



Resolution #	27
Originally Presented On	November 19, 2009
Sponsor(s)	Justin Min '11, Yuliya Neverova '10, Charlie Feng '11, Vincent Andrews '11
Subject of Resolution	Amendments to the SAFC Guidelines
Type of Action	Legislation
Status/Result	Unfinished Business

**Whereas** the Student Assembly Finance Commission (the commission) has proposed several changes to the Funding Guidelines that govern its operations (the guidelines); and,

**Whereas** these changes address a wide variety of issues and aspects of the commission's operations;

**Be it therefore resolved** that the Student Assembly (the assembly) approves and adopts the proposed changes and accompanying rationales.

Change #1: Allowance for digital signatures

**Whereas** the commission can now provide for digital signatures using Kerberos authentication; and,

**Whereas** the commission should be able to allow for digital or written signature approval at its discretion to improve efficiency and responsiveness of operations;

**Be it therefore resolved** that the second and third sentences of Section 2.1.1, titled "Basic Requirements" be amended as follows:

Officers of the applicant must also meet the following requirements:

1. president(s) and treasurer(s) must agree to abide by standards for ethical conduct; and,
2. president(s), treasurer(s), and advisor must **affirm their approval for each request either by digital or by written signature as the commission provides** ~~sign the hard copy of any funding request submitted.~~

The organization must meet all eligibility requirements **as well as submit both requests and supporting materials before the deadlines set by the commission in order for the commission to accept and review such requests and materials** ~~by the hard copy application submission deadline.~~

Change #2: Clarification of "new applicant status"

**Whereas** organizations may only submit online applications for funding if they fulfill all eligibility requirements;

**Be it therefore resolved** that the first sentence of Section 2.1.2, titled “Limitations for New Applicants” be amended as follows:

For the purposes of this section, an organization is considered to have applied for funding if it successfully submits its application online, **regardless of the funding outcome.**

Change #3: Remove text Statement on Ethical Conduct from rules document

**Whereas** the presentation of the Statement on Ethical Conduct in the Funding Guidelines adds unnecessary length to the document and has caused confusion;

**Be it therefore resolved** that the text of the Statement on Ethical Conduct, referenced in Section 2.2, be removed and included by reference such that it reads in its entirety:

Officers of applicants must agree to the Statement on Ethical Conduct prepared by the Office of the Assemblies by digital or written signature as the office provides.

Change #4: More permissive criteria for Special Project Funding

**Whereas** circumstances supporting special projects may arise before a regular opportunity for funding, but not be sufficiently developed for an organization to include the associated activities in its application;

**Be it therefore resolved** that Section 3.4.2, titled “Eligible Items [for Special Project Funding]”, be amended as follows:

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

- \* applicant meets criteria for eligibility;
- \* special project funding application is submitted before a deadline in the calendar such that the commission will render a decision before any additional requested funding must be used;
- \* additional funds are needed because of new circumstances which:
  - o support a higher allocation than the original circumstances of the application, **and**
  - o could not have been reasonably anticipated or mitigated by the organization before it submitted its original request; ~~and~~
  - ~~o arose after the last regular opportunity for funding.~~

Change #5: Apply hearing absence policy to late arrivals

**Whereas** late arrivals at budget hearings disrupt the operation of the commission; and,

**Whereas** a penalty incentive is already in place to discourage organizations from missing hearings; and,

**Whereas** the commission wishes to extend this penalty to organizations that do not arrive promptly when the hearing is scheduled to take place;

**Be it therefore resolved** that the final sentence of Section 4, titled “Budget Hearings”, be amended as follows:

If no representative of the applicant attends a scheduled hearing **or all of the representatives are late**, the commission notes the absence **or lateness** and reduces the allocation to ninety percent of what it would otherwise be.

Change #6: Discretionary club sports cap

**Whereas** the commission currently operates with a 25% fixed cap on allocations for club sports; and,

**Whereas** the commission believes more discretion to raise the cap would allow a more equal and fair distribution of funds;

**Be it therefore resolved** that the following be added as a new section 5.2 titled “Limitations for Club Sports”:

**The Executive Committee of the commission may determine a special limit for the combined allocations of organizations it determines to be club sports, provided this limit is no less than 25 percent of the total funds allocated in the same period. The commission may apply lower caps or higher percentage cuts to such organizations to implement this limit.**

Change #7: Clarification of appeal hearing attendance requirements

**Whereas** organizations are required to attend appeal hearings; and,

**Whereas** the commission is unable to provide for rescheduling hearings if the organization does not attend;

**Be it therefore resolved** that the subsection of Section 6.3.1 titled “Appeal Hearing [for Internal Appeals]” be amended as follows:

The Commission will reject the appeal unless the organization attends its appeal hearing (the hearing) **at the scheduled time**, ~~which~~ **The hearing** is a meeting of the Commission where the organization:

1. presents a case for its appeal and information in support of its case;
2. answers questions of commissioners about the rules and circumstances surrounding the case; and,
3. proposes a remedy.

Change #8: More permissive funding of copying and chalk expenses

**Whereas** the commission found it beneficial to allow organizations more flexibility to determine how to divide available funds between copying and chalk expenses;

**Be it therefore resolved** that the subsections of Section 9.2.3 be combined and amended as follows:

### Copying and Chalk

Applicant:

- \* specifies the number of copies required, **and**
- \* **indicates the specific number of buckets of chalk required.**

Commission:

- \* allocates for the number of copies specified according to rates negotiated between local vendors and the Office of the Assemblies for single-sided, black and white, US letter impressions (see Negotiated Rates for more information); ~~and,~~
- \* **allocates for the number of buckets specified according to rates negotiated between local vendors and the Office of the Assemblies (see Negotiated Rates for more information); and,**
- \* allocates for a maximum of ~~1,000 impressions~~ **\$55 for combined copying and chalk expenses.**

### ~~Chalk~~

~~Applicant:~~

- ~~\* indicates the specific number of buckets of chalk required; and,~~
- ~~\* may request no more than three buckets per semester.~~

~~Commission must:~~

- ~~\* allocate for the number of buckets specified according to rates negotiated between local vendors and the Office of the Assemblies (see Negotiated Rates for more information); and,~~
- ~~\* allocate for a maximum of three buckets per semester.~~

### Change #9: Reduce mailbox documentation burden of organizations

**Whereas** the commission found it could verify organizations' need for mailbox fee funding without receiving documentation from the organizations;

**Be it therefore resolved** that the subsection of Section 9.2.3 titled "Mailbox fee" be amended as follows:

Applicant:

- \* requests funds only for a student organization mailbox in Willard Straight Hall; **and,**

\* specifies whether mailbox is newly registered or previously registered and being renewed;~~and,~~  
~~\* provides proof of mailbox rental in its application.~~

Commission:

\* allocates for mailbox at rate determined by the Office of the Assemblies in coordination with staff that administer the mailbox, **and allocates only for organizations those staff verify to be mailbox subscribers.**

#### Change #10: Engagement fee language clarification

**Whereas** the commission recommends slightly clearer language regarding engagement fee expenses;

**Be it further resolved** that the final two sentences of subsection of Section 9.3.3 titled “Engagement fee [for Local Event expenses]” be amended as follows:

Applicant:

- \* **For each engagement fee of \$500 or less**, includes in its application a Proof of Contact (see below for more information) ~~for each engagement fee of \$500 or less;~~
- \* **For each engagement fee greater than \$500**, includes a completed Letter of Intent Form (see below for more information) ~~for each engagement fee greater than \$500;~~ and,
- \* may not request an engagement fee for any of the following:
  - o a university student,
  - o a university employee,
  - o an alumnus who graduated within five years, or
  - o a parent, adopted parent, sibling, step-sibling, or child of a Cornell student.

The commission:

- \* allocates a maximum of \$3,000 **for engagement fees** per event for single-organization events and \$5,000 **for engagement fees per event** for co-organized events.

#### Change #11: Remove documentation requirement for organizations

**Whereas** the commission found that because of new functionality in the online application the Travel Event Request Addendum, required to document the need for more than four travelers in a travel event, is no longer necessary to demonstrate that an advisor approves the number of travelers requested;

**Be it therefore resolved** that second sentence of Section 9.4.2 titled “Eligibility [of Travel Event expenses]” be amended as follows:

Applicant includes in its application:

- \* a Proof of Travel Event documentation;

- \* a written explanation of how participation in the event supports the mission of the organization;
- \* the dates of event; **and**
- \* the location where the event will occur; ~~and~~
- ~~\* Travel Event Request Addendum form, if funding is requested for more than four travelers.~~

Change #12: Clarification of durable goods purpose and inventory requirement

**Whereas** inventories of durable goods are critical to the commission in determining whether organization's are making efficient and reasonable use of items previously purchased with student activity funds;

**Whereas** the current definition of durable goods has caused confusion among organizations regarding what is a durable good;

**Whereas** the commission found that in order for it to assure accountable use of durable goods funds, the definition of such goods and inventory requirements for organizations should be clearer;

**Whereas** the commission found that funding of non-durable goods under this category has been and remains incompatible with the letter and the spirit of the inventory requirements and general principles of accountability;

**Be it therefore resolved** that the Section 9.5.1 titled "Purpose" be amended as follows:

The commission funds consumer goods that are typically used repeatedly over a period of years and are able to exist without significant deterioration ~~and~~ are necessary for **an organization** ~~a group~~'s purpose.

**Be it further resolved** that the following section titled "Eligibility [for Durable Good Expenses]" and numbered 9.5.2 be added and subsequent sections renumbered accordingly:

**To be eligible to receive any funds for durable goods expenses, the applicant must submit a current inventory of all goods previously purchased with commission funds specifying the status of each item including identifying all that were discarded, lost, or destroyed. The commission may limit or deny funding for an organization to purchase durable goods if the organization cannot account for inventory previously purchased with commission funds.**

**Be it further resolved** that the subsection of Section 9.5.2 titled "Equipment" be amended as follows:

Applicant includes in its application:

- \* a list of items requested with the following for each:
  - o quantity of item,
  - o total request for item,
  - o unit price for item,

- o the cost of shipping the item, if desired, by the cheapest means available (express shipment will not be funded),
- o detailed description and explanation of purpose of equipment, and
- o specify where item will be stored; **and**,
- \* Price Quote documentation for each item; ~~and~~;
- ~~\* an inventory of all goods previously purchased with commission funds.~~

**Be it further resolved** that the subsection of Section 9.5.3 titled “Qualifications [of Prohibited Durable Goods Expenses]” be removed in its entirety:

~~Qualifications~~

~~The commission will fund art production supplies if production of art is part of the organization’s mission.~~

**Respectfully submitted,**

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