

WSH Student Union Board of Directors  
2016-2018 Student Assembly Byline Funding Application

**Cover Letter / Summary of Request**

Student Assembly, Appropriations Committee  
Cornell University  
Ithaca, NY 14853

September 6, 2017

Dear Members of the Student Assembly Appropriations Committee,

The Willard Straight Hall Student Union Board of Directors formally requests to decrease the current allocation of \$2.14 to \$1.89 for the 2018-2020 by-line funding cycle (based on a projected enrollment of 14,550 students) based on careful evaluation of our past programs and initiatives and methodical breakdown of our projected budget for the upcoming by-line cycle.

The new leadership for the Board operates with a methodology and focus that aligns us with our purpose in a manner that is a significant deviation from the past. The mission of our organization is to regulate and facilitate the usage of Willard Straight Hall and its associated spaces, Ho Plaza and the Slope, in order to create a space that will engage and support all students. In the past, the Student Union Board has sought to achieve this mission with hard work and creativity. However, the organization often failed to execute programs and policies effectively. To this end, we are focusing on member retention, efficiency, organization, and transparency. The structural changes will ensure that our organization has a strong foundation and provides the students with a reliable resource.

This year and the years that follow, we seek to program events that will better engage students. We will remove unsuccessful weekly programs, in favor of less frequent big events. We believe this is the most efficient use of resources and will best provide students with a strong sense of community on campus. In this regard, we also seek to create a space that brings students into the fold of decision-making and facilitate the empowerment of our peers to launch their own initiatives and programs through the services provided in the Willard Straight Hall Student Union.

For almost a century, Willard Straight Hall's building policies and legislation have been set for the student body without an opportunity for our peers to have direct input and involvement in the decision-making process. In order to encourage transparency and fairness in our operations, we hold Policy Forums in hopes of informing the student body of major policy proposals (such as the allocation of student office spaces and the re-designation of more student meeting spaces in the building) and ensuring that they have the means of determining the very policy decisions that will affect them. Last semester, following the forums, we also organized a vote in which every student organization was able to participate. This year, we are looking to continue these conversations around building policy and increase transparency by engaging the community through social media.

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

In an effort to provide more stability to the Student Union, the Willard Straight Hall Board of Directors requests the support of the Student Assembly in enabling the continuation of our efforts and vision.

All the best,

Dana Coren

Executive Director | Board of Directors  
Willard Straight Hall Student Union



**BYLAWS OF THE WILLARD STRAIGHT HALL STUDENT UNION BOARD OF DIRECTORS**

**ARTICLE I: NAME AND AFFILIATION**

The name of this organization shall be the Willard Straight Hall Student Union Board of Directors, herein referred to as BOD. BOD is a student-operated unit of the Community Campus and Engagement (CCE) office and funded by the Student Assembly.

**ARTICLE II: PURPOSE**

BOD is an organization of and for Cornell University students, whose purpose is to foster the mission of Willard Straight Hall (WSH), bring life to the student union, and enrich the Cornell community through the administration of the student union and the programming of events, which are both financially sound and responsive to the community's needs and desires.

**Section 1: Programming Mission Statement**

To emphasize Willard Straight Hall's historical responsibility as a Union for cultural and social enrichment to the Cornell community by:

1. Fostering the interchange of ideas
2. Providing a diverse array of programming for the Cornell Community.
3. Developing the union as a space for Cornell students to freely exchange their ideas, culture, and the arts. Specific areas of program emphasis shall be, in no order:
  - a. Campus issues.
  - b. Cross-cultural education and entertainment.
  - c. Student artistic and musical presentations.
  - d. Faculty-student interactions.
  - e. Special social events and recreational activities.

**Section 2: Operations Mission Statement**

To establish and oversee Willard Straight Hall Building Policy to best serve the union's mission, to better serve the Cornell population, and encourage safe and accessible use of these spaces, through:

1. Statements of Intent, between building or grounds staff, and BOD as needed to set and review WSH Building Policy and its administration.
2. The input on events and activities within WSH (including but not limited to co-sponsorship) for the process of Late Night Exemptions, violation hearings, reservation approvals, and building policy: review & development.
3. Allocation of student office space within the Straight as it becomes available, and annually renew office allocations to organizations whom have demonstrated proper and efficient use of the space.
4. The input on the selection of Office of Dean of Students staff when appropriate.

The Willard Straight Hall Building Policy shall apply to:

1. Willard Straight Hall, building proper.
2. Ho Plaza, defined as the pedestrian space south of Sage Chapel and north of the vehicle barricades lining Campus Road.

The area of Libe Slope immediately west of the WSH parking lot.

### **Section 3: Funding Mission Statement**

1. To encourage the use of Willard Straight Hall by providing financial incentive to outside student groups to bolster the use of the building as a prime hub of culture and entertainment.
2. To encourage the use of WSH has a viable venue option for events that have a proven history elsewhere on campus.
3. To help enhance events of other organizations through added labor, event development skills, and sometimes financial contributions.

## **ARTICLE III: MEMBERS**

### **Section 1: Membership**

1. Full membership in BOD is limited to full-time undergraduate students of Cornell University, unless otherwise voted upon by the Executive Board. Graduate students can gain limited membership; however they are prohibited from voting on any spending or policy changes regarding how BOD uses its budget from the undergraduate student activity fee.
2. Any undergraduate desiring membership in BOD shall become a full member, eligible to vote on all BOD activities, upon attendance of three consecutive BOD meetings.
3. Any member missing two (2) consecutive meetings shall lose their status as a voting member of the BOD. Any member, upon arriving late or leaving excessively early, shall receive a strike by the Director of Administration; the third (3<sup>rd</sup>) strike will be treated as an absence. All strikes will void at the beginning of each semester. If a member feels that their absence or failure to be at the entire meeting 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**

1. The General Membership shall consist of all regular members of BOD
2. The General Membership shall meet once per week except when Cornell University is not in session, or as voted by the Executive Board.

### **Section 3: Rights and Privileges**

1. The General Membership shall be empowered to recommend to the Executive Board by a plurality vote of all members present:
  - a. Particular events that BOD should program.
  - b. Particular events that BOD should cosponsor

- c. The amount to fund applicant groups.
- d. Specific policies for the administration of WSH Building Policy.
2. General Members shall be entitled to participate in Executive Board elections.
3. 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, or by policy out of the limit of the Executive Board.
4. Every voting member of the BOD is required to participate in BOD programs/events. Occasionally, members are not available to fulfill this requirement for every event/meeting. BOD understands that the students' primary responsibility while at Cornell is education. Therefore, any individual member may be excused from a particular event by the general membership with proper notice.

#### **Section 4: Standing Seats**

1. A standing seat is provided to a representative from any university organization.
2. A standing seat will be provided to two (2) WSH Resource Center Managers
3. Representation at these weekly meetings is highly recommended.
4. Standing members are encouraged by BOD to attend meetings and become full members.

#### **Section 5: WSH Resource Center Manager**

1. A resource center manager must be present at at least one BOD meeting per semester.
2. A permanent, non-voting executive seat will be provided for a resource center manager on duty, provided that no other manager is a part of the Executive Board.

#### **Section 6: Advisors**

1. The BOD shall have one (1) main advisor and a possible second advisor, as needed.
2. Advisors will serve as non-voting members of BOD.

### **ARTICLE IV: EXECUTIVE BOARD**

#### **Section 1: Composition**

1. The Executive Board of BOD shall consist of an Executive Director, Director of Programming, Director of Administration, Director of Public Affairs, Director of Budget & Finance, Art Gallery Director, Director of Policy & Regulations, and WSH Special Projects Director. If one person has multiple positions they will still receive one vote on the executive board. The positions of Browsing Library Coordinator, and Webmaster shall not be on the Executive Board.
2. Staff advisors, appointed by CCE, shall be non-voting members of the Executive Board.

#### **Section 2: Rights and Duties**

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

1. The Executive Board shall be empowered to make decisions and pass motions regarding all issues concerning BOD and WSH Building Policy
2. The Executive Board shall be empowered to make all technical and administrative policy decisions involving the actual production of BOD programs.
3. The Executive Board shall be empowered by a majority vote to:
  - a. provide funding for applicant groups
  - b. accept applicant groups for programming in accordance to BOD guidelines.
4. All actions taken by the Executive Board must be reported to the General Membership at the next General meeting.
5. In a situation which prohibits an Executive Board meeting, the Executive Director shall attempt to conduct a telephone or electronic 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 BOD in conjunction with the Staff Advisor. Any such action must be reported 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.
6. 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**

1. The Executive Board shall meet once every two weeks in addition to the General Membership meetings, except when Cornell University is not in session.
2. The Executive Director shall be empowered to call special meetings and closed meetings.
3. 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: Conflict of Interest**

Any Executive Board members affiliated with an organization presenting to BOD, through either disciplinary hearing or funding request, will be unable to vote on matters regarding that organization, due to a conflict of interest. However, said members are allowed to sit in on the hearings, and weigh in on conversations prior to voting.

**Section 7: Term in Office**

1. 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.

2. Outgoing Executive Board members shall train their successors before they leave office.
3. Terms begin on the first day of April in the spring semester. 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 8: Nominations and Elections**

1. All those interested in running for Executive Board Positions must be a member by the date of the election as defined by Article 3 section 1.
2. Applicants for Executive Board Positions shall fill out an application and submit it to a staff advisor as specified on the application at least two weeks prior to elections, as provided by the Executive Board. After the deadline all applications will be emailed to all the BOD members for review.
3. Applicants shall list their preferred position on the application, and are allowed to run for one alternate position.
4. If there are insufficient applicants for any Executive Board position, the positions will be appointed by a 2/3 vote of the new Executive Board.
5. Elections shall be held prior to the second week of March in the spring semester.
6. The members of the Executive Board shall be elected by plurality vote via a secret ballot of those voting members of the BOD present. On the day of the 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, and their qualifications both with and without the candidate present.
7. In the event of a tie, the exiting Executive Board shall break it. If there is still a tie, the staff advisor shall break it.
8. Upon being elected, each new Executive Board Member shall review their individual duties (as stated in the Operating Procedures of the By-Laws) and sign a contract accepting said duties.

### **Section 9: Vacancies**

1. In the event that a position on the Executive Board becomes vacant, the selection process for a replacement shall be one of two types:
  - a. An immediate special election, following the same procedures as outlined in Article IV, Section 8.
  - b. A temporary replacement for the position as deemed appropriate by the Executive Board in the event that an election cannot be held in time.
2. The replacement board member shall serve out the remainder of the term.
3. Upon installation as an Executive Board Member, the replacement shall review their individual duties (as stated in the Operating Procedures of the By-Laws) and sign a contract accepting said duties.

### **Section 9: Impeachment**

1. Any elected Executive Board member who does not reflect the interests of BOD by having missed three (3) unexcused consecutive meetings, or by a reason witnessed by the remaining Executive Board members shall be subjected to impeachment proceedings.
2. 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 charged member(s) to prepare a defense. At the next Executive Board meeting the charge(s) will be repeated and the member will be allowed to state his/her defense to the charge(s). Discussion from the floor will only be allowed after the charges have been read and the member has given his/her defense. The Board, excluding the charged member, shall then vote on impeachment, with a unanimous vote needed to carry the motion. If impeached, a new replacement Executive Board member shall be chosen immediately according to Article IV, Section 8.

## **ARTICLE V: COMMITTEES**

### **Section 1: Formation**

1. The Executive Board shall establish or dissolve all subcommittees as it deems necessary, or as suggested by the General Membership.
2. Subcommittees shall report directly to the Executive Board.

### **Section 2: Subcommittee Chairpersons**

1. Subcommittee Chairpersons shall be appointed by and responsible to the Executive Board, and coordinated through the WSH Special Projects Director.
2. Subcommittee Chairpersons must be members of the General Membership, unless otherwise exempted by the Executive Board vote.

## **ARTICLE VI: OPERATING PROCEDURES**

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

## **ARTICLE VII: NON-DISCRIMINATION CLAUSE**

As a by-line funded organization of the Student Assembly, BOD shall 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. This includes, but are not limited to, voting for, seeking, and holding positions within the organization.



**ARTICLE VIII: 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 IX: PARLIAMENTARY AUTHORITY**

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

**ARTICLE X: RATIFICATION**

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

***OPERATING PROCEDURES OF THE WSH STUDENT UNION BOARD OF DIRECTORS***

**PART 1 – Executive Board Responsibilities**

**Section 1: The Executive Director**

1. Is the Official Spokesperson of BOD.
2. Shall chair all General and Executive Board meetings.
3. Shall meet regularly with the advisor to BOD.
4. Shall oversee the Executive Board.
5. Shall communicate with the Dean of Student Activities, other DOS boards, and other Cornell University organizations.
6. Shall, with the Staff Advisor, oversee all agreements between the BOD and outside organizations.
7. Shall be responsible for appointing subcommittee chairpersons.
8. Shall assume or appoint the roles of absent Executive Board Members as necessary.
9. Shall negotiate with Willard Straight Hall the contract for the rental of office space.
10. Shall handle complaints and suggestions offered by the membership and the general public.
11. Shall administer the BOD By-Laws.
12. Shall assist with financial settling when needed.
13. Shall maintain and record message.
14. Shall oversee elections.
15. Shall act as primary contact to the BOD advisor and secondary contact to programming and Administrative advisors.
16. Shall control the distribution of student offices.

**Section 2: The Director of Programming**

1. Shall be ultimately responsible for all aspects of programs.
2. Shall approve budgets for all prospective events, including co-promotions.
3. Shall order, and arrange all equipment, personnel, and services needed for all BOD productions.
4. Shall act as the liaison to groups programming through Willard Straight Hall.
5. Shall contact the Cornell University Police, Environmental Health and Safety, and EMS for staffing at BOD productions, as needed, and/or attend an EMPT meeting as needed.
6. Shall organize and select all crews for events, and appoint crew heads when necessary.
7. Shall control audience access to events, including crowd control and line maintenance.
8. Shall be responsible for all aspects of set-up and breakdown of events.
9. Shall maintain contact with appropriate staff and outside parties when necessary during events.
10. Shall fulfill the programming requests of groups, as appropriate.
11. Shall chair the production meeting.

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

12. Shall handle the ordering of event shirts, when necessary.
13. Will provide the Director of Public Affairs with all appropriate promotional material.
14. Shall be responsible for the UUP registration forms, room set-up sheets, and late-night requests forms for all the BOD events.
15. Shall act as contact to programming advisor of BOD.

**Section 3: The Director of Administration**

1. Shall record the minutes of all General and Executive Board meetings, provide weekly copy to the Executive Board, and keep them on file in the BOD office.
2. Shall keep attendance records.
3. Shall maintain a list of local and home addresses of the Executive Board members, and a list of the names and addresses of General Members of the BOD and keep these on file in the office.
4. Shall maintain an up-to-date list for the BOD office at the WSH desk. Shall maintain an up-to-date truck list for the BOD, for use of the Dean of Students Truck at the WSH Administrative Office.
5. Shall keep a copy of the Constitution at hand during BOD meetings for reference.
6. Shall be responsible for checking the BOD e-mail inbox at least once a week.
7. Shall be responsible for collecting all correspondence (letter, email) of the organization in order to create a directory.
8. Shall be in charge of the creation of a BOD Manual with the cooperation of the Advisor.
9. Shall be responsible for the distribution of the BOD Manual.

**Section 4: The Director of Budget & Finance**

1. Shall order tickets for all BOD events.
2. Shall be responsible for administering current ticket policy.
3. Shall act as liaison to assist groups with ticketing in WSH, and for BOD sponsored events.
4. Shall arrange ticket sales at ticket outlets, and distribute all tickets to those outlets.
5. Shall, with advisor, reconcile all funds on day of event.
6. Shall deposit all BOD funds.
7. Shall gather all receipts and budget estimates for use on the day of event and for the Advisor.
8. Shall coordinate financial settlement with groups when necessary.
9. Shall present monthly financial statements and prepare a bi-annual financial statement as well as a budget for each program and maintain office budget.
10. Shall handle all receipts.
11. Shall serve as BOD's financial representative to the Student Assembly.
12. Shall be primary contact between BOD and all groups requesting funding sponsorship for use of WSH.
  - a. Shall be responsible for familiarity with campus cultural trends and needs.
  - b. Shall be responsible for reporting on all funding requests.
  - c. Shall be responsible for generating suggestions of groups to fund and offer.

- d. Shall be responsible for knowing the general availability of programming space in WSH.
- e. Shall be in charge of reporting any additional funding sources outside of the University.

**Section 5: The Director of Public Affairs**

1. Shall be responsible for all aspects of public relations, including but not limited to electronic communications, newspaper, radio, television, posters, flyers, banners, and chalking.
2. Shall be responsible for the duties of the Executive Director in the event that the Executive Director is absent or unable to fulfill his or her responsibilities.
3. In the event that the Executive Director is impeached (or otherwise indisposed) the Director of Public Affairs shall step into his/her position until the next election, and the Executive Board will appoint someone in their place from the board.
4. Shall be responsible for increasing awareness of BOD by contacting all student organizations to inform them of the existence of BOD.
5. Shall develop a public relations budget, and deliver this budget, and all necessary receipts, to the Director of Budget & Finance and the Director of Programming prior to the day of the program.
6. Shall appoint public relations assistants as necessary.
7. Shall chair public relations meetings as necessary.
8. Shall, in conjunction with the Director of Administration, maintain bulletin space in WSH.
9. Shall provide signs for use in the venue on the day of the program or event, as requested by the Director of Budget & Finance and the Director of Programming.
10. Shall be responsible for handling all press on the day of, and prior to, the program or event.
11. Shall maintain the current public relations mailing list.
12. Shall oversee the Webmaster in the maintenance of the BOD website
13. Shall oversee the creation of the BOD Manual.
14. Shall work on maintaining public relations with any and all Alumni of the BOD.

**Section 6: The Director of Policy & Regulations**

1. Shall be in charge of fulfillment of administrative policy of WSH.
2. Shall make recommendations to the executive board on current policy.
3. Shall act as liaison to staff and administrators of WSH.
4. Shall be responsible for publicizing all meeting times, dates, and places in conjunction with the Director of Public Affairs.
5. Shall reserve rooms for all General and Executive Board meetings.
6. Shall register the BOD as a campus organization with the Student Activity Office.
7. Shall maintain an ongoing record of programs, events and activities of the Student Union.

**Section 7: The Director of Personnel Management**

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

1. Shall be responsible for maintaining, enhancing, and promoting membership in BOD.
2. Shall be responsible to work with the Director of Public Affairs to create a Recruitment budget for the year.
3. Shall be in charge of holding information sessions each semester in order to garner interest in the BOD.
4. Shall coordinate with other the BOD members to pass out the BOD information to attendees at the BOD programs.
5. Shall be in charge of documenting, photographing, and/or recording events held by the BOD and use these documents in future recruitment efforts (i.e. act as historian).
6. Shall keep track of membership retention for all members of the Board.
7. Shall be responsible for organizing all BOD social gatherings.

**Section 8: The Art Gallery Director**

1. Shall be in charge of the coordination of art shows presented in the Gallery.
2. Shall schedule exhibits for each semester and the necessary receptions for each exhibit.
3. Shall coordinate set up, hosting, and strike of all art exhibits and receptions.
4. Shall be professional while working with artist and shall assist them in any way possible.
5. Shall keep accurate records of all art shows and artists.
6. Shall develop a proposed Art Gallery budget to submit to the Executive Board at the beginning of the year, shall submit all receipts for the event to the Staff Advisor or Director of Budget & Finance.
7. Shall report weekly with the Staff Advisor to discuss upcoming exhibits and budgeting issues.
8. Shall attend meetings and inspire the board to attend art exhibits.

**Section 9: WSH Special Projects Director**

1. Shall oversee Willard Straight Hall special projects, subcommittees and programs, as per the current needs of BOD.

**Section 10: The Staff Advisor**

1. Shall be responsible for speaking with agents, outside representatives, promoters, etc. when necessary, as determined by the Director of Programming, Director of Administration, or Executive Director.
2. Shall sign all contracts and offers in the name of BOD, except those contracts that must be signed by the Director of Student Activities or another member of the Cornell University Administration.
3. Shall advise the Executive Board on the technical aspects of contract production, administration and programming when necessary.

**Section 11: General Responsibilities of the Executive Board**

All Executive Board members shall be responsible for:

1. Attending all General and Executive Board meetings.

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

2. Keeping the rest of the Executive Board informed of all developments in their area of responsibility.
3. Establishing a minimum of weekly office hours and keeping those hours in order to receive messages, return phone calls, and carry out job responsibilities.
4. Arriving at the venue when the Director of Programming deems necessary.
5. Working with other members of the Executive Board and BOD to ensure that everything necessary for the presentation of a successful program or event is accomplished efficiently.

## **PART 2 – Nonexecutive Responsibilities**

### **Section 1: The Music Coordinator**

1. Shall be in charge of executing any event involving musical talents, including but not limited to the noontime music series and the coffee house series.
2. Shall obtain a budget for all music events hosted by the organization
3. Shall search for musical talents within the Cornell community to be involved in events.
4. Shall keep adequate records of all musical talents hosted by BOD.
5. Shall report on a regular basis to the Staff Advisor and Director of Budget & Finance to discuss budget and booking updates.
6. Shall attend meetings informing BOD of upcoming musical events.
7. Shall report to the Director of Programming in booking and budget decisions – should a problem be raised, the Director of Programming can report to the Executive Board.

### **Section 2: The Browsing Library Coordinator**

1. Shall be in charge of any activities and events held in the Browsing Library.
2. Shall keep a calendar and schedule any events in the Browsing Library
3. Shall facilitate the rules and regulations of the Browsing Library.
4. Shall oversee all Library functions and develop ways to improve the Library.
5. Shall report all developments and updates to the board for discussion.

### **Section 3: The Webmaster Position**

1. Shall be responsible for enhancing and maintaining the BOD e-list and website.
2. Shall be responsible for granting administrative access to each BOD Executive Board Member.
3. Shall be in charge of creating a BOD email box.
4. Shall be in charge of transferring ownership of the BOD e-list to the next webmaster at the conclusion of said term.

## **PART 3: Standing Committees**

### **1. Section 1: Pub Committee Purpose:**

To coordinate the scheduling and execution of club-sponsored events and to organize programming to strengthen the ties between Cornell students, offer a safe, controlled late night environment, and encourage programmatic collaboration between student organizations.

### **2. Membership**

Pub Committee membership shall comprise of:

- a. One non-voting staff member of Dean of Students acting as advisor.
- b. A Pub Director, a position served by the WSH Special Projects Director, whom is elected from members of the Board of Directors.
- c. The BOD Director of Policy & Regulations.
- d. General voting members who have attended at least three general body meetings on the subcommittee.
- e. One ex-officio appointed by each of the following organizations:
  1. First Year Class Council

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

2. Sophomore Class Council
3. Junior Class Council
4. Senior Class Council
5. Cornell Concert Commission
6. Cornell University Programming Board
7. PanHellenic Council
8. Inter-fraternity Council
9. HAVEN
10. Cornell University Student Assembly
11. ALANA
12. Community Center Programs
13. Haven
14. International Students Programming Board
15. Willard Straight Hall Student Union Board of Directors
- f. One non-voting staff member of Cornell Dining
- g. One voting representative of student employees responsible for the logistics of events within the pub.

**3. Pub Executive Board**

- a. The Pub Committee shall have its own executive board, which shall meet at least once a week except when Cornell University is not in session.
- b. Pub Executive Board positions shall be elected internally by the Pub Committee annually.
- c. Pub Executive Board Positions and Responsibilities:
  1. Pub Director (BOD WSH Special Projects Director)
    - i. Will serve as an ex-officio member of the Pub Committee
    - ii. Shall oversee Pub Committee meetings and the Pub Executive Board,
    - iii. Shall handle all complaints and suggestions by members of the Pub Committee
    - iv. Shall administer the Pub Committee Operating Procedures
    - v. Shall act as the official spokesperson for the Pub Committee.
    - vi. Shall report to BOD all actions made by the Pub Committee
    - vii. Must be an active member of the Pub Committee and the Board of Directors for at least one semester prior to appointment.
  2. BOD Director of Policy & Regulations
    - i. Shall act as an ex-officio member of the Pub Committee and advise the subcommittee about WSH Building Policy
  3. Events Director
    - i. Shall be responsible for all aspects of the sub committee-run programs within the Bear's Den, including: the purchase of necessary equipment, personnel, and services; the completion of all forms and approvals; and the selection of all crews and crew heads.



WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

- ii. Shall assist with the above responsibilities for events held by other student groups within the Bear's Den, and act as a liaison to the organization holding the event.
  4. Pub Treasurer
    - i. Shall manage the money allotted to the subcommittee by the Board of Directors, keep record of all purchases and receipts, and shall submit a monthly finance report to the Board of Directors.
  5. Pub Secretary
    - i. Shall be responsible for subcommittee minutes, attendance, records, and emails.
    - ii. Shall be responsible for maintaining event calendars.
  6. Promotions Director
    - i. Shall be responsible for advertisement of all subcommittee-run programs, and for assisting other student organizations in advertising for their events within the Bear's Den.
    - ii. Shall send out a weekly newsletter of events being held in the Bear's Den, and shall update, or appoint someone responsible for the update of the subcommittee internet communications.
  7. DOS Organization Representatives (2)
    - i. Shall represent all organizations outlined in Part 3, Section 1, Subsection e in order to ensure that these organizations' Appendix B guidelines for supporting the Bear's Den are fulfilled in-line with the organizations' mission statements.
  8. Staff Advisor
    - i. Shall act as an ex-officio member of the Pub Committee.
- 4. Programming**
  - a. The Pub Committee shall be allocated a budget each year by the Board of Directors for the purpose of providing programming in The Bear's Den.

## **PART 4 – Funding Policy**

### **Section 1: Goal**

BOD shall allocate a specific amount of their annual budget, as deemed necessary, to use as a funding source for groups utilizing Willard Straight Hall. The purpose of this funding is to encourage and entice a diverse array of groups to utilize the building and its many facilities, especially in late night settings.

### **Section 2: Guidelines for Funding**

1. The organization requesting funding must be registered with Cornell University's Student Activity Office
2. Events must be located in Willard Straight Hall and its associated areas, and foster the spirit of Willard Straight Hall.

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

3. Events must be open and available to all members of the Cornell Community, unless capacity of the venue has been reached.
4. Events must be publicized to all members of the Cornell community.
5. A full detailed budget must be submitted to BOD for the proposed event. BOD funding shall not exceed \$500, unless exempted by a 2/3 vote of the Executive Board.
6. Event promotional material must contain reference to BOD funding.
7. Event Coordinators must meet with BOD members about programming.

**Section 3: Rights**

BOD reserves the right to:

1. Reject any offer for funding
2. Cancel its funding of an event any time prior to the event if it believes that its guidelines are not met.
3. Cancel funding due to violation of the Funding Procedures.
4. Cancel funding at any time due to unreported changes in the event.
5. Cancel funding at any time if it feels the group requesting funding has fraudulently misappropriated BOD funds.

**Section 4: Reconciliation**

1. The funding by BOD will be made in the form of an account transfer after the event.
2. BOD financial assistance and programming assistance shall in no way hold them liable for outside groups programming. BOD acts to entice diverse and interesting groups to liven up the spirit of Willard Straight Hall, and to help ease the programming process. However, outside groups remain responsible for the consequences of their programming, and in no way will BOD be held responsible, unless gross negligence is observed on the part of BOD.

**PART 5: Operations Policy**

**Section 1: Goal**

BOD shall reserve the ability to amend and set building policy for Willard Straight Hall (WSH), and associated areas, in accordance with university policy, to act in a way that fosters the spirit of Willard Straight Hall, and makes best use of the available space. This will be done through the use of a *Statement of Intent*, set to all interested stakeholders in the building. The process for this purpose is as outlined on said "Statement of Intent".

**Section 2: Building Policy**

1. BOD shall, with the counsel of building and grounds staff set the policy of the following areas, which shall be united under WSH Building Policy:
  - i. Willard Straight Hall
  - ii. Ho Plaza, defined as the pedestrian space south of Sage Chapel and north of the vehicle barricades lining Campus Road.
  - iii. The area of Libe Slope immediately west of the WSH parking lot.
2. BOD shall use this power in a way to best accommodate, in the following order:

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

- i. The needs of the Student Body
  - ii. The needs of the Cornell Community
  - iii. The concerns of the Cornell Administration
  - iv. The needs of building staff
3. BOD reserves the right to adjust WSH Building Policy in order to optimize space use and foster the chartered spirit of Willard Straight Hall.
4. BOD reserves the right to levy fines against groups in violation of set WSH Building Policy. Groups in question will have the ability to appeal their case to the vote of the Executive Board.
5. BOD reserves the right to bar organizations from use of the building for a period of time if said organization commits a serious violation of WSH Building Policy. Suspensions of building use by organizations shall only be approved if the organization is given the opportunity to appeal, and the suspension is voted upon by 2/3 of the Executive Board. Suspension of building use by an organization may not exceed one year, and organizations shall meet with BOD after the suspension period has ended.

## **PART 5: Programming Policy**

### **Section 1: Goal**

BOD shall program within Willard Straight Hall, on Ho Plaza, and on Libe Slope, in order to enhance aspects of student life. BOD shall assist groups wishing to program in Willard Straight Hall in an effort to apply their experience and knowledge of the building and its policies to make programming and working within Willard Straight Hall an easier and more enjoyable process.

### **Section 2: Programming**

1. BOD shall provide its own programs on an ongoing basis throughout the semester. These include, but are not limited to:
  - i. Coffeehouses
  - ii. Art Gallery expositions
  - iii. Large scale night time events
  - iv. Faculty Fireside chats
  - v. Forums on student well being.
2. BOD shall assist outside groups with use of the building. Its assistance can include, but is not limited to:
  - i. Explanation of building policy and requirements.
  - ii. Consulting on building use and event planning.
  - iii. Assistance in event costs and event requirements in the building.
  - iv. Acting as a liaison to building staff and event planners.
  - v. Donating manpower to the group.
  - vi. Supervising the setup to ensure the event acts in building policy.
3. BOD shall offer its assistance to all groups wishing to use Willard Straight Hall when available.
4. The members of BOD may act to assist groups, however, BOD shall not be held liable for outside programming groups. BOD serves as auxiliary assistance and as an information source.

### **Section 3: Rights**

The BOD reserves the right at any time to cancel an event and give the organization notice of such cancellation:

1. If the group in question violates the programming procedures set forth by the WSH Building Policy or any campus policy.
2. If the program in question goes against the student union mission, the spirit of Willard Straight, or any of the building guidelines set above.
3. On the basis of large-scale changes to the nature of the event not approved by an executive vote of BOD.
4. If BOD feels, by vote of the Executive Board, that the event in question is a hazard to the building.
5. If the groups in question negligently disregards BOD policy, building policies or procedures, or develops a history of building misuse or abuse.

## **PART 7: Office Regulation**

BOD holds complete discretion over the use of student organization office space in Willard Straight Hall. In order to clarify the process for office acquisition BOD has delineated the process below.

### **Section 1: Office Rules and Policies**

Any groups using a WSH office must abide by the following rules:

1. Office will not be used as a storage facility.
2. All organizations holding office space in WSH must be a registered student organization.
3. Student groups must understand that the office is a shared space and not safe to store supplies. All items should be secured in office. Willard Straight Hall, Office of the Dean of Students (DOS) and BOD are not responsible for any damaged, stolen, or lost goods.
4. Student groups will follow all University and WSH Building Policy
5. Student groups will respect the privacy of other groups if the office is shared.
6. The BOD reserves the right to remove any group that it finds breaking any rule or policy.
7. Student group will keep their office locked when they are not using it. A key list must be submitted to the appropriate DOS staff member each semester, so that only appropriate members of the organization can gain access to the office.
8. The Executive Director or President may receive a personal key for the office, to be returned to building staff after the end of his or her term. All other organization members must sign the office key from the front desk.
9. The office leases will end at the beginning of every fall semester, and groups must reapply to keep their offices. Current groups in good standing will have a priority, but are not guaranteed to be able to keep an office.
10. Mailboxes for student organizations occupying offices are available for a yearly fee in WSH 401.
11. Phone and computer use is not supplied by WSH – Red-Rover is active in access place.
12. Other rules can be added by a majority vote of the BOD and its Executive Board, and will be emailed to all the student group tenants.

### **Section 2: Office Availability Notification**

When offices are available the following will occur:

1. A notification and application form will be put on the BOD website.
2. A notification email will be sent to the SAO student leader list serve with a link to the BOD website and an application deadline. This deadline can be extended at the discretion of the BOD.
3. The application will include at a minimum the following information:
  - a. The name of the student group with contact information.
  - b. In a clear and concise statement, the reasons why the student group needs the office space.

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

- c. The rules and fees of using an office like computer & phone use.
- d. The signature of their respective President and advisor agreeing to these terms.
- e. Directions on how to submit the application to BOD.

**Section 3: Application Review**

The applications will be reviewed at a BOD meeting or by an appointed subcommittee within 7 days after the application deadline. If BOD finds that the student group could use the room, BOD shall contact the student group with the time and date of a hearing in front of BOD at least 5 days before the day of the hearing.

**Section 4: Hearing Guidelines**

1. The BOD will make sure that the student group understands all the rules and potential fees of using an office.
2. The group will then have up to three minutes to explain why they need an office. BOD can extend this time if they see fit.
3. BOD will then ask the group questions about the office to gauge how much the group will benefit from an office.

**Section 5: Allocations Decision Process**

1. After all of the hearings, BOD will discuss in privacy whether the group(s) should or should not get an office.
2. No official vote can be made until after the last hearing, and not until every group has been discussed.
3. A majority vote by BOD and a 2/3 vote by the BOD Executive Board will be required to give a group the use of an office.
4. After all allocations have been decided, BOD will notify each group whether they were allocated office space or not.

**Section 6: Office Orientation**

BOD will schedule meetings between all the student groups that are sharing a single office. The purpose of these meetings is for the student groups to claim what part of their office they will each use and/or share, and to further review the rules and answer any questions the student groups may have. One of these meetings will occur for each office room being allocated.

### **Organizational History**

As one of the first college unions in the United States, this Gothic structure was modeled after Hart House at the University of Toronto and bears the name of a Cornell alumnus whose wife was instructed to use his money "...to make Cornell a more human place." It is now considered to be the hub of the university campus activities.

Willard Straight Hall (WSH) supports the events and functions of the many units within the Office of the Dean of Students and building services such as:

- ATM Machines
- Computer Lab
- Cornell Cinema
- Fraternities, Sororities and Independent Living
- Off-Campus Housing
- Student Activities
- Student Support

At 103,000 square feet and 6 floors, WSH is also home to:

- 3 meeting room lofts
- 5th Floor Lounge
- Administrative Offices for the Dean of Students
- Art Gallery
- Dining Facilities (Cascadeli, Ivy Room, Okenshields)
- International Lounge
- Memorial Room
- Music/TV Room
- North Room (dance studio)

Willard Straight Hall Resource Center services include:

- Browsing Library
- Lobby Information Desk
- Mail Room Services
- Ticket Sales

WSH Student Union Board of Directors  
2018-2020 Student Assembly Byline Funding Application

**Group Profile**

**Membership**

The Student Union Board of Directors currently has 7 members to facilitate all activities within Willard Straight Hall, Ho Plaza, and the Slope.

**2016-2017 Cycle Officers**

Executive Director	Dana Coren
Director of Administration	Nighat Ansari
Director of Budget & Finance	Nidharshan Ramesh
Director of Programming	Natalie Zaba
Director of Public Affairs	Emma Li
Director of Policy	Jeffrey Liu
Director of Personnelle Management	Sam Hu

**General Membership**



WSH Student Union Board  
 2018-2020 Student Assembly Byline Funding Application

**2018-2020 Projected Budget**

**Summary Sheet**

Recruitment and Retention	\$625.00
Training Total	\$290.00
Procrastinate	\$3,200.00
Art Gallery Exhibitions	\$2,000.00
AIDS Week	\$1,740.00
Chili Cookoff	\$1,540.00
Open Mic Night	\$625.00
Will Wonka Night	\$1,575.00
Slope Day T-shirt Making	\$500.00
Lauren Pickard Performance	\$1,600.00
Performing Arts	\$600.00
Cinema	\$500.00
Slope Studio	\$2,000.00
Resource Center	\$400.00
External Orgs/Co-sponsor	\$8,000.00
Equipment	\$900.00
Supplies	\$500.00
Storage	\$900.00
Total Projected Expense	\$27,495
Proposed Amount per student	\$1.89

Estimated average undergraduate enrollment of 14,550 students (2018-2020)

**Breakdown**

Recruitment

End-of-the Year Dinner

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$250	1	\$250	15-20	\$225	1	\$225	10-20

Clubfest

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance

WSH Student Union Board  
2018-2020 Student Assembly Byline Funding Application

\$150	2	300	300-400	\$125	2	\$250	300-400
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$75	\$75			\$75	\$50		
Standard Posters and Quartercards for the year				Quartercards, Trifold Posters, Craft Material	Candy, etc.		

Senior Graduation Gifts

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$150	1	\$150	3-6	\$150	1	\$150	3-6
Budget Breakdown				Budget Breakdown			

Training

Management and Equipment Training

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$165	2	\$330	20-30	\$160	1	\$160	20-30
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
	\$105		\$60		\$100		\$60
			Lesson Payment to Building Staff				Lesson Payment to Building Staff

Policy and Regulations Training Retreat

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$130	2	\$260	20-30	\$130	1	\$130	20-30
Budget Breakdown				Budget Breakdown			
Public	Food/Beverage	Supplies/Equip.	Fees	Public	Food/Beverage	Supplies/Equip.	Fees

WSH Student Union Board  
2018-2020 Student Assembly Byline Funding Application

ity	age	uip.		ity	age	uip.	
	\$100	\$30			\$100	\$30	
		Printed Information and Policy Packets, Giant Poster pads				Printed Information and Policy Packets, Giant Poster pads	

Programming

Procrastinate at the Straight

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$350	8	\$2800	450	\$200	16	\$3200	450
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$50	\$170	\$50		\$50	\$100	\$50	
1 Sandwich Board Poster & 5 Standard		hands-on, take-home activities		1 Sandwich Board Poster & 5 Standard		hands-on, take-home activities	

Art Gallery Exhibits

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$300	8	\$2400	80-125	\$250	8	\$2000	150-180
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$75	\$100	\$125		\$75	\$100	\$75	
Standard Posters	2 Cheese-Cracker Plates, Sparkling Water	Cups/Utensils, Gallery/Craft Equipment and Supplies		Sandwich Board Poster, Standard Posters and Popcorn	2 Cheese-Cracker Plates, Sparkling Water	Cups/Utensils, Gallery/Craft Equipment and Supplies	

WSH Student Union Board  
2018-2020 Student Assembly Byline Funding Application

				Quarterca rds			
--	--	--	--	------------------	--	--	--

AIDS Awareness Week

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attenda nce	Average Cost/Program	#	Total Cost	Attenda nce
\$2140	1	\$2140	300	\$1740	1	\$1740	300
Budget Breakdown				Budget Breakdown			
Publici ty	Food/Bever age	Supplies/Eq uip.	Fees	Publici ty	Food/Bever age	Supplies/Eq uip.	Fees
\$100	\$400	\$1400	\$240	\$100		\$1400	\$240
Sandwi ch board posters	Dinner with speakers	AIDS Quilt	AIDS Quilt Shippin g Fee	Sandwi ch Board Poster		AIDS Quilt	AIDS Quilt Shippin g Fee

Annual Chili Cookoff

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attenda nce	Average Cost/Program	#	Total Cost	Attenda nce
\$1000	1	\$1000	600- 800	\$1540	1	\$1540	800
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beve rage	Supplies/E quip.	Fees	Publicity	Food/Beve rage	Supplies/E quip.	Fees
\$180	\$660	\$400		\$180	\$660	\$700	
Standard Posters, Sandwic h board posters	Salsa, Chips, Cornbread	2 Silver Plates for Winning Chefs (Vegan & Meat), Festival Decorations, Paper Plates, Paper Boats, Spoons, Tablecloth, Sternos		Memoria l Room Banner, 2 Sandwic h Board Posters, posters		2 Silver Plates for Winning Chefs (Vegan & Meat), Festival Decorations, Other suppliers,  Reimburse ments to Chefs for supplies	

- We would like to reimburse chefs for the supplies they use out of pocket in the future

WSH Student Union Board  
2018-2020 Student Assembly Byline Funding Application

Open Mic Night

Current	Proposed Target			
New Program: Continues the tradition of encouraging aspiring and talented performers to showcase their skills to others in the Ivy Room	Average Cost/Program	#	Total Cost	Attendance
	\$625	1	\$625	150
	Budget Breakdown			
	Publicity	Food/Beverage	Supplies/Equip.	Fees
	\$150	\$400	\$75	
	Boards and Posters	Cheese board, cookies, drinks	Mic	

Willy Wonka Night

Current	Proposed Target			
New Program: Brings the excitement of Willy Wonka to students at Cornell through a screening of the movie accompanied by goodies and related activities.	Average Cost/Program	#	Total Cost	Attendance
	\$1575	1	\$1575	300
	Budget Breakdown			
	Publicity	Food/Beverage	Supplies/Equip.	Fees
	\$150	\$750	\$675	
	Boards and Posters	Chocolate, dipping items, snacks	Decorations, chocolate fountains, utensils	

Slope Day Tshirt making

Current	Proposed Target			
New Program: Students drop by WSH before the annual Slope Day to create custom Tshirts	Average Cost/Program	#	Total Cost	Attendance
	\$500	1	\$500	100
	Budget Breakdown			
	Publicity	Food/Beverage	Supplies/Equip.	Fees
	\$150		\$350	
	Boards and Posters		Plain tshirts, paints	

Performance in honor of Lauren Pickard

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$1500	1	\$1500	300	\$1600	1	\$1600	300
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees

WSH Student Union Board  
2018-2020 Student Assembly Byline Funding Application

\$500	\$500	\$500		\$500	\$500	\$600	
		T-Shirts, Hotel, Transporta tion, Flowers/Gi fts, Stage, Sound System		Memoria l Room Banner, 2 Sandwic h Boards, 30 Standard Posters, Sun Ad, Ithaca Times Ad	Pizza, Soda	Hotel, Flowers/ Gifts in Memory of Lauren Pickard, stage set- up	

Funding

Performing Arts Council

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$600	1	\$600		\$600	1	\$600	

Cornell Cinema

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$500	1	\$500		\$500	1	\$500	

Slope Studio

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$2000	1	\$2000		\$1500	1	\$1500	

Resource Center

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$500	1	\$500		\$400	1	\$400	

Funding/Co-Sponsorships

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance

WSH Student Union Board  
 2018-2020 Student Assembly Byline Funding Application

\$150-500	12-15	\$6000		\$150 - \$1000	10-12	\$8000	
Budget Breakdown				Budget Breakdown			

Proposed Allocation: \$8000 (\$2000 to be set aside for late-night programming)

Late Night Fee: \$30/hr. Slated duration of usual late-night events: 3 hrs = \$90/program. \$90 X 8 programs = \$720

Advertising: \$100/program (Ho Plaza sandwich board posters, popcorn bag quartercards, standard posters) X 12 programs = \$1200

Food/Beverages/Equipment: \$340 X 12program = \$4080

- Our goal is to encourage more co-sponsored events and late-night events within WSH by increasing allocation limits and potentially covering more late-night fees for certain groups; the appropriate changes will be made to the bylaws and sent in for approval before the next byline cycle starts

### **Hypothetical Spending In Lieu of Reduced Funding**

In the event that 10% of the budget is cut, the Union Board must do one or more of the following:

- Scale down on Procrastinate events to be shorter and engage fewer students in the later portion of the evening
- Cut down on the new programs because the current programs we wish to keep have proven to be successful in the past

In the event that 25% of the budget is cut, the Student Union Board must do one or more of the following:

- Cut funding and attendance for all new initiatives such as the Open Mic night, which are based off events that have been successful in the past
- Cut out the annual AIDS awareness event, which brings students together to learn more about combatting the stigma and hearing insightful stories
- Cut annual events at Willard Straight Hall such as the Chili Cookoff, the only program on campus that brings our dining hall chefs and students together outside of the dining hall and highlight our chefs in appreciation of their skills and efforts.

In the event that 35% of the budget is cut, the Student Union Board must do one or more of the following in addition to the above stated:

- Remove funding for external organizations. Our funding has enabled many small organizations to program events within Willard Straight Hall all the while receiving specifically-tailored marketing and programming assistance to ensure the success of their programs
- Reduce the number of larger-scaled events sponsored by the Student Union Board
- Deduct funding significantly to crucial organizations within Willard Straight Hall such as Slope Studio, an extremely successful and unique program on campus that provides free and equal opportunity for students to explore and access art in a setting that provides free lessons, supplies, and support.



WSH Student Union Board  
2018-2020 Student Assembly Byline Funding Application

**2014-2018 Budget Sheet**

Macro Category	Category	Sub-Category	2014-2015	2015-2016	2016-2017	2017-2018	2018-2020
Recruitment	Recruitment and Retention	Team Development 1	\$97.30				
Recruitment	Recruitment and Retention	Team Development 2	\$76.93				
Recruitment	Recruitment and Retention	Retention Event 1	\$84.20				
Recruitment	Recruitment and Retention	Retention Event 2	\$128.39				
Recruitment	Recruitment and Retention	Final Dinner	\$243.24	\$205.20	\$147.20	\$250.00	\$225.00
Recruitment	Recruitment and Retention	Induction Dinner		\$257.43	\$0.00	\$250.00	
Recruitment	Recruitment and Retention	Club Fest Fall	\$359.29	\$16.42	\$126.25	\$200.00	\$125.00
Recruitment	Recruitment and Retention	Club Fest Spring	\$326.79	\$26.99	\$186.23	\$200.00	\$125.00
Recruitment	Recruitment and Retention	Graduation Senior Gifts	\$132.48	\$172.29	\$158.97	\$150.00	\$150.00
Training	Training and Development	Management and Equipment Training Fall		\$175.46	\$0.00	\$160.00	\$160.00
Training	Training and Development	Management and Equipment Training Spring		\$160.00	\$149.45	\$160.00	
Training	Training and Development	Policy and Regulations Training Retreat Fall		\$45.99	0	\$150.00	\$130.00
Training	Training and Development	Policy and Regulations Training Retreat Spring		\$192.61	\$165.97	\$150.00	
Programming	Procrastinate	Procrastinate September	\$241.49	\$263.92	\$272.54	\$300.00	\$400.00
Programming	Procrastinate	Procrastinate October	\$170.32	\$220.71	\$235.00	\$300.00	\$400.00
Programming	Procrastinate	Procrastinate November	\$352.42	\$335.89	\$71.30	\$300.00	\$400.00
Programming	Procrastinate	Procrastinate December	\$278.31	\$285.17	\$133.11	\$300.00	\$400.00
Programming	Procrastinate	Procrastinate January	\$290.55	\$301.03	\$119.96	\$300.00	\$400.00
Programming	Procrastinate	Procrastinate February	\$204.20	\$164.19	\$121.28	\$300.00	\$400.00
Programming	Procrastinate	Procrastinate March	\$302.30	\$327.86	\$482.38	\$300.00	\$400.00
Programming	Procrastinate	Procrastinate April	\$322.70	\$332.12	\$318.09	\$300.00	\$400.00
Programming	Art Gallery Exhibitions	Exhibition 1	\$180.30	\$202.91	\$300.00	\$250.00	\$250.00
Programming	Art Gallery Exhibitions	Exhibition 2	\$240.10	\$277.80	\$200.00	\$250.00	\$250.00
Programming	Art Gallery Exhibitions	Exhibition 3	\$299.09	\$210.75	\$300.00	\$250.00	\$250.00
Programming	Art Gallery Exhibitions	Exhibition 4	\$230.78	\$299.20	\$300.00	\$250.00	\$250.00
Programming	Art Gallery Exhibitions	Exhibition 5	\$260.29	\$176.08	\$6.83	\$250.00	\$250.00
Programming	Art Gallery Exhibitions	Exhibition 6	\$212.20	\$158.28	\$188.21	\$250.00	\$250.00
Programming	Art Gallery Exhibitions	Exhibition 7	\$289.21	\$177.61	\$165.00	\$250.00	\$250.00
Programming	Art Gallery Exhibitions	Exhibition 8	\$240.20	\$300.00	\$250.00	\$250.00	\$250.00
Programming	Sub Cart	Sub Cart 1	\$128.00				
Programming	Sub Cart	Sub Cart 2	\$107.00				
Programming	Sub Cart	Sub Cart 3	\$132.00				
Programming	Sub Cart	Sub Cart 4	\$140.00				
Programming	Snow Cone Machine				\$886.75		
Programming	Community Dialogue	Community Dialogue 1			\$27.50	\$65.00	
Programming	Community Dialogue	Community Dialogue 2			\$55.93	\$65.00	
Programming	Community Dialogue	Community Dialogue 3			\$9.99	\$65.00	
Programming	Community Dialogue	Community Dialogue 4			\$91.26	\$65.00	
Programming	Community Dialogue	Community Dialogue 5			\$47.49	\$65.00	
Programming	Policy Forums	Policy Forums 1		\$50.16	\$27.50	\$40.00	
Programming	Policy Forums	Policy Forums 2		\$25.00	\$28.75	\$40.00	
Programming	Policy Forums	Policy Forums 3		\$32.51	\$106.22	\$40.00	
Programming	Policy Forums	Policy Forums 4		\$23.42	\$55.00	\$40.00	
Programming	AIDS Week				\$3,227.60	\$1,800.00	\$1,740.00
Programming	Casino Night		\$1,456.15				
Programming	Chilli Cookoff		\$988.87	\$695.91	\$681.50	\$1,240.00	\$1,540.00
Programming	Charlie & the Chocolate Factory		\$198.07				
Programming	Coffee Hour		\$1,128.24	\$134.82	\$102.51	\$720.00	
Programming	Dr. T Project		\$718.73	\$493.58			
Programming	Game Night				\$246.98	\$600.00	
Programming	Fireside Chats			\$678.00	\$55.93	\$400.00	
Programming	Lauren Pickard			\$1,951.04	\$0.00	\$1,500.00	\$1,600.00
Programming	Student Union Reception		\$230.43		\$159.97	\$200.00	
Programming	Slope Day Tshirts						\$500
Programming	Willy Wonka Night						\$1,575.00
Programming	Open Mic Night						\$625
Programming	90th Anniversary			\$866.80			
Funding	Performing Arts	Total	\$123.45		\$200.00	\$500.00	\$600.00
Funding	Cinema	Total	\$300.00		\$0.00	\$250.00	\$500.00
Funding	Slope Studio	Total	\$3,500.00	\$539.07	\$162.50	\$1,500.00	\$1,500.00
Funding	Bear's Den	Total	\$7,000.00	\$5,526.86	\$90.36	\$0.00	
Funding	Resource Center	Total	\$600.00		\$179.60	\$400.00	\$400.00
Funding	External Orgs/Co-sponsor	Total	\$2,000.00	\$4,070.60	\$4,636.09	\$6,000.00	\$8,000.00
Publications	Press Releases/ Newsletter				\$56.25	\$0.00	
Misc	Equipment		\$1,178.00	\$244.89	\$1,347.03	\$900.00	\$900.00
Misc	Storage Unit			\$990.00	\$1,200.00	\$900.00	\$900.00
Misc	Supplies		\$700.00	\$646.84	\$912.73	\$500.00	\$500.00
<b>GRAND TOTAL</b>			<b>\$25,685.02</b>	<b>\$22,255.41</b>	<b>\$19,853.21</b>	<b>\$23,965.00</b>	<b>\$26,995.00</b>