

THE CORNELL UNIVERSITY TONIGHT COMMISSION CONSTITUTION

Article I: NAME

The organization shall be called Cornell University Tonight, hereinafter referred to as CUTonight.

Article II: MISSION

Section 1: Mission

To create a welcoming atmosphere and enhance the quality of life on campus for students of all backgrounds by funding late night social events that build a strong sense of community.

Section 2: Purpose

The purpose of the CUTonight Commission is to increase the number and diversity of open late-night social/recreational events available on Thursday, Friday and Saturday nights between 8 PM and 1 AM. The CUTonight Commission provides financial support to registered undergraduate student organizations that might not otherwise be able to sponsor open social/recreational events and/or that need further funding to expand the number or nature of events they offer.

In addition, the CUTonight Commission will promote diversity and multiculturalism on campus by ensuring that all groups can equally benefit and actively participate in its activities.

Article III: MEMBERSHIP

Section 1: Eligibility and Composition

The Commission will consist of a diverse and multicultural group of ~~7 regular commissioners, 4 (5 in case of Co-Chairs) executive board members~~ **4 executive board members (5 in the event of co-chairs); and no fewer than 10, but no more than 15 total commissioners (including the executive board members).** In addition, the Student Assembly Vice President of Finance shall serve as an **ex-officio non-voting member**. To be eligible for membership a person must be a registered undergraduate student at Cornell.

Section 2: Application Process

Regular commissioners shall be chosen through an application and interview process each academic year. **Applications shall inquire about the other commitments of an applicant so as to keep a record of potential conflict of interests. Applications shall be reviewed by the executive board and the advisor.** ~~and once selected shall remain on the Commission for the course of their undergraduate enrollment, unless the situation warrants resignation.~~ Once selected, the commissioner's term shall last for the academic year. **At the end of the academic year, commissioners can choose to remain a commissioner, run for an executive board position, or leave the role. Someone may choose to resign from their position at any point.**

Section 3: Emergency Selection

~~Emergency selection of members may take place at the discretion of the Executive Board.~~
Should someone resign from the executive board, but not their role as a commissioner, a special election will be held. In this special election, any commissioner can run to be on the executive board and quorum must be reached before voting. Should a commissioner resign placing the total members below 10, then applications will be open to recruit a new Commissioner. Special elections should be conducted and applications should be opened within one week of the resignation.

Section 4: Member Duties and Responsibilities

The duties and responsibilities of the CUTonight Commissioners shall consist of, but not necessarily be limited to, attending regular meetings; considering and conducting administrative business; serving as a liaison to organizations sponsoring events; attending and reporting on selected funded events, revising and amending the Constitution; approving guidelines; acting on petitions submitted by members; and approving event applications and the disbursement of funds. A member may not review applications, conduct application hearings or vote in any decision involving an organization with which they might have a conflict of interest. A conflict of interest ~~includes but is not limited to belonging to that organization, holding a position in that organization, or having close ties with that organization.~~ All members, after selection and prior to assuming regular duties, shall complete a training process to become acquainted with the internal operations of the Commission and to increase awareness of bias activity.

Section 5: Attendance Policy

~~The executive board shall be notified at least 48 hours in advance for non-emergency absences. For the absence to be excused, the reasoning must be valid. If a commissioner has more than 3 unexcused absences per term (May to May of the following year) academic year, they will present to the executive board the reasons for their absence. They will be notified that there will be a vote taken by the executive board on whether to remove said commissioner from the CUTonight Commission. A majority vote is required. Before a vote is taken, the commissioner in question will have the opportunity to justify the absences to the executive board. All executive board members and the advisor shall be present to take a vote. The president shall chair this meeting and will only vote in the event of a tie. The advisor is not to vote at all. Decision will be made by a 2/3 majority of the votes. Valid reasons to miss a meeting include an illness or death in the family, a prelim the day following the event, personal illness, religious observances, a prelim the same day as the event, or conflict with a job or job interviews, and any other excuse deemed appropriate at the discretion of the Executive Board. Each excuse must be supported with adequate documentation.~~

Section 6: Voting Privileges

All CUTonight commissioners and officers, except for ex officio members, shall be entitled to vote in the decisions of the CUTonight Commission. ~~The chair will vote in a situation where no majority vote exists.~~ Voting will only take place when quorum is reached. Decision will be made by a $\frac{2}{3}$ majority of the votes.

Section 7: Non-Voting Participation

The advisor and Student Assembly Vice President of Finance shall be ex officio members of the CUTonight Commission. No other staff or faculty representative shall be eligible for membership. ~~Others may be invited, however, to meet with the general membership when appropriate.~~

Section 8: Meetings

The CUTonight Commission will meet weekly or as needed during the fall and spring semesters to prepare the “Call for Events”, to review event applications and to select events for the fall and spring semesters, to review final event reports for the CUTonight Events. Current members of the commission will also work alongside new members to mentor them and guide them through CUTonight’s process for application selection.

Section 9: Removal

All officers are subject to removal from office if they fail to perform the duties of their office by a $\frac{2}{3}$ majority vote of Commissioners. The officer in question shall be able to find supplemental documentation and other evidence to defend themselves. In the event that the officer is removed, the remaining officers will share the duties of the removed officer until a special election is held. The vote will only take place during a weekly meeting with the advisor present.

Section 10: Resignation

An Executive Board member or Commissioner may resign if they feel that they cannot fulfill the responsibilities that are expected from them. A new member is elected as described in Article III, Section 3.

Section 11: Reassignment

If any member of the Executive Board feels that the Executive Board should reassign positions, then the Executive Board member can call for a reassignment with a majority vote during an Executive Board meeting. During reassignment, the Executive Board members will nominate each other for each position, and the member with the most votes for a position will be given that position.

Article IV: OFFICER DUTIES AND RESPONSIBILITIES

Section 1: Elections

Commission officers shall be elected by a $\frac{2}{3}$ majority of the CUTonight Commissioners before the end of the spring semester. The officers should have at least one semester of experience as a commissioner to serve in the position. The election meeting shall be well publicized to all commission members. Nominations will be taken on the day of the election. Absentee ballots proxy voting shall be permitted. ~~To be eligible to vote, a member must not be in violation of the attendance policy. In the event that the Chair chooses to step down, the Vice Chair of Internal Operations shall serve in his or her place until the special election is held. an election to fill the vacancy can be scheduled.~~

Section 2: Elected Officers

All elected officers will serve a two-semester term beginning after the election in May and ending after the election the following May. If an officer takes over a position midterm, they will serve out the rest of that two-semester term until May. Outgoing officers will train their successors. All officers are expected to attend meetings, perform the duties assigned to them by the Commission and notify the other officers of their progress.

Section 3: Officer Responsibilities

All officers listed below are members of the Executive Board and will have the following duties:

A. The Commission Chair(s) shall:

1. Register the CUTonight Commission as a Student Organization each fall.
2. Establish the agenda and facilitate all meetings of the commission.
3. Chair Executive Board meetings.
4. Copy applications before distribution to commissioners.
5. Communicate with and greet student groups during hearings
6. Tally votes after hearing process.
7. Send out templates for each funding cycle (applications, decision letters, contracts).
8. Schedule and manage appeal hearings during the appeals process.
9. Ensure that all correspondence is sent in a timely fashion to groups.
10. Update the SA VPFinance at least once a semester.

B. The Vice Chair of Internal Operations shall:

1. Notify all members of the meeting times and location.
2. Keep and enforce the attendance policy.
3. Take minutes at all meetings.

4. Update the website with the appropriate dates and funding documents.
5. Make room reservations for general body meetings, application review meetings and hearings.
6. Work with the advisor to order meals for CUTonight meetings.
7. Draft schedule for interviewing student organizations, and communicate this with the VC of outreach to relay information to student organizations

C. The Vice Chair of Finance shall:

1. Oversee the CUTonight Commission account.
2. Coordinate fund disbursements to departmental accounts held by the organizations who have received funding.
3. Prepare budget reports for review by the Student Assembly each semester.
4. Reconcile final budget reports submitted by funded organizations upon the completion of their events.
5. During by-line funding year, prepare materials and present in front of the SA regarding CUTonight funding.

D. The Vice Chair of Outreach shall:

1. Oversee the production and placement of all media promotions for CUTonight. Promotions will include a cyclical listing of all events and other media strategies to publicize late-night events.
2. Communicate with student groups that contact CUTonight regarding questions throughout the semester.
3. Prepare and disseminate the “Call for Events” before the start of the semester and half way through the semester.
4. Meet with student groups to answer the questions of potential applications.

E. The Student Assembly Vice President of Finance shall:

1. Serve as an ex-officio member of the executive board.
2. Make suggestions and help develop policies to ensure proper expenditure of funds.

F. The advisor shall:

1. Give advice to the executive board regarding operations
2. Be readily available to the executive board for consultation
3. Ensure appropriate use of funding
4. See that the commission abides by the Constitution
5. Make suggestions and help develop policies for the Constitution

Article V: SUBCOMMITTEES

Subcommittees may be established for the purpose of assuring that the business of the committee is conducted and that the individual aspects and events of the day are executed smoothly. All members shall be eligible for membership on the subcommittees and will be selected based on individual interests and needs of the group. Each subcommittee will appoint a chairperson who will serve as a liaison between the subcommittee and the CUTonight Commission.

Article VI: APPEALS CONCERNS REGARDING FUNDING PROCESS

Section 1: Preliminary Meeting with the CUTonight Commission

A group may appeal the commission's decision to not award funding. The organization shall communicate with the Executive Board and arrange a meeting to appeal the decision within 3 days upon receiving a funding decision. ~~air their concerns regarding the behaviors and/or decisions of the Commission.~~ **An appeal can be made if the organization feels that Commission did not follow proper procedure; feels that the organization was treated unfairly; or if they can provide evidence of substantial changes in their event plan since the original application. Quorum of the full CUTonight Commission is required for a 2/3 majority vote to approve an appeal, thereby granting funding to the organization.**

Section 2: Procedure for Appeals before the Student Assembly

Following this meeting, should the organization feel the need to further pursue an appeal for funding, the organization's executive board must **send an email** to the SA VP Finance within 3 days of receiving notification from the Commission to determine if their grievances constitute an appropriate appeal. An appeal must meet the following criteria:

1. The organization may present the same information regarding their event proposal that was present during the Commission's application and hearing process.
2. The organization must demonstrate that their event, upon the time of the CUTonight funding decision and/or the CUTonight appeal vote, met all the objective criteria for funding as detailed in the CUTonight funding application and website.
3. The organization must provide evidence of grounds for the belief that one or more CUTonight Commissioner(s) demonstrated an unfair ruling against the organization's membership, application, or event. For example, a disproportionate estimate to the success of an event. The SA VP Finance shall arrange for the presentation of an appeal to the Student Assembly should they find that the organization with grievances has grounds for an appeal. If the Student Assembly grants the organization's appeal, the original funding amount requested, as listed on the organization's application for CUTonight funding, will be disbursed to the organization from the CUTC budget if adequate funding remains in the budget for that fiscal year. The CUTC will

set aside \$3000 per funding cycle/**\$18,000** per fiscal year to cover up to one event per funding cycle. If no appeal is upheld for a cycle, the \$3000 for that cycle can be used for future events during that fiscal year.

Article VII: AMENDMENTS

~~Amendments may be recommended by members and will be implemented upon approval by a 2/3rd majority vote of the CUTonight Commission and approval from the Student Assembly.~~

Section 1: Proposal

An amendment to the constitution can be proposed by any member of the CUTonight commission. The proposal shall be considered for amendment only with a majority vote of the full Executive Board during an Executive Board meeting.

Section 2: Approval

The Constitution shall be amended by the vote of $\frac{2}{3}$ of the Commission present at the weekly meeting.

Section 3: Validation

The amended Constitution must be submitted to the Student Assembly to be ratified.