

CORNELL UNIVERSITY CLASS COUNCILS

CONSTITUTION

Approved by Class Councils: March 1, 2006

Ratified by the Student Assembly: March 30, 2006

PREAMBLE

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

ARTICLE I. NAME

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

ARTICLE II. MISSION

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

ARTICLE III. MEMBERSHIP

Requirements for Active Membership

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

Loss of Active Member Status

- Any member, having ~~unexcused~~ absences from ~~two~~ three consecutive regularly scheduled meetings or six cumulative regularly scheduled meetings in an academic year, shall lose their status as an active member of their respective Class Council and any position he or she held will be considered vacant.
- The member in question will have one (1) week to appeal his or her status and must send the appeal to the standing elections committee. The elections committee will have two (2) weeks to meet, consider the appeal, and make a decision regarding the appeal.

- ~~Executive Board members shall have the discretion to determine if absences are excused or unexcused.~~

Reinstatement of Active Member Status

- Reinstatement as an active member shall require ~~a majority vote of the Executive Board,~~
~~or~~ completion of the membership requirements outlined in Article III, Section 1.

ARTICLE IV. CLASS OFFICERS

Section 1. **Executive Board Membership**

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

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

- Duties of all Executive Board Officers and Officers–Elect shall be to:
 - ~~Attend and participate in the weekly meetings of his/her respective Class Council~~ Have active membership in their respective Class Council as outlined in Article III
 - Participate in all programs and activities of his/her respective Class Council
 - Work to remedy any issues or concerns of his/her fellow classmates with the appropriate individuals
 - Participate in all his/her respective Class Council meetings and activities in the transition period after the selection/election process is complete ~~and before fall semester, as an Officer-elect.~~
 - Commit to two “Office Hours” per week, which will be spent in the Class Council Office answering phones, responding to walk-ins, selling tickets for class programs, and completing additional tasks as requested.
 - ~~Generate ideas for class programming and activities~~
 - ~~Support and motivate members.~~
 - ~~Work with other officers as a team.~~
 - Participate in Class Officer Orientation ~~in the Spring semester following the selection/election process.~~
 - Participate in any and all Class Officer training scheduled during the academic year.
 - Attend and participate in the Student Leadership Institute at Cornell.
 - Return to campus early after breaks, when necessary, for Class functions.
- The duties of the President shall be to:
 - Facilitate all Class activities
 - Initiate implementation of class programming and activities through established committees.
 - Create new committees when needed.
 - Support and motivate Committee Chairpersons in the performance of their responsibilities.
 - Assign additional responsibilities to officers or committees as necessary
 - Request reports as necessary from other officers and committees
 - Schedule, coordinate and chair all Executive Board meetings.

- Prepare agendas and chair weekly Class Council meetings.
 - Attend Class Presidents' meetings when scheduled.
 - Maintain communication with other Class Councils to prevent overlap and encourage cooperation
 - Ensure that other officers are performing their duties.
 - Represent the Class at various University functions.
 - Represent class issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
 - Submit a two to four page written annual report to the Director of Class Councils at the end of his/her term of office.
 - The Senior Class President will represent the Senior Class at any invited functions and will speak at the January Graduation Reception in December and at the Convocation Ceremony at the end of the academic year.
- The duties of the [Executive Vice- President](#) shall be to:
- Assist the President and other officers as needed.
 - Take on the duties and responsibilities of the Class President in his/her absence.
 - Serve on the Class Officers Elections Committee. (Unless a conflict of interest arises.)
 - Coordinate and facilitate all class activities and events.
 - Create and execute event timelines for all Class Council programming
 - Coordinate all necessary paperwork and attend all necessary meetings to have events approved.
 - Plan events and activities in accordance with the budgets set forth by the Vice President of Finance and the general council.
 - Submit all necessary forms and coordinate funding requests for specific events.
 - Keep accurate and up to date records of all class activities through the use of Program Evaluation Forms.
 - Submit a detailed written summary of Class activities at the end of each semester to the Director of Class Councils.
- The duties of the Vice President of Administration shall be to:
- Assist the President and other officers as needed.
 - Serve on the Class Officers Elections Committee. (Unless a conflict of interest arises.)
 - Take, and keep record of, attendance at all Class Council meetings [and notify any members of impending inactive status.](#)
 - Monitor active and inactive status of at-large members.
 - Keep accurate and up to date files of all Class correspondence and meeting minutes.

- Record, type, and send out minutes from each meeting in a timely fashion via email.
 - Oversee all Class correspondence
 - Coordinate additional administrative paperwork as necessary
- The duties of the Vice President of Finance shall be to:
- Assist the President and other officers as needed.
 - Serve on the Class Officers Elections Committee. (Unless a conflict of interest arises.)
 - Be responsible for all Class fiscal matters.
 - Work with the Class Council in administering the Student Activities Fee.
 - Keep up to date and accurate bookkeeping records for all Class funds.
 - Determine the available budget for each individual program with input from the Council.
 - ~~Keep accurate and up to date records of all Class Program expense transactions.~~
 - Give a financial report at weekly Class Council meetings. This report should include present balance and the transactions of the past week.
 - Submit a detailed written report of a summary of Class Program Budget Forms at the end of each semester to the Director of Class Councils.
- The duties of the Vice President of Promotions shall be to:
- Assist the President and other officers as needed.
 - Serve on the Class Council Elections Committee (Unless a conflict of interest arises.)
- The Vice President of Promotions for the Senior Class shall serve as the Chair of the Class Council Elections Committee, in accordance with Article VI, Section 3.
- Keep accurate and up to date records of all class promotions through the use of Program Evaluation Forms.
 - Coordinate items for, budget for, locations of, and people tasked with disbursement of class giveaways and/or raffles/door prizes.
 - Submit a detailed written summary of Class promotions at the end of each semester to the Director of Class Councils.
 - Coordinate ways to draw in additional active members.
 - Coordinate the staffing of weekly office hours.
- The duties of the Vice President of Public Relations shall be to:
- Assist the President and other officers as needed.
 - Serve on the Class Council Elections Committee. (Unless a conflict of interest arises.)

- Be responsible for the timely, adequate, and accurate distribution of information, publicity, and communications for all class activities and/or events.
- Improve organization visibility on campus.
- Maintain the “Class of” website, in conjunction with the University Registrar, updating it as frequently as possible.
- Keep file copies of all pertinent forms and publicity for events and activities.
- Plan publicity for events and activities in accordance with the budgets set forth by the Vice President of Finance and the general council.
- Fill out all information needed for application to the Cornellian Yearbook, write a description for the Council's yearbook page, and coordinate with the Cornellian staff for the Class Council's picture.
- Submit a detailed written summary of Class publicity at the end of each semester to the Director of Class Councils.

Section 3. Procedures for Dismissal of Officers

- [Failure of any officer to remain an active member shall result in immediate dismissal from office.](#)
- Failure of any officer to meet his/her respective duties and/or commitments to his/her council will result in an initial verbal and written warning issued by the Class President with the assistance of the Director of Class Councils as necessary.
 - If the President fails to meet his/her respective duties, a warning shall be issued by the Director of Class Councils.
 - A timeline for improvement will be set at the time of the warning.
- Any active member of the Council may request that the President issue a warning to any officer, and the President shall precede at his/her discretion with the input of the Director of Class Councils.
 - Any active member may request that the Director of Class Councils issue a warning to the President and the Director shall proceed at their discretion.
- Failure of any officer to meet his/her respective duties and/or commitments to his/her Council, after receiving an initial warning, will be met with a written censure from the President and Director of Class Councils.
 - If the President is the officer receiving the written censure, it will be from the Director of Class Councils.
 - The full Council must be notified that such a warning is being issued
- The officer in question will have one week to prepare an explanation for the Council as to why he/she has continued to fail to meet the requirements of his/her office.
- To dismiss an officer, the active members of the Council must reach a two-thirds majority.
- The officer may appeal the Council's decision to the Class Council Elections Committee within one week after receiving verbal notification of the Council's decision. The appeal must be in writing and submitted to the Director of Class Councils to be reviewed in accordance with Article VI Section 3.

- Upon dismissal or resignation of any Officer, a letter from the President and Director of Class Councils or the elections committee (if involved) explaining the circumstances of the resignation/dismissal will be kept on file.
 - The officer being dismissed/resigning also has the option of providing an explanatory letter to keep on file.

Section 4. Procedure for Replacement of Vacant Elected Positions

- Upon the vacancy of the Presidency, the Executive Vice President shall become President.
- If any elected position on the Executive Board is left vacant immediately after elections (i.e. no one ran for the position), the position is to be filled by an application/interview procedure open to the entire class.
- The specifics of the application and/or interview procedure are to be determined by the incoming ~~and outgoing~~ executive boards
 - ~~This excludes the freshman class which would be comprised of only the incoming board~~
- After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of ~~the combined members of both~~ the incoming ~~and outgoing~~ executive boards.
- If any elected on the Executive Board other than the President becomes vacant during the first semester of the term of office of an academic year, the position is to be filled by an application/interview procedure open to the entire class.
 - The specifics of the application and/or interview procedure are to be determined by the current executive board.
 - After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.
- If any elected position on the Executive Board other than the President becomes vacant during the second semester of the term of office, the Council has discretion to open up the position to an application and/or interview procedure open to the entire class, or have the executive board make an appointment of an active council member.
 - The decision to use applications/interviews or appoint someone to fill the vacancy will be made by a majority vote of active council members.
 - If applications and or interviews are used, the specifics of the application and/or interview procedure are to be determined by the current executive board.
 - After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.
- If the vacancy is to be filled by appointment, any active council member may nominate him/herself or any other active council member to fill the vacancy.
 - Nominations will be taken at the meeting the vacancy is announced, and the executive board must make a decision by 2/3 vote no later than the next meeting.

ARTICLE V. COMMITTEES

Section 1. Ad-Hoc Committees and Event Chairpersons

- Committees may be formed as the need arises. Any council member can chair these committees. Chairpersons will be appointed on a volunteer basis, by an interview process, or by the Class Council President.
- Duties of the Chairpersons shall be to:
 - (i) Convene and preside over committee meetings
 - (ii) Attend their respective weekly Class Council meetings.
 - (iii) Give an update of their respective committee's progress at Class Council meetings.
 - (iv) Request a vote, at Class Council meetings, on issues proposed at committee meetings
 - (v) Create sub-committees, giving notification to the Council.
 - (vi) Recruit committee members.
 - (vii) Submit any incurred expenses (with their receipts) or revenues collected to the Vice President of Finance within 24 hours of occurrence.

Section 2. Procedures for Dismissal of Committee Chairpersons

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

Section 2. Procedure for Replacement of Vacant Appointed Positions

- If any appointed position on the becomes vacant during the term in which it has been appointed for, the Council has discretion to open up the position to an application and/or interview procedure open to the entire class, or have the executive board make an appointment of an active council member.
 - The decision to use applications/interviews or appoint someone to fill the vacancy will be made by a majority vote of active council members.
- If applications and or interviews are used, the specifics of the application and/or interview procedure are to be determined by the current executive board.
 - After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.
- If the vacancy is to be filled by appointment, any active council member may nominate him/herself or any other active council member to fill the vacancy
 - Nominations will be taken at the meeting the vacancy is announced, and the executive board must make a decision by 2/3 vote no later than the next meeting.

Section 3. Selection of Convocation Chair

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

Section 4. Senior Class Council Committees

- After a notification of available chair positions to the entire class, the ~~Executive Board of the Junior Class Council and the~~ Executive Board-elect of the following year's Senior Class shall interview and select Senior Committee Chairpersons ~~during the spring semester of their junior year~~ immediately after being elected.
- Senior Chairpersons are needed for the following committees:
 - Zinck's
 - Commencement
 - Senior Week
- The ~~Executive Board and~~ Executive Board-elect will have discretion in determining how many individuals will chair or co-chair each committee
- The ~~Executive Board and~~ Executive Board-elect will have the ability to add additional chair, co-chair, or liaison positions at their discretion.
 - Past additional positions have included: Webmaster, Alumni Council Liaison, Cultural Liaison, and Greek Liaison.
- See Appendix A, "Senior Class Council Chairs and Committees", for individual senior committee chairperson eligibility criteria, requirements, and responsibilities.

Section 5. Procedures for Dismissal of Senior Class Council Chairs

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

Section 6. Procedure for Replacement of Senior Class Council Chairs

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

ARTICLE VI. ELECTION PROCEDURES

Section 1. Eligibility and Petitioning Procedures

- Any Cornell undergraduate is eligible to run for an Executive Board position for the class he/she is a constituent
- Candidates must plan to be a full-time registered student for the length of the term of office.
- All undergraduates running for an Executive Board position must submit a petition of fifty signatures of constituents in the class they intend to represent. Said petition must be submitted by a deadline set by the Director of Class Councils and the Class Council Elections Committee.
- In order to qualify to run for an Executive Board position, the student must be an active member of the council he/she is a constituent of prior to the first day of elections.
 - Exceptions will be made for students participating in Cornell-sponsored off-campus programs, including but not limited to Study Abroad and Cornell in Washington.
 - Students with meeting time conflicts may request an exception from the Class Officer Elections Committee.
- All undergraduates running for an Executive Board position must attend a mandatory information session regarding the Class Councils prior to the petitioning deadline.
 - Attendance at this meeting does not count towards meeting requirements for active member status.
- ~~▪ For the time period encompassing the three meetings prior to the first day of elections, the decision as to whether an absence is excused or unexcused will be made by the Class Officer Elections Committee if it impacts a member's active status.~~
- ~~▪ For the time period encompassing the three meetings prior to the first day of elections, the decision as to whether or not a member may have active status reinstated without meeting the membership requirements outlined in Article III, Section 1 will be made by the Class Officer Elections Committee.~~
- Any officer or committee chair that previously resigned or was dismissed from a position needs to appeal to the elections committee to be eligible to run for office or to apply for a chairperson position.
 - The elections committee will look over the letters kept on file in accordance with Article IV, Section 3, and determine if a candidate will be eligible.

Section 2. Voting Procedures

- All undergraduates are eligible and should be given equal opportunity to vote for the Executive Board of the Class Council they are constituents
- The Executive Board shall be elected by a plurality vote.
- The Executive Board shall be ordered on the ballot as they are in Article IV, Section 1. The order of candidate names shall be random on the ballot.
- If no individuals submit a petition to run for the President of a class or all candidates are deemed ineligible to run for the Presidency, all candidates running for the Executive Vice Presidency shall be acknowledged as running for the Presidency on the election ballots.
- A printout of election results shall be available in the Office of Undergraduate Class Councils for one year, but disqualified candidates will not have their vote tallies made available.

Section 3. Class Officer Elections Committee

- The Vice Presidents of the Executive Board for each class not running for re-election, ~~as well as one representative appointed by the Student Assembly~~ shall serve on the Class Council Elections Committee. The Director of Class Councils shall serve as an ex-officio member of the Election's Committee.
- The Class Council Elections Committee ~~and the Director of Class Councils, with consultation from the Student Assembly Elections Committee,~~ shall establish the formal rules and procedures governing Class Council elections. The jurisdiction of the election committee shall be restricted to this document.
 - ~~The Class Councils will use the formal Campaigning Guidelines established by the Student Assembly for each election year.~~
- If there is a conflict of interest between a member of the Class Council Elections Committee and the person appealing, another member from that Class Council will be asked to represent said Council on the Class Council Elections Committee
 - The Committee member with the conflict of interest will not be permitted to observe and give comments on the appeals process, and will not be permitted to participate in the final decision.
- The Vice President of Promotions from the Senior Class Council will chair the Class Council Elections Committee. The Chair shall ensure that the committee is completing the following tasks:
 - Ensuring the greatest number of candidates apply for each available position
 - Work with candidates to make them aware of the elections rules and ensure that they abide by all relevant policies
 - Working with the Director of Class Councils to ensure all candidates have submitted all necessary documents
 - Ensuring every effort to achieve the highest voter turnout for the election
- The Class Council Elections Committee and the Director of Class Councils shall set the annual timeline for elections.
- The Election Committee will not have access to the preliminary results prior to and during challenge deliberations. The Office of Undergraduate Class Councils will release

[election results from the challenged races after the Elections Committee has validated the election results.](#)

- The Class Council Elections Committee shall review any petition or election challenges filed by candidates.
 - Election challenges must be submitted in writing to the Office of Undergraduate Class Councils, 525 WSH, by the deadline in the Elections Timetable. No challenges will be accepted after this deadline under any circumstances.
 - All parties involved in the challenge will be asked to attend a Class Council Elections Committee meeting to present the challenge/defense orally.
 - The format of challenges must contain the following information; Challenger's Name, Candidate's Name, Date of Challenge, Reason for the challenge and supporting evidence.
 - Any Member of the Cornell Community may submit a challenge and all challenges are public documents.
 - The structure of hearings will be:
 - Challenger Presentation 3 minutes
 - Challenged Presentation 3 minutes
 - Challenger Response 1 minute
 - Challenged Response 1 minute
 - Elections Committee Questions 4 minutes
 - Only those challenging, challenged, or named in the challenge shall be present during the hearing. The Elections Committee may allow, by a simple majority vote, the challenged to bring in a witness not named in the challenge if the Elections Committee deems it relevant to the challenge at hand. Those who are named confidentially will meet with the Elections Committee privately.
 - Minutes will be recorded for each hearing and made available to the public, except where confidentiality has been granted.
 - The Elections Committee will meet in closed session to decide on the merit of the challenge immediately after hearing it, and all voting decisions will be made in executive session. No minutes will be recorded for this part of the challenge process.
 - Should the Committee decide that a violation has been committed on such a scale as to give a candidate an unfair advantage, they may disqualify a candidate by majority vote. [Violations will be classified as follows:](#)
 - Minor violations are violations that reach only a small number of voters, i.e. campaigning in a residence hall without and escort, etc.
 - Major violations, i.e. harassment or breaking finance rules, or multiple minor violations, will qualify the accused candidates for disqualification.
 - Should there be more than one challenge to a candidate; the Elections Committee will make a decision by viewing the challenges against a candidate in the aggregate. [In doing so, the Elections committee will hear all challenges against one particular candidate subsequently, and then vote on disqualification if necessary.](#)

- The Class Council Elections Committee shall review any appeals from Executive Board members and chairpersons who have been removed from their position in accordance to Article VI, Section 3
 - The officer/chairperson making the appeal will be asked to attend a Class Council Elections Committee meeting to present his/her formal appeal orally.
- Any one party involved with a decision of the Class Council Elections Committee who feels that Committee did not follow appropriate procedure when making a decision may appeal the decision to the University Ombudsman.
 - If the University Ombudsman decides that procedure was not followed, the Class Council Elections Committee must re-hear the appeal or challenge in light of the Ombudsman's recommendation.
- The Class Council Elections Committee must reach a simple majority in determining to accept or reject any appeal or election challenge.
- The Class Council Elections Committee shall give the parties involved with the appeal/challenge notification of its decision within twenty-four hours of the oral presentation, in writing, as well as a justification for the decision reached.
- The Class Council Elections Committee shall have the authority to grant exceptions to Article VI Section 1

ARTICLE VII. MEETING/DECISION PROCEDURES

Section 1. Meetings

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

Section 2. Quorum

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

Section 3. Proxy Votes

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

Section 4. Debate and Conduct

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

Section 5. Decisions

- All decision shall strive to be made through consensus of the active members. Otherwise decisions shall stand after majority vote.
- Any active member may request that each members vote be recorded by the Vice President of Administration for any policy decision.
- The President shall remain neutral in all debate and conduct. If there is a tie vote, the President shall make the deciding vote.
- All events, programs or services exceeding eight percent of the annual budget must have approval of the Executive Board of Class Councils.

Section 6. Email Policy

- Unless decided by a majority vote, all officially sponsored Class Councils programs, events and services shall have an email sent to each respective class.
- Emails of other official Class Council businesses may be sent to the class after being instructed to do so by an active member and upon a majority vote of the council.
- Emails shall be written by the Vice President of Administration (or written by another active member after majority approval) and approved for accuracy by the President

before being sent to the class. The Director of Class Councils shall check all emails to ensure that they abide by the policies of the University.

- The class shall not send emails to any individuals after being instructed to do so by the individual.
- Each class shall strive to limit email use

Section 1. ~~Decisions shall be made by consensus or by majority vote of the active members present at the weekly meetings.~~

Section 2. ~~If there is a tie vote, the President shall decide.~~

Section 3. ~~All events or programs exceeding eight percent of the annual budget must have approval of the Executive Board and the Director of Class Councils.~~

ARTICLE VII. AMENDMENTS

Section 1. Process

- Any active member may propose an amendment to the Class Councils Constitution.
- ~~Proposed amendments should be submitted to the Class Presidents and to the Director of Class Councils.~~
- ~~The Presidents of each Class shall be responsible for discussing proposed amendments with their respective class.~~
- Within three (3) regularly scheduled meetings after previous notice has been given, all four councils shall discuss and vote on the proposed amendment during their regularly scheduled meeting. Previous notice shall consist of announcing the proposed amendment in writing at a regularly scheduled Class Council meeting.

Section 2. Adoption

- ~~Each Class's Executive Board will vote during their individual Class Council's regularly scheduled meeting.~~
- A two-thirds vote of ~~each Executive Board~~ the active members shall be required for the adoption of any proposed amendments.
- Pending approval by each Class Council Executive Board, amendments shall be referred to the Student Assembly for ratification.

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

ARTICLE VI. ELIGIBILITY AND REQUIREMENTS

Section 1. Eligibility

- Applicants must be a member of the Junior Class at time of selection.
- Applicants must be available on campus throughout the entirety of their ~~Senior year~~ [term in office](#) in order to fulfill their duties.

Section 2. Requirements

- All chairpersons are required to attend their respective Class Council meetings for the duration of their Junior year after the selection process.
- All chairpersons are required to attend their respective Class Council ~~meetings and events~~ [and be active members \(as outlined in Article III\)](#) for the entirety of their Senior year.
- All committees are required to give an update of their respective committee's progress at Class Council meetings.
 - All chairpersons are required to submit any incurred expenses, with receipts, or revenues collected to the Vice President of Finance. This should be done within 24 hours of its occurrence.

ARTICLE VII. SENIOR CHAIRPERSON RESPONSIBILITIES

Commencement Chair

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

Convocation Chair

- Convene a meeting of Class representatives to serve as a Selection Committee. This committee is to be comprised of: All active members of Class Council at the time the committee is formed, elected members on the Student Assembly at the time the committee is formed and those fifteen (15) members selected by the Convocation chair. Other individuals may be appointed by the Dean of Students or the Vice President for Student and Academic Services with consultation of the Convocation Chair.
- Invite, via email, members of the class to be part of the Convocation committee.
 - Fifteen (15) members from the class will be selected, by the Convocation Chair and Class President, from the pool who show intent by responding to the emailed invitation.
 - Selection of these fifteen (15) members from the class will be based on representing the diverse interests of the class. The selection process shall be transparent to all members of the Cornell community, with the Convocation Chair and Class President directly accountable for those selected.
- The Selection Committee meetings shall be conducted in confidentiality and any member of the committee who breaches this confidentiality shall be removed from the committee.
- Responsible for organizing the Convocation Ceremony, including the following:
 - Working with the Selection Committee to establish a list of potential speakers and make initial contacts with agents during the fall semester of Junior year.
 - Confirm with the Special Events office that a room at the Statler Hotel has been reserved for the Convocation speaker.
 - Have a confirmed acceptance of our invitation by the end of Junior year to insure a speaker for Convocation.
 - After the speaker has been confirmed, make reservations and travel arrangements for his/her arrival.
 - Work closely with the Vice President for Publicity and the Cornell News Service to ensure timely, accurate, and adequate publicity of the ceremony and biographical information on the speaker.
 - Make arrangements for a breakfast with the speaker and a news conference before Convocation for just the Executive Board and the speaker, as well as, a reception following Convocation for the speaker, the Class Council, the Selection Committee, their families, and invited guests (appropriate administrators and faculty based on the speaker.)
 - Make all arrangements for the speaker after Convocation until his/her departure.
 - Send a personal thank you to the speaker after Convocation from the Class Council.
 - Make a reservation for next year's Convocation Reception ~~in the Memorial Room and/or the Biotech Conference Room.~~

Senior Week Chair(s)

- Organize and coordinate a week-long program of approximately 55-85 activities to be held during the week prior to Commencement.
 - Also responsible for promoting and developing funds for Senior Week activities through Class Council funds and Zinck's support.
- Select, train, and oversee the Senior Week chairs/committee as a whole.
- Chair and facilitate all Senior Week meetings.
- Facilitate the inputting of all Cornell Card charges during Senior Week ticket sales.
- Put together all Chaperone folders for Senior Week events.
- Work with the director of Class Councils to create, maintaining and keeping within budget for each event, Senior Week overall, and all additional fiscal matters.
- Fundraise as needed to increase the overall Senior Week Budget
- The following responsibilities are to be divided among the Senior Week Chairpersons and/or delegated to Event Chairs:
 - Coordinate all publicity for Senior Week events and ticket sales
 - Organize buses and box lunches for each event as needed.
 - Designing and printing the Senior Week T-shirts
 - Coordinate online ticket sales/reservations for all Senior Week ticketed events.
 - Coordinate staffing of the Class Council Office during ticket sales.
 - Create tickets and other forms necessary for ticket sales, as well as coordinating and purchasing all supplies needed for ticket sales/distribution.
 - Train all individuals involved in ticket sales.
- Make reservations for all of Willard Straight Hall for next year's Senior Week.

Zinck's Chair(s)

- Responsibilities:
 - Update the vendor contract and letter information
 - Approach vendors about signing or resigning the Zinck's contract.
- ~~Responsibilities during fall semester Senior year~~
 - Complete vendor discount list as soon as possible
 - Contact a printer to have new Zinck's cards printed. ~~300~~cards – They cannot contain the Cornell name, logo, or bear.
 - Plan and execute a publicity campaign
 - Give each vendor a copy of their signed Zinck's contract and a printout of what the Zinck's card looks like so they know to give the discount.
 - Organize and hold bi-monthly Zinck's activities for the duration of the Senior year with local bars/restaurants. These events are traditionally held on Thursday evenings.
 - Contact the Alumni Office to determine when the "International Spirit of Zinck's Night" is. A Zinck's night must be held on this night.
 - Reserve ID scanners to ensure that those attending the event and getting the discount are seniors.
 - Reserve a lock box with the Zinck's flag, tape, money, Cornell Card paperwork, Zinck's cards, stamp and ink for each event.
 - Recruit other members of Class Councils to attend the events and bring their friends.
- ~~Responsibilities for spring semester Senior Year~~
 - ~~Continue to sell Zinck's cards until spring break.~~
 - ~~Continue to have bi-monthly events~~
 - If possible, set up an event to be "100 Days Before graduation" or "20XX hours until graduation"

