

Last Revised 03/2025



Student Activities Funding Commission

Constitution

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Approved by the Spring 2024 SAFC Executive Board on August 27, 2024.
Ratified by the 2024-2025 Student Assembly on March 14th, 2025.

Student Activities Funding Commission Constitution

I. Name of Organization

Section 1. The official name of this organization is SAFC. Campus Activities and University Relations have approved it. The name follows the Cornell University Policy 4.10 on Student Organization Branding.

Section 2. This organization is also called SAFC and will be the official acronym.

II. Mission, Purpose, Aims of Organization

Section 1. The SAFC allocates funds to nearly 700 undergraduate student organizations. Our mission is to support undergraduate organizations in their ability to foster community and belonging at Cornell through funding opportunities.

Section 2. The goals of this organization are to:

- Promote the participation of Cornell undergraduates in decision making within the University
- Ensure student control of undergraduate activities funding
- Interpret and implement the funding criteria approved by the Student Assembly
- Allocate funds to organizations that fall under SAFC's scope. Collaborate with Campus Activities and the Student Business Office on funding policy and initiatives
- Assist the Student Assembly with related functions concerning student organization funding

III. Diversity & Inclusion

Section 1. SAFC strongly believes in the right of every student, regardless of race, ethnicity, religion, sexual orientation, gender, economic background, ability, or country of origin, to have equitable access to all Cornell funding resources. SAFC

strives to cultivate an inclusive and welcoming environment where every Consultant feels empowered to ask questions, seek assistance, and have their concerns heard.

IV. Membership Requirements and Limitations

Section 1. Membership eligibility.

- The organization shall consist of undergraduate students of Cornell University who are interested in the purpose of the SAFC and who shall be approved by the Officers.
- Members of registered student organizations must be registered, matriculated full-time students at their respective Cornell University campuses (i.e., Ithaca, Geneva, NYC Tech). Part-time students, non-matriculated students, students on a leave of absence, or students who are abroad may not serve as officers, eboard, and/or voting members of student organizations. It is the responsibility of the Advisor to collaborate with the President to ensure that all officers are full-time students on their campus. If one of your officers has a change in status that will require them to step down from their position, please contact the Campus Activities Office. General members may be students, faculty, staff, or community members.
- SAFC complies with Cornell University Policy 6.4 of Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct. This policy is also outlined in the Big Red Guidebook.

Section 2. To be eligible for membership, a person must be registered as an undergraduate student at Cornell University and must be currently enrolled as a full-time undergraduate student.

Section 3. Consultant Responsibilities:

- Submit a list of approved on-campus organizations that they are currently an active member of at the beginning of every semester
- Disclose any executive positions held within their submitted list of organizations at the beginning of every semester
- Serve on SAFC committees (i.e., Public Events Fund Committee) if the need for any additional committee is deemed necessary by the Executive Board
- Be knowledgeable of the SAFC funding guidelines and related allocation policies. Consultants must attend at least one internal training per semester to refresh their knowledge and remain up to date on current policies and procedures

- Act in a professional manner at all times. Respect the rights of individuals and organizations that request and obtain SAFC funding
- Serve as a liaison to undergraduate student organizations. Consultants should make themselves known and available to all of their assigned undergraduate organizations and help them understand the funding guidelines and payment request processing
- Attend all SAFC events that the Executive Board has designated as mandatory
- Submit all deliverables assigned by the Executive Board as specified at the time of assignment.

Section 4. The Officers reserve the right to remove any member (based on the unanimous decision of the Officers and Advisor) through the following grounds:

- a. Violation of rules and regulations outlined in the Cornell Student Policies and/or Student Code of Conduct.
- b. Failure to uphold the provisions of the constitution and bylaws.
- c. Does not act in the best interests of the organization and/or is engaged in activity jeopardizing the organization's existence.

Section 5. A slate of new SAFC Consultants will be voted on every semester based on interview performance. The interviews will be conducted by a group of no less than 5 currently active Consultants. The overall selection process is as follows:

All eligible students interested in becoming a Consultant must fill out an application that consists of basic student information as well as 1-2 short response questions prepared by the Vice President of Recruitment and approved by the Co-Presidents. Once the window to submit applications has closed, the candidates the SAFC believes are the most qualified and prepared will be selected to participate in an interview round.

Questions will be prepared by the Vice President of Recruitment and approved by the Executive Board prior to the interviews. The 5 main ‘categories’ of questions are: Hypothetical Funding Situations, Behavioral Questions, Why Join SAFC, Funding Guidelines Questions, Personality Questions. Each candidate will receive at least 3 questions from each category throughout the course of their interview. The Consultants conducting the interviews will take notes on each candidate; these notes will be utilized during the deliberation process.

The Consultants conducting the interviews will meet immediately after interviews have concluded to vote on the slate of candidates. The candidates will be randomly

organized and discussed one at a time. Once discussion about a candidate is over, all Consultants present will vote on whether to admit them to the Consultant. If the majority of the Consultants present vote in favor of accepting the candidate into SAFC, the candidate will be admitted as a new Consultant. If the majority of the Consultants present do not vote in favor of accepting the candidate into SAFC, the candidate will not be admitted as a new Consultant. This process will be repeated until every candidate has been discussed and voted on.

There is no maximum nor minimum number of new Consultants that can be admitted every semester; every candidate will be evaluated on the same individual basis. However, the Executive Board must ensure that the post-recruitment number of active SAFC Consultants is at least 25 (as outlined in Section 1 of Membership). The selection of new Consultants must take place during the first half of each semester.

Section 6. SAFC Consultants will serve until they complete their undergraduate career unless they resign or are removed from SAFC (for attendance or other policy violations).

Alternatively, Consultants may ‘go inactive’ for the semester if they submit a request to the Vice President of Communication before the beginning of the first funding cycle and the Executive Board votes to approve the Consultant’s semester of inactivity. However, Consultants should not remain inactive for 2 or more consecutive semesters. Any Consultant who wishes to remain inactive for longer than 1 semester at a time will have their ongoing status as a SAFC Consultant reviewed by the Executive Board. The request to become inactive is to be used sparingly and only for extenuating circumstances.

V. Meetings and Engagement Policy

Section 1. Good attendance is essential to efficient SAFC operations. The following attendance policy will be in effect and refers to attendance during one semester:

Each SAFC meeting or event has a point value for unexcused and excused absences, the value of which is subject to change at the discretion of the Executive Board. For most circumstances, missing General Body meetings, Executive Board meetings, training sessions, help sessions, office hours, and recruitment events are 1 point if excused and 2 points if unexcused. Valid excuses as well as points distributed for excused and unexcused absences from SAFC events will be

determined by the Executive Board. Examples of a valid excuse include: an illness, an exam or presentation the same day as a SAFC event, religious observances, a job interview or any other professional career event the same day as a SAFC event. An excused absence requires an email to the Vice President of Communication no less than 24 hours before the start of the SAFC event in question.

Section 2. Consultants are expected to stay engaged throughout the semester and perform all their responsibilities as members of SAFC. Failure to submit deliverables in a timely manner will result in the allocation of 1 point. For all subsequent late or lack of submissions without a reasonable excuse, Consultants will receive 2 points. Additionally, Consultants are required to maintain active communication with their assigned student organizations. Non-responsiveness in this context will result in the allocation of 1 point. Similarly, consistent lack of responsiveness to internal communication with the Executive Board will lead to the allocation of 1 point. For all subsequent communication-related violations, 2 points will be allocated towards the Consultant. This system is designed to ensure accountability and contribute to the overall success of SAFC in effectively carrying out its duties.

Section 3. Any Consultant may appeal point allocations to the Student Assembly, which can overrule the decision of the SAFC Executive Board by a majority vote. The Student Assembly will exercise this authority cautiously, using this power only in cases where the SAFC Executive Board has acted in a grossly unfair manner or where there are extenuating circumstances worthy of consideration.

Section 4. If a Consultant accumulates 5 points during the semester, they will receive a warning from the Co-Presidents that their performance is not in accordance with SAFC expectations.

Section 5. If a Consultant accumulates 8 points during the semester, they will be notified by the Co-Presidents that a vote will be taken by the Executive Board on whether to remove the said Consultant from SAFC. Before the vote is taken, the Consultant will have the opportunity to justify their lack of engagement to the Executive Board. If the majority of the Executive Board votes in favor of removal, the Consultant will be immediately removed from the Consultant. If the majority of the Executive Board does not vote in favor of removal, the Consultant in question will remain a part of SAFC but will retain their current point level. It will be that Consultant's responsibility to ensure no further point accumulation for the rest of the semester.

Section 6. If a Consultant accumulates 11 points during the semester, they will be automatically and immediately removed from SAFC by the Executive Board without a vote.

VI. Executive Board

Section 1. The duties of the Executive Board include establishing a schedule of funding hearings, organizing all SAFC events, meetings, and trainings, and directing the overall work and mission of the SAFC.

Section 2. A slate of officers will be presented and voted on by at least half of the currently active SAFC Consultants. This election will be done during the last General Body meeting of each semester, with the new Executive Board's term beginning the following semester. Every Executive Board position has a 1 semester term except for Co-President, whose term is 2 consecutive semesters. Election of the 2 Co-Presidents will be staggered by semester, with only 1 Co-President position being contested every election. No member can be on the Executive Board for more than 5 semesters. The Executive Board officer positions consist of:

- Co-President (2)
- Vice President of Campus Relations
- Vice President of Internal Affairs
- Vice President of Recruitment
- Vice President of Communication
- Vice President of Technology
- Vice President of Social Media

The SAFC Liaison, who is a member of the Student Assembly, is permitted to also serve on the SAFC Executive Board as a non-voting member and is encouraged to take an active role in the SAFC's operations.

Section 3. Co-President Responsibilities

- Assume final responsibility for the operations and actions of the SAFC
- Establish the agenda for Co-President, Executive Board, and General Body meetings
- Coordinate all meeting times and locations
- Utilize the SAFC email to communicate with student organizations
- Work with Campus Activities and Student Organizations Business Office to set funding timelines every semester

- Review and update the funding guidelines at the beginning of every semester
- Ensure that SAFC operates in a unified and consistent manner
- Ensure adherence to the SAFC Constitution
- Ensure that SAFC's activities and members follow all Cornell University policies

Vice President of Campus Relations Responsibilities

- Communicate with the greater Cornell community, which includes the press, CampusGroups, Cornell administration, and the Student Assembly
- Host office hours, budget trainings, and funding cycle information sessions for undergraduate student organizations
- Utilize the SAFC email to communicate with student organizations
- Coordinate the Public Events Fund Committee
- Ensure that all the organization's activities and members follow all Cornell University policies

Vice President of Internal Affairs Responsibilities

- Assign undergraduate organizations to Consultants for review
- Maintain and prepare SAFC's internal operating budget
- Host office hours, budget trainings, and funding cycle information sessions for SAFC Consultant
- Develop SAFC culture by organizing social events and activities
- Work with Campus Activities to create SAFC merchandise

Vice President of Recruitment Responsibilities

- Develop the recruitment timeline and coordinate recruitment events
- Create the new Consultant application and short response questions
- Organize interview logistics, questions, and deliberations

Vice President of Communication Responsibilities

- Confirm Consultant participation every semester (active versus inactive)
- Send weekly emails to the Consultant about meeting times and locations, upcoming SAFC events and budget cycles, and all other important information regarding SAFC operations
- Take minutes at all SAFC meetings and events, distributing them to the Consultants afterwards via email
- Track Consultant engagement in accordance with the Attendance Policy

Vice President of Technology Responsibilities

- Ensure that all documents on the SAFC website are organized and up to date

- Ensure that Executive Board and Consultant pages are up to date
- Disclose Consultant affiliations on the SAFC website (see Section 3 of IV. Membership)
- Maintain accurate records of Tier Placement, Budget Allocations, and Budget Hearing Outcomes

Vice President of Social Media

- Maintain the SAFC Instagram page
- Create a social media strategic plan, that allows for engagement on a regular basis
- Collaborate with other eboard members of SAFC to ensure content for posting is accurate and timely

Section 4. In the event that a Co-President resigns or declares that they are unable to complete the remainder of their term, the Vice President of Campus Relations will assume Co-President duties until an election be held to select a new Co-President. The election must take place within 2 weeks of the previous Co-President's withdrawal. The newly elected Co-President will serve the remainder of the previous Co-President's term.

Section 5. Officers will be elected by receiving a majority of the votes from the Consultants present at elections. Those who wish to run for an Executive Board position should have at least one semester of SAFC Consultant experience. The election meeting will be well publicized and open to all currently active SAFC Consultants. To be eligible to vote, a Consultant must be currently active and in good standing with the Consultant (not in violation of the attendance or any other policy).

Section 6. Term of Service:

- No individual shall hold a specific position as Officer for more than five semesters
- Grounds for removal of an officer include:
 - Violation of rules and regulations outlined in the Student Code of Conduct
 - Failure to uphold the provisions of the constitution and bylaws

Section 8. Responsibilities

- Both elected and appointed officers shall be responsible for their duties as listed in this constitution.

- Each officer shall also establish and maintain a working relationship with the General Membership, Executive Board, and all other officers, advisors, chairs, committees, and staff necessary to perform their duties.

Section 9. Officer Transitions

- Each officer shall maintain a record of their position, including budgets and activities of the office, to provide to incoming officers following elections.
- Outgoing officers shall also make every effort to assist in the transition process, including helping to ensure that incoming officers are aware of their responsibilities.

VII. Advisor

Section 1. Advisor selection

- Any faculty or staff member at Cornell University capable of corresponding with the university in the official and legal matters of the SAFC
- University/Department advisors are assigned by the university/department to oversee an organization

Section 2. Responsibilities of the advisor.

- Attend general body and/or executive board meetings when needed
- Meet regularly with the organization's President to stay updated and serve as a resource
- Assist with the annual registration process
- Assist with the funding process
- Involve student leaders when university policies might impact student spending

Section 3. Term of service.

- There is no limit to how long the advisor may hold the position subject to the advisor acting in the organization's best interests, does not violate any Cornell University Policies rules and/or Student Code of Conduct, and is not engaged in activity jeopardizing the organization's existence

VIII. Amendments

Section 1. This Constitution may be amended by a 2/3 vote of eligible SAFC Consultants. This Constitution may be amended at any SAFC meeting provided that SAFC Consultants have been alerted beforehand that there is an amendment being proposed.

Section 2. Ratification process

- The constitution on file in CampusGroups is uploaded annually during the re-registration process and is valid until amendments are made.
- Any changes to the constitution must be shared with the Student Assembly for approval in accordance with Student Assembly Charter Appendix B and Campus Activities as a revised constitution for review and approval.

Section 3. Pursuant to the standards outlined in Article VIII Sections 1 and 2, this constitution shall become effective upon upload to CampusGroups during the annual re-registration process.

IX. Student Code of Conduct

Section 1. All members must follow local, state, and federal laws, Cornell University rules, and the organization's constitution at all functions.

Section 2. All members will abide by Cornell University Policies, specifically policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct.

Section 3. In case of a violation and/or an active University investigation, the following are options (Note: Many University investigations are confidential, and there is no obligation for the University office to share information about a case):

- Members involved in an active University investigation may receive a temporary suspension or limited membership as determined by a unanimous decision of the Officers and Advisor
- Members found violating university policy may be permanently removed as members as determined by a unanimous decision of Officers and Advisors