

Cover Letter / Summary of Request

Student Assembly, Appropriations Committee
Cornell University
Ithaca, NY 14853

September 11, 2015

Dear Members of the Student Assembly Appropriations Committee,

The Willard Straight Hall Student Union Board formally requests a \$0.26 increase from \$2.00 to an allocation of \$2.26 for the 2016-2018 by-line funding cycle (based on a projected enrollment of 14,550 students) based on careful evaluation of our past programs and initiatives and methodical breakdown of our projected budget for the upcoming by-line cycle.

The new leadership for the Board operates with a methodology and focus that aligns us with our purpose in a manner that is a significant deviation from the past. The mission of our organization is to regulate and facilitate the usage of Willard Straight Hall and its associated spaces, Ho Plaza and the Slope, in order to create a space for intellectual and cultural dialogue, engagement, and activism by the student body. The interpretation of our mission in the past has placed over-emphasis and concern on the entertainment aspect of our programming mission and largely ignored the core purpose of developing programs that students can enjoy but also be intellectually challenged and engaged in a manner that will broaden their perspectives, encourage the appreciation of differences and diversity, and ultimately deepen their experience at Cornell.

This year and the years that follow, we seek to program events and initiatives that our peers can enjoy, but also gain cultural, intellectual, and critical insight into what it means to be an informed, compassionate, and proactive member of our community and a global citizen upon leaving Cornell. Our programs will now seek to facilitate a space for student collaboration, discussion, information-sharing, and civic participation in the wonderful array of initiatives and opportunities on campus as well as participating in discussing and solving, together, the issues of this campus and beyond. In this regards, we seek to create a space that brings students into the fold of decision-making and facilitate the empowerment of our peers to launch their own initiatives and programs through the services provided in the Willard Straight Hall Student Union.

We have already begun a new initiative for the year, by which the different organizations in the Straight who provide critical services to the Cornell student body will cross-collaborate for programming and pool resources to work together to revive a central space on campus for student engagement and participation. This Inter-Union Council has decided to work collaboratively from the very step of program development to its implementation in order to create events that appeal and are inclusive to a wide and holistic range of different interests and backgrounds. This horizontal model for multiple-sponsor events is meant to encourage greater interaction between diverse groups, interests, and ideas.

For almost a century, Willard Straight Hall's building policies and legislation have been set for the student body without an opportunity for our peers to have direct input and involvement in the decision-making process. In order to encourage transparency and fairness in our operations, we will begin an initiative known as the Policy Forums in hopes of informing the student body of major policy proposals (such as the allocation of student office spaces and the re-designation of more student meeting spaces in the building) and ensuring that they have the means of determining the very policy decisions that will affect them. Moreover, recognizing the lack of opportunities for students to explore and discuss the critical issues of today (race and diversity, sustainability and environment, poverty, human rights, financial insecurity, and globalized citizenship and community to

*WSH Student Union Board
2016-2018 Student Assembly Byline Funding Application*

name a few) we have begun a new initiative called Community Dialogue Series, in which we invite different student experts, initiatives, and organizations on campus to hold talks and large community discussions with hopes that it will inform and ultimately inspire our peers to be active citizens and leaders in the global community.

We have decided to increase our funding limit from \$300 to \$500 to better accommodate the needs of and enable smaller organizations that lack resources and other sources of financial support to have equal access and opportunity to program successful events. Our personal spending will be cut completely and re-allocated for training and development in order for our members to master the policies and operations of our building to better aid students in developing programs, working with equipment, and easily navigating the reservation and programming procedures and guidelines. We also have spoken with our liaison organizations and mutually agreed to reduce their personal allocation from our budget in order to encourage them to pool resources and expertise and cross-collaborate within the Willard Straight Hall Student Union to program events that enable diverse interaction and experiences by the student body.

In an effort to provide more meaning and insight into the student experience at Cornell and empower our peers to become active community leaders and facilitate their development as global citizens, the Willard Straight Hall Student Union Board requests the support of the Student Assembly in enabling the continuation of our efforts and vision.

All the best,

Jung-Ju Lee

Executive Director | Board of Directors
Willard Straight Hall Student Union



ARTICLE I: NAME AND AFFILIATION

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

ARTICLE II: PURPOSE

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

Section 1: Programming Mission Statement

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

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

Section 2: Operations Mission Statement

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

1. Statements of Intent, between building or grounds staff, and SUB as needed to set and review WSH Building Policy and its administration.
2. The input on events and activities within WSH (including but not limited to co-sponsorship) for the process of Late Night Exemptions, violation hearings, reservation approvals, and building policy: review & development.
3. Allocation of student office space within the Straight as it becomes available, and annually renew office allocations to organizations whom have demonstrated proper and efficient use of the space.
4. The input on the selection of Office of Dean of Students staff when appropriate.

The Willard Straight Hall Building Policy shall apply to:

1. Willard Straight Hall, building proper.
2. Ho Plaza, defined as the pedestrian space south of Sage Chapel and north of the vehicle barricades lining Campus Road.

The area of Libe Slope immediately west of the WSH parking lot.

Section 3: Clause O- Non-Discrimination

All organizations receiving Student Activity Fee funds directly or that receive such funds indirectly from a by-line funded organization shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within the organization.

This clause shall apply to all aspects of SUB and in all activities the group participates in.

Section 4: Funding Mission Statement

- To encourage the use of Willard Straight Hall by providing financial incentive to outside student groups to bolster the use of the building as a prime hub of culture and entertainment.
- To encourage the use of WSH has a viable venue option for events that have a proven history elsewhere on campus.
- To help enhance events of other organizations through added labor, event development skills, and sometimes financial contributions.

ARTICLE III: MEMBERS

Section 1: Membership

1. Full membership in SUB is limited to full-time undergraduate students of Cornell University, unless otherwise voted upon by the Executive Board. Graduate students can gain limited membership; however they are prohibited from voting on any spending or policy changes regarding how SUB uses its budget from the undergraduate student activity fee.
2. Any undergraduate desiring membership in SUB shall become a full member, eligible to vote on all SUB activities, upon attendance of three consecutive SUB meetings.
3. Any member missing two (2) consecutive meetings shall lose their status as a voting member of the SUB. Any member, upon arriving late or leaving excessively early, shall receive a strike by the Director of Administration; the third (3rd) strike will be treated as an absence. All strikes will void at the beginning of each semester. If a member feels that their absence or failure to be at the entire meeting was due to reasons beyond their control, they may appeal to the Executive Board. Reinstatement as a full voting member shall require a majority vote of the Executive Board, or completion of the membership requirements outlined in Part b.

Section 2: The General Membership

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

Section 3: Rights and Privileges

1. The General Membership shall be empowered to recommend to the Executive Board by a plurality vote of all members present:
 - a. Particular events that SUB should program.
 - b. Particular events that SUB should cosponsor
 - c. The amount to fund applicant groups.
 - d. Specific policies for the administration of WSH Building Policy.
2. General Members shall be entitled to participate in Executive Board elections.
3. The General Membership shall be empowered to disapprove, by a vote of two-thirds (2/3) of the members present at general body meetings, any action taken by the Executive Board in the areas set forth in Article IV, section 2. Any actions made by the Executive Board that are overturned by the General Membership, shall be immediately reversed by the Executive Board, except where prohibited by legal implications beyond the control of the Executive Board, or by policy out of the limit of the Executive Board.
4. Every voting member of the SUB is required to participate in SUB programs/events. Occasionally, members are not available to fulfill this requirement for every event/meeting. SUB understands that the students' primary responsibility while at Cornell is education. Therefore, any individual member may be excused from a particular event by the general membership with proper notice.

Section 4: Standing Seats

1. A standing seat is provided to a representative from any university organization.
2. A standing seat will be provided to two (2) WSH Resource Center Managers
3. Representation at these weekly meetings is highly recommended.

4. Standing members are encouraged by SUB to attend meetings and become full members.

Section 5: WSH Resource Center Manager

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

Section 6: Advisors

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

ARTICLE IV: EXECUTIVE BOARD

Section 1: Composition

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

Section 2: Rights and Duties

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

Section 3: Meetings

1. The Executive Board shall meet once every two weeks in addition to the General Membership meetings, except when Cornell University is not in session.
2. The Executive Director shall be empowered to call special meetings and closed meetings.

3. All meetings shall be open to the General Membership and other interested members of the Cornell Community, unless declared otherwise by the Executive Director.

Section 4: Voting

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

Section 5: Quorum

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

Section 6: Conflict of Interest

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

Section 7: Term in Office

1. All members of the Executive Board shall be elected to serve for a one-year term, unless elected under alternative methods as laid out in Section 8.
2. Outgoing Executive Board members shall train their successors before they leave office.
3. Terms begin on the first day of April in the spring semester. From the time new Board Members are elected until they take office, they shall serve as assistants to the current Board members, in preparation for their coming terms of office.

Section 8: Nominations and Elections

1. All those interested in running for Executive Board Positions must be a member by the date of the election as defined by Article 3 section 1.
2. Applicants for Executive Board Positions shall fill out an application and submit it to a staff advisor as specified on the application at least two weeks prior to elections, as provided by the Executive Board. After the deadline all applications will be emailed to all the SUB members for review.
3. Applicants shall list their preferred position on the application, and are allowed to run for one alternate position.
4. If there are insufficient applicants for any Executive Board position, the positions will be appointed by a 2/3 vote of the new Executive Board.
5. Elections shall be held prior to the second week of March in the spring semester.
6. The members of the Executive Board shall be elected by plurality vote via a secret ballot of those voting members of the SUB present. On the day of the elections, each candidate shall make a brief statement to the General Membership regarding their qualifications for the position sought. General membership is encouraged to discuss the candidate, and their qualifications both with and without the candidate present.
7. In the event of a tie, the exiting Executive Board shall break it. If there is still a tie, the staff advisor shall break it.
8. Upon being elected, each new Executive Board Member shall review their individual duties (as stated in the Operating Procedures of the By-Laws) and sign a contract accepting said duties.

Section 9: Vacancies

1. In the event that a position on the Executive Board becomes vacant, the selection process for a replacement shall be one of two types:
 - a. An immediate special election, following the same procedures as outlined in Article IV, Section 8.
 - b. A temporary replacement for the position as deemed appropriate by the Executive Board in the event that an election cannot be held in time.
2. The replacement board member shall serve out the remainder of the term.
3. Upon installation as an Executive Board Member, the replacement shall review their individual duties (as stated in the Operating Procedures of the By-Laws) and sign a contract accepting said duties.

Section 9: Impeachment

1. Any elected Executive Board member who does not reflect the interests of SUB by having missed three (3) unexcused consecutive meetings, or by a reason witnessed by the remaining Executive Board members shall be subjected to impeachment proceedings.
2. The procedure for impeachment is as follows: A motion stating the charge(s) for impeachment of one or more members of the Executive Board must be made in writing to the Executive Board. The motion is then tabled until the next Executive Board meeting to allow time for the charged member(s) to prepare a defense. At the next Executive Board meeting the charge(s) will be repeated and the member will be allowed to state his/her defense to the charge(s). Discussion from the floor will only be allowed after the charges have been read and the member has given his/her defense. The Board, excluding the charged member, shall then vote on impeachment, with a unanimous vote needed to carry the motion. If impeached, a new replacement Executive Board member shall be chosen immediately according to Article IV, Section 8.

ARTICLE V: COMMITTEES

Section 1: Formation

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

Section 2: Subcommittee Chairpersons

1. Subcommittee Chairpersons shall be appointed by and responsible to the Executive Board, and coordinated through the WSH Special Projects Director.
2. Subcommittee Chairpersons must be members of the General Membership, unless otherwise exempted by the Executive Board vote.

ARTICLE VI: OPERATING PROCEDURES

1. The Executive Board may adopt operating procedures to provide more detailed information regarding how these By-Laws shall be implemented.
2. The Executive Board may revise the Operating Procedures as stated below, in order to fulfill the purpose of SUB as stated in Article II.

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

ARTICLE VII: NON-DISCRIMINATION CLAUSE

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

ARTICLE VIII: AMENDMENTS

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

ARTICLE IX: PARLIAMENTARY AUTHORITY

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

ARTICLE X: RATIFICATION

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

OPERATING PROCEDURES OF THE WSH STUDENT UNION BOARD

PART 1 – Executive Board Responsibilities

Section 1: The Executive Director

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

Section 2: The Programming Director

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

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

Section 3: The Administrative Director

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

Section 4: The Finance Director

1. Shall order tickets for all SUB events.
2. Shall be responsible for administering current ticket policy.
3. Shall act as liaison to assist groups with ticketing in WSH, and for SUB sponsored events.
4. Shall arrange ticket sales at ticket outlets, and distribute all tickets to those outlets.
5. Shall, with advisor, reconcile all funds on day of event.
6. Shall deposit all SUB funds.
7. Shall gather all receipts and budget estimates for use on the day of event and for the Advisor.
8. Shall coordinate financial settlement with groups when necessary.
9. Shall present monthly financial statements and prepare a bi-annual financial statement as well as a budget for each program and maintain office budget.
10. Shall handle all receipts.

11. Shall serve as SUB's financial representative to the Student Assembly.

Section 5: The Public Relations Director

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

Section 6: The Operations Director

1. Shall be in charge of fulfillment of administrative policy of WSH.
2. Shall make recommendations to the executive board on current policy.
3. Shall act as liaison to staff and administrators of WSH.
4. Shall be responsible for publicizing all meeting times, dates, and places in conjunction with the Public Relations Director
5. Shall reserve rooms for all General and Executive Board meetings.
6. Shall register the SUB as a campus organization with the Student Activity Office.
7. Shall maintain an ongoing record of programs, events and activities of the Student Union.

Section 7: The Recruitment Director

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

Section 8: The Art Gallery Director

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

Section 9: Funding Director

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

1. Shall be responsible for familiarity with campus cultural trends and needs.
2. Shall be responsible for reporting on all funding requests.
3. Shall be responsible for generating suggestions of groups to fund and offer.
4. Shall be responsible for knowing the general availability of programming space in WSH.
5. Shall be in charge of reporting any additional funding sources outside of the University.

Section 10: WSH Special Projects Director

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

Section 11: The Staff Advisor

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

Section 12: General Responsibilities of the Executive Board

All Executive Board members shall be responsible for:

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

PART 2 – Nonexecutive Responsibilities

Section 1: The Music Coordinator

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

Section 2: The Browsing Library Coordinator

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

Section 3: The Webmaster Position

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

PART 3: Standing Committees

1. Section 1: Pub Committee Purpose:

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

2. Membership

Pub Committee membership shall comprise of:

- a. One non-voting staff member of Dean of Students acting as advisor.
- b. A Pub Director, a position served by the WSH Special Projects Director, whom is elected from members of the Student Union Board.
- c. The SUB Operations Director

- d. General voting members who have attended at least three general body meetings on the subcommittee.
 - e. One ex-officio appointed by each of the following organizations:
 - 1. First Year Class Council
 - 2. Sophomore Class Council
 - 3. Junior Class Council
 - 4. Senior Class Council
 - 5. Cornell Concert Commission
 - 6. Cornell University Programming Board
 - 7. PanHellenic Council
 - 8. Inter-fraternity Council
 - 9. HAVEN
 - 10. Cornell University Student Assembly
 - 11. ALANA
 - 12. Community Center Programs
 - 13. Haven
 - 14. International Students Programming Board
 - 15. Willard Straight Hall Student Union Board
 - f. One non-voting staff member of Cornell Dining
 - g. One voting representative of student employees responsible for the logistics of events within the pub.
- 3. Pub Executive Board**
- a. The Pub Committee shall have its own executive board, which shall meet at least once a week except when Cornell University is not in session.
 - b. Pub Executive Board positions shall be elected internally by the Pub Committee annually.
 - c. Pub Executive Board Positions and Responsibilities:
 - 1. Pub Director (SUB WSH Special Projects Director)
 - i. Will serve as an ex-officio member of the Pub Committee
 - ii. Shall oversee Pub Committee meetings and the Pub Executive Board,
 - iii. Shall handle all complaints and suggestions by members of the Pub Committee
 - iv. Shall administer the Pub Committee Operating Procedures
 - v. Shall act as the official spokesperson for the Pub Committee.
 - vi. Shall report to SUB all actions made by the Pub Committee
 - vii. Must be an active member of the Pub Committee and the Student Union Board for at least one semester prior to appointment.
 - 2. SUB Operations Director
 - i. Shall act as an ex-officio member of the Pub Committee and advise the subcommittee about WSH Building Policy
 - 3. Events Director

- i. Shall be responsible for all aspects of the sub committee-run programs within the Bear's Den, including: the purchase of necessary equipment, personnel, and services; the completion of all forms and approvals; and the selection of all crews and crew heads.
 - ii. Shall assist with the above responsibilities for events held by other student groups within the Bear's Den, and act as a liaison to the organization holding the event.
4. Pub Treasurer
 - i. Shall manage the money allotted to the subcommittee by the Student Union Board, keep record of all purchases and receipts, and shall submit a monthly finance report to the Student Union Board.
5. Pub Secretary
 - i. Shall be responsible for subcommittee minutes, attendance, records, and emails.
 - ii. Shall be responsible for maintaining event calendars.
6. Promotions Director
 - i. Shall be responsible for advertisement of all subcommittee-run programs, and for assisting other student organizations in advertising for their events within the Bear's Den.
 - ii. Shall send out a weekly newsletter of events being held in the Bear's Den, and shall update, or appoint someone responsible for the update of the subcommittee internet communications.
7. DOS Organization Representatives (2)
 - i. Shall represent all organizations outlined in Part 3, Section 1, Subsection e in order to ensure that these organizations' Appendix B guidelines for supporting the Bear's Den are fulfilled in-line with the organizations' mission statements.
8. Staff Advisor
 - i. Shall act as an ex-officio member of the Pub Committee
- 4. Programming**
 - a. The Pub Committee shall be allocated a budget each year by the Student Union Board for the purpose of providing programming in The Bear's Den

PART 4 - Funding Policy

Section 1: Goal

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

Section 2: Guidelines for Funding

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

Section 3: Rights

SUB reserves the right to:

1. Reject any offer for funding
2. Cancel its funding of an event any time prior to the event if it believes that its guidelines are not met.
3. Cancel funding due to violation of the Funding Procedures.
4. Cancel funding at any time due to unreported changes in the event.
5. Cancel funding at any time if it feels the group requesting funding has fraudulently misappropriated SUB funds.

Section 4: Reconciliation

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

PART 5: Operations policy

Section 1: Goal

SUB shall reserve the ability to amend and set building policy for Willard Straight Hall (WSH), and associated areas, in accordance with university policy, to act in a way that fosters the spirit of Willard Straight Hall, and makes best use of the available space. This will be done through the use of a *Statement of Intent*, set to all interested stakeholders in the building. The process for this purpose is as outlined on said "Statement of Intent".

Section 2: Building Policy

1. SUB shall, with the counsel of building and grounds staff set the policy of the following areas, which shall be united under WSH Building Policy:
 - i. Willard Straight Hall
 - ii. Ho Plaza, defined as the pedestrian space south of Sage Chapel and north of the vehicle barricades lining Campus Road.
 - iii. The area of Libe Slope immediately west of the WSH parking lot.
2. SUB shall use this power in a way to best accommodate, in the following order:
 - i. The needs of the Student Body
 - ii. The needs of the Cornell Community
 - iii. The concerns of the Cornell Administration
 - iv. The needs of building staff
3. SUB reserves the right to adjust WSH Building Policy in order to optimize space use and foster the chartered spirit of Willard Straight Hall.
4. SUB reserves the right to levy fines against groups in violation of set WSH Building Policy. Groups in question will have the ability to appeal their case to the vote of the Executive Board.
5. SUB reserves the right to bar organizations from use of the building for a period of time if said organization commits a serious violation of WSH Building Policy. Suspensions of building use by organizations shall only be approved if the organization is given the opportunity to appeal, and the suspension is voted upon by 2/3 of the Executive Board. Suspension of building use by an organization may not exceed one year, and organizations shall meet with SUB after the suspension period has ended.

PART 5: Programming policy

Section 1: Goal

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

Section 2: Programming

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

Section 3: Rights

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

1. If the group in question violates the programming procedures set forth by the WSH Building Policy or any campus policy.
2. If the program in question goes against the student union mission, the spirit of Willard Straight, or any of the building guidelines set above.
3. On the basis of large-scale changes to the nature of the event not approved by an executive vote of SUB.
4. If SUB feels, by vote of the Executive Board, that the event in question is a hazard to the building.
5. If the groups in question negligently disregards SUB policy, building policies or procedures, or develops a history of building misuse or abuse.

PART 7: Office Regulation

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

Section 1: Office Rules and Policies

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

1. Office will not be used as a storage facility.
2. All organizations holding office space in WSH must be a registered student organization.
3. Student groups must understand that the office is a shared space and not safe to store supplies. All items should be secured in office. Willard Straight Hall, Office of the Dean of Students (DOS) and SUB are not responsible for any damaged, stolen, or lost goods.
4. Student groups will follow all University and WSH Building Policy
5. Student groups will respect the privacy of other groups if the office is shared.
6. The SUB reserves the right to remove any group that it finds breaking any rule or policy.
7. Student group will keep their office locked when they are not using it. A key list must be submitted to the appropriate DOS staff member each semester, so that only appropriate members of the organization can gain access to the office.
8. The Executive Director or President may receive a personal key for the office, to be returned to building staff after the end of his or her term. All other organization members must sign the office key from the front desk.
9. The office leases will end at the beginning of every fall semester, and groups must reapply to keep their offices. Current groups in good standing will have a priority, but are not guaranteed to be able to keep an office.
10. Mailboxes for student organizations occupying offices are available for a yearly fee in WSH 401.
11. Phone and computer use is not supplied by WSH – Red-Rover is active in access place.
12. Other rules can be added by a majority vote of the SUB and its Executive Board, and will be emailed to all the student group tenants.

Section 2: Office Availability Notification

When offices are available the following will occur:

1. A notification and application form will be put on the SUB website.
2. A notification email will be sent to the SAO student leader list serve with a link to the SUB website and an application deadline. This deadline can be extended at the discretion of the SUB.
3. The application will include at a minimum the following information:
 - a. The name of the student group with contact information.

- b. In a clear and concise statement, the reasons why the student group needs the office space.
- c. The rules and fees of using an office like computer & phone use.
- d. The signature of their respective President and advisor agreeing to these terms.
- e. Directions on how to submit the application to SUB.

Section 3: Application Review

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

Section 4: Hearing Guidelines

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

Section 5: Allocations Decision Process

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

Section 6: Office Orientation

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

Organizational History

As one of the first college unions in the United States, this Gothic structure was modeled after Hart House at the University of Toronto and bears the name of a Cornell alumnus whose wife was instructed to use his money "...to make Cornell a more human place." It is now considered to be the hub of the university campus activities.

Willard Straight Hall (WSH) supports the events and functions of the many units within the Office of the Dean of Students and building services such as:

- ATM Machines
- Computer Lab
- Cornell Cinema
- Fraternities, Sororities and Independent Living
- Off-Campus Housing
- Student Activities
- Student Support

At 103,000 square feet and 6 floors, WSH is also home to:

- 3 meeting room lofts
- 5th Floor Lounge
- Administrative Offices for the Dean of Students
- Art Gallery
- Dining Facilities (Cascadeli, Ivy Room, Okenshields)
- International Lounge
- Memorial Room
- Music/TV Room
- North Room (dance studio)

Willard Straight Hall Resource Center services include:

- Browsing Library
- Lobby Information Desk
- Mail Room Services
- Ticket Sales

Group Profile

Membership

The Student Union Board currently has 17 members to facilitate all activities within Willard Straight Hall, Ho Plaza, and the Slope.

2014-2016 Cycle Officers

Executive Director	Jung-Ju Lee
Administrative Director	Sammi Wong
Finance Director	Nicholas Joynson
Funding Director	Mona Chen
Operations Director	Shikha Patel
Programming Director	Christine Yu
Public Relations Director	Kristen Crasto
Recruitment Director	Victor Biguma

General Membership

Art Gallery Director	Oscar Reviling
Slope Day Committee Liaison	Claire Zhang
Bear's Den Liaisons	Two Liaisons (Rotated)
Cinema Liaisons	Elijah Weber-Han, Katherine Nachbar
CoffeeHour Liaison	Rotating
Cornell Minds Matter Liaison	Natasha Khodykina
Resource Center Liaison	Molly Broderick
Slope Studio Liaison	Natsuko Suzuki

WSH Student Union Board
2016-2018 Student Assembly Byline Funding Application

2016-2018 Projected Budget

Summary Sheet

Recruitment and Retention	\$500.00
Training Total	\$620.00
Procrastinate	\$2,800.00
Art Gallery Exhibitions	\$2,400.00
Community Dialogue Total	\$700.00
Policy Forums Total	\$400.00
AIDS Week	\$1,800.00
Chilli Cookoff	\$1,240.00
Coffee Hour	\$1,080.00
Dr. T Project	\$820.00
Fireside Chats	\$1,200.00
Lauren Pickard	\$1,500.00
Student Union Reception	\$200.00
Performing Arts	\$600.00
Cinema	\$500.00
Slope Studio	\$2,000.00
Bear's Den	\$6,000.00
Resource Center	\$500.00
External Orgs/Co-sponsor	\$6,000.00
Press Releases/ Newsletter	\$700.00
Equipment	\$900.00
Supplies	\$500.00
Total Projected Expense	\$32,960.00
Proposed Amount per student	\$2.26

Estimated average undergraduate enrollment of 14,550 students (2016-2018)

Breakdown

Recruitment

End-of-the Year Dinner

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$250	1	\$250	15-20	\$250	1	\$250	15-20
Budget Breakdown				Budget Breakdown			

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Clubfest

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$350	2	\$700	300-400	\$50	2	\$100	40-80
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$30	\$300	\$50		\$50			
Standard Posters and Quartercards for the year	Hot Coco/Snow Cones/Popcorn	Cups		Quartercards, Trifold Posters, Craft Material			

Senior Graduation Gifts

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$150	1	\$150	3-6	\$150	1	\$150	3-6
Budget Breakdown				Budget Breakdown			

Training

Management and Equipment Training

Current	Proposed Target			
New Program: Mandatory all-day training for all members to master operational details for building reservations, skills in regulating programming, late-night management training, and handling building equipment. Occurs two times a semester.	Average Cost/Program	#	Total Cost	Attendance
	\$160	2	\$320	30-40
	Budget Breakdown			
	Publicity	Food/Beverage	Supplies/Equip.	Fees
		\$100		\$60
			Lesson Payment to Building Staff	

Policy and Regulations Training Retreat

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Current	Proposed Target			
New Program: Mandatory all-day retreat for members to review building policy and regulations, amend necessary changes to building policy, and fully master all details of policy regulations for Willard Straight Hall, Ho Plaza, and the Slope (reservations, office allocations, postering/chalking, fire code, space use, resolution of scheduling conflicts, policy violations, etc.)	Average Cost/Program	#	Total Cost	Attendance
	\$150	2	\$300	30-40
	Budget Breakdown			
	Publicity	Food/Beverage	Supplies/Equip.	Fees
		\$120	\$30	
		Printed Information and Policy Packets, Giant Poster pads		

Programming

Procrastinate at the Straight

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$270	8	\$2160	250-330	\$350	8	\$2800	450
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$50	\$170	\$50		\$50	\$225	\$75	
1 Sandwich Board Poster & 5 Standard		hands-on, take-home activities		1 Sandwich Board Poster & 5 Standard		hands-on, take-home activities	

Art Gallery Exhibits

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance

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\$245	8	\$1960	80-125	\$300	8	\$2400	150-180
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$20	\$100	\$125		\$75	\$100	\$125	
Standard Posters	2 Cheese-Cracker Plates, Sparkling Water	Cups/Utensils, Gallery/Craft Equipment and Supplies		Sandwich Board Poster, Standard Posters and Popcorn Quartercards	2 Cheese-Cracker Plates, Sparkling Water	Cups/Utensils, Gallery/Craft Equipment and Supplies	

- Many alumni and artists have suggested or asked for an improved reception through better advertising.

Community Dialogue Series

Current	Proposed Target			
New Program: Small town hall style forums to introduce students to the important issues of today and create opportunities for them to discuss the solutions for a better tomorrow in an informal and nonacademic setting (marine pollution, climate change, technological warfare, stem-cell research, gender wage-gap, economic challenges, etc.)	Average Cost/Program	#	Total Cost	Attendance
	\$70	10	\$700	150
	Budget Breakdown			
	Publicity	Food/Beverage	Supplies/Equip.	Fees
	\$10	\$40	\$20	
10 Standard Posters	Coffee and tea	Creamer, Sugar, Cups		

Policy Forum

Current	Proposed Target			
New Program: Forum open to all students	Average Cost/Program	#	Total Cost	Attendance
	\$40	10	\$600	50
Budget Breakdown				

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meant to create a space for the student body to be informed and involved in the policy-making processes of the WSHSUB. Meant to increase transparency and receive feedback in regulating the usage of the building, Ho Plaza, and the Slope and the allocation of spaces for specific purposes.	Publicity	Food/Beverage	Supplies/Equip.	Fees
		\$25	\$15	
		Tea and Coffee	Cups, creamer, sugar	

AIDS Awareness Week

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$1650	1	\$1640		\$1800	1	\$1800	
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
		\$1400	\$240	\$160		\$1400	\$240
		AIDS Quilt	AIDS Quilt Shipping Fee	Memorial Room Banner, Sandwich Board Poster		AIDS Quilt	AIDS Quilt Shipping Fee

- Went over budget supplying quilt

Annual Chili Cookoff

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$1000	1	\$1000	600-800	\$1240	1	\$1240	800
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees

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\$20	\$300	\$680		\$180	\$660	\$400	
12 Standard Posters	Salsa, Chips, Cornbread	2 Silver Plates for Winning Chefs (Vegan & Meat), Festival Decorations, Paper Plates, Paper Boats, Spoons, Tablecloth, Sternos		Memoria 1 Room Banner, 2 Sandwich Board Posters		2 Silver Plates for Winning Chefs (Vegan & Meat), Festival Decorations, Paper Plates, Paper Boats, Spoons, Tablecloth, Sternos	

Coffee Hour

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$47	24	\$1128	70-90	\$60	18	\$1080	120
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$100	\$728	\$300		\$50	\$730	\$300	
Standard Posters and Quartercards for the year	Coffee/Tea, Creamers, Sugar	Cups, Stirrers		Standard Posters for the year	Coffee/Tea, Creamers, Sugar	Cups, Stirrers	

Dr. T Project

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$36	20	\$720	20-30 (full)	\$41	20	\$820	20-30
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
\$80	\$660			\$180	\$32/Program		
2 Sandwich	English Biscuits			Memoria 1 Room	English Biscuits		

WSH Student Union Board
2016-2018 Student Assembly Byline Funding Application

h Boards	and Tea			Banner, 2 Sandwic h Board Posters	and Tea		
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- Sandwich posters are damaged and undersized. Require redesign and reprint.

Fireside Chat Series

Current		Proposed Target			
New Program: Invite faculty, staff, and alumni to hold small fireside chats on topics on leadership, personal growth, career advice, etc.	Average Cost/Program	#	Total Cost	Attendance	
	\$60	20	\$1200	25	
	Budget Breakdown				
	Publicity	Food/Beverage	Supplies/Equip.	Fees	
		\$60			
	Bottled Water, Cheese-Cracker Plate or Smores and Marshmallows				

Lauren Pickard

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attenda nce	Average Cost/Program	#	Total Cost	Attenda nce
\$500 - \$1300	1	\$500 - \$1300	40-500	\$1500	1	\$1500	650
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beve rage	Supplies/E quip.	Fees	Publicity	Food/Beve rage	Supplies/E quip.	Fees
\$0-\$300	\$0 - \$?	\$500 - \$1300		\$500	\$500	\$500	
		T-Shirts, Hotel, Transporta tion, Flowers/Gi fts, Stage, Sound System		Memoria l Room Banner, 2 Sandwic h Boards, 30 Standard Posters, Sun Ad, Ithaca Times Ad	Pizza, Soda	Hotel, Flowers/ Gifts in Memory of Lauren Pickard	

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The funded amount is always allocated towards the sound system rental, stage, food, hotel/transportation costs for the emerging artists who perform, T-Shirts, flowers and gift in for Lauren Pickard in whose memory the Pickard endowment founded this program. There is never enough money left for advertising during most years, which is the major factor behind low turnout for certain years.

Student Union Reception

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$200	1	\$200	100	\$200	1	\$200	150-200
Budget Breakdown				Budget Breakdown			
Publicity	Food/Beverage	Supplies/Equip.	Fees	Publicity	Food/Beverage	Supplies/Equip.	Fees
	\$160	\$40			\$200		
	Finger Sandwiches, Fruit Plate, Cheese-Cracker Plate	Cups/Plates			Finger Sandwiches, Fruit Plate, Cheese-Cracker Plate		

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Funding

Performing Arts Council

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$125	1	\$125		\$600	1	\$600	

Cornell Cinema

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$500	1	\$500		\$500	1	\$500	

Slope Studio

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$3500	1	\$3500		\$2000	1	\$2000	

Bear's Den PUB

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$7000	1	\$7000		\$6000	1	\$6000	

Resource Center

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$600	1	\$600		\$500	1	\$500	

Funding/Co-Sponsorships

Current				Proposed Target			
Average Cost/Program	#	Total Cost	Attendance	Average Cost/Program	#	Total Cost	Attendance
\$50 - \$300	7-8	\$2000		\$150 - \$500	12-15	\$6000	450
Budget Breakdown				Budget Breakdown			

Proposed Allocation: \$6000 (\$4000 to be set aside for late-night programming)

Late Night Fee: \$30/hr. Slated duration of usual late-night events: 3 hrs = \$90/program. \$90 X 8 programs = \$720

Advertising: \$100/program (Ho Plaza sandwich board posters, popcorn bag quartercards, standard posters) X 12 programs = \$1200

Food/Beverages/Equipment: \$340 X 12program = \$4080

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 2016-2018 Student Assembly Byline Funding Application

Publications

Willard Straight Hall Press Releases / Newsletter

Current	Proposed Target			
New Program:	Average Cost/Program	#	Total Cost	Attendance
	\$700	1	\$700	N/A
B-monthly Newsletter to make changes to building policy process transparent and share programming and work being produced in the building with the student body.	Budget Breakdown			
	Publicity	Food/Beverage	Supplies/Equip.	Fees
			\$700	
			Print Material for a Year	

Hypothetical Spending In Lieu of Reduced Funding

In the event that 10% of the budget is cut, the Union Board must do one or more of the following:

- Scale down on Procrastinate events to be shorter and engage fewer students in the later portion of the evening (This is the most important target audience who needs the most support and break from their studies as well as a quick, easy, and free venue to eat on campus).
- Remove the Dr. T Project program, which has always been a popular and fully packed event. It provides a unique opportunity for a faculty member to engage and educate students in a non academic setting and expand their breadth of knowledge. Its success has been the rationale behind implementing the Fireside Chats this year.

In the event that 25% of the budget is cut, the Student Union Board must do one or more of the following:

- Cut funding and attendance for new initiatives such as the Community Dialogue Series and Policy Forums that are critically needed to create an opportunity for the student body to become informed and engaged in campus and global issues.
- Cut funding for Lauren Pickard, an endowment made to the University and delegated to the Student Union Board to implement. This event is in the memory of Lauren Pickard a former Cornell student and member of the Board who passed away shortly after graduating. In memory of her love for music and passion for enabling young artists, this program provides funding and a unique opportunity for new and emerging artists.
- Cut annual events at Willard Straight Hall such as the Chili Cookoff, the only program on campus that brings our dining hall chefs and students together outside of the dining hall and highlight our chefs in appreciation of their skills and efforts.

In the event that 35% of the budget is cut, the Student Union Board must do one or more of the following in addition to the above stated:

- Remove funding for external organizations. Our funding has enabled many small organizations to program events within Willard Straight Hall all the while receiving specifically-tailored marketing and programming assistance to ensure the success of their programs
- Reduce the number of larger-scaled events sponsored by the Student Union Board, such as Casino Night, that have successfully drawn a student attendance of over 600 and exposed them to unique experiences in a safe environment
- Deduct funding significantly to crucial organizations within Willard Straight Hall such as Slope Studio, an extremely successful and unique program on campus that provides free and equal opportunity for students to explore and access art in a setting that provides free lessons, supplies, and support.

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2012-2014 Budget Sheet

Macro Category	Category	Sub-Category	2012-2013	2013-2014	2014-2015	2016-2018
Recruitment	Recruitment and Retention	Team Development 1	\$ 12.04	\$ 178.00	\$ 97.30	
Recruitment	Recruitment and Retention	Team Development 2		\$ 72.45	\$ 76.93	
Recruitment	Recruitment and Retention	Retention Event 1		\$ 85.00	\$ 84.20	
Recruitment	Recruitment and Retention	Retention Event 2		\$ 97.00	\$ 128.39	
Recruitment	Recruitment and Retention	Final Dinner	\$ 240.00	\$ 250.00	\$ 243.24	\$ 250.00
Recruitment	Recruitment and Retention	Club Fest Fall	\$ 200.00	\$ 405.00	\$ 359.29	\$ 50.00
Recruitment	Recruitment and Retention	Club Fest Spring	\$ 200.00	\$ 398.00	\$ 326.79	\$ 50.00
Recruitment	Recruitment and Retention	Graduation Senior Gifts		\$ 176.00	\$ 132.48	\$ 150.00
Training	Training and Development	Management and Equipment Training Fall				\$ 160.00
Training	Training and Development	Management and Equipment Training Spring				\$ 160.00
Training	Training and Development	Policy and Regulations Training Retreat Fall				\$ 150.00
Training	Training and Development	Policy and Regulations Training Retreat Spring				\$ 150.00
Programming	Procrastinate	Procrastinate 1	\$ 150.00	\$ 229.40	\$ 241.49	\$ 350.00
Programming	Procrastinate	Procrastinate 2	\$ 226.00	\$ 253.00	\$ 170.32	\$ 350.00
Programming	Procrastinate	Procrastinate 3	\$ 88.50	\$ 278.63	\$ 352.42	\$ 350.00
Programming	Procrastinate	Procrastinate 4	\$ 239.00	\$ 288.44	\$ 278.31	\$ 350.00
Programming	Procrastinate	Procrastinate 5	\$ 236.00	\$ 277.09	\$ 290.55	\$ 350.00
Programming	Procrastinate	Procrastinate 6	\$ 271.33	\$ 300.00	\$ 204.20	\$ 350.00
Programming	Procrastinate	Procrastinate 7	\$ 271.33	\$ 195.75	\$ 302.30	\$ 350.00
Programming	Procrastinate	Procrastinate 8	\$ 271.33	\$ 227.00	\$ 322.70	\$ 350.00
Programming	Art Gallery Exhibitions	Exhibition 1	\$ 138.00	\$ 178.98	\$ 180.30	\$ 300.00
Programming	Art Gallery Exhibitions	Exhibition 2	\$ 109.00	\$ 172.05	\$ 240.10	\$ 300.00
Programming	Art Gallery Exhibitions	Exhibition 3	\$ 145.00	\$ 142.67	\$ 299.09	\$ 300.00
Programming	Art Gallery Exhibitions	Exhibition 4	\$ 124.00	\$ 122.92	\$ 230.78	\$ 300.00
Programming	Art Gallery Exhibitions	Exhibition 5	\$ 143.00	\$ 134.08	\$ 260.29	\$ 300.00
Programming	Art Gallery Exhibitions	Exhibition 6	\$ 122.00	\$ 148.28	\$ 212.20	\$ 300.00
Programming	Art Gallery Exhibitions	Exhibition 7	\$ 137.00	\$ 139.56	\$ 289.21	\$ 300.00
Programming	Art Gallery Exhibitions	Exhibition 8	\$ 145.00	\$ 167.30	\$ 240.20	\$ 300.00
Programming	Straight Breaks	Straight Break 1	\$ 126.00	\$ 152.29		
Programming	Straight Breaks	Straight Break 2	\$ 132.00	\$ 178.42		
Programming	Straight Breaks	Straight Break 3	\$ 164.00	\$ 132.28		
Programming	Straight Breaks	Straight Break 4	\$ 88.07	\$ 143.00		
Programming	Movies in the Theater	Movies in the Theater 1	\$ 765.00	\$ 349.00		
Programming	Movies in the Theater	Movies in the Theater 2	\$ 750.00	\$ 457.00		
Programming	Sub Cart	Sub Cart 1			\$ 128.00	
Programming	Sub Cart	Sub Cart 2			\$ 107.00	
Programming	Sub Cart	Sub Cart 3			\$ 132.00	
Programming	Sub Cart	Sub Cart 4			\$ 140.00	
Programming	Fueling Station			\$ 371.66		
Programming	Fueling Station			\$ 450.00		
Programming	Community Dialogue	Community Dialogue 1				\$ 70.00
Programming	Community Dialogue	Community Dialogue 2				\$ 70.00
Programming	Community Dialogue	Community Dialogue 3				\$ 70.00
Programming	Community Dialogue	Community Dialogue 4				\$ 70.00
Programming	Community Dialogue	Community Dialogue 5				\$ 70.00
Programming	Community Dialogue	Community Dialogue 6				\$ 70.00
Programming	Community Dialogue	Community Dialogue 7				\$ 70.00
Programming	Community Dialogue	Community Dialogue 8				\$ 70.00
Programming	Community Dialogue	Community Dialogue 9				\$ 70.00
Programming	Community Dialogue	Community Dialogue 10				\$ 70.00
Programming	Policy Forums	Policy Forums 1				\$ 40.00
Programming	Policy Forums	Policy Forums 2				\$ 40.00
Programming	Policy Forums	Policy Forums 3				\$ 40.00
Programming	Policy Forums	Policy Forums 4				\$ 40.00
Programming	Policy Forums	Policy Forums 5				\$ 40.00
Programming	Policy Forums	Policy Forums 6				\$ 40.00
Programming	Policy Forums	Policy Forums 7				\$ 40.00
Programming	Policy Forums	Policy Forums 8				\$ 40.00
Programming	Policy Forums	Policy Forums 9				\$ 40.00
Programming	Policy Forums	Policy Forums 10				\$ 40.00
Programming	AIDS Week		\$ 2,500.00	\$ 1,640.00		\$ 1,800.00
Programming	Big Red Chill		\$ 38.00			
Programming	Casino Night				\$ 1,456.15	
Programming	Chilli Cookoff		\$ 121.00	\$ 947.45	\$ 988.87	\$ 1,240.00
Programming	Charlie & the Chocolate Factory				\$ 198.07	
Programming	Creativity Collective		\$ 86.00			
Programming	Coffee Hour		\$ 1,096.00	\$ 1,074.00	\$ 1,128.24	\$ 1,080.00
Programming	Dr. T Project				\$ 718.73	\$ 820.00
Programming	Fireside Chats			\$ 805.00		\$ 1,200.00
Programming	Laser Tag		\$ 2,500.00			
Programming	Lauren Pickard		\$ 1,000.00	\$ 1,282.59		\$ 1,500.00
Programming	Lift Your Spirit		\$ 164.00			
Programming	Restoration/BBQ					
Programming	Self Defense Class		\$ 300.00			
Programming	Student Union Reception		\$ 186.00		\$ 230.43	\$ 200.00
Programming	Subs with SUB					
Programming	Tree of Warmth		\$ 88.07			
Programming	9/11 Recognition		\$ 241.52			
Funding	Performing Arts	Total	\$ 165.00	\$ 218.23	\$ 123.45	\$ 600.00
Funding	Cinema	Total			\$ 300.00	\$ 500.00
Funding	Slope Studio	Total			\$ 3,500.00	\$ 2,000.00
Funding	Bear's Den	Total	\$ 7,622.00	\$ 7,000.00	\$ 7,000.00	\$ 6,000.00
Funding	Resource Center	Total			\$ 600.00	\$ 500.00
Funding	External Orgs/Co-sponsor	Total		\$ 1,200.00	\$ 2,000.00	\$ 6,000.00
PR	Recruitment Promotion	-		\$ 119.42		
PR	SUB Promotion Materials			\$ 273.00		
Publications	Press Releases/ Newsletter					\$ 700.00
Misc	Equipment		\$ 1,350.00	\$ 200.00	\$ 1,178.00	\$ 900.00
Misc	Supplies			\$ 900.00	\$ 700.00	\$ 500.00
GRAND TOTAL			\$ 22,801.19	\$ 22,809.94	\$ 25,685.02	