



# Charter

## Cornell University Student Assembly

*As Amended on February 29, 2024*

1 **PREAMBLE**

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

6 **ARTICLE I: NAME**

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

8 **ARTICLE II: OBJECT**

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

13 **ARTICLE III: AUTHORITY AND RESPONSIBILITY**

14 **Section 1: Legislative Authority Over Policies**

15 The SA will have legislative authority over the policies of the Department of Campus Life and the Office of the Dean  
16 of Students, and will have the authority to review the budgets and actions of said departments. Additionally, the SA  
17 will have authority over its own policies and operations. Finally, no proposal of the SA shall be altered in any way  
18 without the prior consent of the SA Executive Board or the SA. If approved by the SA Executive Board, the  
19 alteration must be made public at the next regularly scheduled meeting.

- 20 A. The SA shall by majority vote have the authority to require at any time information directly from a  
21 department or a specific individual within that department concerning the budget, policies, or actions of said  
22 department. The request for this information shall be made in the form of legislation at a SA meeting.
- 23 B. Should a request be refused, the SA by simple majority vote may request the information be given to the Vice  
24 President for Student and Campus Life who shall forward it to the SA. The Vice President for Student and  
25 Campus Life shall act unless otherwise directed by the President of the University, pursuant to Article 3,  
26 Section 6.
- 27



28 **Section 2: Actions of the Assembly**

- 29 A. Pursuant to the legislative authority and responsibilities of the SA the six principal actions of the Assembly  
30 are:  
31 i. Legislation,  
32 ii. Internal Policy Resolution,  
33 iii. Investigation,  
34 iv. Recommendation,  
35 v. Sense-of-the-Body Resolution,  
36 vi. Referenda  
37 B. Legislation is action of the SA to carry out its legislative and policy-making functions.  
38 C. Internal Policy Resolutions are actions to enact internal rule changes, and to make amendments to the SA  
39 Charter.  
40 D. Investigation is action of the SA to gain information on issues pertinent to its purview.  
41 E. Recommendation is an action of the SA expressing the recommendation of the SA in policy areas over which  
42 the SA through its Charter may or may not have policy-making power.  
43 F. A Sense-of-the-Body Resolution, which may or may not be directed at a particular individual, organization or  
44 event, is an expression of the opinion of the SA regarding a matter of student concern.  
45 G. Call for a Referendum is an action of the student body to determine community opinion regarding matters of  
46 student concern.

47 **Section 3: Reporting of Student Assembly Actions**

- 48 A. Reporting to the President – All actions, excluding internal policy changes that do not affect the Student  
49 Assembly Charter, of the SA will be reported by the SA President to the University President. The SA will  
50 respond to any requests for information from the University President on its actions. The University  
51 President may also request reconsideration of legislation proposed by the SA. Such a request must be filed  
52 within thirty days of notification of the legislation. The SA will take action on such a request, and, if the  
53 legislation is upheld, the SA will inform the University President. If the legislation is upheld and if the  
54 University President still deems the action to be defective, the University President may veto the action of the  
55 SA. The University President will review all actions of the SA that have been reported to him or her and  
56 provide a written response to those actions within 30 days. The University President, when appropriate, may  
57 also designate another member of the university administration to provide an additional written response to  
58 an action of the SA.  
59 B. Reporting to Other Bodies – The SA will report in writing its actions to the GPSA, Employee Assembly, and  
60 the Faculty Senate, in conjunction with reporting of the actions to the President of the University. The  
61 actions will be reported following each meeting by a SA member designated by the SA.  
62 C. Annual Report - The SA will present an annual report at or after the last SA meeting of the spring term to the  
63 President of the University and the student population. The report will include a summary of the SA's work  
64 during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the  
65 future. All members of the Cornell community will have access to this report. The report must be approved  
66 by either a majority vote of the members present at the final meeting of the spring term or by a majority vote  
67 of the voting membership of the Student Assembly electronically prior to being presented to the University  
68 President.  
69



70 **Section 4: Objection to Actions**

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

78 **Section 5: University Calendar**

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

84 **Section 6: Presidential Information**

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

92 **Section 7: President's Report**

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

98 **Section 8: Public Hearings, Forums, and Referenda**

- 99 A. The SA will have the authority and responsibility to conduct public hearings, forums, and referenda  
100 concerning topics of current student interest, and to determine in other appropriate ways student needs and  
101 opinions.  
102



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- 103 B. At two times during the course of the fall and spring semesters, a student or student group (referred to as the  
104 “submitter”) may submit a referendum of any topic of current student interest to the Student Assembly  
105 general body upon successful collection of support from at least 3-percent of the registered undergraduate  
106 student body (submitters should plan to collect at least 450 undergraduate signatures) according to the  
107 following procedure:
- 108 i. The referendum must contain a single or a series of referendum questions that are neutrally worded  
109 and call for a yes/no response. Once the submitter has started gathering signatures, the question may  
110 not be changed or modified in any way. Submitters must collect signatures (defined as a willfully  
111 submitted record of first name, last name, and NetID) exclusively from registered undergraduate  
112 students at Cornell University. Digital and print solicitation methods are permitted, provided that the  
113 referendum question and sponsoring student or student organization are clearly visible. An electronic  
114 form (ex, Google form) may be used to gather the names and NetIDs of students, but the final  
115 submission must be on the appropriate form provided by the Office of the Assemblies.
  - 116 ii. The deadlines for submission of referendums will be a date to coincide with the deadlines of the  
117 election materials for the Fall and for the Spring. All deadlines will be advertised through the SA  
118 monthly newsletter as well as the other usual publicity instruments. Once a referendum question with  
119 the appropriate number of signatures has been submitted, the SA general body will roll call vote by  
120 simple majority whether to hold the referendum. The vote will also make the provision for two  
121 collective community votes. If the SA votes by a margin of 80% or more of voting members to NOT  
122 hold the referendum, the referendum is suspended. If the SA votes by simple majority but less than  
123 80% of the vote to NOT hold the referendum, the submitter may overturn the decision of the SA by  
124 collecting the signatures of at least 10-percent of the registered undergraduate student body using the  
125 same method described in section A. 2. Once a referendum is approved or has gathered the support of  
126 at least 10-percent of the registered undergraduate student body, the following timeline will be  
127 observed:
    - 128 a. **STATEMENT PERIOD.** The Student Assembly Executive Vice President will put out a  
129 call for pro or con statements regarding the referendum question. Any member of the  
130 Cornell community may submit a statement. Each statement will be no longer than 300  
131 words. The statements must pertain to the topic of the referendum question. The deadline  
132 for pro or con statements will be seven (7) days from when the call was first made public.
    - 133 b. **PROMOTIONAL PERIOD.** Once the seven-day statement period has ended, the Student  
134 Assembly Vice President for Public Relations has a period of three (3) days to promote  
135 the referendum question and any submitted statements. The Office of the Assemblies will  
136 distribute via email to all registered undergraduate students the following: information on  
137 when and how to vote in the referendum, the referendum question, and any pro or con  
138 statements submitted.
    - 139 c. **VOTING PERIOD.** The Office of the Assemblies will conduct the referendum on the next  
140 business day following the conclusion of the promotional period. The voting period will  
141 be exactly 36 hours. The Office of the Assemblies will display any pro or con statements  
142 submitted during the statement period on the poll.
  - 143 iii. The Office of the Assemblies will publicly release the results of the referendum within one business  
144 day following the conclusion of the Voting Period, including the percentage of the undergraduate  
145 population that voted.
  - 146 iv. If a referendum has a majority of votes in favor of the submitter, then the President of the Student  
147 Assembly will communicate the referendum question, a summary of each side of the argument, and  
148 the results of the referendum to the Office of the President in the form of a referendum action.
  - 149 v. The Office of the Assemblies will record and make publicly available all communication between the  
150 President of the Student Assembly and the Office of the President.



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

- 153 A. Two members will be selected from and by the membership of the SA to serve as voting members of the UA  
154 and to act as a liaison between the UA and the SA. Elections for the two SA voting members to the UA shall  
155 be by separate secret ballots. Elections will be conducted using a single transferable vote system. The  
156 President may not be one of the SA representatives to the UA. The remaining two undergraduate student  
157 members of the UA shall be elected by the undergraduate student body at the time of SA's spring elections in  
158 the same manner as SA voting members. Elected representatives to the UA shall serve for one calendar year,  
159 taking office June 1st. Elected representatives to the UA shall serve for one calendar year, taking office June  
160 1st. Should a seat on the UA be empty, the seat shall be declared vacant. Undergraduates may not hold a  
161 directly elected seat in both the UA and the SA during the same term.
- 162 B. If at any time during the course of an academic year, a UA member elected directly from the undergraduate  
163 student body should leave his office, then the seat shall be filled by the next highest-ranking non-winning  
164 candidate. If there should not be a next highest-ranking non-winning candidate after the special election, the  
165 seat will be filled by the undesignated at-large candidate receiving the most number of votes in the preceding  
166 spring election.
- 167 C. The SA will have the authority to appoint student members of the UA committees.
- 168 D. The SA will have the authority to appoint student members to be liaisons to departments and administrators  
169 in the University.
- 170 i. During the process of committee appointments, the following two appointments must be made:  
171 liaison to the Athletic Department and liaison to the Dean of Faculty. The liaison positions shall  
172 have the responsibility of increasing the communication between the SA and the respective  
173 University departments.
  - 174 ii. At the time that committee appointments are made, the SA will appoint one member to serve as  
175 Liaison to the Provost. The student will interact and work directly with the Provost on issues that  
176 affect and concern students on a regular basis during the member's term of office.
  - 177 iii. At the time that committee appointments are made, the SA will appoint at least one undergraduate  
178 student to serve as liaison to the Student Health Fee Advisory Committee. The liaison will be a  
179 voting member of the Committee.
  - 180 iv. At the time that committee appointments are made, the SA will appoint one undergraduate student  
181 to serve as Liaison to the Student Health Plan Advisory Committee. The liaison will be a voting  
182 member of the Committee.

183 **ARTICLE IV: MEMBERSHIP**

184 **Section 1: Composition**

- 185 A. The Assembly shall consist of 37 voting members.
- 186 B. One voting member of the Assembly shall be elected at-large by and from the University undergraduate  
187 student population as President of the Student Assembly.
- 188 C. One voting member of the Assembly shall be elected at-large by and from the University undergraduate  
189 student population as Executive Vice President of the Student Assembly.
- 190 D. One voting member of the Assembly shall be elected as a Representative At-Large by virtue of attaining the  
191 second greatest number of votes in the most recent election for President of the Student Assembly; this office  
192 shall be distinct from that of a directly elected Representative At-Large.
- 193



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- 194 E. One voting member of the Assembly shall be elected as a Representative At-Large by virtue of attaining the  
195 second greatest number of votes in the most recent election for Executive Vice President of the Student  
196 Assembly; this office shall be distinct from that of a directly elected Representative At-Large.  
197 F. Six voting members of the Assembly shall each be directly elected as a Representative At-Large by and from  
198 the University undergraduate student population as a whole.  
199 G. Two voting members of the Assembly shall each be elected as a Minority Students Representative by and from  
200 the University undergraduate student population as a whole to represent minority students.  
201 H. One voting member of the Assembly shall be elected as the Women’s Issues Representative by and from the  
202 University undergraduate student population as a whole to represent women’s issues.  
203 I. One voting member of the Assembly shall be elected as the First-Generation College Students Representative  
204 by and from the University undergraduate student population as a whole to represent first-generation college  
205 students.  
206 J. One voting member of the Assembly shall be elected as the Students with Disabilities Representative by and  
207 from the University undergraduate student population as a whole to represent students with disabilities.  
208 K. One voting member of the Assembly shall be elected as the International Students Representative by and from  
209 the University undergraduate student population as a whole to represent international students.  
210 L. One voting member of the Assembly shall be elected as the LGBTQIA+ Representative by and from the  
211 University undergraduate student population as a whole to represent Lesbian, Gay, Bisexual, Transgender,  
212 Queer, Intersex, Asexual students.  
213 M. One voting member of the Assembly shall be elected as Veterans Representative by and from the University  
214 undergraduate student population as a whole to represent undergraduate students who currently or have  
215 previously served in the Armed Forces of the United States.  
216 N. One voting member of the Assembly shall be elected as Student Workers’ Representative by and from the  
217 University undergraduate student population as a whole to represent the community of undergraduates who, in  
218 addition to being students, simultaneously bear the responsibilities of being employed for pay, in any capacity,  
219 in any form, or by any employer.  
220 O. Four voting members of the Assembly shall each be elected at-large by and from the undergraduate freshman  
221 student population to represent the same.  
222 P. One voting member of the Assembly shall be elected at-large by and from the undergraduate transfer student  
223 population to represent the same.  
224 Q. One voting member of the Assembly shall be elected by and from the undergraduate student populations of  
225 each the following colleges and schools to represent the same: the Brooks School of Public Policy; the Dyson  
226 School of Business, the College of Architecture, Art and Planning; the School of Hotel Administration; the  
227 College of Human Ecology, and the School of Industrial and Labor Relations.  
228 R. Two voting members of the Assembly shall be elected by and from the undergraduate student populations of  
229 each the following colleges and schools to represent the same: the College of Agriculture and Life Sciences,  
230 and the College of Engineering.  
231 S. Three voting members of the Assembly shall be elected by and from the undergraduate student population of  
232 the College of Arts and Sciences to represent the same.

## Section 2: Qualifications of Voting Members

- 233  
234  
235 A. Each voting member of the Assembly shall be registered, full-time undergraduate student at Cornell University  
236 for the duration of their term; no voting member of the Assembly shall represent a particular college or school  
237 without being a registered, full-time student in the same; nor shall a voting member hold office without  
238 meeting the qualifications step forth for election to that office.  
239 B. No member of the Assembly shall hold the office of more than one voting member, nor be absent from the  
240 Ithaca Campus of Cornell University for more than three weeks during the academic year.  
241



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- C. Upon failing to satisfy the provisions of this section, no voting member may be deemed disqualified absent an affirmative two-thirds vote of the seated members of the Assembly.

## 242 **Section 3: Non-Voting Membership**

- 243 A. The Assembly may designate any faculty member, employee, graduate or professional student, or  
244 undergraduate student as a non-voting member.

## 245 **Section 4: Method of Election**

- 246 A. Each voting member of the Assembly and undergraduate representative to the University Assembly shall be  
247 elected by the method set forth in the Election Rules of the Student Assembly, except as otherwise provided  
248 for in this Charter.

## 249 **Section 5: Term of the Assembly**

- 250  
251 A. The term of each Assembly shall be coterminous with the term of the University Assembly; the term of each  
252 voting and non-voting member shall be coterminous with the term of the Assembly.  
253 B. There shall be no limit as to the number of terms a voting member of the Assembly may serve.  
254 C. Each voting member shall take the oath of office and shall be bound to that oath for the duration of their term  
255 prior to being seated.

## 256 **Section 6: Advisor**

- 257  
258 A. The University President may appoint one administrator or faculty member to serve as an advisor to the  
259 Assembly.

## 260 **Section 7: Attendance Requirement**

- 261 A. Each voting member of the Assembly shall be required to attend all regularly scheduled and special meetings  
262 of the Assembly.  
263 B. The Assembly may adopt rules governing the attendance of voting members and non-voting members and  
264 sanctions for violation of such rules including removal from the Assembly; however, the Assembly shall adopt  
265 no rule that permits nor requires the removal of a voting member for their absence from no fewer than four  
266 regularly scheduled meetings.  
267 C. The Assembly may not adopt attendance rules that interfere with the observance of a religious or cultural  
268 holiday.

## 269 **Section 8: Vacancies**

- 270 A. A vacancy shall exist in the office of a voting member of the Assembly or an undergraduate representative to  
271 the University Assembly before the expiration of the term of office upon the death, resignation, removal,  
272 recall, disqualification, declination of or failure to elect a duly qualified officeholder.  
273



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- 274 B. A vacancy that exists in the office of any voting member of the Assembly or an undergraduate representative  
275 to the University Assembly, during the first 30 days of the term of the Assembly, shall be filled by the  
276 candidate attaining the second greatest number of votes in the most recent election for the same office.
- 277 C. A vacancy that exists in the office of any voting member of the Assembly or an undergraduate representative  
278 to the University Assembly following the first 30 days of the term of the Assembly shall be filled by the  
279 Assembly. At the next regularly scheduled meeting following the creation of the vacancy, the vacancy shall be  
280 filled by a roll-call vote; the vacancy shall not be filled without a two-thirds affirmative vote of the seated  
281 membership of the Assembly.
- 282 D. In the period between the creation of a vacancy in the office of President and the election of a new  
283 officeholder, pursuant to Subsections B and C of this section, the order of precedence of the Officers, as  
284 established by the Bylaws, shall be used to determine who shall preside at meetings of the Assembly as Acting  
285 Chair. The Acting Chair shall exercise no authorities otherwise delegated to the President except those as  
286 necessary for convening and presiding over the Assembly. The Office of the President shall remain vacant  
287 until filled. The Assembly, by majority vote, may choose to exercise the powers of the vacant office of  
288 President or Executive Vice President, as needed to continue the proper functioning of the Assembly.
- 289 E. Any undergraduate student shall be eligible to fill a vacancy, provided they meet the qualifications to hold  
290 office set forth in this article; notwithstanding any provision to the contrary, a vacancy in the office of a  
291 Representative At-Large elected by virtue of attaining the second greatest number of in either the most recent  
292 election for President or Executive Vice President of the Assembly, may, for the remainder of the term of the  
293 Assembly in which the vacancy was created, be filled by as though the office were that of a directly elected  
294 Representative At-Large.
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### Section 9: Recall of Voting Members

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- 297
- 298 A. Each voting member of the Assembly may be recalled by their constituency. To be recalled through a  
299 member's respective constituency, the following procedure shall be followed in the given order:
- 300 i. A petition for the recall of the specific Assembly voting member will be registered with the Office of  
301 the Assemblies before any signatures are obtained.
- 302 ii. Petitioning for recall shall last for a period of not more than fourteen days from the registration of the  
303 petition. The required number of signatures shall be, for representatives from a school or college, fifty  
304 percent plus one or one thousand from that constituency, whichever is less, for at-large representatives,  
305 15% of the student body. The petition will be presented to the Office of the Assemblies.
- 306 iii. An informational forum will be scheduled and held within not more than one week of the presentation  
307 of the petition, where a discussion of the recall will occur. The Assembly voting member must have a  
308 reasonable opportunity to attend the forum.
- 309 iv. A special recall election will be scheduled for and held within not more than three days after the  
310 informational hearing.
- 311 v. Should the constituency vote to recall its representative, the seat shall be declared vacant.
- 312 B. The Assembly may only recall a voting member by an affirmative vote of two-thirds of the seated voting  
313 members of the Assembly.
- 314

### Section 10: Responsibilities of Voting Members

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- 316
- 317 A. SA members who represent specific college or school constituencies are required to make a reasonable effort  
318 to arrange at least two meetings a semester with their respective academic dean or associate dean(s) to discuss  
319 college/school specific issues and concerns. These representatives will then report back to the Student  
320 Assembly at the next regularly scheduled SA meeting briefing the Assembly on pertinent issues and  
321 occurrences that would take place as a result of these meetings.
- 322





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- 323 B. SA members who represent specific college or school constituencies shall be charged with gathering  
324 information about their particular college and representing their respective constituencies, and voting  
325 according to their needs and desires.
- 326 C. All voting representatives shall host at least one forum or outreach activity with individuals from their  
327 respective constituencies and report all outcomes to the SA at the next regularly-scheduled meeting following  
328 such an activity.
- 329 D. All representatives may communicate regularly with their constituents through e-mail mailing lists and  
330 listservs, which may be maintained by their respective college dean's office, the Department of Campus Life,  
331 the Office of the Dean of Students, or the Office of the Assemblies.
- 332 E. Any Student Assembly member, including the Vice President for Public Relations, must submit a mass  
333 message (e-mail, advertisement, press release, etc.) to the Executive Board for approval. The Executive Board  
334 may approve a message by a majority vote and the vote may be conducted by e-mail. The e-mail records must  
335 be saved.
- 336

## 337 **ARTICLE V: AMENDMENTS**

### 338 **Section 1: Proposal of Amendments**

339 This charter may be amended at any regular meeting of the assembly by a two-thirds vote of the entire voting  
340 membership, provided that the amendment has been submitted in writing at the previous regular meeting.  
341 Amendments may be presented to the assembly by voting members or by community petition with at least 100  
342 Cornell undergraduate student signatures. Any changes made to the attendance policy after the second meeting of the  
343 term will not go into effect until the following term.

### 344 **Section 2: Presidential Approval**

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

### 349 **Section 3: Official Copy**

350 The Office of Assemblies shall update the official copy of the charter within five business days of receiving notice of  
351 any amendment's ratification.  
352



## APPENDIX A: GUIDELINES FOR THE ALLOCATION OF THE STUDENT ACTIVITY FEE

### Section 1: 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.

### Section 2: Definitions

- A. The following terms, which appear frequently in this Appendix, shall be defined as follows:
- i. Organization: a registered Independent or University organization that has authorization to receive funding.
  - ii. SAFC: Student Activities Funding Commission, the designated Finance Commission of the Student Assembly.
  - iii. New applicant: an organization that did not receive funding in the previous two funding cycles.
  - iv. Returning applicant: an organization that did receive funding in the previous two funding cycles.
  - v. 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).
  - vi. 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.
  - vii. By-line funding: line item funding that comes directly from the SAF and not from an intermediary source, such as the SAFC.
  - viii. Appropriations Committee: a committee of the Student Assembly as outlined in the Student Assembly Bylaws.

### Section 3: Eligibility

- A. To receive byline funding applicants must:
- i. directly and primarily serve/benefit the entire undergraduate Cornell community
  - ii. allow all students equal access to services and/or participation
  - iii. request as part of their annual operating budget at least \$0.50 per student, per year, from the SAF
  - iv. if a new applicant, present a petition of fifteen hundred (1500) registered undergraduates to the Student Assembly
  - v. be of university status and have an advisor who is provided by the university to advise the operations of the organization
  - vi. have been a pre-registered university organization and be in good standing with Campus Activities
  - vii. be in the top tier of their current primary funding board (they have outgrown the primary funding board model and thus seeking a higher level of recognition and funding on campus)



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- 392 B. Except at the discretion of the Assembly and with approval of the President, organizations must also:  
393 i. be a registered organization  
394 ii. be student-directed and student-led  
395 iii. possess a University operating account with internally controlled funds  
396 iv. have a Cornell-employed advisor with oversight of its account  
397 v. be previously funded by either the SAFC, the Student Assembly, or a University department/unit

### 398 Section 4: Procedure

#### 399 A. Application

- 400 i. The Office of Assemblies shall make final application materials available for all interested applicants  
401 at least 1 week before the beginning of the Fall semester in an odd year.  
402 ii. The deadline for final application submissions is noon on Friday of the third week of the fall semester  
403 in which classes are held in a fee setting year.  
404 iii. Each applicant must bring 17 printed copies of all final application materials submitted to their  
405 scheduled hearing with the Appropriations Committee.  
406 iv. Each applicant must digitally submit all final application materials by the deadline through Campus  
407 Groups, which will include:  
408 a. name of applicant,  
409 b. mission statement, of the organization or program,  
410 c. all meeting minutes from executive board and general body meetings,  
411 d. current primary contact information for the organization including email and phone numbers  
412 e. number and names of all members currently a part of the organization  
413 f. description of activities, programming, and events conducted in the present cycle,  
414 g. checklist statement regarding eligibility criteria that includes,  
415 (1) being a registered organization,  
416 (2) being student-directed and student-led,  
417 (3) possessing a University operating account with internally controlled funds,  
418 (4) directly and primarily serve/benefit the entire undergraduate Cornell community,  
419 (5) allowing all students equal access to services and/or participation,  
420 (6) requesting as part of their annual operating budget at least \$0.50 per student, per year,  
421 from the SAF,  
422 (7) having a Cornell-employed advisor with oversight of its account,  
423 (8) being of university status and have an advisor who is provided by the university to  
424 advise the operations of the organization,  
425 (9) having been a pre-registered university organization and be in good standing with  
426 Campus Activities, and,  
427 (a) been previously funded by either the SAFC, the Student Assembly, or a  
428 University department/unit, or  
429 (b) being in the top tier of their current primary funding board (they have outgrown  
430 the primary funding board model and thus seeking a higher level of recognition  
431 and funding on campus), or,  
432 (c) if a new applicant, present a petition of fifteen hundred (1500) registered  
433 undergraduates to the Student Assembly.  
434 h. a requested amount in dollars per student per year compared to the previous allocation amount  
435 in the last funding cycle,  
436 i. a description of the reason for asking for an increase, decrease, or the same funding from the  
437 previous funding cycle,  
438 j. answers to the following qualitative questions,  
439 (1) what is one issue or struggle consistently faced by your organization?  
440



# Cornell University

## Student Assembly

- 441 (2) aside from financial contributions, in what aspect can the Appropriations Committee  
442 and the SA support the organization?  
443 (3) how will the organization be impacted if the SAF allocation is decreased or not  
444 increased (remaining the same) for the current allocation cycle?  
445 v. fulfillment of all additional specific requirements for reporting financial, programming, and  
446 organizational information, determined at the discretion of the current Vice President of Finance,  
447 which will be made a part of the final application one week prior to the start of the fall semester during  
448 a fee-allocating year.
- 449 B. Off-Year Reporting by Appropriations Committee
- 450 i. By the first day of classes in a fee-setting academic year, the Vice President for Finance will report  
451 each result of off-year byline meetings which occurred in the academic year prior to the fee-setting  
452 year.
- 453 a. This report will document decisions of the Appropriations Committee in the form of a funding  
454 increase, decrease, or remain the same per byline.
- 455 b. The Vice President of Finance will report this to Assembly, the Vice President for Student and  
456 Campus Life, and the President of the University.
- 457 C. New Application Petitions for Student Activity Fee Funding
- 458 i. If a new applicant, they must present a petition of fifteen hundred (1500) registered undergraduates to  
459 the Student Assembly.
- 460 a. Petitions must include signatures of fifteen hundred (1500) undergraduate students registered  
461 in that semester.
- 462 ii. If the number of valid signatures is found to be under 1,500, the organization will be informed and will  
463 have until their scheduled meeting with the Appropriations Committee in a fee-setting year to procure  
464 the missing signatures.
- 465 iii. If the number of valid signatures is found to be under 1,500, at the discretion of the Vice President of  
466 Finance, it is recommended to move their scheduled Appropriations Committee to after all other  
467 byline organizations in the same semester of a fee-setting year.
- 468 D. Pre-Appropriations Meeting in a Fee-Setting Year
- 469 i. At least one week before the deadline for final application submission, the Vice President for Finance  
470 shall convene mandatory meetings for the Presidents, Treasurers, and Advisors of all applicants.
- 471 a. At the meeting, the Vice President of Finance shall explain the procedure of allocating the  
472 Student Activity Fee, explain the procedure of Appropriations Committee meetings, and  
473 answer questions regarding final application details.
- 474 b. If applicants have already submitted their final application, applicants shall notify the Vice  
475 President for Finance of any amendments they wish to make or supporting material to add at  
476 this meeting.
- 477 c. The Vice President for Finance can grant an extension for all organizations if there is a delay in  
478 the availability of application materials.
- 479 E. Byline Organization Eligibility Reporting
- 480 i. In the next regularly scheduled meeting of the Student Assembly after the deadline for final  
481 applications, the Vice President for Finance will report to the Assembly on the eligibility of each  
482 applicant, identifying:
- 483 a. any new applicants that do not meet one or more eligibility criteria, and  
484 b. any returning applicants that do not meet one or more eligibility criteria which the Assembly  
485 may not waive.
- 486 ii. The Assembly may waive those eligibility requirements it is empowered to waive on a per  
487 organization basis for any organization for the remainder of the semester. Such organizations may then  
488 proceed through the appropriation process, provided they meet all other eligibility criteria not waived  
489 by the Assembly.
- 490



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### F. Appropriation Process

- 491 i. Within one week after the deadline for final applications, the Appropriations Committee shall begin to  
492 review applications for each applicant deemed to be eligible or for which eligibility criteria are waived  
493 by the Assembly.  
494
- 495 ii. The Appropriations Committee will:
  - 496 a. arrange a hearing where the applicant may address questions of the committee,
  - 497 b. decide whether to fund the applicant in any amount, and,
  - 498 c. if it decides to fund the applicant, adopt an allocation in dollars per student per year of no less  
499 than fifty cents and no more than the request submitted by the applicant.
    - 500 (1) The allocation of the Student Activities Funding Commission (SAFC) can be greater  
501 than the request submitted in the application.
- 502 iii. At each meeting of the Assembly immediately preceding such a meeting of the committee, the Vice  
503 President for Finance will report the date, time, and location of the meetings as well as the names of  
504 applicants the committee intends to review.
- 505 iv. At each meeting of the Assembly immediately following such a meeting of the committee, the Vice  
506 President for Finance will introduce a written report, including:
  - 507 a. name of applicant,
  - 508 b. amount requested by applicant,
  - 509 c. amount of allocation recommended by committee,
  - 510 d. rationale explaining committee's recommendation, and
  - 511 e. a brief response from the applicant, including any request to appeal to the Assembly. The Vice  
512 President for Finance may set a deadline for the applicant to submit a response, provided the  
513 deadline is no less than one business day after the applicant receives notice of the committee's  
514 decision.
- 515 v. The Vice President for Finance must inform each applicant of the time and location of any meeting  
516 where the report is to be presented or reviewed and must advise each applicant to send a representative  
517 who may answer questions of assembly members.
- 518 vi. If an applicant chooses to appeal the committee's recommendation, the Assembly will reconsider the  
519 recommendation of the committee. The Office of Assemblies will provide several copies of complete  
520 application materials at any meeting where the assembly considers appeals.
- 521 vii. The Vice President for Finance will also file minutes of the committee's meetings with the Office of  
522 the Assemblies.
- 523 viii. The committee will submit its final recommendation, including individual allocations, to the Assembly  
524 in the form of a legislative at least two regularly scheduled Student Assembly meetings before the end  
525 of the fall semester.

### G. Student Assembly Appropriation Process

- 527 i. The Assembly shall not adopt the recommendation of the Appropriations Committee at the same  
528 meeting that it is proposed.
  - 529 ii. The Assembly shall provide notice to all applicants at least one full day in advance at any meeting  
530 where legislation related to its funding is discussed.
  - 531 iii. The President of the Assembly will transmit its recommendation to the President for consideration by  
532 the last day of finals of the fall semester, including:
    - 533 a. the total amount of SAF recommendation,
    - 534 b. the allocations of each by-line funded organization, and
    - 535 c. a short description of each organization.
- 536



537 **Section 5: Specifications**

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

543 **Section 6: “Check-off” or “Pay-extra” Options**

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

548 **Section 7: Voting**

549 Proxy votes shall not be permitted for decisions of the Student Assembly regarding the SAF during the SAF allocation  
550 process. The Student Assembly must approve the appropriations committee decisions by a majority of Student  
551 Assembly members present at the meeting and can overturn an appropriations committee decision by a two-thirds  
552 (2/3) vote of Student Assembly members present at the meeting. If the Student Assembly overturns a decision of the  
553 appropriations committee, the Student Assembly must decide Activity Fee funding for that organization by a majority  
554 of the Student Assembly members present at the meeting. After all appropriations committee decisions have been  
555 approved or overturned, the Student Assembly must approve the SAF by a majority of the voting membership of the  
556 Student Assembly

557 **Section 8: Freedom of Information**

558 Unless otherwise noted, all documents regarding the SAF shall be considered public and shall be available to members  
559 of the Cornell community for review within 24 hours of their request. All deliberations regarding allocations and  
560 authorization shall be conducted in open session unless otherwise required by university policy or law. If a closed  
561 session is necessary to review or discuss confidential materials, discussion in such session must be limited only to  
562 those materials and no vote may be taken regarding the disposition of the request itself. Confidential materials may be  
563 disclosed publicly only at the discretion of authorized university personnel.

564 **Section 9: Conference with GPSA**

565 If a disparity arises in funding levels between the GPSA and SA of an organization that is funded by both, the  
566 financial officers of each body will meet to discuss the discrepancy and recommend action to their respective bodies.  
567



568 **Section 10: Default**

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

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

574 **Section 11: Amendments**

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

578 **Section 12: Review**

579 The SA and the GPSA and a representative of the President of the University shall review these guidelines and the  
580 procedures established in accordance therewith at least every four years in a non-fee-setting year (e.g. 2014-2015,  
581 2018-2019). This review shall be conducted with strict adherence to the guidelines set forth by the Board of Trustees  
582 in Attachment A: Criteria for Setting and Allocating the Student Activity Fee (03/01/99).

583 **Section 13: Criteria for Setting and Allocating the Student Activity Fee from the**  
584 **March 1, 1999 Delegation of Authority**

- 585 A. Pursuant to a letter dated March 1, 1999, the President of the University has delegated responsibility for the  
586 setting and allocation of the Student Activity Fee to the Student Assembly (SA) and the Graduate &  
587 Professional Student Assembly (GPSA) within the following guidelines:
- 588 B. The SA and the GPSA shall each amend their respective charters to include the criteria for the setting and  
589 allocation of the Student Activity Fee, including the guidelines set forth herein and which criteria shall be  
590 reviewed by and meet the approval of the President of the University.
- 591 C. The Student Activity Fee for undergraduate students and for graduate and professional students shall be set  
592 every two years for a period of two years by the SA and the GPSA, respectively.
- 593 D. The amount of the Student Activity Fee shall be determined by the last day of classes in the fall semester of  
594 the fee-setting year by the SA and the GPSA, after substantive input and active participation in the fee-setting  
595 process by their constituencies. In the event the SA or the GPSA is unable to meet this deadline, the  
596 applicable Student Activity Fee will default to the amount and allocation currently in effect during the fee-  
597 setting year. The final report must be sent to the President of the University by the last day of finals of the fall  
598 semester.
- 599 E. In general, in order to be considered for funding from the monies collected through the Student Activity Fee,  
600 an organization must meet the following criteria:
- 601 i. Register as a student or university organization with the Student Activities Office
- 602 ii. Allow students equal access to the services being provided by the organization or participation in the  
603 organization's activities
- 604 iii. Operate primarily for students by students with funds disbursed through a university operating  
605 account
- 606



# Cornell University

## Student Assembly

- 607           iv. Have an advisor to assist with oversight of the university operating account.
- 608 F. Funding from the monies collected through the Student Activities Fee may be provided directly to an
- 609 organization, which applies for and receives “by-line” funding status, outside of the established Student
- 610 Activities Funding Commission or Graduate and Professional Student Activities Funding Commission
- 611 processes. In addition to the general criteria set out above, an organization wishing to receive by-line funding
- 612 must demonstrate:
- 613           i. Its activities are of direct and primary benefit to the entire Cornell community represented by the
- 614           respective assembly; and
- 615           ii. It has a demonstrated budgetary need equivalent to at least 50 cents per student per year.
- 616 G. The SA and the GPSA may also elect to provide by-line funding for other programs and services, which are
- 617 not registered organizations (e.g., Students Helping Students, club insurance) but whose organizational
- 618 structure and programs and services are consistent with the criteria outlined above for by-line funded
- 619 organizations. Such funding would require the approval of the respective assembly and the President of the
- 620 University.
- 621 H. The SA and the GPSA will ensure that an appropriate balance is maintained between funds allocated to by-
- 622 line funded organizations and the Student Activities Funding Commission or Graduate and Professional
- 623 Student Activities Funding Commission, respectively. The SA and GPSA shall allocate no less than 35% of
- 624 their respective Student Activity Fees to the applicable Finance Commission for disbursement among non-
- 625 by-line funded organizations.
- 626 I. The SA shall ensure that the Student Activity Fee is an even dollar amount without change. The SA shall be
- 627 permitted to increase the Student Activities Funding Commission's allocation above their request to reach an
- 628 even dollar amount.
- 629 J. Neither a check-off option nor an option to pay an amount in addition to the established Student Activity
- 630 Fee for specific programs or services will be allowed for purposes of exempting a student from paying the full
- 631 amount of the Student Activity Fee, due to the funding instability inherent in administering such a system.
- 632 Exceptions may be considered if recommended and approved by the respective assembly and approved by
- 633 the President of the University.
- 634 K. These guidelines and the procedures established in accordance therewith shall be reviewed by the SA and the
- 635 GPSA and a representative of the President of the University at least every four years in a non-fee-setting
- 636 year.
- 637





## APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED ORGANIZATIONS

### Section 1: Preamble

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

### Section 2: Student Assembly's Role and Obligations

- A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice effectively the interests and concerns of the student body.
- B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the Director(s) of Campus 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. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Campus 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. **Outreach:** The SA Vice-President for Finance shall, wherever possible and as often as possible, attend meetings of each organization throughout the year.
- E. **Enforcement, Violations & Penalties**
  - i. 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.
  - ii. If the SA determines that an organization has committed a violation, the SA may impose a fine, reduction or revocation of the organization's by-line funding allocation. In order for a fine, reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules, violation of campus policies, or violation of contract. Any money garnered from a fine on an organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or revocation of funding affecting the remainder of the funding cycle occurs, the University shall attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the Special Projects Fund.

### Section 3: General Guidelines

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

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



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- ii. Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a substantial amount of tickets reserved for student use).
  - iii. The Appropriations Committee or the Executive Committee shall have the ability to request that organizations publish a report to the SA on the amount of money received for an event, where that money has been allocated, total attendance, and how much money was spent on the event.
- C. **Attendance Tracking:** Each By-line Funded Organization shall, whenever possible, provide accurate attendance figures. Organizations shall conduct a review during each Byline Funding Cycle of the demographics of students who use and are impacted by their services and shall report to the SA Appropriations Committee the attendance figures, expenditures, and incomes generated from each event held during the two previous academic years. Organizations shall record the number of undergraduates who attend each program and event, utilizing the built-in system in Campus Groups that allow individuals to sign up for events. Such figures may also be acquired through a number of measures including swiping Cornell ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count entrants. For events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking attendance would provide an unnecessary burden to organizations, a brief written statement explaining why attendance was not taken is required.
- D. **Funds Reporting:** Organizations shall operate using their accumulated surplus and the Student Activity Fee disbursement. During each Byline Funding Cycle, organizations are expected to report on the supplemental cost per-student provided for by the SAF. Organizations shall track both undergraduate and graduate contributions to events and programming. Organizations shall notify the SA Vice President for Finance if they are expected to require more than their SAF allocation in a given year
- E. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage student participation at its meetings, which shall be open to the public. Each byline-funded organization and its sub-organizations will be required to include the SA logo or the following statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student Assembly".
- F. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in accordance with its governing documents. These requirements apply to all organizations unless explicitly exempted in this Appendix or waived by a two-thirds vote of both the Appropriations Committee and the Student Assembly. The waiver shall apply for one by-line funding cycle.
- G. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member of an organization may be compensated from an organization's SAF account or SAF earned income account.
- H. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their liaison is failing in their duty, a new liaison may be appointed.
- I. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the Appropriations Committee with a written account of the use of its fee allocation and operations for the previous academic year, and an optional oral summary of its activities (unless mandated otherwise by the Appropriations Committee), including usage statistics and future programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the committee's recommendation on whether or not the organization should receive an increase in funding, a decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall then provide a written summary report of these meetings to the SA.
- J. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current funding cycle shall report each semester to the Appropriations Committee on their operations and finances.



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- 725 K. **Sub-Organizations:** All organizations that fall under a byline-funded umbrella organization must be  
726 registered. Byline-funded organizations shall provide a description of how funds are allocated to each  
727 organization under their umbrella. If applicable, each sub-organization shall receive funding from its umbrella  
728 organization for at least one event open to the public, every academic year. Sub-organizations shall only apply  
729 for funding from their umbrella organization and will not be allowed to receive funding from any other byline-  
730 funded organization, including SAFC. Umbrella organizations will similarly be ineligible to receive funding  
731 from other byline-funded organizations. Byline-funded organizations shall provide a semesterly budget report  
732 for all the events held by sub-organizations during the two previous academic years.
- 733 L. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The  
734 Appropriations Committee must approve organizations' conference expenditures and each organization must  
735 demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its  
736 mission statement. Organizations shall request approval in their annual fall report to the SA.
- 737 M. **Spending Limitations:** All conferences, teambuilding, banquet, training, and other social expenditures for  
738 organization members, in sum, shall be no greater than \$4,000 or 10% of the organization's by-line allocation,  
739 whichever is less. This rule shall not apply to SAFC-funded organizations. Funds from an organization's  
740 byline allocation cannot be used to purchase food for executive board meetings.
- 741 N. **Governing Document Approval:** All organizations must submit any changes in the Organizations' bylaws,  
742 constitution, or other governing documents to the SA for its approval.
- 743 O. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such  
744 funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived  
745 age, race, religion, creed color, national origin, ethnicity, sexual orientation, gender identity or expression,  
746 military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic  
747 violence victim status, or any combination of these factors when determining its membership and when  
748 determining the equal rights of all general members and executive board members, respectively, which shall  
749 include, but are not limited to, voting for, seeking, and holding positions within the organization.  
750 Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding  
751 source for other organizations on campus shall not discriminate on the basis of actual or perceived age, race,  
752 religion, creed, color, national origin, ethnicity, sexual orientation, gender identity or expression, military  
753 violence victim status, or any combination of these factors when awarding funding.
- 754 i. Notwithstanding these requirements, a club sport may make requirements based on competitive  
755 athletic skill which may result in a club sport of one or predominantly one gender. Organizations may  
756 also make requirements based on vocal range or quality which may result in a chorus or choruses of  
757 one or predominantly one gender. Organizations that participate in activities with governmental age  
758 restrictions may also make appropriate requirements on the basis of age.
  - 759 ii. Organizations may also enforce uniform standards of conduct as a prerequisite for obtaining some or  
760 all rights of general members and executive board members, respectively, so long as said standards  
761 are protected by the 1st Amendment of the United States Constitution in the context of a public  
762 university and do not impede enforcement of Appendix B, Section II, subsection E.
  - 763 iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall  
764 include a "Non-discrimination Clause" section in its bylaws, constitution or other governing  
765 documents reflecting this policy.  
766

## 767 **Section 4: Organization Specific Guidelines**

768 Each byline organization will be classified into a specific category based on operations. Each  
769 category will have a standardized set of spending guidelines.

### 770 **A. Department**

- 771 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated  
772 and consistent financial report.  
773



# Cornell University Student Assembly

- 774 ii. Shall communicate openly and in real-time to the Student Assembly if financial changes are expected  
775 and/or needed.

## 776 **B. Programming**

- 777 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated  
778 and consistent financial report.  
779 ii. Shall submit all events in CampusGroups and track attendance  
780 iii. Shall aim to have events on campus.

## 781 **C. Primary Funding Boards**

- 782 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated  
783 and consistent financial report.  
784 ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each  
785 separate funding board (these guidelines are determined by Cornell University financial policies in  
786 accordance with Campus Activities).  
787 iii. Have a funding tier system that does not exceed \$8,000 per organization per academic year.  
788 a) For primary funding boards that also offer supplemental budgets, these cannot exceed more than  
789 \$5,000 per semester per student organization.  
790 iv. Organizations falling under a primary funding board cannot receive funding from another primary funding  
791 board.

## 792 **D. Supplementary Funding Boards**

- 793 i. Shall work with SCL Finance Manager and Campus Activities on a yearly basis to provide a consolidated  
794 and consistent financial report.  
795 ii. Follow a standard set of Student Organization Funding guidelines that has specific appendices for each  
796 separate funding board (these guidelines are determined by Cornell University financial policies in  
797 accordance with Campus Activities).  
798 iii. Shall not allocate more than \$5,000 per semester per student organization.  
799 iv. Shall submit all events in CampusGroups and track attendance  
800 v. Shall aim to have events on campus.

801  
802 These categories are:

- 803 A. **Department** – A departmental byline is an organization (comprised of students and/or staff) that are affiliated  
804 with a university department or unit. The department or unit manages the allocated SAF funds for a specific  
805 operational reason that directly and positively impacts the undergraduate student population. The byline  
806 partners with Campus Activities in determining specific requirements to enable the organizations to function  
807 on campus.

### 808 i. Alternative Breaks

- 809 a. The Alternative Breaks allocation shall be managed and overseen by the David M. Einhorn  
810 Center for Community Engagement.  
811 b. The Alternative Breaks allocation shall provide individual students with finance support for  
812 Alternative Breaks opportunities.  
813 c. Alternative Breaks is a student-led organization of the David M. Einhorn Center for  
814 Community Engagement committed to learning about social justice issues through a racial  
815 equity and intersectional lens. By analyzing root causes and working to shift societal narratives  
816 by addressing implicit biases, students are better prepared to engage in meaningful service with  
817 community agencies.

### 818 ii. Athletics & Physical Education

- 819 a. The Athletics & Physical Education allocation shall be managed and overseen by the Cornell  
820 University Athletics Department.  
821



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## Student Assembly

- 822                    b. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each  
823                    undergraduate student. The BRSP shall provide free admission to all varsity sports excluding  
824                    Men's Varsity Ice Hockey.
- 825                    iii. Collegiate Readership Program
- 826                    a. The Collegiate Readership Program allocation shall be managed and overseen by the Cornell  
827                    Library department.
- 828                    b. The Collegiate Readership Program shall provide free New York Times and Wall Street  
829                    Journal access for undergraduate students.
- 830                    iv. Community Partnership Funding Board
- 831                    a. The Community Partnership Funding Board allocation shall be managed and overseen by the  
832                    David M. Einhorn Center for Community Engagement.
- 833                    b. Community Partnership Funding Board seeks to foster student leadership and social  
834                    responsibility by encouraging students to take action against social problems through student  
835                    initiated service projects.
- 836                    c. Community Partnership Funding Board assists students in developing community action  
837                    projects and administers grants` to make these projects possible.
- 838                    v. Empathy Assistance and Referral Service (EARS)
- 839                    a. Empathy Assistance and Referral Service allocation shall be managed and overseen by the  
840                    Skorton
- 841                    vi. Emergency Medical Service at Cornell University (CUEMS)
- 842                    a. The CUEMS allocation shall be managed and overseen by the Office of Emergency  
843                    Management (OEM).
- 844                    b. CUEMS will provide the Student Assembly statistics in terms of call responses, community  
845                    education, and event standbys on an annual basis.
- 846                    vii. Minds Matter at Cornell
- 847                    a. Cornell Minds Matter allocation shall be managed and overseen by the Skorton Center for  
848                    Health Initiatives.
- 849                    b. Cornell Minds Matter (CMM) promotes mental health awareness and emotional well-being for  
850                    all Cornell students by working to reduce the stigma of mental illness through holding  
851                    educational events and creating safe spaces to foster a healthy, balanced lifestyle.
- 852                    c. CMM acts as a liaison between students, faculty, staff, and administration to advocate for the  
853                    student perspective on mental health resources and campus policies.
- 854                    viii. Tatkon Center for New Students: Orientation
- 855                    a. The orientation allocation shall be managed and overseen by the Tatkon Center for New  
856                    Students
- 857                    b. The Assistant Director/Director in the Tatkon Center for New Students shall continue to  
858                    supervise the planning and implementation of all August and January orientation activities.
- 859                    c. Tatkon Center for New Students: Orientation shall submit the results of the Student Volunteer  
860                    Feedback surveys to the Appropriations Committee.
- 861                    ix. Outdoor Odyssey
- 862                    a. The Outdoor Odyssey allocation shall be managed and overseen by the David M. Einhorn  
863                    Center for Community Engagement.
- 864                    b. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply  
865                    for pre-orientation trips and shall dedicate no less than \$20.00 per year toward this program.
- 866                    x. Student Assembly
- 867                    a. The Student Assembly allocation shall be managed and overseen by the Cornell University  
868                    Office of Assemblies Department.
- 869                    b. The Student Assembly Special Projects allocations should not exceed \$5,000 per organization  
870                    per academic year.
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# Cornell University Student Assembly

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- xi. Student Club Insurance
  - a. The Club Insurance allocation shall be managed and overseen by the Cornell University Risk Management Department in conjunction with Campus Activities.
- xii. Students Helping Students Awards
  - a. The Students Helping Students allocation shall be managed and administered by the Cornell University Financial Aid Department.
  - b. The Students Helping Students Award provides assistance to students with necessary emergency expenses incurred during the fall or spring semesters that cannot be funded by other means.
  - c. Allowable expenses include, but are not limited to:
    - 1) travel expenses related to emergency situations (like the death of a relative)
    - 2) extra basic living expenses needed due to fire, destruction, or natural disaster; replacement of stolen goods (not lost due to negligence)
    - 3) emergency medical or dental expenses not covered by insurance.
  - d. The Students Helping Students Award is not designed to cover standard expenses included in the budgeted cost of attendance for the academic year, non-emergency expenses, expenses that are extravagant or non-utilitarian, and so forth.
  - e. The Student Assembly Financial Aid Review Committee (FARC), a committee convened by the Student Assembly, reviews and approves grants anonymously.
- B. **Programming** – A programming byline is an organization (comprised of mainly of students) that are affiliated with a university department or unit. The department or unit along with the student leaders manages the allocated SAF funds for a specific programmatic reason that directly and positively impacts the undergraduate student population. The byline partners with Campus Activities in determining specific requirements to enable the organizations to function on campus.
  - i. Programming Council
    - a. Convocation Committee
      - 1) Convocation shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
      - 2) At the time of the selection of Convocation Committee membership, the Convocation Committee Chair must include at least six, but no more than ten voting members of the SA that belong to that class year to participate as full voting members of the Convocation Committee. SA members are expected to abide by the same attendance rules as all other Convocation Committee members. The SA Vice President for Finance shall serve as an ex-officio member of the Committee.
    - b. Concert Commission
      - 1) CCC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
      - 2) The Cornell Concert Commission should seek to hold concerts for undergraduate students in and around the Ithaca campus.
    - c. Cornell University Class Councils
      - 1) CC shall receive advising (organizational guidance, staff support, financial, etc.) and programmatic collaboration from Campus Activities
      - 2) Class Councils will program and promote events related to class pride and university traditions for each of the class years.
      - 3) The Senior Class Council will spearhead Senior Days.
        - (a) The majority of the funds allotted for Senior Days should be put toward planning no ticket cost events.



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- 920 d. Cornell University Program Board
- 921 1) CUPB shall receive advising (organizational guidance, staff support, financial, etc.) and
- 922 programmatic collaboration from Campus Activities.
- 923 2) The Cornell University Program Board should seek to hold events for undergraduate
- 924 students in and around the Ithaca campus.
- 925 e. Multicultural Community Fueled Activities Board
- 926 1) MCFAB shall receive advising (organizational guidance, staff support, financial, etc.) and
- 927 programmatic collaboration from Campus Activities
- 928 2) MCFAB shall seek to bring diverse programming to campus.
- 929 f. Slope Day Programming Board
- 930 1) SDPB shall receive advising (organizational guidance, staff support, financial, etc.) and
- 931 programmatic collaboration from Campus Activities
- 932 2) The Slope Day Programming Board shall be in charge of selecting Slope Day artists and
- 933 collaborate with university offices in organizing Slope Day events for Slope Day.
- 934 3) All undergraduate students admission to Slope Day must be free, unless expressly
- 935 permitted by the SA.
- 936 g. Willard Straight Hall Student Union Board
- 937 1) SUB shall receive advising (organizational guidance, staff support, financial, etc.) and
- 938 programmatic collaboration from Campus Activities
- 939 2) All events sponsored by the Student Union Board must take place in Willard Straight Hall,
- 940 unless specifically a part of welcome weekend and be aligned with the mission and
- 941 purpose of the Student Union Board constitution
- 942 C. **Primary Funding Board** – A primary funding board byline organization (comprised of students partnering
- 943 with an university advisor) serves as a primary funding source and governing body for a specific category of
- 944 student organizations. The byline partners with Campus Activities in determining specific requirements to
- 945 enable the organizations to function on campus.
- 946 i. Club Sports Council
- 947 a. Club Sports Council shall receive advising (organizational guidance, staff support, financial,
- 948 etc.) and programmatic collaboration from Campus Activities.
- 949 b. Club Sports Council must send two officers each academic year to the Safety Training
- 950 provided by Campus Activities and facilitated by the Club Sports Council. This requirement
- 951 must be completed before the club can access funds.
- 952 c. Sports Clubs members must sign electronic waivers each academic year via CampusGroups.
- 953 This requirement must be completed before the club can access funds.
- 954 d. Sports Clubs must send at least one officer to each monthly meeting held by the Council.
- 955 ii. Interfaith Council at Cornell
- 956 a. The Interfaith Council at Cornell shall receive advising (organizational guidance, staff support,
- 957 financial, etc.) and programmatic collaboration from the Office of Spirituality and Meaning
- 958 Making.
- 959 b. Interfaith organizations must work with Campus Activities and the Office of Spirituality and
- 960 Meaning Making to ensure that all affiliated advisors have the proper Risk Management
- 961 requirements.
- 962 c. Each organization under The Interfaith Council shall request funding for at least one event
- 963 open to the public, every academic year.
- 964 iii. Student Activities Funding Commission
- 965 a. SAFC shall receive advising (organizational guidance, staff support, financial, etc.) and
- 966 programmatic collaboration from Campus Activities
- 967



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- 968                    b. Collaborate with the other primary funding boards to ensure procedures/structures are similar  
969                    and consult with the Vice President of Finance within the Student Assembly if  
970                    changes/enhancements are needed.
- 971    **D. Supplementary Funding Boards** – A supplementary funding board byline organization (comprised of  
972    students partnering with an university advisor) serves as an additional funding source and programming body  
973    for qualifying student organizations and/or organizations that may fit within their mission. The byline partners  
974    with Campus Activities in determining specific requirements to enable organizations to function on campus.
- 975                    i. ALANA Intercultural Programming Board
- 976                    a. ALANA shall receive advising (organizational guidance, staff support, financial, etc.) and  
977                    programmatic collaboration from the Dean of Students.
- 978                    b. ALANA will divide their funding between their programming/ overhead and umbrella  
979                    organizations.
- 980                    c. ALANA’s umbrella organizations include the following:
- 981                                    (1) Black Students United (BSU)
- 982                                    (2) Native American and Indigenous Students at Cornell (NAISAC)
- 983                                    (3) The Cornell Asian Pacific Student Union (CAPSU)
- 984                                    (4) La Asociación Latina (LAL)
- 985                                    (5) Cornell’s South Asian Council (SAC)
- 986                    d. Shall provide a description of how funds are allocated to each organization under their  
987                    umbrella.
- 988                    ii. CU Tonight Commission
- 989                    a. CU Tonight shall receive advising (organizational guidance, staff support, financial, etc.) and  
990                    programmatic collaboration from Campus Activities
- 991                    b. CU Tonight shall promote non-alcoholic, late night social programming, on campus, open to  
992                    the entire Cornell community.
- 993                    c. CU Tonight shall provide a breakdown of how many organizations received funding in specific  
994                    financial brackets and number of events.
- 995                    iii. Environmental Collaborative
- 996                    a. Cornell Environmental Collaborative shall receive advising (organizational guidance, staff  
997                    support, financial, etc.) and programmatic collaboration from the Campus Sustainability  
998                    Office.
- 999                    b. Environmental Collaborative unites student groups on-campus toward environmental  
1000                    sustainability by doing the following:
- 1001                                    (1) Increasing dialogue amongst environmental organizations and all other interested  
1002                                    organizations
- 1003                                    (2) Launching and uphold meaningful venues for reducing negative environmental impact  
1004                                    and upholding social justice and to provide opportunities for all students to gain  
1005                                    knowledge and experience in relevant issues
- 1006                                    (3) Provide support to and information for existing environmental initiatives
- 1007                                    (4) Fostering meaningful relationships with Cornell’s administration and the Ithaca  
1008                                    community
- 1009                    c. Shall provide a description of how funds are allocated to each organization under their  
1010                    umbrella.
- 1011                    iv. Gender Justice Advocacy Coalition
- 1012                    a. Gender Justice Advocacy Coalition shall receive advising (organizational guidance, staff  
1013                    support, financial, etc.) and programmatic collaboration from the Dean of Students.
- 1014                    b. The Gender Justice Advocacy Coalition shall collaborate with the Student Assembly Womxn’s  
1015                    Liaison Representative on safety, health, and other topics pertinent to women on campus.
- 1016





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- 1017 c. Shall provide a description of how funds are allocated to each organization under their  
1018 umbrella.
- 1019 v. Haven: The LGBTQ Student Union
- 1020 a. Haven: The LGBTQ Student Union shall receive advising (organizational guidance, staff  
1021 support, financial, etc.) and programmatic collaboration from the LGBTQ+ Resource Center.
- 1022 b. Haven: The LGBTQ Student Union's mission is to enhance the cultural and social climate at  
1023 Cornell University and to improve and enrich the lives of the LGBTQ+ and Same Gender-  
1024 Loving members of the community. This will be achieved through funding, training, and  
1025 administrative support for the organizations represented by Haven so they may organize  
1026 successful educational, social, and cultural programs and serve as effective supportive  
1027 environments.
- 1028 c. Shall provide a description of how funds are allocated to each organization under their  
1029 umbrella.
- 1030 vi. International Students Union
- 1031 a. The purpose of the International Students Union is to represent and advocate international  
1032 student causes, to be a resource for international students on the Cornell campus, and to  
1033 promote internationalism, which would be defined as including, but not limited to, the cross-  
1034 cultural understanding of international life on campus and in Ithaca and the cooperation  
1035 between trans-national groups and individuals on campus.
- 1036 b. The responsibilities of the International Students Union are
- 1037 (1) To promote and fund international activities proposed by any undergraduate or graduate  
1038 student group on campus, as well as leading initiatives that improve and uplift  
1039 international student life on campus.
- 1040 (2) To represent, advocate, and liaise with the Cornell University administration for any  
1041 issues concerning International students, both undergraduate and graduate, at a campus  
1042 wide level.
- 1043 (3) To organize and plan events to promote and encourage diversity and cross-cultural  
1044 dialogue in a trans-national context.
- 1045 (4) To maintain and prepare the annual budget and administer funds available to the Union  
1046 to various organizations on campus.
- 1047 (5) To maintain liaisons with Faculty Committees, International Students and Scholars  
1048 Office, Students Assembly, the University, and local community.
- 1049 (6) To foster cross-cultural exchange through: the Union's General Body Membership and  
1050 meetings, events hosted by the Union, and events sponsored or co-sponsored by the  
1051 Union.
- 1052 c. Shall provide a description of how funds are allocated to each organization under their  
1053 umbrella.
- 1054 vii. Multicultural Greek Fraternal Council (MGFC)
- 1055 a. Multicultural Greek Fraternity Council (MGFC) shall receive advising (organizational  
1056 guidance, staff support, financial, etc.) and programmatic collaboration from the Sorority and  
1057 Fraternity Life (SFL).
- 1058 b. Shall provide a description of how funds are allocated to each organization under their  
1059 umbrella
- 1060



## APPENDIX C: GUIDELINES FOR THE ALLOCATION OF THE STUDENT ASSEMBLY INFRASTRUCTURE FUND

### Section 1: Preamble

The Student Assembly (the Assembly), is charged with the allocation of the Student Assembly Infrastructure Fund (SAIF). Applications for funding provided by the SAIF must be reviewed annually by the SAIF Committee and are subject to overview by the Appropriations Committee.

### Section 2: Sources of Funding

By the first of November of every year, the annual pay out of the SAF endowment fund will be transferred into the SAIF under the Student Disbursement Account of the Assembly.

### Section 3: Closing of Account at Year End

By the last regularly scheduled Student Assembly meeting of the fall semester, the chair of the SAIFC will deliver a report to the Assembly of all funds, committed, spent and unspent, remaining in the SAIF Disbursement Account.

### Section 4: Definitions

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

- A. Organization: a registered Independent or University organization that has authorization to receive funding.
- B. Application: the request to receive a funding award from the SAIF for a project or initiative.
- C. Applicant: any individual student, group of students, organization, or group of organizations who submits an application to receive a funding award from the SAIF.
- D. SAFC: Student Activities Funding Commission, a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.
- E. Byline funding: line item funding that comes directly from the SAF as described under Appendix A of the Student Assembly Charter.
- F. Appropriations Committee: a committee of the Student Assembly, as outlined in the Student Assembly Bylaws.

### Section 5: Purpose

The purpose of the SAIF is to financially support projects and/or initiatives that improve infrastructure or facilities on campus that contribute to the undergraduate experience of Cornell students.

### Section 6: Eligibility

To be eligible to receive a funding award from the SAIF, an application for a project or initiative must:

- A. be developed and organized and submitted by Cornell undergraduates;
- B. allow Cornell undergraduate students equal access to the benefits of the project;
- C. be an initiative located on the Ithaca campus of Cornell University;



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- 1093 D. Be reliant on an SAIF funding award in order to be completed in a timely fashion;
- 1094 E. not have previously requested and received a funding award from the SAIF for the same purpose.

### Section 7: Permitted Applications

The following applications represent some, but not all, of the eligible projects or initiatives that, if they are not among the list of prohibited applications, may receive funding awards from the SAIF:

- A. a renovation of a room or building
- B. the construction of new infrastructure (ex. Bike racks, electrical outlets, water fountains)
- C. an opportunity to increase the size of a capital goods expenditure to receive an unforeseen benefit (i.e. a planned renovation by the administration could be substantively expanded via student support); and
- D. a project or initiative that needs initial start-up funding before it can become eligible for other sources of funding on campus.
- E. a web-based application that provides benefits to Cornell undergraduate students.

### Section 8: Prohibited Applications

The following applications are prohibited from receiving funding awards from the SAIF:

- A. an application that did not receive funding or failed to get reimbursed from other sources due to an error on behalf of the applicant;
- B. requests to help an applicant avoid running a deficit resulting from a lack of adequate planning;
- C. an application to cover the costs of a regularly occurring project or initiative; and
- D. an application that directly or indirectly subsidizes the cost of tuition of an individual student.

### Section 9: Procedure for Determining Funding Awards

#### A. Release of Application

- i. The chair of the SAIF Commission (SAIFC) is responsible for submitting the application to receive funding from the SAIF to the Office of the Assemblies by the second regularly scheduled Student Assembly meeting.
- ii. The Office of the Assemblies shall make the application provided by the chair of the SAIFC available to all eligible applicants by the third regularly scheduled Student Assembly meeting, or one week following the meeting with the SAIF Chair, whichever is sooner.
- iii. The chair of the SAIFC shall create a publicity plan, in conjunction with the Executive Committee of the Student Assembly, detailing how the SA will make all students aware of the SAIFC. This plan shall be approved by the Executive Committee by the second regularly scheduled Student Assembly meeting of the Fall semester.
- iv. The chair of the SAIFC is responsible for releasing a timeline by the third regularly scheduled Student Assembly meeting of the Student Assembly each semester consisting of the deadline for applications, when those applications will be reviewed by the SAIFC, and when those funding awards will be announced.
- v. The chair of the SAIFC may choose to hold additional SAIFC meetings to evaluate all received applications that have not yet been reviewed in addition to the dates released in the timeline on the first day of each semester.



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### B. Funding Award Evaluation Process

- i. For each application, the SAIFC will:
  - a. arrange a hearing where the proposers of the application may address questions of the
  - b. committee,
  - c. determine if the application is eligible to receive a funding award from the SAIF,
  - d. decide the order in which applications are voted upon to receive funding awards by first holding a ranked order vote by committee members. Once SAIFC has established application rankings, the vote on funding awards will proceed from the highest ranked application and so on in descending order.
- ii. After the SAIFC evaluates an application, the chair of the SAIFC must issue a written report which includes the:
  - a. name of the applicant,
  - b. project or initiative requested in the application,
  - c. date that the SAIFC reviewed the application,
  - d. funding award amount requested by the applicant,
  - e. funding award granted by the SAIFC and what that funding award is as a percentage of the available funding in the SAIF at the beginning of that academic year, and
  - f. rationale explaining the SAIFC's decision
- iii. All funding awards granted by the SAIFC must be approved by the Dean of Students before becoming finalized.
- iv. If the applicant has a University operating account with internally controlled funds and oversight by a Cornell-employed advisor, the Vice President for Finance will approve the transfer of funds from the SAIFC into their account.
- v. If the applicant does not have an account that meets these eligibility requirements, the amount of the funding award will be separated from the remaining balance of the SAIF and expenses will be processed through regular university accounting procedures through the Office of Assemblies, like all others under the Student Assembly budget.
- vi. At each meeting of the Assembly immediately following the final approval of a funding award by the Dean of Students, the report associated with the application must be included in the meeting's agenda.
- vii. The chair of the SAIFC will file any reports or minutes of committee meetings pertaining to the SAIF with the Office of the Assemblies.
- viii. The chair of the SAIFC shall regularly report to the Assembly on the progress of projects and shall inform the Assembly of any setbacks the Commission faces in implementing its projects