

Cornell University Student Assembly

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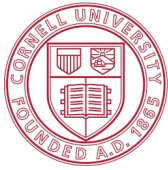
Agenda of the Thursday, August 26, 2021, Meeting

4:45 PM – 6:30 PM

Memorial Room, Willard Straight Hall

- I. Call to Order
- II. Land Acknowledgment of the Gayogohono (Cayuga Nation)
- III. Approval of the Meeting Minutes
 - a. [July 1st, 2021](#)
- IV. Open Microphone
- V. Announcements and Reports
 - a. Sunday Orientation – Anuli Ononye '22
 - b. [2021-2022 Student Assembly Meeting Schedule](#) – Anuli Ononye '22
- VI. Initiatives
- VII. Presentations and Forums
- VIII. Business of the Day
- IX. New Business
 - a. Resolution #2: [Freshman Seats for Appropriations Committee](#)
 - b. Resolution #3: [Amendments to the Student Activities Funding Commission's Governing Documents](#)
 - c. Resolution #4: [Amendments to the Empathy, Assistance, and Referral Service's Governing Documents](#)
 - d. Resolution #5: [Amendments to Class Councils' Governing Documents](#)
 - e. Resolution #6: [Amendments to the Convocation Committee's Appendix B Guidelines](#)
 - f. Resolution #7: [Amendments to the Interfaith Council at Cornell's Governing Documents](#)
 - g. Resolution #8: [Amendments to Appendix B of the Student Assembly Charter](#)
 - i. [Summary of Appendix B Changes](#)
 - h. Resolution #9: [Amendments to the Cornell Concert Commission's Governing Documents](#)
- X. Adjournment

If you are in need of special accommodations in order to fully participate, please contact Student Disability Services at (607) 254-4545 or the Office of the Assemblies at (607) 255-3715 or assembly@cornell.edu prior to the meeting.



Cornell University Student Assembly

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Minutes of the Thursday, July 1, 2021 Meeting
4:45pm via Zoom

I. Call to Order & Roll Call

- a. A. Ononye called the meeting to order at 4:49pm (EST).
- b. Roll Call
 - i. Members Present: M. Baker, J. Bansah, D. Cady, D. Ilango, A. Lampert, C. León, Y. Logan, J. Mullen, A. Ononye, N. Overton, N. Reddy, K. Santacruz, L. Smith, C. Tempelman, V. Valencia, A. Williams, E. Yan
 - ii. Members Absent: P. Gronemeyer, M. Louis, H. Wade
 - iii. Excused: E. Bentolila, D. Eisman, A. Gleiberman, J. Jiang

II. Land Acknowledgement of the Gayogohó:nq' (Cayuga Nation)

- a. Cornell University is located on the traditional homelands of the Gayogohó:nq' (the Cayuga Nation). The Gayogohó:nq' are members of the Haudenosaunee Confederacy, an alliance of six sovereign Nations with a historic and contemporary presence on this land. The Confederacy precedes the establishment of Cornell University, New York State, and the United States of America. We acknowledge the painful history of Gayogohó:nq' dispossession and honor the ongoing connection of the Gayogohó:nq' people, past and present, to these lands and waters.

III. Open Microphone

- a. A. Ononye reminded assembly members to continue checking Slack as that will be the means of communication this year.
- b. P. Mehler, Director of Elections, thanked all who attended the Elections Town Hall and offered to be available for anyone would like to speak with him regarding the rule changes.

IV. Approval of the Minutes

- a. Motion to approve the June 24th, 2021 – **approved** by unanimous consent

V. Business of the Day

- a. **SA R1: Proposed Charter Amendment for the 2022-2024 Byline Funding Cycle**
 - i. Abstract: This resolution extends the preliminary application due date for Byline funded organizations and interested applicants from April 25th to July 30th in order to allow student organizations to receive funding for the 2022-2024 Byline Funding Cycle.
 - ii. M. Baker motioned to amend line 50 to read “4:00 PM” – **amended** 14-1-2.
 - iii. Motion to approve Resolution #1 – **approved** by a vote of 16-0-1.

VI. Adjournment

- a. A. Ononye adjourned the meeting at 5:00pm (EST).

Respectfully Submitted,

Wendy Treat

Senior Coordinator, Office of the Assemblies

EXECUTIVE COMMITTEE

Anuli Ononye, President

Jenniviv Bansah, Executive Vice President

Joseph Mullen, Vice President of Internal Operations

Morgan Baker, Vice President for Finance

Annette Gleiberman, Vice President of External Relations

Claudia León, Vice President of Diversity and Inclusion

Patrick Mehler, Director of Elections

Carson Taylor, Parliamentarian

Noah Watson, Executive Archivist

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Student Assembly Meeting Schedule (Draft) 2021 – 2022

Fall 2021 (14 meetings)

August 26, 2021

September 2, 2021

September 9, 2021

September 16, 2021 – *Zoom only*

September 23, 2021

September 30, 2021

October 7, 2021

October 14, 2021

October 21, 2021

October 28, 2021

November 4, 2021

November 11, 2021

November 18, 2021

Thanksgiving Break Nov. 25, 2021

December 2, 2021

Spring 2022 (14 meetings)

January 27, 2022

February 3, 2022

February 10, 2022

February 17, 2022

February 24, 2022

March 3, 2022

March 10, 2022

March 17, 2022

March 24, 2022

March 31, 2022

Spring Break April 7, 2022

April 14, 2022

April 21, 2022

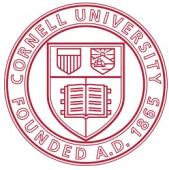
April 28, 2022

May 5, 2022

Meetings are traditionally held on Thursdays during the academic year from 4:45 – 6:30 p.m.

For security purposes, we ask that individuals who would like to attend this meeting
to send an entry request via email to assembly@cornell.edu.

Last Revised 8/25/21



Resolution 2: Adding Two Reserved Seats for First-Year Students to the Appropriations Committee

Abstract: This resolution adds two reserved seats for first-year students to the Appropriations Committee. This addition will help to ensure the continued functions of the Appropriations Committee in the future.

Sponsored by: Morgan Baker '23

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Legislation

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, the Appropriations Committee of the SA is the financial branch of the SA;

Whereas, the Appropriations Committee reviews all requests for SA funding as well as the policies and guidelines regarding the Student Activity Fee and those organizations, which receive funding from it;

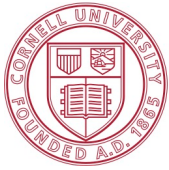
Whereas, the Appropriations Committee is currently made up of a committee chair and 15 voting members (8 selected by the SA, and 7 non-SA undergraduate students selected by the SA Executive Committee);

Whereas, the bylaws state that the voting members are to be selected during the organizational meeting in the spring semesters, so there is no opportunity for elected incoming first-year students to participate on this committee;

Whereas, the first-year students will be directly affected by the funding allocations of the two-year byline cycles, so they should have equal opportunity to participate in the decisions regarding the funding allocations;

Whereas, in order to ensure that the Appropriations Committee continues to meet quorum and function more generally, two seats will be added, rather than converted, for first-year students to fill;

Whereas, in order to maintain an odd number of committee members, such that the committee chair would cast a tie-breaking vote, an even number of reserved seats for first-year students should be added;



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Be it therefore resolved, two seats reserved for first-year students will be added to the Appropriations Committee, expanding the composition from 15 to 17 committee members;

Be it further resolved, lines 373-375 under “Section 3: Operational Committees” of the Student Assembly Bylaws will be amended to read as follows:

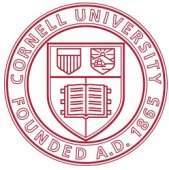
The Committee shall consist of 8 voting members of the SA, to be selected by the Assembly at large during their organizational meetings; the VP Finance, who shall serve as Chair; 8 undergraduates at-large to be selected by the Executive Cabinet, **at least one being a freshman; and 1 new student voting member of the SA, to be selected internally by the Assembly at large following the Fall election.**

Be it finally resolved, the addition of two reserved seats for first-year students will go into effect for the 2022-2024 By-Line Funding Cycle.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly



Resolution 3: Amendments to the Student Activities Funding Commission's Governing Documents

Abstract: This resolution affirms the changes that were made to the Student Activities Funding Commission's funding guidelines to make them more user-friendly and approachable.

Sponsored by: Morgan Baker '23

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Byline Report

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, the Student Activities Funding Commission (SAFC) has requested to change their funding guidelines;

Whereas, amendments to the governing documents of byline funded organizations must be approved by the Student Assembly;

Whereas, lines 645-646 under "Section 3: General Guidelines" of the Student Assembly Charter's Appendix B read as follows:

K. Governing Document Approval: All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.

Be it therefore resolved, that the Student Assembly approve the attached changes.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly

STUDENT ACTIVITIES FUNDING COMMISSION (SAFC)

<https://cornell.campusgroups.com/safc/home/>

SAFC Guidelines Updates

Fall 2021

Submitted by:

Ayomide Akinrebiyo '22, Co-Chair

Lourdes Garcia '22, Co-Chair

David Glickman '23 Co-Chair

These funding guidelines articulate the processes by which student organizations may request funds. All student organizations that request and receive funds through SAFC are expected to understand and follow these guidelines.

Last amended and SA voted, Spring, 2021.

1 - Terms

1. **Allocation** - A promise of funds set aside by the Commission in response to a request for funding.
2. **Applicant** - The Student Organizations submitting a budget.
3. **Application** - A budget submitted to the SAFC to be reviewed.
4. **Business Day** - A business day is considered a Monday-Friday when Cornell University is open. Typical business days for SAFC transactions will occur when classes are in session.
5. **Commissioner** - A member of the SAFC.
6. **Budget Approval** - A signature or online approval of the budget done exclusively through CampusGroups by a minimum of 2 officers (President, VP, or Treasurer) of an organization
7. **New Organization** - An organization that either did not receive or did not spend any funds allocated by the SAFC during the previous two academic years.
8. **Quote** - A quote is a good faith estimate of the cost of goods or services for which the applicant is applying funds. To be valid for the Commission the price quote must:
 - a. Be dated within the current academic semester.
 - b. Include unit costs or prices for each requested expense and cost of shipping and handling, if applicable.
 - c. Come directly from the vendor of the item(s) being requested.
9. **Registered Student Organization** - An organization that has complete registration with the Campus Activities Office.
10. **Spending Cap** - The Commission assigns each organization a maximum allocation spending cap, which determines the maximum cumulative amount of funding the organization can receive annually.
11. **Campus Activities Office** - The Campus Activities Office is an administrative unit of the university which regulates [registrations of student organizations](#), allowing them certain privileges on campus, including the right to apply for funds from the SAFC. The office also provides extensive information and advisory resources to officers of registered student organizations.
12. **SOBO (Student Organization Business Office)** - Through the Campus Activities Payment Request system, SOBO can assist with processing reimbursements or direct payments for services, guest speakers/performers, and can assist with purchasing.

2 - Version of Record

The version of the guidelines posted on the Student Activities Funding Commission CampusGroups website is the version of record, and it shall supersede any other existing versions. The Campus Activities Office in conjunction with SAFC shall maintain and modify this version when needed.

3 - Funding Eligibility

To be eligible to request funds or to spend allocated funds an applicant must:

1. Register with and be approved by the Campus Activities Office before the budget deadline in each semester (organizations that are not registered cannot request funds).
2. Have undergraduate members who comprise at least 60% of its total membership, excluding alumni members.
3. Be in good standing with the Commission and Cornell University.
4. Be distinctly different from other organizations. The Campus Activities Office along with SAFC may convene a meeting with organizations that share similar missions with similar membership.
5. **Have at least one officer attend a mandatory SAFC Help Session which will take place on dates announced at the beginning of the semester.**
6. Have a minimum of 2 officers (President, VP, or Treasurer) of an organization affirm their approval for each request by digital signature via CampusGroups by the budget deadline (registered officers must be two distinct individuals).

In the event of unforeseen circumstances that would prevent the submission of the organization budget or approval by two officers, the student organization must notify the SAFC by emailing SAFC@cornell.edu to request a 24-hour extension from the original funding request deadline. This request must include evidence of unforeseen circumstances. The SAFC Co-Chairs will evaluate the evidence provided and determine whether or not the circumstance is unforeseen, and notify the organization as to the decision before budget reviews commence.

4 - Funds

The Commission allocates funds according to these guidelines and its bylaws. The Commission will provide one opportunity for the submission of funding requests each semester, with potential for a special projects funding cycle (as long as the organization stays within its spending cap). The special project's funding will be determined by the SAFC on an as-needed basis each semester.

When funding decisions are released, the funds will be used towards expenses that occur between the first and last days of classes (unless Campus Activities approves for events to occur outside of the first and last day of classes). Allocations do not guarantee that specific reimbursements or payments will be issued. For this reason, organizations are advised to consult with the Commission before entering into any commitment with financial consequences.

Within a category, organizations can adjust original budget allocations if the proposed items are permitted within the guidelines at the discretion of SAFC and/or the Student Business Organizational Office (SOBO). This will be facilitated through a CampusGroups category change/cancelation form.

Permitted Expenses

Organizations may request funds for the following categories of expenses in a budget application:

1. Administrative
2. Operating expenses
3. Organizational programs (events/practices)
4. Publications

Spending Caps (Maximum Allocation)

The Commission assigns each organization a maximum allocation spending cap, which determines the maximum cumulative amount of funding the organization can receive annually.

The Commission will annually evaluate the number of spending caps and the total number of organizations and may increase or reduce the spending cap throughout the fiscal year depending on the number of funds available and the number of new organizations that request funding.

Adjustment of spending caps can only be updated after the Spring academic semester. Will take effect for the upcoming Fall Semester of 2022 if no objection.

The Commission assigns every new organization to the \$1,000/year Spending Cap.

Performance Cap Reporting

Organizations seeking to remain in or advance to the performance spending cap are required to submit an annual performance report (via CampusGroups). To facilitate such reporting, the Commission provides means for organizations to submit information about their activities over the previous academic year. The annual performance report will allow organizations to submit responses to the following questions:

1. How does your organization contribute to Cornell's campus environment and reputation?
2. What is your organization's membership?
3. Approximately how many students attended any local events your organization held in the past two academic years?

4. List and describe any awards and recognitions your organization has received in the past two academic years.
5. Describe your marketing efforts as an organization. Please include information on funds spent on advertising, time spent handing out quarter cards or chalking, ads placed in the Daily Sun, or anything else that you feel is relevant.
6. How do you ensure your meetings and events are accessible to all members of the Cornell Community?
7. Describe how your organization currently reaches out to Cornell's numerous diverse communities and going forward, how it plans to continue and expand these initiatives.

5 - Categories of Supported Expenses

This section describes the kinds of expenses which the Commission may fund.

1. Administrative
2. Operational Expenses
3. Organizational Programs (events/practices)
4. Publications

The following general principles apply to all expenses funded by the Commission:

1. The Commission funds only for expenses that relate to the purpose of the organization as specified in its registration with the Campus Activities Office.
2. In funding requests, organizations must always break down the amounts requested in each expense category and specify the permitted expense in the category to which the amounts relate.
3. Depending on the type of request and the category, additional documentation or conditions may apply to funding requests.

Administrative

General Purpose

Administrative expenses support the administration of the organization. A \$300 cap per semester is suggested for administrative expenses. This cap will apply to the overall total budget requested and allocated. When reviewing budget requests, SAFC will consider the recommended cap and reach out to the organization if there are questions or concerns.

The following expenses are allowed under this category:

1. Copying, printing, social media services, and other general items related to advertising for recruitment
2. Web hosting and/or software (directly connected to organizational needs)

Operational Expenses

General Purpose

Operating expenses support the operation of the organization.

The following expenses are allowed under this category:

1. Repairs and maintenance of equipment
2. Durable goods (any item that lasts longer than 2 years)
 - a. Organizational branded items/apparel (following the [University Branding](#) guidelines around the use of Cornell name and logo) including uniforms (performing and competitive groups)
 - b. Items can only be for club members.
 - i. Apparel must benefit the majority of club members.
3. Background checks and other clearances

Organizational Programs (events/practices)

General Purpose

This category includes expenses associated with putting on or attending an in-person, virtual, or passive event or practice.

To be eligible for funding the event/practice must:

1. Comply fully with the Campus Activities Guidelines for Student Organizations.
2. **Show proof that event/practices will** occur between the first and last day of classes (Campus Activities may provide an exception on a case-by-case basis).

The following expenses are permitted under this category:

1. Venue rental
2. Professional event production service
3. Supplies essential to the event
 - a. Food (only for event-related needs)
 - i. Food will be funded ONLY for events open to the general Cornell community (i.e. no E-board meetings, closed practice sessions, etc.).
 - ii. Proof of event is required and must be registered on CampusGroups for funding for food (event in CampusGroups must have flyer/advertisement posted).
 - iii. No alcohol
 - b. Postage
 - c. Registration fees for virtual event attendance
 - d. Registration for in-person events
 - e. Travel and lodging (Can only request travel/lodging costs up to the spending cap and allocation. This means that travel and/or lodging total cost could exceed the allocation, but SAFC will only cover up to the organization's spending cap limit.)
 - i. Speaker/performer/driver of personal vehicle transportation - \$0.58 per vehicle per mile per US Internal Revenue Service
 - ii. Lodging/Hotel/Motel fees - student lodging rate is \$50 per person per night
4. Equipment needed for practices (that cannot be secured on-campus)
5. Media rental and licensing fees
6. Event advertisement
 - a. Copies and chalk
 - b. Social media advertising
 - c. Organizations can utilize the Cornell Daily Sun.
 - i. \$64.00 per 1/8 page vertical
7. Professional video/sound recording or photography expenses
8. DIY kit supplies (per the Campus Activities DIY Kit Policy)

Publications

General-purpose

Publication expenses include expenses incurred to create and distribute a publication to the campus community.

For expenses to be eligible under this category, they must support the production of a publication that:

1. Is available to the entire Cornell community and distributed at locations on campus frequented by this community, including campus dining facilities, student centers, and libraries.
2. Issue at least 75 copies that will be printed in the semester the funds are requested.
3. Include the email, phone, or mailing address for the President, Treasurer, and Advisor of the organization in each issue.
4. For each publication, the applicant must provide:
 - a. Quote documentation for each expense.

- b. Either a copy of a recent issue of the publication or, in the case of a new publication, a written outline detailing the format, content, and intended audience of the publication.

Prohibited Expenses

The following expenses are prohibited under all four categories.

1. Duplicates functionality or service already available on campus
2. Electronics (unless the club's needs are directly connected to its functionality. Examples of electronics are microphones, television, flash drives, etc.)
3. Alcohol
4. Any items that are given away (such as prizes and gift cards)
5. Donations made directly with SAFC funds (A program/event can be planned with SAFC funds and funds raised by said program/event can be used as a donation. Organizations must coordinate with SOBO, by emailing SOBO@cornell.edu).
6. Payment or engagement fee if paid to a direct organization member or advisor
7. SAFC funds cannot be used to purchase tickets to events funded by other SAFC funded organizations.
8. General office supplies that can be found on campus (hole puncher, filing cabinets, etc. Contact Campus Activities at activities@cornell.edu if an organization would like to borrow office supplies.).

6 - Special Project Request

To allow organizations to request funds in certain new or special circumstances, the Commission permits the submission of special project requests as needed.

7 - Suspension, Revocation, and Reversion of Funds

Either the Office of Campus Activities and/or the Chair(s) of the Commission may temporarily suspend an organization's funds at any time. Any action to temporarily suspend funding of an applicant organization shall last no more than ten business days. Such a decision takes effect only after the following are informed:

1. the Office of Campus Activities
2. The SAFC Co-Chair(s)
3. The President, Treasurer, Vice President, and Advisor of the affected organization

To revoke funding of an organization, the Commission must follow this procedure:

1. The Co-Chair(s) of the Commission must contact the officers and Advisor of the organization, explaining the Commission's intent and reasoning for proposing revocation of funding.
2. The Co-Chair(s) of the Commission, or a designee, must arrange for a meeting between the Executive Committee and the organization so the organization may:
 - a. Hear the Commission's intent and reasoning.
 - b. Examine any evidence associated with the proposed revocation of funding.
 - c. Present its case and additional evidence to the Commission.
 - d. Suggest a mutually acceptable remedy.
3. The Executive Board, after deliberating in closed session, may vote to revoke funding.
4. The decision to revoke funding is subject to appeal by the Appeals Board. Any funds that are revoked remain unavailable to the organization until the appeal process is resolved. Funds remain available until revoked or reverted at the end of the semester in which they are granted.

8 - Budget Hearings & Appeals

A budget hearing process and/or appeals are provided to enable organization leaders to meet with Commissioners to resolve certain mistakes identified in or arising out of the initial budget submission or allocation process.

An organization may utilize this process only where it can demonstrate that the organization and/or the Commission and/or Campus Activities:

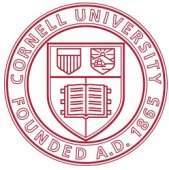
1. Was not successful in submitting a budget due to unforeseen circumstances (family concern, health concern, accident, time zone error, CampusGroups glitch, etc.).
 - a. To submit a budget; groups must be fully registered to submit a budget, have 3 officers (President, VP, and Treasurer), and a full-time faculty/staff/Ph.D. student at Cornell University serving as an advisor.
2. Incorrectly interpreted or applied SAFC guidelines or relevant policies.
3. Wrongly excluded or construed relevant information or supporting documentation in the organization's application.

The Commission:

1. Will schedule hearings within two weeks of the budget deadlines or release of preliminary allocation determinations (depending on circumstances).
2. Accept additional documentation and statements provided by the applicant up to 24 hours after a budget hearing, which clarifies or supports the requests included in the original concern.
3. Keep documentation of budget hearings appeals content.
4. Appeals:
 - a. The Co-Chair(s) of the Commission must contact the Student Assembly Vice President of Finance to notify and explain any appeals.
 - b. The Executive Board, after deliberating in a closed session, will vote on appeal decisions
 - i. A member of the Executive Board will not participate in deliberations nor vote if they had previously worked on the organization's budget that semester.

The Organization:

1. Provides no less than one and no more than three representatives of whom all must be either undergraduate student members, graduate student members, or registered advisors.
2. Have clear documentation, understanding, or reasoning for glitches related to the budgeting system (CampusGroups).
3. Provide communication about the family, personal, the unforeseen circumstance that prevented submission and/or reasoning for incorrectly submitting budget requests.



Resolution 4: Amendments to the Empathy, Assistance, and Referral Service's Governing Documents

Abstract: This resolution affirms the changes that were made to Empathy, Assistance, and Referral Service's constitution to add the following new services/roles: EARS Peer Mentors, EARS Liaisons, and Empathy Chairs.

Sponsored by: Morgan Baker '23

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Byline Report

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, the Empathy, Assistance, and Referral Service (EARS) has requested to change their constitution;

Whereas, amendments to the governing documents of byline funded organizations must be approved by the Student Assembly;

Whereas, lines 645-646 under "Section 3: General Guidelines" of the Student Assembly Charter's Appendix B read as follows:

K. Governing Document Approval: All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.

Be it therefore resolved, that the Student Assembly approve the attached changes.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly

CONSTITUTION FOR EMPATHY, ASSISTANCE, & REFERRAL SERVICE

Article I. — The name of the organization

The name of this organization is Empathy, Assistance, and Referral Service (EARS).

Article II. — Affiliation with other groups

EARS is affiliated with the Skorton Center for Health Initiatives.

Article III. — Purpose, aims, functions of the organization

The purpose of EARS is to support members of the Cornell community through its peer mentoring, training, outreach, and leadership-development services.

- A. EARS provides free, informal, drop-in peer mentoring for any Cornell student (undergraduate, graduate, or professional) at various times throughout the week in select locations across campus.
- B. EARS offers semester-long training programs designed to improve one's listening, empathy, and communication skills.
 - a. Trainees who have met specific training requirements are eligible to serve as EARS Peer Mentors, EARS Liaisons, or Empathy Chairs.
 - b. While EARS Peer Mentoring services are open to the whole Cornell student body, EARS Liaisons and Empathy Chairs concentrate on supporting students in their respective social circles and/or student organizations.
 - c. EARS Liaisons are internal to EARS, whereas Empathy Chairs may or may not be affiliated with the organization.
- C. EARS focuses on outreach by teaching empathy and communication-based skills to Cornell organizations or groups through one- or two-part workshop events.
- D. EARS will present leadership-development events to members hoping to develop their skills professionally and personally for specific careers in healthcare, law, higher education, public service, etc.

Article IV. — Membership requirements/limitations/eligibility

- A. Any Cornell student (undergraduate, graduate, or professional) or Cornell-affiliated person (staff, faculty, spouse, etc.) is eligible to participate in the EARS training or an EARS workshop. However, only currently enrolled Cornell students are eligible to join EARS staff after (a) attending at minimum two semesters of training and (b) successfully passing the appropriate training assessments to demonstrate competence in listening, communication skills, use of empathy, mental health topics, and resources for well-being. Assessments will be evaluated by active EARS staff members.
- B. All active staff members are required to attend staff meetings and fulfill a “core contribution” every academic semester. This “core contribution” is defined as a minimum

of about three hours of service per week in self-elected roles arranged by EARS leadership.

- C. As an organization, EARS does not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and Executive Board members, respectively, which shall include, but are not limited to selecting, seeking, and holding positions within the organization.

Article V. — Officers

- A. EARS operates with formal leadership organized into an Executive Board, which is led by two Co-Presidents. Leadership tasks for peer mentoring, training, outreach, internal relations, finances, diversity & inclusion, and public relations are divided amongst the other Executive Board members, based on their appointed role, to cover administrative responsibilities for each academic year.
- B. New Co-Presidents are appointed by the majority of the Executive Board (excluding any members seeking the position) and must further be approved by the consensus of the EARS Advisor and current Co-President. In order to be considered by the Executive Board for appointment, an active staff member must receive a nomination, complete an application, and meet with the Advisor and current Co-Presidents to discuss the role.
- C. Outside of the position of Co-President, any active staff member may seek appointment to the Executive Board by completing an application for the position(s) of interest. Appointments to the Board (including re-appointments or appointments to a new position on the Board) shall be approved by the consensus of the Executive Board, excluding any members seeking the position in question.

Article VI. Advisor

The Advisor to EARS is the Mental Health Promotion Program Coordinator at the Skorton Center for Health Initiatives at Cornell Health. Duties of the Advisor include providing direct supervision to the two EARS Co-Presidents and supporting the other EARS staff members in coordinating the organization's peer mentoring, training, outreach, and leadership-development services.

Article VII — Quorum and referenda

- A. No quorum is required to host staff or Executive Board meetings. However, any formal votes must be held with a quorum of at least half of active staff members at staff meetings and at least half of Executive Board members at Executive Board meetings. Individual teams within the organization are free to establish their own quorum rules.
- B. Votes related to constitutional amendments, the addition or removal of core EARS services, or significant public statements must be held at staff meetings.

- C. Votes related to major organizational decisions must be held at Executive Board meetings but may be opened up to all of staff, by decision of the Board. Major organizational decisions include, but are not limited to, approval of new Executive Board members, changes in staff roles/core requirements, alterations to the training manuals, use of funding, and release of organizational information to the public.
- D. All other decisions may be made at any level, so long as they are approved by consensus of the Advisor and Co-Presidents.

Article VIII. — Recall of officers

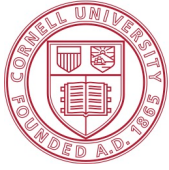
Any petition to remove a member of the Executive Board garnering the signatures of at least $\frac{1}{3}$ of active staff members will proceed to a formal discussion and vote at the next staff meeting. Should $\frac{2}{3}$ of present members (excluding the member in question) vote to remove the member, that member will be removed and the Executive Board will seek a new candidate to fill the position. The Executive Board may also vote to remove one of its own members. $\frac{2}{3}$ of the Executive Board (excluding the member in question) must vote for a member's removal for the measure to pass. Co-Presidents are subject to the same process, but the measure must further be approved by the Advisor (should it pass), as Co-Presidents are considered to be University employees.

Article IX. — Amendments

Amendments to this constitution can be proposed by any EARS staff member or the Advisor and will be discussed and decided on at the next staff meeting by all present staff members. A minimum of $\frac{2}{3}$ of present members must vote to approve of the amendment for it to be ratified.

Article X. — Ratification

This constitution is adopted by the 2021-2022 staff of EARS, on behalf of all past, present, and future members of EARS.



Resolution 5: Amendments to Class Councils' Governing Documents

Abstract: This resolution affirms the changes that were made to Class Councils' constitution to account for its separation from the Convocation Committee.

Sponsored by: Morgan Baker '23

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Byline Report

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, Class Councils has requested to change their constitution;

Whereas, amendments to the governing documents of byline funded organizations must be approved by the Student Assembly;

Whereas, lines 645-646 under "Section 3: General Guidelines" of the Student Assembly Charter's Appendix B read as follows:

K. Governing Document Approval: All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.

Be it therefore resolved, that the Student Assembly approve the attached changes.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly

Note: This is the most updated version of the Class Councils constitution - including the separation of Convocation and the merge with Senior Days (7/20/2021 - Alex Woo)

Article 1. NAME

The name of this organization shall be the Cornell University Class Councils. Each undergraduate Class Council shall also have a distinct name of “The Class of 20XX Council.”

Article 2. PURPOSE

The Cornell University Class Councils will serve as a community-building organization focused on fostering a sense of unity and pride among the four University’s undergraduate classes and varied student communities. We aim to prioritize our relationship with other student organizations and use **our resources to plan class events, collaborate with other student groups, and establish and execute traditions.** The Class Councils shall also strengthen student ties to the University by providing services to Cornell students before and after graduation.

Article 3. MEMBERSHIP

Section 1. Requirements for Active Membership

3.1.a All members of the respective four undergraduate classes are encouraged to participate as an active member of their Class Council. All undergraduate students are eligible to apply to join the Class Councils regardless of sex, race, gender, color, religion, ability, sexual orientation, gender identity, gender expression, and national or ethnic origin.

3.1.b Any person desiring an active membership in their respective Class Council shall become an active member upon the appointment through an interview and application process that was open to the entire class.

3.1.c Members, who were active in the previous academic year, shall be considered active at the start of the next academic year unless they are not a registered student of the class. Students who are participating in Cornell sponsored off-campus programs shall be considered an active member upon their completion of the program and their return to Cornell’s main campus.

Section 2. Loss of Active Member Status

3.2.a Any member, having four absences from regularly scheduled meetings in an academic semester, shall lose their status as an active member of their respective Class Council and any position he or she held will be considered vacant. Members can regain their active member status through attending outreach events on campus; for every outreach event one unexcused absence will be forgiven.

3.2.b The member in question will have one week to appeal his or her status and must send the appeal to the standing Internal Affairs Committee. The Internal Affairs Committee will have two weeks to meet, consider the appeal, and make a decision regarding the appeal.

3.2.c Failure of any officer to remain an active member shall result in immediate dismissal from office.

Article 4. CLASS OFFICERS

Section 1. Executive Board Membership

4.1.a The Executive Boards of each Class Council shall consist of the six Class Officers: President, Executive Vice President, Vice President of External Affairs, Vice President of Finance, Vice President of Public Relations, and Vice President of Internal Affairs.

Section 2. Procedures for Dismissal of Officers

4.2.a In the event an officer fails to meet the minimum performance or conduct requirements for office, the executive board shall meet without the officer in questions and decide whether or not to issue a written warning to said officer. Upon receiving the warning, a timeline for improvement will be set.

1. If the President fails to meet the requirements of his/her office, the Director of Class Council must give permission to initiate the dismissal process.

4.2.b Any active member of the Council may request that the President issue a warning to any officer, and the President shall preside at his/her discretion with the input of the Director of Class Councils. Any active member may request that the Director of Class Councils issue a warning to the President and the Director shall proceed at his/her discretion.

4.2.c Failure of said officer to improve within the set timeline will result in a written censure from the President and Director of Class Councils. The entire Class Council will be notified of the censure. The officer in question will have one week to prepare an explanation for the Council as to why he/she has continued to fail to meet the requirements of his/her office.

4.2.d After giving the officer in question an initial warning and written censure, the active members of the Council may hold a vote to dismiss the officer. The dismissal vote must reach a two-thirds majority.

4.2.e The officer may appeal the Council's decision to the Class Council Internal Affairs Committee within one week after receiving verbal and written notification of the Council's decision. The appeal must be in writing and submitted to the Director of Class Councils to be reviewed in accordance with Article VI Section 3.

4.2.f Upon dismissal or resignation of any Officer, a letter from the President and Director of Class Councils or the Internal Affairs Committee (if involved) explaining the circumstances be kept on file. The officer being dismissed/resigning also has the option of providing an explanatory letter to keep on file.

Section 3. Procedure for Replacement of Vacant Elected Positions

4.3.a Upon the vacancy of the Presidency, the Executive Vice President shall become President.

4.3.b If any elected position on the Executive Board is left vacant at any time the position is to be filled by an application/interview procedure open to active Class Council members.

(1) The specifics of the application and/or interview procedure are to be determined by the current executive board.

(2) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.

Article 5. OTHER ROLES

Section 1. Ad-Hoc Committees and Event Chairpersons

5.1.a Committees may be formed as the need arises. Any active council member can chair these committees. Chairpersons will be appointed on a volunteer basis, by an interview process, or by the Class Council President.

Section 2. Senior Class Council Committees

5.3.a After a notification of available chair positions to the entire class, the Executive Board-elect of the following year's Senior Class shall interview and select Senior Committee Chairpersons immediately after being elected.

5.3.b Senior Chairpersons are needed for Zinck's, and Senior Days

5.3.c The Executive Board-elect will have discretion in determining how many individuals will chair or co-chair each committee.

5.3.d See Appendix A, "Senior Class Council Chairs and Committees", for individual senior committee chairperson eligibility criteria, requirements, and responsibilities.

Article 6. ELECTION PROCEDURES

Section 1. Eligibility and Petitioning Procedures

6.1.a Any active Council member is eligible to run for the Presidency in the class of which he/she is a constituent. Candidates must plan to be a full-time registered student for the length of the term of office.

6.1.b All undergraduates running for President must submit a petition of fifty signatures of constituents in the class they intend to represent. Said petition must be

submitted by a deadline set by the Director of Class Councils and the Class Council Internal Affairs Committee.

6.1.c In order to qualify to run for President, candidates must have maintained active member status for the full prior semester. Candidates who were participated in a Cornell-sponsored off-campus program must have maintained active member status during the semester prior to his/her program. Candidates must attend the election meeting in the spring semester prior to running. A student wishing to run in elections while participating in a Cornell-sponsored off-campus program will be subject to slightly modified rules for campaigning.

1. Such a student may appoint one person residing on the Ithaca campus to serve as his/her proxy for elections, including completing all necessary elections materials and campaigning on the candidate's behalf while adhering to all elections rules.

2. Students with meeting conflicts may request an exception from the Class Officer Internal Affairs Committee.

Section 2. Voting Procedures

6.2.a All undergraduates are eligible and should be given equal opportunity to vote for the President of the Class Council they are constituents.

6.2.b The President shall be elected by a plurality vote.

6.2.c If no individuals submit a petition to run for the President of a class or all candidates are deemed ineligible to run for the Presidency, candidates will be nominated from active Class Council members.

6.2.d A printout of election results shall be available in the Office of Undergraduate Class Councils for one year, but disqualified candidates will not have their vote tallies made available.

Section 3. Class Officer Internal Affairs Committee

6.3.a Any member of the Senior Class Council who has previously run in a Class Council election, regardless of whether or not he or she has held, or currently holds, an elected position, will be eligible for the position of Internal Affairs Committee Chair. Active members of all Class Councils will vote for an Internal Affairs Committee Chair at the penultimate meeting of the spring semester. The candidate who wins a majority of the vote from active Class Council members in attendance shall serve as the Chair of the Class Council Internal Affairs Committee. The Director of Class Councils shall serve as an ex-officio member of the Election's Committee. The Internal Affairs Committee Chair will appoint members to the Internal Affairs Committee in whatever way he or she sees fit. Every effort should be made to have equal representation across the class years.

6.3.b The Class Council Internal Affairs Committee shall establish the formal rules and procedures governing Class Council elections. The jurisdiction of the election committee shall be restricted to this document.

6.3.c If there is a conflict of interest between a member of the Class Council Internal Affairs Committee and the person appealing, another member from that Class Council will be asked to represent said Council on the Class Council Internal Affairs Committee.

(1) The Committee member with the conflict of 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.

6.3.d The Chair shall ensure that the committee is completing the following tasks:

(1) Ensuring the greatest number of candidates apply for each available position

(2) Work with candidates to make them aware of the elections rules and ensure that they abide by all relevant policies.

(3) Hold office hours throughout the elections process to provide an outlet for candidates to ask questions and meet with Committee members.

(4) Working with the Director of Class Councils to ensure all candidates have submitted all necessary documents

(5) Ensuring every effort to achieve the highest voter turnout for the election.

6.3.e The Class Council Internal Affairs Committee and the Director of Class Councils shall set the annual timeline for elections.

1. In addition, the annual timeline for elections must include a set date where election materials, such as descriptions of positions, will be provided to all members in the semester prior to the election.

2. The Class Council Internal Affairs Committee and the Director of Class Councils shall also set a date for a public presentation of the candidates. At this public forum, the Internal Affairs Committee will oversee the introduction of the candidates as well as facilitate a question and answer discussion between the candidates and the members of the undergraduate population.

6.3.f The Election Committee will not have access to the preliminary results prior to and during challenge deliberations. The Office of Undergraduate Class Councils will release election results from the challenged races after the Internal Affairs Committee has validated the election results.

6.3.g The Class Council Internal Affairs Committee shall review any petition or election challenges filed by candidates.

Article 7. THE ADVISOR OF CLASS COUNCILS

Section 1. Responsibilities and Powers of the Class Councils Advisor

8.1.a The Class Councils Director shall have the duties of advising the Class Councils, in addition to acting as the liaison between the Class Councils and the Cornell administration.

8.1.b The Class Councils Director may suggest changes to the operations of Class Councils. If the acting Class Presidents believe it is necessary, the Class Councils Director may bring the matter to a vote of the 4 class executive boards. If at least one half of active executive board members vote in favor of the matter, the Class Councils Director may then enact the change.

1. If the change in question conflicts with the Class Councils Constitution, then the Class Councils Director must find a sponsor among the active members to put forward a constitutional amendment, and the amendment must be adopted in accordance with Article 9 of this document.

Section 2. Process for Selecting a New Class Councils Advisor

8.2.a When it becomes necessary to select a new Class Councils Director, the acting Class Presidents must select one active member to join the final interviews (2nd phone interview and on campus interviews) and if possible have a seat within the selection committee.

8.2.b The administration will allow the Class Council Student Representative to offer feedback and input to the selection committee (if not apart of the committee) before the job listing is posted, and will seek the student's input on the job description and listed responsibilities.

8.2.c The Class Council Student Representative shall be informed throughout the screening, reviewing, and selection processes and be able to offer input at each stage. When the new Class Councils Director is chosen, they shall welcome the new Director to the Cornell Class Councils.

8.2.d Before the selection for a new Class Councils Director begins, the Class Presidents must work with the administration to identify an interim Class Councils Director who shall serve as the Class Councils Director until a new Director is chosen. It is important to have an Interim Director due to purchasing, university events (Senior Days, Convocation Speaker, etc.), and approval of event registrations.

Article 9. AMENDMENTS

Section 1. Process

9.1.a Any active member may propose an amendment to the Class Councils Constitution.

9.1.b Within three regularly scheduled meetings after previous notice has been given, all four councils shall discuss and vote on the proposed amendment during their regularly scheduled meeting. Previous notice shall consist of announcing the proposed amendment in writing at a regularly scheduled Class Council meeting.

Section 2. Adoption

9.2.a A two-thirds vote of the active members shall be required for the adoption of any proposed amendments.

9.2.b Pending approval by each Class Council Executive Board, amendments shall be referred to the Student Assembly for ratification.

APPENDIX A - Senior Class Council Chairs and Committees

Article 1. ELIGIBILITY AND REQUIREMENTS

Section 1. Eligibility and Requirements

1.1.a Applicants must be a member of the Junior Class at time of selection (except for Convocation Chair which requires a Sophomore.)

1.1.b Applicants must be available on campus throughout the entirety of their term in office in order to fulfill their duties.

1.1.c All chairpersons are immediately required to become active members of the Class Council.

Article 2. SENIOR DAYS COMMITTEE

Section 1. Purpose- The purpose of this club shall be:

3.1.a To promote and develop the relationships of Cornell University's graduating class.

3.1.b To engage in fun and safe events meant to engage seniors in cooperation with other resources on campus.

3.1.c To ensure a diverse and inclusive environment that allows each and every Cornell senior to enjoy before graduation.

Section 2. Membership

3.2.a Membership shall be open to members of any Cornell class as long as said student is with good standing with the university.

3.2.b Senior Days Chair(s) will be a member of the senior Class Councils.

3.2.c Senior Days was a separate committee for several years before the 2020-2021 academic year. As Senior Days merges back into Class Councils, the most ideal form of membership for students who were on the separate Senior Days committee will be to join Class Councils in order to participate. If this is not an option for an individual, they may be allowed to assist with Senior Days in a different capacity. This will be at the discretion of the Senior Class Council president, the Senior Days Co-Chairs, and the Class Councils Advisor and will be handled on a case-by-case basis.

Section 3. Meetings

3.3.a Senior Days shall be an agenda item on all Senior Class Council meetings throughout the year. Additional need for meetings will be discussed by the Co-Chairs and the Class Councils Advisor.

3.3.b The Co-Chairs and Advisor may choose to host separate weekly or bi-weekly meetings as needed in order to prepare for large group meetings.

3.3.c The Co-Chairs shall have the authority to appoint any special committees, with the approval of the Faculty Advisor, from time to time as needed. These special committees will meet outside of Class Council meetings to work on project assignments.

Section 4. Senior Days Chair(s)

2.3.a Organize and coordinate a week-long program of approximately 55-85 activities to be held during the week prior to Commencement.

(1) Also responsible for promoting and developing funds for Senior Week activities through Class Council funds and Zinck's support.

2.3.b Select, train, and oversee the Senior Week chairs/committee as a whole.

2.3.c Chair and facilitate all Senior Week meetings.

2.3.d Facilitate the inputting of all Cornell Card charges during Senior Week ticket sales.

2.3.e Put together all Chaperone folders for Senior Week events.

2.3.f Work with the Director of Class Councils to create, maintaining and keeping within budget for each event, Senior Week overall, and all additional fiscal matters.

2.3.g Fundraise as needed to increase the overall Senior Week Budget

2.3.h The following responsibilities are to be divided among the Senior Week Chairpersons and/or delegated to Event Chairs:

(1) Coordinate all publicity for Senior Week events and ticket sales

(2) Organize buses and box lunches for each event as needed.

(3) Designing and printing the Senior Week T-shirts

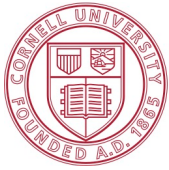
(4) Coordinate online ticket sales/reservations for all Senior Week ticketed events.

(5) Coordinate staffing of the Class Council Office during ticket sales.

(6) Create tickets and other forms necessary for ticket sales, as well as coordinating and purchasing all supplies needed for ticket sales/distribution.

(7) Train all individuals involved in ticket sales.

2.3.i Make reservations for all of Willard Straight Hall for next year's Senior Week.



Resolution 6: Amendments to the Convocation Committee's Appendix B Guidelines

Abstract: This resolution seeks to amend the Convocation Committee's Appendix B Guidelines to reduce the number of guaranteed Convocation Committee seats offered to senior Student Assembly members.

Sponsored by: Morgan Baker '23

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Byline Report

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, Appendix B of the Student Assembly Charter outlines the guidelines that byline funded organizations must adhere to in order to receive funding;

Whereas, the Convocation Committee has historically been required to invite all voting members of the Student Assembly that belong to that class year to participate as full voting members of the Convocation Committee;

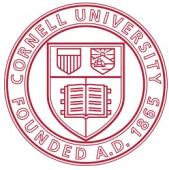
Whereas, it has been determined that inviting *all* voting members of the Student Assembly to serve on the Convocation Committee has the potential to flood the committee and make it inefficient;

Be it therefore resolved, the Convocation Committee's Appendix B Guidelines will be amended to reduce the number of guaranteed Convocation Committee seats offered to senior Student Assembly members from *all* to *six*;

Be it further resolved, lines 715-723 under "Section 4: Organization Specific Guidelines" of the Student Assembly Charter's Appendix B will be amended to read as follows:

F. Convocation

- i. At the time of the selection of Convocation Committee membership, the Convocation Committee Chair shall invite ~~all~~ **at least six** voting members of the SA, ~~directly elected undergraduate members of the UA, and student elected trustee(s)~~ that belong to that class year to participate as full voting members of the



Cornell University Student Assembly

Convocation Committee. The SA Vice President for Finance shall serve as an ex-officio member of the Committee.

ii. Convocation shall announce speaker selection first at a Student Assembly meeting.

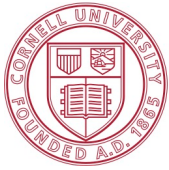
iii. Convocation Committee shall notify the SA Vice President for Finance if the Committee is expected to require more than its SAF allocation to support Convocation.

Be it finally resolved, that the Student Assembly will observe the impact of this change and further reduce the number of guaranteed Convocation Committee seats offered to senior Student Assembly members in Spring 2021 if it deems further reductions necessary.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly



Resolution 7: Amendments to the Interfaith Council at Cornell's Governing Documents

Abstract: This resolution affirms the changes that were made to the Interfaith Council at Cornell's constitution to account for the name change, the addition of three officer positions, and the clarification of some of the responsibilities of the officers.

Sponsored by: Morgan Baker '23

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Byline Report

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, the Interfaith Council at Cornell has requested to change their constitution;

Whereas, amendments to the governing documents of byline funded organizations must be approved by the Student Assembly;

Whereas, lines 645-646 under "Section 3: General Guidelines" of the Student Assembly Charter's Appendix B read as follows:

K. Governing Document Approval: All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.

Be it therefore resolved, that the Student Assembly approve the attached changes.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly

Interfaith Council at Cornell

Article I: Name and Purpose

Section A: Name

The name of this organization shall be Interfaith Council at Cornell (ICC).

Section B: Purpose

The purpose of this organization shall be:

- I. To promote interfaith dialogue on campus,
- II. To support religious life and underfunded religious groups on campus,
- III. To encourage shared understanding of the values, experiences, and lives of our Cornell community, and
- IV. To celebrate similarities and differences among us.

Article II: Executive Board

Section A: Composition

The executive board shall be composed of the officers, committee members, and member organization liaisons.

Section B: Officers

The officers shall be:

- President
- Executive Vice President
- Vice President of Finance/Treasurer
- Vice President of Programming
- Vice President of Outreach
- Vice President of Advocacy
- Engagement Chair
- Communications Chair

Section C: Member Organization Liaisons

There shall be a member from each member organization to serve as the liaison between ICC and the home organization.

Section D: Committees

There shall be four committees, led by officers and composed of executive board members. They shall be:

- Funding committee
- Programming committee
- Outreach committee
- Advocacy committee

Article III: Officers

Section A: Duties of Officers

- I. President
 - A. Set the direction and goals for ICC
 - B. Facilitate weekly Executive Board meetings
 - C. Engage with the campus community and other campus organizations who want to be involved

- D. Advise committees
 - E. Maintain a relationship with the Faculty Advisor
 - F. Generally oversee the officers and the committees of the executive board
 - G. Maintain communication with member organizations on campus
- II. Executive Vice President
 - A. Oversee member organization liaisons
 - B. Work closely with the President toward the direction and goals for ICC
 - C. Assist Executive Vice President in securing finances for events
 - D. Coordinate with other groups participating in the events (along with the President)
- III. Vice President of Finance
 - A. Oversee Funding Committee
 - B. Manage ICC finances for the year
 - C. Maintain yearly budget and financial records
 - D. Apply for byline funding on the biannual cycle
- IV. Vice President of Programming
 - A. Oversee Programming Committee, in partnership with Engagement Chair
 - B. Envision and execute all ICC events, including co-sponsored events
 - C. Work with Treasurer to manage in-house programming budget
 - D. Assist Outreach Committee with co-sponsored events
- V. Vice President of Outreach
 - A. Oversee Outreach Committee, in partnership with Communications Chair
 - B. Build and maintain relationships with religious and non-religious organizations
 - C. Maintain relationships with current religious member organizations and recruit new member organizations
 - D. Foster relationships with non-religious student organizations, including co-sponsored events
 - E. Manage recruitment of new members to the council
- VI. Vice President of Advocacy
 - A. Oversee Advocacy Committee
 - B. Direct diversity, equity, and inclusion initiatives related to faith and religion on behalf of ICC
 - C. Work with non-ICC community members seeking to serve the needs of religious students on campus
 - D. Meet regularly with member organization liaisons and leadership to assess needs of religious students on campus and opportunities for progress and advocacy
 - E. Foster a supportive and welcoming environment for students with concerns about religious life on campus
- VII. Engagement Chair
 - A. Serve as deputy to Vice President of Programming; assist in Programming Committee
 - B. Support the envisioning and execution of all Interfaith events
 - C. Manage general body member engagement and activities
- VIII. Communications Chair
 - A. Serve as deputy to Vice President of Outreach; assist in Outreach Committee

- B. Manage direction and execution of Interfaith-affiliated social media accounts, including all advertising
- C. Assist President in writing and distribution of monthly newsletters

Section B: Appointment of Officers

- I. Eligibility
 - A. Candidates must be a current, active member of the Executive Board.
 - B. They must have been a member of the Executive Board for at least one (1) full semester.
 - C. All exceptions shall be under the unanimous discretion of the outgoing and incoming presidents
- II. Appointment
 - A. Executive Board members run for officer positions each May for the following academic year.
 - B. Incumbent officers will vote for the candidates.
- III. Terms
 - A. Officers shall serve for one (1) academic year, beginning at the start of the fall semester.
 - B. Officers who go abroad shall be empowered to appoint a replacement for that semester.

IV: Member Organization Liaisons

Section A: Liaisons

- I. The Member Organizations will designate one member of their respective executive boards to be a liaison.

Section B: Duties

- I. Liaisons will be the primary connection between the ICC and the member organization they represent.
- II. Liaisons will interact with the Funding Committee in order to secure ICC funds for their Member Organization.
- III. Liaisons will work to diffuse information regarding the ICC to Member Organizations.

V: Member Organizations

Section A: Membership Requirements

- I. The Cornell Interfaith Council shall be composed of different member organizations which represent the various faith groups on campus. In order to remain in *good standing* they must:
 - A. Be a registered student organization
 - B. Primarily and directly serve a religious community on campus
 - C. Have at least one (1) present and consistent undergraduate representative at Interfaith Council meetings (i.e. the liaison)
 - D. Must host at least one (1) interfaith event per semester

Section B: Applying for Membership

- I. If an organization meets all of the requirements for membership outlined in Article V Section A and have fulfilled these requirements for at least one (1) semester, they can apply to be a member of the Interfaith Council.

- II. The application process will be as follows:
 - A. The Funding Committee shall provide prospective member organizations with the application.
 - B. The applications shall be accepted on a rolling basis.

VI: Funding Committee

Section A: Leadership

- I. The Treasurer shall oversee the Funding Committee.

Section B: Duties

- I. The Funding Committee shall manage and oversee all budgeting and finances for the ICC.
- II. The Funding Committee shall plan and execute fundraising events for the ICC.
- III. The Funding Committee shall provide funding allotments to member organizations in the first month of each semester, as based on preliminary budgets provided by said organizations.
- IV. The Funding Committee shall receive grant applications for interfaith events/activities and deliberate on awarding the requested amount.
 - A. A decision on whether the grant is awarded for the requested amount, a lesser amount, or outright denied will be made within two weeks of the Funding Committee receiving the application and a hearing is held between the applicant and the Funding Committee.
 - B. A final decision made by the Funding Committee must be approved by the President.
- V. The Funding Committee shall aid the Officers in biannual applications for byline funding.

VII: Programming Committee

Section A: Leadership

- I. The Vice President of Programming shall oversee the Programming Committee.
- II. The Engagement Chair shall aid in oversight.

Section B: Duties

- I. The Programming Committee shall lead the planning and execution of all club programming, including but not limited to hosting panels and interfaith meals.
 - A. It shall include reserving spaces on campus, checking in with appropriate campus groups, etc.
- II. The Programming Committee shall work with the Executive Board to plan programming for each semester with input from members to further the ICC's goals.

VIII: Outreach Committee

Section A: Leadership

- I. The Outreach Chair shall oversee the Outreach Committee.
- II. The Communications Chair shall aid in oversight.

Section B: Duties

- I. The Outreach Committee shall direct recruitment of new Executive Board members.
- II. The Outreach Committee shall direct recruitment of new Member Organizations.

- III. The Outreach Committee shall coordinate with other religious and non-religious campus groups directly with co-sponsorships to support events with interfaith goals.
- IV. The Outreach Committee shall coordinate community outreach campaigns through multiple platforms, including but not limited to Slack, CampusGroups, Facebook, and Instagram.
- V. The Outreach Committee shall maintain communication with vested parties, including Member Organizations.

IX: Advocacy Committee

Section A: Leadership

- I. The Advocacy Chair shall oversee the Advocacy Committee.

Section B: Duties

- I. The Advocacy Committee shall meet regularly with member organization liaisons and leadership, as well as other religious students on campus, to assess the ongoing needs and address them.
- II. The Advocacy Committee shall direct diversity, equity, and inclusion initiatives related to faith and religion on behalf of ICC.
- III. The Advocacy Committee shall collaborate with other interested parties in advocacy for religious students on campus.

X: Staff Advisor

Section A: Selection

- I. One advisor will be chosen to advise Interfaith Council from the staff of the Cornell University Religious Work and/or the Office of Spirituality and Meaning Making.
 - A. The Director of CURW/Associate Dean of Students for Spirituality and Meaning-Making shall serve as the advisor unless otherwise specified.

Section B: Duties

- I. The advisor will help with the organization of events and programming.
- II. The advisor will help make sure that ICC has all the resources they need.
- III. The advisor will approve any funding applications that require advisor consent.

XI: Constitutional Amendments

Section A: Proposing Amendments

- I. Amendments can be proposed during an Interfaith Council meeting.
- II. After discussion of the amendment, the officers will vote to decide whether to include the amendment.

XII: Non-Discrimination Clause

As an organization, ICC will not discriminate on the basis of actual or perceived age, citizenship, color, (dis)ability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all executive board members, liaisons, and officers, respectively. Such protections shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

Summary of Appendix B Changes

Submitted by Morgan Baker and
Annie Gleiberman

Overview

- Language changes to reflect current names
 - Director of Student Activities → Director to Campus Activities
 - Interfaith Council → Interfaith Council at Cornell
- Included clause about umbrella organizations to codify funding source expectations
- Moved spending limitations to its own clause
- Updated attendance tracking language
- Every byline organization is now included in Section 4
- The first clause under every organization is their mission statement
- Changed all dollar values to percentages

Umbrella Organizations Funding

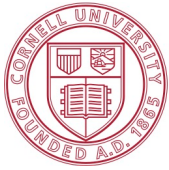
- Codifying expectations about the main source of club's funding
- Clubs under ALANA, PFC, and HAVEN should not be eligible for main SAFC funding
- In the last FY, only seven clubs (according to SAFC analysis) under those umbrella orgs spend SAFC money and it totaled less than \$3000
- Committed to working with all umbrella organizations (including the new ones being formed for the upcoming cycle) to ensure all clubs get funding required
- The purpose of the formation of new umbrella organizations - Interfaith Council at Cornell and Club Sports Council - is to move clubs from under SAFC to umbrella organizations that better understand their needs

Attendance Tracking

- Updated language to encourage organizations to use new attendance tracking features built into the new platform for clubs - Campus Groups
- Attendance numbers are very important to the appropriations committee to ensure organizations are using money wisely
- Many organizations already include attendance numbers in their byline reports, we just want to codify this

Specific Organization Changes

- Most of the major changes were submitted by the byline-funded organizations themselves
 - Orientation Steering Committee
 - Professional Fraternity Council
- Modified language to accommodate mergers
 - Senior Days is now under Class Councils
 - Welcome Weekend is now under Willard Straight Hall Student Union Board



Resolution 8: Amendments to Appendix B of the Student Assembly Charter

Abstract: This resolution seeks to amend Appendix B of the Student Assembly Charter by updating outdated terms, adding mission statements, and changing methods of operation.

Sponsored by: Morgan Baker '23, Annette Gleiberman '22

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Recommendation

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, Appendix B of the Student Assembly Charter outlines the guidelines that byline funded organizations must adhere to in order to receive funding;

Whereas, for each byline funding cycle, the Appropriations Committee has regularly updated Appendix B to reflect the recommendations of the Appropriations Committee and the Assembly;

Whereas, the funding guidelines outlined in Appendix B have not been updated since Spring 2020;

Whereas, the Appropriations Committee has deemed it necessary to update Appendix B in order to better serve the organizations that must abide by its funding guidelines and reduce the likelihood of an Appendix B violation;

Be it therefore resolved, the Student Assembly amend Appendix B of the Student Assembly Charter in accordance with the attached document.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly

Annette Gleiberman '22

Vice President of External Operations, Student Assembly

Cornell University Student Assembly

APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED ORGANIZATIONS

Section 1: Preamble

Each organization that receives funding from the Student Assembly (SA) through the Student Activity Fee (SAF) is subject to Guidelines set by the Assembly in consultation with the Graduate & Professional Student Assembly (GPSA), these organizations, and the Cornell student body.

Section 2: Student Assembly's Role and Obligations

- A. **SA Charge:** As the student-elected governing body at Cornell University, the SA shall seek out and voice effectively the interests and concerns of the student body.
- B. **Notice of Current Governing Documents:** The SA shall provide each by-line funded organization, the Director(s) [to Campus](#), Activities, Campus Life, the GPSA, and the Dean of Students with a current copy of these Guidelines, as well as the SA Charter and the SA Appropriations Committee Charge and Guidelines each year.
- C. **Notice of Pending Legislation:** Each by-line funded organization, the Director(s) [to Campus](#), Activities, Campus Life, the GPSA, and the Dean of Students shall be notified of any SA, SA Appropriations Committee, or other meeting in which legislation concerning or affecting Fee recipients is pending.
- D. **Outreach:** The SA Vice-President for Finance [or their designee](#) shall, wherever possible and as often as possible, attend meetings of each organization throughout the year.
- E. **Enforcement, Violations & Penalties**
 - i. The SA Vice-President for Finance shall be charged with investigation of all accusations regarding violations of these guidelines and will report such findings to the SA.
 - ii. If the SA determines that an organization has committed a violation, the SA may impose a fine, reduction or revocation of the organization's by-line funding allocation. In order for a fine, reduction, or revocation of funding to occur, a two-thirds majority of the SA must concur. Reasons for a fine, reduction, or revocation of funding include, but are not limited to, violation of these rules, violation of campus policies, or violation of contract. Any money garnered from a fine on an organization shall be placed in the Special Projects Fund of the Student Assembly. If a reduction or revocation of funding affecting the remainder of the funding cycle occurs, the University shall attempt to reduce the SAF to reflect the lower amount. Excepting that, the money shall revert to the Special Projects Fund.

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Section 3: General Guidelines

All recipients of the SAF shall adhere to the following guidelines:

- A. **Eligibility:** SAF allocations are to be used primarily for the benefit of undergraduate students. Organizations that have the capability to be student run and led shall be primarily student run and led.
- B. **Event Ticketing:** For all events (concerts, lectures, films, etc.) funded by the Fee allocations and for which admission is charged:
- Cornell students shall receive a reasonable discount per event to reflect their prior contribution via the SAF.
 - Cornell students shall receive the first opportunity to purchase tickets or (otherwise should have a substantial amount of tickets reserved for student use).
 - The Appropriations Committee or the Executive Committee shall have the ability to request that organizations publish a report to the SA on the amount of money received for an event, where that money has been allocated, total attendance, and how much money was spent on the event.
- C. **Attendance Tracking:** Each By-line Funded Organization ~~is expected to provide accurate attendance figures. Organizations shall conduct a review during each Byline Funding Cycle of the demographics of students who use and are impacted by their services and shall report to the SA Appropriations Committee the attendance figures, expenditures, and income generated from each event held during the two previous academic years. Organizations shall record the number of undergraduates who attend each program and event, utilizing the built-in system in Campus Groups that allows individuals to sign in for events.~~ Such figures may also be acquired through a number of measures including swiping Cornell ID's, using a ticketing system, keeping a sign in sheet, or having someone at the door count entrants. For events that are expected to exceed a capacity of 100 attendees, organizations are required to track attendance through a ticketing system or using Cornell ID Scanners. For organizations unable to purchase their own scanners, scanners will be available to rent through the Office of the Assemblies. For events where tracking attendance would provide an unnecessary burden to organizations, a brief written statement explaining why attendance was not taken is required.
- D. Funds Reporting: Organizations shall operate using their accumulated surplus and the Student Activity Fee disbursement. During each Byline Funding Cycle, organizations are expected to report on the supplemented cost per student provided for by the SAF. Organizations shall track both undergraduate and graduate contributions to events and programming. Organizations shall notify the SA Vice President for Finance if they are expected to require more than their SAF allocation in a given year.
- E. **Public Promotion & Engagement:** Each organization shall regularly advertise its existence and encourage student participation at its meetings, which shall be open to the public. Each byline-funded organization and its sub-organizations will be required to include the SA logo or the following statement on all fliers, posters, promotions, programs, and literature "Funded in part by the Student Assembly".
- F. **Funds Partitioning:** SAF money will preferably be held in a separate University account for accounting and reporting purposes. Otherwise all expenditures from SAF money shall be authorized by the Organization in accordance with its governing documents. These requirements apply to all organizations unless explicitly exempted in this Appendix or waived by a two-thirds vote of both the Appropriations Committee and the Student Assembly. The waiver shall apply for one by-line funding cycle.

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- G. **Prohibition on Compensation:** No Advisor, President, Treasurer, staff member, other officer, or member of an organization may be compensated from an organization's SAF account or SAF earned income account.
- H. **SA Liaisons:** The SA shall have the option of appointing a Student Assembly member to serve as a non-voting liaison to each organization or, where appropriate, to its Executive Board. If an organization feels their liaison is failing in their duty, a new liaison may be appointed.
- I. **Off-Year Reporting:** During the fall of even-numbered calendar years each organization shall provide the Appropriations Committee with a written account of the use of its fee allocation and operations for the previous academic year, and an optional oral summary of its activities (unless mandated otherwise by the Appropriations Committee), including usage statistics and future programming plans. The SA Vice President for Finance will conduct an unofficial vote regarding the committee's recommendation on whether or not the organization should receive an increase in funding, a decrease in funding or maintenance of funding at its current level. The SA Vice President for Finance shall then provide a written summary report of these meetings to the SA.
- J. **New Organization Reporting:** Organizations receiving By-Line funding for the first time in the current funding cycle shall report each semester to the Appropriations Committee on their operations and finances.
- K. **Sub-Organizations:** All organizations that fall under a byline-funded umbrella organization must be registered. Byline-funded organizations shall provide a description of how funds are allocated to each organization under their umbrella. If applicable, each sub-organization shall receive funding from its umbrella organization for at least one event open to the public, every academic year. Sub-organizations shall only apply for funding from their umbrella organization and will not be allowed to receive funding from any other byline-funded organization, including SAFC. Umbrella organizations will similarly be ineligible to receive funding from other byline-funded organizations. Byline-funded organizations shall provide a semesterly budget report for all events held by sub-organizations during the two previous academic years.
- L. **Conferences:** Organizations may send Executive Board member(s) to one annual conference, if desired. The Appropriations Committee must approve organizations' conference expenditures and each organization must demonstrate to the committee that conference attendance will benefit the Organization's ability to achieve its mission statement. Organizations shall request approval in their annual fall report to the SA. **Governing Document Approval:** All organizations must submit any changes in the Organizations' bylaws, constitution, or other governing documents to the SA for its approval.
- M. **Spending Limitations:** All conferences, teambuilding, banquet, training, and other social expenditures for organization members, in sum, shall be no greater than \$4,000 or 10% of the organization's by-line allocation, whichever is less. This rule shall not apply to SAFC-funded organizations. Expenditures on food for programming and events shall not exceed 25% of the organization's by-line allocation.
- N. **Non-discrimination:** All organizations receiving Student Activity Fee funds directly or that receive such funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived age, race, religion, creed color, national origin, ethnicity, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, domestic violence victim status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for,

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seeking, and holding positions within the organization. Additionally, all organizations receiving funding from the Student Activity Fee and that serve as a funding source for other organizations on campus shall not discriminate on the basis of actual or perceived age, race, religion, creed, color, national origin, ethnicity, sexual orientation, gender identity or expression, military violence victim status, or any combination of these factors when awarding funding.

- i. Notwithstanding these requirements, a club sport may make requirements based on competitive athletic skill which may result in a club sport of one or predominantly one gender. Organizations may also make requirements based on vocal range or quality which may result in a chorus or choruses of one or predominantly one gender. Organizations that participate in activities with governmental age restrictions may also make appropriate requirements on the basis of age.
- ii. Organizations may also enforce uniform standards of conduct as a prerequisite for obtaining some or all rights of general members and executive board members, respectively, so long as said standards are protected by the 1st Amendment of the United States Constitution in the context of a public university and do not impede enforcement of Appendix B, Section II, subsection E.
- iii. Each organization receiving Student Activity Fee funds directly from the Student Assembly shall include a “Non-discrimination Clause” section in its bylaws, constitution or other governing documents reflecting this policy.

Section 4: Organization Specific Guidelines

Furthermore, individual organizations shall adhere to the following additional Guidelines:

A. ALANA Intercultural Board

- i. The ALANA Intercultural Board (“ALANA”) is an umbrella student organization that strives to be the locus for racial and ethnic diversity and interculturalism at Cornell University while being cognizant of the intersectional identities its organizations and membership represents through ability, gender, sexuality, first-generation, and socioeconomic status. ALANA is committed to building bridges between diverse groups; developing understanding, appreciation, diversity, and coalitions of the members of the University community.
- ii. The ALANA sub-organizations are as follows:
 - i. BSU
 - ii. NAISAC
 - iii. CAPSU
 - iv. LAL
 - v. SAC
- iii. 13.6% shall be used to fund ALANA’s member organizations as outlined in the ALANA constitution
- iv. 20% per student per year of the ALANA allocation shall be used to fund the MCFAB program each year.
- v. MCFAB shall seek to bring diverse programming to campus.

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vi. ~~12.6%~~ per student per year of the ALANA allocation shall be contributed toward funding umbrella organizations as outlined in the ALANA constitution. Umbrella organizations shall not apply for SAFC funding.

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vii. ~~7.3%~~ per student per year of the ALANA allocation shall be contributed towards ALANA's own administrative costs and programming needs such as general body meetings and other intercultural programming

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B. Athletics & Physical Education

i. ~~Athletics & Physical Education is a university department that seeks to further students' athletic experience by offering Physical Education courses and admission to Cornell Athletic events.~~

ii. The Athletics Department shall provide, at no cost, a Big Red Sports Pass (BRSP) to each undergraduate student. \$7.30 per student per year of the total annual Athletics allocation may be spent towards providing the BRSP. The BRSP shall provide free admission to all varsity sports excluding Men's Varsity Ice Hockey.

iii. In collaboration with the Sports Marketing Group, the Athletics Department will promote Cornell Athletic events to the entire Cornell community. \$1.78 per student per year of the annual Athletics' allocation may be spent towards providing marketing and promotions.

C. Class Councils

i. ~~The Cornell University Class Councils serves as a community-building organization focused on fostering a sense of unity and pride among the four University's undergraduate classes and varied student communities. The Class Councils aim to prioritize their relationship with other student organizations and use their resources to plan class events, collaborate with other student groups, and establish and execute traditions. The Class Councils also strengthen student ties to the University by providing services to Cornell students before and after graduation.~~

ii. Provide a semesterly budget report for all Class Councils Events.

iii. ~~The Class Councils allocation shall be divided between the four class years in proportions determined by the organization.~~

iv. ~~An amount determined by the SA Appropriations Committee during the fall semester of a Byline Funding Year shall be allocated to Senior Days.~~

i. ~~Senior Days intends to maintain a series of events that all Cornellians look forward to at the end of their four years at Cornell during Senior Week, one of the most looked forward to series of events for Cornellians. Due to the high demand for programs and events just for seniors, Senior Days fills that void by planning events throughout the month of May and the entirety of Senior Days to the last few days before Commencement.~~

ii. ~~SAF-funded events offered by Senior Days will be open to all seniors and at least 90% of the SAF allocation will go towards free, non-ticketed events.~~

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D. Club Sports Council

i. ~~Club Sports Council serves as an umbrella organization for all club sports at Cornell University and serves as their representative in responding to their needs towards Cornell University.~~

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ii. ~~Sports clubs must send two officers each academic year to the Safety Training provided by Campus Activities and facilitated by the Club Sports Council. This requirement must be completed before the club can access funds.~~

- iii. Sports club members must sign electronic waivers each academic year via CampusGroups. This requirement must be completed before the club can access funds.
- iv. Sport Clubs must send two officers each academic year to a Diversity and Inclusion workshop sponsored by the Club Sports Council.
- v. Sports Clubs must send at least once officer to each monthly meeting held by the Council.
- vi. Sports Clubs are not permitted to use the word "team" per Campus Activities and University Branding guidelines. Only official Cornell University teams under the Department of Athletics may use the word "team" in their name.

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E. Collegiate Readership Program

- i.
- ii.
- iii. The Collegiate Readership Program provides free New York Times and Wall Street Journal access for undergraduate students.
- iv. The SA Vice President for Finance or a Student Assembly member appointed by the SA shall oversee the operations and finances of the Collegiate Readership Program and liaise with the Cornell Library.
- v. The SA Vice President for Finance or a Student Assembly member appointed by the SA shall prepare and present a report to the Student Assembly at the end of each academic year with information regarding readership and an analysis of the current distribution locations. Any proposed changes in locations or proportions must be approved by a majority vote of the SA.
- vi. The SA Vice President for Finance shall report to the Student Assembly the amount allocated to the New York Times and Wall Street Journal.

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F. Community Partnership Funding Board

- i. The Community Partnership Funding Board (CPFEB), is a student-run board that seeks to foster student leadership and social responsibility by encouraging students to take action against social problems. The CPFEB assists students in developing grassroots community action projects and administers grants made possible by the Student Activities Fee via the Student Assembly.
- ii. The Board shall use Activity Fee money for the funding of projects. Administrative expenses shall be paid by the Board's parent body, the Public Service Center, or other non-activity fee sources of funding.
- iii. Projects funded are to be decided by the Board. Those projects are to be included in the annual report to the SA Appropriations Committee and the website.

G. Convocation Committee

- i. The Convocation Committee allows graduating seniors of Cornell University to work collectively to select a keynote speaker for the undergraduate Convocation ceremony who represents the values and ambitions of themselves and their peers.
- ii. At the time of the selection of Convocation Committee membership, the Convocation Committee Chair shall invite all voting members of the SA, directly-elected undergraduate members of the UA, and student-elected trustee(s) that belong to that class year to participate as full voting members of the Convocation Committee. SA members are expected to abide by the same attendance rules as all other Convocation Committee members. The SA Vice President for Finance shall serve as an ex-officio member of the Committee.

iii.

iv.

H. Cornell Alternative Spring Breaks

- i. Cornell Alternative Spring Breaks (ASB) is a student-led organization housed under the Public Service Center. ASB is made up of students who share a commitment to social justice, personal growth, and community engagement. Through educational opportunities, root cause analyses, reflection, and reciprocal engagement with community agencies, ASB demonstrates their commitment to addressing social justice issues using a racial lens. By examining racial disparities across all systems, ASB works to shift the societal narratives perpetuated by implicit biases, stereotypes, and institutional discrimination. Informed by the knowledge and expertise of our partner agencies, ASB seeks to raise awareness on systemic patterns disproportionately affecting disadvantaged communities.

I. Cornell Concert Commission

- i. The Cornell Concert Commission provides opportunities for students to select, promote, and produce all aspects of popular large-scale concerts at Cornell University. Its purpose is to provide the Cornell community with popular and diverse, contemporary musical entertainment which is both financially sound and responsive to the community's needs and desires.
- ii. The Concert Commission shall seek to produce at least one act each semester in Barton Hall, Lynah Rink, or similar venue.
- iii. The Concert Commission shall put on at least one free concert during the academic year.
- iv.

J. Cornell Environmental Collaborative

- i. Cornell Environmental Collaborative (ECO) is a student organization that works to unite student groups on-campus toward environmental sustainability. ECO commits fully to increasing dialogue amongst environmental organizations and all other interested organizations, launching and upholding meaningful venues for reducing negative environmental impact and upholding social justice and to provide opportunities for all students to gain knowledge and experience in relevant issues, providing support to and information for existing environmental initiatives, and fostering meaningful relationships with Cornell's administration and the Ithaca community.

K. Cornell Minds Matter

- i. Cornell Minds Matter (CMM) promotes mental health awareness and emotional well-being for all Cornell students by acting as a liaison between students, faculty, staff, and administration to advocate for the student perspective on mental health resources and campus policies. CMM works to reduce the stigma of mental illness by holding educational events and creating safe spaces to foster a healthy, balanced lifestyle

L. Cornell University Emergency Medical Service

- i. The Cornell University Emergency Medical Service (CUEMS) is a student-operated, first-response emergency medical services agency that serves the Ithaca campus of Cornell University, twenty-four hours a day, seven days a week during the academic year. Working together with other emergency services from Cornell University and Tompkins County, CUEMS provides free emergency medical care to all students, faculty, staff, and visitors of Cornell, as well as EMS coverage at university events and training for all members of the Cornell community in cardiopulmonary resuscitation and first aid.

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- ii. CUEMS may save no more than \$30,000 per each two-year funding cycle toward the purchase of a new vehicle.
- iii. CUEMS will provide the Student Assembly statistics in terms of call responses, community education, and event standbys on an annual basis.

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M. Cornell University Programming Board

- i. The Cornell University Program Board (CUPB) inspires and enriches the Cornell experience by bringing artists and events that involve, excite and entertain the community.
- ii. The Cornell University Program Board shall use its SAF allocation to bring widely known speakers to campus.
- iii.

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N. CU Tonight Commission

- i. The CU Tonight Commission seeks 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.
- ii. CUTonight shall promote non-alcoholic, late night social programming, on campus, open to the entire Cornell community.
- iii. CUTonight shall send at least one representative to every funded event with the intention of reviewing the event
- iv. CUTonight shall provide applicant organizations the opportunity to appeal the decisions of the Committee to the Appropriations Committee.
- v. CUTonight shall develop and adhere to a rubric and written hearing procedures off of which the commission will evaluate applicants. This rubric and these procedures shall be submitted to the SA Vice President for Finance for approval by the Appropriations Committee.
- vi. CUTonight shall forward the results of the rubric to the SA Vice President for Finance after each CUTonight funding cycle.

O. Empathy, Assistance, and Referral Services

- i. Empathy, Assistance, and Referral Service (EARS) is a student-run organization offering counseling, training and outreach programs, open to all members of the Cornell Community. The drop-in and phone counseling room at 213 Willard Straight is open daily during the academic year for free, confidential counseling. Training in communication and counseling skills is offered at 3 levels each semester. Outreach programs are provided for campus groups.

P. Gender Justice Advocacy Coalition

- i. The Gender Justice Advocacy Coalition (GJAC) is a byline-funded student organization committed to justice and advocacy for all genders. We operate out of an intersectional and global lens with a focus on gender-marginalized folks. We aim to encourage meaningful and critical conversations related to the gendered lived experiences of all people. We seek to foster relationships with campus partners in order to support and amplify the work of Cornell social justice organizations through funding, awareness raising, and advocacy.
- ii. The Gender Justice Advocacy Coalition shall collaborate with the Student Assembly Womxn's Liaison Representative on safety, health, and other topics pertinent to women on campus.
- iii. GJAC shall set a two-year budget for Feminism Food for Thought not to exceed \$10,000.
 - i. GJAC shall notify the SA Vice President for Finance of the total SAF spending on Feminism Food for Thought before the final Student Assembly meeting each May.

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- ii. ~~When 50% of the two-year budget has been exhausted, GJAC shall notify the SA Vice President for Finance~~
- iii. ~~When 50% of the two-year budget has been exhausted, GJAC shall notify the SA Vice President for Finance~~
- iv. GJAC shall strive to maximize and strive to track attendance at this event.

Q. Haven: The LGBTQ+ Student Union

i. ~~Haven: The LGBTQ Student Union serves to enhance the cultural and social climate at Cornell University and to improve and enrich the lives of the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning (LGBTQ+) and Same Gender-Loving members of the community. This will be achieved through funding, training, and administrative support for the organizations represented by Haven so they may organize successful educational, social, and cultural programs and serve as effective supportive environments.~~

ii. ~~The Haven sub-organizations are as follows:~~

- i. ~~ACE~~
- ii. ~~Bicons~~
- iii. ~~Crunch~~
- iv. ~~Lavender~~
- v. ~~Lotus~~
- vi. ~~MOSAIC~~
- vii. ~~qSTEM~~
- viii. ~~TANGO~~
- ix. ~~Oasis~~
- x. ~~QPA~~
- xi. ~~Queer Magz~~

R. Interfaith Council at Cornell

i. ~~The Interfaith Council at Cornell (ICC) seeks to promote interfaith dialogue on campus, support religious life and underfunded religious groups on campus, encourage shared understanding of the values, experiences, and lives of our Cornell community and celebrate similarities and differences among us.~~

ii. ~~The Interfaith Council sub-organizations are as follows:~~

- i. ~~Cornell Catholic~~
- ii. ~~MECA~~
- iii. ~~Hillel~~
- iv. ~~Protestant Cooperative Ministry~~
- v. ~~Hindu Student Council Cornell~~
- vi. ~~Sikh Student Association~~

iii. ~~The Interfaith Council shall provide a description of how funds are allocated to each organization under their umbrella.~~

iv. Each organization under The Interfaith Council shall receive funding for at least one event open to the public, every academic year.

S. International Students Union

i. ~~The International Students Union (ISU) discusses and executes ideas and suggestions concerning events or speakers they would like to see on campus. The International Students Union is also committed to student advocacy, focusing on issues that affect international and diverse students. These projects can be in response to long-term concerns, current global events, or changes in policies by the university's administration. The ISU does not take any~~

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political stance on issues but supports the right of student organizations to present these issues to the Cornell Community.

T. Multicultural Greek and Fraternity Council

- i. The Multicultural Greek and Fraternity Council (MGFC) positively promotes cultural Greek Life as it exists at Cornell University and beyond. The mission of MGFC is to operate as a united governing body for all organizations, dedicating themselves to promoting unity and serving as a support system. MGFC serves as a model for the underrepresented student community and operates as a united body to effectively advocate the issues and concerns of their organizations and the entire campus community that they serve.

U. Orientation Steering Committee

- i. The Orientation Steering Committee (OSC) seeks to foster a safe environment in which volunteers successfully plan and execute an inclusive, positive, and fun Orientation for new students.
- ii. The Assistant ~~Director/Director~~ in New Student Programs shall continue to supervise the planning and implementation of all August and January orientation activities.
- iii. By the last meeting of the Spring Semester, OSC shall present a tentative report about initial OSC student-led late-night programming planned for the upcoming Orientation week
- iv. OSC shall continue to contribute funding and planned programming for new transfer students during August and January Orientation and new students during January Orientation
- vi. OSC shall submit the results of the Student Volunteer Feedback surveys to the Appropriations Committee.
- viii. OSC shall allocate an amount determined by the SA Appropriations Committee during the fall semester of a Byline Funding Year towards the costs of apparel for student volunteer uniforms for Orientation.

V. Outdoor Odyssey

- i. Outdoor Odyssey is a completely student run organization designed to help incoming Cornell freshmen and transfer students adjust to a new college experience. The program offers a variety of outdoor pre-orientation programs, led by specially trained upperclassmen guides, each August. Odyssey strives to maintain inclusivity and welcomes participants of all levels of outdoor experience.
- ii. Outdoor Odyssey shall maintain their need-based financial aid program for students who apply for pre-orientation trips and shall dedicate no less than \$20,000 per year toward this program.
- iii. Outdoor Odyssey shall investigate creating trips accessible for the differently abled and shall report their findings to the Student Assembly before the final Student Assembly meeting in the fall of each even year.
- iv. Outdoor Odyssey shall investigate creating trips accessible for the differently abled and shall report their findings to the Student Assembly before the final Student Assembly meeting in the fall of each even year.

W. Professional Fraternity Council

- i. The Professional Fraternity Council (PFC) unites and aligns all fifteen Professional Fraternal Organizations at Cornell while simultaneously promoting equitable recruitment practices and fostering diverse environments within each PFO.
- ii. The PFC sub-organizations are as follows:

Deleted: Dean of Students

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Deleted: The president of the SA and the Student Elected Trustee must be invited to address the new students at the President's New Students Convocation each year. If the Cornell University President limits the OSC...

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Deleted: to two speakers, the president of the SA must be invited....

Deleted: Attendance at Welcome Weekend events shall not be mandatory for Orientation volunteers....

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Deleted: OSC shall increase funding for both transfer and January Orientation programming....

Deleted: OSC shall allocate more than \$1.12 of their allocation towards programs designed to educate new students about consent and sexual assault....

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Deleted: Outdoor Odyssey shall conduct a review during the 2020-2022 Funding Cycle of the demographics of those who attend....

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- i. Alpha Iota Gamma
 - ii. Alpha Kappa Psi
 - iii. Delta Sigma Pi
 - iv. Kappa Alpha Pi
 - v. Phi Alpha Delta
 - vi. Phi Chi Theta
 - vii. Phi Delta Epsilon
 - viii. Phi Gamma Nu
 - ix. Pi Lambda Sigma
 - x. Pi Sigma Epsilon
 - xi. Theta Tau
 - xii. Rho Psi Eta
 - xiii. Epsilon Eta
 - xiv. Epsilon Nu Tau
 - xv. Delta Kappa Alpha
- iii. Professional fraternity organizations can choose to be a part of the PFC at the beginning of each academic year. PFOs are only eligible for funding through the PFC and not from other byline-funded organizations such as SAFC. If PFOs choose to participate in the PFC, then they must abide by the following guidelines:
- i. PFC shall have a survey for potential new members of all PFOs regarding demographic data including but not limited to socioeconomic status, race, gender identity, sexual orientation, disability status, etc. A second survey will be given to members who accept their bid from a PFO.
 - ii. By a deadline set by PFC, PFC shall send out a standardized form to PFOs regarding diversity statistics within the individual PFOs if available.
 - iii. If provided, PFC will publish diversity statistics of each PFO's active members on the PFC website.
 - iv. PFC shall institute Consent Ed training as a requirement for PFO membership in PFC. Each PFO chapter must schedule a Consent Ed presentation at least once every calendar year for their general body members. At least 80% of their new members must be in attendance at the presentation. PFC shall not disperse funds to any PFO that does not meet the 80% attendance requirement.
 - v.
 - vi. PFC will request that chapter dues be disclosed by each PFO. This information shall be posted on the PFC website as well as the individual PFO applications.
- iv.
- X. Slope Day Programming Board
- i. The Slope Day Programming Board (SDPB) will work with the Cornell community to plan and promote a Slope Day (occurring on the Thursdays after classes end in the spring) centered on the Cornell community and its celebration of the past year, working to break down social barriers, building a greater sense of tradition and community, and fostering an environment where students, staff, and faculty can come together as one Cornell. The Board shall promote a day that fosters a safe and healthy environment with multiple social and recreational options.

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Deleted: The same survey should be filled out by anyone who is given a bid or accepts a bid from any PFO....

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Deleted: PFC shall provide recruitment statistics from each individual PFO (membership caps from national organizations, self-determined membership caps, number of students rushing, number of bids extended, number of bids accepted, etc.) to the Appropriations Committee during the Byline funding process, as well as publishing the statistics on the PFC website and/or on the individual chapter website....

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Deleted: PFC shall not distribute funding to any PFO that is not in compliance with the above mandates....

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Deleted: Senior Days intends to maintain a series of events that all Cornellians look forward to at the end of their four years at Cornell during Senior Week, one of the most looked forward to series of events for Cornellians. Due to the high demand for programs and events just for seniors, Senior Days fills that void by planning events throughout the month of May and the entirety of Senior Days to the last few days before Commencement....

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Deleted: Week events will be open to all seniors and at least 90% of the SAF allocation will go towards free, non-ticketed events....

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Deleted: Before the final Student Assembly meeting in the fall, Senior Days shall report to the Appropriations Committee the attendance, expenditures, and income generated from each event held during the most recent Senior Days....

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- ii. The allocation for the SDPB shall be used exclusively for programming and publicity for an event at the end of the spring semester.
- iii. The SDPB shall organize a non-alcoholic Slope Fest event concurrent to Slope Day.
- iv. SDPB shall offer all undergraduate students free admission to Slope Day, unless expressly permitted by the SA.
- v. The Slope Day Programming Board shall collect demographic information from all Slope Day entrants. These statistics shall be reported to the SA and GPSA the Fall Semester following Slope Day.
- vi. ~~The Slope Day Programming Board shall announce artist selection first at a Student Assembly meeting...~~
- vii. The Slope Day Programming Board shall set a price floor for non-activity fee paying individuals approximately equal to the total activity fee disbursement divided by projected undergraduate attendance. The price paid by non-activity fee paying individuals shall be no less than the activity fee.

Y. Student Activities Funding Commission

- i. ~~The Student Activities Funding Commission is responsible for allocating funding to more than five-hundred of Cornell's student organizations.~~
- ii. SAFC shall publish and make publicly available a written account of the organizations requesting funding, the amount requested, the amount rewarded, and the amount spent.
- iii. Criteria for funding of undergraduate student organizations may not be altered or waived without the explicit approval of the SA.
- iv. SAFC shall annually review and amend its spending cap system guidelines to project expenditure growth of approximately 3% per year. SAFC is not required to have actually achieved 3% growth per year. SAFC shall report the outcome of this review to the SA Appropriations Committee.
- v. ~~An amount determined by the SA Appropriations Committee during the fall semester of a Byline Funding Year shall be allocated to the AcaPELLa Advisory Council.~~

Z. Student Assembly

- i. ~~The Student Assembly is charged with examining matters of interest to the undergraduate student community, and making proposals to the appropriate officers or decision-making bodies of the University.~~

AA. Student Club Insurance

- i. ~~Student Club insurance is tasked with providing insurance for Cornell's student organizations.~~

BB. Students Helping Students

- i. ~~Students Helping Students (SHS) creates a (digital) academic tutoring service, staffed by Cornell student volunteers, for K-12 children at home with parents on the faculty or staff of Weill Cornell who are working in the healthcare system. SHS recognizes the challenges these parents especially face in balancing their healthcare responsibilities with family obligations and that when home many may not be able to provide the desired level of parental assistance to their children with schoolwork, especially during the COVID-19 pandemic.~~
- ii.

CC. Willard Straight Hall Student Union Board

- i. ~~The Willard Straight Hall Student Union Board (WSH SUB) is an organization of and for Cornell University students, whose purpose is to foster the mission of Willard Straight Hall~~

Deleted: The Slope Day Programming Board shall announce artist selection first at a Student Assembly meeting...

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Deleted: Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and shall record undergraduate attendance....

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(WSH), bring life to the student union, and enrich the Cornell community through programming of events, co-sponsorship and collaboration.

- ii. All events funded by WSH SUB must either take place in Willard Straight Hall or the surrounding environments and be directly associated with the purpose and mission of WSH.
- iii. WSH SUB shall not purchase and dispense giveaways including but not limited to gold or silver plates and graduation gifts.

- iv. An amount determined by the SA Appropriations Committee during the fall semester of a Byline Funding Year shall be allocated to the Welcome Weekend.

- i. The Welcome Weekend Committee aims to change student culture on campus by welcoming all students back to Cornell University at the start of the Fall and Spring semester, and after major breaks including but not limited to Fall Break and Spring Break. 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. The Welcome Weekend Committee offers a safe and exciting alternative to the Collegetown block parties that currently attract thousands of students.

- ii. Welcome Weekend shall seek to hold events during the first two weeks of each semester.

- iii. Welcome Weekend shall offer the TGIF Midnight Breakfast, for free only to undergraduates, and shall record undergraduate attendance.

- iv. Welcome Weekend shall seek out co-sponsorships where applicable.

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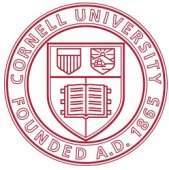
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Deleted: Once approved by the SA, these Funding Guidelines shall take effect on July 1, 2018 and shall expire on June 30, 2020, unless amended or renewed by the SA. ...

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Section 5: Duration and Supersession

- A. These Funding Guidelines require a two-thirds majority of SA members present to be amended.
- B. These Funding Guidelines supersede all previous legislation of the SA and its predecessor bodies, as well as all charters, constitutions, bylaws, and other legislation of all SAF recipients and other student organizations.
- C. Guidelines for organizations that also receive funding from the GPSA may be amended only after consultation with the GPSA.



Resolution 9: Amendments to the Cornell Concert Commission's Governing Documents

Abstract: This resolution affirms the changes that were made to the Cornell Concert Commission's constitution, charter, and bylaws to allow for co-executive directors of the organization.

Sponsored by: Morgan Baker '23

Reviewed by: Executive Committee, 08/25/2021

Type of Action: Byline Report

Originally Presented: 08/26/2021

Current Status: New Business

Whereas, the Cornell Concert Commission has requested to change their constitution, charter, and bylaws;

Whereas, amendments to the governing documents of byline funded organizations must be approved by the Student Assembly;

Whereas, lines 645-646 under "Section 3: General Guidelines" of the Student Assembly Charter's Appendix B read as follows:

K. Governing Document Approval: All organizations must submit any changes in the organizations' bylaws, constitution, or other governing documents to the SA for its approval.

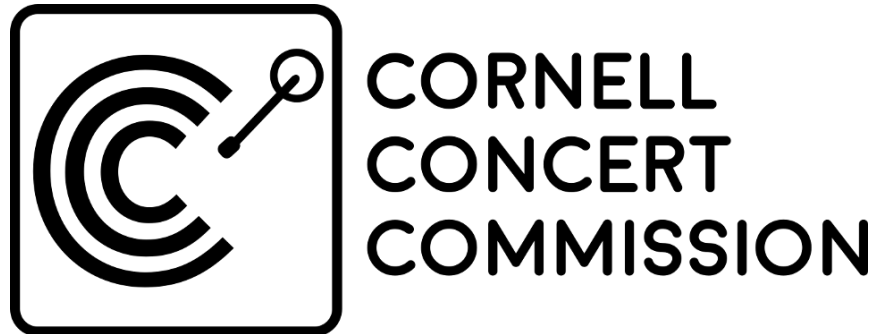
Be it therefore resolved, that the Student Assembly approve the attached changes.

Respectfully Submitted,

Morgan Baker '23

Vice President for Finance, Student Assembly

**The Anatomy of a Concert
Cornell Concert Commission**



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GENERAL INFORMATION

- Executive Board Meetings: Mondays 4:30 PM in WSH Loft 2
- General Body Meetings: Thursdays 5:00 PM in McGraw 165
- Pre-board meetings: Thursdays 4:30 PM in McGraw 145
- Crew Sign-Up Meeting: 2 Thursdays before the show. Prodo discusses crew responsibilities and opens sign up form
- Production Meeting: Thursday before the show. Prodo identifies crews and crew heads, reviews expectations for the show, day-of schedule, and safety information. Crew heads meet with crews after to review the timeline and expectations. Meeting is mandatory for anyone wishing to work the show.

IMPORTANT CONTACTS

Name	Company	Phone Number	Task
Ray DiBiase (asst. Debbie)	Northeastern Production Systems (NEP)	585-427-8760 RFP#: 07-10072 PO# - B24450	Stage, sound, lights
Chris Mott	Barton Hall	255-3349 (office) 592-0606 (cell)	Barton staff
Andy Morse	Cornell Electric	327-0522	Electrician
Anthony Piedigrossi	Cornell Police	255-7304	Police staffing
Mike Foley	Foley Enterprise	607-734-1193	Shirts+merch
Dan Maas/Nate Hunter	Cornell EHS	254-1634 (Dan) 254-5439 (Nate)	EHS Staffing
John Durbin	Cornell Parking	255-9877	Parking issues/street closures

Other Important Numbers

CCC Account Number - s32-3711 CUPB Account Number - s32-3710	CP Account Number - s32-3712 SDPB Account Number - s36-3704
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CONSTITUTION, CHARTER, & BY-LAWS

Cornell University

Article I - Name and Affiliation

The name of the organization shall be the Cornell Concert Commission, herein referred to as C.C.C.

C.C.C. is a unit of the DOS, funded by the Student Assemblies.

Article II - Object

The Cornell Concert Commission is an organization of and for Cornell University students, whose purpose is to provide the Cornell community with popular and diverse, contemporary musical entertainment which is both financially sound and responsive to the community's needs and desires.

It is the mission of C.C.C. to select, promote, and produce all aspects of popular concerts at Cornell.

Article III - Members

Section 1: Membership

- a) Membership in C.C.C. is limited to full-time students of Cornell University.
- b) Any person desiring membership in C.C.C. shall become a full voting member, eligible to vote on all C.C.C. activities upon attendance of three consecutive C.C.C. meetings.
- c) Any member, upon missing two (2) consecutive meetings, shall lose their status as a voting member of C.C.C. If a member feels that their absence was due to reasons beyond their control, they may appeal to the Executive Board. Reinstatement as a full voting member shall require a majority vote of the Executive Board, or completion of the membership requirements outlined in part b.

Section 2: The General Membership

- a) The General Membership shall consist of all regular members of C.C.C.
- b) The General Membership shall meet once per week except when Cornell University is not in session.

Section 3: Rights and Privileges

- a) The General Membership shall be empowered to recommend to the Executive Board by a plurality vote of all members present:
 - 1. The particular artist to be sought for each show
- b) General Members shall be entitled to participate in Executive Board elections.
- c) The General Membership shall be empowered to disapprove, by a vote of two-thirds (2/3) of the members present at general body meetings, any action taken by the Executive Board in the areas set forth in Article IV, Section 2. Any actions made by the Executive Board that

are overturned by the General Membership, shall be immediately reversed by the Executive Board, except where prohibited by legal implications beyond the control of the Executive Board.

- d) Every voting member of the C.C.C. is eligible to sign up for a crew for any C.C.C. show, on a show-by-show basis.
- e) There is no obligation to sign up for any given crew for any given show; however C.C.C. members are expected to be responsible for providing the necessary crews as specified by artist contract riders.

Article IV - Executive Board

Section 1: Composition

- a) The Executive Board of C.C.C. shall consist of an Executive Director, Production Director, Selection Director, Finance Director, Promotion Director and Administrative Director; one person shall serve in each position.
- b) A staff Advisor, appointed by DOS shall be a non-voting member of the Executive Board.

Section 2: Rights and Duties

- a) The Executive Board shall be empowered to make decisions and pass motions regarding all issues concerning C.C.C.
- b) The Executive Board shall be empowered to make all technical and detailed decisions involving the actual production of all C.C.C. events.
- c) The Executive Board shall be empowered by a majority vote to: 1) Select the particular artist(s) to presented to the general body 2) Extend the initial offer to the artist
- d) All actions taken by the Executive Board must be reported to the General Membership at the next General meeting.
- e) In a situation which prohibits an Executive Board meeting, the Executive Director shall attempt to conduct an immediate vote of the Executive Board. If this is not possible, the Executive Director shall use all available resources to act on behalf of and in the name of C.C.C. in conjunction with the Staff Advisor. Any such action must be reported first to the Executive Board and then at the next General Membership meeting. Any actions taken by the Executive Board without the consent of the General Membership may be voted on by the General Membership at the next General Membership meeting, if any objections are made.
- f) The individual duties of each officer shall be defined in the Operating Procedures attached to these By-Laws, and shall be subject to annual review by the Executive Board.

Section 3: Meetings

- a) The Executive Board shall meet once per week in addition to General Membership meetings, except when Cornell University is not in session.

- b) The Executive Director shall be empowered to call special meetings and closed meetings.
- c) All meetings shall be open to the General Membership and other interested members of the Cornell Community, unless declared otherwise by the Executive Director.

Section 4: Voting

Only Executive Board members shall be allowed to vote at Executive Board meetings.

Section 5: Quorum

All Executive Board meetings shall require a quorum of at least two thirds (2/3) of the voting Executive Board members to be present in order to be official.

Section 6: Term of Office

- a) All members of the Executive Board shall be elected to serve for a one year term, unless elected under alternative methods as laid out in Section 8.
- b) Outgoing Executive Board members must train their successors before they leave office.
- c) Effective January 2020, terms will begin by the last day of exams of the spring semester following elections. Terms will run the academic year, from August to May. From the time new Board Members are elected until they take office, they shall serve as assistants to the current Board members, in preparation for their coming terms of office.

Section 7: Nominations and Elections

- a) All those interested in running for Executive Board Positions shall fill out an application at least one week before elections, as provided by the Executive Board. All those who apply shall then go through a screening process by the Executive Board Screening Committee.
- b) The Executive Board Screening Committee shall consist of all Executive Board Members not running for reelection plus an equal number of General Members minus one (1) with sufficient C.C.C. experience appointed by the Executive Board. Total membership of the Screening Committee must be an odd number.
- c) The Screening Committee shall be empowered to refuse, by a majority vote, all those applicants they believe to be unqualified for the position sought. All those that meet the Screening Committees standards shall be placed on the ballot.
- d) If there are insufficient applicants for any Executive Board position, the Screening Committee shall be empowered to solicit individuals from the General Membership of C.C.C. to fill the positions. This may only be done after the screening process if there are no qualified applicants for a position.
- e) Elections shall be held prior to the last show of the fall semester.
- f) The members of the Executive Board shall be elected by a plurality of the vote by secret ballot of those voting members of C.C.C. present. On the day of elections, each candidate shall make a brief statement to the General Membership regarding their qualifications for the

position sought. General membership is encouraged to discuss the candidate, how the interview went, and their qualifications both with and without them present.

- g) In the event of a tie, the Executive Board shall break the tie by a majority vote.
- h) In the event of an Executive Board tie, the Executive Director shall break the tie.
- i) Upon being elected, each new Executive Board Member shall review their individual duties (as stated in the Operating Procedures of the By-Laws).

Section 8: Vacancies

- a) In the event that a position on the Executive Board becomes vacant, the selection process for a replacement shall be one of two types:
 - 1) A special election will be held immediately, following the same procedures as outlined in Article IV, Section 7.
 - 2) In the event that an election cannot be held in time, the Executive Board may appoint a replacement.
- b) The Replacement Board Member shall serve out the remainder of the term.

Section 9: Impeachment

- a) Any elected Executive Board member who does not reflect the interests of C.C.C. by having missed two (2) consecutive meetings, or any reason witnessed by the remaining Executive Board members shall be subjected to impeachment proceedings.
- b) The procedure for impeachment is as follows: A motion stating the charge(s) for impeachment of one or more members of the Executive Board must be made in writing to the Executive Board. The motion is then tabled until the next Executive Board meeting to allow time for the accused member(s) to prepare a defense. At the next Executive Board meeting the charge(s) will be repeated and the accused will be allowed to state his or her defense to the charge(s). Discussion from the floor will only be allowed after the charges have been read and the accused has given his or her defense. The Board, excluding the accused member, shall then vote on impeachment, with a two-thirds (2/3) vote needed to carry the motion. If convicted of impeachment charges, a new replacement Executive Board member shall be chosen immediately according to Article IV Sec 8

Article V - Committees

Section 1: Formation

The Executive Board shall establish or dissolve all subcommittees as it deems necessary, or as suggested by the General Membership.

Section 2: Chairpersons

- a) Subcommittees shall report directly to the Executive Board.
- b) Subcommittee Chairpersons shall be appointed by and responsible to the Executive Board.
- c) Subcommittee Chairpersons must be members of the General Membership.

Article VI - Operating Procedures

- a) The Executive Board may adopt operating procedures to provide more detailed information regarding how these By-Laws shall be implemented.
- b) The Executive Board may revise the Operating Procedures as stated below, in order to fulfill the purpose of C.C.C. as stated in Article II.
- c) Revisions of the Operating Procedures shall require a two-thirds (2/3) vote of the Executive Board to be adopted.

Article VII - Amendments

Amendments to these By-Laws shall require a two-thirds (2/3) vote of the Executive Board and a majority vote of the General Membership.

Article VIII-Parliamentary Authority

All meetings of C.C.C. and the Executive Board shall be governed by the consensus.

Article IX-Ratification

Ratification of these By-Laws shall require a two-thirds (2/3) vote of the Executive Board of C.C.C., and the approval of the SA. Upon ratification, the provisions of these By-Laws shall become binding upon all members of C.C.C. These By-Laws shall be made available to all members of C.C.C.

Operating Procedures

Part 1-Executive Board Responsibilities

Section 1: The Executive Director

- a) Is the official spokesperson of C.C.C.
- b) Shall chair all General and Executive Board meetings.
- c) Shall meet regularly with the advisor to C.C.C.
- d) Shall oversee the Executive Board.
- e) Shall communicate with the Dean of Student Activities, other DOS boards, and other Cornell University organizations.
- f) Shall, with the Staff Advisor, oversee all agreements between C.C.C. and outside organizations.
- g) Shall be responsible for overseeing the appointment of subcommittee chairpersons.
- h) Shall assume or appoint the roles of delinquent or absent Executive Board Members as necessary.
- i) Shall negotiate the contract with Willard Straight Hall for rental of office space.
- j) Shall maintain an up-to-date list for C.C.C. office at the WSH desk.
- k) Shall act as stage announcer for C.C.C. productions, if necessary.
- l) Shall handle complaints and suggestions offered by the Membership and the general public.
- m) Shall administer C.C.C. by-laws.

- n) Shall co-chair the Minority Concert Fund Advisory Board (MCFAB) along with the appointed co-chairperson from ALANA, as stated in the By-Laws of MCFAB
- o) Shall deal with all area Concert Boards regarding reciprocal Complimentary tickets and pay-for tickets.
- p) Shall assist in financial settlement with the Artist's accountant when necessary.
- q) Maintain and record messages for Audix.
- r) Shall check C.C.C. e-mail as necessary and respond to general inquiries.
- s) Run security on day of show.
- t) Oversee elections.

Section 2: The Production Director

- a) Shall approve budgets for all prospective shows, including co-promotion.
- b) Shall order, and arrange all equipment, personnel, and services needed for all C.C.C. productions.
- c) Shall contact the Cornell University Police, Environmental Health and Safety, and EMS for staffing at C.C.C. productions, as needed, and other support services, as needed.
- d) Shall distribute all venue passes on the day of the show.
- e) Shall appoint all production assistants and crew heads and shall, with their cooperation, select all crews.
- f) Shall be ultimately responsible for the security of the venue, the dressing rooms and all backstage areas.
- g) Shall control audiences' access to the venue, including line control in conjunction with the Selections Director.
- h) Shall be responsible for all aspects of load-in, load-out, and clean-up.
- i) Shall maintain contact with Artist's tour staff and outside promoters as necessary.
- j) Shall examine all contracts and riders immediately upon receipt, shall make appropriate changes in them, and deliver them to the Staff advisor for final approval.
- k) Shall fulfill all production requests made by Artist's personnel, and contract rider terms.
- l) Shall chair production meetings.
- m) Shall handle the ordering of crew shirts.
- n) Shall collect all production receipts and provide them to Finance Director prior to the day of show.
- o) Shall maintain all C.C.C. production equipment.
- p) Shall assist in financial statement with the Artist's accountant when necessary.
- q) Shall provide the Promotion Director with all artist passes and complimentary ticket lists.

Section 3: The Selection Director

- a) Shall be primary contact between C.C.C. and all outside Agents and artist's representatives.
- b) Shall be responsible for familiarity with current music trends.

- c) Shall, with the help of outside Agents, be responsible for generating suggestions for potential concerts.
- d) Shall assist in extending all offers for all desired shows and preparing the budgets.
- e) Shall keep abreast of current record sales, current Artist availability's, and viable suggestions made by the General Membership prior to the show decisions.
- f) Shall be responsible for obtaining venue clearance for C.C.C. events, in conjunction with the advisor and the Executive Board.
- g) Shall be responsible for determining the current music interests of the Cornell Community through semi-annual interest surveys.
- h) Shall run ticket-taking, lobby security, line control, confiscation and delegation of someone to run sales of T-Shirts, concessions, and other merchandise at all shows.

Section 4: The Finance Director

- a) Shall be responsible for administering the current ticket policy.
- b) Shall arrange for ticket sales at ticket outlets, and distribute all tickets to those outlets.
- c) Shall, with the Advisor, reconcile all funds on the day of show.
- d) Shall gather all receipts and budget estimates for use on the day of show and for the Advisor.
- e) Shall coordinate financial settlement with Artist's accountant when necessary.
- f) Shall obtain daily ticket counts from all outlets, and report ticket count to the promoter or Artist's representative and the General Members as necessary.
- g) Shall present monthly financial statements and prepare a bi-annual financial statement as well as a budget for each show and maintain office budget.
- h) Shall handle all receipts.
- i) Shall be responsible for setting up and maintaining petty cash and the box office cash box on the day of show.
- j) Shall serve as C.C.C.'s financial representative to the Student Assembly and to the Graduate and Professional Student Assembly.
- k) Shall oversee the operation of the box office area.
- l) Shall oversee the administration of the ticketing website.

Section 5: Promotion Director

- a) Shall be responsible for all aspects of promotion, including but not limited to newspaper, radio, television, posters, flyers, banners, and chalking.
- b) Shall develop a promotional budget, and deliver this budget, and all necessary receipts, to the Financial Director and the Production Director prior to the show.
- c) Shall appoint promotion assistants as necessary, including but not limited to the North Campus Liaison, Street Team Leader, Webmaster and Archivist.
- d) Shall chair promotion meetings as necessary.
- e) Shall maintain C.C.C. bulletin space in Willard Straight Hall.

- f) Shall provide signs for use in the venue on the day of the show, as requested by the Finance Director and the Production Director.
- g) Shall be responsible for handling press and photo passes and complimentary tickets on the night of the show.
- h) Shall coordinate all artist ticket buys.

Section 6: The Administrative Director

- a) Shall record the minutes of all General and Executive Board meetings, provide a weekly copy to the Executive Board, and keep them on file in the C.C.C. office.
- b) Shall keep attendance records.
- c) Shall maintain a list of local and home addresses of Executive Board members, and a list of names and email addresses of General Members of the C.C.C. and keep these on file in the office.
- d) Shall ensure that phone numbers and addresses for all Executive Board members are posted in the office.
- e) Shall be responsible for publicizing all meeting times, dates, and places.
- f) Shall organize all C.C.C. social gatherings.
- g) Shall reserve rooms for all General and Executive Board meetings.
- h) Shall register the C.C.C. as a campus organization with the Student Activities Office.
- i) Shall oversee the Hospitality Crew day of show.

Section 7: The Staff Advisor

- a) Shall be responsible for speaking with agents, artist's representatives, promoters, etc. when necessary, as determined by the Selection Director and the Executive Director.
- b) Shall sign all contracts and offers in the name of C.C.C., except those contracts that must be signed by the Director of Student Activities or some other member of the Cornell University Administration.
- c) Shall be responsible for arranging checks to be issued, picked up at Day Hall, and distributed.
- d) Shall deposit all C.C.C. funds.
- e) Shall advise the Executive Board on the technical aspects of concert production, when necessary.

Section 8: General Responsibilities of the Executive Board

All Executive Board members shall be responsible for:

- a) Attending all General and Executive Board meetings.
- b) Keeping the rest of the Executive Board informed of all developments in their area of responsibility.
- c) Establishing a minimum of weekly office hours and keeping those hours in order to receive messages, return phone calls, and carry out job responsibilities.

- d) Arriving at the venue at the Executive crew call as determined by the Production Director.
- e) Working with the other members of the Executive Board and C.C.C. to ensure that everything necessary for the presentation of successful shows is accomplished efficiently.

Part 2 - Ticket Policy

Section 1: General Ticket Procedures

- a) The Production Director shall be entitled to two (2) business related complimentary tickets.
- b) C.C.C. shall set aside an appropriate number of complimentary and pay-for tickets for DOS staff members and/or university officials to be distributed in conjunction with the Staff Advisor.
- c) C.C.C. shall set aside appropriate complimentary tickets for ticket outlets.
- d) C.C.C. shall set aside appropriate complimentary tickets for the artist.

Section 2: Bailey Hall Shows

- a) Executive Board Members and the faculty advisor are entitled to two (2) personal complimentary tickets and two (2) pay-for tickets.
- b) Past Executive Board Members who are no longer Cornell students shall be entitled to two pay-for tickets.
- c) Past Exec Board Members who are still CU students shall be entitled to two complimentary tickets.

Section 3: Barton Hall Shows

- a) Executive Board Members are entitled to four (4) personal complimentary tickets and four (4) pay-for tickets.
- b) Past Executive Board Members who are no longer CU students shall be entitled to four (4) pay-for tickets.
- c) Past Executive Board members who are still CU students shall be entitled to four (4) complimentary tickets.