



Bylaws

Cornell University Student Assembly

As amended on September 9, 2021

ARTICLE I: EX-OFFICIO MEMBERS

Section 1: Ex-officio Membership

Ex-officio membership grants members of the Cornell community (student, alumni, faculty, staff, administrator, etc.) full-debating privileges but not voting privileges. These positions are granted to community members to either provide a perspective from another governing body or to enhance the overall operations of the Student Assembly.

Section 2: Ex-Officio Executive Committee Positions

- A. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Executive Archivist.
- B. The SA can grant an ex-officio position to any member of the Cornell community to serve as the Parliamentarian.
- C. The SA can grant an ex-officio position to any member of the Cornell Community to serve as Director of Elections.
- D. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Student Advocate.
- E. The SA can grant an ex-officio position to any member of the Cornell Community to serve as the Director of Student Government Relations.

Section 3: Organizational Liaisons

- A. The SA shall grant one member chosen from each constituency of the Greek Tri-Councils. This will grant an ex-officio position to one member of the Multicultural Greek and Fraternal Council, Panhellenic Association, and InterFraternity Council.
- B. The SA will grant one executive member from Residential Student Congress an ex-officio position as an organizational liaison.
- C. The SA will grant one member from Cornell Undergraduate Veteran Association an ex-officio position as an organizational liaison. This liaison must represent the interests of the United States and its allies.
- D. The SA will grant one liaison, an undergraduate with an interest in computing and technology an ex-officio position as titled IT Governance Liaison.
- E. The SA will grant one member from the Student Athlete Advisory Committee (SAAC) an ex-officio position titled "Student Athlete Representative".



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34 **Section 4: Shared Governance Liaisons**

- 35 A. Student Trustees. The SA will grant the Student Trustees ex-officio positions as shared governance
36 liaisons for the duration of their terms.
- 37 B. Undergraduate University Assembly Members. The SA will grant both student-elected University
38 Assembly members ex-officio positions for the duration of their terms.

39 **ARTICLE II: OFFICERS**

40 **Section 1: Officers**

41 The officers of the SA shall be a President, an Executive Vice President, a Vice President of Internal Operations, a
42 Vice President for Finance, a Vice President of External Affairs, a Vice President of Diversity and Inclusion, a
43 Director of Elections, a Parliamentarian, and an Executive Archivist. These officers shall perform the duties
44 prescribed by this Charter and by the parliamentary authority adopted by the SA.

45 **Section 2: Election and Appointment of Officers, Time of Election/Appointment**

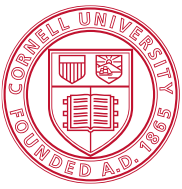
46 The SA will, as soon as possible after the spring election, hold an organizational and planning meeting in
47 executive session. At this meeting, the voting members will elect from among themselves the offices of Vice
48 President of Internal Operations, Vice President for Finance, a Vice President of External Affairs, a Vice
49 President of Diversity and Inclusion. At this meeting or a meeting soon after, the voting members will elect from
50 the Cornell community (student, employee, faculty, alumnus living in Ithaca) the office of Director of Elections.
51 Self-nomination will be in order in each of the elected offices. Elected officers should be approved by a majority
52 vote of SA members present at organizational meeting. Additionally, at this meeting or a meeting soon after the
53 members will affirm the appointments of Parliamentarian and Executive Archivist. The offices of Parliamentarian
54 and Executive Archivist will be appointed by the SA President. Each nominee for the respective offices shall be
55 subject to majority approval of the SA voting members. The newly elected officers will undertake the
56 responsibilities of their position at the start of their term on the SA. Elections for officers shall be by secret
57 ballots. SA voting members may have one vote for each position to be filled but may not vote for any one
58 individual twice on any ballot.

59 **Section 3: Terms of office**

60 Officers shall serve for a term of one year or until their successor is elected and is administered the oath of office.
61 Following the next regular or special Student Assembly elections.

62 **Section 4: Recalling officers**

63 Two-thirds vote of the voting membership of the SA may vote to recall any officer of the SA from his or her
64 office.



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65 **ARTICLE III: OFFICER DUTIES**

66 **Section 1: President**

67 The responsibilities of the President are as follows:

- 68 1. Attend and chair all SA meetings.
- 69 2. Attend all Assemblies' leadership meetings and meetings with Executive staff.
- 70 3. Submit agenda items for leadership meetings after soliciting topics from Assembly members.
- 71 4. Serve as the primary Assembly correspondent with the administration, the media, and the student body.
- 72 5. Correspond with the University President following each Assembly meeting enumerating all actions that
73 are passed and are under the University President's purview and to solicit his or her response.
- 74 6. Correspond with the Deans of the College of Agriculture and Life Science; College of Architecture, Art,
75 and Planning; College of Arts and Sciences; College of Engineering; School of Hotel Administration;
76 College of Human Ecology; School of Industrial and Labor Relations, College of Business; following
77 each Assembly meeting enumerating all resolutions that are passed and under the purview of each
78 individual college and school and to solicit their responses.
- 79 7. Supervise all elected officers and ensure they are discharging their responsibilities.
- 80 8. Attend all open sessions of the Board of Trustees and the Board of Trustees Executive Committee held in
81 Ithaca and report back to the Assembly on said meetings.
- 82 9. Appoint Assembly Parliamentarian and Executive Archivist.
- 83 10. Write and present annual SA report by the end of the term.
- 84 11. Consult with the Director of Elections regarding elections' advertising as long as the President is not
85 eligible for reelection.

86 **Section 2: Executive Vice President**

87 The responsibilities of the Executive Vice President are as follows:

- 88 1. Attend all SA meetings and act as Chair in the absence of the President.
- 89 2. Chair the Executive Committee
- 90 3. Assume the office of President should a vacancy arise.
- 91 4. Serve as Assembly correspondent in the absence of or on behalf of the President.
- 92 5. Attend all Assemblies' leadership meetings and meetings with Executive Staff.
- 93 6. Submit agenda items for leadership meetings after soliciting topics from Assembly members and be
94 responsible for the creation of the weekly agenda for Assembly meetings.
- 95 7. Coordinate and assist the undergraduate student UA delegation.
- 96 8. Supervise and assist all ad-hoc committees.
- 97 9. Track actions of the Assembly to ensure final disposition and confirm correspondence with appropriate
98 units when Assembly actions impact them.
- 99 10. Be responsible for responding to questions or comments made during Open Microphone. Issues can be
100 delegated to other members of the Assembly.



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- 101 11. Oversee the Committees on Health and Wellness, Academic Affairs, the Environment, and Residential
102 Life by assisting and advising the committee chairs, attending meetings as necessary, and holding
103 monthly executive sessions with all committee chairs.
104 12. Plan fall retreat for committee chairs with the Vice President of Internal Operations.
105 13. Coordinate and supervise new member orientation with the Vice President of Internal Operations and the
106 Vice President of Diversity and Inclusion.

107 **Section 3: Vice President of Internal Operations**

108 The responsibilities of the Vice President of Internal Operations are as follows:

- 109 1. Attend all SA meetings and act as Chair in the absence of the President and Executive Vice President.
110 2. Assume the office of Executive Vice President should a vacancy arise.
111 3. Chair the SA when the Assembly is in executive session.
112 4. Chair the Executive Cabinet.
113 5. Monitor committee membership.
114 6. Coordinate and supervise all aspects of the SA cabinet in Willard Straight Hall.
115 7. Maintain and monitor SA attendance records and send warning notices to members who are in jeopardy
116 of violating the Assembly attendance policy.
117 8. Oversee all SA committees by assisting and advising the committee chairs, attending meetings as
118 necessary, and ensuring that any vacancies are filled.
119 9. Enforce committee attendance and outreach requirements for all voting SA members.
120 10. Coordinate and supervise new member orientation with the Executive Vice President and the Vice
121 President of Diversity and Inclusion.
122 11. Supervise SA Liaisons.
123 12. Maintain relations with intercollegiate student organizations of which the SA is a member — e.g. Ivy
124 Council, SUNY Student Assembly.
125 13. Plan fall retreat for committee chairs with the Executive Vice President.

126 **Section 4: Vice President for Finance**

127 The responsibilities of the Vice President for Finance are as follows:

- 128 1. Serve as SA treasurer and report to the Assembly regarding Assembly balances in December and May.
129 2. Chair the Appropriations Committee.
130 3. Propose the Student Assembly's budget in the form of a resolution by one of the first two general
131 assembly meetings of each SA term.
132 4. Coordinate and chair meetings of Student Activity Fee recipients and draft proposal to SA regarding
133 establishing new fee, biannually.
134 5. Meet with GPSA members to discuss the Student Activity Fee Guidelines, which appear as Charter
135 appendices, at least once per semester.
136 6. Oversee the Financial Aid Review Committee and the Student Assembly Infrastructure Fund Commission
137 by assisting and advising the committee chairs and attending meetings as necessary.



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138 **Section 5: Vice President of External Affairs**

139 The responsibilities of the Vice President of External Affairs are as follows:

- 140 1. Coordinate constituency representatives' community outreach efforts (including, but not limited to,
141 community forums, meetings with Deans, internal school governments, etc.);
- 142 2. Invite all relevant stakeholders to Student Assembly meetings, when the weekly agenda is released;
- 143 3. Devise mechanisms for student organizations to become active members in the decision making process
144 of the SA; most importantly, committees;
- 145 4. Oversee the City and Local Affairs Committee and the Technology Committee by assisting and advising
146 the committee chair and attending meetings as necessary;
- 147 5. Chair the Communications and Outreach Committee;
- 148 6. Consult with the Director of Elections regarding elections' advertising;
- 149 7. Arrange all advertising, postering, banners, social media, etc.;
- 150 8. Serve as a liaison to relevant news sources;
- 151 9. Serve as editor of SA newsletter to be sent over email to the entire undergraduate student body at least
152 two times/semester. The newsletter should include the current month's accomplishments and next
153 month's plans, accompanied by the name of a contact person to whom comments and questions may be
154 addressed. Maintain contact with Student Assembly alumni through distribution of the biannual Student
155 Assembly newsletter to any interested alumni;

156 **Section 6: Vice President of Diversity and Inclusion**

157 The responsibilities of the Vice President of Diversity and Inclusion are as follows:

- 158 1. Chair the Diversity and Inclusion Committee;
- 159 2. Prepare training sessions for the SA on addressing issues of diversity along with the Vice President of
160 External Affairs;
- 161 3. Meet on an as-needed basis with other administrators and staff concerning diversity initiatives;
- 162 4. Attend the Diversity Community meetings on a semesterly basis;
- 163 5. Ensure that legislative acts of the SA are culturally inclusive;
- 164 6. Provide updates on the state of diversity at Cornell and work to align the SA with University initiatives;
- 165 7. Work with University-sponsored programs such as the Pre-freshmen Summer Program and Diversity
166 Hosting Month to introduce new students to the governance system of Cornell;
- 167 8. Coordinate with the Vice President of External Affairs to effectively communicate with groups that
168 advocate for underrepresented students on campus.
- 169 9. Monitor and maintain all aspects of the Student Assembly website at <http://cornellsa.com>
- 170 10. Coordinate with the Executive Vice President, the Vice President of Internal Operations, and the
171 Intergroup Dialogue Project to incorporate a IDP Training Session into the SA new member orientation.

172 **Section 7: Director of Elections**

173 The responsibilities of the Director of Elections are as follows:



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- 174 1. Chair the Elections Committee and report all the activities of said committee to the general SA;
- 175 2. Assume responsibility for all aspects of the Fall and Spring elections and coordinate all efforts with the
- 176 Director of the Office of the Assemblies, the VP of External Affairs, and the President;
- 177 3. Serve as SA correspondent for election matters;
- 178 4. Ensure that the Elections Committee is successfully completing the following tasks:
- 179 a. Making every effort to ensure the greatest number of candidates for each available position,
- 180 b. Ensuring all candidates are aware of and abiding by elections, campaigning, postering, and other
- 181 Assembly and University policies,
- 182 c. Coordinating and advertising an informal “Meet the Candidates Forum”,
- 183 d. Coordinating and advertising opportunities for candidates to make public appearances,
- 184 e. Coordinating and advertising public forums specifically for candidates to discuss any ballot referenda,
- 185 if such forums are deemed necessary by the Executive Board,
- 186 f. Contacting student organizations and informing them of the elections process and encouraging them
- 187 to send delegates to elections activities in order to report candidates’ stances on relevant issues to
- 188 their organizations,
- 189 g. Ensuring that candidates have submitted pictures and statements
- 190 h. Making every effort to achieve the highest possible voter turnout by advertising and assisting the
- 191 Office of the Assemblies in the coordination of elections days;
- 192 5. Make sure, in conjunction with the VP of External Operations, that there are a substantial number of
- 193 potential ballot referenda to be considered for approval by the SA, and that all approved referenda are
- 194 advertised along with all elections activities described in #5 above (especially c. and e.).

195 **Section 8: Parliamentarian**

196 The Parliamentarian need not be an SA member. The office of Parliamentarian holds no special voting privileges.
197 The Parliamentarian also may not hold the President or Executive Vice President positions. The responsibilities of
198 the Parliamentarian are as follows:

- 199 1. Advise the President and committee chairs on questions of parliamentary procedure;
- 200 2. Consult with the sponsors on new actions brought before the SA into the categories specified in Article
- 201 III, Section 2, Item A of the SA Charter;
- 202 3. Upon a specific request by an SA voting member, the Parliamentarian shall give the Assembly his/her
- 203 recommendation on a parliamentary inquiry;
- 204 4. The Parliamentarian shall present a workshop on parliamentary procedure and this charter to the incoming
- 205 assembly, preferably before the end of the spring semester but no later than the fourth week of the fall
- 206 semester;
- 207 5. The Parliamentarian shall count a hand vote to discern simple majority from the gallery, where all eligible
- 208 voters sit in a designated area;
- 209 6. The Parliamentarian shall coordinate with the Office of Assemblies to ensure that the SA governing
- 210 documents are public and reflect the changes made by the SA.

211 **Section 9: Executive Archivist**



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212 The Executive Archivist need not be an SA member. The office of Executive Archivist holds no special voting
213 privileges. The Executive Archivist also may not hold the President or Executive Vice President positions. The
214 Executive Archivist shall be responsible for verifying the novelty or precedence of any proposed action or
215 legislation with Assembly members, or others, bring before the Executive Board.

216 **Section 10: Offices of Officers**

- 217 A. Each Office is permitted to develop its own recruitment process. Relevant materials including, but not
218 limited to, application forms, candidate lists, recruitment methodology, and a list of the selected office
219 members shall be submitted to the Office of the Assemblies after the recruitment process has been
220 completed.
- 221 a. Members of the office are not allowed to be ex-officio officers or voting members of the SA.
 - 222 b. Each roster will be approved by majority vote by the Student Assembly.

223 **ARTICLE IV: MEETINGS**

224 **Section 1: Regular Meetings**

225 Regular meeting times and places will be publicly announced at least 72 hours-prior to the scheduled meeting
226 date.

227 **Section 2: Special Meetings**

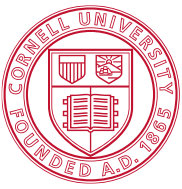
- 228 A. The President may convene special meetings of the SA to consider issues of immediate and pressing
229 concern. The President will also call a special meeting after being instructed to do so by six of the voting
230 members of the SA.
- 231 B. SA meeting schedules will be constructed in such a way that SA meetings do not fall on religious
232 holidays. These schedules will be made by the Executive Committee at the beginning of each semester. In
233 place of regularly scheduled meetings, special meetings will be held.

234 **Section 3: Organizational Meeting**

235 The first meeting of the academic year shall be known as the Organizational Meeting and shall be for the purpose
236 of adopting the schedule for regular meetings and approving the standing rules.

237 **Section 4: Informal meetings**

238 The SA shall hold an informal meeting as events warrant at the discretion of the Executive Board. This meeting
239 will be reserved for informal discussions between SA members and other interested parties, to set goals and
240 priorities for the upcoming weeks. No legislation can be decided upon during these informal sessions. The
241 attendance policy will remain in effect during the meeting.



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242 **Section 5: Executive Session**

243 With the concurrence of two-thirds of the voting members in attendance, the SA or any of its committees may go
244 into executive session during a regularly scheduled meeting only to discuss confidential matters as defined by this
245 Charter. No policy determinations will be made in executive session. The Student Assembly may also hold
246 executive sessions for internal elections and planning purposes. Executive session shall be closed to non-voting,
247 non-executive members of the assembly. Community members may be invited by the assembly to participate in
248 an executive session. Secret ballot votes shall be reserved for executive sessions.

249 **Section 6: Quorum**

250 A quorum shall consist of a majority of the voting members of the SA.

251 **Section 7: Community Votes**

- 252 A. Should there only be one undergraduate ex-officio non-elected member in attendance, he or she will only
253 be allocated one vote.
- 254 B. The community clause may only be exercised on final votes of sense-of-body resolutions, which excludes
255 (1) funding and budgetary decisions, (2) amendments to the SA Charter and Standing Rules, (3) the
256 ability to make motions, (4) creation/dissolution of committees (5) selection of officers, committee
257 members, and liaisons from the popularly elected SA (i.e. allocation of the Student Activity Fee, approval
258 of Parliamentarian, Liaison to the Provost, etc.).
- 259 C. Prior to the final vote of a resolution, qualifying undergraduate members of the community will be
260 permitted to cast their vote. The President will announce to the Assembly the collective vote of the gallery
261 and liaisons prior to the casting of popularly elected members' votes on any given sense-of-the-body
262 resolution. Both community votes will be allocated to the side that has a simple majority.
- 263 D. All community votes shall be submitted through a Qualtrics survey to which a Cornell University Web
264 Authorization Portal has been applied. The link to this survey will be made easily accessible on the
265 Student Assembly website. The relevant deliberations that occur during the assembly meeting shall be
266 live-streamed on the same page. The page must also feature a link to the text of the legislation being voted
267 upon. The voting shall commence at the beginning of the Student Assembly meeting at which the final
268 vote is conducted. The voting shall end at the commencement of voting for assembly members, at which
269 point the tally of community votes will be announced to the Student Assembly. It will be the
270 responsibility of the Parliamentarian to work in tandem with the Office of the Assemblies in order to
271 execute all tasks except those relevant to the live stream, which shall be the responsibility of the Student
272 Assembly Clerk..

273 **Section 8: Regularly Scheduled Meetings for Purposes of the Student Assembly** 274 **Attendance Policy**

- 275 A. Attendance at all organizational and specially scheduled meetings is required, when the Executive
276 Committee provides SA members at least 72-hours prior notice of the meeting.



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- 277 B. Any member who fails to attend a required meeting or event shall be considered absent. Any late arrival
278 or early departure from a required meeting will result in a half-absence. This includes Executive Sessions.

279 **ARTICLE V: EXECUTIVE BOARD**

280 **Section 1: Composition**

281 The Executive Board shall be composed of the officers of the SA. The Executive Archivist, the Director of
282 Elections and the Parliamentarian serve as non-voting members of the Executive Board.

283 **Section 2: Duties**

284 The Executive Board of the SA shall coordinate the actions of the SA to ensure its smooth operation, set the
285 agenda for the Regular Meetings of the SA and inform all relevant parties of Executive Cabinet decisions.
286 Additionally, the board shall send its minutes to all representatives within 24 hours of its meeting.

287 **Section 3: Meetings**

288 The Executive Board shall hold meetings at least once a week during the academic year. Special meetings of the
289 Board may be called by the Executive Vice President and shall be called upon the written request of four
290 members of the board.

291 **ARTICLE VI: COMMITTEES**

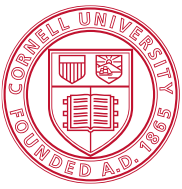
292 **Section 1: Creation and Maintenance of Committees**

- 293 A. Committees will be established with the adoption of a committee charge to be included in these bylaws. A
294 committee's charge must be adopted and placed in these Bylaws before its bylaws are to be considered.
295 Committee bylaws shall be adopted with a majority vote.
- 296 B. Any member of any SA committee or commission (except for the Appropriations committee, Executive
297 Committee, and Elections committee) who will be an undergraduate for the entirety of the following SA
298 term and who requests to maintain their membership during the transition from one SA term to the next
299 may do so at the discretion of the committee's outgoing chair. The chair of the committee or commission
300 will transmit the names of any returning members or commissioners to both the outgoing and newly
301 elected Vice Presidents of Internal Operations by the last day of classes in May. The Vice President of
302 Internal Operations will ensure that all returning committee or commission members are staffed and
303 included on the appropriate listserv once the new SA term begins on June 1st and will inform each chair of
304 any returning members or commissioners.
- 305 C. For the purposes of communication and collaboration, the President and all Vice Presidents of the Student
306 Assembly will serve as ex-officio non-voting members of all Student Assembly committees and
307 commissions on which they do not serve as voting members. This policy does not apply to the
308 Appropriations Committee, Infrastructure Fund Commission, and Elections Committee.



309 **Section 2: Review Committees**

- 310 D. Review Committees shall review all policies, programs, and actions and shall aid in the budget/program
311 planning process of sectors of the University that create policy directly affecting student life.
- 312 E. The Vice President for Student and Campus Life shall appoint a staff member to work with the
313 chairperson of certain review committee to assure proper functioning of the committee.
- 314 F. Undergraduate members of the review committees will be designated by the appropriate constituency
315 bodies and by application. All non-Student Assembly members will be subject to the approval of the SA.
- 316 G. Review committees will discuss program assessment/planning documents with the SA during the fall
317 semester as part of the committee's responsibility for the areas under their jurisdiction.
- 318 H. Review committees will be convened in the beginning of the fall semester by the VP Internal Operations.
- 319 I. Furthermore, the Student Assembly review committees reserve, can, and should exercise at their
320 discretion legislative authority over residential life policies of the University (i.e. the Department of
321 Campus Life and the Office of the Dean of Students). When exercising this authority, review committees
322 are recommended to consult the Residential Student Congress of Cornell.
- 323 J. **Committee on Dining Services** – The Committee on Dining Services will work to represent student
324 interests in the Cornell food system. The committee will consist of at least one faculty member, two
325 Dining student workers and/or Dining Student Sustainability Coordinators, two voting SA members, one
326 graduate/professional student, and at least ten additional students. The VP of Internal Operations for the
327 Student Assembly will recommend additional students to both the committee Chair and the Executive
328 Cabinet for their approval. Additionally, the Director of Dining (or a designee) and the Budget Director of
329 Dining shall serve ex-officio. The Chair, who does not have to be a SA member, will work with the
330 Director to select relevant administrators and staff to be present at meetings. Members will collectively
331 review the policies and initiatives of Dining Services, and make recommendations to Student Assembly
332 and Dining Services leadership for improving existing policies or integrating new ideas.
- 333 K. **Student Health Advisory Committee:** The committee will work in conjunction with Cornell Health to
334 examine healthcare policies improve student health, wellness, and safety, and act as a form of open
335 communication between student voices and Cornell Health administration. The committee will consist of
336 a Steering Committee, which is made up of a SA & GPSA co-chair, committee chairs(s) from each
337 respective sub-committee, a SHBAC liaison, an SDS liaison, and designated Cornell Health
338 administration. The recognized subcommittees of the student Health Advisory Committee are: Patient
339 Care, Sexual Health and Gender Services, Health and Wellness, Student Health Benefits, and the Mental
340 Health Standing Committee. The SA co-chair will be held by a member of the SA and the committee will
341 be under the supervision of the SA & GPSA co-chairs.
- 342 L. **Environmental Policy and Planning Commission** – The commission will research issues affecting the
343 campus and its surrounding area, as well as provide recommendations for reducing Cornell's
344 environmental impact. The Environmental Policy and Planning Commission will be charged with creating
345 new legislation and enforcing past environmental legislation. This commission is also charged with
346 providing environmental education and outreach in order to better inform students and the campus
347 community about the campus's environmental impact and sustainability issues. The Environmental Policy
348 and Planning Commission will work closely with students, administrators, student environmental
349 organizations, the Cornell Sustainability Office, the Campus Planning Committee, the Campus

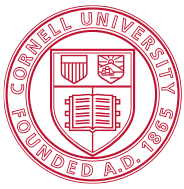


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- 350 Infrastructure Committee, and the City and Town of Ithaca Sustainability to better recognize and address
351 the environmental concerns of the campus and its community as well as to encourage collaboration in
352 working toward the creation of a more sustainable environment. The chair position can be held by any
353 member of the Cornell undergraduate student population and the committee will be under the supervision
354 of the Executive Vice President.
- 355 M. **City and Local Affairs Committee** – This committee will advocate on behalf of students’ interest at the
356 city and county government levels. In addition to its advocacy work, the committee will organize events
357 that foster a sense of engagement in the Ithaca community for Cornell students. The chair position can be
358 held by any member of the Cornell undergraduate student population and the committee will be under the
359 supervision of the Vice President of External Operations.
- 360 N. **Academic Policy Committee** – The committee will advise the Student Assembly on all academic matters
361 at Cornell. Committee members will research, review, recommend, and develop projects to improve
362 academic life for the student body. This committee will work closely with the Dean of Students and the
363 Faculty Senate to ensure that students’ concerns related to academic policy are voiced effectively to
364 university officials. The chair position can be held by any member of the Cornell undergraduate student
365 population and the committee will be under the supervision of Executive Vice President.
- 366 O. **Financial Aid Review Committee** – The committee will examine the financial aid policies of Cornell
367 University. It shall also be responsible for the administration of the Student Helping Students grant. The
368 committee shall consist of a chair, up to two SA members, between five and ten undergraduate students,
369 at least four-fifths of whom receive some form of institutionalized financial aid. The Associate Vice
370 Provost for Enrollment, the Directors of Financial Aid, the Associate Director of Financial Aid for
371 Customer Service and Community Relations, a counselor from the Office of Financial Aid, two faculty
372 members, and the Vice President for Student and Academic Services shall serve as ex-officio non-voting
373 members. This committee will be under the supervision of the Vice President for Finance.

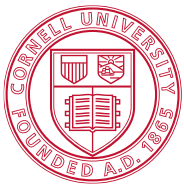
374 **Section 3: Operational Committees**

- 375 A. Operational Committees shall maintain the proper functioning of the internal organization of the SA, and
376 shall therefore facilitate the full expression of the SA’s responsibilities to the Cornell student body.
- 377 B. Operational committees shall be convened in the beginning of the fall semester, or when the committee’s
378 function prescribes, by the Committee on Committee Structure (or its successor body) in coordination
379 with interested SA voting members.
- 380 C. **Appropriations Committee** – The Appropriations Committee of the SA is the financial branch of the
381 SA. It reviews all requests for SA funding as well as the policies and guidelines regarding the Student
382 Activity Fee and those organizations, which receive funding from it. The Committee shall consist of 8
383 voting members of the SA, to be selected by the Assembly at large during their organizational meetings;
384 the VP Finance, who shall serve as Chair; and 7 undergraduates at-large to be selected by the Executive
385 Cabinet. The Director of the Office of the Assemblies or their designee shall serve as an ex-officio non-
386 voting member. No SAFC Commissioners shall serve as voting members of the Committee. Quorum
387 shall be defined as a simple majority of all voting members. A designee of the chair shall take minutes at
388 all meetings.



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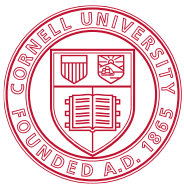
- 389 D. **Student Assembly Infrastructure Fund Commission** – The SAIF Commission (SAIFC) of the SA is
390 responsible for evaluating applications for funding through the SAIF. The rules governing the operation
391 of the SAIFC are contained in Appendix C of the SA Charter. The Commission shall consist of at least 12
392 and no more than 17 commissioners. The commissioners must include five voting members of the SA,
393 consisting of a Chair, who will be the Vice President of Infrastructure of the SA, three Assembly
394 members elected during the Assembly’s Spring organizational meetings, and one New Student voting
395 member of the SA, internally elected by the Assembly following the Fall election. The remaining
396 commissioners will consist of at least seven and no more than twelve undergraduate students who are
397 either returning commissioners or are selected from a pool of applicants and approved by the Executive
398 Cabinet, with the exact number of commissioners to be set at the discretion of the Chair of the
399 Commission and the Staffing Committee of the SA. No SAIFC Commissioners shall serve as voting
400 members of the SAIFC (with the exception of the Vice President for Finance). No more than 2 of the
401 voting Student Assembly members on the SAIFC may also be voting members of the Appropriations
402 Committee and no more than 4 of the total voting members on the committee may be voting members of
403 the Appropriations Committee. Quorum shall be defined as a simple majority of all staffed voting
404 members. Upon request, a written summary of the meeting will be provided by the chair. The Vice
405 President for Finance and Vice President of External Affairs shall serve ex-officio as non-voting members
406 of the Commission. The Director of the Office of the Assemblies or their designee shall serve as an ex-
407 officio non-voting member.
- 408 E. **Communications and Outreach Committee** – The Communications and Outreach Committee helps to
409 bridge the disconnect between campus and the Student Assembly. The Assembly strives to foster
410 collaborative student activities, as well as inform the student body about the Student Assembly initiatives,
411 meetings, and resolutions. The committee will ensure a direct and ever present link between students
412 active in campus government, the administration, and students at-large and will relay student interest to
413 the SA. The committee will assist in furthering the outreach efforts of the assembly by aiding in the
414 coordination of SA-sponsored events including, but not limited to conducting polls, referenda, community
415 outreach forums, designated constituency events, and hearings. The committee will also assist in
416 coordinating efforts and devising strategies to involve more non-voting members in the decisions and
417 events of the SA. The Assembly plans recreational events for students. The SA Vice President of External
418 Affairs will serve as Chair of the Committee.
- 419 F. **Elections Committee** – The committee will coordinate and implement regularly scheduled and special
420 elections of the SA and directly elected undergraduate representatives to the UA. The SA Director of
421 Elections shall serve as chair with a vote only in the event of a tie. The committee consists of ten voting
422 members, of whom less than half may also be members of the SA. At one of the first two SA meetings of
423 each academic year, the Executive Cabinet will present a slate of proposed members to the SA for
424 confirmation, which the SA must approve or disapprove in its entirety. The Executive Cabinet may fill
425 any subsequent vacancies without confirmation by the SA. No person may be a candidate in an election
426 supervised by the committee in the same academic year when the person served as a voting member of
427 the committee. All committee meetings will be closed. Only voting members will be permitted to attend
428 the meetings unless specifically invited by the Director of Elections. This committee will be chaired by
429 the Director of Elections of the Student Assembly.



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- 430 G. **Executive Cabinet** – The committee shall staff any vacant committee positions the Student Assembly
431 (SA) is empowered to staff during meetings in early fall. The committee shall re-evaluate the committee
432 application outreach plan at the end of every spring term. The committee shall also evaluate SA
433 committees’ end of the year report and determine if the SA committee and/or their composition need to be
434 changed. The committee shall be charged with creating and enforcing an attendance policy for all
435 committees. The membership of this committee shall include the SA’s President, Executive Vice
436 President, Vice President for Finance, Vice President of External Affairs, Vice President of Internal
437 Operations, Vice President of Diversity and Inclusion, and all SA committee chairs. Ex-officio
438 membership shall be granted to the Director of the Office of Assemblies. The VP Internal of Operations
439 shall serve as chair. The VP of Internal Operations shall be responsible for consulting with chairpersons
440 of committees and recommending candidates for vacant committee positions to the Executive Cabinet.
441 The Executive Cabinet shall assume the duties and responsibilities of the Student Assembly Staffing
442 Committee, as referred to in other documents.
- 443 H. **Research & Accountability Committee** – The committee will pursue any necessary accountability and
444 research concerns of SA members and directly elected undergraduate representatives to the UA. Research
445 and accountability concerns consist of, but are not limited to: general body attendance, resolution voting,
446 liaison role accountability, committee attendance, committee conduct, and general representative
447 accountability. The committee will also evaluate all requests submitted by community members that are
448 against any SA member, SA committees, or directly elected undergraduate representatives to the UA. The
449 Chair position can be held by any non-Student Assembly member of the Cornell undergraduate student
450 population and the committee will be under the supervision of Executive Vice President. The committee
451 shall consist of ten voting members, two of which are current SA members and/or directly elected
452 undergraduate representatives to the UA and eight undergraduate community members. The chair shall
453 only vote in the event of a tie. The composition of the committee can change for specific meeting types in
454 which members of the SA Executive Committee or other student representatives can be given an ex-
455 officio status – this is to be voted on by the RE committee as a whole and only when initially decided on
456 by the Chair. The committee has the obligation, if decided upon, to conference any SA member, directly
457 elected undergraduate representative to the UA, SA affiliated committees, or Committee Chair if they
458 have received a notice from any member of the Cornell Community. The committee is restricted from
459 passing resolutions due to the necessary impartial nature of the committee. However, after a full inquiry
460 or fact finding action – a written report may be presented to the SA, which will include a brief summary
461 of the situation being investigated and any necessary actions the committee recommends. The requester’s
462 name and others who are not SA members or directly elected undergraduate representatives to the UA
463 shall be redacted from the report if permission from any of the individual(s) is not given. Adoption of the
464 (possible) recommendation(s) requires a three quarters majority vote of SA voting members. Rejection of
465 the (possible) recommendation(s) require three quarters of SA voting members. If recommendation or
466 report are not approved or rejected, it will be tabled indefinitely. The committee chair shall present reports
467 to the SA at both the requestor(s), RA Committee’s, and Chair’s discretion

468 **Section 4: Diversity**



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- 469 A. **Diversity and Inclusion Committee** – The committee shall serve as the body through which the SA, the
470 diversity councils of the undergraduate schools and colleges, the Office of Academic Diversity Initiatives
471 (OADI), and the Center for Intercultural Dialogue coordinate their efforts to promote awareness and
472 understanding of the increasing importance of diversity and create an environment that brings together
473 diverse perspectives and fosters diversity of thought. The charge of the Diversity and Inclusion committee
474 will be to:
- 475 a. To be a meeting grounds for interested students to meet members of the administration to
476 brainstorm, formulate and lead implementable policies in the field of diversity and inclusion.
 - 477 b. To review the efforts of the Diversity Committee and diversity councils of the colleges.
 - 478 c. To provide a brief report of its progress to be presented by the Vice President of Diversity &
479 Inclusion to the SA General Body by the final meeting in the fall semester, as well as a full report
480 to include (but not limited to) the goals of the academic year, the strategies devised for
481 achievement of these goals, the progress of UDC initiatives, college- specific initiatives,
482 obstacles, and potential goals for the next academic year to be presented in the same manner at
483 the final meeting of the spring semester.
 - 484 d. Composition
 - 485 i. The Diversity and Inclusion Committee will aim to be a collective voice of the diversity
486 of backgrounds, cultures, ethnicities, gender identities, races, religions, and sexual
487 orientations represented at Cornell.
 - 488 ii. Non-SA student representation: student members of the committee may be recruited from
489 institutions and organizations such as the diversity councils of the colleges, Women’s
490 Resource Center, Center for Intercultural Dialogue, ALANA, Haven Executive board,
491 Cornell Outdoor Education, International Student Union and any member of the Cornell
492 student body who is interested in diversity initiatives.
 - 493 iii. Student Assembly representation: SA LGBTIA+ Liaison at-large, Women’s
494 representative, International representative, both Minority Liaisons, First Generation
495 Students Representative, Students with Disabilities Representative, and the Vice
496 President of External Affairs are required to be members of the committee.
 - 497 e. Structure
 - 498 i. The Vice President of Diversity and Inclusion of the Student Assembly will chair the
499 Diversity and Inclusion committee.

500 Section 5: External Committees

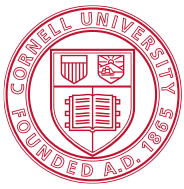
- 501 A. **Office of the Student Advocate**
- 502 a. Roles and Responsibilities
 - 503 i. Student Advocate – the responsibilities of the Student Advocate are as follows:
 - 504 1. Attend and chair all office meetings
 - 505 2. Correspond with Student Assembly to affect office priorities
 - 506 3. Create training programs for caseworkers and staff
 - 507 4. Monitor the collection of data in the office



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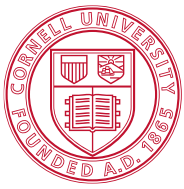
- 508 5. Develop relationships with University offices and coordinate informational
509 material
- 510 ii. Chief of Staff – the responsibilities of the Chief of Staff are as follows:
- 511 1. Supervise office staff and ensure cohesion
- 512 2. Ensure that all cases are met with an appropriate and timely response
- 513 3. Create training programs for caseworkers and staff
- 514 4. Develop relationships with University offices and coordinate informational
515 materials
- 516 5. Write and present an office report at the end of each semester
- 517 iii. Director for Student and Campus Life – the responsibilities of the Director for Student
518 and Campus Life are as follows:
- 519 1. Oversee caseworkers handling student issues pertaining to residency,
520 discrimination, harassment and student-related conduct violations.
- 521 2. Create informational material relating to these issues.
- 522 iv. Director for Academic Affairs – the responsibilities of the Director for Academic Affairs
523 are as follows:
- 524 1. Oversee caseworkers handling student issues pertaining to professor-related
525 conduct violations, grade and enrollment disputes.
- 526 2. Create informational materials relating to these issues.
- 527 v. Director for Student Finance – the responsibilities of the Director for Student Finance are
528 as follows:
- 529 1. Oversee caseworkers handling student issues pertaining to financial aid disputes
530 and student-employment.
- 531 2. Create informational materials relating to these issues.
- 532 vi. Caseworkers – the responsibilities of Caseworkers shall be as follows:
- 533 1. Follow the supervision of their Director
- 534 2. Participate in the office’s training process
- 535 3. Respond to questions and inquiries sent via email by students or in person in a
536 timely manner
- 537 4. Refer students to the appropriate office within the University to handle their
538 complaint
- 539 b. Recruitment of the Student Advocate Members
- 540 i. The outgoing Office of the Student Advocate shall nominate a new Student Advocate as
541 well as staff members each year, to be discussed and approved by the Student Assembly
542 before the end of the academic year. The first student advocate shall be appointed by the
543 SA President and confirmed by the Student Assembly and begin staffing the remainder of
544 the office to be confirmed again by the Student Assembly.
- 545 **B. Office of Student Government Relations**
- 546 a. Name, Mission, and Affiliation
- 547 i. Name – the name of the office shall be the Office of Student Government Relations
548 (abbreviated to OSGR).



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- 549 ii. Mission – the mission of OSGR shall be to advocate on behalf of current and future
550 students for the accessibility, affordability, and quality of Cornell University.
- 551 iii. Affiliation – The Office of Student Government Relations shall be affiliated as an
552 external executive office of the Cornell Student Assembly.
- 553 b. Roles and Responsibilities
- 554 i. Director of the Office of Student Government Relations – the responsibilities of the
555 Director of the Office of Student Government Relations are as follows:
- 556 1. Chair all Office meetings and attend all SA executive board meetings
- 557 2. Correspond with the Student Assembly to affect office priorities
- 558 3. Create training programs for directors and other office members
- 559 4. Appoint additional members of the office as appropriate
- 560 5. Oversee the budget of the office
- 561 ii. Director of Local Relations – the responsibilities of the Director of Local Relations are as
562 follows:
- 563 1. Understand and act upon student needs and requests
- 564 2. Maintain and foster communications with appropriate institutions, entities, and
565 individuals
- 566 iii. Director of State Relations – the responsibilities of the Director of State Relations are as
567 follows:
- 568 1. Understand and act upon student needs and requests
- 569 2. Maintain and foster communications with appropriate institutions, entities, and
570 individuals
- 571 iv. Director of Federal Relations – the responsibilities of the Director of Federal Relations
572 are as follows:
- 573 1. Understand and act upon student needs and requests
- 574 2. Maintain and foster communications with appropriate institutions, entities, and
575 individuals
- 576 v. Voting Members of OSGR – the responsibilities of Voting Members of OSGR are as
577 follows:
- 578 1. Understand and act upon student needs and requests
- 579 2. Collaborate and support the Directors of Local, State, and Federal Relations as
580 needed
- 581 c. Recruitment of Office of Student Government Relations members
- 582 i. The outgoing Office of Student Government Relations shall nominate a new Director of
583 the office as well as new Directors of Local, State, and Federal Relations to be discussed
584 and approved by the Student Assembly before the end of each calendar year.
585 Nominations for the Director of State Relations are encouraged to have lived in New
586 York State prior to becoming a student at Cornell. The first Director of the Office shall be
587 appointed by the SA President and confirmed by the Student Assembly and shall staff the
588 remainder of the office to be confirmed again by the Student Assembly.
- 589 d. Funding



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- 590 i. Funding for the OSGR shall be appropriated during byline funding years from the
591 Student Assembly. OSGR funds shall be used for trips to local offices, Albany and
592 Washington, DC. Additionally, funds will be used for the upkeep and maintenance of
593 administrative expenses and the implementation of lobbying and advocacy events. The
594 Director of the office shall control the budget of OSGR. In preparation for byline funding
595 years, the Director shall work with the Student Assembly's Vice President of Finance to
596 provide updates and calibrate the appropriations asks of the Student Assembly.

597 **ARTICLE VII: COMMUNITY RIGHTS AND CONFIDENTIALITY**

598 **Section 1: Community Rights**

599 The SA and its committees shall respect and protect the rights of individual members of the Cornell community.
600 All members of the community, who do not otherwise have an appointed or elected position on the student
601 assembly, have the right to add a resolution to the Student Assembly Agenda as a sponsor (without the
602 requirement of having a member of the assembly being a sponsor) after gaining the approval of a Student
603 Assembly committee through a majority vote or after procuring the written signature of at least a majority of
604 seated SA members and presenting it to the SA President or their designee for verification at least 48 hours before
605 the meeting at which the resolution is to be introduced. Resolutions that appear on the agenda using either of
606 these methods may not have more than 3 sponsors who are not Student Assembly members of Student Assembly
607 committee chairs.

608 **Section 2: Confidentiality**

609 When a subject under discussion or examination requires the use of personal confidential information, all
610 reasonable efforts shall be made to safeguard the confidentiality of this information. Confidential information is
611 meant to include any and all information that, if publicly exposed, would endanger the privacy, safety, or security
612 of any member of the Cornell community (students, faculty, and staff), or constitute a breach of any individual
613 right guaranteed by the University, the State of New York, or the federal government.

614 **Section 3: Infringement of Confidentiality**

615 If any member or group of the University feels that any action of the SA or its committees is infringing upon that
616 person's or that group's rights under this Article, then that person or group may appeal to the Judicial Codes
617 Counselor (JCC) to determine whether probable grounds exist for a complaint. By majority vote, the SA may
618 suspend any actions related to an appeal to the JCC until the JCC makes a final ruling on the appeal.

619 **ARTICLE VIII: PROGRAMS AND ACTIVITIES**

620 **Section 1: Public Events and Campus Forums**



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621 The SA shall conduct at least one public event or forum per semester at alternating locations on campus. These
622 public events or forums shall include administrators related to a particular topic of current student interest.

623 **ARTICLE IX: PARLIAMENTARY AUTHORITY**

624 The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the SA in all
625 cases to which they are applicable and in which they are not inconsistent with the Charter, Bylaws, Standing
626 Rules, and any special rules of order the SA may adopt.

627 **ARTICLE X: AMENDMENTS**

628 These bylaws may be amended at any regular meeting of the assembly by a two-thirds vote of the members
629 present, provided that the amendment has been submitted in writing at the previous regular meeting. Amendments
630 may be presented to the assembly by voting members and by community petition with at least 100 Cornell
631 undergraduate student signatures.