

2015-2017 SAF Application Cornell University Program Board

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Mission Statement and Organization Profile

Mission Statement

The Cornell University Program Board (CUPB) is a student organization located within the Dean of Students Office and the Student Leadership, Engagement & Campus Activities Office at Cornell University. CUPB is responsible for organizing major lecture and entertainment events for the entire Cornell community. Our Mission Statement is *to inspire and enrich the experience of Cornellians by bringing events that involve, excite and entertain the Cornell and Ithaca communities*. CUPB strives to produce up to six events per academic year. CUPB also works with other campus organizations to co-sponsor various activities and events.

Cornell University Program Board Membership

2012-2013 Membership Total: 55

2013-2014 Membership Total: 55

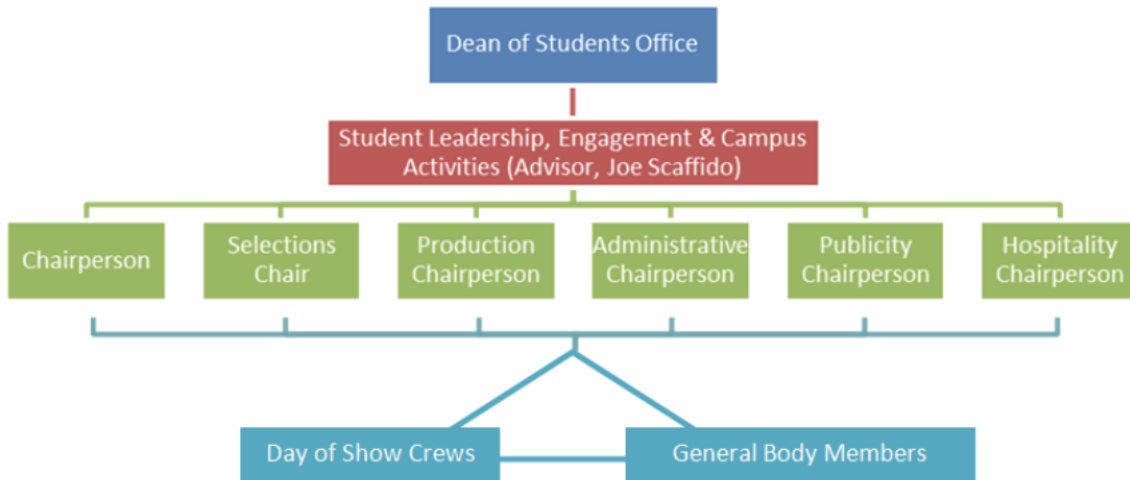
2014-2015 Membership Total: 58

2015-2016 Membership Projected Total: 65

The general membership consists solely of Cornell students. Membership is open to both undergraduate and graduate students. General body members aid in selection and serve as volunteers who help with the promotion, production and execution of CUPB events. These members fill a variety of roles leading up to each event and assist in day-of-show operations. To become a member, one must be a registered Cornell student (undergraduate and graduates are equally welcome) and attend three consecutive general body meetings. To become a member in good standing, a member must attend at least two meetings per month thereafter.

The CUPB Executive Board consists of elected members of the general body. The Board serves a one-year term, whose timeline coincides with the calendar year. The Executive Board manages the more involved operations of the events and maintains the organization's daily activities. Further details regarding CUPB operations are discussed in the by-laws.

Organizational Chart



Day of show crews include Ushering, Security, Ticket Taking, Box Office, and Hospitality. Each crew is headed by an Executive Board member or by a general body member selected by the Production Chairperson. Each crew varies in size and consists of general body members.

CUPB 2015 Executive Board

Chairperson Michael Luzmore, mal356
Selections Chair Emily Gartenberg, esg56
Production Chair Justin Walter, jgw73
Administrative Chair Gabriel Diamond, gad63
Publicity Chair Jagravi Dave, jdd227
Hospitality Chair Vaishnavi Ganesan, vkg25
Advisor Joseph Scaffido, jss44

History and About CUPB

The Cornell University Program Board has been “bringing the world to Cornell” since 1979 by hosting numerous entertainment and educational acts on campus each year. CUPB’s mission is to inspire and enrich the Cornell community by staging events that involve, excite, and entertain the Cornell community. Similarly, we assist other Cornell groups with both finances and production in their attempts to bring additional entertainment or educational events.

The diversity of programs that CUPB brings to Cornell ranges from comedians to leading political figures and commentators. We additionally aim to provide at least one event each year free of charge to all attendees. In the past year, CUPB hosted Jessica Williams and Retta in Statler Hall, and Common in Bailey Hall (co-produced with CCC and MCFAB). On September 11, CUPB will host Brandon Stanton (creator of the popular blog Human of New York) in Bailey Hall.

The Cornell University Program Board offers students subsidized ticket prices as well as the opportunity to purchase the best seats available at performance venues. To do this, tickets are

sold exclusively to Cornell students at least one day before being sold to the general public. Ticket prices for both students and for the general public always remain lower than comparable shows at both local venues and larger cities.

Among student organizations, as well as compared to local events available for the Cornell community, few entities rival CUPB's capability to bring this unique type of production to the area. CUPB is consistently praised for its professionalism and its resources in bringing top-quality national talents to campus. Our student volunteers are among the best in promoting and producing shows as well as interacting with celebrity clients. CUPB additionally considers itself the top student group at producing shows in Bailey Hall and Statler Auditorium. As is always the goal of CUPB, in the coming year we plan on reaching out to as many students as possible to solicit selections ideas as well as members to help promote and produce our events.

CUPB additionally aims to designate approximately 5% of our production budget for co-sponsorships in order to alleviate the costs for other Cornell organizations. In the past years, CUPB used its experience in production and local connections to benefit the Cornell community. In the past two years, CUPB has teamed up with Cornell Minds Matter, MCFAB, Haven, Cornell Women's Resource Center, Cornell Bhangra, and numerous other diverse campus groups to bring other, unique programming to the Cornell campus.

CUPB is committed to enriching every student's Cornell experience through quality, affordable programs. Please see the following page for a comprehensive list of our events from the past 15 years.

[Summary of Request](#)

Cornell University Program Board requests to maintain the same funding allocation from the Student Assembly for the 2016-2018 cycle. We believe this allocation allows CUPB to bring diverse acts that benefit the Cornell and Ithaca communities while also keeping ticket prices low. With this allocation, CUPB continues to bring quality talent to Cornell in spite of rising entertainer and production costs.

Over the next cycle, CUPB aims to reduce its rollover and expand its outreach. CUPB will build new and maintain current relationships with other on-campus organizations, which enables us to keep production costs low through co-productions, lend our production expertise to developing groups, and gain diverse insights into our selection process. CUPB will expand its programming in smaller venues through the Bear's Den Series, a series of free comedy shows in the Bear's Den, and through a larger show at Barton Hall in the coming semesters. CUPB will continue to grow its presence on social media with frequent activity on its Facebook organization and event pages.

Summary of Events

Events from the last funding cycle are underlined and highlighted.

- Broad City (September 2015, Upcoming)
- Brandon Stanton (September 2015, Upcoming)
- Retta (April 2015)
- Common (March 2015)
- Jessica Williams (January 2015)
- Nick Offerman (December 2014)
- John Mulaney (November 2014)
- Laverne Cox (September 2014)
- MTV's Guy Code + Girl Code (May 2014)
- Adam Devine (March 2014)
- Kate McKinnon (January 2014)
- Demetri Martin (October 2013)
- The Onion (September 2013)
- John Legend (March 2013)
- Joel McHale (March 2013)
- W. Kamau Bell (March 2013)
- HitRECORD with Joseph Gordon-Levitt (November 2012)
- Jay Pharoah (November 2012)
- John Oliver (September 2012)
- Kenan Thompson (April 2012)
- Seth Meyers (March 2012)
- To Write Love on Her Arms, with Jamie Tworkowski (February 2012)
- Billy Joel (December 2011)
- Jon Stewart (2 shows) (October 2011)
- TJ Miller (September 2011)
- Dan Savage (April 2011)
- The Fighter (April 2011)
- Keith Olbermann (March 2011)
- Aziz Ansari (2 shows) (February 2011)
- Louie C.K (October 2010)
- Frank Warren (October 2010)
- Donald Glover (September 2010)
- Elie Wiesel (April 2010)
- Luis Fortuno (March 2010)
- Bo Burnham (September 2009)
- George Pataki (April 2009)
- Kathleen Madigan (April 2009)
- Josh Blue (February 2009)
- Howie Mandel (October 2008)
- Bill Maher (September 2008)
- Frank Warren (April 2008)
- Tracy Morgan (April 2008)
- BJ Novak (March 2008)
- Stephan Colbert (October 2007)
- Kevin Smith (September 2007)
- *Comedy Central on Campus* – Christian Finnegan, Greg Giraldo, and Nick Thune (April 2007)
- George McGovern (April 2007)
- Bob Saget (November 2006)
- *An Evening of James Taylor* – Dave Binder (October 2006)
- Michael Ian Black (February 2006)
- Whoopi Goldberg (October 2005)
- *Back to School With Mr. Belding*- Dennis Haskins (September 2005)
- Jon Stewart (2 shows) (March 2005)
- Morgan Spurlock (October 2004)
- John Cleese (October 2004)
- *Face Off: an Election 2004 Debate* – David Corn and Richard Lowry (September 2004)
- Dr. Drew Pinsky (April 2004)
- *A Debate On Gay Marriage* – Robert H. Knight and Elizabeth Birch (April 2004)
- Stephen Lynch (March 2004)
- Margaret Cho (December 2003)
- Bill Cosby (October 2003)
- Step Afrika (August 2003)
- Sarah Weddington (April 2003)
- Scott Ritter (March 2003)
- *Civil Liberties Post 9/11* – A Debate Between Nadine Strossen and Pat Buchanan (March 2003)
- Tracy Morgan (February 2003)
- James Earl Jones (October 2002)
- Dave Barry (September 2002)
- Rob Siegel of *The Onion* (April 2002)
- Bob Woodward (March 2002)
- Dave Chappelle (March 2002)
- Kevin Smith (October 2001)
- Jim Lovell (April 2001)
- Mike Luckovich (April 2001)
- Jon Stewart (February 2001)
- *80's Rock – Music in the Video Age* (November 2000)
- Sister Helen Prejean (October 2000)
- Chuck D (September 2000)
- Jay Mohr (April 2000)
- Judy Shepard (March 2000)
- David Breashears (February 2000)
- Elie Wiesel (November 1999)
- *60's Rock -- When the Music Mattered* (October 1999 & 2001)
- Gloria Steinem (April 1999)
- F.W. de Klerk (March 1999)
- Joycelyn Elders (February 1999)
- Paula Poundstone (February 1999)
- Second City Comedy (October 1998)
- William B. Davis (October 1998)
- Oliver Stone (September 1997)

2014-2015 Summary Income Statement

2014-2015 Income

SA and GPSA Allocation	\$ 119,621.00
2013-2014 Rollover	\$ 53,506.00
TOTAL INCOME	\$ 173,127.00

Fall 2014 Expenditures

Performance	Subsidy
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Spring 2015 Expenditures

Performance	Subsidy
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Year-round Expenditures

Performance	Subsidy
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

TOTAL EXPENSES	\$ 113,704.95
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<u>Summary of 2014-2015 Budget</u>	
Income	\$ 173,127.00
Expenses	\$ 113,704.95
Rollover for 2015-2016	\$ 59,422.05

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Historical Event Breakdowns **(CONFIDENTIAL)**

Event Summary

Event	Date	Venue	Approx Number of Tickets Sold	Total Expenses (details next page)	Ticket Income	Co-Sponsor Contribution**	NET COST (TOTAL SUBSIDY)
2012-2013							
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2013-2014							
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2014-2015							
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

Projected Financial Statements **(CONFIDENTIAL)**

2015-2016 Projected Finances

<u>2015-2016</u>	<u>Details</u>	
SA Allocation	\$7.50 x 13,500	\$ 101,250.00
GPSA Allocation	\$3.50 x 6000	\$ 21,000.00
2014-2015 Rollover		\$ 59,422.05
TOTAL INCOME		\$ 181,672.05

Fall 2015 Expenditures

Performance		Subsidy
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]

Spring 2016 Expenditures

Performance		Subsidy
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]

Year-round Expenditures

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]

TOTAL EXPENSES	\$ 160,000.00
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Summary of 2015-2016 Projected Budget	
Income	\$ 181,672.05
Expenses	\$ 160,000.00
Rollover for 2016-2017	\$ 21,672.05

2016-2017 Projected Finances

<u>2016-2017</u>	<u>Details</u>	
SA Allocation	\$7.50 x 13,500	\$ 101,250.00
GPSA Allocation	\$3.50 x 6000	\$ 21,000.00
2015-2016 Rollover		\$ 21,672.05
TOTAL INCOME		\$ 143,922.05

Fall 2016 Expenditures

<u>Performance</u>		<u>Subsidy</u>
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Spring 2017 Expenditures

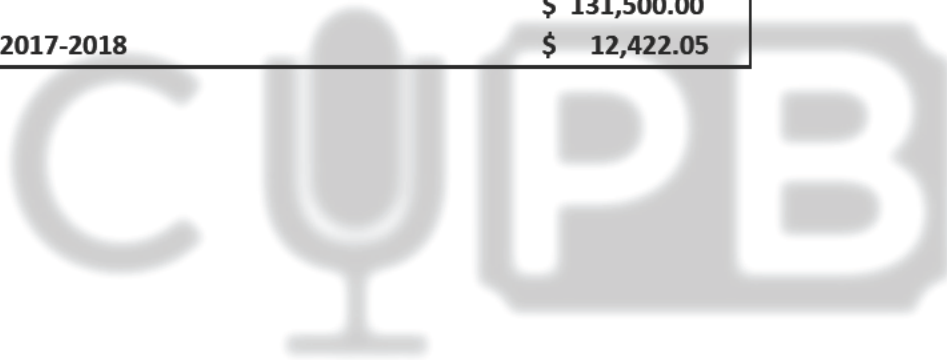
<u>Performance</u>		<u>Subsidy</u>
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

Year-round Expenditures

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

TOTAL EXPENSES	\$ 131,500.00
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Summary of 2016-2017 Projected Budget	
Income	\$ 143,922.05
Expenses	\$ 131,500.00
Rollover for 2017-2018	\$ 12,422.05



Projected Financial Statements for Lower Allocations

2015-2016 Projected Finances (10% Decrease)

<u>2015-2016</u>	<u>Details</u>	
SA Allocation	\$6.75 x 13,500	\$ 91,100.00
GPSA Allocation	\$3.50 x 6000	\$ 21,000.00
2014-2015 Rollover		\$ 59,422.05
TOTAL INCOME		\$ 171,522.05

Fall 2015 Expenditures

Performance		Subsidy
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Spring 2016 Expenditures

Performance		Subsidy
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Year-round Expenditures

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

TOTAL EXPENSES	\$ 150,000.00
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Summary of 2015-2016 Projected Budget	
Income	\$ 171,522.05
Expenses	\$ 150,000.00
Rollover for 2016-2017	\$ 21,522.05
Outcome of Decrease:	
Cancellation of Bears Den Series, 1 Smaller Statler show	

2015-2016 Projected Finances (25% Decrease)

<u>2015-2016</u>	<u>Details</u>	
SA Allocation	\$5.60 x 13,500	\$ 75,600.00
GPSA Allocation	\$3.50 x 6000	\$ 21,000.00
2014-2015 Rollover		\$ 59,422.05
TOTAL INCOME		\$ 156,022.05

Fall 2015 Expenditures

Performance		Subsidy
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Spring 2016 Expenditures

Performance		Subsidy
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Year-round Expenditures

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

TOTAL EXPENSES	\$ 143,000.00
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Summary of 2015-2016 Projected Budget	
Income	\$ 156,022.05
Expenses	\$ 143,000.00
Rollover for 2016-2017	\$ 13,022.05
Outcome of Decrease:	
Cancellation of Bears Den Series, No Statler free show in Fall	

2015-2016 Projected Finances (35% Decrease)

<u>2015-2016</u>	<u>Details</u>	
SA Allocation	\$4.80 x 13,500	\$ 64,800.00
GPSA Allocation	\$3.50 x 6000	\$ 21,000.00
2014-2015 Rollover		\$ 59,422.05
TOTAL INCOME		\$ 145,222.05

Fall 2015 Expenditures

Performance		Subsidy
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]		[Redacted]

Spring 2016 Expenditures

Performance		Subsidy
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]		[Redacted]

Year-round Expenditures

[Redacted]		[Redacted]
[Redacted]		[Redacted]
[Redacted]		[Redacted]

TOTAL EXPENSES	\$ 130,000.00
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Summary of 2015-2016 Projected Budget	
Income	\$ 145,222.05
Expenses	\$ 130,000.00
Rollover for 2016-2017	\$ 15,222.05
Outcome of Decrease: Cancellation of Bears Den Series, No free Statler shows in Fall or Spring	

Constitution and Bylaws

Cornell University Program Board Constitutional By-Laws

(September 1979 with April 1983, April 1991, April 1994, March 1997, February 1999, October 2003, April 2005 revisions and 1987 name change)

ARTICLE I - NAME

The name of this Organization shall be the Cornell University Program Board, hereinafter referred to as CUPB.

ARTICLE II - MISSION

The mission of CUPB is to inspire and enrich by bringing events that involve, excite and entertain.

ARTICLE III - MEMBERSHIP

3.1. Membership shall be open only to registered students at Cornell University.

3.2 CUPB shall consist of two (2) types of members: voting and non-voting.

3.3 Voting Members

All voting members are required to assist in the preparation and execution of CUPB events. Failure to fulfill these duties shall lead to revocation of voting rights. At the recommendation of any Executive Board member, the Executive Board may revoke voting rights with a majority vote.

(a) There shall be no limit on the number of voting members

(b) The chairperson of CUPB shall exercise his/her voting rights only if there is a tie in the original vote and in the re-vote.

(c) In order to become a voting member of CUPB, a person must attend three consecutive CUPB meetings.

(d) In order to maintain voting membership, a person must attend at least two meetings per month and all CUPB events, unless previously excused by the Chairperson.

3.4 Non-voting Members

(a) Any person who attends multiple meetings throughout the semester, but does not fulfill the requirements to become a voting member shall be considered a non-voting member.

(b) The staff advisor to CUPB shall not be a voting member.

ARTICLE IV - PROGRAMMING POLICY

4.1 All activities of CUPB shall be dependent upon the consent of a majority vote of the voting members, provided there is a quorum. A quorum shall consist of half the voting members of CUPB.

4.2 Activities sponsored by CUPB may not involve discrimination in attendance within the Cornell community.

4.3 All CUPB events and receptions must be widely available to Cornell students with efforts to provide transportation when deemed necessary

4.4 CUPB shall select each program based in its quality and value to the greater Cornell community, regardless of its political statement.

4.5 CUPB shall reserve the right to offer a discount on admission prices to registered Cornell University students.

4.6 Allocation of Funds

(a) Funds shall not be directly appropriated for charity or to any candidate running for political office.

(b) Funds shall not be allocated for the personal benefit of individual students.

(c) For those events directly subsidized by the Student Activities Fee, funds shall be allocated in accordance with the Student Assembly Guidelines.

4.7 CUPB shall be required to provide at least four events per academic year to the Cornell community. CUPB will attempt to make two of the minimum four events lectures and at least two of the minimum four events must be entertainment events. CUPB will strive to make at least one event free.

4.8 CUPB may co-sponsor events with other Cornell University organizations. CUPB shall make an effort to spend up to 5% of annual budget for co-sponsorship.

ARTICLE V - OFFICERS

5.1 The officers of CUPB shall be as follows:

- (a) Chairperson
- (b) Selection Chairperson
- (c) Production Chairperson
- (d) Administrative Chairperson
- (e) Publicity Chairperson
- (f) Hospitality Chairperson

5.2 In Executive Board votes, each office may cast only one vote.

5.3 The duties of the officers shall be as follows:

- (a) Chairperson
 1. To conduct all Executive and General Board meetings of CUPB;
 2. To prepare an agenda for those meetings and to make it available to all members at the meetings;
 3. To moderate all discussion during meetings;
 4. To appoint an acting chairperson for any meeting which he/she cannot attend;
 5. To call special meetings as he/she deems necessary;
 6. To appoint ad hoc teams;
 7. To appoint CUPB representatives to other organizations;
 8. To coordinate incoming requests for co-sponsorships.
 9. To recruit new members for CUPB;
 10. To excuse members from Executive Board and General Board meetings;
 11. To issue warnings to those members whose voting rights are in jeopardy for three (3) unexcused absences from General Board meetings in one (1) semester;
 12. To promote the existence of CUPB to the greater Cornell community.
- (b) Selection Chairperson
 1. To organize and lead a selection team that shall recommend lectures and entertainment events to the voting membership and conduct surveys of the Cornell community;
 2. To present the recommendations of the Selection Team and all relevant information to the voting membership;
 3. To serve as the liaison between CUPB and the agents representing the performers;
 4. To arrange for the reservation of venues for CUPB events;
 5. To prepare detailed program information, including budget, for the presentation to the voting membership;
 6. To write thank-you letters to performers and to all those individuals and organizations outside CUPB that contributed to the execution of an event.
- (c) Production Chairperson
 1. To serve as the liaison between CUPB and Environmental Health and Life Safety, Cornell Police, Risk Management and Insurance, the staffs of venues, and other relevant organizations for the execution of CUPB events;
 2. To coordinate Board members' participation at events;
 3. To arrange for the light, sound, and other equipment that may be necessary for the execution of events;
 4. To ensure that all aspects of technical riders in contracts entered into by CUPB are fulfilled;

(d) Administrative Chairperson

1. To order tickets for events, place tickets on sale through the various venues prior to the events, and to sell tickets at the venue on the days of the events when deemed appropriate;
2. To monitor CUPB financial accounts, bills, receipts, and expenses;
3. To transfer funds to those activities that the voting membership of CUPB has decided to co-sponsor and to keep track of the amount of funds available for co-sponsorship;
4. To keep attendance records of both Executive Board and General Board meetings and maintain a file of attendance in the office;
5. To inform members of canceled or additional meetings and any other irregularities in the meeting schedule;
6. To maintain an e-mail list to keep membership informed
7. To present financial reports to the voting memberships at least once a month;
8. To keep accurate and complete minutes at Executive and General Board meetings, to post them, in a timely manner, outside the CUPB office and to maintain a file of these minutes in the office and to provide a copy for the advisor.

(e) Publicity Chairperson

1. To work with a publicity team to develop publicity strategies, and design, coordinate, and distribute publicity for events sponsored by CUPB;
2. To contact and serve as liaison between CUPB and the mass media

(f) Hospitality Chairperson

1. To arrange for the ground transportation, accommodations, and meals for all CUPB guests;
2. To organize dinners and receptions for CUPB events when appropriate;
3. To arrange CUPB social events

5.4 Officer Elections

- (a) In order to qualify to run in an election, a candidate must have attended CUPB meetings in both the Fall and Spring semesters prior to the election, unless not on campus during one of the semesters. If no qualified candidate is nominated for a given position, the CUPB executive members may vote to extend nominations to all voting members.
- (b) In order to vote in an election, a person must be a voting member who has attended at least 75% of the meetings in the fall semester up until the election.
- (c) The election of all officers shall be by a majority vote of all voting members of CUPB present at the designated General Board meeting. Primary elections may take place if more than two candidates are running for an office to ensure a majority vote;
- (d) Proxy votes will be permitted and should be submitted to any present officer prior to the designated General Board meeting.
- (e) Candidates may run in absentia by leaving statement of intent with the Chairperson.
- (f) Nominations will be accepted at any time during the one (1) week period preceding elections and shall be open to all qualified voting members of CUPB. Candidates may be nominated and run for more than one office but can only hold one office.
- (g) Officers should be elected in the order designated in Article 5.1.
- (h) Elections for new officers shall be held at least four weeks before the last day of classes in the fall semester. The newly elected officers shall assist the current officers as part of training for the remainder of spring semester.
- (i) Our future election process will no longer center around the academic calendar. Newly elected officers' terms will be spring to fall.
- (j) If an officer is unable to complete his/her term, he/she shall immediately inform the Executive Board. A special election will be held to fill the office.

5.5 Impeachment of Officers

- (a) Officers may be impeached for either of the following:

1. Failure to properly execute their duties as specified in Article 5.3;
 2. Misuse of authority as granted by these By-Laws.
- (b) Impeachment proceedings may be initiated by either the Chairperson or by any three (3) voting members of CUPB.
- (c) At the time of the initiation of impeachment proceedings, reasons for impeachment must be presented in writing to the voting members of CUPB at a General Board meeting. The officer in question shall have one (1) week to prepare and submit to the voting membership of CUPB a written defense of his/her position.
- (d) An impeachment vote shall be taken one (1) week after the charges have been presented and will require a two-thirds (2/3) majority vote of the voting members of CUPB present at a General Board meeting.
- (e) The question of voting rights shall be referred to the Executive Board as per Article 3.3.

ARTICLE VI - MEETINGS

- 6.1 Meetings of CUPB Executive Board shall be held at least once (1x) a week except when Cornell University is not in regular session.
- 6.2 Meetings of CUPB General Board shall be held at least one (1x) a week except when Cornell University is not in regular session.
- 6.3 Additional Board meetings may be called as needed by the Chairperson or the Associate Dean of Students for Student Activities or the staff advisor of CUPB.
- 6.4 All meetings are open to interested members of the Cornell community.

ARTICLE VII - OPERATIONAL PROCEDURES

- 7.1 CUPB and its teams shall be governed by the same rules of parliamentary procedure as that of the Student Assembly except where it may be inconsistent with these By-Laws.
- 7.2 All CUPB proceedings shall follow the guidelines set forth in the Official Operating Procedures outlined by CUPB.

ARTICLE VIII - RATIFICATION AND AMENDMENTS

- 8.1 Approval by a two thirds (2/3) majority vote of voting members present at a General Board meeting shall be required to amend these By-Laws.
- 8.2 The proposed amendment has been submitted to the General Board in writing at least one (1) week in advance of the meeting at which it is to be considered.
- 8.3 These By-Laws and any amendments to them must be approved by the Student Assembly.

ARTICLE IX - CO-SPONSORSHIPS

- 9.1 Any Cornell University organization is eligible to request a co-sponsorship from CUPB to assist in their events.
- 9.2 Procedure
- (a) A representative from the requesting organization must present information about their event at an Executive Board meeting. This presentation must include an itemized list of expected expenses and a CUPB co-sponsorship form. The executive board is the first hearing board and, based on co-sponsorship guidelines, decides if the proposal goes to the general board.
 - (b) If the proposal goes before the General Board, after discussion, a CUPB member must make a motion to either grant or dismiss the request, and representatives of the requesting organizations may not be present for the procedures. If the request was for financial assistance, then a motion to grant the request must specify a dollar amount.
 - (c) This motion must then be seconded by another CUPB member. A simple majority is required to pass or to deny the motion.
 - (d) The Chairperson has the responsibility of notifying the requesting organization of the Board's decision within one (1) week of the vote.

ARTICLE X - VOTING PROCEDURES

10.1 Events, co-sponsorship requests and Grant Events shall be voted on by all voting members present at any given General Board meeting, with the exception of the Chairperson. A simple majority is required for an event or a co-sponsorship request to pass.

10.2 Prior to any vote that would entail the spending of CUPB funds, the Administrative Chairperson should present the current financial status of CUPB.

10.3 Anyone may abstain from voting at any time for any reason, but no one may vote twice unless there is a re-vote. The Chairperson shall record the number of ayes, nays, and abstentions.

10.4 In the event of a tie, the Chairperson will vote to break the tie.

ARTICLE XI – NON-DISCRIMINATION CLAUSE

11.1 CUPB 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, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within CUPB.

Appendix A: List of Co-Sponsorships

In addition to our own programming, we help other student groups by providing funding for their events through our Co-Sponsorship process. We fund non-musical acts that are performing at a venue on campus. This includes, but is not limited to, comedians, lecturers, speakers, and dance troupes. We only provide funds to help bring acts from off-campus. Below is a list of our co-sponsorships over the past funding cycle.

Month Billed	Group Name	Amount
<u>2013-2014</u>		
October 2013	Cornell Republicans	\$500
October 2013	Cornell Asian Pacific Islanders Student Union (CAPSU)	\$500
November 2013	Cornell Hillel	\$125
April 2014	Coalition of Pan-African Scholars (COAS)	\$250
April 2014	Athlete Ally	\$500
April 2014	Cornell Democrats	\$250
April 2014	Persian Student Organization	\$400
April 2014	Cornell Republicans	\$200
April 2014	Performing and Media Arts - Student Ambassadors	\$175
TOTAL	9 Events	\$2,900

Month Billed	Group Name	Amount
<u>2014-2015</u>		
September 2014	EzRoots	\$500
October 2014	Cornell Republicans	\$200
October 2014	CU Deaf Awareness Project (CUDAP)	\$150
March 2015	Pao Bhangra	\$900
March 2015	Islamic Alliance Justice	\$200
March 2015	Athlete Ally	\$500
March 2015	Persian Student Organization	\$500
April 2015	Cornell Republicans	\$600
April 2015	Class Councils stand up	\$100
April 2015	TedxCornell	\$300
TOTAL	10 Events	\$3,950

Appendix B: CUPB Co-Sponsorship Application Instructions

To apply for co-sponsorship funds, please fill out this form and e-mail it as an attachment to Cornell University Program Board: cupb@cornell.edu.

After submission of this form, a representative of the organization will contact you within one week to request any additional materials and schedule a hearing. You must then attend consecutive Executive Board and General Body meetings and be prepared to discuss your application and your event. Executive Board meetings are held on Mondays at 4:30pm in Loft II of Willard Straight Hall. General Body meetings are held on Wednesdays at 5:00pm in the International Lounge of Willard Straight Hall.

Co-Sponsorship Guidelines:

1. Only registered student organizations are eligible for co-sponsorships.
2. We will only fund non-musical acts that are performing at a venue on campus. This includes, but is not limited to, comedians, lecturers, speakers, and dance troupes. We cannot provide funds to Cornell students.
3. We will not vote on events that do not yet have a date, venue and approximate budget, unless there are extenuating circumstances.
4. If you are receiving funding from the Student Assembly Finance Commission (SAFC) or Graduate and Professional Student Assembly Finance Commission (GPSAFC), we will not vote to approve funds until we know how much you are receiving from them.
5. To allocate money to as many different campus organizations as possible, we will rarely give more than \$500 per co-sponsorship. Our guideline in determining how much funding to allocate is approximately \$1 per expected attendee.
6. We can only transfer funds to on-campus accounts.
7. The application process should be finished at least 4 weeks before the event, but exceptions can be made in unique circumstances. We will not accept applications for events that have already passed.
8. Events funded by Cornell University Program Board must have our name (Cornell University Program Board or CUPB) listed as a co-sponsor on all publicity materials, including posters, Facebook events, and event programs.
9. Cornell University Program Board reserves the right to deny funding (or approve an amount less than the request) to any group or event if it does not meet the above criteria.