

Cornell University Student Assembly

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2014 - 2016 Undergraduate SAF Application Form

Checklist for Application

Table with columns Applicant and Office. Rows include Preliminary Items Due 4pm, April 25, 2013 (Eligibility Checklist, Dollar request, Petition signatures) and Final Attachments Due 4pm, September 13, 2013 (Constitution, Mission Statement, Group Profile, Summary of request, Financial Statements, Projections). Includes Office Use Only section with Received by, Date Received, and Sigs Checked.

Applicant Organization/Program Name: Class Councils

Primary Contact Name: Robert Callahan

Secondary Contact Name: Asir Khan

Address: 305 Thurston Ave Ithaca, NY 14850

Address: 305 Thurston Ave Ithaca, NY 14850

Phone: (347) 989-5996 Email: rpc175

Phone: (304) 904-8869 Email: ak653

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

Representative: Robert Callahan (print name), [Signature] (signature), 4/23/13 (date)

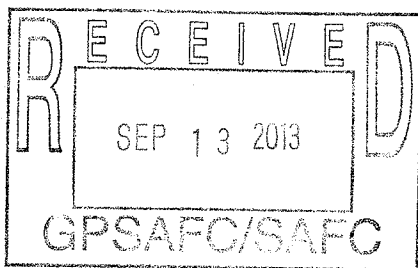
Student Assembly Byline Funding Eligibility Checklist

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

	Applicant Initials	Staff Use Only
Required for All Applicants		
Directly and primarily serves/benefits the entire undergraduate Cornell community	RPC	_____
Allows all students equal access to services and/or participation	RPC	_____
Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two	RPC	_____
Required for Applicants Who Are Not Currently Receiving Byline Funding		
If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students	_____	_____
May Be Waived By Student Assembly with Approval of University President		
Is registered with the Student Activities Office	RPC	_____
Is student-directed and student-led	RPC	_____
Has Cornell operating account with internally controlled funds	RPC	_____
Has a Cornell-employed advisor with oversight of Cornell funds	RPC	_____
Has received funding from a unit at Cornell university in each of the last two semesters	RPC	_____

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

President:	Robert Callen	Robert P. Callen	4/23/13
	(name)	(signature)	(date)
Treasurer:	Richard Horgan	[Signature]	4/24/13
	(name)	(signature)	(date)
Advisor:	Jennife Davis	Jennife Davis	4/23/13
	(name)	(signature)	(date)



Cornell Class Councils

Byline Funding Application 2014-2016

September 12, 2013

LETTER OF INTENT

Office of the Assemblies
Cornell University
Ithaca, NY 14853

Dear Vice President Mr. Block,

Please find the enclosed copy of the Class Council's by-line funding request. Please accept this document as our funding request to increase our current funding allotment from \$2.50 to \$2.90. The main text should include all of the information you have requested. Our funding request includes all four undergraduate class councils.

The Cornell Class Councils are one of the only organizations on campus that every student is a member. Class Councils' mission is to foster a sense of unity and pride within each of Cornell University's four undergraduate classes, as well as Cornell as a whole, during the four years students are on campus. The sense of unity and pride shall be fostered through a series of events and programming designed to appeal to the diverse nature of our campus community.

Class Councils' goals are to have events that are unifying in nature, either with school or class spirit in mind. For the past few years we have offered a combination of class programs and interclass events. We look forward to being able to maintain our level of engagement in campus and to give each Cornellian the best time they can on the Hill.

Please do not hesitate to contact us with any questions, concerns, or needs for additional information. Thank you for your consideration.

With Fond Regards,

Robert Callahan
Sr. Class President
Class of 2014

Greg Braciak
VP of Finance
Class of 2014

Veronica Dagostino
Jr. Class President
Class of 2015

Jon Lowry (jl2867)
Soph. Class President
Class of 2016

SUMMARY OF REQUEST FOR FUNDING

Currently Class Councils receive an allocation of \$2.50 per student. This funding has allowed us to provide many programs and events that foster class and school unity. Additionally, it is critical for class councils to continue to support campus-wide initiatives such as Pub Programming, Cornell Caring Community events and mental health initiatives. As suggested, we have decided to maintain one budget to support traditions and events throughout a person's four year experience at Cornell versus dividing our allocation equally by class. This strategic plan will enable us to serve Cornellians better and engage students at optimal times in their four year experience at Cornell. Three factors remain critical in our success; good planning, student readiness and financial support. Through on-going training and assessment we are confident our event execution is solid and well thought out. Student readiness depends on what phase of student development Cornellians are experiencing. In general, New Students need a lot of events to connect to the University as their identity is about becoming a Cornellian. Sophomores are engaged in their developing social circles, such as Greek Life, clubs and activities. Juniors are focused on building their resumes and attaining experiences that will help them in the future and Seniors are reminiscing about their days on the hill and re-engaging with classic Cornell traditions and activities. Finally, financial support is essential in bring together events at the right time for Cornellians. Due to our focus on the Cornell four year experience, our current allocation is not sufficient. Specifically we wish to support the following initiatives that have dwindled in the past due to competing priorities and little funding.

- **Class Givebacks:** Cornellians are known for their services to our community and the broader Ithaca Community. Each class seeks to develop a class service or philanthropy. Funds in this area would be used for logistics (travel), supplies and event costs. An example of how The Class of 2016 implemented this idea last year was to promote early reading by going to local libraries and holding reading sessions with 3-7 year olds. After the readings of the book Clifford, the BIG RED Dog, the children were able to take the book home. This was supported by a one-time donation from a parent.
- **First Years on the Field:** Having Homecoming on the same day as First Years on the Field has increased our cost due to waning sponsorship support. Sponsors are supporting Homecoming and Class Councils are now left with paying the full amount of funds needed to complete this program.
- **Senior on the Field:** A lost tradition for the past 5 years, we seek to revive this 100+ year old tradition. Again, the loss was due to limited funds and competing priorities.

- **Class Ice Cream Flavors:** This has been a long standing tradition with Cornellians throughout the years. Since the closing of the Dairy Bar in recent years, this tradition has taken a hiatus. The Dairy Barn is open this Fall and can have production of class flavors by Spring Break, we seek to re-implement this fun tradition.
- **Junior/Senior Events:** To help create more of an upperclass experience for our older students, we would like to initiate an event where Seniors and Juniors can celebrate being upperclassmen. We are aiming for the Spring Semester when most Seniors Juniors are 21, therefore allowing us to serve alcohol. Serving alcohol also comes with great responsibility. We must provide substantial food and have the event catered by Cornell Catering. Both of these regulations are costly, hence our significant request in this area.

We are requesting additional money to support these initiatives.

MISSION, OFFICERS, MEMBERS, HISTORY

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

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

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

CLASS COUNCIL ROSTER

POSITION	2014	POSITION	2015
President	Rob Callahan, rpc75, 347-989-5996	President	Veronica Dagostino, ved7, 786-405-2522
Executive VP	April Manhertz, anm77, 203-285-0477	Executive VP	Sydney Reade, sdr53, 516-297-7090
VP - Finance	Gregory Braciak, gab77, 407-718-5694	VP - Finance	
VP- Admin	Amrita Rao, ar557, 617-780-8853	VP- Admin	
VP- Public Rela	Michael Perry, mbp53, 914-582-4274	VP- Public Rela	Alan Dorsinville, ad588, 484-334-5370
VP Promotions	Le Do, mld94, 617-671-8671	VP Promotions	Brandon Pierotti, bgp27, 603-546-8395
Rep: A&S	Nick Perez, nrp34, 703-300-1881	Convocation	Rachel Gerber, rpg49, 631-338-4095
Rep: CALS	Cheryl Cho, cgc65, 914-500-3167	Member-at-large	Lena Liu, lgl38, 334-707-6874
Greek Liaison	Tate Lavitt, thl29, 917-922-4497	Member-at-large	Ali Schur, abs255, 914-400-9990
Greek Liaison	Julia Kosineski, jvk8, 518-225-6747	Member-at-large	Olivia Obodoagha, noo4, 559-367-7823
Rep: Engineering	Rivu Dey, rd325, 716-536-3051	Member-at-large	Renee Black, rob33, 347-957-0071
Rep: Engineering	Maegan Porpora, mmp84, 978-9064029	Member-at-large	Rachel Price, rdp77, 516-233-9914
Convocation Chair	Jennifer Lee, jjl254, 201-220-9184	Member-at-large	Alexander Gimenez, ajg322, 305-607-8962
Commencement	Ashley Dimond, asd77, 303-547-0912	Member-at-large	Omari Powell, ojp3, 678-313-5746
Athletic Liaison	Justin Stamp, jws334, 401-345-5999	Member-at-large	Xiao Xu, xx56, 585-478-6732
Transer Liaison	Mike Lemm, msl273, 630-967-4839	Member-at-large	Teresa Danso-Danquah, tod8, 347-920-1513
Philanthropy	Kristina Deighan, kcd43, 973-296-1831	Member-at-large	Bianca Rodriguez, bmr87, 940-782-6531
Philanthropy	Austin Opatrny, abo27, 646-413-9886	Member-at-large	Dellen Wallace, dw393, 973-255-6164
Alumni Liaison	Christina Eng, cje33, 908-656-0574	Member-at-large	Brenda Imo, bui2, 607-379-0632
Zinck's Chair	Aasir Khan, ak635, 304-904-8869	Member-at-large	Lindsay Hochberg, lbh46, 516-993-2494
Zinck's Chair	Andrew Newman, amn58, 607-575-3377	Member-at-large	Hannah Kremer, hek34, 516-528-5526
Zinck's Chair	Sheila Crowell, smc334, 609-658-5673		
Senior Days	Kesha Parchment, kgp32, 347-456-5901	POSITION	2017
Senior Days	Emily Mayo, eem55, 252-717-5810	Member-at-large	Rachel Chu, rcl339
Senior Days	Sean Page, sp655, 301-312-9393	Member-at-large	Jennine Whelan, jkw88
Member-at-large	Dylan McNally, drm247, 717-201-1150	Member-at-large	Lona Sharpstene, Ls484
Member-at-large	Rob Long, rdl73,	Member-at-large	Phylly Knight, pck44
Member-at-large	Aimee Takamura, art67, 808-351-1140	Member-at-large	Daniel Huang, dh438
Member-at-large	Jacqueline Crews, jkc78, 914-844-4962	Member-at-large	Cleo Siderides, ccs78
		Member-at-large	Cody Goldsmith, csg74
		Member-at-large	Rie Seu, rjs468
		Member-at-large	Caroline Kaye, cnk33
		Member-at-large	Bridget Doolittle, bkd32
		Member-at-large	Alice Zhang, gz74
		Member-at-large	Stephanie Chow, shc235
		Member-at-large	Isabel Luo, yl643
		Member-at-large	Kristen Vilcars, kmv48
		Member-at-large	Yezy Lim, yl647
		Member-at-large	Hannah Kim, hhk42
		Member-at-large	Alexandra Carino, agc49
		Member-at-large	Nabiha Keshwani, nk444
		Member-at-large	Alyannah Kassam, ak698
		Member-at-large	Lauren Lang, lel79
		Member-at-large	Danielle Weinstein, dsw236
		Member-at-large	Rondeline Williams, rmw237
		Member-at-large	Shikha Patel, ssp96
		Member-at-large	Joshua Lieberman, jl973

Director of Class Councils: Jennifer Davis, jd49 (o) 607- 255-5217, (c) 607-592-2121 (h) 607-844-4449

SUMMARY OF ACTIVITIES

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

Traditions

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

Social Events

- Events at local establishments, attendance varies between 100-300.
- Senior Zinck's Club, attendance varies between 100-300, events are held every other Thursday.
- Karaoke, attendance varies from 50-150 depending on facility.
- Bowling, usually less than 100 due to lane and shoe limits, Helen Newman Lanes
- Coffeehouses, attendance between 75-200 depending on facility and food.
- Ice Times, attendance between 150-300 open ice time for specific classes.
- Talent Shows, attendance between 150 and 250, usually a first year event, but not always.
- Game Nights, varies between 50-150 people, usually and underclass event.
- Theme Nights- Halloween, Valentine's, Chocolate Night, usually a few hundred in attendance
- Comedy Nights, Performance shows (Hypnotist) attendance between 300-800 depending on comic.
- Food Giveaways, often pancakes or some similar food, just to build spirit during the long days of inert.

Philanthropy events

- Battle of the late night foods, attendance 2000. People donated money to charity over 600 dollars

Promotional Events

- Class Ice-cream Flavor- each class developed their own flavor at Cornell Dairy Store
- Hockey Ticket Give away- Each council raffles off a pair of tickets to each game
- Food give a ways in conjunction with advertising- cotton candy, popcorn, etc., usually on Ho plaza or WSH
- Class Pictures- Each class gathers on the slope and has their picture taken in the shape of their class year. This only happens once or twice in their four years usually freshman and senior.

Co-Sponsored Events

- World's Fair- 2000 in attendance , a showcase of cultural groups on campus
- Homecoming, attendance 1000-4000 depending on the year, often classes will combined funds to have one big giveaway.
- Cover Africa
- Cornell Caring Community/Lift Your Spirits!

School/Class Spirit Events

- Athletics Sponsorship- We sponsor tickets to kickoff at football games, shootouts at hockey games, foul shots at basketball and promotion of the big red zone. Attendance 1000

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

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

Connection Events

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

HISTORICAL ('10-'13) INCOME STATEMENTS

2010-2011			
Revenue			
SAF Income		\$	32,400.00
Rollover		\$	5,521.89
Zinck's Card		\$	12,330.00
President's Reception		\$	3,040.00
Screen on the Green		\$	1,250.00
Alumni Affairs		\$	2,000.00
5% reserve		\$	-
True Up		\$	-
Total Revenue		\$	56,541.89
Expenses			
Class of 2011		\$	25,287.27
Class Specific Event	\$ 22,577.27		
Class Councils Event	\$ 491.00		
Promotions	\$ 1,719.00		
Admin	\$ 500.00		
Class of 2012		\$	10,704.52
Class Specific Event	\$ 5,623.74		
Class Councils Event	\$ 491.00		
Promotions	\$ 4,089.78		
Admin	\$ 500.00		
Class of 2013		\$	10,195.89
Class Specific Event	\$ 4,675.89		
Class Councils Event	\$ 1,010.00		
Promotions	\$ 4,010.00		
Admin	\$ 500.00		
Class of 2014		\$	7,002.65
Class Specific Event	\$ 2,369.26		
Class Councils Event	\$ 1,251.00		
Promotions	\$ 2,882.39		
Admin	\$ 500.00		
Total Expenses		\$	53,190.33
Net Income		\$	3,351.56
Beginning Account Balance (Previous Rollover)		\$	5,521.89
End Account Balance (Future Rollover)		\$	3,351.56

2011-2012			
Revenue			
SAF Income		\$	31,677.00
Rollover		\$	3,351.56
Zinck's Card		\$	7,070.50
President's Reception		\$	3,654.48
5% reserve		\$	1,580.00
True Up		\$	448.00
Total Revenue		\$	47,781.54
Expenses			
Class of 2012			\$ 22,232.45
Class Specific Event	\$ 20,305.90		
Class Councils Event	\$ 438.70		
Promotions	\$ 817.98		
Admin	\$ 669.87		
Class of 2013			\$ 7,824.55
Class Specific Event	\$ 6,523.45		
Class Councils Event	\$ 422.21		
Promotions	\$ 619.69		
Admin	\$ 259.20		
Class of 2014			\$ 7,525.42
Class Specific Event	\$ 4,922.04		
Class Councils Event	\$ 483.70		
Promotions	\$ 1,718.16		
Admin	\$ 401.52		
Class of 2015			\$ 6,045.90
Class Specific Event	\$ 3,474.24		
Class Councils Event	\$ 422.21		
Promotions	\$ 1,858.25		
Admin	\$ 291.20		
Total Expenses		\$	43,628.32
Net Income		\$	4,153.22
Beginning Account Balance (Previous Rollover)		\$	3,351.56
End Account Balance (Future Rollover)		\$	4,153.22

		2012-2013			
Revenue					
	SAF Income			\$	31,675.00
	Rollover			\$	4,101.57
	Zinck's Card			\$	9,820.00
	President's Reception			\$	1,255.00
	5% reserve			\$	1,667.00
	True Up			\$	530.00
Total Revenue				\$	49,048.57
Expenses					
	Class of 2013			\$	21,202.60
	Class Specific Event	\$ 18,524.85			
	Class Councils Even	\$ 1,346.57			
	Promotions	\$ 245.87			
	Admin	\$ 1,085.31			
	Class of 2014			\$	10,684.75
	Class Specific Event	\$ 7,492.25			
	Class Councils Even	\$ 1,346.57			
	Promotions	\$ 653.67			
	Admin	\$ 1,192.26			
	Class of 2015			\$	10,004.26
	Class Specific Event	\$ 5,603.89			
	Class Councils Even	\$ 1,865.34			
	Promotions	\$ 1,092.77			
	Admin	\$ 1,442.26			
	Class of 2016			\$	8,165.49
	Class Specific Event	\$ 4,633.72			
	Class Councils Even	\$ 1,865.34			
	Promotions	\$ 160.00			
	Admin	\$ 1,506.43			
Total Expenses				\$	50,057.10
Net Income					
				\$	(1,008.53)
Beginning Account Balance	(Previous Rollover)			\$	4,101.57
End Account Balance	(Future Rollover)			\$	(1,008.53)

HISTORICAL ('10-'13) EVENT BREAKDOWN

2010-2011				
Less detail was kept before the last By-Line Cycle				
Class of 2011				
<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>
Procrastinate at the Straight		683.59	300	
Zinck's		7913.68	685	
Senior Kickoff		2250	800	
President's reception		6425	640	
Senior Week Sponsorship		5000		
Class of 2012				
<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>
Red Bull/Super Mash		355.81	175	
Dinos Homecoming Night		549.69	500	
JO's Night		23.65	200	
Holiday Celebration		452	750	
Procrastinate at the Straight		618.6	300	
Root Beer Floats		536.61	250	
Screen on the Green		2872.37	200	
Class of 2013				
<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>
Procrastinate at the Straight		2261.89	475	
Homecoming		2414	1500	
Class of 2014				
<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>
First Year Follies		647.78	400	
Battle of the Freshmen 14		120.45	30	
Recyclemania		209.85	410	
BBQ	29-Apr	273.64	500	
BBQ	10-May	1117.54	1000	
Class Council				
<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>
Homecoming		723	1500	
Valentines Day Dance(Fr/So)		1520	500	
Battle of the Late Night Foods		1000	1000	

2011-2012

Class of 2012

<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>	
Zinck's	ongoing	\$ 3,566.64	1250	Zinck's Kickoff food (2 events)	\$ 2,640.00
				Gifts	\$ 292.12
				Plastic Cards	\$ 387.02
				Promotion	\$ 247.50
Senior Class Soire	12/4/2011	\$ 2,678.62	1000	Food and bar (Statler)	\$ 2,624.30
				Promotion	\$ 54.32
Leadership Reception for Class		\$ 1,249.29	500	Food (Ruloffs)	\$ 1,249.29
City Tour One	3/9/2012	\$ 749.87	350	Laynards	\$ 198.10
				Bus Rental	\$ 500.00
				Badges/Posters	\$ 51.77
Senior Class BBQ	5/23/2012	\$ 445.00	700		
President's Reception	4/4/2012	\$ 11,136.05	750	Keyboard Rental	\$ 75.00
				Wine Glasses	\$ 1,141.77
				Invitations and Nametages	\$ 177.68
				Banner	\$ 75.00
				University Photography	\$ 352.00
				Food and Bar (Statler)	\$ 9,289.62
Class of 2012 Reception	5/19/2012	\$ 490.30		Food	\$ 490.30

Class of 2013

<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>	
Autism Speaks Event		\$ 599.90	100		
2013 Leadership Event	11/20/2011	\$ 549.69	150	Food	\$ 141.69
				Flowers	\$ 89.00
				venue	\$ 294.00
Murder Mystery	2/26/2012	\$ 1,300.99	220	Decorations/Invitations	\$ 125.97
				Food	\$ 689.52
				Supplies	\$ 175.00
				Venue	\$ 310.50
Ruloff Social	4/18/2012	\$ 546.93	400	Food	\$ 546.93
Silent Disco	4/26/2012	\$ 3,276.00	1500	Rentals (Music)	\$ 2,336.00
				Venue	\$ 90.00
				Lighting	\$ 850.00
Tye Dye on Arts Quad	5/2/2012	\$ 275.03	200	Supplies	\$ 275.03

Class of 2014

<u>Event</u>	<u>Date</u>	<u>Total Cost</u>	<u>Attendance</u>	<u>Cost Breakdown</u>	
Welcome Back BBQ	8/24/2011	3100.95	2000	Supplies	647.67
				Food	519.28
				Grill rental	209
				Bobby K Inflatables	1725
Takeover the Straight	11/14/2011	359.07	250	CU Parking Permit	80
				Food	174.07
				Root beer	105
Mardi Gras Event	2/24/2012	392.82	350	Food	351.85
				Supplies	40.97
Procrastinate the Straigh	3/15/2012	65.62	200	Food	47.88
				Supplies	17.74
Relax with 2014 Event	5/3/2012	1003.58	1800	Grill Rental	139
				Food	210.4
				Maine Source	546.95
				Supplies	107.23

Class of 2015					
Event	Date	Total Cost	Attendance	Cost Breakdown	
Homecoming Tailgate		314.33	2500	Banner	300
				Decorations	14.33
Women's Hockey Pizza C	11/15/2011	225	250	Food	225
Fall 2015 Carnival	10/15/2011	1676.61	0 (Rain)	Short Stop Deli	126.61
				Bobby K Inflatables	1550
Mardi Gras Event	3/9/2012	785.66	350	Supplies	240.98
				Oriental Trading	351.85
				Food	192.83
Alex's Lemonade Stand	4/19/2012	22.55	50	Lemondaes	22.55
Pancake Night	5/11/2012	450.14	200	Generator Rental	75
				Food	375.14
Class Council					
Event	Date	Total Cost	Attendance	Cost Breakdown	
Battle of the Late Night F	11/4/2011	1766.82	2000	Group Performances	225
				Okenshields Rental	370
				Supplies	250.84
				Jacks	100
				Moes	100
				Specialty Trophies	203
				Insomnia Cookies	100
				Police	340
				Advertising	32.98
				Misc Food	45

2012-2013					
Class of 2013					
Event	Date	Total Cost	Attendance	Cost Breakdown	
Zinck's	ongoing	\$ 6,691.00	1300	Zinck's Events -Food	\$ 1,350.00
				Gifts	\$ 919.50
				Plastic Cards	\$ 411.00
				Senior Week Proceeds	\$ 4,310.00
Fall Fest	10/15/2012	738.05	400	Supplies	\$ 276.80
				Orchard	\$ 221.25
				Massage	\$ 240.00
2013 Study Break	12/5/2012	\$ 184.45	250	Food	\$ 184.45
Valentines Sweetheart Contest	2/14/2013	\$ 590.00	300	Food	\$ 150.00
				Insomnia Cookies	\$ 280.00
				Flowers	\$ 160.00
President's Reception	4/23/2013	\$ 9,673.42	750	Catering	\$ 7,944.68
				Wine Glasses	\$ 1,166.00
				Nametages/Invitations	\$ 125.57
				University Photo	\$ 437.17
Class of 2014					
Event	Date	Total Cost	Attendance	Cost Breakdown	
BBQ and Blood Drive	8/31/2012	\$ 1,516.97	350	Rentals	\$ 449.00
				Food	\$ 862.52
				Supplies	\$ 205.45
Ruloffs Social	11/4/2012	\$ 650.00	200	Food	\$ 650.00
Zumba	11/17/2012	\$ 45.00	20	Instruction	\$ 45.00
2014 Study Break - CTB	12/14/2013	\$ 500.00	250	Food/Coffee	\$ 500.00
2014 Study Break- Libe Café	12/16/2012	\$ 165.75	75	Coffee	\$ 165.75
Anti-Valentines Day (Pub Event)	2/14/2013	\$ 437.74	50	Food	\$ 87.74
				Sound/DJ	\$ 350.00
Ruloffs Social	2/22/2013	\$ 498.00	250	Food	\$ 498.00
Coffee and cookie giveaway	3/14/2013	\$ 225.00	200	Food/Coffee	\$ 225.00
The Nines Celebration	4/14/2013	\$ 650.00	150	Food	\$ 650.00
Class Leadership Reception	4/17/2013	\$ 1,803.79	75	Catering	\$ 1,546.96
				Supplies	\$ 256.83
Class BBQ	5/1/2013	\$ 1,000.00	750	Food and Drinks	\$ 1,000.00

Class of 2015					
Event	Date	Total Cost	Attendance	Cost Breakdown	
BBQ and Bone Marrow Drive	9/8/2012	117.25	125	Food	\$ 117.25
Pancakes on the Quad	10/11/2012	86.16	250	Supplies	\$ 11.16
				Generator Rental	\$ 75.00
Procrastinate with 2015	11/7/2012	406.89	200	Candy/Food	\$ 111.73
				Supplies	\$ 66.17
				Insomnia Cookies	\$ 228.99
2015 Study Break	12/6/2012	415	300	Food/Coffee	\$ 415.00
Hypnotist at Statler	1/31/2013	1351.76	100	Auditorium	\$ 600.00
				Hypnotist	\$ 600.00
				Hotel	\$ 119.00
				Printing	\$ 32.76
Coffee Breaks in Library	4/3/2013	480	300	Coffee	\$ 480.00
Silent Rave	4/25/2013	1746.83	300	Glow Sticks	\$ 496.83
				Headphone Rental	\$1,250.00
Class BBQ	5/1/2013	1000	250	Food	\$1,000.00

Class of 2016					
Event	Date	Total Cost	Attendance	Cost Breakdown	
Homecoming Tailgate	9/22/2013	\$ 1,475.26	1750	Thundersticks	\$1,255.27
				Supplies	\$ 219.99
Big Red Talent Show	10/20/2012	\$ 495.00	278	McNeil Music (Piano)	\$ 120.00
				Prizes	\$ 225.00
				Food	\$ 320.00
				Venue	\$ 150.00
Karaoke in the Pub	10/26/2012	\$ 479.51	169	Dj/Sound	\$ 350.00
				Desserts	\$ 129.51
Hot Chocolate Giveaway	11/9/2012	\$ 90.00	52	Beverage	\$ 90.00
Bowling Night	11/18/2012	\$ 1,240.80	118	Glow Sticks	\$ 113.72
				Bowling Alley Rental	\$ 864.00
				Refreshments	\$ 263.08
Fat Friday	4/5/2013	\$ 23.22	31	Chips and Salsa	\$ 23.22
Fat Friday	4/12/2013	\$ 35.00	37	Popcorn	\$ 35.00
Resource Fair Cornell Days	4/10/2013	\$ 15.68			
Big Red Blow Out		\$ 779.25	285	Wegmans	\$ 79.25
				Wings Over Ithaca	\$ 700.00

Class Council					
Event	Date	Total Cost	Attendance	Cost Breakdown	
Battle of the Late Night Foods	12/7/2012	\$ 3,386.28	1926	Okenshields Rental	500
				Supplies	697.28
				Specialty Trophies	400
				Speakers/Sound	999
				Police	500
				Group Performances	200
				WSH Late night fee	90
Lift your Spirits	4/12/2013	2000	~1500	Funding Source	2000
FR/SO Vday @PSB	2/14/2013	1037.54	259		

PROJECTED ('13-'16) INCOME STATEMENTS

Projected 2013-2014		
Revenue		
SAF Income		\$ 31,675.00
Rollover		\$ (1,008.53)
Zinck's Card		\$ 10,000.00
President's Reception		\$ 5,000.00
5% reserve		\$ 1,700.00
True Up		\$ 530.00
Total Revenue		\$ 47,896.47
Expenses		
Class Specific Events		\$ 35,700.00
Joint Class Events		\$ 7,500.00
Promotions		\$ 3,200.00
Admin		\$ 1,250.00
Total Expenses		\$ 47,650.00
Net Income		\$ 246.47
Beginning Account Balance		\$ (1,008.53)
End Account Balance		271.47

Projected 2014-2015			Projected 2015-2016	
Revenue			Revenue	
SAF Income	\$ 37,700.00		SAF Income	\$ 37,700.00
Rollover	\$ 246.47		Rollover	\$ 1,176.47
Zinck's Card	\$ 10,000.00		Zinck's Card	\$ 10,000.00
President's Reception	\$ 5,000.00		President's Reception	\$ 5,000.00
5% reserve	\$ 1,700.00		5% reserve	\$ 1,700.00
True Up	\$ 530.00		True Up	\$ 530.00
Total Revenue	\$ 55,176.47		Total Revenue	\$ 56,106.47
Expenses			Expenses	
Class Specific Events	\$ 39,000.00		Class Specific Events	\$ 39,000.00
Joint Class Events	\$ 9,000.00		Joint Class Events	\$ 10,000.00
Promotions	\$ 4,000.00		Promotions	\$ 4,000.00
Admin	\$ 2,000.00		Admin	\$ 2,000.00
Total Expenses	\$ 54,000.00		Total Expenses	\$ 55,000.00
Net Income	\$ 1,176.47		Net Income	\$ 1,106.47
Beginning Account Balance	\$ 246.47		Beginning Account Balance	\$ 1,176.47
End Account Balance	\$ 1,176.47		End Account Balance	\$ 1,106.47

PROJECTED ('13-'16) EVENT BREAKDOWN

13-14		
Class Specific Events		
Event	Cost per Class	Total Cost
Class BBQ	1000	4000
Class Giveback/Philanthropy	300	1200
Giveaways	1000	4000
Welcome Back Event	1250	5000
Ice Cream (New Tradition)	500	500
Recognition event (Fr, So, Jr)	1000	3000
Study Breaks	750	3000
First Years on Field (Fr)	2000	2000
Seniors on Field (Sr)	1000	1000
President's Reception (Sr)	10000	10000
Smaller Events	500	2000
Total		35700
Joint Class Events		
Battle of the Late Night Foods		4500
Fr/So Joint Event		1500
Jr/Sr Joint Event		1500
Total		7500

14-15		
Class Specific Events		
Event	Cost per Class	Total Cost
Class BBQ	1100	4400
Class Giveback/Philanthropy	400	1600
Giveaways	1200	4800
Welcome Back Event	1250	5000
Ice Cream (New Tradition)	550	550
Recognition event (Fr, So, Jr)	1250	3750
Study Breaks	750	3000
First Years on Field (Fr)	2250	2250
Seniors on Field (Sr)	1250	1250
President's Reception (Sr)	10000	10000
Smaller Events	600	2400
Total		39000
Joint Class Events		
Battle of the Late Night Foods		5000
Fr/So Joint Event		2000
Jr/Sr Joint Event		2000
Total		9000

15-16		
Class Specific Events		
Event	Cost per Class	Total Cost
Class BBQ	1100	4400
Class Giveback/Philanthropy	400	1600
Giveaways	1200	4800
Welcome Back Event	1250	5000
Ice Cream (New Tradition)	550	550
Recognition event (Fr, So, Jr)	1250	3750
Study Breaks	750	3000
First Years on Field (Fr)	2250	2250
Seniors on Field (Sr)	1250	1250
President's Reception (Sr)	10000	10000
Smaller Events	600	2400
Total		39000
Joint Class Events		
Battle of the Late Night Foods		5500
Fr/So Joint Event		2250
Jr/Sr Joint Event		2250
Total		10000

Do note that the President's Reception does have revenue associated with the event

2014-2016 APPLICATION FORM



Cornell University
Student Assembly

109 Day Hall
Ithaca, NY 14853

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

2014 – 2016 Undergraduate SAF Application Form

Checklist for Application

	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
Eligibility Checklist (reverse side)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dollar request per student per year	\$ <u>2.90</u>	<input type="checkbox"/>
Petition signatures (if new applicant)	<input type="checkbox"/>	<input type="checkbox"/>
Final Attachments Due 4pm, September 13, 2013		
Constitution, Charter, Bylaws	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mission Statement (1 pages)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Profile (3 pages)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ● Officers ● Number of Members ● History ● Activities, Programming, Events in Current Cycle 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary of request (2 pages)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10-13 Financial Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13-16 Projections	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Use Only		
Received by:	_____	
Date Received:	_____	
Sigs Checked:	_____	

Applicant Organization/Program Name: Class Councils

Primary Contact

Name: Gregory Braciak
Address: 132 College Ave
Ithaca, NY 14850
Phone: 4077185694 Email: gub77

Secondary Contact

Name: Robert Callahan
Address: 308 Stewart Ave, #3
Ithaca, NY 14850
Phone: (347) 989-5996 Email: rpc75

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

Representative: Gregory Braciak (print name) Gregory Braciak (signature) 9/12/13 (date)

SA BYLINE FUNDING ELIGIBILITY CHECKLIST

Student Assembly Byline Funding Eligibility Checklist

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

	Applicant Initials	Staff Use Only
Required for All Applicants		
Directly and primarily serves/benefits the entire undergraduate Cornell community	<u>2008</u>	_____
Allows all students equal access to services and/or participation	<u>2008</u>	_____
Requests minimum of \$0.50 per student per year and number of cents requested is divisible by two	<u>2008</u>	_____
Required for Applicants Who Are Not Currently Receiving Byline Funding		
If applicant is not currently receiving byline funding, has collected petitions with 1,500 distinct signatures of registered Cornell undergraduate students	_____	_____
May Be Waived By Student Assembly with Approval of University President		
Is registered with the Student Activities Office	<u>2008</u>	_____
Is student-directed and student-led	<u>2008</u>	_____
Has Cornell operating account with internally controlled funds	<u>2007</u>	_____
Has a Cornell-employed advisor with oversight of Cornell funds	<u>2005</u>	_____
Has received funding from a unit at Cornell university in each of the last two semesters	<u>2008</u>	_____

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

President:	<u>Robert Callahan</u>	<u>Robert Callahan</u>	<u>9/12/13</u>
	<small>(name)</small>	<small>(signature)</small>	<small>(date)</small>
Treasurer:	<u>Gregory Bracchi</u>	<u>Gregory Bracchi</u>	<u>9/12/13</u>
	<small>(name)</small>	<small>(signature)</small>	<small>(date)</small>
Advisor:	<u>Jennifer Davis</u>	<u>Jennifer Davis</u>	<u>9/12/13</u>
	<small>(name)</small>	<small>(signature)</small>	<small>(date)</small>

CORNELL UNIVERSITY CLASS COUNCILS CONSTITUTION

Approved by Class Councils: January 23, 2012

Ratified by the Student Assembly: January 2012

PREAMBLE

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

ARTICLE 1. NAME

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

ARTICLE 2. MISSION

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

ARTICLE 3. MEMBERSHIP

Section 1. Requirements for Active Membership

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

Section 2. Loss of Active Member Status

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

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

Section 3. Reinstatement of Active Member Status

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

ARTICLE 4. CLASS OFFICERS

Section 1. Executive Board Membership

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

Section 2. Duties of Executive Board Officers

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

- (1) Have active membership in their respective Class Council as outlined in Article III
- (2) Participate in all programs and activities of his/her respective Class Council
- (3) Work to remedy any issues or concerns of his/her fellow classmates with the appropriate individuals
- (4) Participate in all his/her respective Class Council meetings and activities in the transition period after the selection/election process is complete as Officer-elect.
- (5) Commit to two "Office Hours" per week, which will be spent in the Class Council Office answering phones, responding to walk-ins, selling tickets for class programs, and completing additional tasks as requested.
- (6) Participate in Class Officer Orientation
- (7) Participate in any and all Class Officer training scheduled during the academic year.
- (8) Attend and participate in the Student Leadership Institute at Cornell.
- (9) Return to campus early after breaks, when necessary, for Class functions.

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

- (1) Facilitate all Class activities
- (2) Initiate implementation of class programming and activities through established committees.
- (3) Create new committees when needed.
- (4) Support and motivate Committee Chairpersons in the performance of their responsibilities.
- (5) Assign additional responsibilities to officers or committees as necessary
- (6) Request reports as necessary from other officers and committees
- (7) Schedule, coordinate and chair all Executive Board meetings.
- (8) Prepare agendas and chair weekly Class Council meetings.
- (9) Attend Class Presidents' meetings when scheduled.

- (10) Maintain communication with other Class Councils to prevent overlap and encourage cooperation
- (11) Ensure that other officers are performing their duties.
- (12) Represent the Class at various University functions.
- (13) Represent class issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
- (14) Submit a two to four page written annual report to the Director of Class Councils at the end of his/her term of office.
- (15) The Senior Class President will represent the Senior Class at any invited functions and will speak at the January Graduation Reception in December and at the Convocation Ceremony at the end of the academic year.

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

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

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

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

(8) Coordinate additional administrative paperwork as necessary

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

- (1) Assist the President and other officers as needed.
- (2) Serve on the Class Officers Elections Committee. (Unless a conflict of interest arises.)
- (3) Be responsible for all Class fiscal matters.
- (4) Work with the Class Council in administering the Student Activities Fee.
- (5) Keep up to date and accurate bookkeeping records for all Class funds.
- (6) Determine the available budget for each individual program with input from the Council.
- (7) Give a financial report at weekly Class Council meetings. This report should include present balance and the transactions of the past week.
- (8) Submit a detailed written report of a summary of Class Program Budget Forms at the end of each semester to the Director of Class Councils.

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

- (1) Assist the President and other officers as needed.
- (2) Serve on the Class Council Elections Committee (Unless a conflict of interest arises.)
- (3) The Vice President of Promotions for the Senior Class shall serve as the Chair of the Class Council Elections Committee, in accordance with Article VI, Section 3.
- (4) Keep accurate and up to date records of all class promotions through the use of Program Evaluation Forms.
- (5) Coordinate items for, budget for, locations of, and people tasked with disbursement of class giveaways and/or raffles/door prizes.
- (6) Submit a detailed written summary of Class promotions at the end of each semester to the Director of Class Councils.
- (7) Coordinate ways to draw in additional active members.
- (8) Coordinate the staffing of weekly office hours.

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

- (1) Assist the President and other officers as needed.
- (2) Serve on the Class Council Elections Committee. (Unless a conflict of interest arises.)
- (3) Be responsible for the timely, adequate, and accurate distribution of information, publicity, and communications for all class activities and/or events.
- (4) Improve organization visibility on campus.
- (5) Maintain the "Class of" website, in conjunction with the University Registrar, updating it as frequently as possible.
- (6) Keep file copies of all pertinent forms and publicity for events and activities.
- (7) Plan publicity for events and activities in accordance with the budgets set forth by the Vice President of Finance and the general council.

- (8) Fill out all information needed for application to the Cornellian Yearbook, write a description for the Council's yearbook page, and coordinate with the Cornellian staff for the Class Council's picture.
- (9) Submit a detailed written summary of Class publicity at the end of each semester to the Director of Class Councils.

Section 3. Procedures for Dismissal of Officers

- 4.3.a** Failure of any officer to remain an active member shall result in immediate dismissal from office.
- 4.3.b** Failure of any officer to meet his/her respective duties and/or commitments to his/her council will result in an initial verbal and written warning issued by the Class President with the assistance of the Director of Class Councils as necessary.
- (1) If the President fails to meet his/her respective duties, a warning shall be issued by the Director of Class Councils.
 - (2) A timeline for improvement will be set at the time of the warning.
- 4.3.c** Any active member of the Council may request that the President issue a warning to any officer, and the President shall precede at his/her discretion with the input of the Director of Class Councils.
- (1) Any active member may request that the Director of Class Councils issue a warning to the President and the Director shall proceed at their discretion.
- 4.3.d** Failure of any officer to meet his/her respective duties and/or commitments to his/her Council, after receiving an initial warning, will be met with a written censure from the President and Director of Class Councils.
- (1) If the President is the officer receiving the written censure, it will be from the Director of Class Councils.
 - (2) The full Council must be notified that such a warning is being issued
- 4.3.e** The officer in question will have one week to prepare an explanation for the Council as to why he/she has continued to fail to meet the requirements of his/her office.
- 4.3.f** To dismiss an officer, the active members of the Council must reach a two-thirds majority.
- 4.3.g** The officer may appeal the Council's decision to the Class Council Elections Committee within one week after receiving verbal notification of the Council's decision. The appeal must be in writing and submitted to the Director of Class Councils to be reviewed in accordance with Article VI Section 3.
- 4.3.h** Upon dismissal or resignation of any Officer, a letter from the President and Director of Class Councils or the elections committee (if involved) explaining the circumstances of the resignation/dismissal will be kept on file.
- 4.3.i** The officer being dismissed/resigning also has the option of providing an explanatory letter to keep on file.

Section 4. Procedure for Replacement of Vacant Elected Positions

- 4.4.a** Upon the vacancy of the Presidency, the Executive Vice President shall become President.
- 4.4.b** If any elected position on the Executive Board is left vacant immediately after elections (i.e. no one ran for the position), the position is to be filled by an application/interview procedure open to the entire class.

- 4.4.c** The specifics of the application and/or interview procedure are to be determined by the incoming executive boards.
- 4.4.d** After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the incoming executive boards.
- 4.4.e** If any elected on the Executive Board other than the President becomes vacant during the first semester of the term of office of an academic year, the position is to be filled by an application/interview procedure open to the entire class.
- (1) The specifics of the application and/or interview procedure are to be determined by the current executive board.
 - (2) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.
- 4.4.f** If any elected position on the Executive Board other than the President becomes vacant during the second semester of the term of office, the Council has discretion to open up the position to an application and/or interview procedure open to the entire class, or have the executive board make an appointment of an active council member.
- (1) The decision to use applications/interviews or appoint someone to fill the vacancy will be made by a majority vote of active council members.
 - (2) If applications and or interviews are used, the specifics of the application and/or interview procedure are to be determined by the current executive board.
 - (3) After applications and/or interviews are complete, a candidate may be appointed by a 2/3 vote of the current executive board.
- 4.4.g** If the vacancy is to be filled by appointment, any active council member may nominate him/herself or any other active council member to fill the vacancy.
- (1) Nominations will be taken at the meeting the vacancy is announced, and the executive board must make a decision by 2/3 vote no later than the next meeting.

ARTICLE 5. COMMITTEES

Section 1. Ad-Hoc Committees and Event Chairpersons

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

Section 2. Procedures for Dismissal of Committee Chairpersons

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

Section 3. Procedure for Replacement of Vacant Appointed Positions

- 5.3.a** If any appointed position on the becomes vacant during the term in which it has been appointed for, the Council has discretion to open up the position to an application and/or interview procedure open to the entire class, or have the executive board make an appointment of an active council member.

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

- 5.3.b** If applications and or interviews are used, the specifics of the application and/or interview procedure are to be determined by the current executive board.

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

- 5.3.c** If the vacancy is to be filled by appointment, any active council member may nominate him/herself or any other active council member to fill the vacancy

- (1) Nominations will be taken at the meeting the vacancy is announced, and the executive board must make a decision by 2/3 vote no later than the next meeting.

Section 4. Selection of Convocation Chair

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

Section 6. Senior Class Council Committees

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

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

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

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

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

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

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

Section 7. Procedures for Dismissal of Senior Class Council Chairs

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

Section 8. Procedure for Replacement of Senior Class Council Chairs

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

ARTICLE 6. ELECTION PROCEDURES

Section 1. Eligibility and Petitioning Procedures

- 6.1.a Any Cornell undergraduate is eligible to run for an Executive Board position for the class he/she is a constituent
- 6.1.b Candidates must plan to be a full-time registered student for the length of the term of office.
- 6.1.c All undergraduates running for an Executive Board position must submit a petition of fifty signatures of constituents in the class they intend to represent. Said petition must be submitted by a deadline set by the Director of Class Councils and the Class Council Elections Committee.
- 6.1.d In order to qualify to run for an Executive Board position, the student must be have maintained active status member status for a full academic semester prior to the first day of elections.
- (1) Exceptions will be made for students participating in Cornell-sponsored off-campus programs, including but not limited to Study Abroad and Cornell in Washington provided that they have achieved active status for a semester prior to the sponsored campus program.
 - (2) Students with meeting time conflicts may request an exception from the Class Officer Elections Committee.
- 6.1.e All undergraduates running for an Executive Board position must attend a mandatory information session regarding the Class Councils prior to the petitioning deadline.
- (1) Attendance at this meeting does not count towards meeting requirements for active member status.
- 6.1.f Any officer or committee chair that previously resigned or was dismissed from a position needs to appeal to the elections committee to be eligible to run for office or to apply for a chairperson position.
- (1) The elections committee will look over the letters kept on file in accordance with Article IV, Section 3, and determine if a candidate will be eligible.
- 6.1.g All eligible students running for an executive board position for senior year must also attend an info session sponsored by the Senior Class Council.
- (1) Attendance at this meeting does not count towards meeting requirements for active member status.
 - (2) Attendance at this meeting does not fulfill the requirements of the mandatory information session; rather this meeting will be mandatory in addition to all other requirements.

Section 2. Voting Procedures

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

Section 3. Class Officer Elections Committee

- 6.3.a** The Vice Presidents of the Executive Board for each class not running for election shall serve on the Class Council Elections Committee. The Director of Class Councils shall serve as an ex-officio member of the Election's Committee.
- 6.3.b** The Class Council Elections Committee shall establish the formal rules and procedures governing Class Council elections. The jurisdiction of the election committee shall be restricted to this document.
- 6.3.c** If there is a conflict of interest between a member of the Class Council Elections Committee and the person appealing, another member from that Class Council will be asked to represent said Council on the Class Council Elections Committee.
 - (1) The Committee member with the conflict of interest will not be permitted to observe and give comments on the appeals process, and will not be permitted to participate in the final decision.
- 6.3.d** The Vice President of Promotions from the Senior Class Council will chair the Class Council Elections Committee. The Chair shall ensure that the committee is completing the following tasks:
 - (1) Ensuring the greatest number of candidates apply for each available position
 - (2) Work with candidates to make them aware of the elections rules and ensure that they abide by all relevant policies
 - (3) Working with the Director of Class Councils to ensure all candidates have submitted all necessary documents
 - (4) Ensuring every effort to achieve the highest voter turnout for the election
- 6.3.e** The Class Council Elections Committee and the Director of Class Councils shall set the annual timeline for elections.
- 6.3.f** The Election Committee will not have access to the preliminary results prior to and during challenge deliberations. The Office of Undergraduate Class Councils will release election results from the challenged races after the Elections Committee has validated the election results.
- 6.3.g** The Class Council Elections Committee shall review any petition or election challenges filed by candidates.
 - (1) Election challenges must be submitted in writing to the Office of Undergraduate Class Councils, 525 WSH, by the deadline in the Elections

Timetable. No challenges will be accepted after this deadline under any circumstances.

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

6.3.h The Class Council Elections Committee shall review any appeals from Executive Board members and chairpersons who have been removed from their position in accordance to Article VI, Section 3

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

- 6.3.i** Any one party involved with a decision of the Class Council Elections Committee who feels that Committee did not follow appropriate procedure when making a decision may appeal the decision to the University Ombudsman.
 - (1) If the University Ombudsman decides that procedure was not followed, the Class Council Elections Committee must re-hear the appeal or challenge in light of the Ombudsman's recommendation.
- 6.3.j** The Class Council Elections Committee must reach a simple majority in determining to accept or reject any appeal or election challenge.
- 6.3.k** The Class Council Elections Committee shall give the parties involved with the appeal/challenge notification of its decision within twenty-four hours of the oral presentation, in writing, as well as a justification for the decision reached.
- 6.3.l** The Class Council Elections Committee shall have the authority to grant exceptions to Article VI, Section 1

ARTICLE 7. PROCEDURES

Section 1. Meetings

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

Section 2. Quorum

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

Section 3. Proxy Votes

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

Section 4. Debate and Conduct

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

Section 5. Decisions

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

Section 6. Email Policy

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

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

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

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

ARTICLE 8. AMENDMENTS

Section 1. Process

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

8.1.b Within three regularly scheduled meetings after previous notice has been given, all four councils shall discuss and vote on the proposed amendment during their regularly scheduled meeting. Previous notice shall consist of announcing the proposed amendment in writing at a regularly scheduled Class Council meeting.

Section 2. Adoption

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

8.2.b Pending approval by each Class Council Executive Board, amendments shall be referred to the Student Assembly for ratification.

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

ARTICLE 1. ELIGIBILITY AND REQUIREMENTS

Section 1. Eligibility

- 1.1.a Applicants must be a member of the Junior Class at time of selection. (except for Convocation Chair. This requires a Sophomore.
- 1.1.b Applicants must be available on campus throughout the entirety of their term in office in order to fulfill their duties.

Section 2. Requirements

- 1.2.a All chairpersons are required to attend their respective Class Council meetings immediately after the selection process.
- 1.2.b All chairpersons are required to attend their respective Class Council events and be active members (as outlined in Article III) for the entirety of their term in office.
- 1.2.c All committees are required to give an update of their respective committee's progress at Class Council meetings.
 - (1) All chairpersons are required to submit any incurred expenses, with receipts, or revenues collected to the Vice President of Finance. This should be done within 24 hours of its occurrence.

ARTICLE 2. SENIOR CHAIRPERSON RESPONSIBILITIES

Section 1. Commencement Chair

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

Section 2. Convocation Chair

- 2.2.a Convene a meeting of Class representatives to serve as a Selection Committee. This committee is to be comprised of: All active members of Class Council at the time the committee is formed, elected members on the Student Assembly at the time the committee is formed and those fifteen members selected by the Convocation Chair and Class President. Other individuals may be appointed by the Dean of Students or the Vice President for Student and Academic Services with consultation of the Convocation Chair.
- 2.2.b Invite, via email, members of the class to be part of the Convocation committee.

- (1) Fifteen members from the class will be selected, by the Convocation Chair and Class President, from the pool who show intent by responding to the emailed invitation.
 - (2) Selection of these fifteen members from the class will be based on representing the diverse interests of the class. The selection process shall be transparent to all members of the Cornell community, with the Convocation Chair and Class President directly accountable for those selected.
- 2.2.c** The Selection Committee meetings shall be conducted in confidentiality and any member of the committee who breaches this confidentiality shall be removed from the committee.
- 2.2.d** Responsible for organizing the Convocation Ceremony, including the following:
- (1) Working with the Selection Committee to establish a list of potential speakers and make initial contacts with agents during the fall semester of Junior year.
 - (2) Confirm with the Special Events office that a room at the Statler Hotel has been reserved for the Convocation speaker.
 - (3) Have a confirmed acceptance of our invitation by the end of Junior year to insure a speaker for Convocation.
 - (4) After the speaker has been confirmed, make reservations and travel arrangements for his/her arrival.
 - (5) Work closely with the Vice President for Publicity and the Cornell News Service to ensure timely, accurate, and adequate publicity of the ceremony and biographical information on the speaker.
 - (6) Make arrangements for a breakfast with the speaker and a news conference before Convocation for just the Executive Board and the speaker, as well as, a reception following Convocation for the speaker, the Class Council, the Selection Committee, their families, and invited guests (appropriate administrators and faculty based on the speaker.)
 - (7) Make all arrangements for the speaker after Convocation until his/her departure.
 - (8) Send a personal thank you to the speaker after Convocation from the Class Council.
 - (9) Make a reservation for next year's Convocation Reception.

Section 3. Senior Week Chair(s)

- 2.3.a** Organize and coordinate a week-long program of approximately 55-85 activities to be held during the week prior to Commencement.
- (1) Also responsible for promoting and developing funds for Senior Week activities through Class Council funds and Zinck's support.
- 2.3.b** Select, train, and oversee the Senior Week chairs/committee as a whole.
- 2.3.c** Chair and facilitate all Senior Week meetings.
- 2.3.d** Facilitate the inputting of all Cornell Card charges during Senior Week ticket sales.
- 2.3.e** Put together all Chaperone folders for Senior Week events.
- 2.3.f** Work with the director of Class Councils to create, maintaining and keeping within budget for each event, Senior Week overall, and all additional fiscal matters.

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

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

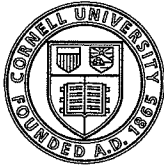
- (1) Coordinate all publicity for Senior Week events and ticket sales
- (2) Organize buses and box lunches for each event as needed.
- (3) Designing and printing the Senior Week T-shirts
- (4) Coordinate online ticket sales/reservations for all Senior Week ticketed events.
- (5) Coordinate staffing of the Class Council Office during ticket sales.
- (6) Create tickets and other forms necessary for ticket sales, as well as coordinating and purchasing all supplies needed for ticket sales/distribution.
- (7) Train all individuals involved in ticket sales.

2.3.i Make reservations for all of Willard Straight Hall for next year's Senior Week.

Section 4. Zinck's Chair(s)

2.4.a Responsibilities:

- (1) Update the vendor contract and letter information
- (2) Approach vendors about signing or resigning the Zinck's contract.
- (3) Complete vendor discount list as soon as possible
- (4) Contact a printer to have new Zinck's cards printed. They cannot contain the Cornell name, logo, or bear.
- (5) Plan and execute a publicity campaign
- (6) Give each vendor a copy of their signed Zinck's contract and a printout of what the Zinck's card looks like so they know to give the discount.
- (7) Organize and hold bi-monthly Zinck's activities for the duration of the Senior year with local bars/restaurants. These events are traditionally held on Thursday evenings.
- (8) Contact the Alumni Office to determine when the "International Spirit of Zinck's Night" is. A Zinck's night must be held on this night.
- (9) Reserve ID scanners to ensure that those attending the event and getting the discount are seniors.
- (10) Reserve a lock box with the Zinck's flag, tape, money, Cornell Card paperwork, Zinck's cards, stamp and ink for each event.
- (11) Recruit other members of Class Councils to attend the events and bring their friends.
- (12) If possible, set up an event to be "100 Days Before Graduation" or "20XX Hours Until Graduation."



Cornell University
Student Assembly

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e. sa@assembly.cornell.edu
w. http://assembly.cornell.edu/SA

2014 – 2016 Undergraduate SAF Application Form

Checklist for Application

	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$ <u>2.90</u>	
Petition signatures (if new applicant)	_____	
Final Attachments Due 4pm, September 13, 2013		
Constitution, Charter, Bylaws	✓	
Mission Statement (1 pages)	✓	
Group Profile (3 pages)	✓	
<ul style="list-style-type: none"> ● Officers ● Number of Members ● History ● Activities, Programming, Events in Current Cycle 		
Summary of request (2 pages)	✓	
10-13 Financial Statements	✓	
13-16 Projections	✓	
Office Use Only		
Received by: _____		
Date Received: _____		
Sigs Checked: _____		

Applicant Organization/Program Name: Class Councils

Primary Contact

Name: Gregory Braciak
Address: 132 College Ave
Ithaca, NY 14850
Phone: 4077185694 Email: gab77

Secondary Contact

Name: Robert Callahan
Address: 308 Stewart Ave, #3
Ithaca, NY 14850
Phone: (347) 989-5996 Email: rpc75

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

Representative: Gregory Braciak Gregory Braciak 9/12/13
(print name) (signature) (date)

Student Assembly Byline Funding Eligibility Checklist

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

Applicant Initials Staff Use Only

Required for All Applicants

Directly and primarily serves/benefits the entire undergraduate Cornell community

2013

Allows all students equal access to services and/or participation

2013

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

2013

Required for Applicants Who Are Not Currently Receiving Byline Funding

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

May Be Waived By Student Assembly with Approval of University President

Is registered with the Student Activities Office

2013

Is student-directed and student-led

2013

Has Cornell operating account with internally controlled funds

2013

Has a Cornell-employed advisor with oversight of Cornell funds

2013

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

2013

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

President:	Robert Callahan <small>(name)</small>	Robert Callahan <small>(signature)</small>	9/12/13 <small>(date)</small>
Treasurer:	Gregory Brackl <small>(name)</small>	Gregory Brackl <small>(signature)</small>	9/12/13 <small>(date)</small>
Advisor:	Jennifer Davis <small>(name)</small>	JMD <small>(signature)</small>	9/12/13 <small>(date)</small>