




# Cornell Class Councils

By-line Funding Application

September 10, 2014



## LETTER OF INTENT

Office of the Assemblies  
Cornell University  
Ithaca, NY 14853

Dear Vice President Stefanko and Members of the Student Assembly Appropriations Committee:

We hope you all are doing well during this busy time. As you may know, Class Council's advisor, Jennifer Davis, is on leave for a family emergency. Because of the sensitivity of her situation, we are averse to press her for the financial information necessary to complete our application. We kindly ask that you provide us time to submit our application in full by October 30<sup>th</sup>, a date that will give us sufficient timeline to finalize our documents after Jennifer returns. Once again, we appreciate the importance of your committee's work and your understanding.

We look forward to meeting with everyone on November 23.

Warm regards,

Cornell University Class Council

**John Lowry**  
Sr. Class President  
Class of 2016

**Eve Buseck**  
VP of Finance  
Class of 2016

**Alyannah Kassam**  
Jr. Class President  
Class of 2017

**Brendon Frenkel**  
Soph. Class President  
Class of 2018

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## SUMMARY OF REQUEST FOR FUNDING

Currently the Class Councils receive an allocation of \$2.50 per student. This funding has allowed us to provide many programs and events that foster class and school unity. It is critical for class councils to continue to support campus-wide initiatives such as inclusive university-wide programming, Cornell Caring Community events and mental health initiatives. As suggested, we have decided to maintain one budget to support traditions and events throughout a person's four year experience at Cornell as opposed to dividing our allocation equally by class. This strategic plan will enable us to serve Cornellians better and engage students at optimal times in their four year experience at Cornell. Three factors remain critical in our success: good planning, student readiness and financial support. Through on-going training and assessment, we are confident that our event execution is solid and well thought out. Student readiness depends on what phase of student development Cornellians are experiencing: In general, New Students need a large number of events to connect to the University and establish their identity as a Cornellian. Sophomores are engaged in developing individual social circles, such as Greek Life or multi-cultural organizations. Juniors are focused on building their resumes and attaining experiences that will help them in the future, including studying abroad, and taking on leadership positions in their various organizations. Seniors are reminiscing about their days on the hill and re-engaging with classic Cornell traditions and activities. Financial support is essential to bring together events at the right time for Cornellians. Our focus is therefore on the Cornell four year experience.

## REASON FOR REQUEST INCREASE: STRATEGIC ORGANIZATIONAL CHANGES

Class Councils has restructured to emphasize high-impact programming through these following organizational changes:

- **Class Council Organizational Structure:** This year, Class Councils made a strategic shift in its organizational structure. Rather than holding short weekly meetings, Class Councils now hosts two hour meetings which are segmented into two distinct components: General Body and Individual Class meetings. The General Body Meeting is a relatively new concept for Class Councils, which has proved highly successful this term. A broad meeting which includes all four classes, permits more collaboration and sharing of intellectual capital, leading to better events and more productive individual class meetings.
- **Class Councils Rebranding:** As part of our strategic shift to high-impact programming, Class Councils launched a marketing campaign in conjunction with Slope Media that raises awareness of our organization's mission and activities with the purpose of drawing more people to our events. The campaign will have similar themes to "Think Greek" campaign with an added video and online component.
- **Class Councils Elections Committee:** In Fall 2014, Class Councils formalized the Elections process, through the appointment of an Elections Committee Chairperson and the designation of committee members. The primary goal and objective of the Elections Committee is to drive and maximize participation in the Class Council elections, in addition to officiating the election process.
- **Co-Sponsorship Forum:** In Fall 2014, Class Councils launched the inaugural co-sponsorship forum. Student leaders from all corners of campus were invited to the Class Council General Body meeting, in the effort to promote collaboration and co-sponsorship among student organizations at Cornell. A dozen organizations were represented at the forum thereby creating an open and ongoing dialogue to explore synergies in planning, execution and promotion. Directly stemming from this initiative, Class Councils became involved in both Ivy Council and Operation DEEP.
- **Ivy Council Welcome Reception:** As a result of the co-sponsorship forum, Class Councils will be involved in the Ivy Council Welcome Reception which will take place at Cornell in November, 2014. While Class Council is not providing direct financing to the Ivy Council Committee, it will be helping with the programming marketing, implementation and execution. In particular Class Councils will host a networking welcome reception on Saturday November 16 from 1-3pm. Class Councils has made this event open to the broader Cornell Community, in an effort to promote unity and pride among Cornell students, while remaining true to its duty of inclusivity.
- **Movies on the Quad:** To promote alternative late night programming, the four councils co-sponsored this new and highly successful event. Two blockbuster movies, Divergent and Maleficent, were shown free of charge on the Arts Quad in September 2014. With hundreds of students in attendance at this inaugural event, Class Councils hopes to make Movies on the Quad an annual tradition.
- **Class Councils Blood Drive Competition:** This semester, Class Councils launched a brand new initiative in the effort to mirror the undergraduate population's philanthropic intent. Class Councils co-sponsored with The Red Cross to host a blood drive competition in the WSH Memorial Room, where each class competed to determine "Which Class Bleeds the Most Red." Through a powerful marketing campaign, Class Councils drove unprecedented participation from students and faculty alike, forcing Red Cross to double its capacity.

## MISSION, HISTORY, MEMBERS

The mission of Cornell University Class Councils is to foster a sense of unity and pride within each of the four undergraduate classes as well as the entire Cornell community. Appreciating the diverse nature of our Cornell community, we are committed to holding events, programs, and services that bring together different groups across our campus.

Class Council's has a long and rich history. The first senior class council was established 146 years ago with Cornell's first graduating class. They were charged with doing senior week events and promoting our newest alumni. Undergraduate class councils (juniors, sophomores, and first-years) were established in 1987 as a university group to promote class identity and unity throughout their years at Cornell. Activities include programming which promotes and establishes class unity and Cornell pride.

Class Councils are made up of 3 types of members. General membership is anyone in the class that would like to be involved. Chairpersons and representatives are individuals who are appointed or selected for a specific function, event, or responsibility. The Executive Board is made up of the class president and five vice-presidents. These positions are awarded through an election process in which the entire student body can cast a ballot. Elections are student body wide and occur in the Spring Semester.

## CLASS COUNCIL ROSTER

POSITION	2016	POSITION	2017
President	Jonathan Lowry, jl2867	President	Alyannah Kassam, ak698
Executive VP	Justine Brennan, jbb282,	Executive VP	Janay Saunders, js2647
VP-Public Relation	Carson Denbow, cld73	VP-Public Relation	Stephanie Chow, shc235
VP- Finance	Eve Buseck, eb563	VP- Finance	Yezy Lim, yl647
VP- Admin	Alexa Salazar, ans229	VP- Admin	Brendan Lynch, bal86
VP- Promotions	StefanieAllman, saa89	VP- Promotions	Kristen Vilcans, kmv48
Designer	Yunah Kang, yk497	Member at Large	Shikha Patel, ssp96
Member at Large	Daniela Cardenas, dc523	Member at Large	Franklin Yang, fsy4
Member-at-large	Omari Powell, ojp3	Member-at-large	Steven Gluck, smg293
Member at Large	Jung-Ju Lee, jl2566	Member at Large	Lauren Lang, lel79
Member at Large	Victor Biguma, vsb22	<b>POSITION</b>	<b>2019</b>
Member at Large	Toni Oni, ooo23	We will be recruiting new members from the incoming class over the	
<b>POSITION</b>	<b>2018</b>	course of the next few months	
President	Brendon Frankel, bmf68		
Executive VP	SJ Munsj, sm2347		
VP-Public Relation	Brittany Stanley, bas337		
VP- Finance	Daniel Engleson, dse37		
VP- Admin	Lauren Slowskei, ls765		
VP- Promotions	Matt Campanella, mjc432		
Member at Large	Alejandra Blanco, ab2474		
Member at Large	Richard Chen, rc572		
Member-at-large	Noah Chovanec, nmc78		
Member at Large	Angel Deng, ad782		
Member at Large	Isaiah Duck, imd9		
Member at Large	Pooja Maheshwari, pm495		
Member at Large	Bianca Viscusi, bmv32		
Member at Large	Bo Yang, by96		

## SUMMARY OF ACTIVITIES

Class Councils sponsor several different types of events throughout students four years at Cornell University. These events can be broken down into several categories: Traditions Events, Social Events, Philanthropy Events, Educational Events, Promotional Events, Co-Sponsored Events, School/Class Spirit Events, and Networking Events. Often Class Council programming overlaps on the purpose of each event. Listed below are several examples of recent events in each area, and the expected attendance.

### Traditions

- First Year Homecoming Tailgate, attendance is often over 1500, prior to the first football game of the season.
- First Years on the Field, attendance is consistently over 1000 students, First years welcome the football team to the field by forming a tunnel at the first home football game.
- Senior Kick-off/BBQ, typical attendance is between 300-900 depending on the year, often a class picture, food, music and giveaways are included.
- Seniors on the Field, (Last time we did this event was in 2009) attendance is between 200-400 depending on year, Seniors welcome the seniors football players to the field for their last home game.
- Fr/So Event (usually called Jacket Required) attendance is typically 300-400, often a formal.
- December Graduation, attendance 1600, Senior Class Council hosts the ceremony.
- Senior Info Fair, attendance 100-500 depending on year, Providing information about graduation, etc.
- President's Reception, attendance between 500-800, Univers. President toasts the class at this fun event.

### Class Philanthropy events

- Care Cards to Ithaca Elderly Homes
- Operation DEEP (Development and Elementary Education Possibilities)
- Girl Scouts Crafting & Cookies
- All Class Blood Drive Competition

### Co-Sponsored Activities

- Homecoming, attendance 1000-4000 depending on the year. T-shirt giveaway.
- Ivy Council Leadership Summit
- Cornell Caring Community/Lift Your Spirits!
- Operation DEEP (Development Elementary Education Possibilities)
- Slope Media Group Campaign Collaboration: "Together, we make traditions happen"

### Class Pride + Cornell Spirit Events

- Class Recognition Ceremony: Awards ceremony for extraordinary members of the Cornell community, nominated by their classmates
- Class Pictures- Each class gathers on the slope and has their picture taken in the shape of their class year. This only happens once or twice in their four years usually freshman and senior.
- Class Ice-cream Flavor- each class developed their own flavor at Cornell Dairy Store
- Class "161 Things to Do" Events (Ice Skating at Lynah Rink,
- Time Capsules to be dug up at the 25<sup>th</sup> Class Reunion.



## SUMMARY OF ACTIVITIES

### **Trips (all of these events reached the capacity of 47 people per bus, some take several buses)**

- Yankee Games
- Darien Lake trips
- Wine Tours- several buses
- COE adventures- ropes, canoeing, rock-climbing and indoor climbing
- Away Hockey Games

### **Connection Events**

- Senior class and Trustee meet and greet
- Senior Class Campaign Kickoff
- Homecoming Breakfast and reception- includes current cc members and alumni cc members

### **Social Events**

- Events at local establishments, attendance varies between 100-300.
- Senior Zinck's Club, attendance varies between 100-300, events are held every other Thursday.
- Karaoke, attendance varies from 50-150 depending on facility.
- Bowling, usually less than 100 due to lane and shoe limits, Helen Newman Lanes
- Talent Shows, attendance between 150 and 250, usually a first year event, but not always.
- Game Nights, varies between 50-150 people, usually an underclass event.
- Theme Nights- Halloween, Valentine's, Chocolate Night, usually a few hundred in attendance
- Comedy Nights, Performance shows (Hypnotist) attendance between 300-800 depending on comic.
- Food Giveaways, often pancakes or some similar food, just to build spirit during the long days of inert

## PROJECTED FINANCIAL STATEMENTS (AY2015-2016)

### Academic Year: 2015-2016

\*\*Less detail was kept before the last By-Line Cycle

#### Class of 2016

Event	Date	Total Cost	Cost Breakdown
Movies on the Quad	Late September/Early October	\$ 2,000.00	Blankets, movie rental, projector, advertising material
Blood Drive	November/December	\$ 300.00	T-shirts, advertising
Faces of 2016 Photo Campaign	All Year	\$ 100.00	Insomnia, stickers, miscellaneous advertising
Mental Health Awareness Yoga Event	October	\$ 200.00	Yoga instructor, advertising
(Red) Event	November/December	\$ 2,500.00	T-shirts, advertising
Leadership/Awards Reception	May	\$ 1,000.00	AD White Rental, catering
C U at the game	Fall	\$ 500.00	Food Expenses & Prizes
161 Things to do events	All Year	\$ 2,000.00	Bus rental
Puppies and pancakes	November/December	\$ 100.00	Cooking supplies & pancake mix
Class Council Olympics (Battle of the Olympics)	Spring	\$ 2,000.00	Barton rental
Greek Peak	February	\$ 1,000.00	Bus rental, ski passes
Cooking/Baking Competition	March	\$ 300.00	Cooking supplies & food supplies
<b>CLASS OF 2016 TOTAL</b>		<b>\$ 12,000.00</b>	

#### Class of 2017

Event	Date	Total Cost	Cost Breakdown
Movies on the Quad	Late September/Early October	\$ 1,500.00	Blankets, movie rental, projector, advertising material
Blood Drive	November/December	\$ 300.00	T-shirts, advertising
Faces of 2017 Photo Campaign	All Year	\$ 50.00	Advertising
CTB 0017 Bagel	September	0	
Mental Health Awareness Yoga Event	October	\$ 200.00	Yoga Instructor, Advertising
Coffee Tab	December and May	\$ 1,200.00	Advertising, Coffee
Leadership/Award Reception	May	\$ 1,000.00	Renting space, paying for each student invited
Mid Semester Philanthropy and Bagel Event	January	0	
Bagel and Faces Promotion Event	April	0	
Class Council Team Bonding	November and March	\$ 700.00	Food
Ice Cream Summer Send-off	May	\$ 200.00	Ice Cream, Advertising
(Red) Event	December	\$ 2,500.00	T-shirts, advertising
Ice Skating Event at Lynah Rink	February	\$ 350.00	Ice rental, advertising, food
Greek Peak Event	February	\$ 2,000.00	Bus rental, Ski passes, advertising, food
<b>CLASS OF 2016 TOTAL</b>		<b>\$ 10,000.00</b>	

## PROJECTED FINANCIAL STATEMENTS (AY2015-2016) CONTINUED

Class of 2018			
Event	Date	Total Cost	Cost Breakdown
Movies on the Quad	Late September/ Early October	\$ 1,500.00	Equipment rental, advertisement
Blood Drive	November/ December	\$ 300.00	Shirts, advertising
Coffee Tab	December/ May (Finals weeks)	\$ 1,200.00	Advertisement, coffee and equipment
Leadership Award Ceremony	May	\$ 1,000.00	Location, advertisement, food
Recruitment/Policy	Now	\$ 200.00	Food/ Advertisements for recruitment events
Memorabilia with Lacrosse Game- shirts, sunglasses	March or April	\$ 2,000.00	Ordering in bulk
Campus Issue philanthropy event (issue TBD)	March or April	\$ 2,000.00	Keynote speaker, publicity, location, etc.
Ice Cream Summer Send-off	May	\$ 250.00	Ice cream
(Red) Event	December	\$ 2,500.00	Shirts, advertising
Class Council Team Bonding	November/ March	\$ 700.00	Food
Mental Health Awareness Yoga Event	October	\$ 200.00	Yoga Instructor, Advertising
Greek Peek	February	\$ 2,000.00	Bus rental, Ski passes, advertising, food
	<b>CLASS OF 2016 TOTAL</b>	<b>\$ 13,850.00</b>	
Class of 2019			
Event	Date	Total Cost	Cost Breakdown
Movies on the Quad	Late September/ Early October	\$ 1,500.00	Equipment rental, advertisement
Blood Drive	November/December	\$ 300.00	Shirts, advertising
Freshman Year Picnic	March or April	\$ 1,000.00	Food, advertising
Leadership Award Ceremony	May	\$ 1,000.00	Location, advertisement, food
(Red) Event	December	\$ 2,500.00	Shirts, advertising
Greek Peak	February	\$ 2,000.00	Bus rental, Ski passes, advertising, food
Destress Event during Finals Week	December and May	\$ 700.00	Food, advertising
Mental Health Awareness Yoga Event	October	\$ 200.00	Yoga Instructor, Advertising
Class Council Team Bonding Event	November and March	\$ 500.00	Food
	<b>CLASS OF 2016 TOTAL</b>	<b>\$ 9,700.00</b>	
	<b>ALL CLASS COUNCILS TOTAL</b>	<b>\$45,550.00</b>	

# **Cornell Class Councils Constitution**

## **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 3. 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 2. 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, 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 3. MEMBERSHIP**

### **Section 1. Requirements for Active Membership**

**3.1.a** All members of the respective four undergraduate classes are encouraged to participate as an active member of their Class Council.

**3.1.b** 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.

**3.1.c** 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 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.

### **Section 2. Loss of Active Member Status**

**3.2.a** Any member, having absences from three consecutive regularly scheduled meetings or five cumulative regularly scheduled meetings in an academic, semester, shall lose their status as an active member of their respective Class Council and any position he or she held will be considered vacant.

**3.2.b** The member in question will have one week to appeal his or her status and must send the appeal to the standing elections committee. The elections committee will have two weeks to meet, consider the appeal, and make a decision regarding the appeal.

### **Section 3. Reinstatement of Active Member Status**

**3.3.a** Reinstatement as an active member shall require completion of the membership requirements outlined in Article III, Section 1.

## **Article 4. CLASS OFFICERS**

### **Section 1. Executive Board Membership**

4.1.a 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. Media Relations.

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

4.2.a Duties of all Executive Board Officers and Officers–Elect shall be to:

- (1) Have active membership in their respective Class Council as outlined in Article III
- (2) Participate in all programs and activities of his/her respective Class Council
- (3) Work to remedy any issues or concerns of his/her fellow classmates with the appropriate individuals
- (4) Participate in all his/her respective Class Council meetings and activities in the transition period after the selection/election process is complete as Officer-elect.
  - (1) 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.
  - (5) Participate in Class Officer Orientation
  - (6) Participate in any and all Class Officer training scheduled during the academic year.
    - (1) Attend and participate in the Student Leadership Institute at Cornell.
    - (7) Return to campus early after breaks, when necessary, for Class functions.

4.2.b The duties of the President shall be to:

- (1) Facilitate all Class activities
- (2) Initiate implementation of class programming and activities through established committees.
- (3) Create new committees when needed.
- (4) Support and motivate Committee Chairpersons in the performance of their responsibilities.
- (5) Assign additional responsibilities to officers or committees as necessary
- (6) Request reports as necessary from other officers and committees
- (7) Schedule, coordinate and chair all Executive Board meetings.
- (8) Prepare agendas and chair weekly Class Council meetings.
- (9) Attend Class Presidents’ meetings when scheduled.
- (10) Maintain communication with other Class Councils to prevent overlap and encourage cooperation
- (11) Ensure that other officers are performing their duties.
- (12) Represent the Class at various University functions.
- (13) 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.
- (14) Submit a two to four page written annual report to the Director of Class Councils at the end of his/her term of office.

(15) 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.

4.2.c The duties of the Executive Vice- President shall be to:

- (1) Assist the President and other officers as needed.
- (2) Take on the duties and responsibilities of the Class President in his/her absence.
- (3) Coordinate and facilitate all class activities and events.
- (4) Create and execute event timelines for all Class Council programming
- (5) Coordinate all necessary paperwork and attend all necessary meetings to have events approved. Follow up with delegated work as needed.
- (6) Plan events and activities in accordance with the budgets set forth by the Vice President of Finance and the general council.
- (7) Submit all necessary forms and coordinate funding requests for specific events.
- (8) Keep accurate and up to date records of all class activities through the use of Program Evaluation Forms.
- (9) Submit a detailed written summary of Class activities at the end of each semester to the Director of Class Councils.

4.2.d The duties of the Vice President of Administration shall be to:

- (1) Assist the President and other officers as needed.
- (2) Take, and keep record of, attendance at all Class Council meetings and notify any members of impending inactive status.
- (3) Monitor active and inactive status of at-large members.
- (4) Keep accurate and up to date files of all Class correspondence and meeting minutes.
- (5) Record, type, and send out minutes from each meeting in a timely fashion via email.
- (6) Oversee all Class correspondence
- (7) Coordinate additional administrative paperwork as necessary

4.2.e The duties of the Vice President of Finance shall be to:

- (1) Assist the President and other officers as needed.
- (2) Be responsible for all Class fiscal matters.
- (3) Work with the Class Council in administering the Student Activities Fee.
- (4) Keep up to date and accurate bookkeeping records for all Class funds.
- (5) Determine the available budget for each individual program with input from the Council.
- (6) Give a financial report at weekly Class Council meetings. This report should include present balance and the transactions of the past week.
- (7) 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.

4.2.f The duties of the Vice President of Promotions shall be to:

- (1) Assist the President and other officers as needed.
- (2) Keep accurate and up to date records of all class promotions through the use of Program Evaluation Forms.

- (3) Coordinate items for, budget for, locations of, and people tasked with disbursement of class giveaways and/or raffles/door prizes.
- (4) Create and distribute the Class Blast newsletter every month.
- (5) 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.
- (6) Coordinate with any external contacts for events and programs.
- (7) Be responsible for the timely, adequate, and accurate distribution of information, publicity, and communications for all class activities and/or events.
- (8) Submit a detailed written summary of Class promotions at the end of each semester to the Director of Class Councils.
- (9) Coordinate ways to draw in additional active members.
- (10) Coordinate the staffing of weekly office hours.

4.2.g The duties of the Vice President of Public Media Relations shall be to:

- (1) Assist the President and other officers as needed.
- (3) Be responsible for the timely, adequate, and accurate distribution of information, publicity, and communications for all class activities and/or events.
- (3) Improve organization visibility on campus.
- (4) Maintain the "Class of" website, in conjunction with the University Registrar, updating it as frequently as possible.
- (5) Maintain a consistent presence on Twitter, Facebook, and Instagram through daily posts.
- (6) Coordinate with any internal contacts for events and programs.
- (7) Keep file copies of all pertinent forms and publicity for events and activities.
- (8) Plan publicity for events and activities in accordance with the budgets set forth by the Vice President of Finance and the general council.
- (9) 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.
- (10) 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**

**4.3.a** Failure of any officer to remain an active member shall result in immediate dismissal from office.

**4.3.b** 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.

- (1) If the President fails to meet his/her respective duties, a warning shall be issued by the Director of Class Councils.
- (2) A timeline for improvement will be set at the time of the warning.

**4.3.c** 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.

(1) 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.

**4.3.d** 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.

(1) If the President is the officer receiving the written censure, it will be from the Director of Class Councils.

(2) The full Council must be notified that such a warning is being issued

**4.3.e** 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.

**4.3.f** To dismiss an officer, the active members of the Council must reach a two-thirds majority.

**4.3.g** 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.

**4.3.h** 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.

**4.3.i** 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**

**4.4.a** Upon the vacancy of the Presidency, the Executive Vice President shall become President.

**4.4.b** 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.

**4.4.c** The specifics of the application and/or interview procedure are to be determined by the incoming executive boards.

**4.4.d** After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the incoming executive boards.

**4.4.e** 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.

(1) The specifics of the application and/or interview procedure are to be determined by the current executive board.

(2) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.



**4.4.f** 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.

(1) The decision to use applications/interviews or appoint someone to fill the vacancy will be made by a majority vote of active council members.

(2) 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.

(3) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.

**4.4.g** 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.

(1) 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 5. COMMITTEES**

### **Section 1. Ad-Hoc Committees and Event Chairpersons**

**5.1.a** 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.

**5.1.b** Duties of the Chairpersons shall be to:

(1) Convene and preside over committee meetings

(2) Attend their respective weekly Class Council meetings.

(3) Give an update of their respective committee's progress at Class Council meetings.

(4) Request a vote, at Class Council meetings, on issues proposed at committee meetings

(5) Create sub-committees, giving notification to the Council.

(6) Recruit committee members.

(7) 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**

**5.2.a** 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 3. Procedure for Replacement of Vacant Appointed Positions**

**5.3.a** 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.

(1) The decision to use applications/interviews or appoint someone to fill the vacancy will be made by a majority vote of active council members.

**5.3.b** 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.

(1) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.

**5.3.c** 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

(1) 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 4. Selection of Convocation Chair**

**Section 5.** After a notification of the position to the entire class, the Executive board of the Sophomore Class Council and three elected sophomores of the Student Assembly shall interview and select the Convocation chairperson during the spring semester of the sophomore year.

#### **Section 6. Senior Class Council Committees**

**5.6.a** After a notification of available chair positions to the entire class, the Executive Board-elect of the following year's Senior Class shall interview and select Senior Committee Chairpersons immediately after being elected.

**5.6.b** Senior Chairpersons are needed for the following committees:

- (1) Zinck's
- (2) Commencement
- (3) Senior Week

**5.6.c** The Executive Board-elect will have discretion in determining how many individuals will chair or co-chair each committee

**5.6.d** The Executive Board-elect will have the ability to add additional chair, co-chair, or liaison positions at their discretion.

(1) Past additional positions have included: Webmaster, Alumni Council Liaison, Cultural Liaison, and Greek Liaison.

**5.6.e** See Appendix A, "Senior Class Council Chairs and Committees", for individual senior committee chairperson eligibility criteria, requirements, and responsibilities.

#### **Section 7. Procedures for Dismissal of Senior Class Council Chairs**

**5.7.a** 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 8. Procedure for Replacement of Senior Class Council Chairs**

**5.8.a** 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 6. ELECTION PROCEDURES**

#### **Section 1. Eligibility and Petitioning Procedures**

**6.1.a** Any Cornell undergraduate is eligible to run for an Executive Board position for the class of which he/she is a constituent.

**6.1.b** Candidates must plan to be a full-time registered student for the length of the term of office.

**6.1.c** 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.

**6.1.d** In order to qualify to run for an Executive Board position for freshmen, sophomore, and junior year, the student must attend the Class Councils election meeting in the spring semester prior to running for election that semester. In order to qualify to run for an Executive Board position for senior year, the student must have maintained active status in the semester prior to running for election, or have maintained active status prior to their semester in Cornell-sponsored off-campus programs, including but not limited to Study Abroad and Cornell in Washington, junior year.

1. A student wishing to run in elections while participating in a Cornell-sponsored off-campus program will be subject to slightly modified rules for campaigning.
2. Such a student may appoint one person residing on the Ithaca campus to serve as his/her proxy for elections, including completing all necessary elections materials and campaigning on the candidate's behalf while adhering to all elections rules.
3. Students with meeting conflicts may request an exception from the Class Officer Elections Committee.

**6.1.e** All undergraduates running for an Executive Board position must attend a mandatory information session regarding the Class Councils prior to the petitioning deadline in the spring semester. However, if a member is abroad during the semester of the election, they will be exempt from this mandatory meeting.

**6.1.f** 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.

(1) 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**

**6.2.a** All undergraduates are eligible and should be given equal opportunity to vote for the Executive Board of the Class Council they are constituents.

**6.2.b** The Executive Board shall be elected by a plurality vote.

**6.2.c** 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.

**6.2.d** 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.

**6.2.e** 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**

**6.3.a** Any member of the Senior Class Council who has previously run in a Class Council election, regardless of whether or not he or she has held, or currently holds, an elected position, will be eligible for the position of Elections Committee Chair. Active members of all Class Councils will vote for an Elections Committee Chair at the penultimate meeting of the spring semester. The candidate who wins a majority of the vote from active Class Council members in attendance shall serve as the Chair of the Class Council Elections Committee. The Director of Class Councils shall serve as an ex-officio member of the Election's Committee. The Elections Committee Chair will appoint members to the Elections Committee in whatever way he or she sees fit. Every effort should be made to have equal representation across the class years.

**6.3.b** The Class Council 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.

**6.3.c** 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.

(1) 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.

**6.3.d** The Chair shall ensure that the committee is completing the following tasks:

(1) Ensuring the greatest number of candidates apply for each available position

(2) Work with candidates to make them aware of the elections rules and ensure that they abide by all relevant policies.

(3) Hold office hours throughout the elections process to provide an outlet for candidates to ask questions and meet with Committee members.

(4) Working with the Director of Class Councils to ensure all candidates have submitted all necessary documents

(5) Ensuring every effort to achieve the highest voter turnout for the election

**6.3.e** The Class Council Elections Committee and the Director of Class Councils shall set the annual timeline for elections.

1. In addition, the annual timeline for elections must include a set date where election materials, such as descriptions of positions, will be provided to all members in the semester prior to the election.
2. The Class Council Elections Committee and the Director of Class Councils shall also set a date for a public presentation of the candidates. At this public forum, the Elections Committee will oversee the introduction of the candidates as well as facilitate a question and answer discussion between the candidates and the members of the undergraduate population.

**6.3.f** 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.

**6.3.g** The Class Council Elections Committee shall review any petition or election challenges filed by candidates.

(1) 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.

(2) All parties involved in the challenge will be asked to attend a Class Council Elections Committee meeting to present the challenge/defense orally.

(3) 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.

(4) Any Member of the Cornell Community may submit a challenge and all challenges are public documents.

(5) 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

(6) 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.

(7) Minutes will be recorded for each hearing and made available to the public, except where confidentiality has been granted.

(8) 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.

(9) 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 an escort, etc.

§ Major violations, i.e. harassment or breaking finance rules, or multiple minor violations, will qualify the accused candidates for disqualification.

(10) 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.

**6.3.h** 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

(1) The officer/chairperson making the appeal will be asked to attend a Class Council Elections Committee meeting to present his/her formal appeal orally.

**6.3.i** 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.

(1) 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.

**6.3.j** The Class Council Elections Committee must reach a simple majority in determining to accept or reject any appeal or election challenge.

**6.3.k** 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.

**6.3.l** The Class Council Elections Committee shall have the authority to grant exceptions to Article VI, Section 1

## **Article 7. PROCEDURES**

### **Section 1. Meetings**

**7.1.a** 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.

**7.1.b** 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.

**7.1.c** 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**

**7.2.a** 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**

**7.3.a** 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**

**7.4.a** 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**

**7.5.a** All decision shall strive to be made through consensus of the active members. Otherwise decisions shall stand after majority vote.

**7.5.b** Any active member may request that each member's vote be recorded by the Vice President of Administration for any policy decision.

**7.5.c** The President shall remain neutral in all debate and conduct. If there is a tie vote, the President shall make the deciding vote.

**7.5.d** 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**

**7.6.a** Unless decided by a majority vote, all officially sponsored Class Councils programs, events and services shall have an email sent to each respective class.

**7.6.b** 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.

**7.6.c** 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.

**7.6.d** The class shall not send emails to any individuals after being instructed to do so by the individual.

**7.6.e** Each class shall strive to limit email use.

### **Article 8. AMENDMENTS**

#### **Section 1. Process**

**8.1.a** Any active member may propose an amendment to the Class Councils Constitution.

**8.1.b** Within three 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**

**8.2.a** A two-thirds vote of the active members shall be required for the adoption of any proposed amendments.

**8.2.b** 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 1. ELIGIBILITY AND REQUIREMENTS**

#### **Section 1. Eligibility**

**1.1.a** Applicants must be a member of the Junior Class at time of selection. (except for Convocation Chair. This requires a Sophomore.

**1.1.b** Applicants must be available on campus throughout the entirety of their term in office in order to fulfill their duties.

## **Section 2. Requirements**

**1.2.a** All chairpersons are required to attend their respective Class Council meetings immediately after the selection process.

**1.2.b** All chairpersons are required to attend their respective Class Council events and be active members (as outlined in Article III) for the entirety of their term in office.

**1.2.c** All committees are required to give an update of their respective committee's progress at Class Council meetings.

(1) 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 2. SENIOR CHAIRPERSON RESPONSIBILITIES**

### **Section 1. Commencement Chair**

**2.1.a** Responsible for student representation at activities related to the Commencement Ceremony including:

- (1) Represent the Senior Class at the University Commencement Committee.
- (2) Write a letter to all Seniors to be included in the December and March graduation information packets for May Commencement.
- (3) Work with the Commencement Coordinator and Director of Class Councils to plan and implement January Graduation in December.
- (4) Coordinate, plan, and implement the annual "Senior Info Fair" in March of Senior year.
- (5) All other duties as assigned by the Commencement Coordinator.

### **Section 2. Convocation Chair**

**2.2.a** 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 members selected by the Convocation Chair and Class President. 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.

**2.2.b** Invite, via email, members of the class to be part of the Convocation committee.

- (1) Fifteen 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.
- (2) Selection of these fifteen 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.



**2.2.c** 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.

**2.2.d** Responsible for organizing the Convocation Ceremony, including the following:

- (1) 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.
- (2) Confirm with the Special Events office that a room at the Statler Hotel has been reserved for the Convocation speaker.
- (3) Have a confirmed acceptance of our invitation by the end of Junior year to insure a speaker for Convocation.
- (4) After the speaker has been confirmed, make reservations and travel arrangements for his/her arrival.
- (5) 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.
- (6) 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.)
- (7) Make all arrangements for the speaker after Convocation until his/her departure.
- (8) Send a personal thank you to the speaker after Convocation from the Class Council.
- (9) Make a reservation for next year's Convocation Reception.

### **Section 3. Senior Week Chair(s)**

**2.3.a** Organize and coordinate a week-long program of approximately 55-85 activities to be held during the week prior to Commencement.

- (1) Also responsible for promoting and developing funds for Senior Week activities through Class Council funds and Zinck's support.

**2.3.b** Select, train, and oversee the Senior Week chairs/committee as a whole.

**2.3.c** Chair and facilitate all Senior Week meetings.

**2.3.d** Facilitate the inputting of all Cornell Card charges during Senior Week ticket sales.

**2.3.e** Put together all Chaperone folders for Senior Week events.

**2.3.f** 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.

**2.3.g** Fundraise as needed to increase the overall Senior Week Budget

**2.3.h** The following responsibilities are to be divided among the Senior Week Chairpersons and/or delegated to Event Chairs:

- (1) Coordinate all publicity for Senior Week events and ticket sales
- (2) Organize buses and box lunches for each event as needed.
- (3) Designing and printing the Senior Week T-shirts

- (4) Coordinate online ticket sales/reservations for all Senior Week ticketed events.
  - (5) Coordinate staffing of the Class Council Office during ticket sales.
  - (6) Create tickets and other forms necessary for ticket sales, as well as coordinating and purchasing all supplies needed for ticket sales/distribution.
  - (7) Train all individuals involved in ticket sales.
- 2.3.i** Make reservations for all of Willard Straight Hall for next year's Senior Week.

#### **Section 4. Zinck's Chair(s)**

##### **2.4.a** Responsibilities:

- (1) Update the vendor contract and letter information
- (2) Approach vendors about signing or resigning the Zinck's contract.
- (3) Complete vendor discount list as soon as possible
- (4) Contact a printer to have new Zinck's cards printed. They cannot contain the Cornell name, logo, or bear.
- (5) Plan and execute a publicity campaign
- (6) 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.
- (7) 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.
- (8) 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.
- (9) Reserve ID scanners to ensure that those attending the event and getting the discount are seniors.
- (10) Reserve a lock box with the Zinck's flag, tape, money, Cornell Card paperwork, Zinck's cards, stamp and ink for each event.
- (11) Recruit other members of Class Councils to attend the events and bring their friends.
- (12) If possible, set up an event to be "100 Days Before Graduation" or "20XX Hours Until Graduation."