



2012 - 2014 SAF Application Form

Checklist for Application

Table with 3 columns: Item, Applicant, Office. Contains checklist items categorized under 'Preliminary Items Due 4pm, April 25, 2011' and 'Final Attachments Due 4pm, September 9, 2011'. Items include Eligibility Checklist, Dollar request, Petition signatures, Constitution, Charter, Bylaws, Mission Statement, Group Profile, Summary of request, and Financial Statements.

Applicant Organization/Program Name: Welcome Weekend
Primary Contact: Cindy Feng
Secondary Contact: Griselda Veicado
Address: 705 East Buffalo St., Apt 4 Ithaca, NY 14850
Phone: (607) 351-9819 Email: hf92

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: Cindy Feng (print name), [Signature] (signature), 09/09/2011 (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

Required for All Applicants

Directly and primarily serves/benefits the entire undergraduate Cornell community

CF

Allows all students equal access to services and/or participation

CF

Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two

CF

Required for Applicants Who Are Not Currently Receiving Byline Funding

If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students

/

May Be Waived By Student Assembly with Approval of University President

Is registered with the Student Activities Office

CF

Is student-directed and student-led

CF

Has Cornell operating account with internally controlled funds

CF

Has a Cornell-employed advisor with oversight of Cornell funds

CF

Has received funding from a unit at Cornell university in each of the last two semesters

CF

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:	Griselda Velado	<i>Griselda Velado</i>	09.09.11
	<small>(name)</small>	<small>(signature)</small>	<small>(date)</small>
Treasurer:	Cindy Feng	<i>Cindy Feng</i>	09/09/2011
	<small>(name)</small>	<small>(signature)</small>	<small>(date)</small>
Advisor:			
	<small>(name)</small>	<small>(signature)</small>	<small>(date)</small>

WELCOME WEEKEND SUMMARY OF REQUEST

Welcome Weekend hopes to continue coordinating and managing events during the first week of classes in 2012-13 and 2013-14. Our events are extremely well attended and serve to enrich the social experience for returning and new students arriving on campus. We would like to request \$2.75 per undergraduate student for the next two years – the same amount granted for the past funding cycle. Historically, Welcome Weekend has received \$3.00 per undergraduate student and we have never raised this request since our inception. However, in the fall of 2009, we only received \$2.75 per undergraduate student. This is mainly due to the surplus that we carried from the years before.

Although the funding was decreased, we ran a surplus again in the year 2010-2011. This was due to many reasons. It was at least partly due to the organization's good fiscal management and our efforts to not be extravagant. But most importantly, it is because when preparing the budget, we need to project some expenses at the high end. This is true especially for Cornell shops-related charges. For example, in the past years, the Electric Shop estimated that costs for Street Fair would run in the range of \$6,000-\$7,000. We budgeted to spend at the high end of \$7,000 but the actual cost came in at only \$5,254 for 2008, \$5,467 for 2009, and \$4,232 in 2010. In addition to the shops-related charges, some quotes will turn out to be very different from the actual cost. For example, in 2010, the CU Police gave us a quote of \$450 for Street Fair. However, the cost actually came in as \$676, which is almost 1.5 times more than the original estimate! Because of these types of fluctuations, we often budget on the high end in order to cushion for any unexpected changes.

Because of the surplus situation, we have reconsidered some of our income sources. We have waived the club registration fee for clubs participating in Club Fest this year. In addition to this income reducer, we are also introducing a spring Welcome Weekend event this year. The introduction of this event will not only provide a warm welcome to the students returning to campus after the winter break, but it will also spend down the surplus carried over from last year and bring us closer to a breakeven point.

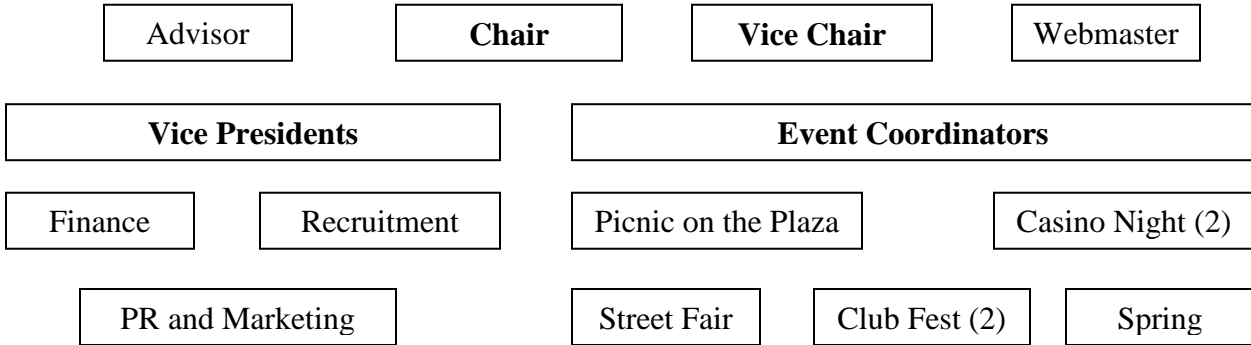
What is essential for Welcome Weekend to continue is the ability to recruit and recognize a large number of dedicated volunteers, implement exciting late night events, and publicize them to attract a large number of students. Although block parties are not as much of an issue as they were when WW was first created, but having late night events like Flicks Across CU, Casino Night, and Street Fair will continue to be a priority for the board. Despite the fact that Picnic on the Plaza and Club Fest are not late night events, we would very much like to continue them due to their popularity.

Looking forward, our budget projections call for a reduction to the amount allocated to each event. However, Welcome Weekend cannot continue to put on high quality, attractive events below a certain budget amount. Therefore, we would urge the Appropriation Committee not to cut down our request of \$2.75 per undergraduate. Our projections for year '11-'14 indicates that even with the assumption that we obtain the same SAF as our past funding cycle, we would still need additional income sources to cover our expenses, as well as cutting out our spring event. Possible income sources include applying for co-sponsorship with CUTonight, and charging the clubs with a Club Fest registration fee of \$10 again.

WELCOME WEEKEND MISSION STATEMENT

Welcome Weekend and its programs are aimed at changing the student culture on campus. The organization was created in 2002 to offer a safe and exciting alternative to the Collegetown block parties that currently attract thousands of students. The 5-day Welcome Weekend events are held each year in late-August, immediately following the conclusion of the New Student Orientation, to welcome all students back to the Cornell campus. A critical way to facilitate the change in student culture is to have the initiative come from students, be enacted by students, and be attractive enough that every student will be interested in participating.

WELCOME WEEKEND ORGANIZATION PROFILE
Welcome Weekend Membership and Organization Chart



Total: 13 members

Welcome Weekend 2010 Officers:

Jason Yang	jdy23	Chair
Cathy Su	cs579	Vice Chair
Melissa Benhaim	mdb239	VP PR and Marketing
Anesha Agarwal	aa483	VP Finance
Cindy Feng	hf92	VP Recruitment
Karina Parikh	kp285	Casino Night Coordinator
Mayda Dorak	md479	Casino Night Coordinator
Tina Chen	yc458	Club Fest Coordinator
Jennie Drygulski	jkd62	Picnic on the Plaza Coordinator
Padma Krishnan	pk287	Street Fair Coordinator
Griselda Velado	gmv25	Street Fair Coordinator
Steven Xu	syx2	Webmaster
Catherine Holmes	cah4	Advisor
		Assoc. Dean of Students for Student Activities

Welcome Weekend 2011 Officers:

Griselda Velado	gmv25	Chair
Jennie Drygulski	jkd62	Vice Chair
Jennifer Wang	jjw36	VP PR and Marketing
Cindy Feng	hf92	VP Finance
Shanna Johnson	skj26	VP Recruitment
Angela Lu	al567	Casino Night Coordinator
Mayda Dorak	md479	Casino Night Coordinator
Yaris Ng Pang	yn96	Club Fest Coordinator
Nicole Cleminshaw	nmc68	Club Fest Coordinator
Lourdes Rios	lmr97	Picnic on the Plaza Coordinator
Ankur Bajaj	alb337	Street Fair Coordinator
Melissa Benhaim	mdb239	Spring Event Coordinator
Brain Wojcik	bmw75	Webmaster
Catherine Holmes	cah4	Advisor
		Assoc. Dean of Students for Student Activities

Welcome Weekend History

Welcome Weekend (WW) is a university organization that was started by the officers and advisor of the Orientation Steering Committee (OSC) in October 2002. The organization was created as a response to the town-gown issues that had been coming to a head related to block parties in Collegetown. WW programs are designed to provide all undergraduate students with a series of late night events as an attractive alternative to the fraternity party and Collegetown bar scene. The first Welcome Weekend event was held in August 2003.

In the fall of 2003, the group went through the byline funding process and was successful. From the 2004-2005 academic year onwards, WW began to be funded by the Student Activity Fee. The SA stipulated that WW make a complete break from OSC. This transition happened in the fall of 2004 and WW moved out of the DOS unit of New Student Programs and moved into the DOS unit of the Student Activities Office (SAO).

Welcome Weekend has continued to evolve over the years as the board increased its membership and better defined the roles of its Executive Board members. The organization has sponsored a variety of events, some of which have proven to have “lasting power” while other events have been “retired.” One example of a “retired” program is CU on the Slope/Quad. It is held the night before classes begin, and has an attendance figure ranging from 500-1000. However, this event was retired in 2010. Since then, WW sponsors 5 major events over the course of 5 consecutive days, beginning with the first event on the first day of class.

Wednesday night programming began as a collaborative venture between OSC and WW co-sponsoring Cornell Night, required by SA in Appendix B. However, difficulties ensued and WW sought to separate from this collaboration. **CU on the Slope** was created and the event featured Greek bands and strollers along with free refreshments. Attendance ran between 500-1,000 students. OSC and WW partnered up again in 2009 to move the event to Arts Quad, which became known as **CU on the Quad**. However, one year later, this event was unfortunately cut due to the downsizing of Welcome Weekend’s budget.

Picnic on the Plaza/Quad was designed to bring staff, faculty and students together for a meal on the first day of classes. Cornell Dining partnered with WW to make this happen for three years and at its height, the event drew about 2,400 participants who paid for lunch on the Arts Quad. However, in the fall of 2009, due to changes in staffing and budget concerns, Dining was unable to commit to sponsoring this event with WW. So, student leaders opted to purchase food and serve it for free on Ho Plaza. From then on, Picnic on the Plaza has been run in a similar format. This year the weather cooperated and it’s estimated that at least 2,000 people came by for the free food. The food went quickly and included a variety of options including chicken wings, pizza, sandwiches, fruits, desserts, and refreshments.

Thursday night programming had been a challenge for WW and in the past, WW featured dance parties, to mixed reviews. The exception happened in 2004, when Haven offered to partner with WW and secured CUTonight funding to sponsor Gender Blender featuring RuPaul in Barton Hall on Thursday night. 2,000 people attended that event. However, the cost was quite high for that event and so, this extravaganza was not repeated. Over the past five years, WW has sponsored **Flicks Across CU** on Thursday night as the second event of the series. Though the event takes place on a smaller scale, the offer of 2 free movies in Cornell Cinema has proved to be a reliable draw on this school night. Due to the seating limit of the cinema, not everyone can be accommodated. This year, we had nearly a full house for the first showing, but less of a crowd for the second. In total, there were approximately 400-450 students in attendance.

Welcome Weekend By Line Report Fall 2011

Casino Night has been a mainstay of WW since its inception. In the early years the event was held in Barton Hall and students were charged to participate. However, over the years, the event has moved inside of WSH and became free of charge for all participants. There were estimated to be approximately 1000 attendees in both 2010 and 2011, drawn by the many prize giveaways, free food and refreshments provided throughout the night.

Street Fair has been a huge success since its inception several years ago. Its attendance figures have always remained high. In 2010, Street Fair attracted approximately 3000-4000 students despite the chilly night. Many students enjoyed the carnival games, student group performances, and the tricks brought in by the magician and the clown. This year, similar structure is used. The addition of different student culture groups and the setting up of a stage right outside of Cornell store added new flavor to Street Fair. This year's attendance figure is estimated to be around 1500-2000 students.

Welcome Weekend culminates in **Club Fest**, the annual activities fair that showcases student organizations. 320 clubs and organizations can sign up to participate, and the event has become a victim of its own success. In the past years, all organizations are charged with a registration fee. At the urging of last year's Appropriation Committee, the Welcome Weekend Executive Board decided to waive the fee for this year. Despite the rainy weather this year, a crowd of over 3,000 students stopped by this vibrant event.

Activities/Programming and Events in Current Cycle

Welcome Weekend Activities for 2010-11:

- Picnic on the Plaza: An estimate of 1,500-2,000 people attended, among whom President Skorton, Vice President Susan Murphy and other dignitaries were also present. The food being served includes pizza, wings, wraps, sandwiches, cookies, chips, apples, and beverages. This event was a huge success as the food was served in less than an hour.
- Flicks Across CU: Co-sponsored with Cornell cinema. We showed two free movies in the WSH Theater – Get Him to the Greek and Iron Man 2. The first showing had a full house (340 attended), while the second showing drew about half the capacity (175 attended). This event proved to be popular even on a Thursday night due to the free candy, soda, popcorn, and, of course, the free movies.
- Casino Night: The annual free late night event in WSH continued to draw a large crowd. An estimate of over 1,000 students attended. Games of blackjack, poker, roulette, and bingo were played. The students were rewarded with raffle tickets upon each win, with which they can use to enter into a draw for many great prizes. In addition, free food, chocolate fountain, and mocktails were being served in Okenshields.
- Street Fair: Held again on Ho Plaza, with student performances and other small games inside the WSH. As students left the Cornell Concert Commission's free concert on the Arts Quad, they flooded into the Street Fair just as it opened. There were approximately 3,000-4,000 attendees. Free food such as sno cones, cotton candy, and apples were served along many fun carnival games such as Skee Ball, Dance Dance Revolution, and Pitch Burst.
- Club Fest: The annual student organization fair held in Barton Hall, featuring 320 clubs. These clubs were provided the opportunity to recruit new members and publicize their upcoming activities. Approximately 3,000 people attended.
- WW updated the organization website.
- Worked to better "brand" Welcome Weekend events – a WW reusable banner was made and purchased
- Co-sponsorships: CCC once again sponsored a free concert on Saturday night and ended just as Street Fair began. Haven et al also offered Drag Bingo on Thursday night and attendance looked great at WSH!

Welcome Weekend Activities for 2011-12:

- Picnic on the Plaza: Taking in the fact that the food always run out early, this year we decided not only to order a lot more variety of food, but also increased the quantities. We served wings, pizza, sandwiches, apples, plums, cookies, chips, shortcake, and refreshments. The weather held up and many people lined up on Ho Plaza for the free food. An estimate of over 2000 students attended.
- Flicks Across CU: We partnered up again Cornell Cinema to show 2 movies on the Thursday night in Willard Straight's theatre. This year we showed Thor and Fast 5. Like previous years, the first showing had nearly a full house of 340 people. The second showing, however, drew much less of a crowd (estimate of 100 people showed up). Free popcorn, candy bags, and soda were served.
- Casino Night: An estimate of 1000 students attended this year. The usual games of blackjack, poker, roulette, craps, and bingo were played in the 4th floor of Willard Straight. However, there were a couple of new features this year – the addition of mahjong game, and the introduction of high rollers in the 5th floor lounge. Great prizes were given out along with free food and mocktails being served in Okenshields.
- Street Fair: Ho Plaza was lit up again with street lamps as Street Fair held all of its games and performances outside of Willard Straight this year. A stage was set up right outside of the Cornell Store for the performance of student groups and magician. The path walk was lined with traditional carnival games, such as face painting. The cultural groups also participated this year to add in their own flavor to Street Fair. As usual, free food such as popcorn, sno cones, cotton candy, and chips were served.

Welcome Weekend By Line Report Fall 2011

- Club Fest: The annual showcase of 320 clubs in Barton Hall. Although it was pouring outside, an estimated number of at least 3000 students still came out and stopped by at this event. This year, in order to better separate the clubs into different sections, colored balloons were filled with helium and attached to each row to clearly indicate the general function area of the clubs.
- Welcome Weekend waived the club registration fee this year for Club Fest
- Introducing a new event in the spring to spend down some of our surplus
- Added one more coordinator for Club Fest
- Changed our logo design on the t-shirts for volunteers and the executive board

Welcome Weekend By Line Report Fall 2011

Welcome Weekend Historical Summary Income Statement ('08 - '11) By Line Funding Fall 2011

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>
INCOME			
Surplus from prev year	\$ 14,490.45	\$ 19,058.12	\$ 22,551.91
Picnic Meal tix	\$ -		\$ -
ClubFest Income	\$ 2,164.00	\$ 3,681.60	\$ 2,581.42
Vendor Income	\$ 200.00		\$ -
Casino equipment rentals	\$ 59.00	\$ 88.50	\$ 101.00
Co-Sponsorships	\$ 1,700.00	\$ 1,700.00	\$ -
Student Activity Fee	\$ 36,654.00	\$ 37,634.00	\$ 34,498.00
Year End true up/res	\$ 2,432.00	\$ 2,004.00	\$ 2,249.00
Total Income	\$ 57,699.45	\$ 64,166.22	\$ 61,981.33
EXPENSES			
Administration			
Copying	\$ 68.41	\$ 98.74	\$ 35.83
Publicity	\$ 661.98	\$ 891.58	\$ 1,146.09
Telephone	\$ 258.60	\$ 258.60	\$ 194.55
Postage		\$ -	\$ 2.61
Giveaways	\$ 3,138.20	\$ 3,105.01	\$ 4,033.77
Recruitment	\$ 366.60	\$ 8.99	\$ -
Misc	\$ 2,300.16	\$ 2,863.93	\$ 2,026.48
Total admin	\$ 6,793.95	\$ 7,226.85	\$ 7,439.33
CU on the Slope/Quad	\$ 5,123.30	\$ 4,240.25	\$ -
Picnic on the Quad/Plaza	\$ 5,465.84	\$ 4,913.00	\$ 7,064.25
Flicks Across Campus	\$ 1,829.04	\$ 2,171.23	\$ 2,452.30
Casino Night	\$ 4,262.63	\$ 5,109.20	\$ 6,363.53
Street Fair	\$ 11,094.81	\$ 13,532.77	\$ 12,499.55
Club Fest	\$ 4,071.76	\$ 4,421.01	\$ 4,008.52
Total events	\$ 31,847.38	\$ 34,387.46	\$ 32,388.15
Total Expenses	\$ 38,641.33	\$ 41,614.31	\$ 39,827.48
Year end surplus	\$ 19,058.12	\$ 22,551.91	\$ 22,153.85

Welcome Weekend By Line Report Fall 2011

Welcome Weekend Historical Breakdown ('08 - '09) By Line Funding Fall 2011

INCOME TOTAL	\$ 57,699.45	
Student Activity Fee allocation 2008-09	\$ 39,086.00	
<i>September allocation</i>	\$ 36,654.00	
5% res	\$ 1,929.00	
True Up	\$ 503.00	
Previous Year Surplus	\$ 14,490.45	
5% res	\$ 1,944.00	
True Up	\$ (101.00)	
Unspent in 07-08	\$ 12,647.45	
Picnic on the Quad Ticket Sales	\$ -	
Vendor fees	\$ 200.00	
Club Fest 2008 Registration Fees (\$7/group)	\$ 2,164.00	
Casino Equipment rentals	\$ 59.00	
ALANA Co-Sponsorship per Appendix B	\$ 1,700.00	
TOTAL EXPENSES	\$ 38,641.33	
TOTAL SURPLUS/(DEFICIT) 2008-09	\$ 19,058.12	
Administrative Expenses Total	\$ 6,793.95	
Publicity	\$ 661.98	
Telephone	\$ 258.60	
Copying	\$ 68.41	
T Shirts+Giveaways	\$ 3,138.20	
Recruitment	\$ 366.60	
Miscellaneous	\$ 2,300.16	
Event Expenses Total	\$ 31,847.38	
CU on the Slope	\$ 5,123.30	08/27/2008, Libe Slope Attendance of 500-700
Sound, lights, stage, generator	\$ 3,895.28	
CU Police	\$ 446.25	
CU EMS	\$ 90.00	
Jeff's (port a johns)	\$ 205.00	
Food/Bev	\$ 192.96	
Shops charges	\$ 293.81	
<i>garbage cans</i>	\$ 68.15	
<i>site survey</i>	\$ 117.41	
<i>tables and chairs</i>	\$ 108.25	
Picnic on the Quad	\$ 5,465.84	08/28/2008, Arts Quad Attendance of 1800
Taylor Rental 3 40x60 tents	\$ 2,462.00	
Tent permit	\$ 35.00	
Supplies	\$ 59.94	
Tickets for VIPs, WW vol, a capella	\$ 80.00	
Publiciity 2 1/2 page ads	\$ 456.00	
Shops charges	\$ 2,372.90	
<i>Site survey</i>	\$ 94.00	
<i>Quad rest room clean up</i>	\$ 103.50	
<i>Tables chairs</i>	\$ 981.25	
<i>Fencing, trash</i>	\$ 628.99	
<i>Electrician</i>	\$ 565.16	

Welcome Weekend By Line Report Fall 2011

Flicks Across CU	\$ 1,829.04	08/28/2008, WSH
Food Bev	\$ 469.04	Attendance of 400
Cinema	\$ 1,360.00	
Casino Night	\$ 4,262.63	08/29/2008, WSH
Sound/lights	\$ 375.00	Attendance of 750
CU Police	\$ 511.70	
Band	\$ 450.00	
Food/Bev	\$ 1,902.10	
WSH Late Night fee	\$ 100.00	
Prizes	\$ 340.60	
Supplies	\$ 124.74	
Copying	\$ 14.85	
Decorations	\$ 443.64	
Street Fair	\$ 11,094.81	08/30/2008, Ho Plaza
Artist Performer fees	\$ 7,925.00	Attendance of 4000
CUTonight allocation	\$ (5,000.00)	
WSH Late Night fee	\$ 80.00	
CU Police	\$ 499.80	
CU EMS	\$ 240.00	
Food Bev	\$ 731.77	
Prizes	\$ 489.97	
Supplies	\$ 43.97	
Shops charges	\$ 6,084.30	
<i>Barricades</i>	\$ 83.15	
<i>Table chair rental</i>	\$ 357.25	
<i>Electric shop</i>	\$ 5,253.95	
<i>Sand bags</i>	\$ 136.30	
<i>garbage cans, clean up</i>	\$ 253.65	
Club Fest	\$ 4,071.76	08/31/2008, Barton Hall
CU Police	\$ 464.10	Attendance of 3000
Shops Charges	\$ 2,747.06	
<i>Stanchions</i>	\$ 177.00	
<i>Tables, chairs, set strike</i>	\$ 2,570.06	
Sound	\$ 365.00	
Water	\$ 67.35	
Copying	\$ 137.27	
Supplies	\$ 290.98	
<i>end</i>		

Welcome Weekend By Line Report Fall 2011

Welcome Weekend Historical Breakdown ('09 - '10) By Line Funding Fall 2011

INCOME TOTAL	\$ 64,166.22	
Student Activity Fee allocation 2008-09	\$ 39,638.00	
<i>September allocation</i>	\$ 37,634.00	
<i>5% res</i>	\$ 1,981.00	
<i>True Up</i>	\$ 23.00	
Previous Year Surplus	\$ 19,058.12	
Club Fest 2008 Registration Fees (\$7/group)	\$ 3,681.60	
Casino Equipment rentals	\$ 88.50	
ALANA Co-Sponsorship per Appendix B	\$ 1,700.00	
TOTAL EXPENSES	\$ 41,614.31	
TOTAL SURPLUS/(DEFICIT) 2009-10	\$ 22,551.91	
Administrative Expenses Total	\$ 7,226.85	
Publicity	\$ 891.58	
Telephone	\$ 258.60	
Copying	\$ 98.74	
Novelties/Giveaways	\$ 3,105.01	
Recruitment	\$ 8.99	
Miscellaneous	\$ 2,863.93	
Event Expenses Total	\$ 34,387.46	
CU on the Quad	\$ 4,240.25	08/26/2009, Arts Quad
Stage/Sound/Lights	\$ 2,500.00	Attendance of 800-1000
Generator	\$ 98.93	
CU Police	\$ 372.00	
Food/Bev	\$ 904.65	
Shops charges	\$ 69.75	
Giveaways	\$ 294.92	
Picnic on the Plaza	\$ 4,913.00	08/27/2009, Ho Plaza
Food/Beverage	\$ 3,668.96	Attendance of 1000-1500
Supplies	\$ 15.99	
Tent permit	\$ 35.00	
Publicity	\$ 476.00	
Shops charges	\$ 717.05	
Flicks Across CU	\$ 2,171.23	08/27/2009, WSH
Food Bev	\$ 471.23	Attendance of 500
Cinema	\$ 1,700.00	
Casino Night	\$ 5,109.20	08/28/2009, WSH
Sound/Lights	\$ 340.00	Attendance of 650
CU Police	\$ 508.40	
Artist fees	\$ 600.00	
Food/Bev	\$ 1,928.43	
WSH Late Night fee	\$ 120.00	
Prizes	\$ 702.08	
Supplies	\$ 534.63	
Copying Fed Ex Kinko's	\$ 18.78	
Decorations	\$ 356.88	

Welcome Weekend By Line Report Fall 2011

Street Fair	\$ 13,532.77	08/29/2009, Ho Plaza
Bobby K Novelty Games	\$ 3,600.00	Attendance of 3000-3300
Stage	\$ 750.00	
Sound/Lights	\$ 615.00	
Artist fees	\$ 1,225.00	
WSH Late Night fee \$100	\$ 120.00	
CU Police	\$ 434.00	
Food Bev	\$ 857.58	
Supplies	\$ 464.53	
Shops charges	\$ 5,466.66	
Club Fest	\$ 4,421.01	08/30/2009, Barton Hall
CU Police	\$ 567.30	Attendance of 3000-4000
Shops Charges	\$ 3,083.35	
Sound	\$ 510.00	
Water	\$ 111.72	
Supplies	\$ 51.00	
Copying	\$ 97.64	
<i>end</i>		

Welcome Weekend By Line Report Fall 2011

Welcome Weekend Historical Breakdown ('10 - '11) By Line Funding Fall 2011

INCOME TOTAL	\$ 61,981.33	
Student Activity Fee allocation 2010-11	\$ 36,747.00	
<i>Allocation</i>	\$ 34,498.00	
5% res	\$ 1,816.00	
True Up	\$ 433.00	
Previous Year Surplus	\$ 22,551.91	
Club Fest Registration Fees	\$ 2,581.42	
Casino Equipment rentals	\$ 101.00	
 TOTAL EXPENSES	 \$ 39,827.48	
TOTAL SURPLUS/(DEFICIT) 2009-10	\$ 22,153.85	
 Administrative Expenses Total	 \$ 7,439.33	
Publicity	\$ 1,146.09	
Telephone	\$ 194.55	
Postage	\$ 2.61	
Copying	\$ 35.83	
Novelties/Giveaways	\$ 4,033.77	
Recruitment	\$ -	
Miscellaneous	\$ 2,026.48	
 Event Expenses Total	 \$ 32,388.15	
Picnic on the Plaza	\$ 7,064.25	08/25/2010, Ho Plaza
Food/Beverage	\$ 5,701.22	Attendance of 1500-2000
Supplies	\$ 649.15	
Shops charges	\$ 713.88	
 Flicks Across CU	 \$ 2,452.30	08/26/2010, WSH
Food Bev	\$ 511.67	Attendance of 515
Copying/Publicity	\$ 90.63	
Cinema	\$ 1,850.00	
 Casino Night	 \$ 6,363.53	08/27/2010, WSH
Sound and Lights	\$ 425.00	Attendance of 1000-1500
CU Police	\$ 591.50	
Artist fees Dee Jay	\$ 300.00	
Food/Bev	\$ 2,469.04	
WSH Late Night fee	\$ 120.00	
Prizes	\$ 841.72	
Supplies	\$ 236.50	
Copying	\$ 13.53	
Decorations	\$ 254.43	
Buying ahead for Casino Night 2011	\$ 1,140.31	
<i>Casino rental credit</i>	\$ (28.50)	

Welcome Weekend By Line Report Fall 2011

Street Fair	\$ 12,499.55	08/28/2010, Ho Plaza + WSH
Bobby K carnival games, karaoke, etc.	\$ 4,400.00	Attendance of 3000-4000
Sound and Lights	\$ 660.00	
Artist fees	\$ 1,581.25	
WSH Late Night fee \$100	\$ 150.00	
Club Reimbursements	\$ 35.58	
CU Police	\$ 676.00	
Food Bev	\$ 434.56	
Supplies	\$ 329.99	
Shops charges	\$ 4,232.17	
Club Fest	\$ 4,008.52	08/29/2010, Barton Hall
CU Police	\$ 780.00	Attendance of 3000
Shops Charges	\$ 2,602.78	
Sound	\$ 510.00	
Staples supplies, signage, labels etc.	\$ 108.92	
Copying	\$ 6.82	
<i>end</i>		

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Welcome Weekend Projections Summary Income Statements ('11 - '14) By Line Funding Fall 2011

****Please note that 2011 expenses are not yet finalized as of 9.9.11**

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
INCOME			
Surplus from prev year	\$ 22,154.00	\$ 3,009.00	\$ 2,112.00
ClubFest Income	\$ -	\$ 3,200.00	\$ 3,200.00
Casino equipment rentals	\$ 100.00	\$ 100.00	\$ 100.00
Co-Sponsorships	\$ -	\$ -	\$ -
Student Activity Fee	\$ 34,498.00	\$ 34,498.00	\$ 34,498.00
Year End true up/res	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Total Income	\$ 58,752.00	\$ 42,807.00	\$ 41,910.00
EXPENSES			
Administration			
Copying	\$ 50.00	\$ 50.00	\$ 50.00
Publicity	\$ 1,318.00	\$ 1,400.00	\$ 1,400.00
Supplies	\$ 100.00	\$ 100.00	\$ 100.00
Postage	\$ 20.00	\$ 20.00	\$ 20.00
Giveaways	\$ 4,622.00	\$ 3,500.00	\$ 3,500.00
Recruitment	\$ 125.00	\$ 125.00	\$ 125.00
Misc	\$ 2,812.00	\$ 2,600.00	\$ 2,600.00
Total admin	\$ 9,047.00	\$ 7,795.00	\$ 7,795.00
Picnic on the Plaza	\$ 6,226.00	\$ 6,000.00	\$ 6,000.00
Flicks Across CU	\$ 2,550.00	\$ 2,600.00	\$ 2,700.00
Casino Night	\$ 6,808.00	\$ 6,300.00	\$ 6,300.00
Street Fair	\$ 17,735.00	\$ 13,000.00	\$ 13,000.00
Club Fest	\$ 6,377.00	\$ 5,000.00	\$ 5,000.00
Spring WW event tba	\$ 7,000.00	\$ -	\$ -
Total events	\$ 46,696.00	\$ 32,900.00	\$ 33,000.00
Total Expenses	\$ 55,743.00	\$ 40,695.00	\$ 40,795.00
Year end surplus	\$ 3,009.00	\$ 2,112.00	\$ 1,115.00

Welcome Weekend Committee Constitution

I. NAME

The name of this body shall be the Welcome Weekend Committee.

II. AFFILIATIONS

Welcome Weekend Committee is a university-affiliated organization with the office of the Dean of Students.

III. PURPOSE/MISSION

This group will coordinate all Welcome Weekend programs aimed at changing student culture on campus by welcoming all students back to Cornell University in August, immediately following the conclusion of New Student Orientation. A critical way to facilitate a change in student culture is to have the initiative come from students, be enacted by students, and be attractive enough that all students will be interested in participating. Welcome Weekend will offer a safe and exciting alternative to the Collegetown block parties that currently attract thousands of students. The Welcome Weekend Executive Committee will work to coordinate the five day schedule of events kicking off with Picnic on the Plaza and following with Flicks Across CU, Casino Night, Street Fair, and Club Fest.

IV. FUNCTIONS

The function of the Welcome Weekend Committee shall be to:

- Section 1: Plan and run large-scale, university-wide social and service programs for both undergraduate and graduate students returning to and entering Cornell University in August.
- Section 2: Secure funding to host Welcome Weekend events through Student Assembly byline funding as well as through donations, contributions, and co-sponsorships by collaborating organizations.
- Section 3: Select and train Welcome Weekend volunteers and work closely with the Orientation Steering Committee when volunteers overlap.
- Section 4: Select numerous diverse campus organizations with whom to work in partnership to plan and execute Welcome Weekend events and programs.

V. MEMBERSHIP

Section 1: Membership on the Welcome Weekend Committee is limited to full-time registered students of Cornell University.

Section 2: Each member will be a full Welcome Weekend Committee member with all voting privileges. Members will be expected to attend a minimum of $\frac{3}{4}$ of all scheduled meetings. Members who miss more than $\frac{1}{4}$ of all scheduled meetings will no longer be considered voting members of the full Committee.

Section 3: Executive Board members (six people maximum) will be selected by application and interviewed by the advisor and the previous year's committee in October. Executive Board members will include the following leadership positions:

- Article 1: Chair
- Vice Chair
- Vice President of Finance
- Vice President of Public Relations & Marketing
- Vice President of Recruitment
- Webmaster

Section 4: There will be cabinet members who are responsible for the coordination of one main Welcome Weekend event, to be selected by application and interview with the Chair and Vice Chair. Cabinet members will include the following leadership positions:

- Article 1: Picnic on the Plaza Coordinator
- Casino Night Coordinator
- Street Fair Coordinator
- Club Fest Coordinator

Section 5: One representative from each of the campus organizations selected by the Welcome Weekend Executive Board will be invited to be a member of the larger Welcome Weekend Committee. Specific partnerships will be sought and may include Fraternities & Sororities, Cultural Organizations, Service Groups, Programming Boards, music, dance, and lecture commissions, Community Development/Community Centers, and the Orientation Steering Committee.

VI. OFFICERS

Section 1: Executive Board

- A. The Executive Board of Welcome Weekend shall consist of the Chair, the Vice Chair, the Vice President of Finance, the Vice President of Public Relations & Marketing, the Vice President of Recruitment, and the Webmaster.
- B. Procedures for Dismissal of Officers

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1. Failure of any officer to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Chair or Vice Chair if necessary.
2. Failure of any officer to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.
3. To dismiss an officer, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.
4. The officer may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

Section 2: Duties of the Executive Board Officers

A. Duties of the Chair shall be to:

1. Chair all Executive Board meetings
2. Train Executive Board with the advisor, and with the help of the Vice Chair
3. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
4. Facilitate all Welcome Weekend activities – support and motivate Committee members in the performance of their responsibilities.
5. Generate ideas for Welcome Weekend activities and initiate implementation of them through established officer positions and committees. Aid in the creation of new committees when needed.
6. Ensure that other officers are performing their duties with the aid of the Vice Chair.
7. Represent Welcome Weekend at various University meetings and events.
8. Keep accurate and up-to-date records of all responsibilities and tasks for future reference.
9. Represent Welcome Weekend issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
10. Support and motivate members.
11. Work with other officers as a team.

B. Duties of the Vice Chair shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board in:
 - a. Facilitating all Welcome Weekend activities – support and motivate Committee members in the performance of their responsibilities
 - b. Ensuring other officers are performing their duties
2. Aid the Chair and Advisor in the training of the Executive Board
3. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
4. Schedule and coordinate all Executive Board meetings

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- a. Reserve meeting rooms
 - b. Prepare agendas
 - c. Keep accurate and up-to-date records of the minutes of each Executive Board meeting
5. Keep accurate and up-to-date records of all Welcome Weekend Committee members.
 - a. Contact Information
 - b. Semester schedules to facilitate the scheduling of meetings
 - c. Up-to-date list of responsibilities, tasks, and accomplishments
 6. Be in charge of the official listserv and Welcome Weekend e-mail account.
 7. Take on the duties and responsibilities of the Chair in his/her absence.
 8. Represent Welcome Weekend issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
 9. Support and motivate members.
 10. Generate ideas; work with other officers as a team.
- C. Duties of the Vice President of Finance shall be to:
1. Assist the Chair of the Welcome Weekend Executive Board.
 2. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
 3. Chair the Welcome Weekend Finance Committee in accordance with Article VIII.
 4. Be responsible for Welcome Weekend fiscal matters.
 5. Be responsible for applying for Byline Funding from the Student Assembly.
 6. Ensure that prizes and giveaways are available for Welcome Weekend Events:
 - a. Through putting aside money from the budget
 - b. Asking local vendors or companies for assistance
 - c. Planning and managing fundraising related activities as needed
 7. Work with the Welcome Weekend in administering the Welcome Weekend budget. Responsible for keeping up to date and accurate bookkeeping records for these funds.
 8. Determine the budget available for each individual event along with input from the Executive Board.
 9. Keep accurate and up to date records of all Welcome Weekend expense transactions.
 10. Give a treasury update at least once a month Executive Board meetings. This update should include present balance, the transactions of the week, and possible expenses.
 11. Support and motivate members.
 12. Generate ideas; work with other officers as a team.
- D. Duties of the Vice President of Public Relations & Marketing shall be to:
1. Assist the Chair of the Welcome Weekend Executive Board.
 2. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.

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3. Chair the Welcome Weekend Publicity and Marketing Committee in accordance with Article VIII.
 4. Be responsible for timely, accurate, and accurate distribution of information and communications for all class activities and/or events of concern with the Welcome Weekend through flyers, personals, Daybook, newspaper ads, chalkings, banner space, newsletter, and/or other promotional techniques.
 5. Keep file copies of all pertinent forms and publicity for events and activities.
 6. Collect information for Welcome Weekend Calendar and posters on a continuous basis.
 7. Maintain the official Welcome Weekend website or recruit a webmaster/webmistress to maintain it (with the help of the Vice President of Recruitment).
 8. Support and motivate members.
 9. Generate ideas; work with other officers as a team.
- E. Duties of the Vice President of Recruitment shall be to:
1. Assist the Chair of the Welcome Weekend Executive Board.
 2. Chair the Welcome Weekend Officers Elections Committee in the Fall Semester in accordance with Article IX Section 4, unless a candidate in which a conflict of interest arises and a outgoing Executive Board member should take his/her place.
 - a. Publicize Welcome Weekend Committee positions
 - b. Target and market to qualified candidates
 - c. Create application with the help of the current Executive Board
 - d. Schedule, coordinate, and chair interviews for positions
 3. Assist other officers in recruiting committee members by leading the process
 4. Lead the recruitment process for Cabinet Members with the help of the Chair and Vice Chair and/or during the formal recruitment process of Executive Board members
 5. Recruit volunteers to help with Welcome Weekend events with the help of the Chair and Vice Chair and Cabinet Members.
- F. Duties of the Webmaster shall be to:
1. Maintain the website in all aspects including but not limited to
 - i. New graphics
 - ii. Pictures of events
 - iii. Event descriptions and blurbs
 - iv. Surveys
 - v. Guestbook
 2. Maintain the website in a manner that is professional and reflects the standards that Cornell University has set forth, meaning that all fonts, images, colors, texts, and any other paraphernalia used must maintain a sense of professionalism.
 3. Reapply for domain space as necessary.
 4. Keep all information about officers and events up-to-date on the website.
 5. Maintain the Welcome Weekend Survey Monkey account. This includes:
 - i. Creating and/or updating the yearly Welcome Weekend survey

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- ii. Releasing the survey to the student body to gain feedback once approval has been obtained from required individuals
- iii. Analyzing and compiling data received into a report that is to be presented to the Executive Board once survey collection is complete.

- G. Additional duties of all Executive Board Officers shall be to:
- 1. Participate in all Welcome Weekend Executive Board meetings and activities in the transition period after the fall election process is complete and before the Spring Semester, as the Officer-elect.
 - 2. Post announcement to all members when he/she will be in the Welcome Weekend office
 - 3. Attend weekly Executive Board meetings, as well as any meetings relevant and pertinent to individual position.
 - 4. Participate in any and all Executive Board training scheduled during the academic year.
 - 5. Participate and support Welcome Weekend events:
 - a. Picnic on the Plaza
 - b. Flicks across CU
 - c. Casino Night
 - d. Street Fair
 - e. Club Fest
 - f. Fundraising Events
 - g. Publicity and Marketing
 - 6. Return to campus earlier in the summer at the designated and agreed upon time to prepare for Welcome Weekend events.
 - 7. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.

Section 3: Cabinet Members

- A. The Cabinet Members of Welcome Weekend shall consist of the Picnic on the Plaza Coordinator, Casino Night Coordinator, Street Fair Coordinator and Club Fest Coordinator.
- B. Additional Cabinet members will be appointed or amended as the need arises through the discretion of the Chair and Vice Chair and 2/3 majority approval of the Executive Board.
- C. Procedures for Dismissal of Cabinet Members
 - 1. Failure of any cabinet member to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Chair and Vice Chair if necessary.
 - 2. Failure of any cabinet member to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.
 - 3. To dismiss any cabinet member, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.

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4. The cabinet member may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

Section 4: Duties of the Cabinet Members

- A. Duties of the Picnic on the Plaza Coordinator shall be to:
 1. Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.
 2. Successfully plan and manage the annual Picnic on the Plaza during Welcome Weekend.
 3. Chair the Picnic on the Plaza Event Committee, which he/she will create and form with the help of the Chair and Vice Chair and the Vice President of Recruitment
 4. Keep accurate and up-to-date records of ideas and plans for the event
 5. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.
 6. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.
- B. Duties of the Casino Night Coordinator shall be to:
 1. Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.
 2. Successfully plan and manage the annual Casino Night during Welcome Weekend.
 3. Chair the Casino Night Event Committee, which he/she will create and form with the help of the Chair, Vice Chair, and the Vice President of Recruitment.
 4. Keep accurate and up-to-date records of ideas and plans for the event.
 5. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.
 6. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.
- C. Duties of the Street Fair Coordinator shall be to:
 1. Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.
 2. Successfully plan and manage the annual Street Fair during Welcome Weekend.
 3. Chair the Street Fair Event Committee, which he/she will create and form with the help of the Chair, Vice Chair, and the Vice President of Recruitment
 4. Keep accurate and up-to-date records of ideas and plans for the event
 5. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.

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6. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.
- D. Duties of the Club Fest Coordinator shall be to:
1. Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.
 2. Successfully plan and manage the annual Club Fest during Welcome Weekend.
 3. Chair the Club Fest Event Committee, which he/she will create and form with the help of the Chair, Vice Chair, and the Vice President of Recruitment
 4. Keep accurate and up-to-date records of ideas and plans for the event
 5. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.
 6. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.

Section 5: Welcome Weekend Committee Members

- A. Welcome Weekend Committee Members shall consist of:
- a. One representative from each organization co-sponsoring an event with Welcome Weekend
 - b. One representative from each of the other campus organizations selected by the Welcome Weekend Executive Board. Specific partnerships will be sought and may include Fraternities & Sororities, Cultural Organizations, Service Groups, Programming Boards, music, dance, and lecture commissions, Community Development/Community Centers, and the Orientation Steering Committee.
- B. Duties of the Welcome Weekend Committee Members shall be to:
- a. Provide insightful input and support to the Welcome Weekend Executive Board
 - b. Act as an active and participatory member on at least one official Welcome Weekend committee, which involves holding responsibilities to be agreed upon by the Committee Chair

VII. ADVISOR

The advisor of the Welcome Weekend Committee will be a staff member from the Dean of Students office and will serve as an ex officio member with no voting privileges.

VIII. COMMITTEE SELECTION

Section 1: The Welcome Weekend Committee executive board members shall select new Welcome Weekend Committee executive board members during the Fall Semester through the Welcome Weekend Election Committee.

Section 2: Welcome Weekend Committee Executive Board members will be selected after completing the application and going through an interview process. If a position becomes vacant or cannot be filled through the formal Fall Semester process, the position will be filled through a letter of intent and nomination by any member of the Executive Board, along with a 2/3 majority vote by the Executive Board.

IX. MEETINGS

Section 1: The Welcome Weekend Executive Board will generally meet once a week throughout the academic year and for a pre-specified period of time immediately prior to the actual Welcome Weekend.

Section 2: Additional Executive Board meetings may be called by any of the Executive Board officers or the Advisor through a request made to the Vice Chair, who will schedule and coordinate the meeting.

Section 3: The Welcome Weekend Committee will hold general body meetings at least once per month.

X. COMMITTEES

Section 1: Ad-hoc Committees:

- A. Committees may be formed as the need arises. Any Executive and Cabinet member can form and chair these committees, which the approvals of a majority vote of the Executive Board members.
- B. Suggested committees include a Finance Committee, a Publicity Committee, and individual committees for each Welcome Weekend event.
 - a. The purpose of these suggested committees is to support the Chairperson in his/her duties and aid in success of these duties.
- C. Duties of the Chairpersons shall be to:
 - 1. Convene and preside over committee meetings.
 - 2. Give an update of their respective committee's progress at Welcome Weekend Executive Board meetings.
 - a. If chairperson is Cabinet member, update should be given to the Chair and Vice Chair on a weekly basis through some agreed upon form of communication.
 - 3. Keep accurate and up-to-date written records of committee responsibilities and progress
 - 4. Request a vote, at Executive Board meetings, on issues proposed at committee meetings.
 - 5. Create sub-committees, giving notification to the Executive Board.
 - 6. Recruit qualified and interested committee members with the help of the Vice President of Recruitment.

7. Submit any incurred expenses (with their receipts) or revenues collected, to the Vice President of Finance. This should be done within 48 hours of its occurrence with prior approval by the Vice President of Finance.
- D. Procedures for Dismissal of Committee Chairpersons:
1. Failure of any chairperson to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Chair or Vice Chair if necessary.
 2. Failure of any chairperson to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.
 3. To dismiss a chairperson, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.
 4. The chairperson may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

XI. ELECTION PROCEDURES

Section 1 Petitioning Procedures for Executive Board positions.

- A. Any full-time Cornell student is eligible to run for an Executive Board position.
- B. In order to qualify to run for an Executive Board position, the student must complete an application and interview during the Fall Semester or if it is in the case of a vacancy, he/she must submit a Letter of Intent to the Chair/Vice Chair of the Executive Board.
- C. Any student who wishes to run for an Executive Board position, without having met the requirements, may appeal to the Welcome Weekend Election Committee to run for a vacant position or an unopposed position.
 1. A written statement – on why the appeal should be accepted – must be submitted to the Advisor of Welcome Weekend in accordance with Article IX Section 4.
 2. Submittance of appeal, for a vacant or unopposed position, does not guarantee acceptance of the appeal.
 3. No appeals will be accepted for a position with two or more candidates.

Section 2 Petitioning Procedures for Cabinet positions.

- A. Any full-time Cornell student is eligible to run for a Cabinet position.
- B. In order to qualify to run for a Cabinet position, the student must complete an application and interview during the Fall Semester or if it is in the case of a vacancy, he/she must submit a Letter of Intent to the Chair and Vice Chair.
- C. Any student who wishes to run for a Cabinet position, without having met the requirements, may appeal to the Welcome Weekend Election Committee to run for a vacant position or an unopposed position.

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1. A written statement – on why the appeal should be accepted – must be submitted to the Advisor of Welcome Weekend in accordance with Article IX Section 4.
2. Submittance of appeal, for a vacant or unopposed position, does not guarantee acceptance of the appeal.
3. No appeals will be accepted for a position with two or more candidates.

Section 3 Voting Procedures

- A. All current Executive Board members are eligible to vote for the Executive Board of Welcome Weekend.
- B. All Cabinet Coordinators (i.e. Picnic on the Plaza Coordinator, Casino Night Coordinator, Street Fair Coordinator and Club Fest Coordinator) are eligible to vote for the Executive Board of Welcome Weekend, if they have attended their required one meeting a month.
- C. Any members who have attended at least one Executive Board meeting per month is eligible to vote.
- D. The Executive Board shall be elected by a majority vote.

Section 4 Welcome Weekend Election Committee

- A. The Vice President of Recruitment shall serve as chair of the Welcome Weekend Election Committee.
- B. All other members of the Executive Board shall serve on Welcome Weekend Election Committee.
 1. If there is conflict of interest between a member of the Welcome Weekend Election Committee and the person appealing, another member from that Welcome Weekend Committee will be asked to represent said Welcome Weekend member on the Welcome Weekend Election Committee.
 2. The Welcome Weekend member with the conflicting 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.
- C. The Welcome Weekend Election Committee and the Advisor of Welcome Weekend shall set a deadline for the submission of petitions to be submitted by.
- D. The Welcome Weekend Election Committee shall review any candidate appeals for an Executive Board/Cabinet position that is presently a vacant or unopposed position, after the petition deadline.
- E. The Welcome Weekend Election Committee shall review any appeals from Executive Board members and chairpersons who have been removed from their position in accordance to Article 5 Section 1, Article 5 Section 3, and Article 8 Section 1.
- F. The person making the appeal will be asked to attend a Welcome Weekend Election Committee review, to present his/her formal appeal orally.
- G. The Welcome Weekend Election Committee must reach a simple majority in determining to accept or to reject any appeal.
- H. The Welcome Weekend Election Committee shall give the person making the appeal notification of its decision within twenty-four hours of the candidate's oral appeal, in writing and its justification for the decision reached.

- I. The Welcome Weekend Election Committee shall grant exceptions to Article IX Section 1 and Article IX Section 2.

Section 5 Welcome Weekend Meetings

Decisions shall be made by consensus whenever possible and, if necessary, by a majority vote of the body present at the meeting. The Chair shall cast the deciding vote if there is a tie vote.

XII. AMENDMENTS

This Constitution may be amended at any regular meeting of the Welcome Weekend Committee by a two-thirds vote of the committee executive board, provided that the amendment has been submitted in writing at the previous regular meeting to the Vice Chair, and that all Welcome Weekend Committee members have been notified. The chair will serve as tie-breaking vote when necessary.

XIII. APPROVAL

This constitution shall be effective upon a two-thirds vote of the Welcome Weekend Committee executive board. The chair will serve as tie-breaking vote when necessary.