



Student Senate

By-Laws

Revised 2014-15

These are the operational by-laws for Cornell College Student Senate, last updated in November of 2014.



Table of Contents

Academic Affairs.....	2
Appropriations.....	3
Article 1: Appropriations Committee.....	3
Article 2: Duties.....	3
Article 3: Appropriations and Reallocations Process.....	5
Article 4: Reclamation Process.....	6
Article 5: Basic Funding Requirements.....	6
Article 6: Advertising.....	7
Article 7: Trips.....	7
Article 8: Speakers, Performers, Etc.....	8
Article 9: Equipment and Materials.....	8
Article 10: Reserve Accounts.....	9
Article 11: Fundraising and Fundraising Accounts.....	9
Article 12: Restrictions.....	10
Article 13: Records.....	11
Article 14: Annual Budget Process.....	11
Article 15: Funding Process Exceptions.....	12
Article 16: Ethics in Committee Members.....	12
Article 17: Violations.....	13
Article 18: Temporary Override of Document.....	13
Organizations.....	14
Student Life.....	17
General Assembly.....	18
Executive Council.....	20

Academic Affairs By-Laws

1. The Chair may establish a fund for Academic Based Activities to be made accessible to members of the Student Body.
 1. This initial fund will be requested by the Chair through Student Senate's Appropriations process.
 2. The Chair may not request that more than two thousand five hundred dollars be added to the fund at any one time.
 3. Academic based activity may be defined as but is not limited to; costs associated with student research, travel costs related to an academic activity(s), costs associated with an independent academic project. The academic-based activity fund may not be used for costs associated with Cornell off-campus courses that are listed in the course catalog.
 4. Any student wishing to access academic based activity funds must:
 - i. Submit a grant request to the Chair of Academic Affairs detailing the nature of the academic activity and a budget for the requested amount.
 - ii. Submit a letter approving the research request. This letter must come from an academic department or supervising professor. This letter must accompany the original request.
 - iii. Demonstrate that steps have been taken to access funding from a Cornell College Academic Department(s).
 - iv. Demonstrate that steps have been taken to access funding from outside Cornell College.
 - v. Provide a plan to present on their academic activity through means that may include but are not limited to: Student Symposium, A presentation sponsored by an academic department, a presentation sponsored through a separate Student Organization.
 - vi. The Chair may require that the student requesting funds sign a contract agreeing to terms for receiving funds.
 5. Any single grant request may not exceed five hundred dollars.
 6. The grant request will be considered by the Academic Affairs Committee twice. Once to examine the request, suggest possible improvements, and/or request further information. On the second review the committee will follow up on inquiries made during the first review. The committee shall then vote on whether the request shall be approved or denied.
 7. Approval of a request will require a two-thirds vote of the Academic Affairs Committee.
 8. Requests for grant funding will be reported on to General Assembly by the Chair.
 9. On grant requests greater than two hundred and fifty dollars, the full Student Senate may request a vote in General Assembly be taken on the grant.
 10. A request for transfer of funds will be made to the Appropriations Chair.
 11. Upon completion of any research funded by the Academic Affairs Committee, the student must present their findings publicly as outlined in their initial request.
 12. Failure to present on their student research will result in letters being sent to the Dean of the College, The Vice-President of Student Affairs, and the sponsoring professor or academic department detailing the student's failure to present their research publicly.
 13. The funds made available for student research will be subject to Student Senate's audit process.

Appropriations By-Laws

Purpose

These by-laws oversee proper organization in funding student groups, distribute Student Senate funds, and further define the parameters within which these funds can be used.

Article I. Appropriations Committee

1. The Appropriations Committee shall consist of the Chair of Appropriations and (at minimum) the Chair of Auditing, one Senator from each of the Class Committees, and one additional member.
2. The Appropriations Committee shall be headed by the Chair of Appropriations.
3. The Appropriations Committee shall hold meetings on the first three Mondays of each block to consider requests for funding according to the Appropriations By-Laws which determines the agenda to present before the General Assembly.
4. All members of the Appropriations Committee shall be approved by a majority vote of the General Assembly.

Article II. Duties

1. Chair of Appropriations
 - a. The Chair of Appropriations shall be responsible for all duties enumerated in the Student Senate Constitution.
 - b. The Chair of Appropriations shall be responsible for maintaining Student Senate ledgers and financial documents.
 - i. The Chair of Appropriations is responsible for maintaining a public ledger, published on the Cornell website, of all Student activity fund expenditures.
 - c. The Chair of Appropriations shall be responsible for conducting account transfers.
 - d. The Chair of Appropriations may appoint a Deputy Chair of Appropriations.
 - e. The Chair of Appropriations shall meet with a representative from the Cornell College Business Office once a block to reconcile ledgers. The Chair of Auditing, Deputy Chair of Appropriations, and a representative from the Office of Student affairs may also attend this meeting.
 - f. The Chair of Appropriations shall either take meeting minutes or appoint someone else to do this for him/her.
 - i. If the person assigned to take meeting minutes is not at a committee meeting, the Chair of Appropriations shall take them instead.
 - g. The Chair of Appropriations shall state whether he wishes to fill the position of Chair of Auditing through an interview process or through personal discretion
 - i. If a General Assembly members objects to the proposed appointment process then they may call for a vote by the General Assembly
 - ii. The interview process shall be conducted as follows:
 1. Vacancies for appointed positions shall be announced and widely publicized by the Chair of Appropriations. Vacancies shall be advertised no later than 48 hours after the vacancy has been announced at a Senate meeting at which all General Assembly members are expected to attend.
 2. Candidates for appointed positions shall complete a Student Senate appointment application.

3. Application forms shall be made available by the time the vacancy has been announced.
 4. Applications shall be due to the Chair of Appropriations no later than one week after the first day of advertising vacant appointed positions.
 - iii. Each candidate who applied for a vacant position shall be entitled to an interview
 1. The Chair of Appropriations shall serve as the chief interviewer.
 2. At least two (2) additional members of the Executive Council shall serve as interviewers.
 3. Candidates shall be notified as to the location and time of their interview no later than 48 hours after the application deadline.
 - iv. The interviewers shall recommend a candidate to be appointed to a vacant position after interviews have been conducted. The President of the Student Body shall have the authority to appoint a candidate to a vacant position, subject to a majority vote of the General Assembly.
 1. Candidates shall be notified within 24 hours of the last interview whether or not they shall be recommended to the Student Senate for an appointed position.
 2. Candidates who are recommended for appointed positions are required to attend the Student Senate meeting in which their appointment shall be voted upon.
 3. Candidates who do not attend this Student Senate meeting, without giving a valid excuse to the Chair of Appropriations, shall no longer be eligible for the vacant position, in which case the President of the Student Body shall either nominate and recommend a second candidate based on the current interviews and applications or shall re-open the appointment procedure.
 4. A record of all candidate application forms shall be kept by Student Senate.
2. Deputy Chair of Appropriations
- a. The Deputy Chair of Appropriations shall be responsible for chairing the Appropriations Committee in the absence of the Chair of Appropriations.
 - b. The Deputy Chair of Appropriations shall be a member of the Appropriations Committee.
 - c. The Deputy Chair of Appropriations shall be appointed by the Chair of Appropriations, subject to a majority vote of the General Assembly.
 - d. The Deputy Chair of Appropriations shall serve a term starting when appointed and through the end of the current academic year.
 - e. The Deputy Chair of Appropriations shall assume duties as assigned by the Chair of Appropriations, such as maintaining ledgers, financial documents, or account transfers.
 - f. In the event that a Deputy Chair of Appropriations is not appointed or resigns from office, the Chair of Appropriations shall undertake all responsibilities of the Deputy Chair of Appropriations until the next appointment.
 - g. In the event that a Chair of Appropriations is absent or the office is vacant, the Deputy Chair of Appropriations shall undertake all responsibilities of the Chair of Appropriations until a replacement can be elected as per the Constitution.
3. Chair of Auditing
- a. The Chair of the Auditing Subcommittee shall be responsible for all duties pertaining to said subcommittee, which includes:
 - i. Approving and making sure that groups have proper advertising for their events.
 - ii. Looking through all submitted receipts to make sure that there are no discrepancies with the approved budget (Including specific items and prices).

- iii. Attending all Senate funded events, excluding trips, to ensure that the event is as it was described during the review of the request.
 - iv. Keeping a list of all approved events (including those approved during the annual budget process), including dates, locations, expenditures, and any notes taken during the relevant appropriations and general assembly meeting.
 - v. Informing the Chair of Appropriations of any discrepancies they have found (in advertising, receipts, events, etc.).
- b. The Chair of Auditing shall appoint as many members as he/she deems necessary to assist in completing the duties of the subcommittee.
 - i. All appointments are subject to majority approval of the Student Senate General Assembly.
 - c. The Chair of Appropriations may require the Chair of Auditing to notify student organizations of any infractions or errors that have been found pertaining to said organization
 - i. Upon an organization's failure to respond or unwillingness to correct infractions, the Appropriations Committee may recommend disciplinary action towards said group to the General Assembly.
 - d. The Chair of Auditing will ensure that the Auditing Subcommittee meets once a week for the first three weeks of each block to discuss the distribution of tasks (e.g., Assigning attendance at each upcoming event to the auditors).
 - e. In the event that the Chair of Auditing must resign his/her post, the Chair of Appropriations has one week to begin the selection process for the next Chair of Auditing.

Article III. Appropriations and Reallocations Process

The purpose of the Student Activity Fee is to encourage and support activities that are open to and/or could benefit the student population.

- 1. The appropriation request procedure for the approval of appropriation requests shall be as follows:
 - a. An appropriation request form must be completed in order for a request to be considered.
 - b. Requests must be received by the Chair of Appropriations by 6:00pm on a Sunday before the next Appropriations Committee meeting to be considered at this meeting.
 - c. Multiple requests from an organization, group, or individual may be grouped together into one request by the Chair of Appropriations based upon the type of request (office supply requests together, equipment together, etc.) and the timeline for the request.
 - d. A representative must be present at all meetings of consideration for the request, including General Assembly meeting.
 - e. The Appropriations Committee shall review all requests submitted on time at the following meeting.
 - i. During a meeting, the Chair of Appropriations may amend a request at their discretion, unless the committee or general assembly overrules the chair with a $\frac{3}{4}$'s vote.
 - ii. During an Appropriations Committee meeting, the committee may amend a request by passing a $\frac{3}{4}$'s vote.
 - f. If the total request is under \$300, the Appropriations Committee shall vote whether to approve the entire request. A three-quarters vote is required to approve the request.

- g. Otherwise, the Appropriations Committee shall conduct a majority vote for presenting the request at the next General Assembly meeting, where a vote by the entire General Assembly would be conducted to approve the request.
 - i. If a vote results in a tie, the appropriation request will be sent to the Senate General Assembly.
- 2. If a group wishes to reallocate money within their budget or approved appropriation funding, the above procedure in Section 1, Article III still applies to the group and will be identified as a reallocation instead of an appropriation. No funding is being requested directly from the Student Senate fund for these requests.
 - a. If a reallocation request is denied, the funds will be reclaimed by Student Senate.
- 3. The Appropriations Committee shall hold meetings on the first three Mondays of each block to consider requests and determine the Appropriation Committee's agenda presented before the General Assembly.
- 4. Any approved request by the Appropriations Committee shall be presented on the agenda at the subsequent General Assembly meeting.
- 5. Student Senate reserves the right to refer to the Appropriations Committee any motion brought before the Student Senate body which has not been previously reviewed by the committee.
- 6. All requests for funding of an event must be approved before the event occurs. Student Senate will not approve funding requests retroactively.
- 7. Prior presentation before approval of an appropriation request shall be required for the following:
 - a. Student Senate resolutions.
 - b. Recommendations of the Student Activity Fee.
 - c. Appropriation requests exceeding \$1,000 with the exception of the spring budget process.

Article IV. Reclamation Process

- 1. Unlike an appropriation request for funding, reclamations are a return of funding already given to a student organization, group, or individual. No funding is given; it is returned to Student Senate and the Student Activity Fund.
- 2. The return of funding shall only be permitted for funding that was distributed by Student Senate.
- 3. The main contact from the organization must submit the amount and reason for the reclamation to the Chair of Appropriations. This can be done at any time during the academic year.
- 4. No reclamation requires a representative at a meeting unless requested by the Appropriations Committee or Chair of Appropriations. If deemed necessary, the representative will be requested to come before the committee for the following meeting.
- 5. All reclaimed funding shall be explained in detail at their subsequent Appropriations Committee and General Assembly meetings.
- 6. At the request of the organization or individual/s, the reclamation shall be mentioned for relevant appropriation requests by that group for the same academic year.

Article V. Basic Funding Requirements

- 1. Student Senate will not fund events that have occurred or have been advertised prior to their approval.
 - a. Examples of advertising are detailed in Section 2, Article VI.
 - b. If prior funding has been provided by Student Senate, requests for further funding may be allowed if the event is not solely dependent on the current request.

- c. Advertisements prior to funding may be permitted to gauge interest or acquire commitments in a possible event. The Chair of Appropriations must be notified to approve any advertisements.
2. Student Senate will not provide funding for items and materials purchased prior to their approval.
3. In order for student groups to receive funding from Student Senate, groups must have an approved and current constitution on file with Student Senate in addition to an updated Community page.
 - a. Individuals not sponsored by a Student Senate-approved organization requesting funds must be able to demonstrate departmental or office support by having an accredited faculty or staff member write a statement demonstrating support for the student/s.
4. Student Senate will only approve funds for an activity deemed by Student Senate to be adequately planned and organized.
5. Groups seeking funds from Student Senate must demonstrate to the Appropriations Committee and Student Senate that they have made an effort to find the lowest cost while not sacrificing quality.
6. A representative of the group requesting funds must attend the Appropriations Committee meeting and any General Assembly meeting at which the request is being considered or presented. The representative may not be a member of Student Senate or the Appropriations Committee.
 - a. The representative may be a member of Student Senate if the request is for a Student Senate operational expense, Senate-sponsored event, or a constituent contact event.
7. Any Student Senate-funded events shall be advertised appropriately. Please refer to the advertising section of the Appropriations By-Laws for further information.

Article VI. Advertising

1. The Appropriations Committee assigns the advertising requirements for Student Senate-funded events. The Audit Committee under the Organizations Committee is in charge of making sure these requirements are thus met.
2. There are many methods of acceptable advertising: OC signs, OC taping/events, table tents, flyers/posters, handouts, the Kiosks, fundraising events, mailbox slips, awareness events (non-profit), chalking, sneak preview performances, campus media (The Cornellian, KRNL...), social media, digital wall, the campus newsletter, class emails, etc. Other advertising methods can be approved by the Chair of Appropriations before the event.
3. All events must advertise with either flyers/posters on-campus or the O.C. (O.C. signs or floor), as well as posting the event on community.
4. Organizations or individual sponsors are solely responsible for all advertising of their events.
5. If an organization's event is suggested to be in violation of this article, the Auditor must conduct an investigation of the organization to determine how many valid forms of advertising were utilized for a specific event or range of events and report this to the Chair of Appropriations.

Article VII. Trips

1. The Appropriations Committee can request the group or individual to present a report back to Student Senate, The Cornellian, or any other appropriate body. If the committee stipulates as such, the procedure for reporting is as follows:
 - a. Explain how they can utilize their experiences to benefit the campus.
 - b. Present, at a General Assembly meeting within the next four meetings after returning, a summary of activities and experiences, and a plan for implementation of any ideas acquired there. Groups

are responsible for contacting the Student Senate Vice-President about the presentation of such a summary.

- c. Within one month of return, request an interview with The Cornelian regarding their experience.
2. Student Senate will not fully fund trips. A trip is defined as all costs associated with off-campus travel and programming including, but not limited to: admittance fees, transportation, food, lodging, etc. Student groups whose sole purpose is to provide trips to the student body may be exempt from this rule.
 - a. If the total trip cost is \$0.01-\$500, Student Senate may subsidize up to 85% of that cost.
 - b. If the total trip cost is \$500.01-\$1000, Student Senate may subsidize up to 80% of that cost.
 - c. If the total trip cost is \$1000.01 or greater, student senate may subsidize up to 75% of that cost.
3. Student Senate may provide funding for lodging; however, student organizations must demonstrate that they have found the lowest cost option, while not sacrificing safety.
4. To request funds for gas, the group shall provide the distance of travel, average highway miles per gallon of the vehicle/s, and the national average of gas at the time of the request.
5. If meals are required for off-campus outings, reimbursement may occur at \$6.00 per meal per person for up to three meals per day. Receipts may be required to elicit proof of purchase for money spent on meals.
6. Failure to comply with this article may result in an individual or group being ineligible to receive similar funds in the current or subsequent academic year.

Article VIII. Speakers, Performers, Etc.

1. In the event that a student organization spends at least \$600 for bringing an individual or group to campus to perform a service (speaking, performing, etc.), that organization shall request a 1099 reporting form from the Business Office no later than two weeks before the date of the engagement unless such individuals or groups are contracted through a management firm or agency. The completed 1099 reporting form must be submitted to the Business Office no later than two business days after the engagement. This is necessary to be compliant with federal laws.
2. No student organization may contract any service without an approved budget or appropriations request. Student organizations can request an early review of their budget request for the upcoming academic year in order to receive permission to contract services in advance, but only if such contracts would then be obtained at reduced rates, or if the event must be booked in advance of the budget approval (e.g. reserving a facility for the Homecoming dance). Student Senate must approve multi-year contracts, and both the organization and Chair of Appropriations must keep a record of the approval.
3. Should a student organization not abide by this section, the Chair of Appropriations, with approval of the Student Senate advisor, may freeze the organization's account and turn the matter over to the Dean of Students for possible disciplinary action.

Article IX. Equipment and Materials

1. Student Senate may fund the purchase of equipment that will remain with a student organization over a period of time (i.e. games, furniture, climbing ropes, etc.), but these items are the property of Student Senate.
2. All lease-to-own agreements and loans must be approved by the Appropriations Committee.
3. Any organization with possession of equipment purchased with Student Senate funds must keep a full inventory of these items and submit this inventory to the Chair of Organizations, to be stored in public files. All equipment must be accounted for at the end of the year and placed in on-campus storage for the summer. Stolen or "missing" items may be grounds for a decrease or termination in funding.

4. All equipment purchased with Student Senate funds must be available to the student body when it is not in use by the student organization which possesses said equipment. A written request must be submitted to an officer of the student organization at least one week prior to the date the equipment is to be used. Terms of the equipment loan are subject to agreement by both parties. The lending organization may require that a member of their organization accompany the equipment to insure that the equipment is being properly used.
 - a. All equipment and supplies purchased with Student Senate funds may not be stored in common spaces when not in use, but must be stored in a safe, secure location.
5. If an organization wishes to dispose of or sell unused or obsolete equipment, the Appropriations Committee must first approve the request. The Appropriations Committee also decides the destination of any funds sold this way. Sale or disposal of equipment prior to approval will be considered a misuse of Student Senate property and may be subject to disciplinary action.
6. If an organization dissolves, all property purchased with the Student Activity Fee returns to Student Senate to be disposed of, stored, or sold.
7. Materials used by student organizations that are defined as consumable supplies (i.e. office supplies, yarn, paint, etc.) will be reported with the equipment inventories as long as they are still available.
8. Student Senate must maintain paper and paint for use in creating banners for the Commons.
9. Student Senate must maintain a supply of buttons for the button machine. The buttons will be granted to groups through the appropriations or budget processes.

Article X. Reserve Accounts

1. Any student organization may establish a reserve account, with approval of the Chair of Appropriations.
2. One purpose of a reserve account is to combine funding over several years for larger purchases, so as to not put extreme stress on the budget of the student organization or of Student Senate in a single year.
3. Another purpose of a reserve account is to fund purchase lasting equipment or supplies vital to the operation of that organization (i.e. computers, technical equipment, climbing ropes, replacement parts, swords, etc.).
4. Reserve accounts must be maintained separately from the organization's general account, and these funds shall not be reclaimed by Student Senate at the end of the academic year.
5. A collection of organizations can pool together their reserve account funding into a single account so long as the net balance of that reserve account does not go below zero. This collective account will be treated like any other reserve account.
6. If an organization does not require a reserve account any more, the reclamation process shall be observed for any funds remaining in the account and also a separate request shall be sent to the Chair of Appropriations by the main contact for the student organization to terminate the reserve account.
7. Termination of a reserve account funded by Student Senate will be at the discretion of the Appropriations Committee and will result from mismanagement of reserve account funds or if the account is no longer needed.

Article XI. Fundraising and Fundraising Accounts

1. Fundraising money is defined as any funds from a non-Student Senate source, such as donations, fundraising projects, or profits from products sold.

2. Student Senate encourages fundraising by individual groups, as Student Senate is not meant to be a sole source of financial support for groups. Groups are eligible to request seed money to support fundraising efforts. These funds must be returned on use, through the reclamation process.
3. Student organizations are responsible for reporting fundraising totals in their main account to the Chair of Appropriations and the Business Office before the end of the academic year.
4. Student organizations have complete control over money fundraised by their group.
5. If a student organization does a substantial amount of fundraising, they can request the Chair of Appropriations to establish a fundraising account to keep their fundraising money separate from Student Senate-allocated funds in their general account. This ensures that there is no confusion about the source of funds.

Article XII. Funding Restrictions

1. Student Senate-funded groups may not charge a fee for rental of their equipment. The individual who checks out the equipment is responsible for loss or damage incurred while the equipment is checked out.
2. Student Senate will not fund organizations that require membership dues or fines. However, Student Senate groups can co-sponsor campus-wide events with these non-Senate organizations.
3. Student Senate will not consider funding for the purchase of clothing apparel unless it is for:
 - a. Fundraising
 - b. Purchase of uniforms for athletic organizations/events not provided by the Athletic Department
 - c. Purchase of costumes by groups not provided by the Fine Arts Department
 - d. Events that utilize the clothing apparel as artwork to send a specific message
 - e. Other special projects subject to approval by the Appropriations Committee
4. No Student Senate funds will be awarded as a cash prize. Use of gift cards is allowed, but the Chair of Appropriations must be informed by the student organization prior to awarding any prizes that there is use of a gift card prize.
5. Films that are purchased with Student Senate funds must be placed in the Cornell Library for public use. Therefore, all films being placed in the library must be pre-approved by the College Librarian before purchase. All licensing requirements must be met and fulfilled regarding the rental or purchase of any films funded by Student Senate.
6. Student Senate funds may not be used to purchase alcoholic beverages unless the funding request includes the endorsement of the Dean of Students.
7. Student Senate will not fund the purchase of food/beverages for executive board, general, committee, or regular meetings of any organization.
8. Student Senate funds may not be used to pay Cornell College student performers.
9. Student Senate may not allocate funds to groups for donations. Student Senate reserves the right to donate money in the name of the entire Cornell College student body.
10. Any deviations from approved budgets and other financial requests by any organization must be approved by Student Senate or the Appropriations Committee. Please refer to Section 2, Article III for more information on reallocating funds within a budget. If deviations are made without approval, the Appropriations Committee may consider this a mismanagement of funds. Disciplinary actions concerning mismanagement of funds will be recommended to the General Assembly by the Appropriations Committee.

Article XIII. Records

1. All groups funded by Student Senate are responsible for maintaining accurate financial records for a minimum of two, full academic years.
 - a. Financial records include: budgets, ledgers, and receipts
 - b. Receipts must be held by the organization or turned in to Student Senate
 - c. Budgets and ledgers must be stored in an online format available to both the specific student organization and Student Senate
2. The Chair of Appropriations must provide groups with updated budgets and ledgers for the current academic year no later than the third Friday of 1st block.
3. Student Senate funds will be returned to the Senate General Account after the completion of each academic year. Funds for student organizations will not be carried over into the following academic year, with the exception of fundraising and reserve account funds.
4. Student groups are responsible for turning in or updating complete ledgers, inventories, and receipts by the end of the academic year.
 - a. Student organizations failing to turn in or update requested materials by the stated deadline may be subject to a loss or decrease in funding for the following academic year.
5. The Appropriations Committee reserves the right to examine, at any time, all records for any Student Senate-funded expenses of a student organization. If discrepancies are found, the Appropriations Committee also reserves the right to turn the matter over to the General Assembly and/or the Dean of Students for investigation. This audit process will be coordinated with the Auditing Committee.
6. Student organizations failing to comply or cooperate during audits may be subject to a loss or decrease in funding for the following academic year.
7. All Student Senate-funded groups must keep a separate sub-account in their ledgers for money raised through fundraising. Remember, this sub-account balance must be reported at the end of the academic year so that Student Senate does not reclaim funds that rightfully belong to the group. Groups should retain a copy of such a notice in their financial records.

Article XIV. Annual Budget Process

1. The main budgets for all student organizations shall be approved through Student Senate in the spring semester for the subsequent academic year. All other requests for funding must come in as appropriations requests.
2. Any unrecognized student organization requesting a budget must provide written approval from a College department or office.
3. The Appropriations Committee must provide groups with budget requests and procedure forms at an informational meeting no later than the first Monday of 7th block.
 - a. Student organizations must have a representative at this meeting in order to receive a budget for the subsequent academic year. If a group cannot send a representative, they must set up another date with the Chair of Appropriations prior to the mandatory meeting to allow the organization to receive funding.
4. All budget requests must be returned to the Appropriations Committee by the stated deadline/s.
5. Budgets must undergo review by the Appropriations Committee, where feedback is sent on each organization's budget.
6. The General Assembly must approve budgets before the end of the spring semester.

7. The Chair of Appropriations is responsible for scheduling and publicizing the exact dates, times, and locations of the above mentioned meetings and deadlines.
8. The Chair of Appropriations shall make a good-faith effort to provide budget requests to the General Assembly in advance of budget fest, and update those materials as necessary.

Article XV. Funding Process Exceptions

1. Student Senate acknowledges that opportunities for events and activities can emerge spontaneously, at a time when it is not possible for the established appropriations procedure to be followed. Requests for the funding of such activities may be approved if they meet the following criteria:
 - a. The genesis of the event and the event itself occur between Appropriation Committee meetings. The factor of appropriate advertising may be taken into consideration as well
 - b. The group requesting funds must submit a request to the Chair of Appropriations stating why the event could not have been approved through regular procedure
 - c. Organizations requesting funds can prove that they did not know about the event in time to follow normal request procedure
2. If the request is \$150 or less, the Chair of Appropriations may approve the request unilaterally.
3. If the request is more than \$150 and less than \$1,000 then the Chair of Appropriations must consult with the President and Vice-President before the request is decided on.
4. However, if the request is \$1,000 or more, then the Chair of Appropriations, President, and Vice-President shall decide whether to conduct an electronic presentation and ballot of the General Assembly, or review it themselves. Voting protocols must still otherwise be met to pass the request.
 - a. If the request is before the second Monday of the academic year, the Executive Board of Student Senate reserves the right to vote on these funding requests. A unanimous vote is required to pass the request.
5. If the emergency request is a reallocation, the student organization is required only to report the change to the Chair of Appropriations, who will approve it at his or her discretion, after consulting the President and Vice-President.
6. All requests approved through this procedure shall be announced at the following Appropriations Committee and General Assembly meetings.

Article XVI. Ethics in Committee Members

1. All members of the Appropriations Committee, including the Chair, shall fully disclose their involvement in campus activities and organizations, at the beginning of the academic year, and again following that year's Executive Board elections
2. If an appropriation or budget request is brought before the Appropriations Committee by an organization with which a committee member is affiliated, they shall immediately disclose this to the committee and they may be asked to remove themselves from the discussion and abstain from voting.
 - a. If the committee member fails to remove themselves after being asked to by either the Chair or a member of the committee, the Appropriations Committee shall remove that member from the discussion and count their vote as an abstention, pending majority vote.
3. If a committee member feels a personal conflict of interest during an appropriations request or budget request, they shall disclose this to the Appropriations Committee.

Article XVII. Violations

If a student organization is found to be in violation of the Constitution of Student Senate, these by-laws, or other stipulations and requests made by the Appropriations Committee and/or Student Senate, the following consequences may occur at the discretion of the Chair of Appropriations and the Executive Council of Student Senate.

1. Freezing of funds: the Chair of Appropriations would instruct the Business Office not to approve any transactions after a said date, but will honor outstanding checks and debts already incurred by the offending organization.
2. Organizations may be placed under review and may be susceptible to a loss of future funding for up to one full year.

Article XIII. Temporary Override of this Document

1. Any provision of these By-Laws may be temporarily over-ridden for a specific duration given a $\frac{3}{4}$'s majority vote of Student Senate.

Organizations By-Laws

Article I: Membership in Student Senate Organizations

1. Recognized campus organizations shall be open to any member of the Cornell College community without respect to race, religion, national origin, sexual orientation, gender identity or gender expression.

Article II: Recognition of Student Senate Organizations

In order to be officially recognized as a Student Senate organization a group shall:

1. Contact the Chair of Organizations so the Chair is aware of and may assist the group, and may communicate such information to the Director of Student Activities.
2. Write a constitution.
3. Have a petition signed by 10% of the student body showing support of their group forming on campus.
4. Find a Cornell faculty or staff member to serve as the group's advisor.
5. Contact Chair and receive information about how to attend an Organizations committee meeting.
6. Send the Chair of Organizations an electronic copy of their constitution before attending the Organizations committee meeting.

An official Student Senate-recognized Organization shall receive the following benefits:

1. Eligibility to receive funding from the Student Activity Fee
 - i. For exceptions, see Appropriations By-law Article 5, Section 3
2. Privilege of being mentioned and promoted in College publications
3. Right to access to the Organizations Closet to store Student Activity Fund-purchased items

Article III: Requirements of Student Senate Organizations

Student organizations must adhere to the following in order to maintain an official recognition with Student Senate:

1. Submit its constitution to Student Senate every two years for re-approval.
2. Maintain a Cornell faculty or staff advisor.
3. Maintain all accounts set up by Cornell's Business Services.
4. Maintain the organization's website on Cornell's organization software (Currently Community by Simplicity).
5. Store all items purchased by the Student-Activity Fund in the Student Organizations closet unless other arrangements are made with the consent of the Chair of Organizations and the Chair of Appropriations.
 1. Senate reserves the right to verify inventories by checking Student Organizations Closet.
6. A representative must attend all meetings they are called to by the Chair of Organizations or Chair of Appropriations of Student Senate.

Article IV: Constitution Maintenance and Contact with Student Senate Committees

The Organizations Committee must review the constitution of each Student Senate organization no less than once every two years. For the purposes of maintaining information on each organization, an

electronic record of the following must be maintained for public and committee use on Cornell's organization software (Currently Community by Simplicity):

1. The organization's current constitution.
2. A roster of current organization leaders, members, and advisors.
3. The organization's current Advisor Agreement.
4. Waivers for each member, if the organization is a Club Sport.
5. Inventory of items purchased with the Student Activity Fee (if applicable).

The Chair of Organizations and Chair of Appropriations must hold a meeting for all organizations at least twice a year to inform them of Student Senate policies and other information. It is suggested but not required that meetings are held:

1. Within the first two blocks of each academic year to give an overview of policies and helpful information.
2. Before Budget Fest takes place to inform all organizations about procedure.

The Organizations Committee will:

1. By a 2/3 majority vote re-approve any existing constitutions needing re-approval.
2. Approve new constitutions to be voted on by the General Assembly at a Student Senate General Assembly meeting.

Article V: Re-approval of Existing Organizations and Defunct Organizations

1. Organizations seeking re-approval of their Constitution must provide the Chair of Organizations with the most updated electronic copy of the organization's constitution with any changes decided by the group, upon request by the Chair.
2. Send a representative to the Organizations Committee meeting upon request by the Chair. Organizations will be notified of this meeting when they are first contacted about re-approval.

Organization's status will be determined as follows:

1. Organizations that do not re-approve their constitution once every two years or that stop meeting as a group or announce that they will no longer continue as a group will not be considered a Student Senate- recognized organization.
2. Organizations that are not considered active Student Senate recognized organizations and will be unable to receive benefits of being Senate-recognized as outlined in Article II.
3. Groups will be notified when they fail to meet the Senate-recognized Organization requirements. Upon notification by the Chair of Organizations, the organization will have 3 weeks to be in compliance with requirements. If the organization does not meet the requirements within 3 weeks, they will lose all benefits of being a Senate-recognized group. All funds currently in the group's budget will be reclaimed by the Student Activity Fund upon inactivation.
 1. Students choosing to restart an inactive organization within two years of the organization becoming inactive, need to go through the re-approval process of the Organizations committee voting, if their purpose and constitution are not changed.

2. Students choosing to restart an inactive organization within more than two years of the organization becoming inactive need to go through the new organization approval process (including petition).
3. If students choosing to restart an inactive organization would like to change the previous constitution or purpose any time after the organization became inactive, they must go through the new organization approval process (including petition).

Article VI: Temporary Override of this Document

Any provision of the By-Law document may be temporarily overridden for a specific duration given a 2/3 majority vote of Student Senate General Assembly.

Student Life By-Laws

Purpose

To ensure input and advisement of a bike shop worker for appropriations pertaining to the Purple Bike Program. Also, this allows a quicker route for appropriations rather than relying on the Director of Campus Safety.

- I. The Chair of the Student Life Committee shall appoint a liaison from the bike shop to the Student Life Committee to advise and present appropriations for the Purple Bike Program.
 1. All appropriations for the bike shop must be signed off on by the Director of Campus Safety.

General Assembly By-Laws

Purpose

The following General Assembly By-laws are established to clarify and augment various provisions of the Cornell College Student Senate Constitution. In the case of a conflict, the Senate Constitution supersedes this document.

Article I. Draft Agenda

In order to facilitate contact between senators and their constituency, any known business shall be included in a draft agenda for each scheduled General Assembly meeting. The Office Manager shall prepare the draft agenda.

1. This agenda shall be made public by the Office Manager by noon the day of the applicable meeting and presented at the beginning of that meeting.
2. All Senators shall make a good-faith effort to inform the Office Manager by the day of the next General Assembly meeting of the business they shall present.
3. At every meeting, the chair shall make time available for non-Senators to address the General Assembly.
4. Any information pertaining to any motions or business referenced in the draft agenda shall be provided to the General Assembly along with the draft agenda if such information exists and is available.
5. By-Law Section I of these General Assembly By-Laws should not be construed to prohibit or hinder free discussion, debate or legislation.

Article II. Allowed Motions

In order to expedite General Assembly proceedings and shorten needed visits by non-Senators for routine matters, the ability to make motions for every-day Senate business must be more clearly defined.

1. During the time allotted for reports by each member of the Executive Council, only motions pertaining directly to their respective constitutional duties are permitted.
2. During the time allotted for reports by each General Assembly representative that senator has full speaking privileges but no motions are allowed.

Article III. Prior Presentation

In order to allow ample time for deliberation over important matters and to give Senators an opportunity to speak with constituents about difficult decisions, major legislation must be presented to the General Assembly in advance of its motion to allow careful consideration.

1. Major pieces of legislation as defined in part C of this section may not be put before the Assembly in the form of a motion until a Senator delivers a prior presentation of that business.
2. Prior presentation must:
 - i. Be delivered during a General Assembly Meeting where quorum is present.
 - ii. Constitute the entire intended motion and be substantially identical.
 - iii. Be presented no more than one academic block before the actual motion date.
 - iv. Be submitted in writing.
3. Prior presentation is required for:
 - i. Amendments to Senate By-Laws.
 - ii. Amendments to the Senate Constitution.

- iii. Senate Resolutions, including activity fee recommendations.
 - iv. Appropriations exceeding \$1,000 with the exception of the fall budget process.
 - v. Approval of entirely new student organizations' constitution.
- 4. Representatives of relevant student organizations need not be present for prior presentation of legislation.
 - 5. Questions by other senators during prior presentation must be confined to objective, fact-based inquiries.
 - 6. Section III of these General Assembly By-Laws should not be construed to hinder debate or to discourage prior presentation for any other forms of legislation.

Article IV. Committee Appointment

- 1. A candidate for a Senate committee must be present at the General Assembly meeting during which that person is appointed.

Article V. Temporary Override of this Document

- 1. Any provision of this By-Law document may be temporarily overridden for a specific duration given a 2/3 majority vote of Senate.

Executive Council By-Laws

Purpose

The following Executive Council By-laws are established to clarify and augment various provisions of the Cornell College Student Senate Constitution. In the case of a conflict, the Senate Constitution supersedes this document

Article I. Appointments

1. Appointments made by the President of the Student Body shall be subject to the following appointment procedure:
 1. Vacancies for appointed positions shall be announced at the first Senate meeting after the President learns of the vacancy
 2. The President shall state whether he wishes to fill the position through an interview process or through personal discretion
 3. If a General Assembly members objects to the proposed appointment process then they may call for a vote by the General Assembly
 4. The interview process shall be conducted as follows:
 1. Vacancies for appointed positions shall be announced and widely publicized by the President of the Student Body. Vacancies shall be advertised no later than 48 hours after the vacancy has been announced at a Senate meeting at which all General Assembly members are expected to attend.
 2. Candidates for appointed positions shall complete a Student Senate appointment application.
 - i. Application forms shall be made available by the time the vacancy has been announced.
 - ii. Applications shall be due to the President of the Student Body no later than one week after the first day of advertising vacant appointed positions.
 3. Each candidate who applied for a vacant position shall be entitled to an interview
 - i. The President of the Student Body shall serve as the chief interviewer.
 - ii. At least two (2) additional members of the Executive Council shall serve as interviewers.
 - iii. Candidates shall be notified as to the location and time of their interview no later than 48 hours after the application deadline.
 4. The interviewers shall recommend a candidate to be appointed to a vacant position after interviews have been conducted. The President of the Student Body shall have the authority to appoint a candidate to a vacant position, subject to a majority vote of the General Assembly.
 - i. Candidates shall be notified within 24 hours of the last interview whether or not they shall be recommended to the Student Senate for an appointed position.
 - ii. Candidates who are recommended for appointed positions are required to attend the Student Senate meeting in which their appointment shall be voted upon.
 - iii. Candidates who do not attend this Student Senate meeting, without giving a valid excuse to the President of the Student Body, shall no longer be eligible for the vacant position, in which case the President of the Student Body shall either nominate and

recommend a second candidate based on the current interviews and applications or shall re-open the appointment procedure.

- iv. A record of all candidate application forms shall be kept by Student Senate.
5. The interview process must be held for the following appointments
 - i. Senator appointments
 - ii. Judicial and Appeals Board
 - iii. Office Manager
6. The process for appointment by personal discretion shall be as follows:
 - i. The president must advertise the vacant position on Today@Cornell and on the Senate website in addition to announcing the opening at a Student Senate meeting.
 - ii. If more than one candidate is interested, then the president will meet with each candidate individually to discuss the vacant position.
 - iii. The President of the Student Body shall have the authority to appoint a candidate to the vacant position, subject to a majority vote of the General Assembly.

Article II. Absences

1. In the event of an excused absence of a member of the General Assembly for at least one block but no more than three blocks, the President of the Student Body may appoint a proxy with full voting rights and privileges from the correct constituency subject to approval by a 2/3 vote of Student Senate.
2. In the case that a proxy is appointed to fill a Senator's place, the Senator shall not be penalized for any absences the proxy incurs.
3. In the absence of a standing committee Chair, that committee chair may appoint a member of the General Assembly on their committee to serve as interim chair without additional voting privileges, subject to a majority vote of the General Assembly.
 - i. In the event that no available Senator is a member of the committee, then the President of the Student Body shall make any motions necessary on behalf of the committee.
4. The previously described situations shall be the only times in which a proxy shall be permitted.

Article III. Parliamentarian

1. The Vice President of the Student Body shall act as the Parliamentarian to maintain the orderly conduct of Student Senate meetings
 - i. The Vice President of the Student Body shall be responsible for monitoring the reasonable adherence to Robert's Rules of Order during Student Senate meetings.
 - ii. The Vice President of the Student Body shall be responsible for training Senators in parliamentary procedure before the first General Assembly meeting of their term in office.
 - iii. In the event that the parliamentarian is absent, they may choose a member of the Executive Council to serve in their place for that meeting. In this case, the Senate President shall cast the deciding vote in case of a tie.

Article IV. Student Senate Operations Budget

1. The Executive Council shall create a Student Senate Operations Budget and present it to the Student Senate General Assembly during the spring budget process.
 - i. The Chair of Appropriations shall maintain a budget ledger for the Student Senate Operations Budget.

Article V. Executive Council Reports

1. Every Executive Council member shall report on any meeting he or she attends as a Student Senate representative.

Article VI. City Council Liaison

1. The President of the Student Body or appointee shall attend all formal meetings of the Mount Vernon City Council.
 - i. The President or appointee shall include pertinent City Council information in the weekly report to the General Assembly.
 - ii. The President or appointee shall diligently inform the student body of important city affairs, events, opportunities and vacancies on the City Council and its commissions.
 - iii. The President or appointee shall deliver a report to the City Council on a regular basis to inform it of student affairs.
 - iv. The President or appointee shall act as a vocal advocate for students at the City Council and implement any actions that may further the interests of the student body both in and out of formal meetings.
2. In the event that the President or appointee is unable to attend an isolated or sporadic meeting(s), the Vice-President of the Student Body may attend as a substitute.

Article VII. Temporary Override of this Document

Any provision of this by-law document may be temporarily overridden for a specific duration given a 2/3 majority vote of Student Senate.