

Welcome Weekend Committee Constitution and Bylaws

I. NAME

The name of this body shall be the Welcome Weekend Committee.

II. AFFILIATIONS

Welcome Weekend Committee is a university-affiliated organization with the office of the Dean of Students.

III. PURPOSE/MISSION

This group will coordinate all Welcome Weekend programs aimed at changing student culture on campus by welcoming all students back to Cornell University in August, in January, after Fall Break, and after Spring Break in the semester. A critical way to facilitate a change in student culture is to have the initiative come from students, be enacted by students, and be attractive enough that all students will be interested in participating. Welcome Weekend will offer a safe and exciting alternative to the Collegetown block parties that currently attract thousands of students. In the Fall semester, the Welcome Weekend Executive Committee will work to coordinate a series of events kicking off with Thank Goodness It's Friday (TGIF), following with, Club Fest, and Bowling Night; in the Spring semester, the Welcome Weekend Executive Committee will plan and coordinate a large-scale winter event at the beginning of the Spring semester.

IV. FUNCTIONS

The function of the Welcome Weekend Committee shall be to:

Section 1: Plan and run large-scale, university-wide social programs for both undergraduate and graduate students returning to and entering Cornell University.

Section 2: Secure funding to host Welcome Weekend events through Student Assembly byline funding as well as through donations, contributions, and co-sponsorships by collaborating organizations.

Section 3: Select and train Welcome Weekend volunteers and work closely with the Orientation Steering Committee when volunteers overlap.

Section 4: Select numerous diverse campus organizations with whom to work in partnership to plan and execute Welcome Weekend events and programs.

V. MEMBERSHIP

Section 1: Membership on the Welcome Weekend Committee is limited to full-time registered students of Cornell University.

Section 2: Each member will be a full Welcome Weekend Committee member with all voting privileges. Members will be expected to attend a minimum of $\frac{3}{4}$ of all scheduled meetings. Members who miss more than $\frac{1}{4}$ of all scheduled meetings will no longer be considered voting members of the full Committee.

Section 3: Executive Board members (six people maximum) will be selected by application and interviewed by the advisor and the previous year's committee in October. Executive Board members will include the following leadership positions:

Article 1: Chair
Vice Chair
Vice President of Finance
Vice President of Public Relations & Marketing
Vice President of Recruitment
Webmaster

Section 4: There will be cabinet members who are responsible for the coordination of one component of Welcome Weekend event, to be selected by application and interview with the Vice President. Cabinet members will include the following leadership positions:

Article 1: ***Event Managers/Coordinators***
Club Fest Coordinator

Section 5: One representative from each of the campus organizations selected by the Welcome Weekend Executive Board will be invited to be a member of the larger Welcome Weekend Committee. Specific partnerships will be sought and may include Fraternities & Sororities, Cultural Organizations, Service Groups, Programming Boards, music, dance, and lecture commissions, Community Development/Community Centers, and the Orientation Steering Committee.

VI. OFFICERS

Section 1: Executive Board

A. The Executive Board of Welcome Weekend shall consist of the Chair, the Vice Chair, the Vice President of Finance, the Vice President of Public Relations & Marketing, the Vice President of Recruitment, and the Webmaster.

B. Procedures for Dismissal of Officers

1. Failure of any officer to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Chair or Vice Chair if necessary.

2. Failure of any officer to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.

3. To dismiss an officer, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.

4. The officer may appeal the Executive Board's decision to the Executive Board within one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

Section 2: Duties of the Executive Board Officers

A. Duties of the Chair shall be to:

1. Chair all Executive Board meetings

2. Train Executive Board with the advisor, and with the help of the Vice Chair

3. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.

4. Facilitate all Welcome Weekend activities – support and motivate Committee members in the performance of their responsibilities.

5. Generate ideas for Welcome Weekend activities and initiate implementation of them through established officer positions and committees. Aid in the creation of new committees when needed.

6. Ensure that other officers are performing their duties with the aid of the Vice Chair.

7. Represent Welcome Weekend at various University meetings and events.

8. Keep accurate and up-to-date records of all responsibilities and tasks for future reference.
9. Represent Welcome Weekend issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
10. Support and motivate members.
11. Work with other officers as a team.

B. Duties of the Vice Chair shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board in:
 - a. Facilitating all Welcome Weekend activities – support and motivate Committee members in the performance of their responsibilities
 - b. Ensuring other officers are performing their duties
2. Aid the Chair and Advisor in the training of the Executive Board
3. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
4. Schedule and coordinate all Executive Board meetings
 - a. Reserve meeting rooms
 - b. Prepare agendas
 - c. Keep accurate and up-to-date records of the minutes of each Executive Board meeting
5. Keep accurate and up-to-date records of all Welcome Weekend Committee members.
 - a. Contact Information
 - b. Semester schedules to facilitate the scheduling of meetings
 - c. Up-to-date list of responsibilities, tasks, and accomplishments
6. Be in charge of the official listserve and Welcome Weekend e-mail account.
7. Take on the duties and responsibilities of the Chair in his/her absence.
8. Represent Welcome Weekend issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
9. Support and motivate members.
10. Generate ideas; work with other officers as a team.

D. Duties of the Vice President of Finance shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board.
2. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
3. Chair the Welcome Weekend Finance Committee in accordance with Article VIII.
4. Be responsible for Welcome Weekend fiscal matters.
5. Be responsible for applying for Byline Funding from the Student Assembly.

6. Ensure that prizes and giveaways are available for Welcome Weekend Events:
 - a. Through putting aside money from the budget
 - b. Asking local vendors or companies for assistance
 - c. Planning and managing fundraising related activities as needed
7. Work with the Welcome Weekend in administering the Welcome Weekend budget. Responsible for keeping up to date and accurate bookkeeping records for these funds.
8. Determine the budget available for each individual event along with input from the Executive Board.
9. Keep accurate and up to date records of all Welcome Weekend expense transactions.
10. Give a treasury update at least once a month Executive Board meetings. This update should include present balance, the transactions of the week, and possible expenses.
11. Support and motivate members.
12. Generate ideas; work with other officers as a team.

E. Duties of the Vice President of Public Relations & Marketing shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board.
2. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
3. Chair the Welcome Weekend Publicity and Marketing Committee in accordance with Article VIII.
4. Be responsible for timely, accurate, and accurate distribution of information and communications for all class activities and/or events of concern with the Welcome Weekend through flyers, personals, Daybook, newspaper ads, chalkings, banner space, newsletter, and/or other promotional techniques.
5. Keep file copies of all pertinent forms and publicity for events and activities.
6. Collect information for Welcome Weekend Calendar and posters on a continuous basis.
7. Maintain the official Welcome Weekend website or recruit a webmaster/webmistress to maintain it (with the help of the Vice President of Recruitment).
8. Support and motivate members.
9. Generate ideas; work with other officers as a team.

F. Duties of the Vice President of Recruitment shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board.
2. Chair the Welcome Weekend Officers Elections Committee in the Fall Semester in accordance with Article IX Section 4, unless a candidate in which a conflict of interest arises and a outgoing Executive Board member should take his/her place.
 - a. Publicize Welcome Weekend Committee positions

- b. Target and market to qualified candidates
- c. Create application with the help of the current Executive Board
- d. Schedule, coordinate, and chair interviews for positions
- 3. Assist other officers in recruiting committee members by leading the process
- 4. Lead the recruitment process for Cabinet Members with the help of the Vice President and/or during the formal recruitment process of Executive Board members
- 5. Recruit volunteers to help with Welcome Weekend events with the help of the Vice President and Cabinet Members.

G. Duties of the Webmaster shall be to:

- 1. Maintain the website in all aspects including but not limited to
 - i. New graphics
 - ii. Pictures of events
 - iii. Event descriptions and blurbs
 - iv. Surveys
 - v. Guestbook
- 2. Maintain the website in a manner that is professional and reflects the standards that Cornell University has set forth, meaning that all fonts, images, colors, texts, and any other paraphernalia used must maintain a sense of professionalism.
- 3. Reapply for domain space as necessary.
- 4. Keep all information about officers and events up-to-date on the website.
- 5. Maintain the Welcome Weekend Survey Monkey account. This includes:
 - i. Creating and/or updating the yearly Welcome Weekend survey
 - ii. Releasing the survey to the student body to gain feedback once approval has been obtained from required individuals
 - iii. Analyzing and compiling data received into a report that is to be presented to the Executive Board once survey collection is complete.

H. Additional duties of all Executive Board Officers shall be to:

- 1. Participate in all Welcome Weekend Executive Board meetings and activities in the transition period after the fall election process is complete and before the Spring Semester, as the Officer-elect.
- 2. Post announcement to all members when he/she will be in the Welcome Weekend office
- 3. Attend weekly Executive Board meetings, as well as any meetings relevant and pertinent to individual position.
- 4. Participate in any and all Executive Board training scheduled during the academic year.
- 5. Participate and support Welcome Weekend events:

- a. Thank Goodness It's Friday. (TGIF)
- b. Flicks across CU
- c. All other events After Spring Break and Fall Break
- d. Club Fest
- e. A large-scale event at the beginning of the Spring semester
- f. Publicity and Marketing
6. Return to campus earlier in the summer at the designated and agreed upon time to prepare for Welcome Weekend events.

Section 3: Cabinet Members

- A. The Cabinet Members of Welcome Weekend shall consist of the ***Event Managers*** and ***Club Fest Coordinator***.
- B. Additional Cabinet members will be appointed or amended as the need arises through the discretion of the Vice President and 2/3 majority approval of the Executive Board.
- C. Procedures for Dismissal of Cabinet Members
 1. Failure of any cabinet member to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Vice President if necessary.
 2. Failure of any cabinet member to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.
 3. To dismiss any cabinet member, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.
 4. The cabinet member may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

Section 4: Duties of the Cabinet Members

- A. ***Duties of the Event Managers shall be to:***
 - 1. Attend at least one Welcome Weekend Executive Board meeting every two weeks.***
 - 2. Successfully plan and manage the annual TGIF during Welcome Weekend, and other new events that the committee has come up.***
 - 3. Brainstorm ideas about new creative events, and discuss the detail in the weekly meeting.***

- 4. Chair Event Committee Meeting, which he/she will create and form with the help of the Vice President and the Vice President of Recruitment**
- 5. Keep accurate and up-to-date records of ideas and plans for the event**
- 6. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.**

B. Duties of the Club Fest Coordinator shall be to:

- 1. Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.**
- 2. Successfully plan and manage the annual Club Fest during Welcome Weekend.**
- 3. Chair the Club Fest Event Committee, which he/she will create and form with the help of the Chair, Vice Chair, and the Vice President of Recruitment**
- 4. Keep accurate and up-to-date records of ideas and plans for the event**
- 5. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.**

Section 5: Welcome Weekend Committee Members

A. Welcome Weekend Committee Members shall consist of:

- a. One representative from each organization co-sponsoring an event with Welcome Weekend**
- b. One representative from each of the other campus organizations selected by the Welcome Weekend Executive Board. Specific partnerships will be sought and may include Fraternities & Sororities, Cultural Organizations, Service Groups, Programming Boards, music, dance, and lecture commissions, Community Development/Community Centers, and the Orientation Steering Committee.**

B. Duties of the Welcome Weekend Committee Members shall be to:

- a. Provide insightful input and support to the Welcome Weekend Executive Board**
- b. Act as an active and participatory member on at least one official Welcome Weekend committee, which involves holding responsibilities to be agreed upon by the Committee Chair**

VII. ADVISOR

The advisor of the Welcome Weekend Committee will be a staff member from the Dean of Students office and will serve as an ex officio member with no voting privileges.

VIII. COMMITTEE SELECTION

Section 1: The Welcome Weekend Committee executive board members shall select new Welcome Weekend Committee executive board members during the Fall Semester through the Welcome Weekend Election Committee.

Section 2: Welcome Weekend Committee Executive Board members will be selected after completing the application and going through an interview process. If a position becomes vacant or cannot be filled through the formal Fall Semester process, the position will be filled through a letter of intent and nomination by any member of the Executive Board, along with a 2/3 majority vote by the Executive Board.

IX. MEETINGS

Section 1: The Welcome Weekend Executive Board will generally meet once a week throughout the academic year and for a pre-specified period of time immediately prior to the actual Welcome Weekend.

Section 2: Additional Executive Board meetings may be called by any of the Executive Board officers or the Advisor through a request made to the Vice Chair, who will schedule and coordinate the meeting.

Section 3: The Welcome Weekend Committee will hold general body meetings at least once per month.

VIII. COMMITTEES

Section 1: Ad-hoc Committees:

A. Committees may be formed as the need arises. Any Executive and Cabinet member can form and chair these committees, which the approvals of a majority vote of the Executive Board members.

B. Suggested committees include a Finance Committee, a Publicity Committee, and individual committees for each Welcome Weekend event.

a. The purpose of these suggested committees is to support the Chairperson in his/her duties and aid in success of these duties.

C. Duties of the Chairpersons shall be to:

1. Convene and preside over committee meetings.

2. Give an update of their respective committee's progress at Welcome Weekend Executive Board meetings.

- a. If chairperson is Cabinet member, update should be given to the Chair and Vice Chair on a weekly basis through some agreed upon form of communication.
 3. Keep accurate and up-to-date written records of committee responsibilities and progress
 4. Request a vote, at Executive Board meetings, on issues proposed at committee meetings.
 5. Create sub-committees, giving notification to the Executive Board.
 6. Recruit qualified and interested committee members with the help of the Vice President of Recruitment.
 7. Submit any incurred expenses (with their receipts) or revenues collected, to the Vice President of Finance. This should be done within 48 hours of its occurrence with prior approval by the Vice President of Finance.
- D. Procedures for Dismissal of Committee Chairpersons:
1. Failure of any chairperson to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Chair or Vice Chair if necessary.
 2. Failure of any chairperson to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.
 3. To dismiss a chairperson, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.
 4. The chairperson may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

IX. ELECTION PROCEDURES

Section 1 Petitioning Procedures for Executive Board positions.

- A. Any full-time Cornell student is eligible to run for an Executive Board position.
- B. In order to qualify to run for an Executive Board position, the student must complete an application and interview during the Fall Semester or if it is in the case of a vacancy, he/she must submit a Letter of Intent to the Chair/Vice Chair of the Executive Board.
- C. Any student who wishes to run for an Executive Board position, without having met the requirements, may appeal to the Welcome Weekend Election Committee to run for a vacant position or an unopposed position.

1. A written statement – on why the appeal should be accepted – must be submitted to the Advisor of Welcome Weekend in accordance with Article IX Section 4.
2. Submittance of appeal, for a vacant or unopposed position, does not guarantee acceptance of the appeal.
3. No appeals will be accepted for a position with two or more candidates.

Section 2 Petitioning Procedures for Cabinet positions.

- A. Any full-time Cornell student is eligible to run for a Cabinet position.
- B. In order to qualify to run for a Cabinet position, the student must complete an application and interview during the Fall Semester or if it is in the case of a vacancy, he/she must submit a Letter of Intent to the Vice President.
- C. Any student who wishes to run for a Cabinet position, without having met the requirements, may appeal to the Welcome Weekend Election Committee to run for a vacant position or an unopposed position.
 4. A written statement – on why the appeal should be accepted – must be submitted to the Advisor of Welcome Weekend in accordance with Article IX Section 4.
 5. Submittance of appeal, for a vacant or unopposed position, does not guarantee acceptance of the appeal.
 6. No appeals will be accepted for a position with two or more candidates.

Section 3 Voting Procedures

- A. All current Executive Board members are eligible to vote for the Executive Board of Welcome Weekend.
- B. All Cabinet Coordinators (i.e. **Event Managers**, and **Club Fest Coordinator**) are eligible to vote for the Executive Board of Welcome Weekend, if they have attended their required one meeting a month.
- C. Any members who have attended at least one Executive Board meeting per month is eligible to vote.
- D. The Executive Board shall be elected by a majority vote.

Section 4 Welcome Weekend Election Committee

- A. The Vice President of Recruitment shall serve as chair of the Welcome Weekend Election Committee.
- B. All other members of the Executive Board shall serve on Welcome Weekend Election Committee.
 - 1. If there is conflict of interest between a member of the Welcome Weekend Election Committee and the person appealing, another member from that Welcome Weekend Committee will be asked to represent said Welcome Weekend member on the Welcome Weekend Election Committee.
 - 2. The Welcome Weekend member with the conflicting interest will not be permitted to observe and give comments on the appeals process, and will not be permitted to participate in the final decision.
- C. The Welcome Weekend Election Committee and the Advisor of Welcome Weekend shall set a deadline for the submission of petitions to be submitted by.
- D. The Welcome Weekend Election Committee shall review any candidate appeals for an Executive Board/Cabinet position that is presently a vacant or unopposed position, after the petition deadline.
- E. The Welcome Weekend Election Committee shall review any appeals from Executive Board members and chairpersons who have been removed from their position in accordance to Article 5 Section 1, Article 5 Section 3, and Article 8 Section 1.
- F. The person making the appeal will be asked to attend a Welcome Weekend Election Committee review, to present his/her formal appeal orally.
- G. The Welcome Weekend Election Committee must reach a simple majority in determining to accept or to reject any appeal.
- H. The Welcome Weekend Election Committee shall give the person making the appeal notification of its decision within twenty-four hours of the candidate's oral appeal, in writing and its justification for the decision reached.
- I. The Welcome Weekend Election Committee shall grant exceptions to Article IX Section 1 and Article IX Section 2.

Section 5 Welcome Weekend Meetings

Decisions shall be made by consensus whenever possible and, if necessary, by a majority vote of the body present at the meeting. The Chair shall cast the deciding vote if there is a tie vote.

X. AMENDMENTS

This Constitution may be amended at any regular meeting of the Welcome Weekend Committee by a two-thirds vote of the committee executive board, provided that the amendment has been submitted in writing at the previous regular meeting to the Vice Chair, and that all Welcome Weekend Committee members have been notified. The chair will serve as tie-breaking vote when necessary.

XI. APPROVAL

This constitution shall be effective upon a two-thirds vote of the Welcome Weekend Committee executive board. The chair will serve as tie-breaking vote when necessary.