

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;

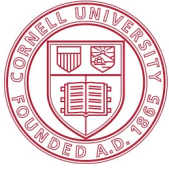
Whereas, it has been determined that inviting *all* voting members of the Student Assembly to serve on the Convocation Committee has the potential to flood the committee and make it inefficient;

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

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

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

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

41
42 **Be it finally resolved**, that the Student Assembly will observe the impact of this change and
43 further reduce the number of guaranteed Convocation Committee seats offered to senior Student
44 Assembly members in Spring 2021 if it deems further reductions necessary.

45
46 Respectfully Submitted,

47 Morgan Baker '23

48 *Vice President for Finance, Student Assembly*



Convocation Committee

CONSTITUTION

LAST REVISED [August 2022]

Article I – Convocation Committee

Section 1. The official name of this organization is **Convocation Committee**.

Article II – Purpose, Aims of Organization

Section 1. The purpose of the Convocation Committee shall be to select a keynote speaker for the graduating class' convocation ceremony.

Section 2. The purpose of this organization is to allow members of the graduating class to select a speaker that represents them as a whole.

Article III – Membership Requirements and Limitations

Section 1. Membership eligibility.

- a. The organization shall consist of undergraduate students in the senior class of Cornell University who are interested in the purpose of the Convocation Committee and who shall be approved by the chair.
- b. Approval results through the completion of the application process, which consists of written responses and group interviews.
- c. The Convocation Committee complies with anti-discrimination policies 6.4 of Cornell University, titled Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct, which can be found in [the Student Handbook at this link](#).

Section 2. General membership expectations.

- a. Members are expected to attend meetings held each week.
- b. Members are expected to maintain confidentiality throughout the process.
- c. Members are expected to adhere to community guidelines.

Section 3. New member recruitment.

- a. Recruitment for the Convocation Committee occurs in the Spring semester prior to the senior year of the graduating class.
- b. The organization recruits through email and social media.
- c. Membership is granted based on approval of an application process open to all graduating seniors.

- d. The first meeting post-recruitment is dedicated to establishing community norms and shared values.

Section 4. The Chair reserves the right to remove any member through the following grounds:

- a. Violation of rules and regulations set forth in the Cornell Student Handbook and/or Campus Code of Conduct.
- b. Failure to uphold the provisions of the constitution and bylaws.
- c. Does not act in the best interests of the organization and/or is engaged in activity jeopardizing the existence of the organization.
- d. Unexcused absences for a minimum of 4 required events.

Article IV – Committee Makeup

Section 1. Chair. The Chair shall:

- a. Lead the recruitment process for committee members.
- b. Facilitate weekly meetings.
- c. Find and secure a keynote speaker for Convocation ceremony
- d. Serve as a student speaker at the 2022 Convocation Ceremony
- e. Maintain open communication with the faculty/staff advisor.
- f. Act as a spokesperson for the organization.

Section 2. Logistics Co-Chair(s) shall:

- a. Assist in preparing meeting agendas and other materials
- b. Maintain records of each meeting.
- c. In the event that the President cannot perform their duties for a meeting, the logistics co-chair(s) will assume the role.

Section 3. Administrative Co-chair. The Administrative Co-chair shall:

- a. Record minutes of and attendance at each meeting.
- b. Appoint scribes to record minutes in committee meetings as needed.
- c. Manage and maintain all organization email listservs and social media.
- d. In the event that the Vice President cannot perform their duties for a meeting, the Administrative Co-chair will assume the role.

Section 4. Term of Service.

- a. All members of the Convocation Committee serve for the duration of their senior year only.
- b. Grounds for removal of an officer include:
 - i. Violation of rules and regulations set forth in the Cornell Student Handbook
 - ii. Failure to uphold the provisions of the constitution and bylaws

Section 5. Officer Transitions.

- a. Each chair shall maintain a record of their position to provide to incoming chairs before they graduate.
- b. Outgoing chairs shall also make every effort to assist in the transition process, including helping to ensure that incoming chairs are aware of their responsibilities.

Article V – Advisor

Section 1. Advisor assignment

- a. The Convocation advisor is a professional staff member working within the Campus Activities Office.

Section 2. Responsibilities of the advisor.

- a. Advising the committee, in addition to acting as the liaison between the Convocation Committee and the Cornell administration
- b. Meet regularly with the Convocation Chair to stay updated and serve as a resource
- c. Assist with the annual registration process
- d. Assist with the funding process

Section 3. Term of service.

- a. There is no limit to how long the advisor may hold position subject the advisor acts in the organization's best interests, does not violate any rules and regulations set forth in the Cornell Student Handbook and/or Campus Code of Conduct, and is not engaged in activity jeopardizing the existence of the organization.

Article VI – Meetings

Section 1. Co-Chairs.

- a. Hold officer meetings as often as necessary, outside of the regular meeting schedule, called by the Chair.

Section 2. All members.

- a. Hold general meetings once a week as decided by the organization members each semester based on academic obligations.

Section 4. Quorum and Referendum.

- a. Eight members is the minimum number of voting members who must be present at a properly called meeting in order to conduct business in the name of the group.
- b. The Chair must be present in order to transact business.

Article VII – Code of Conduct

Section 1. All members are required to follow local, state, and federal laws, Cornell University rules, and the organization’s constitution at all functions.

Section 2. All members will abide by the Cornell Student Handbook, specifically [policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct](#).

Section 2. Any violation of the above will result in the expulsion of the violator at the discretion of the Chair and the Advisor.

Article IX – Amendments and Ratification

Section 1. This constitution shall become effective upon approval by the advisor and the Chair.

Section 2. This constitution can be ratified again once every academic year by the Chair.