



Cornell University



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## **2012-2014 SAF Application Cornell University Program Board (CUPB)**

September 9, 2011

Enclosed:

**Letter to the Undergraduate Student Assembly (1 page)**  
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To the Undergraduate Student Assembly:

The Cornell University Program Board, herein referred to as CUPB, requests the previously allocated \$7.50 per undergraduate student per year. CUPB does not request an increase in funding this year. For the purposes of sensitivity, CUPB asks that the Undergraduate Student Assembly maintain the confidentiality of the figures mentioned herein.

With its current level of funding, CUPB feels that it can continue to meet its goal of providing outstanding performances. Talent costs have continued to rise at least as fast as student capability to pay for attendance, so in order to keep ticket prices low, even in venues like Bailey Hall, it is essential that CUPB maintains the \$7.50 allocation from the Undergraduate Student Assembly. Students across campus have expressed interest in seeing well-known speakers and continually demonstrated that for the right act, they will come out to enjoy our shows in any economy. CUPB wishes to maintain the capability to subsidize great shows that are befitting for the Cornell community, and strives to continue its historic excellence in talent attraction and efficient production. Our funding level will allow us to move forward with the momentum that brought Elie Wiesel, Louis C.K., Keith Olbermann, and Aziz Ansari to Cornell.

With each event, CUPB hopes to maintain its subsidy, making performances economical for the student body. CUPB aims to keep ticket prices affordable for Cornell students as well as to provide additional funding to other Cornell organizations for their programming needs through co-sponsorships. In addition, CUPB will continue to foster relationships with other university organizations and local venues to expand the benefit to the Cornell community by allowing access to an even greater scope of shows.

As in the past, CUPB believes the aforementioned goals are reasonable and will be successfully accomplished. The Cornell University Program Board hopes to use our resources to reach the greatest number of students and Cornell organizations.

Sincerely,

Cameron Breen  
Chairperson

Hannah Westfall  
Administrative Chairperson

## Summary of Request for Funding

The Cornell University Program Board (CUPB) requests the previously allocated \$7.50 per undergraduate student per year. CUPB does not request an increase in funding this funding cycle. With its current level of funding, CUPB feels that it can continue to meet its goal of providing outstanding performances. Talent costs have continued to rise at least as fast as student capability to pay for attendance, so in order to keep ticket prices low, even in venues like Bailey Hall, it is essential that CUPB maintains the \$7.50 allocation from the Undergraduate Student Assembly. Students across the campus have expressed interest in seeing well-known speakers and continually demonstrated that for the right act, they will come out to enjoy our shows in any economy. CUPB wishes to maintain the capability to subsidize great shows that are befitting for the Cornell community, and strives to continue its historic excellence in talent attraction and efficient production. Our funding level will allow us to move forward with the momentum that brought Cornell the work of Aziz Ansari, Louis C.K., Elie Wiesel, Frank Warren, Dan Savage, Keith Olbermann, Luis Fortuño, and more.

In addition to the many shows that CUPB was able to put on in the past two academic years, we were able to assist other Cornell organizations in co-sponsoring events with the Cornell Republicans, Pao Bhangra, and two graduate student organizations, among others. Due to the large number of co-sponsorships and the diversity of shows CUPB has put on, CUPB has been able to tap into a diverse group of the Cornell population, resulting in an increase in general body membership. After a three-year hiatus hosting an event on First Year Parents' Weekend, CUPB feels that it is now in a position to once again have a Parents' Weekend event. CUPB believes that by having a speaker or comedian who caters to a large demographic of people it will provide the first-year students and their parents as well as the rest of the Cornell and Ithaca community with an enjoyable evening. CUPB is extremely excited for Jon Stewart's visit to Cornell this coming October. Additionally, CUPB has had success in the past in bringing an up and coming comedian to perform in Statler Auditorium. By having a smaller show we are able to provide entertainment at a very reasonable price and can make the show accessible to a large majority of students.

CUPB is fortunate to be able to utilize the vast number of venues that Cornell has to offer. CUPB currently feels that Statler Auditorium provides for an intimate evening perfect for smaller programs such as Dan Savage and up and coming comedians like Donald Glover and T.J. Miller. CUPB will continue to host larger events in Bailey Hall as well. Additionally, CUPB will strive to find popular comedians and speakers to perform in Barton Hall once per academic year. CUPB will continue to solicit feedback from the student body regarding program selections.

The projected budgets for the upcoming two-year funding cycle reflect a new strategy for booking. CUPB will strive to bring approximately six shows in each academic year, with four shows in Bailey Hall, one show in Statler Auditorium, and one show in Barton Hall. The projected budget allows for shows of varied size and scope, to cater to the diverse Cornell and Ithaca communities.

Additionally, this budget will be changed to reflect the actual bookings. Depending on availability of speakers with different honorariums, we expect the budget for each show to differ from projections, but this projection gives us the capability to put on a wide variety of size and type shows. Lastly, it preserves the resources to produce at least one show that is free for the Cornell community to attend.

## **Cornell University Program Board Mission Statement and Organization Profile**

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

### **Cornell University Program Board Membership Biography**

2010-2011 Membership Total: 40

2011-2012 Membership Projected Total: 75

The general membership consists solely of Cornell students. Membership is open to both undergraduate and graduate students. General body members aid in selection and serve as volunteers who help with the promotion, production and execution of CUPB events. These members fill a variety of roles leading up to each event. They also assist in day-of-show operations.

To become a member, one must be a registered Cornell student and attend three consecutive general body meetings. To become a member in good standing, a member must attend at least two meetings per month thereafter.

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

CUPB 2011 Executive Board:

Address:

**Chairperson:** Cameron Breen, clb284

**Selection Chair:** Theo Wolf, tbw28

**Production Chair:** James Feld, jsf88

**Administrative Chair:** Hannah Westfall, hew36

**Publicity Chair:** Tajwar Mazhar, tm349

**Hospitality Chair:** Stephen Beemsterboer, smb434

**Advisor:** Joseph Scaffido, jss44

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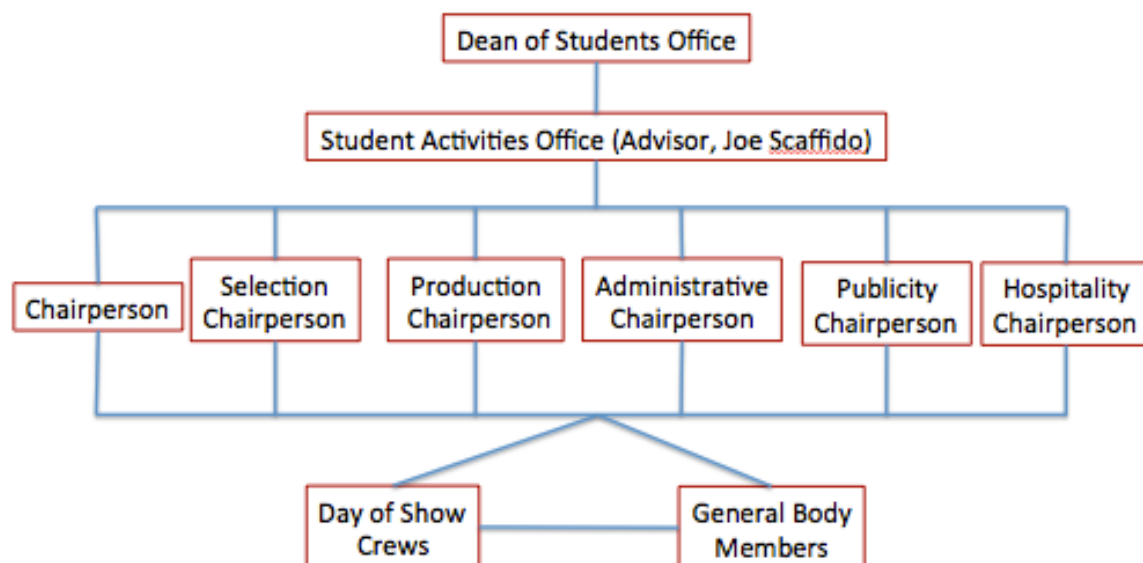
Web: [www.rso.cornell.edu/cupb](http://www.rso.cornell.edu/cupb)

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

The diversity of programs that CUPB brings to Cornell ranges from comedians to leading political figures and commentators. We additionally aim to provide at least one event each year free of charge to all attendees. In the past year, CUPB hosted Aziz Ansari and Keith Olbermann in Bailey Hall, co-produced a speech by Holocaust survivor Elie Weisel in Bailey Hall, and Donald Glover did a stand-up presentation in Statler Auditorium. The Cornell University Program Board offers students subsidized ticket prices as well as the opportunity to purchase the best seats available at performance venues. To do this, tickets are sold exclusively to Cornell students at least one day before being sold to the general public. Ticket prices for both students and for the general public always remain lower than comparable shows at both local venues and larger cities.

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

CUPB additionally aims to designate approximately 5% of our production budget for co-sponsorships in order to alleviate the costs for other Cornell organizations. In the past year, in place of direct funding, CUPB used its experience in production and local connections to alternatively benefit the Cornell community. Over the last two years, CUPB helped team up with the LGBTQ Student Union and Cornell Minds Matter to provide free tickets to Dan Savage and teamed with with Community Center Programs, Residential Programs, and Cornell Minds Matter to produce an event with Frank Warren.



## CUPB History of Events

<b><u>Jon Stewart (October 2011)</u></b>	<b>James Earl Jones</b> (October 2002)
<b><u>TJ Miller (September 2011)</u></b>	<b>Dave Barry</b> (September 2002)
<b><u>Dan Savage (April 2011)</u></b>	<b>Rob Siegel of <i>The Onion</i></b> (April 2002)
<b><u>The Fighter (April 2011)</u></b>	<b>Bob Woodward</b> (March 2002)
<b><u>Keith Olbermann (March 2011)</u></b>	<b>Dave Chappelle</b> (March 2002)
<b><u>Aziz Ansari (February 2011)</u></b>	<b>Kevin Smith</b> (October 2001)
<b><u>Louie C.K (October 2010)</u></b>	<b>Jim Lovell</b> (April 2001)
<b><u>Frank Warren (October 2010)</u></b>	<b>Mike Luckovich</b> (April 2001)
<b><u>Donald Glover (September 2010)</u></b>	<b>Jon Stewart</b> (February 2001)
<b><u>Elie Wiesel (April 2010)</u></b>	<b>80's Rock – <i>Music in the Video Age</i></b> (November 2000)
<b><u>Luis Fortuno (March 2010)</u></b>	<b>Sister Helen Prejean</b> (October 2000)
<b>Bo Burnham</b> (September 2009)	<b>Chuck D</b> (September 2000)
<b>George Pataki</b> (April 2009)	<b>Jay Mohr</b> (April 2000)
<b>Kathleen Madigan</b> (April 2009)	<b>Judy Shepard</b> (March 2000)
<b>Josh Blue</b> (February 2009)	<b>David Breashears</b> (February 2000)
<b>Howie Mandel</b> (October 2008)	<b>Elie Wiesel</b> (November 1999)
<b>Bill Maher</b> (September 2008)	<b>60's Rock -- <i>When the Music Mattered</i></b> (October 1999 & 2001)
<b>Frank Warren</b> (April 2008)	<b>Gloria Steinem</b> (April 1999)
<b>Tracy Morgan</b> (April 2008)	<b>F.W. de Klerk</b> (March 1999)
<b>BJ Novak</b> (March 2008)	<b>Joycelyn Elders</b> (February 1999)
<b>Stephan Colbert</b> (October 2007)	<b>Paula Poundstone</b> (February 1999)
<b>Kevin Smith</b> (September 2007)	<b>Second City Comedy</b> (October 1998)
<b><i>Comedy Central on Campus</i> – Christian Finnegan, Greg Giraldo, and Nick Thune</b> (April 2007)	<b>William B. Davis</b> (October 1998)
<b>George McGovern</b> (April 2007)	<b>John Douglas</b> (May 1998)
<b>Bob Saget</b> (November 2006)	<b>Earvin "Magic" Johnson</b> (February 1998)
<b><i>An Evening of James Taylor</i> – Dave Binder</b> (October 2006)	<b><i>Bye Bye Birdie - A Musical Comedy</i></b> <i>featuring Troy</i>
<b>Michael Ian Black</b> (February 2006)	<i>Donahue</i> (February 1998)
<b>Whoopi Goldberg</b> (October 2005)	<b>Second Hand Dance</b> (October 1997)
<b><i>Back to School With Mr. Belding</i>- Dennis Haskins</b> (September 2005)	<b>Adam Sandler</b> (October 1997)
<b>Jon Stewart (2 shows)</b> (March 2005)	<b>Oliver Stone</b> (September 1997)
<b>Morgan Spurlock</b> (October 2004)	<b>Spike Lee</b>
<b>John Cleese</b> (October 2004)	<b>Jesse Jackson</b>
<b><i>Face Off: an Election 2004 Debate</i> – David Corn and Richard Lowry</b> (September 2004)	<b>Maya Angelou</b>
<b>Dr. Drew Pinsky</b> (April 2004)	<b>Billy Joel</b>
<b><i>A Debate On Gay Marriage</i> – Robert H. Knight and Elizabeth Birch</b> (April 2004)	<b>Dr. Ruth Westheimer</b>
<b>Stephen Lynch</b> (March 2004)	<b>Olympia Dukakis</b>
<b>Margaret Cho</b> (December 2003)	<b>Greg Louganis</b>
<b>Bill Cosby</b> (October 2003)	
<b>Step Afrika</b> (August 2003)	
<b>Sarah Weddington</b> (April 2003)	
<b>Scott Ritter</b> (March 2003)	
<b><i>Civil Liberties Post 9/11 – A Debate Between Nadine Strossen and Pat Buchanan</i></b> (March 2003)	
<b>Tracy Morgan</b> (February 2003)	

**Events in Current Cycle are Bolded and Underlined**

# **Activities, Programming, and Events in the Current Funding Cycle**

## **Current Funding Cycle Summary**

Over the past two years, CUPB has managed to fully overcome the deficit it incurred in 2008. Since that time, we have recruited new membership to the organization. We have also continued to publicize our group to the Cornell community as the premier organization for bringing comedians and speakers to campus. In the past two years CUPB has sold out shows such as Aziz Ansari, Louis C.K., and Donald Glover, demonstrating that our efforts have paid off. We have also given out tickets to capacity for several free shows, including Elie Wiesel, Frank Warren, and Keith Olbermann. CUPB continues to manage its web page, a Facebook fan page, and a Twitter account to advertise its meetings and events.

Due to the success of our shows, we have had the added ability to reach out and help other Cornell organizations in co-sponsoring and co-producing events. Over the past years, we have received an increased number of co-sponsorship requests. And, we continually fund several organizations' annual events. For the first time in recent history, CUPB has also co-sponsored events with graduate student organizations. We have co-produced events with Cornell Minds Matter, Cornell Hillel, Cornell College Republicans, and several other groups, and continue to have positive relations with those organizations. We have also acted in an advisory capacity for large-scale events on campus, using our years of production and promotion experience to allow student groups to have successful events.

## **Recruitment and Retention Activities**

It takes a number of people to plan and execute a CUPB event. Over the past two years, CUPB has taken many strides to increase and maintain membership. Each year we attend Club Fest during Welcome Weekend and heavily recruit new members. When we are tabling for one of our events, we encourage students to stop by our meetings, and by teaming up with similar groups like Cornell Concert Commission, we have brought new members to CUPB. Moreover, we have used co-sponsorships and



co-productions as a way to recruit new members. As an organization, we try and maintain membership by having fun, interactive meetings as well as participating in group activities as a group, such as the “Into the Streets” service day.

### **Selections Process**

Another highlight of being a member of CUPB is the opportunity to contribute ideas of who you would like to see brought to Cornell. Our selections process is coordinated by the Selection Chairperson in conjunction with our advisor, Joe Scaffido, in the Student Activities Office. We designate specific meetings for selections where members can suggest anyone they would like to see at Cornell. The Selection Chairperson also distributes a selections survey for the broader student population. Additionally, our website has a suggestion box. The Selections Chairperson and advisor maintain relationships with talent agencies nationwide and investigate programs that may be appealing to Cornellians. Combining the input of the membership and Cornell students, the Selections Chairperson will price each program and the membership will vote before an offer is put out on an act. CUPB keeps its selections process as transparent as possible in order to satisfy the desires of the entire Cornell community.

**The following five pages (10-14) contain confidential financial information.**

## Co-Sponsorships

MONTH BILLED	GROUP NAME	AMOUNT
<b>2008-2009</b>		
September 2008	Rumi Society	\$200
October 2008	Cornell Democrats	\$100
October 2008	DASH	\$250
October 2008	CAPSU	\$300
<b>TOTAL</b>	<b>4 Groups</b>	<b>\$850</b>
<b>2009-2010</b>		
March 2010	Dusk 'til Dawn	\$250
<b>TOTAL</b>	<b>1 Group</b>	<b>\$250</b>
<b>2010-2011</b>		
February 2011	Whistling Shrimp	\$500
February 2011	Environmental Law (Graduate)	\$750
April 2011	MOAAP	\$350
April 2011	Amber Dance Troupe (Graduate)	\$400
April 2011	Asian Pacific Group	\$400
May 2011	Black Tie Affair	\$300
May 2011	Karl Rove	\$1,500
May 2011	Nigerian Students Group	\$350
May 2011	Pao Bhangra	\$350
<b>TOTAL</b>	<b>9 Groups</b>	<b>\$4,900</b>

## Attendance Figures

<u>Event</u>	<u>Date</u>	<u>Venue</u>	<u>Tickets Sold/Distributed</u>	<u>Total Number of Attendees</u>
<b>Fall 2008</b>				
Bill Maher	9/28/08	Barton Hall	2450	2271
Howie Mandel	10/24/08	Barton Hall	1633	1526
<b>Spring 2009</b>				
Josh Blue	2/13/09	State Theater	N/A	N/A
Kathleen Madigan	4/4/09	State Theater	N/A	N/A
George Pataki	4/14/09	Bailey Hall (Free)	approx. 800	approx. 650
<b>Fall 2009</b>				
Bo Burnham	9/21/09	Bailey Hall	1157	981
<b>Spring 2010</b>				
Luis Fortuño	3/8/10	Bailey Hall (Free)	approx. 900	approx. 750
Elie Wiesel	4/29/10	Bailey Hall (Free)	1250 (sell out)	1250 (sell out)
<b>Fall 2010</b>				
Donald Glover	9/25/10	Statler Auditorium	700 (sell out)	575
Frank Warren	10/19/10	Bailey Hall (Free)	1250 (sell out)	approx. 900
Louis C.K.	10/24/10	Bailey Hall	1248 (sell out)	1170
<b>Spring 2011</b>				
Aziz Ansari	2/5/11	Bailey Hall (2 Shows)	2453 (both shows sold out)	2204
Keith Olbermann	3/29/11	Bailey Hall (Free)	1250 (sell out)	approx. 800
The Fighter	4/3/11	Statler Auditorium (Free)	approx. 400	approx. 300
Dan Savage	4/11/11	Statler Auditorium (Free)	700 (sell out)	approx. 650

Note: Attendance figures were not reported from State Theater shows (*Josh Blue* and *Kathleen Madigan*) because CUPB acted only as a group assisting in production.

Note: Attendance for free shows was approximated as ticket scanners were not used so no exact calculation of tickets handed out and attendees could be determined.

Additionally, “sell out” for free shows means that a capacity amount of tickets were handed out.

# Financial Projections

2011-2012  
CUPB Projected Budget

<b>2011 - 2012 Income</b>		
SA Allocation	\$7.50 x 13,000	\$97,500.00
GPSA Allocation	\$3.55 x 6000	\$21,300.00
2010-2011 Rollover		\$12,031.91
<b>Total Budget</b>		<b>\$130,831.91</b>

<b>Fall 2011 Expenditures</b>		
<b>Performance</b>		<b>Subsidy</b>
TJ Miller	Statler	\$8,000.00
Jon Stewart (2 Shows)	Barton	\$45,000.00
Show 3	Bailey	\$15,000.00
<b>Fall 2011 Total</b>		<b>\$68,000.00</b>

<b>Spring 2012 Expenditures</b>		
<b>Performance</b>		<b>Subsidy</b>
Show 3	Bailey	\$20,000.00
Show 4	Statler	\$10,000.00
Show 5	Bailey	\$20,000.00
<b>Spring 2012 Total</b>		<b>\$50,000.00</b>

<b>Year-round Expenditures</b>	
Cosponsorships	\$5,000.00
General Expenses	\$5,000.00
<b>Total Year-round Expenses</b>	<b>\$10,000.00</b>

**Total Expenses** **\$128,000.00**

<b>Summary of 2011-2012 Expenses</b>	
<b>Income</b>	<b>\$130,832</b>
<b>Expenses</b>	<b>\$128,000</b>
<b>Rollover</b>	<b>\$2,832</b>

## Financial Projections, con't.

2012-2013  
CUPB Projected Budget

<b>2012 - 2013 Income</b>		
SA Allocation	\$7.50 x 13,000	\$97,500.00
GPSA Allocation	\$3.55 x 6000	\$21,300.00
2011-2012 Rollover		\$2,832.00
<b>Total Budget</b>		<b>\$121,632.00</b>

<b>Fall 2012 Expenditures</b>		
<b>Performance</b>		<b>Subsidy</b>
Show 1	Bailey	\$18,000.00
Show 2	Barton	\$30,000.00
<b>Fall 2012 Total</b>		<b>\$48,000.00</b>

<b>Spring 2013 Expenditures</b>		
<b>Performance</b>		<b>Subsidy</b>
Show 3	Bailey	\$25,000.00
Show 4	Statler	\$10,000.00
Show 5	Bailey	\$20,000.00
<b>Spring 2013 Total</b>		<b>\$55,000.00</b>

<b>Year-round Expenditures</b>	
Cosponsorships	\$5,000.00
General Expenses	\$5,000.00
<b>Total Year-round Expenses</b>	<b>\$10,000.00</b>

**Total Expenses** **\$113,000.00**

<b>Summary of 2012-2013 Expenses</b>	
<b>Income</b>	<b>\$121,632</b>
<b>Expenses</b>	<b>\$113,000</b>
<b>Rollover</b>	<b>\$8,632</b>

## Financial Projections, con't.

2013-2014  
CUPB Projected Budget

<b>2013 - 2014 Income</b>		
SA Allocation	\$7.50 x 13,000	\$97,500.00
GPSA Allocation	\$3.55 x 6000	\$21,300.00
2012-2013 Rollover		\$8,632.00
<b>Total Budget</b>		<b>\$127,432.00</b>

<b>Fall 2013 Expenditures</b>		
<b>Performance</b>		<b>Subsidy</b>
Show 1	Bailey	\$20,000.00
Show 2	Statler	\$8,000.00
Show 3	Barton	\$35,000.00
<b>Fall 2013 Total</b>		<b>\$63,000.00</b>

<b>Spring 2014 Expenditures</b>		
<b>Performance</b>		<b>Subsidy</b>
Show 3	Bailey	\$20,000.00
Show 4	Statler	\$12,000.00
Show 5	Bailey	\$18,000.00
<b>Spring 2014 Total</b>		<b>\$50,000.00</b>

<b>Year-round Expenditures</b>	
Cosponsorships	\$5,000.00
General Expenses	\$5,000.00
<b>Total Year-round Expenses</b>	<b>\$10,000.00</b>

**Total Expenses** **\$123,000.00**

<b>Summary of 2013-2014 Expenses</b>	
<b>Income</b>	<b>\$127,432</b>
<b>Expenses</b>	<b>\$123,000</b>
<b>Rollover</b>	<b>\$4,432</b>

# Constitution, Charter, and Bylaws

## *Cornell University Program Board Constitutional By-Laws*

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

### ARTICLE I - NAME

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

### ARTICLE II - MISSION

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

### ARTICLE III - MEMBERSHIP

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

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

3.3 Voting Members

All voting members are required to assist in the preparation and execution of CUPB events.

Failure to fulfill these duties shall lead to revocation of voting rights. At the recommendation of any Executive Board member, the Executive Board may revoke voting rights with a majority vote.

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

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

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

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

3.4 Non-voting Members

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

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

### ARTICLE IV - PROGRAMMING POLICY

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

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

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

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

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

4.6 Allocation of Funds

- (a) Funds shall not be directly appropriated for charity or to any candidate running for political office.
  - (b) Funds shall not be allocated for the personal benefit of individual students.
  - (c) For those events directly subsidized by the Student Activities Fee, funds shall be allocated in accordance with the Student Assembly Guidelines.
- 4.7 CUPB shall be required to provide at least four events per academic year to the Cornell community. CUPB will attempt to make two of the minimum four events lectures and at least two of the minimum four events must be entertainment events. CUPB will strive to make at least one event free.
- 4.8 CUPB may co-sponsor events with other Cornell University organizations. CUPB shall make an effort to spend up to 5% of annual budget for co-sponsorship.

#### ARTICLE V - OFFICERS

5.1 The officers of CUPB shall be as follows:

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

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

5.3 The duties of the officers shall be as follows:

(a) Chairperson

1. To conduct all Executive and General Board meetings of CUPB;
2. To prepare an agenda for those meetings and to make it available to all members at the meetings;
3. To moderate all discussion during meetings;
4. To appoint an acting chairperson for any meeting which he/she cannot attend;
5. To call special meetings as he/she deems necessary;
6. To appoint ad hoc teams;
7. To appoint CUPB representatives to other organizations;
8. To coordinate incoming requests for co-sponsorships.
9. To recruit new members for CUPB;
10. To excuse members from Executive Board and General Board meetings;
11. To issue warnings to those members whose voting rights are in jeopardy for three (3) unexcused absences from General Board meetings in one (1) semester;
12. To promote the existence of CUPB to the greater Cornell community.

(b) Selection Chairperson

1. To organize and lead a selection team that shall recommend lectures and entertainment events to the voting membership and conduct surveys of the Cornell community;
2. To present the recommendations of the Selection Team and all relevant information to the voting membership;
3. To serve as the liaison between CUPB and the agents representing the performers;
4. To arrange for the reservation of venues for CUPB events;
5. To prepare detailed program information, including budget, for the presentation to the voting membership;



6. To write thank-you letters to performers and to all those individuals and organizations outside CUPB that contributed to the execution of an event.

(c) Production Chairperson

1. To serve as the liaison between CUPB and Environmental Health and Life Safety, Cornell Police, Risk Management and Insurance, the staffs of venues, and other relevant organizations for the execution of CUPB events;
2. To coordinate Board members' participation at events;
3. To arrange for the light, sound, and other equipment that may be necessary for the execution of events;
4. To ensure that all aspects of technical riders in contracts entered into by CUPB are fulfilled;

(d) Administrative Chairperson

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

(e) Publicity Chairperson

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

(f) Hospitality Chairperson

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

#### 5.4 Officer Elections

(a) In order to qualify to run in an election, a candidate must have attended CUPB meetings in both the Fall and Spring semesters prior to the election, unless not on campus during one of the semesters. If no qualified candidate is nominated for a given position, the CUPB executive members may vote to extend nominations to all voting members.

(b) In order to vote in an election, a person must be a voting member who has attended at least 75% of the meetings in the fall semester up until the election.

(c) The election of all officers shall be by a majority vote of all voting members of CUPB present at the designated General Board meeting. Primary elections may take place if more than two candidates are running for an office to ensure a majority vote;

- (d) Proxy votes will be permitted and should be submitted to any present officer prior to the designated General Board meeting.
- (e) Candidates may run in absentia by leaving statement of intent with the Chairperson.
- (f) Nominations will be accepted at any time during the one (1) week period preceding elections and shall be open to all qualified voting members of CUPB. Candidates may be nominated and run for more than one office but can only hold one office.
- (g) Officers should be elected in the order designated in Article 5.1.
- (h) Elections for new officers shall be held at least four weeks before the last day of classes in the fall semester.- The newly elected officers shall assist the current officers as part of training for the remainder of spring semester.
- (i) Our future election process will no longer center around the academic calendar. Newly elected officers' terms will be spring to fall.
- (j) If an officer is unable to complete his/her term, he/she shall immediately inform the Executive Board. A special election will be held to fill the office.

#### 5.5 Impeachment of Officers

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

#### ARTICLE VI - MEETINGS

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

#### ARTICLE VII - OPERATIONAL PROCEDURES

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

#### ARTICLE VIII - RATIFICATION AND AMENDMENTS

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

8.3 These By-Laws and any amendments to them must be approved by the Student Assembly.

#### ARTICLE IX - CO-SPONSORSHIPS

9.1 Any Cornell University organization is eligible to request a co-sponsorship from CUPB to assist in their events.

##### 9.2 Procedure

(a) A representative from the requesting organization must present information about their event at an Executive Board meeting. This presentation must include an itemized list of expected expenses and a CUPB co-sponsorship form. The executive board is the first hearing board and, based on co-sponsorship guidelines, decides if the proposal goes to the general board.

(b) If the proposal goes before the General Board, after discussion, a CUPB member must make a motion to either grant or dismiss the request, and representatives of the requesting organizations may not be present for the procedures. If the request was for financial assistance, then a motion to grant the request must specify a dollar amount.

(c) This motion must then be seconded by another CUPB member. A simple majority is required to pass or to deny the motion.

(d) The Chairperson has the responsibility of notifying the requesting organization of the Board's decision within one (1) week of the vote.

#### ARTICLE X - VOTING PROCEDURES

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

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

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

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

#### ARTICLE XI – NON-DISCRIMINATION CLAUSE

11.1 CUPB shall not discriminate on the basis of actual or perceived age, color, disability, ethnicity, gender identity or expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or any combination of these factors when determining its membership and when determining the equal rights of all general members and executive board members, respectively, which shall include, but are not limited to, voting for, seeking, and holding positions within CUPB.