

Table of Contents

Summary of Request	1
Mission Statement	3
Organizational Profile.....	5
CUTonight History	4
Description of Programming and Operations	5-6
Financial Information	7-13
Historical Statements.....	7-11
Projected Statements.....	12-13
Constitution	14-16





Summary of Request

The CUTonight Commission (CUTC) requests **\$8.50/student** in order to continue providing the much needed and requested funding for late-night events on campus that serve the entire Cornell community. There has been consistent demand for CUTC's services over the past byline funding cycle. At the current allocation amount, CUTC has been able to fund ~95% of its applicants, which allows for ample programming.

The funding we receive from SAFC will go towards two categories:

1. **Administrative costs (~1-2%)**. This includes publicity (ex. advertisements in the Cornell Daily Sun, quarter cards, and flyers), administrative software (ex. Jotform) and miscellaneous expenses (ex. commissioner polos). We are currently upholding last cycle's administrative cost savings from eliminating copying expenses with digital applications.
2. **Funding to student groups for late night event programming (~97%)**. CUTC awards funding twice each semester for a total of four times per year. Student organizations apply for funding in the cycle before their proposed event. In alignment with CUTC's mission, eligible events take place on Thursdays, Fridays, and Saturdays nights between 8:00pm and 3:00am, are alcohol-free, and are open to all undergraduate students. CUTC strives to fund a diverse selection of events in each round in order to appeal to a wide range of student interests. Events range in category from cultural, to performances, to dance parties and even exciting group workouts. Events that attract a large audience and use their funding effectively are given priority, judged by our rigorous rubric. The purpose of CUTC is to provide alternative late-night events that do not involve drinking. Providing students with these fun opportunities gives them an opportunity to attend social events without the pressure to binge drink.

CUTC rigorously evaluates the proposed budget of each applicant. Student organizations are required to submit a detailed funding and expense breakdown with accompanying quotes and justifications. Events that end before 1:00am are awarded at most \$3,000, and events that end after 1:00am are awarded a maximum of \$5,000. We feel these caps are high enough to fund most events completely. This ensures CUTC can fund multiple events per cycle while still providing enough funds for every individual event to be successful.

Based on the SA's concern from the previous byline funding cycle of clubs being able to manipulate their start and end times in their applications in order to garner more funds, CUTC has endeavored to implement a better system to determine when an event actually ends. Our more rigorously monitored Post Evaluation Form prompts organizations to report the event's actual start and end times and compare them to the times projected in their application. These Post Evaluation reports are used for reference in future cycles if an organization applies again. If it is seen that their actual figures vary wildly from their application values, or if they failed to submit a Post Event Evaluation, their future funding score (applied in the rubric) is negatively affected, lowering their chances of getting funded. Further, the attendance of a CUTonight commissioner to every event ensures that the figures submitted are valid.

CUTC has carefully considered the thoughts and recommendations proposed by the SA. In Spring 2013, we implemented a voting rubric for selecting events and an event attendance policy for



commissioners. These changes were meant to address the SA's recommendation that CUTonight more precisely define its event criteria and establish a method to better verify attendance. Further, the rubric incorporates both objective and subjective voting points to ensure the event is thoroughly planned. In addition, the rubric provides greater transparency and accessibility to student organizations applying for funding. Through the rubric, we judge events based on four criteria: projected attendance, cost per person (efficiency), the thoroughness of the application and the level of preparation and organization at the hearing.

The CUTonight Commission's funding criteria aligns well with the SA's own criteria for allocating byline funding. We seek to fund the maximum number of events and organizations per cycle, to select events that appeal to a diverse collection of students, and create a stronger sense of community at Cornell. The requested allocation of \$8.50/student will allow us to both support successfully established events and to encourage new late-night programming. We hope to continue to collaborate with the SA to achieve our common goals and maximize byline funding's benefit to undergraduate students. Thank you for your time and consideration.

Since we have 4 funding cycles we do not think that it is necessary to penalize groups that do not spend all of their allocations. Any unspent money in one round carries over to the next. Additionally, we take calculated risks and provide more funding knowing that there is always a percentage of unused funds. We want to be able to fund events for every single weekend of the year.



Mission Statement

Mission

To improve the quality of social life on campus by breaking down social barriers that often exist between groups by building a greater sense of community, reducing stress and the problems associated with high-risk behaviors through the funding of late night social events.

Purpose/Activity

The purpose of the CUTonight Commission is to provide and increase the number of alcohol-free and diverse late night social/recreational events available on Thursdays, Fridays and Saturday nights between 8 PM and 3 AM. The CUTonight Commission (CUTC) provides financial support through funding to registered undergraduate student organizations who may not otherwise be able to sponsor their own planned social/recreational events and/or may need further funding to expand the number or nature of events they offer.

Organization Profile

CUTC Membership

There are currently 20 members on the commission. All commissioners contribute equally to the application and selection process and vote on any changes in operations. Officers have additional responsibilities necessary for the function of the organization.

Officers

- Co-Chair: Raghav Batra, rb698
- Co-Chair: Regina Chen, rc559
- Vice Chair of Finance: Eric Zhou, yz478
- Vice Chair of Internal Operations: Anupreksha Jain, aj365
- Vice Chair of Outreach: Milo Wittenberg, maw367

Commissioners:

- | | |
|------------------------|-----------------------|
| Zach Goland, zng3 | Justin Starks, js2793 |
| Jane Yoon, jw376 | Austin Starks, as2779 |
| Mary Essex, mae87 | Carina Chien, cc2553 |
| Tiffany Wang, tw292 | Patrick Kane, pj232 |
| Ololade Olawale, oo45 | Rohan Rai, rr655 |
| Alicia O'Neal, alo39 | Aubrey Hiebert, avh32 |
| Andrew Young, ary23 | Mo Ayodele, maa334 |
| Katherine Pioro, ksp59 | |

Advisor

Shura Gat, shura.gat@cornell.edu



CUTonight History

The CUTonight Commission strives to meet undergraduate student needs on the Cornell campus. The Commission was not the brainchild of just a handful of people, but rather it was created in response to a lack of variety in the social environment of Cornell that students identified. Cornell has a diverse student body; yet, the social avenues presented years ago seemed similar. Cornell students expressed a need for diverse late night entertainment on weekends.

In the fall of 1999, the grass-roots student organization, Renaissance, distributed surveys to undergraduate students asking them what they would most like to see happen with the Cornell social scene. Responses revealed that students felt there was a lack of activities available on campus during the late-night hours that had the kind of appeal for which students were looking. In Spring of 2000, Renaissance hosted a student forum to get some ideas about possible solutions to this issue. In the Fall of 2000, "Dive- in Movie" became the prototype of the new late-night event, drawing hundreds of students to Helen Newman Hall.

Renaissance members realized that the need for late night programming was one that could be addressed by students. CUTC programming is planned by student organizations whose events are selected and funded by the commission. Vice President for Student and Academic Services Susan Murphy committed funds to run a one time series, Late Nights @ Cornell, to further test the idea of student organized late night programming. Another student forum was held in the fall of 2001, and a campaign for signatures to create a by- line funded commission followed. After receiving funding from the Student Assembly, the first CUTonight Commissioners were selected in the Spring of 2002.

The CUTonight Commission began its funding selection process that spring. Its first sponsored events were held in the fall semester of 2002 and have continued to grow in size quality, and innovation ever since. Currently, CUTonight allocates around \$35,000 each of the four funding cycles focusing on the undergraduate community.



Description of Programming and Operations

Application Process

The CUTonight Commission evaluates students' proposals for late night events held on Thursday, Friday and Saturday nights. The academic school year is broken down into 4 selective cycles. Every cycle, the commission accepts applications with a maximum request of \$5000 for late night events. Once the applications are submitted, the commissioners read each application and meet to evaluate the ideas and organization of the proposals. The commission examines each group's plans carefully, making sure that all funds are allocated efficiently, and that all events are practical. At this point, every event is assigned a liaison that provides feedback on how to improve the event and turn in a stronger application. This helps to level the playing field for organizations that have never applied to the commission before.

Following application reviews, the groups are invited to a hearing. Hearings allow applicants to come and justify their plans as well as to address the flaws that have been identified in their applications during the review process. After hearings, the commission comes together to re-discuss. Every commissioner votes anonymously based on a set of objective and subjective criteria meant to select the most promising events. Once the groups are approved for funding, the liaison is assigned to keep the lines of communication open between the Commission and the funded groups. The commission works closely with the groups, aiding them with paying the bills and advertising their events on campus. In addition, liaisons attend their respective events and provide the commission with details from the event.

Event budgets are broken down into several sections. The category of "food" includes beverages and is overrepresented because some campus establishments combine the facility rental charge with the cost of the food. The "venue" category represents that cost of renting facilities on campus and any other related expenses like custodial charges. "Supplies" include all decorations and minor equipment needed for the event. "Artist" includes honorarium, travel expenses, lodging and meal expenses for hired artists or speakers. "A/V" is for audio/visual equipment. CUPD can include other similar charges like onsite Emergency Medical Services. Publicity includes flyers, printing related expenses and advertising in local newspapers.

Recruitment Process

The CUTonight Commission recruits new members at the beginning of each semester to replace graduating commissioners. We have established a structured recruitment process: an electronic application followed by interviews with the commission. We evaluate applicants on commitment, professional discipline, and passion for late-night programming on campus. After new commissioners are recruited, we have training sessions to warm them up with basic knowledge of the Commission's application process and commissioners' expected behavior of conduct. New commissioners will also have an opportunity to watch the application review and hearing sessions before they are actively involved in these sessions.

Operational Improvements



CUTC has implemented the following operational changes over the past cycle:

- CUTC modified its rubric to encourage and reward groups to have even larger events or lower costs per person, with extra points.
- CUTC upgraded its application platform, allowing other clubs to apply for possible CUTonight funding.

CUTC plans on implementing the following operations changes over the next academic year:

- Stress collaboration between different organizations, with a funding incentive, to increase diversity and community in funded events. We can implement this in our rubric by including extra “points” for organizational collaboration.
- Stress that events are “late night” and go past midnight. Preferably 1 or 2 AM. This too can be implemented in the rubric.
- Emphasize events funded in the spring rounds as applications are more competitive.
- Require commissioners to attend all funded events to ensure headcount.
- Liasons for each event will be required to check-in on the event during the planning process twice to make sure that the club is on-track with spending.
- Work on helping events with less experience budget and spend money effectively and efficiently.

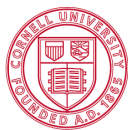
Events in Current Cycle*

CUTC funded 44 events in the last financial year. For a detailed list of events we have funded over the past cycle, please refer to the included financial statements.

Financial Information

The following financial information includes:

- Yearly summaries of CUTC’s financial activities from 2014-2017 to date
- A yearly summary of funded events from 2014-2017 to date, including each event’s sponsoring organization, total cost, date and cost per person
- A categorized breakdown of each funded event’s expenses from the 2014-2015 academic year
- Budget projections, including administrative costs and the estimated allocation per round



Financial Statements

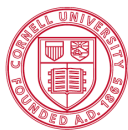
Year-End Breakdown

	FY15	FY16	FY17	FY18
Rollover from Previous Year	\$17,271	\$28,438	\$24,591	\$18,095
Allocation from Student Activity Fee	\$122,117	\$128,805	\$112,212	
True Up	\$2,765	\$1,897	\$7,235	
Unused funds from events	\$16,300	\$3,509	\$9,149	
Total Rollover at the end of the year*	\$28,438	\$24,591	\$16,384	
Administrative Total	\$1,195.67	\$1,675.68	\$982	

*Includes amount from True Up

Table 1: 2014-2015 Financial Statements

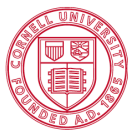
Organization Name	Name of Event	Date of Event	Amount Spent	Attendance
Welcome Weekend	Welcome Weekend	8-29-14	\$5,000	3000
Chinese Students Association	Midnight Dim Sum	9-19-14	\$4,783.27	750
Cornell Consciousness Club	Yoga Remix	9-19-14	\$3,000	300
Johnson Museum Club	Mod @ Museum	9-26-14	\$3,000	500
North Campus Program Council	California Knows All	10-03-14	\$5,000	300
LUL	Noche Dorada	10-28-14	\$4,917.87	100
Chinese Students Association	Midnight Autumn Festival	10-17-14	\$2,371.60	1000
BWSN	Autumn Evening	11-01-14	\$5,161.26	300
Taiwanese-American Society	Night Market	11-01-14	\$1,818.84	300
Coalition of Pan-African Scholars	Celebration of Winter	11-08-14	\$1,847.99	250
MECHA	ECCSF Banquet	10-25-14	\$2,309.36	150
CESAC	Engineers Got Talent	11-22-14	\$2,016.23	400
Haven	Queen Rap	11-15-14	\$4,016.62	700
Cornell Hillel	Big Red Bar Mitzvah	11-15-14	\$4,971.23	700
Johnson Museum Club	After Hours	11-21-14	\$780	850
Pandora Dance	Pandora's Room Box	12-05-14	\$5,488.65	250
Operation DEEP	Casino Royale	11-01-14	\$1,178.52	400
Cornell Catholic Community	Big Red Carnevale	2-06-15	\$4,749.98	250



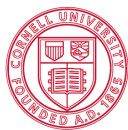
Caribbean Students	Winter Getaway	2-21-15	\$4,959.08	275
Sustainability Hub	Eco Fashion Show	2-21-15	\$1,565.94	250
Johnson Museum Club	Student Takeover	2-27-15	\$2,745.95	1000
Chinese Students Association	Lunar New Year	2-27-15	\$1,932.49	350
LFDS	Men's Appreciation	3-13-15	\$5,000	250
Persian Students Association	Norooz	3-20-15	\$5,000.69	500
Outing Club	Reel Rock	3-20-15	\$4,215.42	200
PRSA	Si Es Latino Tienes Que Ser Bueno	4-10-15	\$4,623.59	250
Nigerian	Africa Ball: Kings & Queens	4-11-15	\$5,215.57	250
Haven	Filthy Gorgeous	4-11-15	\$4,368	300
Filipino	So U Think U Can Adobo	4-11-15	\$356.47	250
JUSA	Sushi Night	4-11-15	\$3,764.73	400
Lambda Theta Alpha	Phrozen Fortress	4-17-15	\$1,082	250
Careers in Fashion	Fashion Gala	4-18-15	\$277.92	150
Alpha Phi Alpha	Ms. Black and Gold	4-18-15	\$4,990	250
CAPSU	Celebr(asian)	4-24-15	\$1,005.15	1,000
Chosen Generation Gospel Choir	Chosen Generation Spring Concert	5-01-15	\$3,000	300
MGLC, OFSIL	Greek Freak	5-01-15	\$3,000	400
Haven	Queer Formal	5-01-15	\$1,182.50	200
Project Hope	Hope Night	5-02-15	\$2,672.82	400
Black Students United	Black Affair	5-08-15	\$1,454.70	300

Table 2: 2015-2016 Financial Statements

Organization Name	Name of Event	Date of Event	Amount Spent	Attendance
Welcome Weekend	Thank Goodness It's Friday	8-28-15	\$5,000	3000
Cornell Outing Club	Reel Rock 10	9-05-15	\$4,667.20	1000
Cornell Ballroom Club	Dance is the Universal Language	9-11-15	\$3,824.03	200
Johnson Museum Club	Roaring '20s!	9-18-15	\$3,000	700
Pakistani Students Association	Qawwali Night	9-25-15	\$3,000	350
Chinese Students Association	Mid-Autumn Festival	9-18-15	\$5,016.61	1000
Minds Matter	Post Secret	10-16-15	\$3,000	600
Cornell Interfaith Council	Every Holiday	10-21-15	\$3,000	500
Johnson Museum Club	After Hours: Masquerade	10-23-15	\$4,707.46	700
Risley Hall	MasqueRave	10-24-15	\$4,066.53	500
Cornell China Club	Laurence Xu Gala	10-24-15	\$5,000	300



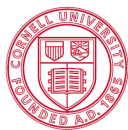
Taiwanese-American Society	Night Market	11-07-15	\$1,918.35	300
Urban Blaze	Hip Hop Showcase	11-13-15	\$2,995.83	550
Cornell Hillel Engagement Committee	Big Red Bar Mitzvah	11-14-15	\$4,868.16	300
The Black Women's Support Network	Autumn Evening	11-14-15	\$4,117.70	300
Humor Us!	Sketch Comedy Fall Show	11-14-15	\$1,014.33	200
Aids Awareness Week	Condom Couture Fashion Show	12-04-15	\$1,532.40	300
Chinese Students Association	Midnight Dim Sum	11-24-15	\$4,566.32	700
Alpha Kappa Alpha	Pink Ice Ball	11-06-15	\$5,000	300
Cornell Catholic Community	Big Red Carnevale	2-05-16	\$4,572.08	300
Japan-United States Association	Sushi Night	2-06-16	\$3,151.47	450
Cornell Environmental Collaborative	ECOuture Sustainable Fashion Show	2-19-16	\$382.94	300
Johnson Museum Club	International Gala	2-19-16	\$3,000	
Chinese Students Association	Lunar New Year	3-04-16	\$2,966.32	450
CAPSU	Asia Night	3-05-16	\$5,000	1000
Persian Students Organization	Norooz: A Celebration of Spring	3-18-16	\$5,000	500
The LINK Men's Alliance & SWAG	Women's Appreciation	3-19-16	\$3,000	250
The Black Women's Support Network	Overnight Celebrity	4-15-16	\$2,132.49	250
Johnson Museum Club	15 Minutes of Fame	4-15-16	\$2,903	450
Haven	Queer Formal	4-22-16	\$2,300	200
Project Hope	Hope Night	4-22-16	\$4,646.63	400
Alpha Phi Alpha	Miss Black and Gold Scholarship Pageant	4-23-16	\$4,821.58	300
Cornell Association for Medicine and Philanthropy	Action Against Hunger	4-29-16	\$4,776.50	400
Les Femmes de Substance	Eighth Annual Men's Appreciation - Forbes Edition	4-29-16	\$4,945.13	250
Triumphant Praise Dance Troupe	Triumphant Praise Dance Showcase	4-29-16	\$369.20	300
Filthy Gorgeous	Filthy Gorgeous	4-30-16	\$5,000	300
FantAsia A Cappella	Heartbeat IV FantAsia Annual Concert	5-07-16	\$600	170



Black Students Union	It's a Black Affair	5-13-16	\$4,831.35	300
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Table 3: 2016-2017 Financial Statements

Organization Name	Name of Event	Date of Event	Amount Spent	Attendance
Welcome Weekend	Thank Goodness It's Friday	8-26-16	\$5,000	1500
Cornell Ballroom Club	Dance is the Universal Language	9-16-16	\$3,565	250
Chinese Students Association	Mid Autumn Festival	9-23-16	\$4,829.88	800
Johnson Museum Club	After Hours	9-30-16	\$5,000	700
Cornell Minds Matter	Spa Night at the Straight	10-14-16	\$2,983.24	500
Johnson Museum Club	Masquerade	10-21-16	\$3,000	450
Risley Hall	MasqueRave	10-22-16	\$4,999.45	500
Campus Sustainability Office	Glow in the Dark Dodgeball	10-22-16	\$2,000	300
Chinese Students Association	CSA Midnight Dim Sum	11-04-16	\$4,985.41	550
Cornell Taiwanese Students Association	Night Market	11-05-16	\$2,850	400
Cornell Ballroom Club	Ballroom for Everyone Social	11-10-16	\$4,938	400
Black Women's Support Network	Autumn Evening	11-12-16	\$3,688.90	300
Cornell Outing Club	Reel Rock 11	11-12-16	\$4,182	300
Cornell Hillel	Big Red Bar Mitzvah	11-12-16	\$3,972.54	500
Humor Us	Humor Us Fall Show	11-18-16	\$273	250
Cornell Engineering Leadership Compassion Group	Untold	11-18-16	\$2,375	200
Residential Student Congress	Residential Student Congress Winter Formal	12-02-16	\$5,000	400
Contra Dance Club	Contra Dance	12-03-16	\$2,500	250
Chinese Students Association	Lunar New Year	2-10-17	\$2,975.92	500
Cornell Catholic Community	Big Red Carnevale	2-24-17	\$3,143.99	500
Cornell Caribbean Students Association	A Tropical Getaway	2-24-17	\$4,141.50	200
Black Students United	Black History Month Closing Ceremony	2-26-17	\$2,488.18	250
Johnson Museum Club	Prints, Pianos, Poems	3-10-17	\$1,512	300
Sangra Taina	Melao, Melaza	3-10-17	\$3,058.57	200
CAPSU	Asia Night	3-25-17	\$4,075.60	1000



SWAG	Women's Appreciation Event	3-25-17	\$1,701.15	275
Cornell Environmental Collective	ECOuture	4-15-17	\$1,012.50	350
PATCH	MED Talk	4-28-17	\$1,650.58	250
Alpha Phi Alpha Fraternity	Miss Black and Gold Scholarship Pageant	4-14-17	\$2,471.07	350
Absolute Zero Breakdance Club	Zero Ground Given III	4-14-17	\$3,768	350
Nigerian Student Association	African Ball 2017	4-15-17	\$1,882.03	300
E.Motion	E.Motion Showcase	4-15-17	\$1,229.10	200
Filthy Gorgeous	Filthy Gorgeous	4-15-17	\$4,000	300
Cornell Ballroom Dance Club	Fly Me to the Moon	4-21-17	\$3,076.38	300
Mainland China Student Association	Taste of Modern China After Party	4-21-17	\$262.26	250
Triumphant Praise Dance Troupe	Triumphant Praise Dance Troupe Showcase	4-21-17	\$1,622.44	300
Association of Medicine and Philanthropy	Action Against Hunger Awareness and Benefit Gala	4-27-17	\$3,994.10	350
Les Femmes de Substance	Men's Appreciation Event	4-28-17	\$3,847.41	275
Cornell Welcomes Refugees	CWR Refugee Support Gala	4-29-17	\$2,589.30	400
Project Hope	Hope Night	4-28-17	\$3,663.45	400
Black Students United	It's a Black Affair	5-12-17	\$1,690	300
Johnson Museum Club	Finding Nemo	9-08-17	\$2,500	TBD
Cornell Ballroom Dance Club	Dancing in La La Land	9-08-17	\$4,538	TBD
Chinese Students Association	Midnight Dim Sum	9-22-17	\$4,998.02	TBD



Byline Funding Projections

	2017-2018	2018-2019	2019-2020
Previous year Surplus	\$16,384	\$12,496	\$6,608
SA Fee Allocation	\$121,677	\$121,677	\$121,677
True Up	\$7,235	\$7,235	\$7,235
Total Income	\$145,296	\$141,408	\$135,520
Publicity	\$1,600	\$1,600	\$1,600
Postage	\$0	\$0	\$0
Miscellaneous	\$2,200	\$2,200	\$2,200
Events Round 1	\$20,000	\$21,000	\$21,000
Events Round 2	\$34,000	\$34,000	\$34,000
Events Round 3	\$34,000	\$34,000	\$34,000
Events Round 4	\$41,000	\$42,000	\$42,000
Total Expenses	\$132,800	\$134,800	\$134,800
Surplus/Deficit	\$12,496	\$6,608	\$720

Byline Funding Projections (10% Cut)

	2017-2018	2018-2019	2019-2020
Previous year Surplus	\$16,384	\$12,728	\$7,072
SA Fee Allocation	\$109,509	\$109,509	\$109,509
True Up	\$7,235	\$7,235	\$7,235
Total Income	\$133,128	\$129,472	\$123,816
Publicity	\$1,600	\$1,600	\$1,600
Postage	\$0	\$0	\$0
Miscellaneous	\$1,800	\$1,800	\$1,800
Events Round 1	\$17,000	\$17,000	\$17,000
Events Round 2	\$31,000	\$31,000	\$32,000
Events Round 3	\$31,000	\$32,000	\$32,000
Events Round 4	\$38,000	\$39,000	\$39,000
Total Expenses	\$120,400	\$122,400	\$123,400
Surplus/Deficit	\$12,728	\$7,072	\$416



Byline Funding Projections (25% Cut)

	2017-2018	2018-2019	2019-2020
Previous year Surplus	\$16,384	\$11,177	\$5,970
SA Fee Allocation	\$91,258	\$91,258	\$91,258
True Up	\$7,235	\$7,235	\$7,235
Total Income	\$114,877	\$109,670	\$104,463
Publicity	\$1,400	\$1,400	\$1,400
Postage	\$0	\$0	\$0
Miscellaneous	\$1,300	\$1,300	\$1,300
Events Round 1	\$13,000	\$13,000	\$13,000
Events Round 2	\$26,000	\$26,000	\$26,000
Events Round 3	\$26,000	\$26,000	\$26,000
Events Round 4	\$36,000	\$36,000	\$36,000
Total Expenses	\$103,700	\$103,700	\$103,700
Surplus/Deficit	\$11,177	\$5,970	\$763

Byline Funding Projections (35% Cut)

	2017-2018	2018-2019	2019-2020
Previous year Surplus	\$16,384	\$11,509	\$6,634
SA Fee Allocation	\$79,090	\$79,090	\$79,090
True Up	\$7,235	\$7,235	\$7,235
Total Income	\$102,709	\$97,834	\$92,959
Publicity	\$1,000	\$1,000	\$1,100
Postage	\$0	\$0	\$0
Miscellaneous	\$1,200	\$1,200	\$1,200
Events Round 1	\$11,000	\$11,000	\$11,000
Events Round 2	\$23,000	\$23,000	\$23,000
Events Round 3	\$23,000	\$23,000	\$23,000
Events Round 4	\$32,000	\$32,000	\$33,000
Total Expenses	\$91,200	\$91,200	\$92,300
Surplus/Deficit	\$11,509	\$6,634	\$659



CUTonight Commission CONSTITUTION

Article I: NAME

The CUTonight Commission will be a registered student organization. The commission will provide other registered undergraduate student organizations (those having 61% or more undergraduate student members) with financial support for hosting late-night weekend events open to the entire Cornell University campus. This program and service shall hereafter be called the CUTonight Commission. It will be a committee housed under the Campus & Community Engagement.

Article II: MISSION AND PURPOSE

Section 1: Mission

To improve the quality of social life on campus by breaking down social barriers that often exist between groups by building a greater sense of community, reducing stress and the problems associated with high-risk behaviors through the funding of late night social events.

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 to 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 no fewer than 7 regular commissioners, 4 (5 in case of Co-Chairs) executive board members and the Student Assembly Vice President of Finance. In addition, the Student Assembly Vice President of Finance shall serve as an ex-officio 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 on a rolling basis each year, and once selected shall remain on the Commission for the course of their undergraduate enrollment, unless the situation warrants resignation.

Section 3: Emergency Selection

Emergency selection of members may take place at the discretion of the Executive Board.

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 liaisons 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

If a commissioner has more than 1 unexcused absence per academic year, (s)he will present to the executive board the reasons for her/his absence. (S)he will be notified that there will be a vote taken by the executive board on whether to remove the 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.

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.

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.

Article IV: OFFICER DUTIES AND RESPONSIBILITIES

Section 1: Elections

Commission officers shall be elected by a majority of the CUTonight Commissioners before the end of the fall semester. The officers should have at least one semester’s term of experience 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 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 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 January and ending after the election the following January. 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.

All officers are subject to removal from office if they fail to perform the duties of their office by a 2/3 vote of the general membership. In this event, the remaining officers will share the duties of the removed officer until an election is held within two weeks.

Section 3: Officer Responsibilities

All officers list 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/Greet student groups during hearings
 6. Tally votes after hearing process.
 7. Send out templates for each funding cycle (invitations, 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.
- B. The Vice Chair of Internal Operations shall:
 1. Notify all members, via email, 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.
- 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. Work with the advisor to run a “How to Pay Bills Workshop” during each funding cycle.
 6. 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. Prepare and disseminate “Calls for Events” at least twice each semester.
 3. Order giveaways for the commission.
 4. Communicate with student groups that contact CUTonight regarding questions throughout the semester.
 5. 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. Remain up-to-date regarding funds allocated, funds remaining, over-expenditures and unspent funds.
3. Help develop policies to ensure proper expenditure of funds.

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: CONCERNS REGARDING FUNDING PROCESS

Section 1. Preliminary Meeting with the CUTonight Commission

A group may appeal the commission's decision to not award funding based on grounds of discrimination only. Discrimination includes the act of discriminating with regard to race, color, creed, religion, national or ethnic origin, sex, sexual preference, age, marital status, citizenship or handicap. The Organization shall communicate with the Executive Board and arrange a meeting to air their concerns regarding the behaviors and/or decisions of the Commission within 3 days upon receiving a funding decision.

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 meet with the SA VP Finance within 3 days upon 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, met all the objective criteria for funding as detailed in the CUTonight funding application.
3. The organization must provide evidence of grounds for the belief that one or more CUTonight Commissioner(s) demonstrated discrimination against the organization's membership or application. For example, a derogatory comment made during the hearing.

The SA VP Finance shall arrange for the presentation of an appeal to the Student Assembly should he or she 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/\$12,000 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.