

**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

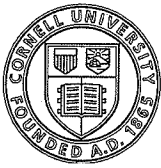
	Applicant	Office
<b>Preliminary Items Due 4pm, April 25, 2013</b>		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$ 10	
Petition signatures (if new applicant)	N/A	
<b>Final Attachments Due 4pm, September 13, 2013</b>		
Constitution, Charter, Bylaws		
Mission Statement (1 pages)		
Group Profile (3 pages)		
<ul style="list-style-type: none"> <li>● Officers</li> <li>● Number of Members</li> <li>● History</li> <li>● Activities, Programming, Events in Current Cycle</li> </ul>		
Summary of request (2 pages)		
10-13 Financial Statements		
13-16 Projections		
<b>Office Use Only</b>		
Received by:	DE	
Date Received:	4/24/13	
Sigs Checked:		

**Applicant Organization/Program Name:** CUTonight

<b>Primary Contact</b>	<b>Secondary Contact</b>
Name: <u>Kristen Tierney</u>	Name: <u>Jeanine Chang</u>
Address: <u>150 Triphammer Rd.</u> <u>Ithaca, NY 14850</u>	Address: <u>630 Stewart Avenue</u> <u>Ithaca NY, 14853</u>
Phone: <u>412-608-5258</u> Email: <u>kj+54</u>	Phone: <u>415-699-1730</u> Email: <u>jcc352</u>

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: Jeanine Chang (print name) [Signature] (signature) 4/24/13 (date)



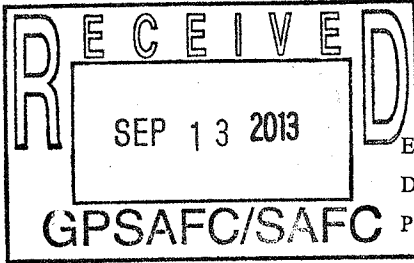
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	Applicant	Office
<b>Preliminary Items Due 4pm, April 25, 2013</b>		
Eligibility Checklist (reverse side)	✓	
Dollar request per student per year	\$ 9.50	
Petition signatures (if new applicant)	N/A	
<b>Final Attachments Due 4pm, September 13, 2013</b>		
Constitution, Charter, Bylaws	✓	
Mission Statement (1 pages)	✓	
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<b>Office Use Only</b>		
Received by:	_____	
Date Received:	_____	
Sigs Checked:	_____	

**Applicant Organization/Program Name:** CUTonight Commission

**Primary Contact**

Name: Kristen Tierney  
Address: 107 Williams St.  
Ithaca, NY 14850  
Phone: 412-608-5258 Email: kjt54

**Secondary Contact**

Name: Sabrina Perlman  
Address: 319 College Ave  
Ithaca, NY 14850  
Phone: 516-263-0317 Email: sgp56

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Representative: Oscar Correia Oscar Correia 9/12/2013  
(print name) (signature) (date)

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## CUTC Byline Funding Application

The CUTonight Commission's funding criteria aligns well with the SA's own criteria for allocating byline funding. We seek to fund the maximum number of events and organizations per cycle, to select events that appeal to a diverse collection of students, and create a stronger sense of community at Cornell. In addition, CUTonight is one of the few student organizations on campus currently that is able to contribute to the "First Six Weeks" Initiative. We have funded events during five of the first six weekends during the current fall semester.

The requested allocation of \$9.50/student will allow us to both support successfully established events and to encourage new late-night programming. We hope to continue to collaborate with the SA to achieve our common goals and maximize the benefit of byline funding to undergraduate students. Thank you for your time and consideration.

## CUTC Byline Funding Application

### **Organization Profile**

#### **CUTC Membership**

There are currently 12 members on the commission. All commissioners contribute equally to the application and selection process and vote on any changes in operations. Officers have additional responsibilities necessary for the function of the organization.

#### **Officers:**

Co-Chair: Kristen Tierney, kjt54

Co-Chair: Sabrina Perlman, sgp56

VP Finance: Oscar Correia, oac22

VP Finance: Jeanine Chong, jcc352

#### **Commissioners:**

Jeanine Chong, jcc352

Oscar Correia, oac22

Jeffrey Joseph, jcj63

Elsie Liaros, erl44

Eric Lim, ejl99

Denay Mack, dgm97

Leslie Munyao, lwm54

Sabrina Perlman, sgp56

Shynise Stiff, scs249

Jancey Taveras, jjt86

Kristen Tierney, kjt54

Cameron Younger, cfy4

#### **Advisor**

Catherine Holmes, cah4

## **Description of Programming and Operations**

### **Application Process**

The CUTonight Commission evaluates students' proposals for late night events that will be held on Thursday, Friday and Saturday nights. The academic school year is broken down into 4 selective and competitive cycles. Every cycle, the commission accepts applications with a maximum request of \$5000 for late night events. Once the applications are submitted, the commissioners read each application and meet to evaluate the ideas and organization of the proposals. The commission rigorously evaluates the proposed budget of each applicant. Student organizations are required to submit a detailed funding and expense breakdown with accompanying quotes and justifications. Currently, every event is assigned a liaison that provides feedback to organizations on ways to improve their application. This helps to level the playing field for organizations that have never applied to the commission before.

Following application reviews, the groups are invited to a hearing. Hearings allow applicants to come and justify their plans as well as to address the flaws that have been identified in their applications during the review process. After hearings, the commission comes together to re-discuss. Every commissioner votes anonymously based on a set of objective and subjective criteria meant to select the most promising events. Once the groups are approved for funding, the liaison is assigned to keep the lines of communication open between the Commissions and the funded groups. The commission works closely with the groups, aiding them with paying the bills and advertising their events on campus.

### **Recruitment Process**

The CUTonight Commission recruits new members at least once a year to replace graduating commissioners. We have established a structured recruitment process: an electronic application followed by interviews with the commission. We evaluate applicants on commitment, professional discipline, and passion for late-night programming on campus.

After new commissioners are recruited, we have training sessions to warm them up with basic knowledge of the Commission's application process and commissioners' expected behavior of conduct. New commissioners will also have an opportunity to watch the application review and hearing sessions before they are actively involved in these sessions.

### **Operational Improvements**

CUTC has implemented several operational changes over the past cycle:

1. CUTC has reduced administrative costs by eliminating copying expenses. Commissioners instead receive digital versions of the submitted funding applications. In the future, CUTC hopes to allow student organizations to submit their applications online as well.

## **Financial Information**

The following financial information includes:

- A summary of CUTC's financial activities from 2010-2013
- A yearly summary of funded events from 2010-2013, including each event's sponsoring organization, total cost, and estimated attendance
- A categorized breakdown of each funded event's expenses from 2011-2013
- Budget projections for 2013-2016, including administrative costs and the estimated allocation per round

**Explanation on budget categories:** We categorized every expense made for all events into major categories for easy interpretation. The category of "food" includes beverages and is overrepresented because some campus establishments combine the facility rental charge with the cost of the food. The "venue" category represents that cost of renting facilities on campus and any other related expenses like custodial charges. "Supplies" include all decorations and minor equipment needed for the event. "Artist" includes honorarium, travel expenses, lodging and meal expenses for hired artists or speakers. "A/V" is for audio/visual equipment. CUPD can include other similar charges like onsite Emergency Medical Services. Publicity includes flyers, printing related expenses and advertising in local newspapers.



<b>14</b>	Every Holiday	Kesher, MECA	12/1/2012	1,233.44	270	4.568296
<b>15</b>	Sushi Night	JUSA	12/1/2012	3,896.16	600	6.4936
<b>16</b>	Black History	BSU	3/1/2012	4,172.86		
<b>17</b>	Asia Night	CAPSU	3/2/2012	4,774.63		
<b>18</b>	Carnaval En Las Islas	Quisqueya, Sangre Taina	3/9/2013	5,000.00		
<b>19</b>	Evening with the Stars	Les Femmes	3/9/2013	4,972.50		
<b>27</b>	A Battle of the A Capella	FACE AIDS	3/28/2013	2,462.97	200	12.31485
<b>20</b>	Museum Royale	Museum Club	3/29/2013	1,818.76	250	7.27504
<b>21</b>	Veritas Forum	The Veritas Forum	4/20/2013	960.00	300	3.2
<b>22</b>	Unbound	NASAC	4/6/2013	5,000.00	125	40
<b>23</b>	Cornell Con	CJAS	4/27/2013	1,026.92		
<b>24</b>	Yoga Remix	Consciousness Club & Samadhi Yoga	4/19/2013	3,004.03	250	12.01612
<b>25</b>	Jazz R and B	NCPG Chinese Students	4/26/2013	5,000.00		
<b>26</b>	China Night	Association	4/13/2013	2,050.87	130	15.77592
<b>28</b>	Red Ideas	Red Ideas	4/6/2013	2,664.78		
<b>29</b>	Rhythm and Rhyme	English Club, Piano Society	4/5/2013	1,462.58	300	4.875267
<b>30</b>	Hope Night	Project Hope	4/26/2013	3,844.82	400	9.61205
<b>31</b>	A Night at	Risley Theater	4/6/2013	2,112.91	200	10.56455
<b>32</b>	Northfest	Beta Theta Pi	4/27/2013	3,233.28		
<b>33</b>	Tree Climbing	Outing Club	5/4/2013	3,915.96		
<b>34</b>	Miss Black and	Alpha Phi Alpha La Asociacion	4/13/2013	4,561.18		
<b>35</b>	Premio Nuestro	Latina	5/2/2013	4,828.02	200	24.1401

	Food		3,297.03
	A/V		500.00
	Supplies		906.94
	Artist		60.00
	Publicity		45.00
	<b>Casino Night</b>		
<b>6</b>	<b>Benefit</b>	<b>Operation DEEP 10/13/12 Duffield Hall</b>	<b>4,220.63</b>
	CUPD		340.80
	Food		682.60
	A/V		370.00
	Supplies		903.53
	Publicity		257.49
	Prizes		1,666.21
	<b>The Role of Govt in</b>	<b>Cornell</b>	
	<b>a Free Soc</b>	<b>Republicans &amp;</b>	
	CUPD	<b>Democrats, and</b>	
<b>7</b>		<b>PAM Dept. 10/18/12 Bailey Hall</b>	<b>2,999.05</b>
			<b>2,999.05</b>
	<b>8</b>	<b>Midnight Dim Sum</b>	
		<b>Chinese Students Association 10/19/12 s</b>	<b>3,505.79</b>
		<b>WSH/Okenshield</b>	
	Food		2,873.59
	Publicity		348.20
	CUPD		284.00
	<b>9</b>	<b>Y-Love Concert</b>	
		<b>Center for Jewish Living, Cornell Concert Commission 10/25/12 RPCC MPR</b>	<b>3,000.00</b>
	Artist		3,000.00
<b>10</b>	<b>Noche Dorada</b>	<b>LUL 11/3/12 Duffield Hall</b>	<b>5,000.00</b>
	Food		4,500.00
	Supplies		500.00
	<b>11</b>	<b>Big Red Bar</b>	
		<b>Cornell Hillel, Schwartz Ambassadors 11/17/12 Duffield Hall</b>	<b>4,973.51</b>
	Artist		350.00
	Venue		399.20
	CUPD		276.90
	Food		2,269.58
	Supplies		1,027.99
	Publicity		260.85

<b>21 Unbound</b>	<b>NASAC</b>	<b>4/6/13 G10 Biotech</b>	<b>5,000.00</b>
Artist			5,000.00
<b>22 Cornell Con</b>	<b>CJAS</b>	<b>4.27.2013 RPCC</b>	<b>1,026.92</b>
CUPD			390.50
Publicity			220.00
Prizes			416.42
	<b>Consciousness Club &amp; Samadhi</b>		
<b>23 Yoga Remix</b>	<b>Yoga</b>	<b>4/19/13 Duffield Hall</b>	<b>3,004.03</b>
Artist			1,750.00
Venue			450.00
Food			480.50
Supplies			58.12
Publicity			265.41
<b>24 Jazz R and B Night</b>	<b>NCPC</b>	<b>4/26/13 Memorial Room</b>	<b>5,000.00</b>
Artist			5,000.00
	<b>Chinese Students Association</b>	<b>Statler Auditorium</b>	
<b>25 China Night</b>		<b>4/13/13</b>	<b>2,050.87</b>
Venue			1,200.00
Supplies			432.40
Publicity			418.47
<b>A Battle of the A</b>			
<b>26 Capella</b>	<b>FACE AIDS</b>	<b>3/28/13 Duffield Hall</b>	<b>2,462.97</b>
Artist			251.25
Venue			925.00
Food			356.95
Prizes			929.77
		<b>Physical Sciences Building</b>	
<b>27 Red Ideas Festival</b>	<b>Red Ideas</b>	<b>4/6/13</b>	<b>2,664.78</b>
Food			2,664.78
		<b>Johnson Museum</b>	
<b>28 Museum Royale</b>	<b>Museum Club</b>	<b>3/29/13</b>	<b>1,727.86</b>
Food			1,407.47
Supplies			308.39
Publicity			12.00
	<b>English Club, Piano Society</b>	<b>Johnson Museum</b>	
<b>29 Rhythm and Rhyme</b>		<b>4/5/13</b>	<b>1,462.58</b>
Food			451.21

## CUTONIGHT Event Summary 2011-2012

2010-11	\$20,509.86
SA Fee	\$126,702.00
2011-12 True	(\$610.00)
2011-12 5%	\$6,668.00
<b>TOTAL</b>	<b>\$153,269.86</b>
<b>TOTAL</b>	<b>\$138,782.54</b>
<b>Surplus</b>	<b>\$14,487.32</b>

### Administrati

<b>n TOTAL</b>	<b>\$3,954.27</b>
Copying	\$618.74
Publicity	\$1,210.25
Miscellaneous	\$1,743.82
FY11 remaining exp. that hit	\$381.46

<u>Event</u>	<u>Sponsor</u>	<u>Date</u>	<u>Expenses</u>	<u>Att</u>	<u>Cost/Person</u>
Casino Night	Operation DEEP	9/24/11	\$4,308.08		
Cover Africa Benefit	Chinese Students Association	9/24/11	\$4,651.51	125	37.2
Latinologues Big Red Showcase	Sigma Lambda Upsilon Sorority, Inc.	10/1/11	\$2,017.39	400	5.04
	NSMH Lambda Upsilon Lambda	12/2/11	\$1,727.97	200	8.64
Leaving U Laughing	Fraternity, ALPFA	10/22/11	\$3,000.00	200	15
Sushi Night	Japan US Association	12/3/11	\$3,904.42	600	6.51
Midnight Dim Sum Poetry	Chinese Students Association	10/21/11	\$3,317.64	350	9.48
Slam/Apollo's Theater Dance and Dessert	Delta Sigma Theta Sorority	11/11/11	\$4,484.59		
	FIMRC Hillel, Schwartz Center	11/18/11	\$4,424.01		
Big Red Bar Mitzvah	Ambassadors	11/12/11	\$2,550.00	415	6.14

Norooz Overnight	Students	3/29/12	\$3,920.19	125
Celebrity East Coast Conference	BWSN	4/13/12	\$1,323.73	
KRIMSON	MEChA	4/7/12	\$1,939.30	150 12.9
Empire	Kappa Alpha Psi Fraternity	4/6/12	\$5,000.00	

A/V				\$690.00	
Supplies				\$575.16	
Printing				\$202.23	
<b>4 Big Red Showcase</b>	<b>NSMH</b>	<b>12/2/11</b>	<b>Statler Auditorium</b>	<b>\$1,727.97</b>	<b>200</b>
Food				\$90.35	
A/V				\$235.00	
Supplies				\$886.87	
Publicity				\$115.75	
Prizes				\$400.00	
<b>5 Leaving U Laughing</b>	<b>Lambda Upsilon Lambda Fraternity, ALPFA</b>	<b>10/22/11</b>	<b>Call Auditorium</b>	<b>\$3,000.00</b>	<b>200</b>
Artist				\$3,000.00	
<b>6 Sushi Night</b>	<b>Japan US Association</b>	<b>12/3/11</b>	<b>Okenshields</b>	<b>\$3,904.42</b>	<b>600</b>
Venue				\$1,025.00	
Food				\$1,897.05	
CUPD				\$231.20	
Miscellaneous				\$332.55	
Supplies				\$230.31	
Publicity				\$188.31	
<b>7 Midnight Dim Sum</b>	<b>Chinese Students Association</b>	<b>10/21/11</b>	<b>Okenshields</b>	<b>\$3,317.64</b>	<b>350</b>
Food				\$2,695.90	
Supplies				\$197.75	
CUPD				\$204.00	
Publicity				\$219.99	
<b>8 Poetry Slam/Apollo's Theater</b>	<b>Delta Sigma Theta Sorority</b>	<b>11/11/11</b>	<b>Appel Commons</b>	<b>\$4,484.59</b>	
Artist				\$2,906.80	
Venue				\$120.00	
Food				\$753.75	
A/V				\$704.04	
<b>9 Dance and Dessert</b>	<b>FIMRC</b>	<b>11/18/11</b>	<b>Statler Ballroom</b>	<b>\$4,424.01</b>	
Food Beverage					
Statler charges				\$4,332.00	

CUPD				\$258.40
Prizes				\$711.68
Miscellaneous				\$613.19
<b>16 Harlem Night</b>	<b>Les Femmes des Substance</b>	<b>3/10/12</b>	<b>Statler Hotel</b>	<b>\$5,000.00</b>
Venue				\$4,725.00
Prizes				\$275.00
<b>17 Asia Night</b>	<b>CAPSU</b>	<b>3/3/12</b>	<b>Duffield Atrium</b>	<b>\$3,869.18</b>
Supplies				\$3,869.18
<b>18 s</b>	<b>CUGSA, Fashion Collectives, Big Red Bears</b>	<b>4/20/12</b>	<b>Noyes</b>	<b>\$5,000.00</b>
Artist				\$5,000.00
<b>19 Una Harmonia</b>	<b>Quisqueya, CASA, PRSA</b>	<b>2/11/12</b>	<b>Duffield Atrium</b>	<b>\$4,810.78</b>
Venue				\$841.91
Food				\$3,500.00
CUPD				\$353.60
Publicity				\$115.27
<b>20 Africa Ball</b>	<b>Nigerian Students Association</b>	<b>3/3/12</b>	<b>Clark Atrium</b>	<b>\$4,548.77</b>
Supplies				\$3,465.09
Food				\$384.49
A/V				\$49.19
Prizes				\$650.00
<b>21 Ceremonny</b>	<b>Black History Month Closing</b>	<b>BSU</b>	<b>3/2/12</b>	<b>Johnson Art Museum</b>
Venue				\$4,938.74
Food				\$1,800.00
Publicity				\$2,987.47
				\$151.18
<b>22 Show</b>	<b>Afrikan Fashion</b>	<b>Coalition of Pan African Scholars</b>	<b>3/9/12</b>	<b>Duffield Atrium</b>
Artist				\$4,791.23
Venue				\$2,857.65
CUPD				\$600.00
				\$340.00

	CUPD				\$340.00	
	Food				\$300.00	
	Supplies				\$235.34	
	Miscellaneous				\$464.56	
<b>30</b>	<b>Black Affair</b>	<b>BSU</b>	<b>5.5.12</b>	<b>Trillium</b>	<b>\$5,000.00</b>	
	Food				\$5,000.00	
<b>31</b>	<b>Resoundingly Queer</b>	<b>Schwartz Ambassador s</b>	<b>3/30/12</b>	<b>Schwartz Theater</b>	<b>\$3,000.00</b>	
	Artist				\$3,000.00	
<b>32</b>	<b>Rhythm and Rhyme</b>	<b>Piano Soc., English Club, Museum Club</b>	<b>3/30/12</b>	<b>Johnson Art Museum</b>	<b>\$2,701.53</b>	
	Venue				\$1,000.00	
	Food				\$484.73	
	Supplies				\$65.90	
	Publicity				\$180.90	
	Miscellaneous				\$970.00	
<b>33</b>	<b>Norooz</b>	<b>Iranian Students Org.</b>	<b>3/29/12</b>	<b>West Campus</b>	<b>\$3,920.19</b>	
	Food				\$3,797.08	<b>125</b>
	Publicity				\$63.30	
	Miscellaneous				\$59.81	<b>200</b>
<b>34</b>	<b>Overnight Celebrity</b>	<b>BWSN</b>	<b>4/13/12</b>	<b>Townhouse Community Center</b>	<b>\$1,323.73</b>	
	Food				\$1,323.73	
<b>35</b>	<b>East Coast Conference</b>	<b>MEChA</b>	<b>4/7/12</b>	<b>Risley Dining Hall</b>	<b>\$1,939.30</b>	<b>150</b>
	Food				\$1,684.80	
	Supplies				\$254.50	
<b>36</b>	<b>KRIMSON Empire</b>	<b>Kappa Alpha Psi Fraternity</b>	<b>4/6/12</b>	<b>Statler</b>	<b>\$5,000.00</b>	
	Food/Venue				\$5,000.00	



000000CUTC 10-11  
Summary

Journey Through Movement	1,329.99	315 attended
Red Thread Benefit	5,364.25	100 attended
Fiesta	2,106.12	200 attended
Sonje	112.12	canceled
Ms. Black and Gold	1,821.35	
A Tropical Affair	4,563.45	
A Night in Nollywood	4,984.00	
Spread the World/Taste o Thai	4,691.77	

# CONSTITUTION

## CUTonight Commission

### Article I NAME

The CUTonight Commission will be a registered student organization. The commission will provide other registered undergraduate student organizations (those having 61% or more undergraduate student members) with financial support for hosting late-night weekend events open to the entire Cornell University campus. This program and service shall here after be called the CUTonight Commission. It will be a committee housed under the Office of the Dean of Students.

### Article II MISSION AND PURPOSE

#### **Section 1: Mission**

To improve the quality of social life on campus by breaking down social barriers that often exist between groups by building a greater sense of community and by reducing stress and the problems associated with high-risk behaviors through the funding of late night social events.

#### **Section 2: Purpose**

The purpose of the CUTonight Commission is to increase the number and diversity of open late-night social/recreational events available on Thursday, Friday and Saturday nights between 8 PM to 3 AM. The CUTonight Commission provides financial support to registered undergraduate student organizations that might not otherwise be able to sponsor open social/recreational events and/or that need further funding to expand the number or nature of events they offer.

In addition, the CUTonight Commission will work to promote diversity and multiculturalism on campus by ensuring that all groups can equally benefit and actively participate in its activities.

### Article III MEMBERSHIP

#### **Section 1: Eligibility and Composition**

The Commission will consist of a diverse and multicultural group of no less than 7 regular commissioners, 5 6 executive board members, one SAFC Liaison and one Student Assembly liaison who will both serve as full commissioners. In addition, the Student Assembly liaison shall serve as a voting member and the Student Assembly Vice President of Finance shall serve as an ex-officio member of the executive board. To be eligible for membership a person must be a registered undergraduate student at Cornell.

#### **Section 2: Application Process**

Regular commissioners shall be chosen through an application and interview process on a rolling basis each year, and once selected shall remain on the Commission for the course of their undergraduate enrollment, unless the situation warrants resignation. The commission will submit its slate of members and officers for SA approval.

## Article IV OFFICER DUTIES AND RESPONSIBILITIES

### **Section 1: Elections**

Commission officers shall be elected by a majority of the CUTonight Commissioners before the end of the fall semester. The officers should have at least one semester's term of experience to serve in the position. The election meeting shall be well publicized to all Commission members. Nominations will be taken on the day of the election. Absentee ballots shall be permitted. To be eligible to vote, a member must not be in violation of the attendance policy. In the event that the Chair chooses to step down, the Vice Chair of Internal Operations shall serve in his or her place until an election to fill the vacancy can be scheduled.

### **Section 2: Elected Officers**

All elected officers will serve a two-semester term beginning after the election in January and ending after the election the following January. Outgoing officers will train their successors. All officers are expected to attend meetings, perform the duties assigned to them by the Commission and notify the other officers of their progress.

All officers are subject to removal from office if they fail to perform the duties of their office by a 2/3 vote of the general membership. In this event, the remaining officers will share the duties of the removed officer until an election is held within two weeks.

### **Section 3: Officer Responsibilities**

All officers are members of the Executive Board and will have the following duties:

- A. The Commission Chair shall:
  1. Register the CUTonight Commission as a Student Organization each fall.
  2. Establish the agenda and facilitate all meetings of the commission.
  3. Chair Executive Board meetings.
  4. Update the website with the appropriate dates and funding documents.
  5. Copy applications before distribution to commissioners.
  6. Communicate/Greet student groups during hearings
  7. Tally votes after hearing process.
  8. Send out templates for each funding cycle (invitations, decision letters, contracts).
  9. Schedule and manage appeal hearings during the appeals process.
  10. Ensure that all correspondence is sent in a timely fashion to groups.
- B. The Vice Chair of Internal Operations shall:
  1. Notify all members, via email, of the meeting times and location.
  2. Keep and enforce the attendance policy.
  3. Take minutes at all meetings.
  4. Make room reservations for general body meetings, application review meetings and hearings.
  5. Work with Cat Holmes and Marie Roller to order meals for CUTonight meetings.
- C. The Vice Chair of Finance shall:
  1. Oversee the CUTonight Commission account.
  2. Coordinate fund disbursements to departmental accounts held by the organizations who have received funding.

## **Section 2. Procedure for Appeals before the Student Assembly**

Following this meeting, should the organization feel the need to further pursue an appeal for funding, the organization's executive board must meet with the SA liaison and SA VP Finance within 3 days upon receiving notification from the Commission to determine if their grievances constitute an appropriate appeal. An appeal must meet the following criteria:

1. The organization may present the same information regarding their event proposal that was present during the Commission's application and hearing process.
2. The organization must demonstrate that their event, upon the time of the CUTonight funding decision, met all the objective criteria for funding as detailed in the CUTonight funding application.
3. The organization must provide evidence of grounds for the belief that one or more CUTonight Commissioner(s) demonstrated discrimination against the organization's membership or application. For example, a derogatory comment made during the hearing.

The SA Liaison or VP Finance shall arrange for the presentation of an appeal to the Student Assembly should he or she find that the organization with grievances has grounds for an appeal. If the Student Assembly grants the organization's appeal, the original funding amount requested, as listed on the organization's application for CUTonight funding, will be disbursed to the organization from the CUTC budget if adequate funding remains in the budget for that fiscal year. The CUTC will set aside \$5000 per funding cycle/\$20,000 per fiscal year to cover up to one event per funding cycle. If no appeal is upheld for a cycle, the \$5000 for that cycle can be used for future events during that fiscal year.

The SA Liaison shall be responsible for communicating with the CUTonight Executive Board any corrective measures, as the Student Assembly deems appropriate, to prevent future instances of the bias activity in question. The SA Liaison shall be responsible for communicating the Commission's progress on completing these measures to the Student Assembly.

## **Article VII AMENDMENTS**

Amendments may be recommended by members and will be implemented upon approval by a 2/3rd majority vote of the CUTonight Commission and approval from the Student Assembly.