

Cornell University  
Student Assembly

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2012 - 2014 SAF Application Form

Checklist for Application

	Applicant	Office
<b>Preliminary Items Due 4pm, April 25, 2011</b>		
Eligibility Checklist (reverse side)	_____	_____
Dollar request per student per year	\$ _____	_____
Petition signatures (if new applicant)	_____	_____
<b>Final Attachments Due 4pm, September 9, 2011</b>		
Constitution, Charter, Bylaws	_____	_____
Mission Statement (1 pages)	_____	_____
Group Profile (3 pages)	_____	_____
<ul style="list-style-type: none"> <li>● Officers</li> <li>● Number of Members</li> <li>● History</li> <li>● Activities, Programming, Events in Current Cycle</li> </ul>		
Summary of request (2 pages)	_____	_____
08-11 Financial Statements	_____	_____
11-14 Projections	_____	_____
<b>Office Use Only</b>		
Received by:	_____	
Date Received:	_____	
Sigs Checked:	_____	

**Applicant Organization/Program Name:** \_\_\_\_\_

**Primary Contact**

**Secondary Contact**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2012-2013 and 2013-2014 fiscal years. The Student Assembly will review the applications in the fall semester of 2011. **Organizations may not submit or amend applications after 4pm on Monday, April 25, 2011.**

Representative: \_\_\_\_\_  
(print name)
(signature)
(date)

# Student Assembly Byline Funding Eligibility Checklist

To be eligible for consideration for byline funding, the applicant must meet the following criteria:

	Applicant Initials	Staff Use Only
<b>Required for All Applicants</b>		
Directly and primarily serves/benefits the entire undergraduate Cornell community	_____	_____
Allows all students equal access to services and/or participation	_____	_____
Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two	_____	_____
<b>Required for Applicants Who Are Not Currently Receiving Byline Funding</b>		
If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students	_____	_____
<b>May Be Waived By Student Assembly with Approval of University President</b>		
Is registered with the Student Activities Office	_____	_____
Is student-directed and student-led	_____	_____
Has Cornell operating account with internally controlled funds	_____	_____
Has a Cornell-employed advisor with oversight of Cornell funds	_____	_____
Has received funding from a unit at Cornell university in each of the last two semesters	_____	_____

If applicant is a registered student organization, the following officers must sign below. The undersigned acknowledge that they have reviewed the application, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

President: \_\_\_\_\_  
*(name) (signature) (date)*

Treasurer: \_\_\_\_\_  
*(name) (signature) (date)*

Advisor: \_\_\_\_\_  
*(name) (signature) (date)*

## **Summary of Request**

In the past, CAPSU sought funding from a variety of sources such as SAFC and ALANA, but the needs of the community have outpaced the resources from traditional sources. Funding from the SA would allow CAPSU to focus on critical issues facing the Asian/Asian American community, the minority community, and the larger Cornell community. With the funding from the SA, CAPSU would be able to maintain and expand its current programs, such as Asia Night, the Presidential Summit, and CelebrAsian, while pursuing community building. Some of the goals of CAPSU are to increase dialogue to other minority communities and co-program in order to build a cohesive minority community, and to increase dialogue to the larger Cornell community in order to build a cohesive Cornell community that allows for open discussion and education of minority issues. The minority community at Cornell is at a turning point, and with byline funding CAPSU will be able to actively participate in the needed community building and open dialogue for a healthy and responsive Cornell community.

## **Mission Statement**

The Cornell Asian Pacific Islander Student Union is the umbrella organization for all Asian and Asian-Interest groups on Cornell University's campus.

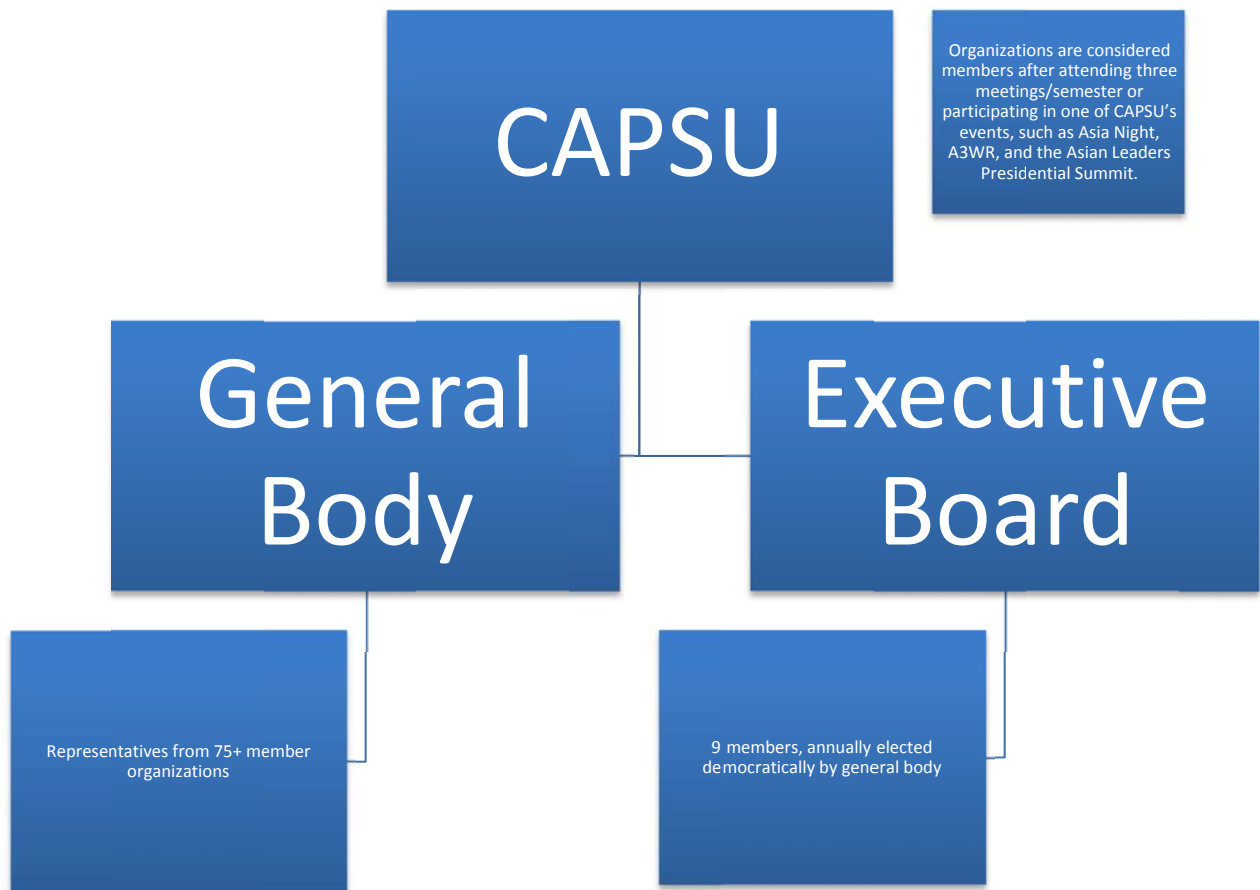
We aim to bring undergraduate organizations representing students of Asian descent together to facilitate networking among the members of the community. We strive to be the platform for the Cornell community to learn about and understand our diverse ethnic backgrounds in order to form a more cohesive community.

Our vision this year with CAPSU is to make our programs fun and interactive while also educating the Cornell community about the presence of Asian and Asian Americans (AAA) on campus. We plan to reach out to the student organization we have lacked communication with in the past and build a stronger collaborative community within the AAA student body. We cordially invite all of you to participate in our activities and join our weekly meetings to help make Cornell's AAA community happier and stronger.

## Organization Profile

### Membership and Organization Chart

CAPSU considers itself an umbrella organization for Cornell's 75+ Asian-affiliated student organizations. Organizations are considered members after attending three meetings/semester or participating in one of CAPSU's events, such as Asia Night, A3WR, and the Asian Leaders Presidential Summit. However, meetings are open to both representatives from these organizations and also to all undergraduate and graduate students in the Cornell community. That is, students can attend CAPSU meetings without representing a group. CAPSU recognizes the sovereignty of its member organizations and rather than considering itself a governing board, it seeks to facilitate community-building. The diagram below illustrates the relationship between the executive board and the general body.



## Officers

Facilitator: Sharon Lau  
[sel223@cornell.edu](mailto:sel223@cornell.edu) (607) 280-2081

Vice President of Administrative Affairs: Donavan Trieu  
[dyt7@cornell.edu](mailto:dyt7@cornell.edu) (607) 379-4350

Vice Presidents of Internal Affairs: Bryan Cheah and Megan Lam  
[bc368@cornell.edu](mailto:bc368@cornell.edu) (732) 778-1440  
[ml637@cornell.edu](mailto:ml637@cornell.edu) (908) 334-2782

Vice President of External Affairs: Karin Zhu  
[kz45@cornell.edu](mailto:kz45@cornell.edu) (610) 220-6430

Programming Chair: Dennis Liu  
[dyl25@cornell.edu](mailto:dyl25@cornell.edu) (585) 267-6256

Treasurer: Wei Yang  
[wy84@cornell.edu](mailto:wy84@cornell.edu) (607) 379-1831

Public Relations Chair: Michael Shen  
[mss349@cornell.edu](mailto:mss349@cornell.edu) (909) 263-3891

## History

The Cornell Asian Pacific Islander Student Union was officially formed in May of 1990 with a constitution ratified by eighteen of the twenty Asian-interest student organizations on campus. CAPSU's purpose at the time was to better coordinate between the organizations on campus and to represent the interests of those organizations. Therefore, CAPSU was envisioned to be an umbrella organization since its beginning – one which was not a student government or ruling body, but a unifying source of connection between Asian-interest organizations. CAPSU was also greatly aided by the Asian American Studies Program in getting started and holding some of its first events. Traditionally, CAPSU had four officers: Facilitator, who took on a lead role (often assuming the role of President) but attempted to facilitate rather than control the executive board; Treasurer; VP of Administrative Affairs; and VP of Internal Affairs. They focused on holding events that would showcase a variety of their member organizations and worked with the administration on events such as Minority Hosting Weekend. Over the years, the number and variety of Asian-interest organizations grew, giving CAPSU the chance to play a wider role and involve new and growing communities.

CAPSU remained one of the only on-campus Pan-Asian organizations until the founding of Asian Pacific Americans for Action and Asian/Asian American Forum. The organization focused on large events such as Asia Night, which is going to be held for the seventh time this coming spring. Just two years ago, at the end of Spring 2009, there was a new position created: VP of External Affairs, which would aid the VP Internal in order to facilitate communication with other umbrella groups, university administrators,

and even the Cornell Asian Alumni Association(s). Last year, in the 2010 election, the further position of Programming Chair was added to help out with the growing number of events held by CAPSU, which in the past included a CAPSU End-of-Year Banquet, APEX (Asian Performers Exhibition), Asian and Asian American Welcome Reception (A3WR). This year, CAPSU has split both VP Internal and External positions into two positions, and added a Public Relations Chair as well.

The mission of the Cornell Asian Pacific Islander Student Union has changed with changing executive boards. While originally CAPSU saw itself as an extension of the Asian American Studies Program and therefore an arm of the administration, it has established itself as independent student organization of both the Asian American Studies Program and the Asian/Asian American Center. CAPSU identifies strongly with other umbrella organizations such as Black Students United (BSU), La Asociacion Latinadad (LAL) and Native American Students At Cornell (NASAC), and hopes to work with them in the future. Now serving over 75 student organizations, including cultural, sport, philanthropy, religious and other types of clubs, CAPSU has now refocused on trying to build stronger connections between all of these clubs, providing a safe space for them to network, mingle, and connect in both general body meetings and publicly held events. By serving these organizations as a whole, we hope to create a sense of community among all Asian, Asian American, and Asian-interested students on Cornell's campus.

## **Activities, Programming, and Events in Current Funding Cycle**

### Asia Night

Asia Night, one of the biggest events on the Cornell campus, is a carnival-style festival where 30-50 member organizations of CAPSU set up booths to either showcase their organization and the cultures and special interests they are affiliated with, or put up performances for the audience. Every February or March in Duffield, there will be one night for the A3 community to come together and showcase campus diversity to the larger Cornell community. Through Asia Night, we wish to reflect on the progress of our Asian/Asian American community: the establishment of the Asian & Asian American Center, the robust growth of more than 75 student organizations on campus, and the building of a community.

### Asian and Asian American Welcome Reception (A3WR)

The A3 Welcome Reception is CAPSU's effort to promote and expand the Asian/Asian American community by connecting new and current students with university resources, student orgs, faculty, and staff that support the A3 community at Cornell. Each year's event has a theme, this year's being the Family Reunion where we gather to welcome the new faces of our family, to strengthen the ties that bind us together, and to establish the bonds that will be our community's foundation for the new academic year. A3WR provides students the opportunity to find a new family, people that they will share these meaningful bonds and relationship with

At the Reception, students met the members of our Asian/Asian American (A3) family: the 75+ Asian-affiliated student organizations, supporting staff and faculty, and university resources that contribute to our community. From the cultural and social clubs to the professional interest groups, to the performance groups, to the advisors and centers that support the community, students will find there's a place for everyone here. Free ice cream, performances by campus troupes, club booths, and professional photography booths are provided to introduce new and returning students to the vibrant cultural community at Cornell.

### Asian Leaders Presidential Summit

The Cornell Asian and Pacific Islander Student Union began last year to invite elected student leaders in the Asian and Asian American community to attend the first Asian Leaders Presidential Summit (ALPS) on Sunday the 17th of October, 2010 in the Willard Straight Hall Memorial Room. The Presidential Summit was piloted last year as hopefully an annual event.

With the numerous recent structural changes that have affected the Asian and Asian American community, including the establishment of the Asian/Asian American Center, the restructuring of OMEA, and the successful six-org Mid-Autumn Festival collaboration, the leaders of this community came together to discuss common issues faced by their organizations in a critical moment in time. A3 leaders to came together and discuss the issues concerning the future of our community, leading to more tangible discussions on collaboration, community support, and organizational dynamics.

This is not a program designed only for leaders of the Asian and Asian American community regularly



attending CAPSU, but also an opportunity for minority leaders and campus leaders to get to know the A3 community and to discuss how to work together. It provides opportunities for the community to reach out to more isolated groups or groups that are more fractured in order to offer support and networking.

The goals of the Summit are as follows:

- To build a stronger, unified Asian and Asian American community on campus
- To discuss and re-envision the goals and benefits of the community for now and for the future both at Cornell and thereafter
- To build networks and structures for more powerful and higher level collaborations
- To provide leadership development for critical members of the community
- To gather and create a tangible resource base for our community

### Celebr(Asian)

CelebrAsian is an annual community banquet and award ceremony aimed to recognize and celebrate leaders and community builders that have made significant impacts on the A3 and the larger Cornell community. It also provides a platform for student leaders and community members to address and discuss the issues and challenges in the A3 community and support each other in their efforts to build a richer and more diverse Cornell campus experience. CelebrAsian also offers a venue for members beyond the A3 Community to gain greater insights into this community and build personal relationships with individuals and student organizations.

**Summary Income Statement**

	10 - '11	09 - '10	08 - '09
Revenue			
Ticket Sales from Asia Night	\$1,323.59	\$1,351.74	\$1,585.95
Ticket Sales from Season Pass	\$905.00	\$ -	\$ -
Income Rollover	\$1,406.35	\$1,745.97	\$698.47
SAFC	\$ 5,250.00	\$ 5,000.00	\$ 4,042.64
OMEA	\$ -	\$ -	\$570.00
HILC	\$ -	\$ -	\$ 500.00
Residential Programs	\$ -	\$ 600.00	\$ 15.00
ALANA*	\$ -	-	\$1,656.48
ISB	\$1,000.00	\$395.00	\$816.64
CUTonight	\$3,074.30	\$3,368.67	\$4,205.68
MFC*	\$ -	\$ -	\$ -
MGLC	\$706.00	\$ -	\$ -
Bartels*	\$ -	\$ -	\$ -
Community Center Program*	\$ -	\$ -	\$ -
Asian American Studies Program	\$ -	\$100.00	\$ -
South Asia Program	\$ -	\$ -	\$ 100.00
<b>Total Revenue</b>	<b>\$13,665.24</b>	<b>\$12,561.38</b>	<b>\$14,190.86</b>
Expenses			
Asia Night	\$ 10,321.84	\$ 13,582.82	\$ 11,491.31
Rising Starts Asian American Showcas	\$ -	\$ -	\$ 626.05
Season Pass	\$ 1,912.20	\$ -	\$ -
Administrative Cost	\$ 8.59	\$ 578.00	\$ 327.53
<b>Total Cost</b>	<b>\$ 12,242.63</b>	<b>\$ 14,160.82</b>	<b>\$ 12,444.89</b>

\*: Pending confirmation on funding amount from sources

## Asia Night Breakdown

Location: Duffield

Participating Organizations: 30-50 CAPSU Member Organizations

Attendees: 500+ (450 ticket holders and 250 volunteers and performers)

Budget Breakdown

<b>Item</b>	<b>12-Mar-11</b>	<b>27-Feb-10</b>	<b>21-Feb-09</b>
Venue Fees and Equipment Rental	\$8,195.50	\$ 7,042.00	\$ 7,477.00
Booth Reimbursements	\$1,168	\$ 1,567.42	\$ 1,181.82
Food for Volunteers	\$138	\$ 336.83	\$ 120.00
Supplies	\$800	\$ 468.69	\$ 432.62
Publicity	\$433	\$ 611.30	\$ 570.09
Honorarium	\$ -	\$ 2,100.00	\$ -
Prizes	\$ -	\$ 1,575.27	\$ 1,709.78
<b>Total</b>	<b>\$10,734.48</b>	<b>\$ 13,701.51</b>	<b>\$ 11,491.31</b>

## Income Statement, Projections

	11-'12	12-'13	13-'14
Revenue			
By-line Funding	\$0.00	\$20,250.00	\$20,250.00
Ticket Sales from Asia Night	\$1,300.00	\$1,400.00	\$1,500.00
Ticket Sales from Season Pass	\$500.00	\$1,000.00	\$1,000.00
SAFC	\$5,000.00	\$ -	\$ -
CUTonight	\$5,000.00	\$ -	\$ -
ALANA	\$2,000.00	\$ -	\$ -
ISB	\$500.00	\$ -	\$ -
Asian and Asian American Center	\$900.00	\$ -	\$ -
Revenue Turnover	\$2,200.00	\$ 200.00	\$ 600.00
<b>Total Revenue</b>	<b>\$17,400.00</b>	<b>\$22,850.00</b>	<b>\$23,350.00</b>
Expenses			
Asia Night	\$ 12,000.00	\$ 14,000.00	\$ 14,000.00
A3WR	\$ 900.00	\$ 1,200.00	\$ 1,400.00
CelebrASIAN	\$ 600.00	\$ 600.00	\$ 800.00
Presidential Summit	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
Co-Programming with other Umbrella Organ	\$ -	\$ 800.00	\$ 1,500.00
Season Pass	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Administrative Cost and Durable Goods	\$ 200.00	\$ 150.00	\$ 150.00
<b>Total Cost</b>	<b>\$ 17,200.00</b>	<b>\$ 22,250.00</b>	<b>\$ 23,350.00</b>

## **Constitution**

### **I. Mission**

The Cornell Asia Pacific Islander Student Union's (from here on out referred to as CAPSU) mission will be

1. to provide support and information to the Asian, Pacific Islander, Asian American and Asian interest community at Cornell University,
2. to increase inter-group dialog among said community,
3. and to provide an environment in which all are free to express their mind on issues affecting said community.

### **II. Relations with Constituents**

The relationship between the CAPSU organization and its constituent member organizations shall be

1. founded upon the principle of sovereign equality of its members.
2. that nothing within this constitution will permit CAPSU to directly intervene in the internal affairs of its member organizations.
3. that the member organizations will fulfill obligations in good faith to which they have previously agreed to.

### **III. Membership**

1. Membership in CAPSU is open to all organizations and individuals who agree to the conditions set within this constitution.
2. Full membership for an organization not previously a member will be attained only upon the attendance of 3 meetings.
3. Previous years' membership continues unless otherwise requested by the organization in question.
4. An organization may be rejected or removed from membership status by passing a simple majority vote at a general body meeting.
5. Voting rights will be allocated as follows:
  1. 1 vote for each voting (full by III2) member organization as a whole.
  2. 1 vote for each executive board member.

### **IV. Organizational Structure**

The organization of CAPSU shall be as such.

1. The executive board shall be composed of
  1. A Facilitator, whose role is to lead the day to day affairs of the organization, and to be the main negotiator between CAPSU and other bodies.
  2. An Administrative Vice President, whose role is to organize the day to day administrative and logistical concerns of the organization. Will also be required to compile the calendar and keep records of meetings or designate a replacement upon absence during term.

3. External Affairs Vice Presidents (2), who will focus on relations between CAPSU and specifically but not limited to, the Student Assembly, alumni associations, university institutions, and umbrella organizations within and outside campus.
  4. Internal Affairs Vice President (2), who will focus on relations between CAPSU and the Asian and Asian American affiliated student organizations within campus.
  5. A Treasurer, who will be required to maintain the day to day financial situation of the organization, and be in charge of funding requests.
  6. A Public Relations Chair, who will be required to oversee the use of various medias to advertise CAPSU and its events to the Cornell and greater community, as well as engage in passive programming.
  7. A Programming Chair, who will be required to organize and execute small-scale programming in order to facilitate conversation and increase the network of the CAPSU community.
  8. Board members shall be elected once every year at a general election called by the prior facilitator.
  9. Candidates will present their platform to the CAPSU community, followed by a question & answer session, followed by a discussion of their candidacy within the general body.
  10. Voting organizations have the option of abstaining from a vote.
  11. For single positions, candidates must win by a simple majority.
  12. If more than 2 candidates run for a position, and there is a tie between 2 of them, a run-off election between them will occur.
  13. For joint positions, candidates may run separately or together. Member organizations will each receive 2 votes, and they must vote for 2 separate candidates, or they may abstain for either vote or both.
  14. In the event of a tie between 2 candidates, it will be broken by a vote among the executive board.
  15. Board members shall take the lead in all events sponsored by CAPSU.
  16. A board member may resign by sending a resignation letter to the entire board. The Facilitator will then call elections for a replacement as soon as possible.
  17. If a board member fails to or is negligent in carrying out their duties, a board member or an advisor may propose a recall vote by the general body.
  18. At that meeting, the board will present the case for recall, and the board member in question may defend him/herself, followed by a discussion amongst the general body.
  19. The board member is recalled if there is a 2/3 majority vote in the general body. The Facilitator will then call an election for a replacement as soon as possible.
  20. If the Facilitator is recalled or resigns, the Administrative Vice President will be acting Facilitator until an election can be called and a new Facilitator is elected.
2. General Meeting
    1. The general meeting will be constituted of all members present.
    2. Only present members may vote, or may vote through a previously designated proxy.
    3. All event proposals, changes to the constitution, and changes to organization must pass a majority vote within the general meeting
    4. All proposals must come to a vote at the earliest possible general meeting
    5. Any member may call a vote on an issue if the call is taken up by at least one-third of present members, or an officer
    6. All decisions by the general meeting may be appealed in writing prior to the next general meeting to an Internal Affairs Vice President

7. The Internal Affairs Vice President may then choose to bring the issue back to a vote in accordance with IV.3.5
  8. Upon failure of an appeal to an Internal Affairs Vice President, the appeal may be escalated to the Facilitator, who may choose to bring the issue to a vote in accordance with IV3.5
  9. The General Meeting shall meet at minimum biweekly, and may increase meetings as necessary
  10. All votes may be taken by consensus voice vote, or upon request, by secret ballot
3. An Advisor
    1. The advisor may raise issues and questions to the meeting
    2. The advisor is a full voting member, subject to the restrictions under IV3