



## Willard Straight Hall Student Union Board

603 Willard Straight Hall

Ithaca, NY 14853

607.255.4311

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### ByLine Funding Request for 2012-2014

Office of the Assemblies  
Cornell University  
Ithaca, NY 14853

September 1, 2011

Dear Student Assembly,

In April 2011, the Willard Straight Hall Student Union Board had formally requested to receive by-line funding with an increase of \$1.00 to a total of \$2.25 per undergraduate student. This requested increase is in light of the Student Union Board's increased responsibilities in regards to the new Ivy Room Pub, as well as its adoption and development of the Student Resource Center in the Willard Straight Hall Lobby. In addition, the Board wishes to allocate some of the increased funds to benefit the entire student body through programming within the Garden Room of Willard Straight Hall, formerly the Ceramics Studio.

The Willard Straight Hall Student Union Board is a unique organization that strives to provide a wide range of programming for all undergraduate students using Cornell University's only student union, Willard Straight Hall. Our mission to increase the qualitative experiences our students receive in Willard Straight Hall make it imperative that we program around students' evolving interests and needs.

In September 2009, we requested a twenty-five cent increase per undergraduate student for new programming. Although we received a fifteen-cent decrease in funding at that time and had to cut many of our large scale, more popular programs, SUB was able to implement different types of smaller scale programming, keeping in line with the suggestions made by the Student Assembly. Doing so enabled us to increase student activity within Willard Straight Hall by thousands of people. We hope that with the requested increase for this by-line cycle, the Student Union Board will be able to continue our smaller, proven programming, as well as provide the needed supplies and support for our new SUB endeavors that benefit all student organizations using "The Straight".

Please feel free to contact us with any questions, comments or concerns.

Thank you.

Michael Motley  
Executive Director  
Willard Straight Hall Student Union Board  
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David Bell  
Advisor  
Willard Straight Hall Student Union Board  
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## Summary

The Willard Straight Hall Student Union Board formally requests to receive a by-line funding increase to \$2.25 per undergraduate student.

The Willard Straight Hall Student Union Board is a unique organization in mission, activities, and processes. Our mission within SUB is to provide a wide range of programming for all undergraduates, and to facilitate the programming of events by other organizations while using the student union. We design our efforts and activities to appeal to as many students as possible across this diverse campus, as well as the staff that use Willard Straight Hall. With such an important mission to the quality of experiences our students have in The Straight, it is imperative that our programming and administrative efforts focus on the students' interests and changing technology as we continue the efforts to make the student union the center of campus life that it once was. To make "The Straight" more accessible to and supportive of all organizations, we have redesigned the Resource Center, formally the Front Desk, into what will now be a resource for all students to access tools, marketing skills, and limited amounts of event supplies to help them develop their event in the Straight. We have installed a LCD screen over the Resource Center that will display the daily events within the Straight and eventually be used, as an emergency broadcast avenue should something happen on campus. SUB is an essential element in the effort to bring students back to Willard Straight Hall by developing new methods to cater to the ever-changing student population.

As a result of conversations with Student Assembly members last year, SUB has made a commitment to providing more and more of the Student Union to become usable by the general student body. In this mindset, we have allowed the closing the WSH Ceramics Studio and will re-open up that extended space for more student organization programming.

This space will be utilized as a venue to improve mental health and reduce stress of students on campus in a variety of ways. The SUB-sponsored Art Club and a campus Yoga club have already planned to hold some of their activities in the "Garden Room".

Finally, SUB has additional responsibilities in the coming months with the oversight of programming in the new Ivy Room pub. The pub programming committee is almost finalized and development of the spring semester programs will be underway shortly.

The increased funding requested by SUB for this cycle will demonstrate the Student Assembly's commitment to support the needs of students using the Straight. We know that, with your help, the next two years can be even more successful in making Willard Straight Hall a hub for student activity on campus.

Please feel free to contact us with any questions, comments or concerns.  
Thank you.

Michael Motley  
Executive Director  
Willard Straight Hall Student Union Board  
[mpm237@cornell.edu](mailto:mpm237@cornell.edu)

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## Mission Statement

*The Willard Straight Hall Student Union Board (SUB) exists to "...foster the spirit of Willard Straight Hall (WSH), bring life to the student union and enrich the Cornell community through (a) the administration of the student union and (b) the programming of events which are both financially sound and responsive to the community's needs and desires" (SUB By Laws, Article II). In short, we provide opportunities for and encourage student involvement in the student union at Cornell University, through both administration and socialization. SUB meets weekly during the academic year and our continued success centers on the commitment of board members to take on and fulfill specific responsibilities. At our weekly meetings, SUB designs programming events for Willard Straight Hall, Ho Plaza and Libe Slope, as well as acting as the governing board for setting policy, student union hearings, and requests for exemptions to building policy pertaining to organizations wishing to program in The Straight.*

*\*The organization's most recent edition of bylaws are attached at this end of this document. These bylaws were amended in spring of 2011 and still require SA ratification.*



**Willard Straight Hall Student Union Board**

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Income and Expenses: **2008-2009**

**2008-2009**

**Income**

Student Activity Fee	\$18,240.00
Guitar Lessons	\$592.00
Previous Year Surplus	\$0.00
<b>Total</b>	<b>\$17,788.00</b>

**Expenses**

<u>Event/Service</u>	<u>Attended</u>	<u>Cost Dissection</u>	<u>Total Cost</u> <i>(/student)</i>
Noontime Music Series (12)	40-100/show	Contracts - \$50-200/show Food - \$10.00/show Advertisement - \$40.00/show	\$789.74 (1.09)
Art Gallery Showings (8)	30-125	Food and Drink - \$100/show Advertising - \$25/show	\$1000.00 (1.61)
Movies on the Slope	750	Film Licensing - \$1450.00 Equipment Rental - \$1665.00 Police Rental - \$591.03 Advertisement - \$437.23	\$4143.26 (5.52)
Halloween Fun Fest	75	Craft Supplies - \$117.19	\$117.19 (1.56)
AIDS Quilt Showcase	1100	Quilt Rental - \$2500 Advertising - \$300 Shipping Costs - \$247.00 Supplies - \$93.41	\$1183.41 (1.08)
John Rush: The human iPod	200	Contract - \$2000 Advertising - \$350 (CCC)	\$2000.00 (10.00)
Steel Drum Band (2)	300/show	Food and Drink - \$94.00	\$94.00 (0.16)
Trivia Night	400	Contract - \$300.00 Food - \$300 Prizes - \$300.00 Supplies - \$280 Advertisement - \$60.00	\$1240.00 (3.10)
Best Chili on Campus Cookoff	880	Decoration - \$99.50 Food and Drink - \$92.45 Supplies - \$92.00	\$285.13 (0.32)
Procrastinate at the Straight	1000	Event Supplies - 5000.00 (CU Tonight) Advertising - \$555.11	\$331.13 (0.66)



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Income and Expenses: **2008-2009**

Tree of Warmth	620	Tree - \$600.00 (SAO) Lights and Skirt - 189.00	\$189.00 (0.30)
CoSpo: Haven, <i>Filthy Gorgeous</i>	514		\$300.00 (0.58)
CoSpo: MGLC, <i>Browsing Library Exhibit</i>	225		\$250.00 (1.11)
CoSpo: Order of Omega, <i>Dance-a-thon</i>	258		\$500.00 (1.94)
CoSpo: SAO, <i>Lauren Pickard '90 Emerging Artist Series</i>	87		\$251.00 (2.89)
Art Club			\$500.00
DOS Group Equipment		Coffeepots - \$200.00 Coffee cart - \$147.00 Audio cords - \$61.95	\$408.95
Administration/Office Supplies		Recruitment Supplies - \$320 Laser Printer - 299.00 Clubfest - \$113.00 Office Supplies - \$35.07	\$767.07
Team Development			\$380.00
<b>Total</b>			<b>\$14,730.18</b>
<b>Surplus</b>			<b>\$3,058.12</b>



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Income and Expenses: **2009-2010**

**2009-2010**

**Income**

Student Activity Fee	\$17,563.00
Guitar Lessons	\$711.00
Previous Year Surplus	\$3,058.12
<b>Total</b>	<b>\$21,332.12</b>

**Expenses**

<u>Event/Service</u>	<u>Attended</u>	<u>Cost Dissection</u>	<u>Total Cost (/student)</u>
Noontime Music Series (7)	40-100/show	Contracts - \$200 Food - \$64.58/show Advertisement - \$40.00/show	\$932.06 (1.90)
Art Gallery Showings (9)	40-60/show	Food and Drink - \$98.00/show Advertisement - \$30.00/show	\$1168.42 (2.56)
Movies on the Slope	800	Film Licensing - \$1665.00 Equipment Rental - \$1500.00 Advertisement - \$167.92	\$3332.92 (4.17)
Homecoming Parade	300	Banner - \$50.00 Candy - \$53.65 Decoration - \$16.35	\$120.00 (.40)
Johnny Lingo Band Concert	50	Contract - \$1000.00 Production - \$350.00 Hospitality - \$389.00 Food - \$11.58	\$1750.58 (35.00)
Halloween Concert Contest	300	Food and Drink - \$486.18 Decoration - \$256.24	\$742.42 (2.47)
Subs with SUB (3)	600/event	Food - \$350.00/event	\$1050.00 (.58)
WSH Rave Night	1100	Contract - \$300.00 Decoration - \$586.62 Food and Drink - \$93.82 Advertisement - \$39.00	\$1019.44 (.93)
Best Chili on Campus Cookoff	400	Supplies - \$414.45 Advertisement \$19.20	\$433.65 (1.08)
Chocoholics Study Break	300	Food and Drink \$152.13	\$152.13 (.51)



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Income and Expenses: **2009-2010**

Trivia Night	80	Contract - \$300.00 Prizes - \$316.00 Advertisement - \$30.00	\$646.00 (8.08)
Poetry Slam	100	Prizes - \$200.00 Hospitality - \$200.00 Food and Drink - \$130.00 Advertisement - \$30.00	\$560.00 (5.60)
CoSpo: Sigma Kappa, <i>Pizza for Parkinsons</i>	3000		\$300.00 (.10)
CoSpo: CU Jazz Ensemble, <i>Jazz Night</i>	218		\$96.00 (.44)
CoSpo: SAO, <i>Lauren Pickard '90 Emerging Artist Series</i>	60		\$500.00 (8.33)
CoSpo: TIP, <i>Taste of Culture</i>	127		\$400.00 (3.15)
CoSpo: Haven, <i>Filthy Gorgeous</i>	800		\$350.00 (.44)
CoSpo: SAO, <i>Slope Fest</i>	3500+		\$850.00 (.25)
Art Club			\$800.00
4 <sup>th</sup> Floor Front Desk		Popcorn - \$379.88	\$379.88
Administration/Office Supplies		Laptop, Preapproved - \$2005.00 Storage Rental - \$889.00 Office Supplies - \$412.00 Clubfest - \$34.50	\$3340.50
Team Development			\$760.00
		<b>Total</b>	<b>\$14,278.79</b>
		<b>Surplus</b>	<b>\$1,648.12</b>



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Income and Expenses: **2010-2011**

**2010-2011**

**Income**

Student Activity Fee	\$15,681.00
Guitar Lessons	\$459.00
Previous Year Surplus	\$1,648.12
<b>Total</b>	<b>\$17,788.12</b>

**Expenses**

<u>Event/Service</u>	<u>Attended</u>	<u>Cost Dissection</u>	<u>Total Cost</u> <i>(/student)</i>
Procrastinate at the Straight (6)	300/event	Massage - \$300/event Prizes - 948.94 Food - \$316.90 Supplies - \$332.78	\$3398.62 (1.88)
Noontime Music Series (4)	40-100/show	Contracts - \$350 Food - \$50.00 Advertisement - \$40.00	\$440.00 (1.57)
Art Gallery Showings (8)	40-60/show	Food and Drink - \$93.69/show Advertisement - \$30.00/show	\$989.52 (2.47)
Tour the Straight	100	Food - \$331.24 Supplies - \$27.27	\$358.51 (3.56)
Subs with SUB	600	Food - \$391.80	\$391.80 (0.65)
Superbowl Party	75	Food and Drink - \$372.33 Advertisement - \$150.98 Decoration - \$35.00	\$558.31 (7.44)
Best Chili on Campus Cookoff	500	Contract - \$500 Food - \$164.42 Advertisement - 154.69 Supplies - \$91.78	\$910.89 (1.82)
Poetry Slam	25	Shirts - \$207.00 Food - \$51.75 Prizes - \$73.38	\$331.13 (13.24)
CU Jazz Ensemble Night Series (5)	20-40/show	Contract - \$500 Food - \$100	\$600.00 (4.00)
Cornell Caring Community Celebration	1000	Food - \$399.75	\$399.75 (0.40)
CoSpo: Contrapunkt!, <i>Event</i>	100		\$70.00





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### Income and Expenses: **2010-2011**

	(1.43)
CoSpo: TIP, <i>Taste of Culture</i> 120	\$500.00
	(4.17)
CoSpo: SAO, WSH 85 <sup>th</sup> 500	\$568.48
<i>Anniversery</i>	(1.14)
CoSpo: Piano Society,      90	\$275.00
<i>Christmahannukwanzaka</i>	(3.05)
CoSpo: Haven, <i>Filthy</i> 800	\$351.56
<i>Gorgeous</i>	(0.44)
CoSpo: Up Til' Dawn,      200	\$160.00
<i>Pancake Brunch</i>	(0.80)
CoSpo: SAO, <i>Lauren Pickard</i> 50	\$1000.00
<i>'90 Emerging Artist Series</i>	(20.00)
CoSpo: Class Councils,      150	\$150.00
<i>Movies on the Slope</i>	(1.00)
CoSpo: SAO, <i>Slope Fest</i>	\$500.00
CoSpo: SAO, <i>SOAR Awards</i>	\$27.86
Art Club	\$454.72
4 <sup>th</sup> Floor Resource Center	Popcorn - \$1096.63
	Paper Supplies - \$200
	\$1296.63
DOS Group Equipment	Tents - \$464.74
	Tablecloths - \$164.94
	Shafer Racks - \$131.60
	Blenders - \$110.42
	Food Platters - \$104.50
	\$1158.20
Administration/Office	Notebook Storage - \$495.10
Supplies	Office Supplies - \$132.38
	Homecoming - \$70
	Clubfest - \$19.88
	\$717.36
Team Development	\$274.07
	<b>Total      \$15,427.69</b>
	<b>Surplus      \$2,360.43</b>



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Income and Expenses: *Projection*

**3 Year Projection**

		<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
<b><u>Income</u></b>				
	Student Activity Fee <i>(based on 12,550 undergraduates)</i>	\$15,700.00	\$28,225.00	\$28,225.00
	Guitar Lessons	\$300.00	\$300.00	\$300.00
	Previous Year Surplus	\$2,360.43	\$10.43	\$435.43
	<b>Total Income</b>	<b>18,510.43</b>	<b>28,535.43</b>	<b>28,895.21</b>
<b><u>Expenses</u></b>				
<b>General</b>	Admin/Office Supplies	\$400.00	\$400.00	\$400.00
	Team Development	\$500.00	\$600.00*	\$600.00*
	Advertisement	\$1000.00	\$1500.00*	\$1500.00*
<b>WSH Projects</b>	4 <sup>th</sup> Floor Resource Center	\$1500.00	\$2000.00	\$2000.00
	Ivy Room Pub	\$0.00	\$7700.00*	\$7000.00*
	Art Club	\$500.00	\$500.00	\$300.00
	DOS Group Equipment	\$0.00	\$500.00	\$500.00
<b>Regular Events</b>	Art Gallery Showings	\$1000.00	\$1000.00	\$1000.00
	Noontime Music Series	\$600.00	\$700.00	\$700.00
	Procrastinate at the Straight	\$3600.00	\$3600.00	\$3600.00
<b>Special Events</b>	Movies on the Slope	\$3000.00	\$3500.00*	\$3500.00
	Trivia Night(s)	\$1500.00	\$3000.00*	\$3000.00*
	AIDS Quilt	\$1500.00	\$0.00	\$1500.00
	Chili Cookoff	\$900.00	\$900.00	\$900.00
	Poetry Slam	\$500.00	\$500.00	\$500.00
	CoSponsorship	\$1000.00	\$1000.00*	\$1000.00*
	Other	\$1000.00	\$2200.00*	\$800.00*
	<b>Total Expenses</b>	<b>\$18,300.00</b>	<b>\$28,700.00</b>	<b>\$28,800.00</b>
	<b>Surplus</b>	<b>\$10.43</b>	<b>\$435.43</b>	<b>\$95.21</b>

*\*Programs that will receive funding cuts if increase is not granted.*



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## Organizational Profile

### MEMBERSHIP

*The Student Union Board is looking this year to significantly increase recruitment and improve member retention. This year's clubfest has brought the board an additional 3-4 members, and a planned Subs with SUB in October will hopefully promote further student interest. Additionally, the organization expects new member numbers to reach ten to fifteen people with the proposed addition of the Ivy Room Pub to Willard Straight Hall. Current interest shown in SUB by the new members of the Pub Committee during the first interest meeting has proved promising.*

*Currently Student Union Board is staffed at low numbers after gaining six members but losing eight in the 2010-2011 school year. The fact that only three of those eight leaving members were graduating seniors has motivated the board to work diligently to improve member retention. SUB will accomplish this by holding a number of additional club get-togethers in the fall, and spreading the demanding responsibilities of the board amongst the entire group, including incoming members.*

*SUB hopes that with this member increase and further efforts to retain current members that it will achieve an ideal capacity of around twenty-five members by December 2011. With such numbers, the Board will be able to host our events to our fullest capacity and to properly support the Pub committee in its endeavors.*

<i>Executive Director</i>	Michael Motley
<i>Public Relations Director</i>	Emily Ranson
<i>Operations Director</i>	Carolyn Entelisano
<i>Programming Director</i>	Lauren Ritter
<i>Finance Director</i>	Jed Fantastico
<i>Funding Director</i>	Sean Page
<i>Administrative Director</i>	Alison Park
<i>Recruitment Director</i>	Andrew Newman
<i>Art Gallery Director</i>	Andrea Liu
<i>Pub Director</i>	PENDING
<i>Browsing Library Coordinator</i>	Shayra Kamal
<i>Resource Center Coordinator</i>	Serin Choi
<i>Webmaster</i>	(Vacant)
<i>Art Club Representative</i>	Andrea Liu
<i>At Large Members</i>	Robert Callahan Eric Wang
<i>Advisor</i>	David Bell
<i>Total Student Membership</i>	13



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## Organizational Profile

### HISTORY

*When the doors of Willard Straight Hall opened in 1925 the focus was always on the ability for a social niche on campus, a home away from home. According to Foster Coffin there was an important ideal behind the union idea: "I believe the prime objective of a student union program should be the development of the student as a social being..." President Farrand appointed the first board of managers to govern WSH, but the next year students were elected to the board of managers by the student body, however since the war years, the board has selected its own successors, but over the years Willard Straight Hall has always tried to live up to the promise to provide students with social, cultural, and intellectual opportunities outside the class room. Sometime later the board of managers adopted the title as the Administrative Board due to the added tasks of creating and updating policies for the Straight. That board was united with the WSH Program board in 2003 to create the Student Union Board we have now.*

### INCOME SOURCES AND PROGRAMMING

*The Student Activity Fee allocation is the only significant source of income for SUB. This fee is a much-needed and appropriate source of income that enables SUB to continue its services to students within Willard Straight Hall, as well as to maintain regular programming efforts and initiate new special events and initiatives. SUB puts the income from the Student Activity Fee directly into services and activities for students. To foster the use of Willard Straight Hall, SUB has begun providing free popcorn and hot drinks to students visiting the Student Resource Center. Regular programs sponsored by SUB include the Noontime Music Series, Art Gallery Exhibits and Openings, Procrastinate at the Straight Events, Subs with SUB giveaways, several special programming events. It is important to note that many of the programs sponsored by SUB feature artists and performers from the student body and the local community, and that with the exception of the guitar lessons, all of these programs offered by SUB were provided at no charge to the Cornell community. Additionally, the Student Union Board will be undertaking the full responsibility of the Student Resource Center this year, which will provide (along with popcorn and hot drinks) several daily activities for students to enjoy, and supplies for student groups to help decorate and advertise their events. The Board will also be responsible for maintaining the functioning of the Garden Room this year, and will assume the responsibilities of the Ivy Room Pub upon its projected opening in the spring semester. The financial backing of programming in the new venue will be provided for initially by the Student Assembly reserve funds from the 2010/2011 fiscal year, but will later be a responsibility of SUB once these funds are depleted.*



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Organizational Profile

**PROGRAM AND ACTIVITY HIGHLIGHTS 2009-2010**

***PROGRAM AND ACTIVITY HIGHLIGHTS 2008-2009:***

***Movies on the Slope***

- *First event of the semester held outside on Libe Slope for new and old friends to enjoy the last of the good weather*
- *Forgetting Sarah Marshall and Indiana Jones: Kingdom of the Crystal Skull attracted over 700 students*

***AIDS Quilt***

- *Display of 20 blocks of The NAMES Project Foundation's AIDS Memorial Quilt. Co-sponsored with: DOS, HAVEN, WRC, LGBT Resource center, Vice Provost Moody, and several other organizations.*
- *Over 1100 people came to view the blocks in the Memorial Room*

***Trivia Night***

- *Students created teams and competed for several prizes*
- *Over 300 students attended to test their knowledge and enjoy friends' company*

***Chili Cook-Off***

- *An annual competition for the chefs of Campus Life Dining*
- *Students taste a variety of meat and vegetarian chili's and vote for their favorites*
- *Chefs with the best meat and best vegetarian chili receive a plaque*

***Lauren Pickard '90 Series***

- *Co-sponsorship with SAO & Pickard Endowment*
- *Beginning in the 2009 – 2010 academic year SUB will be taking over responsibility for this event, to honor one of our alumni*

***Music Night***

- *Annual hosting of the Cornell Steel Drum Band that fills the Memorial Room to capacity*

***Procrastinate at the Straight***

- *Co-sponsorship with Cornell Minds Matter: a late-night event that takes students back to childhood with coloring books, classic video systems, and inflatables*
- *Encourages students to relax and de-stress with massages, magicians, and stress relievers before the beginning of finals*

***Halloween Fun Fest***

- *Simple craft fun for students and the Halloween holiday approached*
- *Over 75 students came by the Memorial Room during the lunch hour on Halloween*

***Airing of the Presidential Inauguration***

- *Simple event, that packed the Memorial Room*
- *An estimated 240 people filled 1/3 of the Memorial Room*
- *In the future we must use more space putting the TV in the back of the room*

***Tree of Warmth***

- *Co-sponsored with DOS, we challenged each class to see how many mittens, hats scarves and gloves each could get their class member to bring to our Tree of Warmth.*
- *Tree provided by DOS & decorated by SUB. GIAC received more than 100 sets of winter hats gloves/mittens and scarves for children in the Ithaca community.*

***Art Gallery Openings***

- *Diverse lineup of artists from on and off campus*



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## Organizational Profile

- *Tradition upheld since the building's first years to host artists and provide an opening reception*
- *Provides an excellent opportunity for the Cornell community to enjoy fine artwork produced by friends and be introduced to new artists*

### ***Noontime Music Series***

- *Diverse lineup of musicians from on and off campus*
- *Musicians perform during the lunch hour to entertain students while eating and introduce them to new music and talented people*
- *This year's artists include:*
  - *Cederwell*
  - *Jeff Chen*
  - *Kevin Rowe*
  - *Eric Neave*
  - *John Rush*
  - *And others*

***Co-sponsored: Filthy Gorgeous with HAVEN***

***Co-sponsored: Order of Omega Dance-a-thon***



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## Organizational Profile

### **PROGRAM AND ACTIVITY HIGHLIGHTS 2009-2010:**

#### ***Chili Cook-Off***

- *An annual competition for the chefs of Campus Life Dining*

#### ***Art Gallery Openings – 10 exhibits***

- *Diverse lineup of artists from on and off campus*
- *Tradition upheld since the building's first years to host artists and provide an opening reception*
- *Provides an excellent opportunity for the Cornell community to enjoy fine artwork produced by friends and be introduced to new artists*
- *Artists included:*
  - *“Tile Paintings of Turkey”*
  - *”Evolutions” with George Cannon*
  - *Cornell Traditions Exhibit*
  - *Ceramics Studio Show & Sale, two times*
  - *Forward Magazine Exhibit*
  - *Cornell Abroad Exhibit*
  - *“Art In Motion” Exhibit*
  - *LGBT Resource Center “FAMILIES” Exhibit*
  - *SUB Art Club Exhibit*

#### ***Noontime Music Series – 7 events***

- *Diverse lineup of musicians from on and off campus, including Kev Row, CU Jazz Bands, CU Dixie Band, and the CU Flute Ensemble*
- *Musicians perform during the lunch hour to entertain students while eating and introduce them to new music and talented people*

#### ***Movies on the Slope***

- *Forgetting Sarah Marshall and Indiana Jones and the Kingdom of the Crystal Skull shown on Libe Slope*
- *Girls left after first movie then stream of boys trickled out, maybe hold for a year*

#### ***Welcome Weekend - Clubfest***

- *Handed out popcorn and quartercarded to everyone who attended Clubfest in Barton Hall*
- *Led to greatly increased membership numbers for SUB*

#### ***Homecoming Parade***

- *Candy and small prizes, like bubbles, handed out to students along the parade route*
- *Carried large banner, promoting the Student Union Board*
- *SUB won “Most Spirit Award” and \$100.00 prize*

#### ***Johnny Lingo Concert***

- *Pre-planned by the preceding board*
- *Very good concert, poorly attended due to lack of advertising and staffing*

#### ***Halloween Happenings***

- *Campus-wide costume contest*
- *Pizza, soda and prizes given to all who attended*
- *Students and staff filled entire room, however only staff dressed up*

#### ***Chili Cook-Off***

- *An annual competition for the chefs of Campus Life Dining*
- *Students taste a variety of meat and vegetarian chili's and vote for their favorites*



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## Organizational Profile

- *Students receive chili-pepper themed necklaces as souvenirs*
- *Chefs with the best meat and best vegetarian chili receive a plaque*

### ***Subs with SUB/ SUB Notebook Distribution (3)***

- *Subs and notebooks distributed to students who came through the lobby*

### ***RAVE!***

- *Cosponsored by Class Council*
- *Excellent turnout, music lasted late into the night.*
- *Students loved taking home all of the glowsticks and the performance by the GlowStick Club*

### ***Chocolate @ the Straight***

- *Multiple types of chocolate given out to students who attended*
- *Very well attended and students said they enjoyed it*

### ***Trivia Night***

- *Hosted trivia night with the Ruloff's Trivia Guy*
- *Well attended and enjoyed by the students who came*
- *Top three finishers (groups of 4) received prize packs*

### ***Massage Day at the Straight***

- *4 massage therapists gave massages to students for 4 hours*
- *Very well attended and extremely popular with students*

### ***Co-sponsored: Filthy Gorgeous with HAVEN***

### ***Co-sponsored: Pizza for Parkinson's with Sigma Kappa***

### ***Co-sponsored: CU Translator Interpreter Program at Taste of Culture***

### ***Co-sponsored: CU Jazz Night with CU Jazz Ensemble***

### ***Co-sponsored: Slope Fest Activities Area***

### ***Co-sponsored: Lauren Pickard '90 Emerging Artist Series with SAO***





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## Organizational Profile

### **PROGRAM AND ACTIVITY HIGHLIGHTS 2010-2011:**

#### ***Chili Cook-Off***

- *An annual competition for the chefs of Campus Life Dining*
- *Students taste a variety of meat and vegetarian chili's and vote for their favorites*
- *Students receive chili-pepper themed necklaces as souvenirs*
- *Chefs with the best meat and best vegetarian chili receive a plaque*

#### ***Lauren Pickard '90 Series***

- *SUB selected an artist to come to WSH to perform in honor of Lauren Pickard '90*
- *This year SUB began taking larger financial responsibility for the event*

#### ***Music Night***

- *Annual hosting of the Cornell Steel Drum Band that usually fills the Memorial Room to capacity*

#### ***Procrastinate at the Straight***

- *SUB hosted four nights during the year to encourage students to relax and de-stress with activities such as massages, ice cream, and button making during the year.*
- *Themes included:*
  - *10/13 – Massages with SUB*
  - *2/9 – Valentine's Day with SUB*
  - *3/16 – St. Patrick's Day with SUB*
  - *4/13 – Regression Night with SUB*

#### ***Tree of Warmth***

- *Co-sponsored with DOS, we challenged each class to see how many mittens, hats scarves and gloves each could get their class member to bring to our Tree of Warmth.*
- *Tree provided by DOS & decorated by SUB.*

#### ***Art Gallery Openings***

- *Diverse lineup of artists from on and off campus, including the Cornell Photo Society and student artist Alice Chan*
- *Tradition upheld since the building's first years to host artists and provide an opening reception*
- *Provides an excellent opportunity for the Cornell community to enjoy fine artwork produced by friends and be introduced to new artists*

#### ***Noontime Music Series***

- *Diverse lineup of musicians from on and off campus, including Kev Rowe and CU Jazz Ensemble*
- *Musicians perform during the lunch hour to entertain students while eating and introduce them to new music and talented people*

#### ***Tour the Straight***

- *Hosted tours throughout the building and gave away subs and notebooks to everyone who attended*

#### ***Welcome Weekend - Clubfest***

- *Handed out popcorn and quartercarded to everyone who attended Clubfest in Barton Hall*
- *Led to greatly increased membership numbers for SUB*

#### ***Homecoming Parade***

- *Candy and small prizes, like bubbles, handed out to students along the parade route*
- *Carried large banner, promoting the Student Union Board*



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## Organizational Profile

### ***The Straight Goes Viral/Subs with SUB***

- *Viral Youtube videos shown on a large screen in the Memorial Room*
- *Subs distributed to students who came to event*

### ***85<sup>th</sup> Anniversary of the Straight***

- *Designed large starry paper design for 5<sup>th</sup> floor lounge window, which remained up until Dragon Day*
- *Cake was served to students in the Memorial Room*
- *High Tea was served in the Browsing Library*

### ***SuperBowl with SUB***

- *Steelers/Packers game projected onto screen into Memorial Room*
- *Paper football decorations enlivened the room, as did soda, chips and sheet pizza*
- *Attendees participated in a highly popular prize raffle, including men's hockey tickets*

### ***2<sup>nd</sup> Annual Poetry Slam***

- *Student poets were invited from SUNY Oneonta to emcee the event*
- *Participants performed slam poetry in front of peers and a panel of judges*
- *Prizes were awarded to the top three poets by a vote of the judges*

***Co-sponsored: Filthy Gorgeous with HAVEN***

***Co-sponsored: Event with Contrapunkt!***

***Co-sponsored: CU Translator Interpreter Program at Taste of Culture***

***Co-sponsored: ChristmaHanuKwanzaakah with Cornell Piano Society***

***Co-sponsored: Music Night with Cornell Steel Band***

***Co-sponsored: Lauren Pickard '90 Emerging Artist Series with SAO***



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Organizational ByLaws

**BYLAWS OF THE WSH- STUDENT UNION BOARD**

**ARTICLE I: NAME AND AFFILIATION**

The name of this organization shall be the Willard Straight Hall Student Union Board, herein referred to as SUB. SUB is a unit of the Dean Of Students (DOS) office and funded by the Student Assembly.

**ARTICLE II: PURPOSE**

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

**Section1: Programming Mission Statement**

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

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

**Section 2: Operations Mission Statement**

To oversee policy within Willard Straight Hall, to best serve the union's mission, to better serve the Cornell population, and encourage safe and accessible use of the building, through:

1. Meetings with Building staff, and SUB as needed to set and review the WSH building policies and their administration.
2. The input on events and activities within WSH (including but not limited to co-sponsorship).
3. The input in the selection of Office of Dean of Students staff when appropriate

**Section 3: Funding Mission Statement**



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## Organizational ByLaws

To encourage the use of Willard Straight Hall by providing financial incentive to outside student groups to bolster the use of the building as a prime hub for culture and entertainment.

### **ARTCILE III: MEMBERS**

#### **Section 1: Membership**

1. Full membership in SUB is limited to full-time undergraduate students of Cornell University, unless otherwise voted upon by the Executive Board. One Graduate student can gain limited membership; however they are prohibited from voting on any spending or policy changes regarding how SUB uses its budget from the undergraduate student activity fee.

2. Any undergraduate desiring membership in SUB shall become a full member, eligible to vote on all SUB activities, upon attendance of three consecutive SUB meetings.

3. Any member missing two (2) consecutive meetings shall lose their status as a voting member of the SUB. Any member, upon arriving late or leaving excessively early, shall receive a strike by the Director of Administration; the third (3<sup>rd</sup>) strike will be treated as an absence. All strikes will void at the beginning of each semester. If a member feels that their absence or failure to be at the entire meeting was due to reasons beyond their control, they may appeal to the Executive Board. Reinstatement as a full voting member shall require a majority vote of the Executive Board, or completion of the membership requirements outlined in Part b.

#### **Section 2: The General Membership**

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

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

1. The General Membership shall be empowered to recommend to the Executive Board by a plurality vote of all members present:
  - a. Particular events that SUB should program.
  - b. Particular events that SUB should cosponsor
  - c. The amount to fund applicant groups.
  - d. Specific policies to for the administration of WSH.
2. General Members shall be entitled to participate in Executive Board elections.
3. The General Membership shall be empowered to disapprove, by a vote of two-thirds (2/3) of the members present at general body meetings, any action taken by the Executive Board in the areas set forth in Article IV, section 2. Any actions made by the Executive Board that are overturned by the General Membership, shall be immediately reversed by the Executive Board, except where prohibited by legal implications beyond the control of the Executive Board, or by policy out of the limit of the Executive Board.



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## Organizational ByLaws

4. Every voting member of the SUB is required to participate in SUB programs/events. Occasionally, members are not available to fulfill this requirement for every event/meeting. SUB understands that the students' primary responsibility while at Cornell is education. Therefore, any individual member may be excused from a particular event, with proper notice, to the general membership.

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

1. A standing seats is provided to a representative from any university organization.
2. A standing seat will be provided to two (2) managers on duty (M.O.D.) for WSH.
3. Representation at these monthly meetings is highly recommended.
4. Standing members are encouraged by SUB to attend meetings and become full members.

### **Section 5: Managers on Duty**

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

### **Section 6: Advisors**

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

## **ARTICLE IV: EXECUTIVE BOARD**

### **Section 1: Composition**

1. The Executive Board of SUB shall consist of an Executive Director, Programming Director, Administrative Director, Public Relations Director, Finance Director, Art Gallery Director, Operations Director, Funding Director, and WSH Pub Director. If one person has multiple positions they will still receive one vote on the executive board. The positions of Browsing Library Coordinator, and Webmaster shall not be on the Executive Board.
2. Staff advisors, appointed by DOS, shall be non-voting members of the Executive Board.

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

1. The Executive Board shall be empowered to make decisions and pass motions regarding all issues concerning SUB
2. The Executive Board shall be empowered to make all technical and administrative policy decisions involving the actual production of SUB programs.
3. The Executive Board shall be empowered by a majority vote to:



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## Organizational ByLaws

- a. provide funding for applicant groups
  - b. accept applicant groups for programming in accordance to SUB guidelines.
4. All actions taken by the Executive Board must be reported to the General Membership at the next General meeting.
5. In a situation which prohibits an Executive Board meeting, the Executive Director shall attempt to conduct a telephone or electronic vote of the Executive Board. If this is not possible, the Executive Director shall use all available resources to act on behalf of and in the name of SUB in conjunction with the Staff Advisor. Any such action must be reported at the next General Membership meeting. Any actions taken by the Executive Board without the consent of the General Membership may be voted on by the General Membership at the next General Membership meeting if any objections are made.
6. The individual duties of each officer shall be defined in the Operating Procedures attached to these By-Laws, and shall be subject to annual review by the Executive Board.

### **Section 3: Meetings**

1. The Executive Board shall meet once every two weeks in addition to the General Membership meetings, except when Cornell University is not in session.
2. The Executive Director shall be empowered to call special meetings and closed meetings.
3. All meetings shall be open to the General Membership and other interested members of the Cornell Community, unless declared otherwise by the Executive Director.

### **Section 4: Voting**

Only Executive Board members shall be allowed to vote at Executive Board meetings.

### **Section 5: Quorum**

All Executive Board meetings shall require a quorum of at least two thirds (2/3) of the voting Executive Board members to be present in order to be official.

### **Section 6: Conflict of Interest**

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

### **Section 6: Term in Office**

1. All members of the Executive Board shall be elected to serve for a one-year term, unless elected under alternative methods as laid out in Section 7.



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## Organizational ByLaws

2. Outgoing Executive Board members must train their successors before they leave office.

3. Terms begin on the first day of April in the spring semester. From the time new Board Members are elected until they take office, they shall serve as assistants to the current Board members, in preparation for their coming terms of office.

### **Section 7: Nominations and Elections**

1. All those interested in running for Executive Board Positions must be a member by the date of the election as defined by Article 3 section 1.

2. Applicants for Executive Board Positions shall fill out an application and submit it to a staff advisor as specified on the application at least two weeks prior to elections, as provided by the Executive Board. After the deadline all applications will be emailed to all the SUB members for review.

3. Applicants shall list their preferred position on the application, and are allowed to run for one alternate position.

4. If there are insufficient applicants for any Executive Board position, the positions will be appointed by a 2/3 vote of the new Executive Board.

5. Elections shall be held prior to the second week of March in the spring semester.

6. The members of the Executive Board shall be elected by plurality vote via a secret ballot of those voting members of the SUB present. On the day of the elections, each candidate shall make a brief statement to the General Membership regarding their qualifications for the position sought. General membership is encouraged to discuss the candidate, and their qualifications both with and without the candidate present.

7. In the event of a tie, the ~~current~~ exiting Executive Board ~~Screening Committee~~ shall break it. If there is still a tie, the staff advisor shall break it.

8. Upon being elected, each new Executive Board Member shall review their individual duties (as stated in the Operating Procedures of the By-Laws) and sign a contract accepting said duties.

### **Section 8: Vacancies**

1. In the event that a position on the Executive Board becomes vacant, the selection process for a replacement shall be one of two types:

a. An immediate special election, following the same procedures as outlined in Article IV, Section 7.

b. A temporary replacement for the position as deemed appropriate by the Executive Board in the event that an election cannot be held in time.

2. The replacement board member shall serve out the remainder of the term.

3. Upon installation as an Executive Board Member, the replacement shall review their individual duties (as stated in the Operating Procedures of the By-Laws) and sign a contract accepting said duties.

### **Section 9: Impeachment**





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## Organizational ByLaws

1. Any elected Executive Board member who does not reflect the interests of SUB by having missed three (3) unexcused consecutive meetings, or by a reason witnessed by the remaining Executive Board members shall be subjected to impeachment proceedings.

2. The procedure for impeachment is as follows: A motion stating the charge(s) for impeachment of one or more members of the Executive Board must be made in writing to the Executive Board. The motion is then tabled until the next Executive Board meeting to allow time for the charged member(s) to prepare a defense. At the next Executive Board meeting the charge(s) will be repeated and the member will be allowed to state his/her defense to the charge(s). Discussion from the floor will only be allowed after the charges have been read and the member has given his defense. The Board, excluding the charged member, shall then vote on impeachment, with a unanimous vote needed to carry the motion. If impeached, a new replacement Executive Board member shall be chosen immediately according to Article IV, Section 8.

### **ARTICLE V: COMMITTEES**

#### **Section 1: Formation**

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

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

1. Subcommittee Chairpersons shall be elected by and responsible to the Executive Board.
2. Subcommittee Chairpersons must be members of the General Membership, unless otherwise exempted by the Executive Board vote.

### **ARTICLE VI: OPERATING PROCEDURES**

1. The Executive Board may adopt operating procedures to provide more detailed information regarding how these By-Laws shall be implemented.

2. The Executive Board may revise the Operating Procedures as stated below, in order to fulfill the purpose of SUB as stated in Article II.

3. Revisions of the Operating Procedures shall require a two-thirds (2/3) vote of the Executive Board to be adopted.

### **ARTICLE VII: AMMENDMENTS**

Amendments to these By-Laws shall require a two-thirds (2/3) vote of the Executive Board and a majority vote of the General Membership.





## **Willard Straight Hall Student Union Board**

603 Willard Straight Hall

Ithaca, NY 14853

607.255.4311

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### Organizational ByLaws

#### **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE IX: RATIFICATION**

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



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Organizational ByLaws

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

**PART 1 – Executive Board Responsibilities**

**Section 1: The Executive Director**

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

**Section 2: The Programming Director**

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



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## Organizational ByLaws

9. Shall maintain contact with appropriate staff and outside parties when necessary during events.
10. Shall fulfill the programming requests of groups, as appropriate.
11. Shall chair the production meeting.
12. Shall handle the ordering of event shirts, when necessary.
13. Will provide the Public Relations Director with all appropriate promotional material.
14. Shall be responsible for the UUP registration forms, room set-up sheets, and late-night requests forms for all the SUB events.
15. Shall act as contact to programming advisor of SUB.

### **Section 3: The Administrative Director**

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

### **Section 4: The Finance Director**

1. Shall order tickets for all SUB events.
2. Shall be responsible for administering current ticket policy.
3. Shall act as liaison to assist groups with ticketing in WSH, and for SUB sponsored events.
4. Shall arrange ticket sales at ticket outlets, and distribute all tickets to those outlets.
5. Shall, with advisor, reconcile all funds on day of event.
6. Shall deposit all SUB funds.
7. Shall gather all receipts and budget estimates for use on the day of event and for the Advisor.



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## Organizational ByLaws

8. Shall coordinate financial settlement with groups when necessary.
9. Shall present monthly financial statements and prepare a bi-annual financial statement as well as a budget for each program and maintain office budget.
10. Shall handle all receipts.
11. Shall serve as SUB's financial representative to the Student Assembly.

### **Section 5: The Public Relations Director**

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

### **Section 6: The Operations Director**

1. Shall be in charge of fulfillment of administrative policy of WSH.
2. Shall make recommendations to the executive board on current policy.
3. Shall act as liaison to staff and administrators of WSH.
4. Shall be responsible for publicizing all meeting times, dates, and places in conjunction with the Public Relations Director
5. Shall reserve rooms for all General and Executive Board meetings.



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## Organizational ByLaws

6. Shall register the SUB as a campus organization with the Student Activity Office.
7. Shall maintain an ongoing record of programs, events and activities of the Student Union.

### **Section 7: The Recruitment Director**

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

### **Section 8: The Art Gallery Director**

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

### **Section 9: Funding Director**

Shall be primary contact between SUB and all groups requesting funding sponsorship for use of WSH.

1. Shall be responsible for familiarity with campus cultural trends and needs.
2. Shall be responsible for reporting on all funding requests.
3. Shall be responsible for generating suggestions of groups to fund and offer.



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## Organizational ByLaws

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

### **Section 10: The Pub Director**

1. Shall oversee all Pub Committee meetings and the Pub Executive Board,
2. Shall handle all complaints and suggestions by members of the Pub Committee
3. Shall administer the Pub Committee Operating Procedures
4. Shall act as the official spokesperson for the Pub Committee.
5. Shall report to SUB all actions made by the Pub Committee
6. Must be an active member of the Pub Committee and the Student Union Board for at least one semester prior to appointment.

### **Section 11: The Staff Advisor**

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

### **Section 12: General Responsibilities of the Executive Board**

All Executive Board members shall be responsible for:

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

## **PART 2 – Nonexecutive Responsibilities**

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



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## Organizational ByLaws

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

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

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

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

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

## **PART 3: Standing Committees**

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

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

### **2. Membership**

Pub Committee membership shall comprise of:

- a. One non-voting staff member of Dean of Students acting as advisor.
- b. An Executive Director, who will be elected from members of the Student Union Board
- c. A Director of Building Operations
- d. General voting members who have attended at least three general body meetings on the subcommittee.



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## Organizational ByLaws

- e. One ex-officio appointed by each of the following organizations:
  - 1. First Year Class Council
  - 2. Sophomore Class Council
  - 3. Junior Class Council
  - 4. Senior Class Council
  - 5. Cornell Concert Commission
  - 6. Cornell University Programming Board
  - 7. Pan-Hellenic Council
  - 8. Intra-Fraternity Council
  - 9. HAVEN
  - 10. Cornell University Student Assembly
  - 11. ALANA
  - 12. Community Center Programs
  - 13. Haven
  - 14. International Students Programming Board
  - 15. Willard Straight Hall Student Union Board
- f. One non-voting staff member of Cornell Dining
- g. One voting representative of student employees responsible for the logistics of events within the pub.

### **3. Pub Executive Board**

- a. The Pub Committee shall have its own executive board, which shall meet at least once a week except when Cornell University is not in session.
- b. Pub Executive Board positions shall be elected internally by the Pub Committee annually.
- c. Pub Executive Board Postions and Responsibilities:
  - 1. Pub Director
    - i. Will serve as an ex-officio member of the Pub Committee
  - 2. Director of Operations
    - i. Shall act as an ex-officio member of the Pub Committee and advise the subcommittee of Willard Straight Hall Building Policy
  - 3. Events Director
    - i. Shall be responsible for all aspects of subcommittee-run programs within the pub programming space, including: the purchase of necessary equipment, personnel, and services; the completion of all forms and approvals; and the selection of all crews and crew heads.
    - ii. Shall assist with the above responsibilities for events held by other student groups within the pub-venue, and act as a liaison to the organization holding the event.
  - 4. Pub Treasurer
    - i. Shall manage the money allotted to the subcommittee by the Student Union Board, keep record of all purchases and receipts,





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## Organizational ByLaws

and shall submit a finance report to the Student Union Board monthly.

5. Pub Secretary
  - i. Shall be responsible for subcommittee minutes, attendance, records, and emails.
  - ii. Shall be responsible for maintaining event calendar(s).
6. Promotions Director
  - i. Shall be responsible for advertisement of all subcommittee-run programs, and for assisting other student organizations in advertising for their events within the pub.
  - ii. Shall send out a weekly newsletter of events being held in the pub, and shall update, or appoint someone responsible for the update of the subcommittee internet communications.
7. Staff Advisor
  - i. Shall act as an ex-officio member of the Pub Committee

## **PART 4 – Funding Policy**

### **Section 1: Goal**

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

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

1. The organization requesting funding must be registered with Cornell University's Student Activity Office
2. Events must be located in Willard Straight Hall and its associated areas, and foster the spirit of Willard Straight Hall.
3. Events must be open and available to all members of the Cornell Community, unless capacity of the venue has been reached.
4. Events must be publicized to all members of the Cornell community.
5. A full detailed budget must be submitted to SUB for the proposed event. SUB funding shall not exceed \$500, unless exempted by a 2/3 vote of the Executive Board.
6. Event promotional material must contain reference to SUB funding.
7. Event Coordinators must meet with SUB members about programming.

### **Section 3: Rights**

SUB reserves the right to:

1. Reject any offer for funding
2. Cancel ~~it's~~ its funding of an event any time prior to the event if it believes that its guidelines are not met.



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3. Cancel funding due to violation of the Funding Procedures.
4. Cancel funding at any time due to unreported changes in the event.
5. Cancel funding at any time if it feels the group requesting funding has fraudulently misappropriated SUB funds.

### **Section 4: Reconciliation**

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

## **PART 5: Operations policy**

### **Section 1: Goal**

SUB shall reserve the ability to amend and set building policy, in accordance with university policy, to act in a way to foster the spirit of Willard Straight Hall, and make best use of the available building space.

### **Section 2: Building Policy**

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



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## **PART 5: Programming policy**

### **Section 1: Goal**

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

### **Section 2: Programming**

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

### **Section 3: Rights**

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

1. If the group in question violates the programming procedures set forth by the WSH Reservation Manual or any campus policy.
2. If the program in question goes against the student union mission, the spirit of Willard Straight, or any of the building guidelines set above.



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3. On the basis of large-scale changes to the nature of the event not approved by an executive vote of SUB.
4. If SUB feels, by vote of the Executive Board , that the event in question is a hazard to the building.
5. If the groups in question negligently disregards SUB policy, building policies or procedures, or develops a history of building misuse or abuse.

### **PART 6: Non-Discrimination Clause**

As a by-line funded organization of the Student Assembly, SUB shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members. This includes, but are not limited to, voting for, seeking, and holding positions within the organization.

### **PART 7: Office Regulation**

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

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

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

1. Office will not be used as a storage facility.
2. All organizations holding office space in WSH must be a registered student organization.
3. Student groups must understand that the office is a shared space and not safe to store supplies. All items should be secured in office. Willard Straight Hall, Office of the Dean of Students (DOS) and SUB are not responsible for any damaged, stolen, or lost goods.
4. Student groups will follow all University and WSH rules as available from the WSH website, i.e. Postering Policy, solicitation, fundraising/sales policy, etc.
5. Student groups will respect the privacy of other groups if the office is shared.
6. The SUB reserves the right to remove any group that it finds breaking any rule or policy.
7. Student group will keep their office locked when they are not using it. A key list must be submitted to the appropriate DOS staff member each semester, so that only appropriate members of the organization can gain access to the office.
8. The Executive Director may receive a personal key for the office, to be returned to building staff after the end of his or her term. All other organization members must sign the office key from the front desk.



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9. The office leases will end at the beginning of every fall semester, and groups must reapply to keep their offices. Current groups in good standing will have a priority, but are not guaranteed to be able to keep an office.
10. Mailboxes for student organizations occupying offices are available for a yearly fee in WSH 401.
11. Phone and computer use is not supplied by WSH – RedRover is active in access place.
12. Other rules can be added by a majority vote of the SUB and its Executive Board, and will be emailed to all the student group tenants.

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

When offices are available the following will occur:

1. A notification and application form will be put on the SUB website.
2. A notification email will be sent to the SAO student leader list serve with a link to the SUB website and an application deadline. This deadline can be extended at the discretion of the SUB.
3. The application will include at a minimum the following information:
  - a. The name of the student group with contact information.
  - b. In a clear and concise statement, the reasons why the student group needs the office space.
  - c. The rules and fees of using an office like computer & phone use.
  - d. The signature of their respective President and advisor agreeing to these terms.
  - e. Directions on how to submit the application to SUB.

### **Section 3: Application Review**

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

### **Section 4: Hearing Guidelines**

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

### **Section 5: Allocations Decision Process**

1. After all of the hearings, SUB will discuss in privacy whether the group(s) should or should not get an office.



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

### **Section 6: Office Orientation**

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