be of concern or interest to the international and multicultural community at Cornell.
 - I.2. ISPB shall widely advertise its International Festival to the entire Cornell community.
 - I.3. At the end of each semester, ISPB shall submit a fiscal report to the SA, detailing its grants to SAFC organizations and other activities.
- J. Orientation Steering Committee
 - J.1. The Dean of Students shall continue to supervise the planning and implementation of all August and January orientation activities.
 - J.2. Orientation shall seek to incorporate the theme of "diversity" in a portion of its events.
 - J.3. 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 (2) speakers, the president of the SA must be invited.
 - J.4. There shall be no members of the OSC who also serve on the Welcome Weekend Executive Board.
 - J.5. The OSC Cornell Night coordinator must work with the Campus Relations Vice President of Welcome Weekend.

- J.6. OSC shall contribute the same monetary amount to Cornell Night as Welcome Weekend.
- J.7. Attendance at Welcome Weekend events, excluding Cornell Night, shall not be mandatory for Orientation volunteers.
- K. Slope Day Programming Board
 - K.1. The allocation for the Slope Day Programming Board shall be used exclusively for programming and publicity for an event on the last day of classes during the spring semester.
 - K.2. The organizers of the Slope Day Programming Board shall invite the SA to aid in the planning and organization of this event and shall update the SA on its status.
 - K.3. The Board shall operate within the procedures established by their Charter, and bring any proposed changes to the Assembly for review.
 - K.4. One dollar and twenty-five cents shall be allocated for a non-alcoholic Slope Fest type event.
 - K.5. The Slope Day Programming Board shall work with the Cornell Administration to achieve the best possible event for all Cornell students.
 - K.6. The Slope Day Programming Board will be tasked to charge graduate students who want to gain entrance to Slope Day activities, unless the GPSA funds the Slope Day Programming Board at an equitable amount. The amount that GPSA funds Slope Day should be proportional to their participation in Slope Day activities. This provision will be in effect for the 2006–2008 SAF cycle.
- L. Student Assembly Finance Commission
 - L.1. The SAFC co-chairs shall present directly to the SA every fall semester a written account of their operations for the previous academic year, including the names of organizations requesting funding, the amount requested, the amount awarded, and the amount actually spent, as well as figures for the Commission as a whole.
 - L.2. Criteria for funding of undergraduate student organizations may not be altered or waived without the express approval of the SA.
 - L.3. The SAFC may not use more than \$1.20 per-student per-year of its allocation to fund staff salary.
 - L.4. The SAFC shall reserve 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 to the SA where it was found that the SAFC did not properly interpret its guidelines.
 - L.5. Five dollars per student per year shall be placed in a University endowment fund. The SA shall create guidelines for use of the endowment.
 - L.6. 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 Activity Fee”.
 - L.7. These organizations will no longer include “funded in part by the SAFC.”
- M. African, Latino, Asian, Native American Students Programming Board (ALANA)
 - M.1. One dollar and twenty-five cents of ALANA’s allocation shall be used to co-sponsor events with other organizations. Two dollars shall be used to fund the MCFAB concert each year. Four dollars shall be used for ALANA events and administrative expenses.

- M.2. All tickets for the MCFAB concert series shall bear the Student Activity Fee logo.
- M.3. Fifteen cents each year shall be encouraged to be used for an event during Orientation or Welcome Weekend.
- N. Multicultural Greek Letter Council (MGLC)
 - N.1. All monies from the Student Activity Fee shall only be used for administrative costs and programming that is open to the entire Cornell community.
- O. CU Tonight Commission
 - O.1. Five percent of the total Student Activity Fee allocation shall be transferred into a University endowment account. The SA shall determine guidelines for use of the endowment account.
 - O.2. The SA must approve any amendments to the Constitution.
 - O.3. Criteria for funding of undergraduate student organizations may not be altered or waived without the express approval of the SA.
- P. Students Helping Students
 - P.1. One dollar of the allocated amount shall be added to the current operating budget and seventy-five cents shall be allocated to the endowment.
- Q. Welcome Weekend
 - Q.1. Welcome Weekend must make a report to the Student Assembly on their Advisor's status at the second SA meeting of the 2004–2005 academic year, and they must plan to have a different advisor than the OSC by the first day of the Spring 2005 semester, if not sooner.
 - Q.2. There shall be no members of the Welcome Weekend Executive Board who also serve on the OSC.
 - Q.3. The Campus Relations Vice President must work with the OSC Cornell Night coordinator.
 - Q.4. Attendance at Orientation Week events, excluding Cornell Night, shall not be mandatory for Welcome Weekend volunteers.
 - Q.5. Welcome Weekend shall contribute the same monetary amount to Cornell Night as the OSC.
- R. Willard Straight Hall Programming Board
 - R.1. All events funded by WSH PB must either take place in Willard Straight Hall or the surrounding environments and be directly associated with the purpose and mission of WSH.
- S. Haven
 - S.1. All expenditures must be reviewed and approved by Haven's Executive Board.
 - S.2. Haven shall not spend more than eighty-five cents on the Creating Change Conference.
- T. Collegiate Readership Program
 - T.1. USA Today and New York Times shall be available in equal proportions at numerous locations on and off campus. These locations shall be determined with input from administrators and students.
 - T.2. A report shall be produced and presented to the SA at the end of each semester with information 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 2/3 vote of the Student Assembly.
 - T.3. 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.

B.5 Duration and Supersedence

- A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2004 and shall expire on June 30, 2006, unless amended or renewed by the SA.
- B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as all charters, constitutions, by-laws, and other legislation of all Student Activity Fee recipients and other student organizations.
- C. Guidelines for organizations that also receive funding from the GPSA may be amended only after consultation with the GPSA.

B.6 Attachment B: Current Activity Fee Allocation

Current Activity Fee ^(w)

Appendix C

Election Rules

To be done.

Appendix D

Additional Appendices

The Committee recommends the SA add the following Appendices, after Appendix A & B:

Appendix C: Review & Operational Committee Charges

Appendix D: Undergraduate Election Rules

Appendix E: SAFC Charter

Appendix F: Oath of Office

Appendix G: List of SA Liaisonships to Other Bodies/Organizations

Appendix G will include all Liaisonships that the Committee recommended be added to this Charter (in Articles 1 and 7, especially) in addition to any already existing Liaisonships. The inclusion of these positions within Appendix G shall also include a succinct description of the responsibilities of the liaison, in addition to who/whom said liaison will remain in contact with.

Appendix E

SAFC Charter

The documents, below, will make up an appendix of the SA Charter. However, it is included here simply so that the changes that will be made to it (to reflect the change in liaisonships and clarification of the Appeals Process) are approved by the SA so that the SAFC Charter is current to changes to the SA Charter.

SAFC Charter

Preamble

The Student Assembly Finance Commission is a committee established by the Student Assembly (SA) to:

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

Name

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

Quorum

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

I. Attendance Policy

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

If a commissioner misses three (3) meetings unexcused or five (5) meetings excused, they will be notified that at the next meeting there will be a vote taken by commissioners present on whether or not to remove said commissioner from the SAFC. Before a vote is taken, the commissioner in question will have the opportunity to justify the absences to the entire Commission. If their reasoning is not upheld by a majority of the Commission, that commissioner's seat on the SAFC will be automatically vacated.

An excused absence: formal notice of a valid excuse to the Vice Chair of Internal Operations or an E-board member.

Valid excuses are: an illness, a prelim the day following of an event, a prelim the same day as the event, religious observances, or conflict with a job or job interviews, and

any other excuse deemed appropriate at the discretion of the E-board. Any commissioner may appeal to the SA, which can overrule the decision of the SAFC by majority vote. The SA is to cautiously exercise this authority, using it only in cases where rules have been violated or where there are extenuating circumstances worthy of consideration.

II: Membership Section 1

The SAFC will consist of ~~no more than thirty and no less than twenty members~~ thirty members, three of which will be liaisons selected by the SA during its organizational meetings each spring.

Section 2

To be eligible for membership, a person must be registered as an undergraduate student at Cornell University, and must be enrolled as a second semester freshman, a sophomore, a junior, or a senior. No member of any university assembly (i.e., SA, University Assembly) or student trustee can participate as an SAFC commissioner except for the SA Vice President of Finance, SA VP of Internal Operations, and the SA SAFC Liaison. If already a member of the SAFC when elected to their assembly position, they must request a leave of absence for the duration of the other Assembly post.

Section 3

A slate of new members of the SAFC shall be elected on the basis of interviews conducted by a small group of commissioners consisting of not less than four. In addition to these commissioners, either one of the SA SAFC liaisons or a member of the SA Executive Committee will join in the interview process in an advisory, non-voting capacity. ~~The SA VP of Internal Operations will join in the interview process in an advisory, non-voting capacity.~~ The list of commissioners will be submitted to the SA prior to the last meeting of the semester or as needed for final approval.

Rationale: *The rationale for the actual changes is already included in the relevant portions of the SA Charter. These changes are to simply bring the SAFC Charter into line with the SA Charter.*

Interview procedures:

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

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

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

After all candidates been voted on:

1. If worthy applicants = available spots, all will be accepted.

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

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

Section 4

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

Section 5

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

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

III. Officers Section 1

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

Section 2

A slate of officers will be presented and voted upon by at least a quorum of the SAFC. These appointments shall be made in the fall semester of every year and submitted to the SA for approval. Unless vetoed by a majority of the SA, Executive Board officers shall consist of:

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

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

- SAFC Liaison (voting)
- SA Vice President for Finance (non-voting)
- SA Vice President of Internal Operations (non-voting)
- SA President (non-voting)

- SA Executive Vice President (non-voting)

Section 3

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

Section 4

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

Section 5

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

IV. Amendments Section 1

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

Section 2

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

SAFC Bylaws

Bylaws

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

be forwarded to the Office of Assemblies. Further, the SA SAFC Liaison, when pertinent, will present them in a report to the SA after all executive meetings. The content of such reports will be delineated further under E-board Responsibilities.

4. To ensure the orderly running of meetings the following procedures will be followed. Proposals for changes to procedures and policies must be submitted at any regular E-board meeting. At the discretion of the E-board such a proposal would be placed on the agenda for the next week's meeting as New Business, under this heading, the item would be discussed and debated. The following week the item would be placed on the agenda as Old Business and would be voted on. Proposals that do not require any lengthy debate may be voted on under New Business if two-thirds of the members present vote to do so. Agendas and meetings will be publicized following the E-board's meeting so the entire commission knows of the agenda items.
5. The Office of Assemblies' Director shall hire an accountant(s) to insure proper administration of all budgets.
6. Appeals: The SAFC will set aside an amount to be determined each semester for organizations to appeal their allocations on the following grounds: new information and or discrimination. The deadline for Appeals will be determined each semester but is generally within a week of the allocations being made available. After the SAFC has made its decisions about all submitted appeals, organizations shall have the opportunity to appeal directly to the SA. ~~The SA VP of Finance should be contacted for such appeals to the SA. Prior to appeal to the SA, organizations must meet with the SAFC Chair or Executive Vice Chair.~~In doing so, the group will have the right to appear before the SA Appropriations Committee to present their appeal. At least one of the SAFC Co-Chairs must also be present at said Appropriations Committee Meeting. The SA Appropriations Committee will make a recommendation to the entire SA about said appeal. The group and the SAFC Co-Chair(s) must then appear before the entire SA to present both sides of the appeal again, where the SA Appropriation Committee's recommendation will also be presented. The SA will then vote on the appeal. Voting will be upon whether the SAFC erred in the decision it made upon the group's appeal to the SAFC itself. The SA voting process will follow Article 7.3.3. of the SA Charter. Throughout this entire process, the SA VP of Finance shall remain in contact with the SAFC Co-Chair(s) and the group to schedule all necessary appearances.

Rationale: Same rationale as above. Bringing the SAFC Bylaws in line with the proper procedure and the SA charter.

1. Special Requests: The SAFC shall establish a Special Request fund to be used for unanticipated expenses of previously funded organizations that have already gone through the current semester's budget process. Funds left over after Appeals will be used for the Special Requests funds. If no funds are available then there will not be any Special Requests accepted that semester.
2. The SAFC will recall any unexpended allocations at the end of the semester.
3. The SAFC Chair and Executive Vice Chair shall present directly to the SA every fall semester a full written accounting of their operations for the previous academic year. Including the names of organizations requesting funds, the amount requested,

the amount awarded, and the amount actually spent as well as figures for the Commission as a whole. (SAA-544, Student Assembly Charter)

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