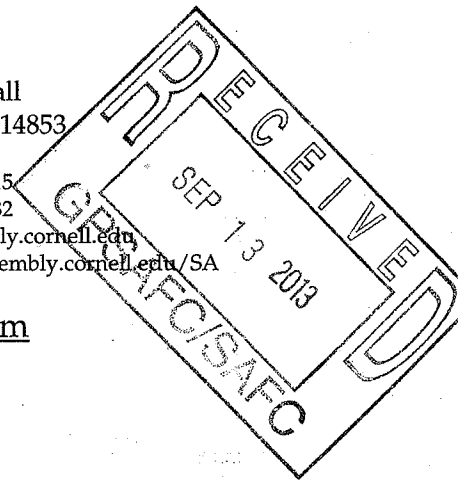


**Cornell University
Student Assembly**

109 Day Hall
Ithaca, NY 14853

t. 607.255.3715
f. 607.255.2182
e. sa@assembly.cornell.edu
w. http://assembly.cornell.edu/SA



2014 – 2016 Undergraduate SAF Application Form

Checklist for Application

	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
Eligibility Checklist (reverse side)	<i>CM</i>	
Dollar request per student per year	\$ <i>2.25</i>	
Petition signatures (if new applicant)	<i>NA</i>	
Final Attachments Due 4pm, September 13, 2013		
Constitution, Charter, Bylaws	<i>CM</i>	
Mission Statement (1 pages)	<i>CM</i>	
Group Profile (3 pages)	<i>CM</i>	
<ul style="list-style-type: none"> ● Officers ● Number of Members ● History ● Activities, Programming, Events in Current Cycle 		
Summary of request (2 pages)	<i>CM</i>	
10-13 Financial Statements	<i>CM</i>	
13-16 Projections	<i>CM</i>	
Office Use Only		
Received by:	_____	
Date Received:	_____	
Sigs Checked:	_____	

Applicant Organization/Program Name: Student Union Board

Primary Contact

Name: Andrew Newman
 Address: 231 Baker Ithaca
New York
 Phone: 609 575 3373 Email: ANN58

Secondary Contact

Name: Parker Stone
 Address: 223D, Bathe House
West Campus, Ithaca, NY
 Phone: 315-807-7661 Email: pjs328

A representative must certify that the documents provided in this application are accurate, represent best information available to the organization at this time, and are suitable for public distribution. The documents provided constitute the organization's application for undergraduate byline funding for the 2014-2015 and 2015-2016 fiscal years. The Student Assembly will review the applications in the fall semester of 2013. Organizations may not submit preliminary applications after 4pm on Monday, April 25, 2013 or amend final submissions after 4pm, Friday, September 13, 2013.

Representative: _____
 (print name) (signature) (date)

Student Assembly Byline Funding Eligibility Checklist

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

Applicant Initials

Staff Use Only

Required for All Applicants

Directly and primarily serves/benefits the entire undergraduate Cornell community

AM

Allows all students equal access to services and/or participation

AM

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

AM

Required for Applicants Who Are Not Currently Receiving Byline Funding

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

NA

May Be Waived By Student Assembly with Approval of University President

Is registered with the Student Activities Office

AM

Is student-directed and student-led

AM

Has Cornell operating account with internally controlled funds

AM

Has a Cornell-employed advisor with oversight of Cornell funds

AM

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

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

Pr	t:	<i>Andrew Noun</i>	<i>Andrew Noun</i>	9/13/13
		(name)	(signature)	(date)
Treasurer:		<i>Parker Stone</i>	<i>[Signature]</i>	9/13/13
		(name)	(signature)	(date)
Advisor:		DAVID BELL	<i>[Signature]</i>	9/13/13
		(name)	(signature)	(date)



Willard Straight Hall Student Union Board

603 Willard Straight Hall
Ithaca, NY 14853
607.255.4311

ByLine Funding Request for 2014-2016

Office of the Assemblies
Cornell University
Ithaca, NY 14853

September 4, 2013

Dear Student Assembly,

In April 2013, the Willard Straight Hall Student Union Board had formally requested to receive by-line funding with an increase of \$.15 to a total of \$1.40 per undergraduate student for the Student Union Board and an increase of \$.30 to a total of \$.85 for the appendix B allocated PUB. This requested increase is in light of the Student Union Board's increased interest in creating regular programming and creating more value for students using The Straight. In addition, the Board wishes to change some of the operations of the PUB from a mostly programming board to a funding board over the next 5 years. To do this we will need increased amounts to allocate per week in funding as staff to work 4 nights a week of events will not regularly exist after this year.

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 is 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 2011, we requested a 1 dollar increase per undergraduate student for new programming. Although we received a increase for the PUB but no additional increase for SUB its self. Since the last cycle we have cut all of the recommended programs and re wrote out programming policies to better meet the regulations of the byline committee. 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.

Andrew Newman
Executive Director
Willard Straight Hall Student Union Board
amn58@cornell.edu

David Bell
Advisor
Willard Straight Hall Student Union Board
db66@cornell.edu



Summary

The Willard Straight Hall Student Union Board formally requests to receive a by-line funding increase to \$1.40 per undergraduate student and \$.85 in appendix B funding for the PUB.

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.. 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.

First to directly answer the recommendations of the committee during our last meeting we have increased the amount of our programming that will take place in late night hours as described to us as after and around 8pm, developed a first six weeks program that discourages drinking before events and found new ways to create budget efficiency per student this coming year. We have created study break programs that happen at 9 pm to 10 pm to create programming to break the stress of studying in the library all night by providing games and food. We have created fueling stations in the first 6 weeks before large events like the free concert and kesha concert to give students incentive to not to pregame in rooms and fill their stomachs with food when going to them hopefully getting rid of some of the alcohol if there is any. Additionally, we have created a Google doc that all sub members can see the active budgets for events so that left over funds can be easily seen and rerouted into more programming. Finally, we have come to see that events that have activities should receive more money per student as students interact with it longer, while events that are more quickly attended with less interaction should receive less. Generally, SUB tries to make programs fit within 1.25 per student to 2.50 per student range to best serve all students and maximize usage of the funding.

As a result of conversations with Student Assembly members last year and the year before, SUB has made a commitment to providing more and more of the Student Union to become usable by the general student body. We have done this by diversifying our programming and creating more small programs that reach out to larger chunks of the student body. By changing movies on the slope to movies in the theater not only have we brought new students to the Willard straight hall theater but also made a big savings allowing much more programming. Additionally we have streamlined procrastinates to be 300 dollar events and worked with three other organizations to ensure every Wednesday implementation. We have started a new every Tuesday event that brings a Professor into the building to talk with students about non academic pursuits. On Thursdays we have help grow and foster the Coffee Hour program making it a staple of Thursday programming on campus.

We have continued to produce some of staple programs like Lauren Pickard concerts, chili cook off, and AIDS week which has won soar awards the last few years for its impact on campus. Using our accumulated resources we have become a solution to many student groups looking for help in programming in the building every week its seems a group comes to us for help with a program such as needing a popcorn machine, a cotton candy machine, or even something as



Summary

simple as water coolers or heaters. To better reach out to these student groups we have begun attending events such as the ALANA Leadership Seminar and actively reached out to many groups looking to plan in the building

In an effort to bring student live theater back to the straight we have partnered with the Willard Straight hall theater and many performance groups to put together the performing arts council that 8 times a year hosts live performances in the theater. This council works with some other theater spaces on campus as well to coordinate non regularly scheduled student performances on open nights.

Finally, SUB has taken responsibility for facilitating programming in the Pub space over the last year beginning last fall when our PUB committee resigned in the first week. At the time three of SUBs members took charge of the programming filling nearly every night with new and unique programs catering to all sorts of student groups on campus. This year we will continue to oversee the PUB with the help of student event managers who will run the day to day operations after being trained by members of our board. Additionally, they will report to us twice a month on the going operations and make requests for our board members to attend large events. On a side note SUB has had no finance director for the last year and a half we finally have one so the budget is not perfect the projected and this year is.

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.

Andrew Newman
Executive Director
Willard Straight Hall Student Union Board
Amn58@cornell.edu

David Bell
Advisor
Willard Straight Hall Student Union Board
db66@cornell.edu



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

603 Willard Straight Hall

Ithaca, NY 14853

607.255.4311

Income and Expenses: 2011-2012

2011-2012

Income

Student Activity Fee
Guitar Lessons
Previous Year Surplus

Total

<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Event Breakdown</u>
Guitar Lessons	September	0.00		Gain of 252
Trivia Night	9/23/11	584.23	92	Food 66.5 Merchandise 403.23 Advertising 112.5
Movies on the Slope	9/24/11	2841.00	147	Movie rights plus screen and projector rental were 2200 Food= 641 Merchandise Advertising
Applelumpkin Celebration	10/20/11	397.25	269	Food Merchandise Advertising
Seal&Serpent Philanthropy Event	10/29/11	250		Food Merchandise Advertising
HoFest: Music Festival	11/12/11	200	310	



Willard Straight Hall Student Union Board

603 Willard Straight Hall
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Income and Expenses: 2011-2012

				Food
				Merchandise
				Advertising
Farmers' Market	11/16/11	350	500	
			Tabling fees	Food
				Merchandise
				Advertising
AIDS Awareness Week	11/28/11	1681		
			Mostly on AIDS quilt	Food
				Merchandise= 1500
				Advertising= 181
Art Gallery Exhibit	Fall Semester	520.00	178	
			4 events	Food= 415
				Merchandise= 45
				Advertising= 60
Procrastinate at the Straight	Fall Semester	265.78		
				Food
				Merchandise
				Advertising
Coffee Hour	Fall semester	198.76		
				Food= 198.76
				Merchandise
				Advertising
WSH Resource Center	Fall Semester	1345.00		
				Food= 1135
				Merchandise= 210
				Advertising
Ice Hockey Tix	1/12/12		280	
Chili Cook-off	3/1/12	201.00	426	
			Used many old supplies	Food=61
				Merchandise= 140



Willard Straight Hall Student Union Board

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Income and Expenses: 2011-2012

				Advertising
LUX Art and Light Show		151.24		
			87	Food
				Merchandise= 71
				Advertising= 80.24
Slope Day Button Tents	5/4/12	439.98	790	
				Food
				Merchandise=439
				Advertising
SUB End of Year Event	5/7/12	200.00	14	
				Food= 200
				Merchandise
				Advertising
Honors Chords Club Fest	5/12/12	8.75	3	
Art Gallery Exhibit	8/26/12	24.00		
4 events	Spring Semester	520.00		
			213	Food= 400
				Merchandise= 50
				Advertising= 70
Procrastinate at the Straight	Spring Semester	265.78		
	3 events	Used up old supplies		Food= 180.38
				Merchandise
				Advertising=85.40
Coffee Hour	Spring semester	198.76		
				Food 198.76
				Merchandise
				Advertising
WSH Resource Center	Spring Semester	1345.00	2670	
				Food 1200
				Merchandise 145



Willard Straight Hall Student Union Board

603 Willard Straight Hall

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Income and Expenses: **2011-2012**

Advertising

Total

Surplus



Willard Straight Hall Student Union Board

603 Willard Straight Hall
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Income and Expenses: 2012-2013

2012-2013 SUB

Income

Student Activity
Fee

					Total
<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown)</u>	
The Bear's Den lights and sound and stage and signs	Winter break	8335.31			
				8335.31	Equipment
The Opening Procrastinate	August	150.00	200		
					Food
					Merchandise
					Advertising
Clubfest	August	200	400		
					Food
					Merchandise
					Advertising
9/11 recognition event	9/11/12	241.52	350		
					Food= 121
					Merchandise= 120.52
Procrastinates fall					
September 19th Avicci tickets for event		226	500 pass by partially participate		Food= 124
					Merchandise= 102
					Tickets 88.50
October 17th		239	500 pass by partially		



Willard Straight Hall Student Union Board

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Income and Expenses: 2012-2013

			participate	
				Food= 87
				Merchandise= 152
				Advertising
November 28th	236	500	pass by partially participate	
				Food= 136
				Merchandise= 100
				Advertising
Creativity collective	Group works through year	86	14 members	
				Food
				Merchandise=86
				Advertising
Batman Begins	10/11/12	765	207	
				Food
				Merchandise= 680
				Advertising= 85
Study break	10/23/12	126	76	
				Food= 126
				Merchandise
				Advertising
Laser tag	11/2/12	2500	243	
				Food
				Merchandise= 2500
				Advertising
Self defense classes	Weekly 7 weeks	300	32 per week	
				Food
				Merchandise
				Advertising
AIDS week	Last week of November	2500	thousands	
				Food
				Merchandise
				Advertising



Income and Expenses: 2012-2013

Big red chill	12.3.12	38	168	
				Food= 38
				Merchandise
				Advertising
Tree of warmth		88.07		On tree
Thank you				
reception resource				
center				
		186	42	Food=186
				Merchandise
				Advertising
Spring procrastinates		814		
February	20th	271.33	500 pass by partially participate	Food
				Merchandise
				Advertising
March	3/27/13	271.33	500 pass by partially participate	Food
				Merchandise
				Advertising
April	4/24/13	271.33	500 pass by partially participate	Food
				Merchandise
				Advertising
Chili Cook-Off –	March 7	121	436	
		Lots of supplies		Food=121
				Merchandise
				Advertising
Straight Breaks” –	Feb. 5 th		87	Food
				Merchandise
				Advertising
Sub social	March 16th	12.04	12	Food



Willard Straight Hall Student Union Board

603 Willard Straight Hall
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Income and Expenses: 2012-2013

				Merchandise
				Advertising
LOTR Trilogy at the Cinema 3 events	750			
				Food
				Merchandise
				Advertising
April study break	6th	132	96	
				Food
				Merchandise
				Advertising
Lift your spirits	4/12	164	482	
				Food
				Merchandise
				Advertising
Hockey tickets		280	Many raffles were held Number of raffle tickets is over 400	
				Food
				Merchandise= 280
				Advertising
pencils		29.50		
				Food
				Merchandise= 29.5
				Advertising
popcorn		228		
				Food= 228
				Merchandise
				Advertising
Cotton candy		750		
				Food=50
				Merchandise= 700
				Advertising
Coffee Hour		1096.13		
				Food= 309.30
				Merch= 19.99



Willard Straight Hall Student Union Board

603 Willard Straight Hall

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Income and Expenses: 2012-2013

		Advertising= 210
	Cheers elephant in pub	
Lauren Pickard		Advertising= 200
Button supplies	123.04	123.04
Sub cupboards	323.85	323.85
		Total
		Surplus



Willard Straight Hall Student Union Board

603 Willard Straight Hall
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Income and Expenses: 2013-2014

2012-2013 PUB

Income

Student Activity
Fee
Guitar Lessons
Previous Year
Surplus

Total

<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown)</u>
DJ on alumni weekend	homecoming	450	137	Dj= 450
Football Thursday night game	10/4/12	25	36	Food Merchandise= 25 for projector Advertising
Oktoberfest	10/24/13	209	87	Food Merchandise= 209 Advertising
Fiesta night bears den	11/3	30		Co-spo advertising
Cornell v Harvard	11/16/13	191	65	Food= 166 Projector = 25 Advertising



Willard Straight Hall Student Union Board

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Income and Expenses: 2013-2014

Superbowl	2/3/13	138.33	112	
				Food
				Merchandise= 138.33
				Advertising
Mikiees	2/9/13	55	55	
				Food=55
				Merchandise
				Advertising
Elephant Sound Karaoke	2/14/13	300	53	
				Food
				Merchandise
				Advertising
Skabuelos	4/4/13	300	110	
				Food
				Merchandise
				Advertising
Neo Project	4/5/13	700	56	
				Food
				Merchandise
				Advertising
Kinetics and one love	4/6/13	2043.5 form ccc	72	
		= 2000		
				Food= 43.5
				Artist= 2000
				Advertising
Eden's Apple	4/11/13	200	43	
				Food
				Merchandise
				Advertising
Cheers elephants	4/12/13	1000	89	
				Food
				Merchandise
				Advertising
Small kings	4/13/13	500	111	
				Advertising



Willard Straight Hall Student Union Board

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Income and Expenses: 2013-2014

				Food
				Merchandise
				Advertising
Jon Kaplen	4/24/13	200	69	
				Food
				200 for show
				Advertising
Mikees	4/27/13	0	138	
				Food
				Merchandise
				Advertising
Shirts for B2B		650		
				Food
				Merchandise
Club fest		206		206
Stickers				
Paw prints		364		364
Sun Ad		504		2 ads 252 eaach
				Advertising
				Total
				Surplus



Willard Straight Hall Student Union Board

603 Willard Straight Hall

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Income and Expenses: 2013-2014

2013-2014 events programmed so far

Income

Student Activity Fee \$15,837.50

Previous Year Surplus 0

Total

<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>
Fueling Station	8/31/13	371.66	184	Food=223 Advertisement= 18 Mech=30.66
Club fest	9/7/13	405	359	Food= free we had pop corn Give aways= 405
Iron man 3	9/7/13	349	103	Movie= 248 Advertising= 101
Alana event	9/8/13	0	16	



Willard Straight Hall Student Union Board

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Income and Expenses: 2013-2014

table

Fire Side Chats	Every Tuesday	337 so far has 900 budget	Regularly around 30
-----------------	---------------	---------------------------	---------------------

Coffee Hour	Every Thursday	None spent yet supplies from last year used (1000)	Regularly between 20 and 50
-------------	----------------	--	-----------------------------

Karaoke Machine		200	
-----------------	--	-----	--

Total

Surplus



Willard Straight Hall Student Union Board

603 Willard Straight Hall
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Income and Expenses: *Projection*

3 Year Projection SUB

Income

2013-2014 2014-2015 2015-2016

Student Activity Fee
(based on 13,500 undergraduates)

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Student Activity Fee (based on 13,500 undergraduates)	\$15,837.50	\$18900	\$18900
Total Income	\$15,837.50		

Expenses

Coffee Hour:	1000	1000	1000
Fueling Station 1	400	400	400
Fueling Station: 2	300	300	300
Fueling Station: 3	300	300	300
Procrastinate at the Straight 1	300	300	300
Procrastinate at the Straight 2	300	300	300
Procrastinate at the Straight 3	300	300	300
Procrastinate at the Straight 4	300	300	300
Procrastinate at the Straight 5	300	300	300
Procrastinate at the Straight 6	300	300	300
Procrastinate at the Straight 7	300	300	300
Procrastinate at the Straight 8	300	300	300
Art Gallery Reception 1	150	150	150
Art Gallery Reception 2	150	150	150
Art Gallery Reception 3	150	150	150
Art Gallery Reception 4	150	150	150
Art Gallery Reception 5	150	150	150
Art Gallery Reception 6	150	150	150
Art Gallery Reception 7	150	150	150
Art Gallery Reception 8 *		150	150
Art Gallery Reception 9 *		150	150
Study Break 1	150	150	150
Study Break 2	150	150	150



Willard Straight Hall Student Union Board

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Income and Expenses: *Projection*

Study Break 3	150	150	150
Study Break 4	150	150	150
Study Break 5*		150	150
Study Break 6*		150	150
Chili Cook Off	800	800	800
Movies In the Theater 1	275	275	275
Movies In the Theater 2	275	275	275
Movies In the Theater 3 *		275	275
Movies In the Theater 4 *		275	275
Movies In the Theater 5 *		275	275
Movies In the Theater 6 *		275	275
Club fest	500	500	500
Bonding event 1	250	250	250
Bonding event 2	250	250	250
Subs with SUB 1	200	200	200
Subs with SUB 2	200	200	200
Retention events 1	100	100	100
Retention events 2	100	100	100
Retention events 3	100	100	100
Recruitment Promotion	200	200	200
AIDS Week	1500	1500	1500
Lauren Pickard	1000	1000	1000
Performing arts council	\$687.5	\$687.5	\$687.5
Fire side chats *	900	1200	1200
Promotional budget PR	400	400	400
Promotional budget funding	100	100	100
Silent Rave	750	1100	1100
Laser tag		800	800
Karaoke	200		
Office supplies		112.5	112.5
General co-sponsorship	1000	1000	1000
Total Expenses	\$15,837.50	\$18900	\$18900
Surplus			

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



Willard Straight Hall Student Union Board

603 Willard Straight Hall

Ithaca, NY 14853

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Income and Expenses: *Projection*

3 Year Projection PUB

Income

2013-2014 2014-2015 2015-2016

Student Activity Fee
(based on 13,500 undergraduates)

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>
Student Activity Fee (based on 13,500 undergraduates)	6968.5	11475	11475
Total Income			

Expenses

Student Bands	450	500	500
Student Bands	450	500	500
Student Bands	450		
Student Bands	450		
Student Bands	450		
Local Bands:	650		
Local Bands:	650		
Poetry/spoken word	100		
Poetry/spoken word	100		
Comedian	225		
Comedian	225		
Sports events	62.5		
Sports events	62.5		
Sports events	62.5		
Sports events	62.5		
Holiday celebrations:	250	250	250
Holiday celebrations:		250	250
Holiday celebrations:	250	250	250
Tasting event catering	300	300	300
Tasting event catering	300	300	300
Bring your Professor	250	250	250
Bring your Professor	250	250	250
Recruitment:	350		
Upkeep:	\$568.5	825	825



Willard Straight Hall Student Union Board

603 Willard Straight Hall

Ithaca, NY 14853

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Income and Expenses: *Projection*

cosponsor ship/ Funding

Karaoke

Total Expenses

	7800	7800
0	0	0
6968.5	11475	11475



ByLine Funding Request for 2014-2016

MEMBERSHIP

This year the Willard Straight Student Union Board (SUB) seeks to continue its recent membership growth. There are currently 14 members in SUB. Through diligent recruitment and membership retention events, the Board has been able to maintain a stable number of members to keep the board effective and fully functional despite member loss as a result of graduation. All major positions, those critical for the functionality of the board, are currently held by fully trained and enthusiastic members.

This year we have 11 veteran members and 3 new members. Those 3 members are liaisons who represent SUB's new initiative to form concrete and lasting relationships with organizations we often work with: Alpha Phi Omega (APO), SlopeFest and Cornell Cinema. In order to boost campus awareness of SUB and its leadership opportunities, we have made more of an effort to promote the Board at events we coordinate. Our first major event, a movie night in conjunction with Cornell Cinema, garnered a lot of interest and resulted in 11 undergraduate students who have expressed a concerted interest in joining SUB and furthering that mission. Our efforts at Club Fest resulted in over 100 interested freshmen, sophomores and some juniors who have made a commitment to attend our next few meetings to determine if SUB is the right fit for them. With these new initiatives in place, the Student Union Board expects to remain fully capable of accomplishing its duties while growing as an organization.

<i>Executive Director</i>	Andrew Newman
<i>Public Relations Director</i>	Sean Page
<i>Operations Director</i>	Jung-Ju Lee
<i>Programming Director</i>	Oscar Pacheco
<i>Finance Director</i>	Parker Stone
<i>Funding Director</i>	Victor Biguma
<i>Administrative Director</i>	
<i>Recruitment Director</i>	Allie Lindo
<i>Art Gallery Director</i>	Allan Dornisville
<i>Browsing Library Director</i>	Brandon Pierotti
<i>Webmaster</i>	Varun Hedge
<i>APO Liaison</i>	Joshua Phillips
<i>Theater Liaison</i>	Michael Perry
<i>Slopefest Liaison</i>	Yitong Le
<i>Members at Large</i>	Olivia Obodoagha
<i>At Large Members</i>	
<i>Advisor</i>	David Bell
<i>Total Student Membership</i>	14

HISTORY

WSH SUB BYLAWS

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

Programming Overview

By: Oscar Pacheco

Programming is a major part of the SUB agenda. The events organized by SUB are diverse in category in order to bring together a variety of people from the student body. Regular events held by SUB range from Study Breaks and Procrastinates, where students can participate in activities such as Beanbag toss or arts and crafts, to the Lauren Pickard Concert Series, to the Annual Chili Cook-Off, where students taste different chili recipes prepared by Cornell Dining and vote for their favorite. We also take advantage of the different resources Willard Straight Hall has to offer by holding Art Gallery Receptions and having specials for Movies in the Theater, where SUB provides free tickets to certain movie showings. SUB also maintains full responsibility of the Student Resource Center, where we provide daily activities as well as free popcorn and hot drinks to students. This year we started a new weekly event called Fireside Chats, which brings together student-professor interaction in a non-academic setting. Because of their continuous success in the past years, SUB plans to increase the number of Art Gallery Receptions, Study Breaks, and Movies at the Theater specials in the future. Additionally, we are looking to grow the Fire side chats budget in a effort to grow the event in the future to host more professor and bring in other topics for discussion. As a result of all these events being free for students to attend, more funding is required to maintain these regular events.

PR Strategy

By: Sean Page

WSH SUB BYLAWS

As the Senior VP of Public Relations for the WSH Student Union Board, I am responsible for the development and design of posters, quarter cards, Facebook events and any other form of advertisement for SUB. Due to the nature of my position, the Senior VP of Public Relations works closely with the Executive Director, Programming Director, Funding Director, Recruitment Director, and the Webmaster. If any of the other directors need promotional materials or press releases for their various events or meetings, it is my responsible to develop these materials or if I am already preoccupied with other events, I am responsible for assigning other directors or general body members to assist me with the development of these promotional materials. In addition, the Senior VP of PR is responsible for increasing the student board's awareness of SUB and to build SUB's relationships with both DOS and non-DOS organizations. For instance, as Senior VP of Public Relations this year, I have taken on the responsible of collaborating with the Student Assembly in order to create this year's AIDS Awareness Week. Furthermore, I currently act as SUB's Performing Arts Council Liaison in order to maintain SUB's relationships with both Cornell Cinema and performing arts student organizations.

Unfortunately, the Senior VP of Public Relations was vacant last year. As a result, the Programming Director assumed the position of VP, and the responsibilities of the Senior VP of PR position was distributed amongst the Programming Director, Funding Director, and Executive Director. The lack of a Senior VP of PR made it difficult to develop promotional materials in a timely manner. In order to make sure the Programming, Funding, and Executive Directors were able to maintain their own duties, SUB began to rely heavily on the Resource Center as a promotion venue for our events. The Resource Center did a wonderful job at promoting our events in WSH but outside of WSH, our events were not as heavily advertised as we would have liked.

This year, my goals as the Senior VP of Public Relations are to make SUB a household name of campus, to work with the Recruitment Director to increase our promotional capacity in order to gain new members and SUB supporters, to increase our social media presence, and to strengthen SUB's relationships with other student organizations. In order to accomplish these goals, I plan to work alongside other organizations to create larger programming events in both WSH and around campus as well as heavily promote these events through posters, Facebook, Twitter, the use of the WSH marquee, the Resource Center and other promotional resources. Also, as the Senior VP of Public Relations, I have made it my duty to master Photoshop, Illustrator, and InDesign in order to design the best posters and quarter cards possible for SUB. Overall, as this year's Senior VP of PR, I want to leave Cornell knowing that SUB's presence has increased on campus to a point where students automatically recognize our more commonly run events.

Policy Overview
By Jung-Ju Lee

WSH SUB BYLAWS

The Student Union Board, herein referred to as the S.U.B., is an organization of and for Cornell University students, whose purpose is to foster the spirit of Willard Straight Hall, bring life to student union mission, and enrich the Cornell community through the administration of the building and the programming of events which are both financially sound and responsive to the community's needs and desires.

The S.U.B. oversees policy within Willard Straight Hall by amending and establishing building policy in accordance with university and Cornell administrative regulations, and provides access to and use of available building space to best accommodate the needs of the Cornell community, the student body, and building staff. The S.U.B. endeavors to ensure the availability of Willard Straight Hall to all registered groups at Cornell as a program and event facility.

The S.U.B. carries out exemption request hearings, in which the group requesting the exemption to building policy presents its case before the S.U.B. who thereby acts to best meet student needs while enforcing policy.

The S.U.B. carries out disciplinary hearings for cases involving the violations of building policy including but not limited to: exceeding reservation time, violations of the Willard Straight Hall Posting and Decorating Policy, violations of University Policy 4.8, Alcohol and Other Drugs, and failure to leave a room in the same condition it was found. Fines for violations are assessed by the S.U.B., who reserves the right to levy fines against groups in violation of set building policy of Willard Straight Hall. Groups in question have the right to appeal their case to the vote of the Executive Board, who convenes at the disciplinary hearing to access the situation. Unpaid fines result in the denial of any future reservation requests by the S.U.B.

The S.U.B. carries out funding request hearings, during which organizations requesting the funding appear before the S.U.B. and present their case, backed by a full financial spreadsheet that details the use of funding that may be provided by the S.U.B. At request, the S.U.B. may provide consultation and assistance in regards to adhering to the guidelines of building policy, event planning, and manpower in event supervision and setup. Events held in Willard Straight Hall, and pertaining areas, are reviewed by the S.U.B. through the subsequent meeting following the event and post-program forms that provides details of attendance, possible violations, issues, funding, and other measures of an event's success. The reviews are documented for future reference and evaluation of a group's future requests.

Membership in the S.U.B is limited to full-time undergraduate and graduate students of Cornell University, unless otherwise voted by the Executive Board. Any person seeking membership in the S.U.B. becomes a full voting member, eligible to vote on all S.U.B. activities, upon attendance of three consecutive S.U.B. meetings. Any member, upon missing two consecutive meetings lose his or her status as a voting member of the S.U.B. If a member feels that his or her absence was due to reasons beyond his or her control, he or she may appeal to the Executive Board, whose majority vote is required for reinstatement as a full voting member. General membership consists of all regular members of the S.U.B. and meets once a week, except when Cornell University is not in session or as voted by the Executive Board. The General Membership is empowered to recommend to the Executive Board by a plurality of vote of all members presents in regards to the particular event the S.U.B. should program, initial funding amount granted to applicant groups, and specific policy to be administered in Willard Straight Hall. Every voting member is entitled to participate in Executive board elections. The General

WSH SUB BYLAWS

Membership is empowered to disprove, by a vote of two-thirds of all members present at a general body meeting, certain actions taken by the Executive Board. Actions overturned by the General Membership is immediately reversed, except when prohibited by legal implications beyond the control of the Executive Board.

Standing seats are provided for a representative from each group under the Dean of Students, and other interested groups, as well as to tow managers on duty for Willard Straight Hall. Representatives have the opportunity to attend at least one meeting per semester with the Executive Board specifically in reviewing building policy, use, and future plans.

The Executive Board is empowered to make decisions and pass motions regarding all issues concerning the S.U.B, as well as technical and administrative policy decisions involving the actual production of S.U.B. programs. The Executive Board is empowered by majority vote to provide funding for applicant groups and accept applicant groups for programming in accordance to S.U.B. guidelines. All actions taken by the S.U.B. is reported to the General Membership at the subsequent general body 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 subsequent general body meeting, if any objections are made. The Executive Board is empowered to call both special and closed meetings. Only Executive Board members may vote at Executive Board meetings. All Executive Board meetings require a quorum of at least two-thirds of all voting Executive Board members to be present in order to be official. All members of the Executive Board are elected to serve for a one-year term and outgoing Executive Board members train their successors before they leave office on the first day of April in the spring semester.

In the event that a position on the Executive Board becomes vacant, the selection process for a replacement entails a special election according to election standards outlined above. In the event that an election cannot be held in time, as deemed appropriate by the Executive Board, the Executive Board may appoint a replacement who serves out the remainder of the term.

Funding Overview

By: Victor Biguma

The Funding Director is the primary contact between the Student Union Board (SUB) and groups that request sponsorship for events in Willard Straight Hall. Co-sponsorship with groups allows for a diverse set of events to happen. Co-sponsorship is one of the ways SUB bolsters the use of Willard Straight Hall by students and promotes it as a hub for culture and entertainment. As such, the Funding Director in an integral part of SUB's funding mission, as well as its programming mission.

In the past, the Funding Director was responsible for establishing and maintaining collaborations between the WSH Student Union Board and other student organizations. Normally, student organizations who were interested in working with SUB would contact the Funding Director, who would be responsible for providing the interested organizations with the materials necessary to apply to use SUB's resources. The student organizations would then request SUB's help to assist them with programming, funding, booking rooms in WSH, and providing manpower for their event. The Funding Director was also responsible for establishing "funding request hearings", where the interested student

WSH SUB BYLAWS

organization would come to a SUB meeting at a predetermined time in order to explain in detail their event and why they need SUB's help. Before the meeting, the interested student organizations would email the Funding Director a detailed budget of their event, and the Funding Director would be responsible for providing the rest of the board with a summarized report about the overall event and how much the student organization was asking for. In addition, once the board made a decision about whether or not to collaborate with the organization, the Funding Director was responsible for emailing the student organization with the board's decision. If the board agrees to collaborate, the Funding Director is responsible for working with the Programming Director in order to continue communication with the student organization and to make sure the event as successful as possible.

Much of the Funding Director's role on SUB is the same. SUB is reducing the number of groups that receive funding. This will ensure that the board does not develop primarily into a funding organization. Currently, there is a \$1000 allocation to fund the weakly event, Coffee Hour. There is another \$1000 allocated for co-sponsorship with other groups, with a max allotment of \$300 for a group. Funding will try to focus on established groups that would like to program for the first time. This will help provide a variety of programing to Willard Straight Hall. SUB will also with the pub in the Ivy Room more closely. This will result in a change with how the pub board operates. The pub will see funding towards weekly programming with food and even some prizes.

Art Gallery

By: Alan Dorsinville

The Art Gallery Director is responsible for planning, coordinating and organizing all art shows that take place in the Art Gallery. This involves working with artists from Cornell campus or the larger Ithaca area and bringing in interesting shows for the public to view. They are also responsible for outreach into the art community. Each showcase is accompanied with a small social reception and the artist is usually there to present his or her work. The pieces then stay up for about a month. The goal is to display local talent and engage the Cornell community through artistic media.

The past two years, there has not been a steady member appointed as Art Gallery Director. This resulted in many individuals or the whole group taking up the role as any showcases came up. This year we have appointed a member of the board to be the Art Gallery Director and he is solely responsible for all showcases and event related things that go on the Art Gallery. He alone will be keeping an eye on the budget and will be working closely with all of the artists throughout the year to guarantee smooth and successful programs in the room. By having a single person oversee the whole process and act as a liaison between the artists and the Student Union Board, this position proves to be very beneficial to the SUB and Willard Straight Hall.

For the past two years, with our given budget, we have held seven art displays throughout the school year from many different groups. We would like to increase our budget so that we can have nine showcases in the future. This will allow us more opportunities to display the works of local artists and proper use of the Art Gallery.

BYLAWS OF THE WILLARD STRAIGHT HALL 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 student-operated 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.

Section 1: 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 establish and oversee Willard Straight Hall Building Policy to best serve the union's mission, to better serve the Cornell population, and encourage safe and accessible use of these spaces, through:

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

Willard Straight Hall Building Policy shall apply to:

1. Willard Straight Hall
2. Ho Plaza, defined as the pedestrian space south of Sage Chapel and north of the vehicle barricades lining Campus Road.
3. The area of Libe Slope immediately west of the WSH parking lot.

Section 3: Funding Mission Statement

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.

ARTICLE 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. Graduate students 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 (3rd) 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 for the administration of WSH Building Policy.
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.

WSH SUB 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 by the general membership with proper notice.

Section 4: Standing Seats

1. A standing seat is provided to a representative from any university organization.
2. A standing seat will be provided to two (2) WSH Resource Center Managers
3. Representation at these weekly meetings is highly recommended.
4. Standing members are encouraged by SUB to attend meetings and become full members.

Section 5: WSH Resource Center Manager

1. A resource center manager must be present at at least one SUB meeting per semester.
2. A permanent, non-voting executive seat will be provided for a resource center manager on duty, provided that no other manager 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 Special Projects 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 and WSH Building Policy
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:
 - 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 7: 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 8.

2. Outgoing Executive Board members shall 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 8: 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.

WSH SUB BYLAWS

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 exiting Executive Board 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 9: 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 8.

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

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/her defense. The Board, excluding the charged member, shall then vote on impeachment, with a unanimous vote needed to carry the motion. If impeached, a

WSH SUB BYLAWS

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 appointed by and responsible to the Executive Board, and coordinated through the WSH Special Projects Director.
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: 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.

ARTICLE VIII: AMENDMENTS

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.

ARTICLE IX: PARLIAMENTARY AUTHORITY

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

ARTICLE X: 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-

WSH SUB BYLAWS

Laws shall become binding upon all members of the SUB. These By-Laws shall be made available to all members of SUB.



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.



Organizational ByLaws

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.
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.



Organizational ByLaws

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.
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.



Organizational ByLaws

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.
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 any way possible.
5. Shall keep accurate records of all art shows and artists.



Organizational ByLaws

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.
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: WSH Special Projects Director

1. Shall oversee Willard Straight Hall special projects, subcommittees and programs, as per the current needs of SUB.

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.



Organizational ByLaws

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.



Organizational ByLaws

PART 2 - Nonexecutive Responsibilities

Section 1: The Music Coordinator

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



Organizational ByLaws

Pub Committee membership shall comprise of:

- a. One non-voting staff member of Dean of Students acting as advisor.
- b. A Pub Director, a position served by the WSH Special Projects Director, whom is elected from members of the Student Union Board.
- c. The SUB Operations Director
- d. General voting members who have attended at least three general body meetings on the subcommittee.
- 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. PanHellenic Council
 8. Interfraternity 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 Positions and Responsibilities:
 1. Pub Director (SUB WSH Special Projects Director)
 - i. Will serve as an ex-officio member of the Pub Committee
 - ii. Shall oversee Pub Committee meetings and the Pub Executive Board,



Organizational ByLaws

- iii. Shall handle all complaints and suggestions by members of the Pub Committee
 - iv. Shall administer the Pub Committee Operating Procedures
 - v. Shall act as the official spokesperson for the Pub Committee.
 - vi. Shall report to SUB all actions made by the Pub Committee
 - vii. Must be an active member of the Pub Committee and the Student Union Board for at least one semester prior to appointment.
2. SUB Operations Director
 - i. Shall act as an ex-officio member of the Pub Committee and advise the subcommittee about WSH Building Policy
 3. Events Director
 - i. Shall be responsible for all aspects of subcommittee-run programs within the Bear's Den, 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 Bear's Den, 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, and shall submit a monthly finance report to the Student Union Board.
 5. Pub Secretary
 - i. Shall be responsible for subcommittee minutes, attendance, records, and emails.
 - ii. Shall be responsible for maintaining event calendars.
 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 Bear's Den.
 - ii. Shall send out a weekly newsletter of events being held in the Bear's Den, and shall update, or appoint someone responsible for the update of the subcommittee internet communications.
 7. DOS Organization Representatives (2)
 - i. Shall represent all organizations outlined in Part 3, Section 1, Subsection e in order to ensure that these organizations'



Organizational ByLaws

Appendix B guidelines for supporting the Bear's Den are fulfilled in-line with the organizations' mission statements.

8. Staff Advisor

- i. Shall act as an ex-officio member of the Pub Committee

4. Programming

- a. The Pub Committee shall be allocated a budget each year by the Student Union Board for the purpose of providing programming in The Bear's Den

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 its funding of an event any time prior to the event if it believes that its guidelines are not met.
3. Cancel funding due to violation of the Funding Procedures.
4. Cancel funding at any time due to unreported changes in the event.



Organizational ByLaws

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 for Willard Straight Hall (WSH), and associated areas, in accordance with university policy, to act in a way that fosters the spirit of Willard Straight Hall, and makes best use of the available space

Section 2: Building Policy

1. SUB shall, with the counsel of building and grounds staff set the policy of the following areas, which shall be united under WSH Building Policy:
 - i. Willard Straight Hall
 - ii. Ho Plaza, defined as the pedestrian space south of Sage Chapel and north of the vehicle barricades lining Campus Road.
 - iii. The area of Libe Slope immediately west of the WSH parking lot.
2. SUB shall use this power 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
3. SUB reserves the right to adjust WSH Building Policy in order to optimize space use and foster the chartered spirit of Willard Straight Hall.



Organizational ByLaws

4. SUB reserves the right to levy fines against groups in violation of set WSH Building Policy. Groups in question will have the ability to appeal their case to the vote of the Executive Board.
5. 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.



Organizational ByLaws

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 assist outside groups with use of the building. Its assistance can include, but is not limited 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.
3. SUB shall offer its assistance to all groups wishing to use Willard Straight Hall when available.
4. 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 Building Policy 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.
3. On the basis of large-scale changes to the nature of the event not approved by an executive vote of SUB.



Organizational ByLaws

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 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 Building Policy
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 or President 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.
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.



Organizational ByLaws

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.
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.



Organizational ByLaws

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.