



Cornell University  
Office of the Dean of Students

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September 9, 2011

Office of the Assemblies  
Cornell University  
Ithaca, NY 14853

Dear Mr. Nicoletti,

Please find the enclosed copy of the Class Council's By Line Funding Request. Please accept this document as our request to increase our current funding allotment from \$2.50 to \$3.00. The main text should include all the information you have requested. Our funding request is split among the four Undergraduate Class Councils.

Class Councils are the only organizations on campus that every student is a member. Class Council's mission is to foster a sense of unity and pride within each of Cornell University's four undergraduate classes, as well as Cornell as a whole, during the four years students are on campus. This sense of unity and pride shall be fostered through a series of events and programming designed to appeal to the diverse nature of our campus community.

Class Council's goals are to have events that are unifying in nature, either with school or class spirit in mind. This past year, we have tried to offer a combination of class programs and interclass events. We look forward to being able to maintain our level of engagement on campus and to give each Cornellian the best time they can on the Hill.

Please do not hesitate to get in touch with either of us or any class council member with any questions, comments, concerns or needs for additional information.

Thank you for your consideration

Annabel Fowler (ae175)  
Senior Class President  
Class of 2012

Brianna Fowler (bnf22)  
Junior Class President  
Class of 2013

Robert Callahan (rpc75)  
Sophomore Class President  
Class of 2014

# 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	<u>AF</u>	_____
Allows all students equal access to services and/or participation	<u>AF</u>	_____
Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two	<u>AF</u>	_____
<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	<u>Y</u> _____	_____
<b>May Be Waived By Student Assembly with Approval of University President</b>		
Is registered with the Student Activities Office	<u>AF</u>	_____
Is student-directed and student-led	<u>AF</u>	_____
Has Cornell operating account with internally controlled funds	<u>AF</u>	_____
Has a Cornell-employed advisor with oversight of Cornell funds	<u>AF</u>	_____
Has received funding from a unit at Cornell university in each of the last two semesters	<u>AF</u>	_____

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: Amber Fowler Amber 9/9/11  
(name) (signature) (date)  
 Treasurer: Philip Gatto Phil 9/9/11  
(name) (signature) (date)  
 Advisor: Jennifer Davis Jennifer 9/9/11  
(name) (signature) (date)



Cornell University  
Student Assembly

109 Day Hall  
Ithaca, NY 14853

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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	\$ <u>3.00</u>	_____
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: class councils

Primary Contact

Secondary Contact

Name: Annabel Fowick

Name: Philip Gallo

Address: 407 COLLEGE AVE Apt#5E  
Ithaca NY 14850

Address: 407 COLLEGE AVE Apt#5E  
Ithaca NY 14850

Phone: 8322659070 Email: aef75@cornell

Phone: 2032526201 Email: prg54@cornell.edu

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:

Annabel Fowick

(print name)

[Signature]

(signature)

9/19/11

(date)

## Summary of Request

For the 2010-2012 funding cycle, Class Councils received an allocation of \$2.50 per student.

With this funding each council has been able to put on an incredible array of events bridging gaps in the Cornell community to bring all undergraduates together. Though we have had great success with events such as Battle of the Late Night Foods, Cornell Caring Community or just a study week pick-me-up, for the 2012-2014 funding cycle we are requesting a 20% increase in the organization's allocation. This extra \$0.50 per student will allow us to better achieve three key goals.

1. **Pub Programing:** As the Campus Pub is slated to open next semester we anticipate a strong demand for programming and are required to plan events in the pub. Though we are not the only organization that will meet this need, we look forward to using this great new space.
2. **Continuing Initiatives:** Though Class Councils continuously works to increase mental-health awareness and class unity, we feel that a funding increase would enable us to host more events and have a larger impact on campus life.



Cornell University

Office of Undergraduate  
Class Councils

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## Organizational Mission, Officers, Members, History and Activities/Programming/Events

The mission of Cornell University Class Councils is to foster a sense of unity and pride within each of the four undergraduate classes, and among the entire Cornell community, during the four years students are on campus and beyond. This sense of unity and pride shall be fostered through a series of events, programming, and services designed to appeal to the diverse nature of our campus community – and this sense of unity and pride shall be maintained by addressing any issues that prohibit it within each of the four undergraduate classes.

Class Councils has a long and rich history. The first senior class council was established 143 years ago with Cornell's first graduating class. They were charged with doing senior week events and promoting our newest alumni. Undergraduate class councils (Juniors, Sophomores and Freshman) were established in 1987 as a university group to promote class identity and unity throughout all their years at Cornell. Activities include programming which promotes and establishes class unity and Cornell pride.

Class Councils are made up of 3 types of members. General membership is anyone in the class that would like to be involved. (approx. 3250 per class) Chairpersons and representatives are individuals who apply for a specific function, event or responsibility. The Executive Board is made up of the class president, and five class vice presidents. These positions are awarded through an election process in which the entire student body can cast a ballot. Elections are student body wide and occur in the Spring Semester.

## Current Officers:

### Class of 2012

Lisa Chen (Member at Large)  
David DyTang (Member at Large)  
Annabel Fowler (President)  
Mateo Gomez (Vice President of Finance)  
Hazel Gunapala (Member at Large)  
Rebecca Kaplan (Member at Large)  
Audrey Keranen (Vice President of Public Relations)  
Mike Linhorst (Member at Large)

Nicole Mormilo (Vice President of Administration)  
Dylan Rappoport (Member at Large)  
Roxanne Ravago (Member at Large)  
Alex Rojas (Member at Large)  
Madhura Sengupta (Member at Large)  
Sabina Sattler (Vice President of Promotions)  
Darren Xu (Member at Large)  
Steven Zhang (Executive Vice President)

### Class of 2013

Anna Fowler (President)  
Abby Robinson (Member at Large)  
Grace Kaminer (VP Finance)  
Rachael Schuman (VP Administration)  
Jesella Zambarno (Member at Large)  
Sooyeon Kim (Member at Large)  
Hollis Hanley (Member at Large)  
Nadia Raynes (Member at Large)  
Heather McAdams (Member at Large)  
Haeyeon Yoon (Member at Large)  
Adam Lerner (VP Promotions)

Fiona Ismail (Member at Large)  
Gabrielle Fernandez (Executive VP)  
Kristen Jenkins (Member at Large)  
Sophie Wang (VP PR)  
Cynthia Vella (Member at Large)  
Ramsey Ataya (Member at Large)  
Mariyah Ahmad (Member at Large)  
Matt Seward (Member at Large)  
Nicholas St. Fleur (Member at Large)  
Stephen Lane (Member at Large)

### Class of 2014

Robert Callahan (President)  
Jacqueline Crews (VP PR)  
Geoffrey Block (Executive VP)  
Gregory Braciak (VP Administration)  
April Manhertz (VP Promotions)  
Jessica Yang (VP Finance)

Rob Long (Member at Large)  
Albert Liao (Member at Large)  
Michael Perry (Member at Large)  
Kristina Deighan (Member at Large)  
Daniel Goldberg (Member at Large)  
Allison Wood (Member at Large)

### Class of 2015

At our first interest meeting, we had 85 people attend. The list of new students that signed up that are interested is at 199 signatures. Typically the First year class has a large council until elections, then attendance drops off.

Class Councils sponsor several different types of events throughout a student's four years at Cornell University. These events can be broken down into several categories such as: Traditional Events, Social Events, Philanthropy Events, Educational Events, Promotional Events, Co-Sponsored Events, School/Class Spirit Events, and Connection Events. Often Class Council programming overlaps on the purpose of each event.

Listed below are several examples of recent events in each area.

#### Traditional Events

- Freshman Tailgate, attendance 1500, lunch in the Stadiums Parking lot prior to the first football game of the season.
- Freshman on the Field, attendance 1000, Students greet the team as they come onto the field prior to the kickoff of the first home game.
- Senior Kick off/ BBQ attendance 500-1500 depending on year, often a class picture, food and music, celebration.
- Seniors of the Field, attendance 200-400 depending on year, Seniors rush the field before or after the game.
- December Graduation, attendance 1600, Senior class hosts the December graduation ceremony.
- Jacket Required/ Freshman-Sophomore Dance, attendance 300-400, traditional Freshman/Sophomore Formal.
- Senior Info Fair, attendance 100-500 depending on year, Graduates come to find more information about graduation, etc..

#### Social Events

- Events at local establishments, attendance varies usually between 100-300.
- Senior Zinck's Club - attendance between 100-300, events are every other Thursday.
- Karaoke - attendance between 100-300 depending on facility.
- Bowling - attendance is usually less than 100, Helen Newman Lanes
- Senior Kick off, attendance 500-1500 depending on year, often a class picture, food and music, celebration.
- Coffeeshouses - attendance between 100-300 depending on facility
- Ice times - attendance between 100-300, open ice time for specific class
- Talent Shows - attendance between 200-600, usually a Freshman event.
- Game nights - Varies usually between 50-150 people, underclass event.
- Theme nights - Halloween, Valentines, Chocolate Night, usually a few hundred in attendance
- Movies on the Slope, attendance usually about 2000.
- Comedy nights - attendance ranges from 300-800 depending on comic.
- Speed Dating - attendance about 100 this year.
- Food Giveaways – often pancakes or some similar food, just to build spirit during the long days of winter.

### Philanthropy Events

- Battle of the Late Night Foods, attendance 2000, people donated money to a charity - over \$600.

### Promotional Events

- Class Ice Cream - Each class developed their own Flavor at the Cornell Dairy Store.
- Hockey Ticket Giveaways - Senior class raffles off a pair of tickets to each game.
- Food giveaways in conjunction with advertising events - Cotton candy, popcorn etc. usually in WSH or on Ho Plaza.
- Class Pictures - Each class gathers on the slope and has their picture taken in the shape of their class year. This happens only once or twice throughout their four years- usually as a freshman and then as a senior.

### Co-Sponsored Events

- World's Fair – 2000 in attendance, a showcase of cultural groups on campus
- Homecoming, attendance 1000-4000 depending on year, often classes will combine funds to have one big giveaway to show school spirit.
- Cover Africa

### School/Class Spirit Events

- Homecoming, attendance 1000-4000 depending on year, often classes will combine funds to have one big giveaway to show school spirit.
- Hockey Ticket Giveaways - Senior class raffles off a pair of tickets to each game.
- Athletics Sponsorship - We've sponsored kickoff's at football games, shootouts at hockey games and foul shots at Basketball games including the promotion of the Big Red Zone last year. Attendance 1000's

### Trips (all of these events reached capacity at 47 people per bus, some take several buses)

- Yankees Games
- Darien lake Trips
- Wine Tours - several buses
- COE Adventures - ropes course, canoeing, rock climbing and indoor wall climbing
- Away Hockey Games

### Connection Events

- Senior Class and Trustee Meet and Greet
- Senior Class Campaign Kickoff
- Homecoming Breakfast and reception - includes current cc members and alumni cc members.



Event Category	Attendance	2009 Seniors		2010 Juniors		2011 Sophomores		2012 First Years	
		Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures
Student Activity Fee		\$8,125.00		\$8,125.00		\$8,125.00		\$8,125.00	
Class Welcome & Reception	100								(208.00)
First Years on the Field									(1202.00)
Study Break - Massage	50								(120.00)
Big Red Talent Show	350								(1300.00)
Pancake Night	400								(275.00)
Battle of the Late Night Foods	2,000		(250.00)		(250.00)		(250.00)		(250.00)
Hawaiian Luau	440								(2075.00)
Logo Contest	44								(250.00)
Smores Bonfire	300								(512.00)
Cocoa Packets Study Releiver	3,300								(880.00)
Copying/supplies/ administrative costs									(692.18)
Talking Circles Co-sponsorship	150								(200.00)
Pumpkin Farm Trip	52						(591.00)		
Lite Up with 2011	125						(910.17)		
Movie Night	310						(546.00)		
Class T-shirts	600					475.00	(1616.00)		
Prelim Pick Me Up	360						(795.00)		
SLIC	2						(10.00)		
Greek Peak Trip	55					1,648.00	(1662.00)		
Massage Study Break	120						(120.00)		
Logo Contest	36						(350.00)		
Copying/supplies/ administrative costs							(692.18)		
Study Break	300						(291.41)		
Jumping Juniors	660				(1021.00)				
Pancake Breakfast	400				(488.67)				
Massage Study Break	54				(120.00)				
Sunglasses giveaway/sales				290.00	(513.40)				
Pizza giveaway at Men's basketball game	400				(500.00)				
Cornell's Got Talent	310				(780.00)				
Pancake night 2/Cover Africa	560				(546.34)				
Sunglass reorder for giveaways/sales					(498.00)				
Moes Cinco de-Mayo	327				(1364.00)				
Copying/Supplies/admin costs					(700.00)				
Study Break	300				(350.00)				
Recruitment for Senior Class	125				(208.00)				
Zinck's Social Club	1,500	7,500.00	(2220.00)						
Downtown Tour of the Commons	100		(2195.00)						
Election Night Party	160		(825.00)						
Massage Study Break	140		(120.00)						
Mardi Gras night	220		(115.00)						
President's Reception	800		(8668.00)						
Copying/Supplies/admin costs			(700.00)						
Senior Week support			(686.12)						
<b>Total</b>		<b>\$15,625.00</b>	<b>(\$15,779.12)</b>	<b>\$8,415.00</b>	<b>(\$7,339.41)</b>	<b>\$10,248.00</b>	<b>(\$7,833.76)</b>	<b>\$8,125.00</b>	<b>(\$7,964.18)</b>
Balance Forward					1075.59		2414.24		160.82

# Usage of Funds 2009-2010

Event Category	Attendance	2010 Seniors		2011 Juniors		2012 Sophomores		2013 First Years	
		Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures
Balance Forward		1,075.59		2,414.24		180.82			
Student Activity Fee		8,005.00		8,005.00		8,005.00		8,005.00	
Class T-Shirts	3250					1,085.00	(1,924.50)		
Animal House	250				(421.00)				
Mots	800				(650.00)				
Poker Night	190				(319.66)				
Pick Me Up	400				(250.20)				
Homecoming	100				(130.77)				
Coffee Coupon	2000				(17.86)				
Bowling	140				(523.43)				
Picnic	250				(4,029.39)				
Picnic on the Slope	1000						(559.87)		
Pancake Night	400						(59.40)		
Homecoming	100		(131.00)		(69.00)	100.00	(165.25)		(881.10)
Rave Co-sponsorship	1250						(79.39)		
Syracuse Mall Bus Trip	150					404.80	(800.00)		
Valentine's Formal	800				(680.00)		(1,010.95)		
Zincks	300	9,936.00	(7,559.00)						
Kickoff			(1,100.00)						
Battle of the late night foods	2000		(2,580.00)		(500.00)		(250.00)		(250.00)
Study Break	300		(278.00)						
Ice cream break	310		(148.00)						
Popcorn at Basketball	400		(200.00)						
Bowling	360		(762.00)						
Presidents Reception	750	3,000.00	(7,350.00)				(423.20)		
Psych dinner	2500								(1,939.56)
Hockey Giveaway			(260.00)		(260.00)		(260.00)		(260.00)
New Student Reception	121								(767.52)
Bowling Night	85								(962.93)
Cornell's Got Talent	225						(239.54)		
Promo							(609.28)		
Admin							(789.11)		
<b>Total</b>		<b>\$20,941.00</b>	<b>(\$20,368.00)</b>	<b>\$8,005.00</b>	<b>(\$7,851.31)</b>	<b>\$9,594.80</b>	<b>(\$7,170.49)</b>	<b>\$8,005.00</b>	<b>(\$5,061.11)</b>
Balance Forward					\$153.69		\$2,424.31		\$2,943.89

# Usage of Funds 2010-2011

Event Category	Attendance	2011 Seniors		2012 Juniors		2013 Sophomores		2014 First Years	
		Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures
Balance Forward		\$153.69		\$2,424.31		\$2,943.89			
SAF		8,100.00		8,100.00		8,100.00		8,100.00	
Alumni Affairs		2,000.00							
Homecoming	1500		(241.00)		(241.00)		(2,414.00)		(241.00)
First Year Folles	400								(647.78)
Battle of the Freshmen 14	30								(120.45)
Recyclemania	410								(209.85)
Battle of the Late Night Foods	1000		(250.00)		(250.00)		(250.00)		(250.00)
Valentine's Day Dance	500						(760.00)		(760.00)
BBQ 4/29	500								(273.64)
BBQ 5/10	1000								(1,117.54)
Promotions			(1,459.00)				(3,750.00)		(2,622.39)
Red Bull/Super Mash	175				(355.81)				
Dinos Homecoming Night	500				(549.69)				
JO's Night	200				(238.66)				
Cup Givaway	250				(310.09)				
Class Sunglasses	1500				(703.70)				
Holiday Celebration	750				(452.00)				
Hockey Tix Promo			(260.00)		(260.00)		(260.00)		(260.00)
Procrastinate @ Straight	300		(683.59)		(618.60)		(2,261.89)		
Root-Beer Floats	250				(536.61)				
Screen on the Green	200			1,250.00	(2,872.37)				
Class T-Shirts	1000				(2,670.00)				
Zinck's	685	12,330.00	(7,913.68)						
Senior Kickoff	800		(2,250.00)						
Sw cosponsorship			(5,000.00)						
Class banner			(305.00)						
President's reception	640	3,040.00	(6,425.00)						
Promo-General					(145.99)				
Admin			(500.00)		(500.00)		(500.00)		(500.00)
<b>Total</b>		<b>\$25,623.69</b>	<b>(\$25,287.27)</b>	<b>\$11,774.31</b>	<b>(\$10,704.52)</b>	<b>\$11,043.89</b>	<b>(\$10,195.89)</b>	<b>\$8,100.00</b>	<b>(\$7,002.65)</b>
Balance Forward					1,069.79		848.00		1,097.35

## Projected Usage of Funds 2011-2012

Event Category	Attendance	2012 Seniors		2013 Juniors		2014 Sophomores		2015 First Years	
		Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures
Balance Forward		\$1,069.79		\$848.00		\$1,097.35			
SAF		8,100.00		8,100.00		8,100.00		8,100.00	
Kick offs			(2,000.00)		(2,000.00)		(2,000.00)		(2,000.00)
Zincks		14,000.00	(5,000.00)						
Cosponsorship SW			(7,000.00)						
Homecoming									(1,000.00)
Battle of the Late Night Foods			(250.00)		(250.00)		(250.00)		(250.00)
Fall Big Event			(1,000.00)		(1,000.00)		(1,000.00)		(1,000.00)
Fall Promotions			(1,000.00)		(1,000.00)		(1,000.00)		(600.00)
Spring Big Event		5,000.00	(8,000.00)		(1,000.00)		(1,000.00)		(750.00)
Spring Promotions			(1,350.00)		(1,350.00)		(1,350.00)		(1,000.00)
Student breaks (2)			(1,000.00)		(1,000.00)		(1,000.00)		(1,000.00)
Admin			(500.00)		(500.00)		(500.00)		(500.00)
<b>Totals</b>		<b>\$28,169.79</b>	<b>(\$27,100.00)</b>	<b>\$8,948.00</b>	<b>(\$8,100.00)</b>	<b>\$9,197.35</b>	<b>(\$8,100.00)</b>	<b>\$8,100.00</b>	<b>(\$8,100.00)</b>
Balance Forward			1,069.79		848.00		1,097.35		0.00

## Proposed Usage of Funds 2012-2013 & 2013-2014

Event Category	Attendance	2013 Seniors (2014)		2014 Juniors (2015)		2015 Sophomores (2016)		2016 First Years (2017)	
		Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures	Revenues	Expenditures
Balance Forward		\$848.00		\$1,097.35		-			
SAF		9375.00		9375.00		9375.00		9375.00	
Kick offs			(2,000.00)		(2,000.00)		(2,000.00)		(2,000.00)
Zincks	14,000.00		(5,000.00)						
Cosponsorship SW			(7,000.00)						
Homecoming									(1,000.00)
Battle of the Late Night Foods			(250.00)		(250.00)		(250.00)		(250.00)
Fall Pub Event			(637.00)		(637.00)		(637.00)		(637.00)
Fall Big Event			(1,000.00)		(1,000.00)		(1,000.00)		(1,000.00)
Fall Promotions			(1,000.00)		(1,000.00)		(1,000.00)		(600.00)
Spring Big Event	5,000.00		(8,000.00)		(1,000.00)		(1,000.00)		(750.00)
Spring Promotions			(1,350.00)		(1,350.00)		(1,350.00)		(1,000.00)
Spring Pub Event			(638.00)		(638.00)		(638.00)		(638.00)
Student breaks (2)			(1,000.00)		(1,000.00)		(1,000.00)		(1,000.00)
Admin			(500.00)		(500.00)		(500.00)		(500.00)
<b>Totals</b>		<b>\$29,223.00</b>	<b>(\$28,375.00)</b>	<b>\$10,472.35</b>	<b>(\$9,375.00)</b>	<b>\$9,375.00</b>	<b>(\$9,375.00)</b>	<b>\$9,375.00</b>	<b>(\$9,375.00)</b>
Balance Forward			848.00		1,097.35		0.00		0.00

# CORNELL UNIVERSITY CLASS COUNCILS CONSTITUTION

Approved by Class Councils: April 10, 2008

Ratified by the Student Assembly: April 18, 2008

## PREAMBLE

We, the students of Cornell University, put forth this constitution in order to guide future Class Councils in establishing organization and unity within each undergraduate class.

## ARTICLE 1. NAME

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

## ARTICLE 2. MISSION

The mission of Cornell University Class Councils is to foster a sense of unity and pride within each of the four undergraduate classes, and among the entire Cornell community, during the four years students are on campus and beyond. This sense of unity and pride shall be fostered through a series of events, programming, and services designed to appeal to the diverse nature of our campus community – and this sense of unity and pride shall be maintained by addressing any issues that prohibit it within each of the four undergraduate classes.

## ARTICLE 3. MEMBERSHIP

### Section 1. Requirements for Active Membership

- 3.1.a All members of the respective four undergraduate classes are encouraged to participate as an active member of their Class Council.
- 3.1.b Any person desiring an active membership in their respective Class Council shall become a full voting member, eligible to vote on all Class Council activities upon the attendance of three consecutive class council meetings or upon the appointment as a chair or officer position through an interview/application process that was open to the entire class.
- 3.1.c Members, who were active in the previous academic year, shall be considered active at the start of the next academic year unless they are not a registered student of the class. Students who are participating in a Cornell sponsored off-campus programs shall be considered an active member upon their completion of the program and their return to Cornell's main campus.

### Section 2. Loss of Active Member Status

- 3.2.a Any member, having absences from three consecutive regularly scheduled meetings or six cumulative regularly scheduled meetings in an academic year, shall lose their status as an active member of their respective Class Council and any position he or she held will be considered vacant.
- 3.2.b The member in question will have one week to appeal his or her status and must send the appeal to the standing elections committee. The elections committee will have two weeks to meet, consider the appeal, and make a decision regarding the appeal.

**Section 3. Reinstatement of Active Member Status**

- 3.3.a** Reinstatement as an active member shall require completion of the membership requirements outlined in Article III, Section 1.

**ARTICLE 4. CLASS OFFICERS**

**Section 1. Executive Board Membership**

- 4.1.a** The Executive Boards of each Class Council shall consist of the six Class Officers: President, Executive Vice President, Vice President of Administration, Vice President of Finance, Vice President of Promotions, and Vice President of Public Relations.

**Section 2. Duties of Executive Board Officers**

- 4.2.a** Duties of all Executive Board Officers and Officers-Elect shall be to:

- (1) Have active membership in their respective Class Council as outlined in Article III
- (2) Participate in all programs and activities of his/her respective Class Council
- (3) Work to remedy any issues or concerns of his/her fellow classmates with the appropriate individuals
- (4) Participate in all his/her respective Class Council meetings and activities in the transition period after the selection/election process is complete as Officer-elect.
- (5) Commit to two "Office Hours" per week, which will be spent in the Class Council Office answering phones, responding to walk-ins, selling tickets for class programs, and completing additional tasks as requested.
- (6) Participate in Class Officer Orientation
- (7) Participate in any and all Class Officer training scheduled during the academic year.
- (8) Attend and participate in the Student Leadership Institute at Cornell.
- (9) Return to campus early after breaks, when necessary, for Class functions.

- 4.2.b** The duties of the President shall be to:

- (1) Facilitate all Class activities
- (2) Initiate implementation of class programming and activities through established committees.
- (3) Create new committees when needed.
- (4) Support and motivate Committee Chairpersons in the performance of their responsibilities.
- (5) Assign additional responsibilities to officers or committees as necessary
- (6) Request reports as necessary from other officers and committees
- (7) Schedule, coordinate and chair all Executive Board meetings.
- (8) Prepare agendas and chair weekly Class Council meetings.
- (9) Attend Class Presidents' meetings when scheduled.
- (10) Maintain communication with other Class Councils to prevent overlap and encourage cooperation

- (11) Ensure that other officers are performing their duties.
- (12) Represent the Class at various University functions.
- (13) Represent class issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
- (14) Submit a two to four page written annual report to the Director of Class Councils at the end of his/her term of office.
- (15) The Senior Class President will represent the Senior Class at any invited functions and will speak at the January Graduation Reception in December and at the Convocation Ceremony at the end of the academic year.

**4.2.c** The duties of the Executive Vice- President shall be to:

- (1) Assist the President and other officers as needed.
- (2) Take on the duties and responsibilities of the Class President in his/her absence.
- (3) Serve on the Class Officers Elections Committee. (Unless a conflict of interest arises.)
- (4) Coordinate and facilitate all class activities and events.
- (5) Create and execute event timelines for all Class Council programming
- (6) Coordinate all necessary paperwork and attend all necessary meetings to have events approved.
- (7) Plan events and activities in accordance with the budgets set forth by the Vice President of Finance and the general council.
- (8) Submit all necessary forms and coordinate funding requests for specific events.
- (9) Keep accurate and up to date records of all class activities through the use of Program Evaluation Forms.
- (10) Submit a detailed written summary of Class activities at the end of each semester to the Director of Class Councils.

**4.2.d** The duties of the Vice President of Administration shall be to:

- (1) Assist the President and other officers as needed.
- (2) Serve on the Class Officers Elections Committee. (Unless a conflict of interest arises.)
- (3) Take, and keep record of, attendance at all Class Council meetings and notify any members of impending inactive status.
- (4) Monitor active and inactive status of at-large members.
- (5) Keep accurate and up to date files of all Class correspondence and meeting minutes.
- (6) Record, type, and send out minutes from each meeting in a timely fashion via email.
- (7) Oversee all Class correspondence
- (8) Coordinate additional administrative paperwork as necessary

**4.2.e** The duties of the Vice President of Finance shall be to:

- (1) Assist the President and other officers as needed.



- (2) Serve on the Class Officers Elections Committee. (Unless a conflict of interest arises.)
- (3) Be responsible for all Class fiscal matters.
- (4) Work with the Class Council in administering the Student Activities Fee.
- (5) Keep up to date and accurate bookkeeping records for all Class funds.
- (6) Determine the available budget for each individual program with input from the Council.
- (7) Give a financial report at weekly Class Council meetings. This report should include present balance and the transactions of the past week.
- (8) Submit a detailed written report of a summary of Class Program Budget Forms at the end of each semester to the Director of Class Councils.

**4.2.f** The duties of the Vice President of Promotions shall be to:

- (1) Assist the President and other officers as needed.
- (2) Serve on the Class Council Elections Committee (Unless a conflict of interest arises.)
- (3) The Vice President of Promotions for the Senior Class shall serve as the Chair of the Class Council Elections Committee, in accordance with Article VI, Section 3.
- (4) Keep accurate and up to date records of all class promotions through the use of Program Evaluation Forms.
- (5) Coordinate items for, budget for, locations of, and people tasked with disbursement of class giveaways and/or raffles/door prizes.
- (6) Submit a detailed written summary of Class promotions at the end of each semester to the Director of Class Councils.
- (7) Coordinate ways to draw in additional active members.
- (8) Coordinate the staffing of weekly office hours.

**4.2.g** The duties of the Vice President of Public Relations shall be to:

- (1) Assist the President and other officers as needed.
- (2) Serve on the Class Council Elections Committee. (Unless a conflict of interest arises.)
- (3) Be responsible for the timely, adequate, and accurate distribution of information, publicity, and communications for all class activities and/or events.
- (4) Improve organization visibility on campus.
- (5) Maintain the "Class of" website, in conjunction with the University Registrar, updating it as frequently as possible.
- (6) Keep file copies of all pertinent forms and publicity for events and activities.
- (7) Plan publicity for events and activities in accordance with the budgets set forth by the Vice President of Finance and the general council.
- (8) Fill out all information needed for application to the Cornellian Yearbook, write a description for the Council's yearbook page, and coordinate with the Cornellian staff for the Class Council's picture.

- (9) Submit a detailed written summary of Class publicity at the end of each semester to the Director of Class Councils.

**Section 3. Procedures for Dismissal of Officers**

- 4.3.a** Failure of any officer to remain an active member shall result in immediate dismissal from office:
- 4.3.b** Failure of any officer to meet his/her respective duties and/or commitments to his/her council will result in an initial verbal and written warning issued by the Class President with the assistance of the Director of Class Councils as necessary.
  - (1) If the President fails to meet his/her respective duties, a warning shall be issued by the Director of Class Councils.
  - (2) A timeline for improvement will be set at the time of the warning.
- 4.3.c** Any active member of the Council may request that the President issue a warning to any officer, and the President shall precede at his/her discretion with the input of the Director of Class Councils.
  - (1) Any active member may request that the Director of Class Councils issue a warning to the President and the Director shall proceed at their discretion.
- 4.3.d** Failure of any officer to meet his/her respective duties and/or commitments to his/her Council, after receiving an initial warning, will be met with a written censure from the President and Director of Class Councils.
  - (1) If the President is the officer receiving the written censure, it will be from the Director of Class Councils.
  - (2) The full Council must be notified that such a warning is being issued
- 4.3.e** The officer in question will have one week to prepare an explanation for the Council as to why he/she has continued to fail to meet the requirements of his/her office.
- 4.3.f** To dismiss an officer, the active members of the Council must reach a two-thirds majority.
- 4.3.g** The officer may appeal the Council's decision to the Class Council Elections Committee within one week after receiving verbal notification of the Council's decision. The appeal must be in writing and submitted to the Director of Class Councils to be reviewed in accordance with Article VI Section 3.
- 4.3.h** Upon dismissal or resignation of any Officer, a letter from the President and Director of Class Councils or the elections committee (if involved) explaining the circumstances of the resignation/dismissal will be kept on file.
- 4.3.i** The officer being dismissed/resigning also has the option of providing an explanatory letter to keep on file.

**Section 4. Procedure for Replacement of Vacant Elected Positions**

- 4.4.a** Upon the vacancy of the Presidency, the Executive Vice President shall become President.
- 4.4.b** If any elected position on the Executive Board is left vacant immediately after elections (i.e. no one ran for the position), the position is to be filled by an application/interview procedure open to the entire class.

- 4.4.c The specifics of the application and/or interview procedure are to be determined by the incoming executive boards.
- 4.4.d After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the incoming executive boards.
- 4.4.e If any elected on the Executive Board other than the President becomes vacant during the first semester of the term of office of an academic year, the position is to be filled by an application/interview procedure open to the entire class.
  - (1) The specifics of the application and/or interview procedure are to be determined by the current executive board.
  - (2) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.
- 4.4.f If any elected position on the Executive Board other than the President becomes vacant during the second semester of the term of office, the Council has discretion to open up the position to an application and/or interview procedure open to the entire class, or have the executive board make an appointment of an active council member.
  - (1) The decision to use applications/interviews or appoint someone to fill the vacancy will be made by a majority vote of active council members.
  - (2) If applications and or interviews are used, the specifics of the application and/or interview procedure are to be determined by the current executive board.
  - (3) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.
- 4.4.g If the vacancy is to be filled by appointment, any active council member may nominate him/herself or any other active council member to fill the vacancy.
  - (1) Nominations will be taken at the meeting the vacancy is announced, and the executive board must make a decision by 2/3 vote no later than the next meeting.

## **ARTICLE 5.        COMMITTEES**

### **Section 1.    Ad-Hoc Committees and Event Chairpersons**

- 5.1.a Committees may be formed as the need arises. Any council member can chair these committees. Chairpersons will be appointed on a volunteer basis, by an interview process, or by the Class Council President.
- 5.1.b Duties of the Chairpersons shall be to:
  - (1) Convene and preside over committee meetings
  - (2) Attend their respective weekly Class Council meetings.
  - (3) Give an update of their respective committee's progress at Class Council meetings.
  - (4) Request a vote, at Class Council meetings, on issues proposed at committee meetings
  - (5) Create sub-committees, giving notification to the Council.
  - (6) Recruit committee members.

- (7) Submit any incurred expenses (with their receipts) or revenues collected to the Vice President of Finance within 24 hours of occurrence.

**Section 2. Procedures for Dismissal of Committee Chairpersons**

- 5.2.a The procedure for dismissal of Committee Chairpersons will be the same as the procedure for dismissal of officers outlined in Article IV, Section 3.

**Section 3. Procedure for Replacement of Vacant Appointed Positions**

- 5.3.a If any appointed position on the becomes vacant during the term in which it has been appointed for, the Council has discretion to open up the position to an application and/or interview procedure open to the entire class, or have the executive board make an appointment of an active council member.

- (1) The decision to use applications/interviews or appoint someone to fill the vacancy will be made by a majority vote of active council members.

- 5.3.b If applications and or interviews are used, the specifics of the application and/or interview procedure are to be determined by the current executive board.

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

- 5.3.c If the vacancy is to be filled by appointment, any active council member may nominate him/herself or any other active council member to fill the vacancy

- (1) Nominations will be taken at the meeting the vacancy is announced, and the executive board must make a decision by 2/3 vote no later than the next meeting.

**Section 4. Selection of Convocation Chair**

- 5.4.a After a notification of the position to the entire class, the Executive board of the Junior Class Council and three elected juniors of the Student Assembly shall interview and select the Convocation chairperson during the fall semester of the junior year.

**Section 5. Senior Class Council Committees**

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

- 5.5.b Senior Chairpersons are needed for the following committees:

- (1) Zinck's
- (2) Commencement
- (3) Senior Week

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

- 5.5.d The Executive Board-elect will have the ability to add additional chair, co-chair, or liaison positions at their discretion.

- (1) Past additional positions have included: Webmaster, Alumni Council Liaison, Cultural Liaison, and Greek Liaison.

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

**Section 6. Procedures for Dismissal of Senior Class Council Chairs**

- 5.6.a** The procedure for dismissal of Senior Class Council Chairs shall be the same as the procedure for dismissal of Officers in accordance with Article IV, Section 3

**Section 7. Procedure for Replacement of Senior Class Council Chairs**

- 5.7.a** The procedure for replacement of Senior Class Council Chairs shall be the same as the procedure for replacement of Committee Chairs in accordance with Article V, Section 3.

**ARTICLE 6. ELECTION PROCEDURES**

**Section 1. Eligibility and Petitioning Procedures**

- 6.1.a** Any Cornell undergraduate is eligible to run for an Executive Board position for the class he/she is a constituent
- 6.1.b** Candidates must plan to be a full-time registered student for the length of the term of office.
- 6.1.c** All undergraduates running for an Executive Board position must submit a petition of fifty signatures of constituents in the class they intend to represent. Said petition must be submitted by a deadline set by the Director of Class Councils and the Class Council Elections Committee.
- 6.1.d** In order to qualify to run for an Executive Board position, the student must be an active member of the council he/she is a constituent of prior to the first day of elections.
- (1) Exceptions will be made for students participating in Cornell-sponsored off-campus programs, including but not limited to Study Abroad and Cornell in Washington.
  - (2) Students with meeting time conflicts may request an exception from the Class Officer Elections Committee.
- 6.1.e** All undergraduates running for an Executive Board position must attend a mandatory information session regarding the Class Councils prior to the petitioning deadline.
- (1) Attendance at this meeting does not count towards meeting requirements for active member status.
- 6.1.f** Any officer or committee chair that previously resigned or was dismissed from a position needs to appeal to the elections committee to be eligible to run for office or to apply for a chairperson position.
- (1) The elections committee will look over the letters kept on file in accordance with Article IV, Section 3, and determine if a candidate will be eligible.

**Section 2. Voting Procedures**

- 6.2.a** All undergraduates are eligible and should be given equal opportunity to vote for the Executive Board of the Class Council they are constituents.
- 6.2.b** The Executive Board shall be elected by a plurality vote.
- 6.2.c** The Executive Board shall be ordered on the ballot as they are in Article IV, Section 1. The order of candidate names shall be random on the ballot.

**6.2.d** If no individuals submit a petition to run for the President of a class or all candidates are deemed ineligible to run for the Presidency, all candidates running for the Executive Vice Presidency shall be acknowledged as running for the Presidency on the election ballots.

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

### **Section 3. Class Officer Elections Committee**

**6.3.a** The Vice Presidents of the Executive Board for each class not running for re-election shall serve on the Class Council Elections Committee. The Director of Class Councils shall serve as an ex-officio member of the Election's Committee.

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

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

(1) The Committee member with the conflict of interest will not be permitted to observe and give comments on the appeals process, and will not be permitted to participate in the final decision.

**6.3.d** The Vice President of Promotions from the Senior Class Council will chair the Class Council Elections Committee. The Chair shall ensure that the committee is completing the following tasks:

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

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

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

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

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

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

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

(1) Election challenges must be submitted in writing to the Office of Undergraduate Class Councils, 525 WSH, by the deadline in the Elections Timetable. No challenges will be accepted after this deadline under any circumstances.

(2) All parties involved in the challenge will be asked to attend a Class Council Elections Committee meeting to present the challenge/defense orally.

- (3) The format of challenges must contain the following information; Challenger's Name, Candidate's Name, Date of Challenge, Reason for the challenge and supporting evidence.
  - (4) Any Member of the Cornell Community may submit a challenge and all challenges are public documents.
  - (5) The structure of hearings will be:
    - Challenger Presentation 3 minutes
    - Challenged Presentation 3 minutes
    - Challenger Response 1 minute
    - Challenged Response 1 minute
    - Elections Committee Questions 4 minutes
  - (6) Only those challenging, challenged, or named in the challenge shall be present during the hearing. The Elections Committee may allow, by a simple majority vote, the challenged to bring in a witness not named in the challenge if the Elections Committee deems it relevant to the challenge at hand. Those who are named confidentially will meet with the Elections Committee privately.
  - (7) Minutes will be recorded for each hearing and made available to the public, except where confidentiality has been granted.
  - (8) The Elections Committee will meet in closed session to decide on the merit of the challenge immediately after hearing it, and all voting decisions will be made in executive session. No minutes will be recorded for this part of the challenge process.
  - (9) Should the Committee decide that a violation has been committed on such a scale as to give a candidate an unfair advantage, they may disqualify a candidate by majority vote. Violations will be classified as follows:
    - Minor violations are violations that reach only a small number of voters, i.e. campaigning in a residence hall without and escort, etc.
    - Major violations, i.e. harassment or breaking finance rules, or multiple minor violations, will qualify the accused candidates for disqualification.
  - (10) Should there be more than one challenge to a candidate; the Elections Committee will make a decision by viewing the challenges against a candidate in the aggregate. In doing so, the Elections committee will hear all challenges against one particular candidate subsequently, and then vote on disqualification if necessary.
- 6.3.h** The Class Council Elections Committee shall review any appeals from Executive Board members and chairpersons who have been removed from their position in accordance to Article VI, Section 3
- (1) The officer/chairperson making the appeal will be asked to attend a Class Council Elections Committee meeting to present his/her formal appeal orally.
- 6.3.i** Any one party involved with a decision of the Class Council Elections Committee who feels that Committee did not follow appropriate procedure when making a decision may appeal the decision to the University Ombudsman.

- (1) If the University Ombudsman decides that procedure was not followed, the Class Council Elections Committee must re-hear the appeal or challenge in light of the Ombudsman's recommendation.
- 6.3.j The Class Council Elections Committee must reach a simple majority in determining to accept or reject any appeal or election challenge.
- 6.3.k The Class Council Elections Committee shall give the parties involved with the appeal/challenge notification of its decision within twenty-four hours of the oral presentation, in writing, as well as a justification for the decision reached.
- 6.3.l The Class Council Elections Committee shall have the authority to grant exceptions to Article VI, Section 1

## **ARTICLE 7.        PROCEDURES**

### **Section 1.        Meetings**

- 7.1.a The newly elected Executive Board of each respective Class Council will establish and adopt a schedule of meetings for the balance of the academic year for which they will serve in office. These meetings will be referred to as "regularly scheduled meetings," and will be publicly announced throughout the year.
- 7.1.b The President may convene special meetings to consider issues of immediate and pressing concern. The President will also call a special meeting after being instructed to do so by four active members. Any business may take place at a special meeting if quorum is attained. Absences will not go into effect for special meetings.
- 7.1.c Class Council meetings shall be open to all members of the class and minutes will be recorded at all Class Council meetings. Class Councils shall abide by the spirit and intent of the "Open Meetings" law at all times.

### **Section 2.        Quorum**

- 7.2.a Quorum shall consist of a majority of the active members of the class. No decisions shall be made if quorum is not attained.

### **Section 3.        Proxy Votes**

- 7.3.a Only excused active members shall be permitted to cast proxy votes. Proxy votes must be in writing and can be challenged for their authenticity. The validity of a proxy vote shall be determined by a majority vote of the respective Class Council.

### **Section 4.        Debate and Conduct**

- 7.4.a All debate and general conduct for meetings of each respective Class Council shall be determined by the President of each Class. The President shall follow parliamentary procedure for the duration of a meeting as outlined in Robert's Rules of Order (latest edition), after being instructed to do so by two active members.

### **Section 5.        Decisions**

- 7.5.a All decision shall strive to be made through consensus of the active members. Otherwise decisions shall stand after majority vote.



**7.5.b** Any active member may request that each member's vote be recorded by the Vice President of Administration for any policy decision.

**7.5.c** The President shall remain neutral in all debate and conduct. If there is a tie vote, the President shall make the deciding vote.

**7.5.d** All events, programs or services exceeding eight percent of the annual budget must have approval of the Executive Board of Class Councils.

**Section 6. Email Policy**

**7.6.a** Unless decided by a majority vote, all officially sponsored Class Councils programs, events and services shall have an email sent to each respective class.

**7.6.b** Emails of other official Class Council businesses may be sent to the class after being instructed to do so by an active member and upon a majority vote of the council.

**7.6.c** Emails shall be written by the Vice President of Administration (or written by another active member after majority approval) and approved for accuracy by the President before being sent to the class. The Director of Class Councils shall check all emails to ensure that they abide by the policies of the University.

**7.6.d** The class shall not send emails to any individuals after being instructed to do so by the individual.

**7.6.e** Each class shall strive to limit email use

**ARTICLE 8. AMENDMENTS**

**Section 1. Process**

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

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

**Section 2. Adoption**

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

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

**CORNELL UNIVERSITY CLASS COUNCILS CONSTITUTION**  
**APPENDIX A**  
**SENIOR CLASS COUNCIL CHAIRS AND COMMITTEES**

**ARTICLE 1.     ELIGIBILITY AND REQUIREMENTS**

**Section 1.     Eligibility**

- 1.1.a Applicants must be a member of the Junior Class at time of selection.
- 1.1.b Applicants must be available on campus throughout the entirety of their term in office in order to fulfill their duties.

**Section 2.     Requirements**

- 1.2.a All chairpersons are required to attend their respective Class Council meetings immediately after the selection process.
- 1.2.b All chairpersons are required to attend their respective Class Council events and be active members (as outlined in Article III) for the entirety of their term in office.
- 1.2.c All committees are required to give an update of their respective committee's progress at Class Council meetings.
  - (1) All chairpersons are required to submit any incurred expenses, with receipts, or revenues collected to the Vice President of Finance. This should be done within 24 hours of its occurrence.

**ARTICLE 2.     SENIOR CHAIRPERSON RESPONSIBILITIES**

**Section 1.     Commencement Chair**

- 2.1.a Responsible for student representation at activities related to the Commencement Ceremony including:
  - (1) Represent the Senior Class at the University Commencement Committee.
  - (2) Write a letter to all Seniors to be included in the December and March graduation information packets for May Commencement.
  - (3) Work with the Commencement Coordinator and Director of Class Councils to plan and implement January Graduation in December.
  - (4) Coordinate, plan, and implement the annual "Senior Info Fair" in March of Senior year.
  - (5) All other duties as assigned by the Commencement Coordinator.

**Section 2.     Convocation Chair**

- 2.2.a Convene a meeting of Class representatives to serve as a Selection Committee. This committee is to be comprised of: All active members of Class Council at the time the committee is formed, elected members on the Student Assembly at the time the committee is formed and those fifteen members selected by the Convocation Chair and Class President. Other individuals may be appointed by the Dean of Students or the Vice President for Student and Academic Services with consultation of the Convocation Chair.
- 2.2.b Invite, via email, members of the class to be part of the Convocation committee.

- (1) Fifteen members from the class will be selected, by the Convocation Chair and Class President, from the pool who show intent by responding to the emailed invitation.
  - (2) Selection of these fifteen members from the class will be based on representing the diverse interests of the class. The selection process shall be transparent to all members of the Cornell community, with the Convocation Chair and Class President directly accountable for those selected.
- 2.2.c** The Selection Committee meetings shall be conducted in confidentiality and any member of the committee who breaches this confidentiality shall be removed from the committee.
- 2.2.d** Responsible for organizing the Convocation Ceremony, including the following:
- (1) Working with the Selection Committee to establish a list of potential speakers and make initial contacts with agents during the fall semester of Junior year.
  - (2) Confirm with the Special Events office that a room at the Statler Hotel has been reserved for the Convocation speaker.
  - (3) Have a confirmed acceptance of our invitation by the end of Junior year to insure a speaker for Convocation.
  - (4) After the speaker has been confirmed, make reservations and travel arrangements for his/her arrival.
  - (5) Work closely with the Vice President for Publicity and the Cornell News Service to ensure timely, accurate, and adequate publicity of the ceremony and biographical information on the speaker.
  - (6) Make arrangements for a breakfast with the speaker and a news conference before Convocation for just the Executive Board and the speaker, as well as, a reception following Convocation for the speaker, the Class Council, the Selection Committee, their families, and invited guests (appropriate administrators and faculty based on the speaker.)
  - (7) Make all arrangements for the speaker after Convocation until his/her departure.
  - (8) Send a personal thank you to the speaker after Convocation from the Class Council.
  - (9) Make a reservation for next year's Convocation Reception.

**Section 3. Senior Week Chair(s)**

- 2.3.a** Organize and coordinate a week-long program of approximately 55-85 activities to be held during the week prior to Commencement.
- (1) Also responsible for promoting and developing funds for Senior Week activities through Class Council funds and Zinck's support.
- 2.3.b** Select, train, and oversee the Senior Week chairs/committee as a whole.
- 2.3.c** Chair and facilitate all Senior Week meetings.
- 2.3.d** Facilitate the inputting of all Cornell Card charges during Senior Week ticket sales.
- 2.3.e** Put together all Chaperone folders for Senior Week events.

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

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

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

- (1) Coordinate all publicity for Senior Week events and ticket sales
- (2) Organize buses and box lunches for each event as needed.
- (3) Designing and printing the Senior Week T-shirts
- (4) Coordinate online ticket sales/reservations for all Senior Week ticketed events.
- (5) Coordinate staffing of the Class Council Office during ticket sales.
- (6) Create tickets and other forms necessary for ticket sales, as well as coordinating and purchasing all supplies needed for ticket sales/distribution.
- (7) Train all individuals involved in ticket sales.

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

#### **Section 4. Zinck's Chair(s)**

**2.4.a** Responsibilities:

- (1) Update the vendor contract and letter information
- (2) Approach vendors about signing or resigning the Zinck's contract.
- (3) Complete vendor discount list as soon as possible
- (4) Contact a printer to have new Zinck's cards printed. They cannot contain the Cornell name, logo, or bear.
- (5) Plan and execute a publicity campaign
- (6) Give each vendor a copy of their signed Zinck's contract and a printout of what the Zinck's card looks like so they know to give the discount.
- (7) Organize and hold bi-monthly Zinck's activities for the duration of the Senior year with local bars/restaurants. These events are traditionally held on Thursday evenings.
- (8) Contact the Alumni Office to determine when the "International Spirit of Zinck's Night" is. A Zinck's night must be held on this night.
- (9) Reserve ID scanners to ensure that those attending the event and getting the discount are seniors.
- (10) Reserve a lock box with the Zinck's flag, tape, money, Cornell Card paperwork, Zinck's cards, stamp and ink for each event.
- (11) Recruit other members of Class Councils to attend the events and bring their friends.
- (12) If possible, set up an event to be "100 Days Before Graduation" or "20XX Hours Until Graduation."