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 Student Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines each year.

C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) of Student Activities, Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.

D. **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.
   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. Such figures may 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. 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 organization funded by the SA 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”.

E. Capital Expenditures: SAF allocations are meant to serve as a “current account.” No organization shall use its Fee allocations for major capital equipment purchases costing more than $500 without the express approval of the SA. Organizations shall request approval in their annual fall report to the SA. A major capital equipment purchase shall be defined as anything having a useful life of two years or more.

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.

F. 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.
G. 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.

H. 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 oral summary of its activities, 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.

I. 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.

J. Conferences: Organizations may send Executive Board member(s) to one annual conference, if desired. The Appropriations Committee must approve organization’s conference expenditures and each organization must demonstrate to the committee that conference attendance will benefit the Organization’s ability to achieve its mission statement. Organizations shall request approval in their annual fall report to the SA. All conferences, teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no greater than $4,000 or 10% of the organization’s by-line allocation, whichever is less. This rule shall not apply to SAFC-funded organizations.

K. Governing Document Approval: All organizations must submit any changes in the Organizations’ bylaws, constitution, or other governing documents to the SA for its approval.

L. Non-discrimination: All organizations receiving Student Activity Fee funds directly or that receive such funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization. Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding source for other organizations on campus shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when awarding funding.

i. Notwithstanding these requirements, a club sport may make requirements based on competitive athletic skill which may result in a club sport of one or predominantly one gender. Organizations may also make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one gender. Organizations that participate in activities with governmental age restrictions may also make appropriate requirements on the basis of age.

ii. Organizations may also enforce uniform standards of belief or conduct as a prerequisite for obtaining some or all rights of general members and executive board members, respectively, so long as said...
standards are protected by the 1st Amendment of the United States Constitution in the context of a public university and do not impede enforcement of Appendix B, Section II, subsection E.

iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall include a “Non-discrimination Clause” section in its bylaws, constitution or other governing documents reflecting this policy.

### Section 4: Organization Specific Guidelines

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

A. ALANA Intercultural Board

i. $2.05 shall be used to fund ALANA’s member organizations as outlined in the ALANA constitution

ii. $3.00 per student per year of the ALANA allocation shall be used to fund the MCFAB program each year.

iii. MCFAB shall seek to bring multiple acts to campus representing different musical genres diverse programming to campus.

iv. $1.90 per student per year of the ALANA allocation shall be contributed toward funding umbrella organizations as outlined in the ALANA constitution. Umbrella organizations may not apply for SAFC funding.

v. $1.10 per student per year of the ALANA allocation shall be contributed towards ALANA’s own administrative costs and programming needs such as general body meetings and other intercultural programming.

B. Athletics & Physical Education

i. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each undergraduate student. $7.00-$7.30 per student per year of the total annual Athletics allocation may be spent towards providing the BRSP. The BRSP shall provide free admission to all varsity sports excluding Men’s Varsity Ice Hockey.

ii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell Athletic events to the entire Cornell community. $3.00-$1.78 per student per year of the annual Athletics’ allocation may be spent towards providing marketing and promotions. Athletics shall further promote increased autonomous student leadership in the Sports Marketing Group during the 2016-2018 funding cycle.

C. Class Councils

i. The Class Councils allocation may be divided between the four class years in proportions determined by the organization.

D. Collegiate Readership Program

i. The Collegiate Readership Program shall operate for the 2018-2020 by-line cycle using its accumulated surplus and the activity fee disbursement.
ii. The SA Vice President for Finance or their designee shall oversee the operations and finances of the 
   Collegiate Readership Program.

iii. The Collegiate Readership Program shall provide free New York Times and Wall Street Journal access 
    for undergraduate students.

iv. Newspapers shall be distributed from the Monday of the week prior to the first full week of classes 
    to the last day of exam week during each fall semester and from the first day of class to the last day 
    of exam week during each spring semester. These distributions periods do not include Fall Break, 
    Thanksgiving Break, or Spring Break.

v. The CRP liaison, SA Vice President for Finance or their designee shall prepare and present a report to 
    the Student Assembly at the end of each academic year with information regarding readership and an 
    analysis of the current distribution locations. Any proposed changes in locations or proportions must 
    be approved by a two-thirds majority vote of the SA.

vi. The CRP liaison shall yearly provide a list of publications available through CRP that are deliverable to 
    Ithaca and allow the SA to change the publications that are purchased.

E. Community Partnership Board

i. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be 
    paid by the Board’s parent body, the Public Service Center, or other non-activity fee sources of 
    funding.

ii. Projects funded are to be decided by the Board. Those projects are to be included in the annual report 
    to the SA.

F. Convocation

i. At the time of the selection of Convocation Committee membership, the Convocation Committee 
   Chair shall invite all voting members of the SA, directly-elected undergraduate members of the UA, 
   and student-elected trustee(s) that belong to that class year will be invited to participate as full voting 
   members of the Convocation Committee. The SA Vice President for Finance shall serve as an ex- 
   officio member of the Committee.

ii. Convocation shall seek to announce speaker selection first at a Student Assembly meeting.

iii. Convocation Committee shall notify the SA Vice President for Finance if the Committee is expected 
    to require more than its SAF allocation to support Convocation.

G. Cornell Cinema

i. Cornell Cinema shall not increase student ticket prices without the express approval of the SA.

ii. Cornell Cinema shall strive to promote autonomous student leadership.

H. G. Cornell Concert Commission

i. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah 
   Rink, or similar venue.

ii. The Concert Commission shall strive to put on one free concert during the academic year.
iii. The Concert Commission shall strive to do at least one event in the Bears Den every year.

iv. The Cornell Concert Commission shall send a report to the Appropriations Committee any time a concert’s subsidy is more than expected and the Cornell Concert Commission should detail more money than expected, detailing the loss—the shortfall—and the impact it will have on future operations.

I-H. Cornell University Emergency Medical Service

i. CUEMS may save no more than $25,000–$30,000 per each two-year funding cycle toward the purchase of a new vehicle.

ii. CUEMS shall record the number of undergraduates who use their CUEMS services.

I-J. Cornell University Programming Board

i. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to campus. Such speakers should have diverse following, within the university, and in the Board’s best opinion, should be able to attract a large attendance by students and community members.

ii. CUPB shall record the number of undergraduates who attend each program.

K-J. CU Tonight Commission

i. CUTonight shall seek to promote non-alcoholic, late night social programming, on campus, open to the entire Cornell community.

ii. CUTonight shall send at least one representative to every funded event with the intention of reviewing the event.

iii. CUTonight shall develop an appeals process whereby student organizations applying for funding have the opportunity to present why they believe the commission overlooked funding. This opportunity to appeal the decisions of the Committee to the Appropriations Committee.

iv. CUTonight shall develop and adhere to a rubric and written hearing procedures of which the commission will evaluate applicants. This rubric and these procedures shall be submitted to the SA Vice President for Finance for approval by the Appropriations Committee.

v. CUTonight shall forward the results of the rubric to the SA Vice President for Finance after each CUTonight funding cycle.

L-K. Orientation Steering Committee

i. The Assistant Dean of Students in New Student Programs shall continue to supervise the planning and implementation of all August and January orientation activities.

ii. By the last meeting of the Spring Semester, OSC shall present a report to the SA detailing planned activities for the upcoming Orientation week.

iii. The president of the SA and the senior Student Elected Trustee must be invited to address the new students at the President’s New Students Convocation each year. If the Cornell University President limits the OSC to two speakers, the president of the SA must be invited.

iv. Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers.

v. OSC shall increase funding for both transfer and January Orientation programming.
vi. OSC shall allocate more than $1.12 of their allocation towards programs designed to educate new students about consent and sexual assault.

vii. OSC shall submit the results of the feedback surveys to the Appropriations Committee.

vii. viii. OSC shall reduce the costs of apparel.

M. L. Outdoor Odyssey

i. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for pre-orientation trips and shall dedicate no less than $20,000 per year toward this program.

ii. Outdoor Odyssey shall conduct a review during the 2016-2018 Funding Cycle of the demographics of those who attend.

iii. Outdoor Odyssey shall investigate creating trips accessible for the differently abled and shall report their findings to the Student Assembly before the final Student Assembly meeting in the fall of 2018.

M. M. Senior Days

i. SAF-funded Senior Week events will charge no admittance fee and will be open to all seniors and at least 90% of the SAF allocation will go towards free, non-ticketed events.

ii. Before the final Student Assembly meeting in the fall, Senior Days shall report to the Appropriations Committee the attendance, expenditures, and income generated from each event held during the most recent Senior Days.

O. N. Slope Day Programming Board (SDPB)

i. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at the end of the spring semester.

ii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.

iii. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted by the SA.

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

v. The Slope Day Programming Board shall collect demographic information from all Slope Day entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope Day.

vi. The Slope Day Programming Board shall seek to announce artist selection first at a Student Assembly meeting.

P. O. Slope Media Group

i. Slope Media Group shall establish durable goods inventory management procedures, which must include details about anticipated storage locations, authorized persons to possess or handle equipment, device security, and theft.
ii. Slope Media group shall not spend student activity fee funding on any giveaways including but not limited to glassware, clothing, and general accessories, without the explicit approval of the Appropriations Committee.

Q-P Student Activities Funding Commission
i. SAFC shall publish and make publicly available a written account of the organizations requesting funding, the amount requested, the amount rewarded, and the amount spent.
ii. Criteria for funding of undergraduate student organizations may not be altered or waived without the explicit approval of the SA.
iii. The SAFC shall reserve at least 1 dollar per student per year for a special projects fund. Monies held in this fund will be allocated first for appeals of the SAFC’s funding decisions to the SA.
iv. SAFC shall annually review and amend its tier system guidelines to project expenditure growth of approximately 3% per year. SAFC is not required to have actually achieved 3% growth per year. SAFC shall report the outcome of this review to the Appropriations Committee.

R-Q Welcome Weekend
i. Welcome Weekend shall seek to hold events during the first two weeks of each semester.
ii. Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and shall record undergraduate attendance.
iii. Welcome Weekend shall seek out co-sponsorships where applicable.

S-R Willard Straight Hall Student Union Board
i. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding environments and be directly associated with the purpose and mission of WSH.
ii. WSH SUB shall develop and adhere to a yearly budget. By a majority vote, the Appropriations Committee may amend the budget.
iii. WSH SUB shall not purchase and dispense giveaways including but not limited to gold or silver plates and graduation gifts.

T-S Women’s Resource Center (WRC)
i. The Women’s Resource Center shall collaborate with the Student Assembly Women’s Liaison Representative, Community Life on safety, health, and other topics pertinent to women on campus.
ii. $0.50 per student per year of the WRC allocation shall be used for the development and operation of the Big Red Shuttle late night shuttle service. The Women’s Resource Center will be responsible for coordinating the management and operation of the Big Red Shuttle late night shuttle service.

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The Feminism Food for Thought budget for AY 2019-2020 shall not exceed 10,000 less the total SAF spending on Feminism Food for Thought in AY 2018-2019.

When 50% of the two-year budget has been exhausted, the WRC shall notify the SA Vice President for Finance.

The WRC shall strive to maximize and strive to track attendance at this event.

Section 5: Duration and Supersession

A. Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2016-2018 and shall expire on June 30, 2018-2020, unless amended or renewed by the SA. These rules require a two-thirds majority of SA members present to be amended.

B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.

C. Guidelines for organizations that also receive funding from the GPSA may be amended only after consultation with the GPSA.