

Appendix B: Student Assembly Guidelines for Funded Organizations 2006–2008

I. 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.

II. 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.

III. 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.
- N. **All organizations will be held programmatically accountable to the student body and the SA.**

IV. Organization Specific Guidelines

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

0. A. Athletics

- 0. **The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to every interested student during the Fall Semester of each year. The Athletics Department must ensure that the BRSP's are available at no cost until October 15 of each year. After this time, students may purchase a BRSP at**

regular price.

- 0. **All students must be admitted to Homecoming at no cost.**
- 0th. **In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell Athletic events to the entire Cornell community.**
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- 0th. B. Class Councils
 - 0. **Three** dollars of the Class Council's allocation of the Student Activity Fee shall be evenly divided among the four classes. **Four dollars** of the allocation shall be allocated to the senior class to fund events during Senior Week. **Seven dollars and fifty cents** of the Class Council's allocation shall be allocated to the senior class to pay for Convocation.
 - 0th. Before each Convocation, Class Councils shall present a detailed expense report to the SA.
 - 0th. 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.
- 0th. Community Centers Programming Boards
 - 0th. Noyes Community Center and Robert Purcell Community Center shall receive equal allocations of ninety cents per student per year.
 - 0. Appel Commons shall receive an allocation of fifty cents per student per year.
 - 0. Community Partnership Board
 - 0. 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.
 - 0th. Projects funded are to be decided by the Board. Those projects are to be included in the annual report to the SA.
- 0. Cornell Cinema

- 0. Cornell Cinema shall not increase student ticket prices without the express approval of the SA.
- 0th. 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.
- 0. Cornell Concert Commission
 - 0. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah Rink, or similar venue.
 - 0th. **When possible, all public materials relating to** Concert Commission sponsored events shall bear the Student Activity Fee logo.
 - 0. **STRIKE** By May 2005, the Concert Commission must report to the SA about venue spaces on campus for concerts in regard to their funding increase.
 - 0th. The Concert Commission shall strive to put on one free concert during the academic year.
 - 0. The Concert Commission must contribute to the MCFAB concert series.
- 0. Cornell University Emergency Medical Services
 - 0. EMS may save no more than \$5,000 per fiscal year toward the purchase of a new vehicle.
 - 0. EMS may spend no more than \$7,000 toward the purchase of a defibrillator and related expenditures.
- 0. Cornell University Programming Board
 - 0th. 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.

- 0. **When possible, all public materials relating to** Cornell University Program Board sponsored events shall bear the Student Activity Fee logo.
- 0. Preference should be given to projects that will directly affect the Cornell Community.
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- 0th. Cornell Women's Resource Center
- 0th. Cornell Women's Resource Center resources shall be made available to all Cornell students and other members of the Cornell community.
- 0. 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.
- 0th. 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.
- 0. 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.
- 0th. International Students Programming Board
- 0. 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.
- 0. ISPB shall widely advertise its International Festival to the entire Cornell community.
- 0. At the end of each semester, ISPB shall submit a fiscal report

to the SA, detailing its grants to SAFC organizations and other activities.

0. Minds Matter

0. Cornell Minds Matter shall report its activities at the end of each year to the Student Assembly.

0. Minds Matter shall widely advertise its events to the entire Cornell community.

0. Orientation Steering Committee

. The Dean of Students shall continue to supervise the planning and implementation of all August and January orientation activities.

0. 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.

0. There shall be no members of the OSC who also serve on the Welcome Weekend Executive Board.

0th. The OSC Cornell Night coordinator must work with the Campus Relations Vice President of Welcome Weekend.

0. OSC shall contribute the same monetary amount to Cornell Night as Welcome Weekend.

0. Attendance at Welcome Weekend events, excluding Cornell Night, shall not be mandatory for Orientation volunteers.

0th. Slope Day Programming Board

0. 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.

0th. 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.

0. The Board shall operate within the procedures established by

their Charter, and bring any proposed changes to the Assembly for review.

0th. One dollar and twenty-five cents shall be allocated **for Slope Fest.**

0. The Slope Day Programming Board shall work with the Cornell Administration to achieve the best possible event for all Cornell students.

0. **6. In collaboration with the Slope Day Steering Committee and University administrators, the Slope Day Programming Board will be tasked to collect demographic information from all Slope Day entrants beginning in May 2008. This information must be reported to the Student Assembly and GPSA during the Fall Semester following Slope Day. Based on this data, the Student Assembly will assess and if needed remedy the proportional funding relative to the GPSA of the Slope Day Programming Board.**

0th. Student Assembly Finance Commission

0th. 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.

0. Criteria for funding of undergraduate student organizations may not be altered or waived without the express approval of the SA.

0. The SAFC may not use more than \$1.20 per-student per-year of its allocation to fund staff salary.

0. 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.

- 0. Five dollars per student per year shall be placed in a University endowment fund. The SA shall create guidelines for use of the endowment.
- 0. 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".
- 0th. **STRIKE** These organizations will no longer include "funded in part by the SAFC."
- 0. African, Latino, Asian, Native American Students Programming Board (ALANA)
- 0. 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.
- 0. **When possible, all public materials relating to the** MCFAB concert series shall bear the Student Activity Fee logo.
- 0th. Fifteen cents each year shall be encouraged to be used for an event during Orientation or Welcome Weekend.
- 0. Multicultural Greek Letter Council (MGLC)
- 0. All monies from the Student Activity Fee shall only be used for administrative costs and programming that is open to the entire Cornell community.
- 0. **A portion of MGLC's allocation shall be used to co-sponsor events with non-Greek organizations each year.**
- 0th. CU Tonight Commission
- 0. 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.

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 - 2. Criteria for funding of undergraduate student organizations may not be altered or waived without the express approval of the SA.
- 0. Students Helping Students
 - 0. One dollar of the allocated amount shall be added to the current operating budget and seventy-five cents shall be allocated to the endowment.
 - 0. JFARC shall annually review the policy governing the allocation of the SHS funds.
- 0. Welcome Weekend
 - 0.
- 0th.
 - 1. There shall be no members of the Welcome Weekend Executive Board who also serve on the OSC.
 - 0. 2. The Campus Relations Vice President must work with the OSC Cornell Night coordinator.
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- 0th. Willard Straight Hall Programming Board
 - 0. 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.
- 0th. Haven
 - 0. All expenditures must be reviewed and approved by Haven's Executive Board.
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- 0th. Collegiate Readership Program
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 - 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.
 - 0. The CRP liaison shall prepare and present a report to the SA at the end of each **semester** with information regarding

readership and an analysis of the current distribution locations and proportions of papers. Any proposed changes in locations or proportions must be approved by a 2/3 vote of the Student Assembly.

0. 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.
0. The value of any unused papers shall be credited to the SAF account.

V. Duration and Supersedence

0. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2004 **2008** and shall expire on June 30, 2006 **2010**, unless amended or renewed by the SA.
- 0th. 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.
0. Guidelines for organizations that also receive funding from the GPSA may be amended only after consultation with the GPSA.