



Cornell University
Student Assembly

109 Day Hall
Ithaca, NY 14853

t. 607.255.3715
f. 607.255.2182
e. sa@assembly.cornell.edu
w. http://assembly.cornell.edu/SA

2014 - 2016 Undergraduate SAF Application Form

Checklist for Application

	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$ <u>\$2.25</u>	
Petition signatures (if new applicant)	—	
Final Attachments Due 4pm, September 13, 2013		
Constitution, Charter, Bylaws	—	
Mission Statement (1 pages)	—	
Group Profile (3 pages)	—	
<ul style="list-style-type: none"> ● Officers ● Number of Members ● History ● Activities, Programming, Events in Current Cycle 		
Summary of request (2 pages)	—	
10-13 Financial Statements	—	
13-16 Projections	—	
Office Use Only		
Received by:	<u>DE</u>	
Date Received:	<u>4/25/13</u>	
Sigs Checked:		

Applicant Organization/Program Name: Student Assembly

Primary Contact
Name: Roneal Desai
Address: 211 Linden Ave
Ithaca, NY 14853
Phone: (562) 841-1768 Email: rpds6@cornell.edu

Secondary Contact
Name: Adam Gitlin
Address: 120 Catherine St.
Ithaca, NY 14853
Phone: (914) 915-0978 Email: amg248@cornell.edu

A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2014-2015 and 2015-2016 fiscal years. The Student Assembly will review the applications in the fall semester of 2013. Organizations may not submit preliminary applications after 4pm on Monday, April 25, 2013 or amend final submissions after 4pm, Friday, September 13, 2013.

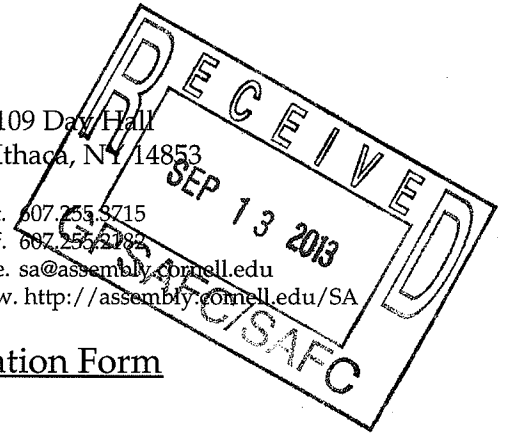
Representative: Roneal Desai [Signature] 04/24/13
(print name) (signature) (date)

Apps Comm. 2013-14:
Good luck with byline.
Have a great year! — Adam



Cornell University
Student Assembly

109 Day Hall
Ithaca, NY 14853
t. 607.255.5715
f. 607.255.2182
e. sa@assembly.cornell.edu
w. http://assembly.cornell.edu/SA



2014 – 2016 Undergraduate SAF Application Form

Checklist for Application

	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$2.20	
Petition signatures (if new applicant)	N/A	
Final Attachments Due 4pm, September 13, 2013		
Constitution, Charter, Bylaws	✓	
Mission Statement (1 pages)	✓	
Group Profile (3 pages)	✓	
<ul style="list-style-type: none"> ● Officers ● Number of Members ● History ● Activities, Programming, Events in Current Cycle 	✓	
Summary of request (2 pages)	✓	
10-13 Financial Statements	✓	
13-16 Projections	✓	
Office Use Only		
Received by: _____		
Date Received: _____		
Sigs Checked: _____		

Applicant Organization/Program Name: Cornell Student Assembly

Primary Contact
Name: Geoff Black
Address: 715 E. Buffalo
Ithaca NY 14850
Phone: 907 616 8017 Email: GJB66

Secondary Contact
Name: Ulisses Smith
Address: 202 Dearborn
Ithaca NY 14850
Phone: 904 993 8836 Email: US3

A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2014-2015 and 2015-2016 fiscal years. The Student Assembly will review the applications in the fall semester of 2013. **Organizations may not submit preliminary applications after 4pm on Monday, April 25, 2013 or amend final submissions after 4pm, Friday, September 13, 2013.**

Representative: Geoffrey Black (print name) [Signature] (signature) 9/13/13 (date)



Cornell University
Student Assembly

Student Assembly Byline Application

To the Student Assembly Appropriations Committee

The Student Assembly, Cornell's undergraduate student government, serves as a connection between the undergraduate student body and the administration. The Student Assembly uses its funding in outreaching to undergraduate students, conducting elections, and enacting legislative reform on campus. The SA uses its money to benefit all undergraduate students through increasing the quality of life for all undergraduates. The SA requests \$2.10 in order to continue to perform the important role the SA plays on the Cornell campus.

Inside this document, you'll find information on the work we perform, our financial statements, and other helpful information. We are confident that as you learn more about the Student Assembly, you will understand the vital role the Student Assembly plays on the Cornell Campus. Without Byline Funding, the Student Assembly would be unable to perform many of the critical roles it plays on the Cornell Campus.

Thank you for all of your continued hard work and dedication towards the Byline Funding process. We wish you the best of luck throughout the coming semester and look forward to working with you.

Respectfully yours,

Geoffrey Block

*Vice President for Finance
Student Assembly*

Ulysses Smith

*President
Student Assembly*

Student Assembly Application

Fall 2013

About the Student Assembly

Mission & Role: What do we actually do?

The Student Assembly, the official undergraduate student government at Cornell, works towards improving student life and voicing student concerns in the community and to the administration. Made up of 27 student representatives, the SA has legislative oversight over the Office of the Dean of Students and the Office of Campus Life and directs the allocation of the undergraduate Student Activity Fee. Student representatives communicate directly with senior administrators on a daily basis to fight for the changes students want to see at the University.

In the past the Student Assembly has been involved in many different initiatives. Here's a list of a few of our accomplishments:

- Successfully lobbied the Administration to create a \$1 million Green Revolving Fund that will use the administration's money to improve the energy efficiency of Cornell facilities
- Paved the way for the establishment of a campus pub
- Worked with members of ResCUer to create a mobile application designed to increase student safety
- Revamped the Student Assembly Finance Commission to make the funding process easier for student organizations
- Focused on improving mental health awareness on campus by working with administrators and faculty members and through initiatives such as Lift Your Spirits
- Helped pilot the first late night transportation shuttle during study week
- Worked with HAVEN to establish gender inclusive housing for the upcoming school year
- Changed the housing lottery in order to ensure sophomores receive on-campus housing
- Implemented the United Students Body initiative to diversify student groups
- Supported the Collegetown Student Council Neighborhood Fair to inform Collegetown residents about the resources available to them.
- Helped to expand and promote Blue Light Escort Walking Service in order to promote safety on campus
- Helped analyze Cornell Dining prices in order to keep prices as student friendly as possible
- Passed an anti-discrimination clause for all student organizations

To see a full report of our activities from last year, take a look at our annual report to the Board of Trustees:

http://assembly.cornell.edu/uploads/SA/20130523_annual_report.pdf

Visit <http://cornellsa.com> to check out what we've been up to. Learn more about your student government and how you can get involved.

Student Assembly Application

Fall 2013

Summary of Request

The Student Assembly requests an allocation of \$2.00 for the 2014-2016 years. The Assembly intends to use this money in order to further its mission to effectively legislate student's concerns. Two areas of growth we expect in the future are our efforts to outreach to communities on campus and our effort to encourage groups to diversify their programming to reach all undergraduate students through to United Student Body initiative.

Our desire to expand our programming and outreach may seem at odds with our request for a voluntary decrease in funding. However, we seek to spend from our reserve account (currently at above \$25,000) and use the next two years to decrease the rollover we have year over year. It is expected that after the next two years, the Student Assembly will ask for an increase to return back to an income level that meets our expenses.

The Student Assembly uses its money primarily in four areas: administrative expenses, communications & outreach, committees & programs, and elections. Administrative expenses are used in the running of the SA and include room rental fees, copying of agendas and legislation, and a few events we hold each year with the other Legislative Assemblies on campus. Communications and outreach involve events that reach out to a variety of communities on campus. The expenses in running these outreach events often involve food, room rental fees, copying of information and feedback cards, and publicity of these events. These events are critical for the Student Assembly as we work most effectively as a legislative body when we understand the needs of the diverse undergraduate community. Committees are the lifeblood of the Student Assembly, as all legislative changes must go through a committee. The expenses of the Committees are varied and tend to be expenses necessary to the passing of our legislative efforts. Elections are critical to our membership. In the past few years, we have greatly expanded the use of town hall debates and voting stations to increase voter awareness of the candidates and the role the SA has on campus.

Finally, the SA maintains a special projects fund that is designed to fund projects that are in line with the mission of the Student Assembly. The SA has granted funding in amounts from \$36 to \$1800 and has used this money to fund everything from sexual assault education materials to promotional materials for the NYC Tech Campus. The Special Projects Fund is a unique source of flexible funding on campus and the SA hopes to increase awareness of the fund in the future to increase its utility.

Student Assembly Application

Fall 2013

FISCAL YEAR 2010-2011

Duo Code	Committee Name/Description	Budget	Spe. Proj. Adjust.	Commitments	Spent	Remaining Balance
100	SA Admin	\$5,000.00	\$7,650.00		\$4,010.82	\$8,639.18
101	Special Projects	\$4,000.00	-\$850.00		\$2,310.80	\$839.20
102	Appeal Allocations	\$0.00				\$0.00
103	Ivy Council	\$1,000.00			\$1,000.00	\$0.00
104	Appropriations Committee	\$900.00	\$250.00		\$1,122.65	\$27.35
105	Information Technology	\$100.00				\$100.00
106	Women's Issues Cmte	\$100.00				\$100.00
107	Communications	\$3,900.00	\$1,000.00		\$2,373.24	\$2,526.76
108	Financial Aid Review	\$200.00				\$200.00
109	Environmental	\$0.00				\$0.00
110	Multicultural Issues	\$100.00				\$100.00
111	Res & Community Life	\$100.00				\$100.00
112	Dining Service	\$100.00				\$100.00
113	Fall Elections	\$5,200.00			\$4,551.92	\$648.08
114	Spring Elections	\$6,200.00		\$3,029.00	\$2,746.80	\$424.20
115	Executive/Task Forces	\$0.00			\$144.57	-\$144.57
117	SAO/RSO Review	\$0.00	\$600.00			\$600.00
118	Finance Commission	\$7,988.00			\$7,650.00	\$338.00
121	Activity Fee Setting	\$0.00				\$0.00
122	Retreats	\$1,000.00			\$91.03	\$908.97
123	SUNY SA	\$100.00				\$100.00
TOTALS		\$35,988.00	\$8,650.00		\$26,001.83	\$18,636.17

Student Assembly Application

Fall 2013



Student Assembly Application

Fall 2013



Cornell University
Student Assembly

Student Assembly Annual Budget 2012-2013

Account / Description	Breakdown	8/30/12	Notes
General			
SA Admin		\$1,474.00	
Assembly Internal Development		\$781.00	
SAFC Admin			
Meetings	\$3,649.00		
Administrative	\$1,600.00		
Clerk	\$1,600.00		
Shirts	\$215.00		
Computer Use Cost	\$350.00		inc. of \$600 in advertising
Advertising	\$1,000.00	\$8,414.00	more internal development (e.g. ropes course, bonding events)
Communications & Outreach			
Advertising & Promotion		\$964.00	increased advertising & promotion
Outreach Events		\$1,452.00	increased outreach event budget
Committees & Other Programs			
Appropriations		\$1,660.00	
Information Technology		\$0.00	
Women's Issues		\$0.00	
Transfer Affairs			
JAFARC		\$34.00	
Environmental		\$0.00	
JAMIC			
Residential & Community Life		\$44.00	
Dining		\$396.00	dec. since dining expenditure is paid through CU dining
Public Service Committee		\$500.00	inc. for guidebook printing
SAORC		\$0.00	
SUNY SA		\$322.00	inc. for conferences
Ivy Council		\$0.00	not funded through SA any longer
Elections			
Fall Elections			
Advertising	\$725.00		
Candidates Forum	\$0.00		
Committee Meetings	\$110.00	\$835.00	
Spring Elections			
Advertising	\$781.00		
Candidates Forum	\$0.00		
Committee Meetings	\$75.00	\$856.00	
Elections Voting System		\$4,000.00	
Additional Projects			
Special Projects		\$3,111.00	all budgeted & non-budgeted funds deposited into sp. proj
Total Expenses		\$24,843.00	
Budget Reserve		\$16,409	
SAF Income		\$29,260.00	
Year End Rollover		\$20,826.15	

Student Assembly Application

Fall 2013

FUTURE PROJECTIONS

Account/Description	Breakdown	2013-2014	Breakdown	2014-2015	Breakdown	2015-2015
Revenue						
Balance from Previous Period		\$23,450		\$16,150		\$14,850
SAF Income (13500 students)		\$29,700		\$27,000		\$27,000
Total Revenue						
General						
SA Admin		\$5,200		\$5,200		\$5,200
SAFC Admin		\$5,500		\$5,500		\$5,500
Assembly Internal Development		\$1,600		\$1,600		\$1,600
Communication & Outreach						
Advertising and Promotion	\$1,500		\$1,500		\$1,500	
Outreach Events	\$2,500		\$3,000		\$3,000	
		\$4,000		\$4,500		\$4,500
Committees & Programs						
Appropriations		\$2,000		\$2,000		\$2,000
Ivy Council		\$400		\$400		\$400
Executive		\$100		\$100		\$100
Diversity Affairs		\$200		\$200		\$200
Financial Aid Review		\$100		\$100		\$100
Community Life		\$900		\$900		\$900
Dining		\$100		\$100		\$100
Inclusion & Diversity		\$900		\$900		\$900
Elections						
Fall Elections						
Advertising	\$2,500		\$2,500		\$2,500	
Candidate Forum	\$400		\$400		\$400	
Committee Meetings	\$250	\$3,150				
Spring Elections						
Advertising	\$2,500		\$3,000		\$3,000	
Spring Candidate Forum	\$400		\$400		\$400	
Committee Meetings	\$250	\$3,150	\$500		\$500	
Elections Voting System		\$4,000	\$4,000		\$4,000	
Additional Projects						
Special Projects		\$5,000		\$6,000		\$6,000
Collegetown Student Council		\$200		\$300		\$400
SUNY SA		\$500		\$500		\$500
Total Expenditure		\$37,000		\$28,300		\$28,400
Surplus/ (deficit)		\$16,150		\$14,850		\$13,450

Fall 2013

Student Assembly Membership

There are currently 21 Members elected to the Student Assembly (4 Freshman Reps, 1 Transfer Reps, 1 LGBTQ Rep. are to be elected in the fall). Please feel free to contact any Representatives with issues, suggestions or concerns that come up during the 2013-2014 school year.

Executive Board

Name	Title / Seat Held	NetID
Ulysses Smith '13	President / At-large	ujs3
Sarah Balik '15	Executive Vice President / At-large	seb295
Melissa Lukasiewicz '14	VP of Internal Operations / Arts & Sciences	mrl88
Geoffrey Block '14	VP for Finance / At-large	gjb68
Juliana Batista '16	VP of Outreach / Women's At-Large	jrb473
Ian Harris '16	VP of Public Relations / Human Ecology	iah26
Cameron Pritchett '15	VP of Diversity and Inclusion	cjp99
Alfonse Muglia '14	Director of Elections (Non-voting)	arm267
Corey Earle '07	Executive Archivist	cre8
TBD	Parliamentarian (Non-voting)	

General Voting Members

Name	Seat Held	NetID
Jay Lee '14	At-large	jl2729
Lily Ma '14	At-large	ac798
Matt Henderson '16	Agriculture & Life Sciences	mlh24
Lindsay Wershaw '16	Agriculture & Life Sciences	lbw63
Todd Drucker '16	AAP	tad84
Lisa Liu '15	Arts & Sciences	lg139
Brandon Thompson '16	Arts & Sciences	brt36
Noah Tulskey '16	Arts & Sciences	nst42
Tom Hittinger '15	Engineering	tjh238
Rhiana Gademsky '16	Engineering	rsg248
Adrienne Murphy '15	Hotel Administration	am955
Matt Stefanko '16	Industrial & Labor Relations	jak369
Enrico Bonatti '14	International At- Large	ecb85
Thaddeus Talbot	Minority At-large	tat58
TBD (Fall Elections)	Freshman	
TBD (Fall Elections)	Freshman	
TBD (Fall Elections)	Freshman	
TBD (Fall Elections)	Freshman	
TBD (Fall Elections)	Transfer	
TBD (Fall Elections)	LGBTQ	

Student Assembly Application

Fall 2013

Contacts & Resources

Contact Information

Geoffrey Block

Vice President for Finance

Email: gjb68@cornell.edu

Phone: 407.616.8017

The byline funding process will be managed by the Vice President for Finance on a day-to-day basis.

Ulysses Smith

President

Email: ujs3@cornell.edu

Phone: 904.993.8836

General inquiries regarding the Student Assembly should be directed towards the President.

Ian Harris

Vice President of Public Relations

Email: iah26@cornell.edu

Phone: 5617550808

The Vice President of Public Relations will manage the communications of the byline funding process with the news media and broader Cornell community.

Office of the Assemblies

109 Day Hall

Email: staff@assembly.cornell.edu

Phone: (607) 255-3715

Fax: (607) 255-2182

Hours: 8:30a - 12:15p, 1p - 4:30p, M - F

Student Assembly Application

Fall 2013

CHARTER

Preamble

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

ARTICLE I: Name

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

ARTICLE II: Object

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

ARTICLE III: Authority and Responsibilities

Section 1: Legislative Authority Over Policies

The SA will have legislative authority over the policies of the Department of Campus Life and the Office of the Dean of Students, and will have the authority to review the budgets and actions of said departments. Additionally the SA will have authority over its own policies and operations. Finally, no proposal of the SA shall be altered in any way without the prior consent of the SA.

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

Student Assembly Application

Fall 2013

Section 2: Actions of the Assembly

- A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly are :
1. legislation,
 2. internal policy resolution,
 3. investigation,
 4. recommendation,
 5. Sense-of-the-Body Resolutions,
 6. Calls for Sense-of-the-Community Referendums.
- B. Legislation is action of the SA to carry out its legislative and policy-making functions,
- C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the SA Charter.
- D. Investigation is action of the SA to gain information on issues pertinent to its purview.
- E. Recommendation is an action of the SA expressing the recommendation of the SA in policy areas over which the SA through its Charter may or may not have policy-making power.
- F. A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or event, is an expression of the opinion of the SA regarding a matter of student concern.
- G. Calls for a Sense-of-the-Community Referendum is an action of the SA to determine community opinion regarding matters of student concern.

Section 3: Reporting of SA Actions

- A. Reporting to the President - Legislative actions of the SA will be reported by the SA President to the University President. The SA will respond to any requests for information from the President on its actions. The President may also request reconsideration of legislation proposed by the SA. Such a request must be filed within thirty days of notification of the legislation. The SA will take action on such a request, and, if the legislation is upheld, the SA will inform the President. If the legislation is upheld and if the President still deems the action to be defective, the President may veto the action of the SA.
- B. Reporting to Other Bodies - The SA will report in writing its actions to the GPSA, Employee Assembly, and the Faculty Senate, in conjunction with reporting of the

Student Assembly Application

Fall 2013

actions to the President. The actions will be reported following each meeting by a SA member designated by the SA. Annual Report - The SA will present an annual report at the last SA meeting of the spring term to the President of the University and the student population. The report will include a summary of the SA's work during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the future. All members of the Cornell community will have access to this report. The report must be approved by a majority vote of the members present prior to being presented to the University President.

Section 4: Objection to Actions

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

Section 5: University Calendar

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

Section 6: Presidential Information

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

Section 7: President's Report

Student Assembly Application

Fall 2013

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

Section 8: Public Hearings, Forums, Referendums

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

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

- A. Two members will be selected from and by the membership of the SA to serve as voting members of the UA and to act as a liaison between the UA and the SA. The remaining four undergraduate student membership of the UA shall be elected by the undergraduate student body at the time of SA's spring elections in the same manner as SA voting members. Elected representatives to the UA shall serve for one calendar year, taking office June 1st. Elections for the two SA voting members to the UA shall be by separate secret ballots. SA voting members may have one vote for each position to be filled, but may not vote for any one individual twice on any ballot. The President may not be one of the SA representatives to the UA. Should a seat on the UA be empty, the seat shall be declared vacant.
- B. If at any time during the course of an academic year, a UA member elected directly from the undergraduate student body should leave his office, then the seat shall be filled by the next highest-ranking non-winning candidate. If there should not be a next highest-ranking non-winning candidate after the fall special election, the undesignated at-large candidate receiving the most number of votes in the preceding spring election.
- C. The SA will have the authority to appoint student members of the UA committees.
- D. The SA will have the authority to appoint student members to be liaisons to departments and administrators in the University.
 1. During the process of committee appointments, the following two appointments must be made: liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall have the responsibility of

Student Assembly Application

Fall 2013

to use funding and summarizing any changes if the applicant is a returning applicant,

- financial statements for the past two academic years, the current academic year, and financial projections for the two years during the funding cycle¹, and
- an analysis of the current academic year's financial statements showing hypothetical spending on each budget item in an organization's financial statements if the organization received 10%, 25%, and 35% less funding than its current allocation².

5. Applicants may submit materials in excess of specified numbers of pages only with written permission by the Vice President for Finance.
6. The Office of the Assemblies will make received application materials available for public viewing online. Any pages containing confidential information must be explicitly stamped "confidential" and clearly identified to distinguish them from the publicly viewable portion of the application.

B. Preliminary Report by Appropriations Committee

1. By the last day of classes in the academic year preceding a fee-setting year, the Vice President of Finance will report each request received and the total amount of requests received in dollars per student per year to the Assembly, the Vice President for Student and Academic Services, and the President of the University.
2. Before the deadline for final applications, the Vice President for Finance will report to the Assembly on the eligibility of each applicant, identifying:
 - any new applicants that do not meet one or more eligibility criteria, and
 - any returning applicants that do not meet one or more eligibility criteria which the Assembly may not waive.
3. The Assembly may waive those eligibility requirements it is empowered to waive on a per organization basis for any organization for the remainder of the semester. Such organizations may then proceed through the appropriation process, provided they meet all other eligibility criteria not waived by the Assembly.

C. Appropriation Process

Student Assembly Application

Fall 2013

1. Within one week after the deadline for final applications, the Appropriations Committee (the committee) shall convene to review applications.
2. For each applicant deemed to be eligible or for which eligibility criteria are waived by the Assembly, the committee will:
 1. arrange a hearing where the applicant may address questions of the committee,
 2. decide whether to fund the applicant in any amount, and,
 3. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no less than fifty cents and no more than the request submitted by the applicant.
3. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice President of Finance will report the date, time, and location of the meetings as well as the names of applicants the committee intends to review.
4. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice President of Finance will introduce a written report, including:
 - name of applicant,
 - amount requested by applicant,
 - amount of allocation recommended by committee,
 - rationale explaining committee's recommendation, and
 - a brief response from the applicant, including any request to appeal to the Assembly. The Vice President of Finance may set a deadline for the applicant to submit a response, provided the deadline is no less than one business day after the applicant receives notice of the committee's decision.
5. The Vice President of Finance must inform each applicant of the time and location of any meeting where the report is to be presented or reviewed and must advise each applicant to send a representative who may answer questions of assembly members.
6. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the recommendation of the committee. The Vice President of Finance will provide several copies of complete application materials at any meeting where the assembly considers appeals.

Student Assembly Application

Fall 2013

7. The Vice President of Finance will also file minutes of the committee's meetings with the Office of the Assemblies.
8. The committee will submit its final recommendation, including individual allocations, to the Assembly in the form of a legislative at least two weeks before the end of the fall semester.

D. Student Assembly Appropriation Process

1. The Assembly shall not adopt the recommendation of the Appropriations Committee at the same meeting that it is proposed.
2. The Assembly shall provide notice to all applicants at least one full day in advance at any meeting where legislation related to its funding is discussed.
3. The President of the Assembly will transmit its recommendation to the President for consideration by the last day of classes of the fall semester, including:
 - the total amount of SAF recommendation,
 - the allocations of each by-line funded organization, and
 - a short description of each organization.

V. Specifications

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

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

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

VII. Voting

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

Student Assembly Application

Fall 2013

VIII. Freedom of Information

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

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

IX. Conference with GPSA

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

X. Default

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

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

XI. Amendment

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

XII. Review

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

Student Assembly Application

Fall 2013

increasing the communication between the SA and the respective University departments.

2. At the time that committee appointments are made, the SA will appoint one member to serve as Liaison to the Provost. The student will interact and work directly with the Provost on issues that affect and concern students on a regular basis during the member's term of office.
3. At the time that committee appointments are made, the SA will appoint one member to serve as liaison to the West Campus Living Learning Council. The liaison will be a non-voting member of the Council and will interact with the Council and administrators to help develop the living-learning environment on West Campus.

ARTICLE IV: Membership

Section 1: Composition

- A. General Composition - The SA will consist of 27 voting members who are registered undergraduate students at Cornell University. Up to two additional votes shall be allocated to the entire community of undergraduates as a whole present at a Student Assembly meeting on motions that express the opinion of the assembly. Such community votes shall be allowed only as provided by the Assembly in its bylaws. Eleven voting members of the SA will be elected by and from the student populations of the colleges and schools, one from each: the College of Architecture, Art and Planning; the School of Hotel Administration; the College of Human Ecology; and the School of Industrial and Labor Relations. Two each shall be elected from the College of Agriculture and Life Sciences and the College of Engineering; and three shall be elected from the College of Arts and Sciences. In addition, eleven voting members will be elected at-large by and from the University undergraduate student population as a whole; two at-large seats are to be reserved for candidates seeking the offices of President and Executive Vice President of the Student Assembly and must be explicitly designated as such; two at-large seats are to be reserved for non-constituent, undesignated at-large group candidates who do not run for President or Executive Vice President; two at-large seats are to be reserved for candidates seeking to represent minority students; one at-large seat is to be reserved for candidates seeking to represent international students; one at-large seat is to be reserved for candidates seeking to represent women's issues; and one at-large seat is to be reserved for candidates seeking to represent the Lesbian, Gay, Bisexual, Transgender, Queer community. The two remaining non-constituent, undesignated at-large seats are to be contested by candidates running for President and Executive Vice President and by non-constituent, undesignated at-large group

Student Assembly Application

Fall 2013

candidates not running for President or Executive Vice President. Five seats shall be elected by and from new students entering in the fall. Should there be no candidate running for a given seat, the seat shall be considered vacant.

- B. Ex-officio Membership - All members of the Cornell student body are considered non-voting members of the SA, and are encouraged to attend and participate in meetings. The SA may designate ex-officio members as deemed necessary.
- C. Specification of New Student Seats - Four new student seats shall be elected and held by new students entering in the fall semester. One additional seat shall be designated the Transfer Seat and shall be elected by transfer students and held by a transfer student who has entered the university that fall.
- D. Qualifications for Voting Membership - SA members elected from the various colleges and schools must be registered students in their respective colleges and schools by the beginning of the fall term of the academic year for which they were elected. SA members elected at-large must be registered students at Cornell by the beginning of the fall term of the academic year for which they were elected.

Section 2: Election of Voting Members

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

Section 3: Terms

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

Section 4: Advisor

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

Section 5: Absentees

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

Student Assembly Application

Fall 2013

Section 6: Vacancies

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

Section 7: Recalling Voting Members

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

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

Student Assembly Application

Fall 2013

5. Should the constituency vote to remove its representative the seat shall be declared vacant.

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

Section 8: Responsibilities of Voting Members

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

ARTICLE V: Amendments

Section 1: Proposal of Amendments

This charter may be amended at any regular meeting of the assembly by a two-thirds vote of the entire voting membership, provided that the amendment has been submitted in writing at the previous regular meeting. Amendments may be presented to the

Student Assembly Application

Fall 2013

assembly by voting members or by community petition with at least 100 Cornell undergraduate student signatures.

Section 2: Presidential Approval

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

Section 3: Updates to official copy

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

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

I. Preamble

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

II. Definitions

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

Organization

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

SAFC

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

New applicant

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

Returning applicant

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

Funding cycle

Student Assembly Application

Fall 2013

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

Petition

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

By-line funding

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

Appropriations Committee

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

III. Eligibility

To receive byline funding applicants must:

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

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

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

IV. Procedure

- A. Application

Student Assembly Application

Fall 2013

1. The Office of the Assemblies shall make application materials available for all interested applicants by noon on the first business day in February of the academic year preceding the fee-setting year.
2. By noon on April 25 or the first business day thereafter in the semester preceding a fee-setting year, each applicant must submit, using forms provided by the Office of the Assemblies, a preliminary application including:
 - name of applicant,
 - a preliminary request in dollars per student per year,
 - checklist statement regarding eligibility criteria,
 - current primary and secondary contacts for the organization including email and phone contact information, and,
 - if a new applicant, petitions bearing the signature of fifteen hundred (1500) undergraduate students registered in that semester.
3. At least one week before the deadline for final application submission, the Vice President for Finance shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants
 - the Vice President for Finance shall review each applicant's application and approve the detail of each applicant's financial statements.
 - applicants shall notify the Vice President for Finance if their final request will differ from their preliminary request.
4. By noon on Friday of the third week in which classes are held in a fee setting year, each applicant must submit in print and digitally in a single file, using forms provided by the Office of the Assemblies, a final application including:
 - mission statement, of the organization or program, not to exceed one page,
 - written organization profile, not to exceed three pages, including:
 - officers,
 - number of members, and
 - description of activities, programming, and events conducted in the present cycle,
 - summary of request for funding, not to exceed two pages, including a final funding request, and describing how the applicant intends