



**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)	<u>eak</u>	
Dollar request per student per year	<u>\$ 2.80</u>	
Petition signatures (if new applicant)	<u>N/A</u>	
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:	<u>AK</u>	
Date Received:	<u>4/25/13</u>	
Sigs Checked:	_____	

Applicant Organization/Program Name: Welcome Weekend

Primary Contact

Secondary Contact

Name: Eben A. Kane

Name: Nicole Cleminshaw

Address: 702 University Ave
Ithaca, NY 14850

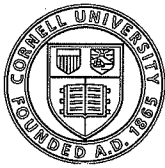
Address: 234 Oldham Way
Hudson, Ohio 44236

Phone: 310-339-3119 Email: eak246@cornell.edu

Phone: 330-608-3996 Email: nmc68@cornell.edu

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.

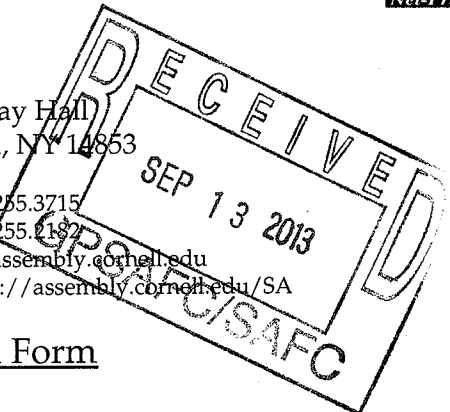
Representative: Eben A. Kane Eben A Kane 4/25/2013
(print name) (signature) (date)



Cornell University Student Assembly

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	Applicant	Office
Preliminary Items Due 4pm, April 25, 2013		
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Dollar request per student per year	\$ 3.00	
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Final Attachments Due 4pm, September 13, 2013		
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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: Welcome Weekend

Primary Contact

Name: Nicole Cleminshaw
Address: 209 Williams Street, Apt #3
Ithaca, NY 14850
Phone: 330 608 3996 Email: nmc68@cornell.edu

Secondary Contact

Name: Eben Kane
Address: 702 University Ave.
Ithaca, NY 14850
Phone: 310 339 3119 Email: eak246@cornell.edu

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Representative: Eben Kane Eben A Kane 9/13/13
(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

EAK NC Ckt

Allows all students equal access to services and/or participation

EAK NC Ckt

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

EAK NC Ckt

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

(n/a) Ckt EAK NC

May Be Waived By Student Assembly with Approval of University President

Is registered with the Student Activities Office *SVA!*

EAK NC Ckt

Is student-directed and student-led

EAK NC Ckt

Has Cornell operating account with internally controlled funds

EAK NC Ckt

Has a Cornell-employed advisor with oversight of Cornell funds

EAK NC Ckt

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

EAK NC Ckt

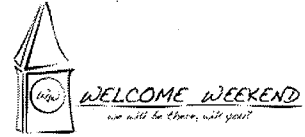
If applicant is a registered student organization, the following officers must sign below. The undersigned acknowledge that they have reviewed the application, and that the organization and its officers agree to all conditions explained on the reverse page of this application.

President: Nicole Clemenshaw *Nicole Clemenshaw* 9/13/13
(name) (signature) (date)

Treasurer: Eben A Kane Eben A. Kane 9/13/13
(name) (signature) (date)

Advisor: Catherine Holmes CATHERINE HOLMES 9/13/13
(name) (signature) (date)

Welcome Weekend Byline Report Fall 2013



2. SUMMARY OF REQUEST

Welcome Weekend, an organization in the office of Dean of Students, hopes to continue coordinating and managing events during the first week of both the fall and spring semester of the 2014-2015 and 2015-2016 academic years in order to connect students to on-campus organizations and strengthen the Cornell community through social events that provide alternatives to high-risk drinking. Welcome Weekend events are extremely well attended and we believe that they help to enrich the social experience of returning and new students who are arriving on campus. We also contribute to the university's efforts to provide late night events during the first 6 weekends of the semester. We request \$3.00 per undergraduate student for the next two years – an increase from our current allocation of \$2.55. In the past, Welcome Weekend received \$3.00 per undergraduate student, but this amount was reduced to \$2.75 per undergraduate student and then \$2.55 because of a surplus that we carried over from the previous years. Since these reductions, we have reduced our surplus by adding an event in the spring semester. An allocation increase will enable us to successfully hold events at the beginning of both semesters that benefit the Cornell undergraduate community.

New spring events justify an increased allocation for Welcome Weekend. In 2013, the organization's Winter Fest event attracted approximately 900 people, up from 200 people in 2012. We plan to continue this event in spring 2014 and implement best practices we learned from past experience to continue to make it more successful. In addition to this spring event, we plan to coordinate a Club Fest event in spring 2014 that allows transfer students and others seeking on-campus involvement an excellent opportunity to connect with clubs. In the 2014-2016 period, we hope to continue coordinating and managing these events, which offer great value to undergraduates: they provide an opportunity to meet people through structured and informal events, which also provide an alternative to high-risk drinking in line with the Student Assembly's goal. Welcome Weekend's spring programming justifies a larger allocation request; we have used our past surpluses to fund the events during the 2012-2014 period and cannot continue to hold them unless our allocation is raised.

Large budget surpluses will not be a problem for the organization, and Welcome Weekend's past surpluses can be attributed to our good fiscal management. The organization values every penny it receives from the student activity fee. Accordingly, our coordinators look to borrow supplies from other organizations, search for the best prices, and negotiate with different vendors to find great values. At the same time, budgets have to be padded due to fluctuation in quotes and charges from Cornell Shops—although in the past few years Glenn Cotterill has been able to keep the actual cost in the \$4,000-\$5,000 range for the Street Fair electric charges (this cost is often quoted at \$5,000-\$6,000). In order to spend past surpluses and use funds to benefit students, the organization has developed high quality spring programming. Additionally, to support our events and adjust for lower allocations, we have applied for \$5,000 in funding from CU Tonight (another byline funded organization) and charged for Club Fest participation. Welcome Weekend will no longer run large surpluses because new spring events, and the organization requires more support from the Student Activity Fee to maintain these valuable events.

In conclusion, Welcome Weekend cannot continue to put on high quality, attractive events without increased support from the Student Activity Fee. We urge the Appropriation Committee to increase our appropriate to an amount in line with its historical level. Our projections for the next 3 years demonstrate we will need additional income to cover our expenses.



WELCOME WEEKEND
we will be there, with you!

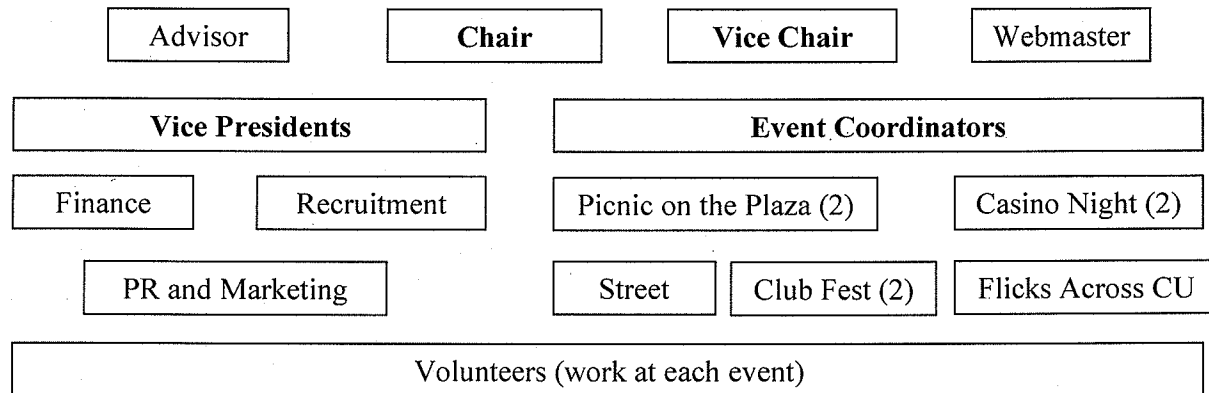
3. MISSION STATEMENT

Welcome Weekend and its programs are aimed at changing the student culture on campus. The organization was created in 2002 to offer a safe and exciting alternative to Collegetown parties that currently attract thousands of students during the first weeks of classes. The 5-day Welcome Weekend events are held each year in late-August and early-September, immediately following the conclusion of the New Student Orientation, to welcome all students back to the Cornell campus. Since 2012, the group has also held events in the spring semester, which are similarly geared at welcoming students back to campus, providing a social alternative to high-risk drinking, and introducing them to the many student organizations on campus. A critical way to facilitate the change in student culture is to have the initiative come from students, be enacted by students, and be appealing so students are interested in participating.



4. ORGANIZATION PROFILE

Organization Chart



Total: 13 undergraduates on Executive Board, 79 volunteers engaged in hosting events

Current Officers:

Nicole Cleminshaw	nmc68	Chair
Tejal Thakkar	tdt42	Vice Chair and Street Fair Coordinator
Eben Kane	eak246	VP Finance
Shwetha Sethuram	sbs266	VP Recruitment
Tongyu Wang	tw295	VP PR and Marketing
Liang Zhang	lz278	Webmaster and Flicks Across CU Coordinator
Ai Hui Chew	ac989	Club Fest Coordinator
Yuanyuan Chen	yc624	Club Fest Coordinator
Christina Kim	csk89	Picnic on the Plaza Coordinator
Priyanka Panigrahi	pp373	Picnic on the Plaza Coordinator
Bradley Mills	bam269	Street Fair Coordinator
Zach Berle	zmb8	Casino Night Coordinator
Scott Rabinowitz	shr54	Casino Night Coordinator
Catherine Holmes	cah4	Advisor
		Assoc. Dean of Students

History

Welcome Weekend (WW) is a university organization that was started by the officers and advisor of the Orientation Steering Committee (OSC) in October 2002 as a response to the issues arising from parties in Collegetown. The first WW event was held in August 2003. WW programs are designed to provide all students with a series of late night events as an attractive alternative to high-risk drinking.

In fall 2003, the group went through the byline funding process and was successful. From the 2004-2005 academic year onwards, WW began to be funded by the Student Activity Fee. The SA stipulated that WW make a complete break from OSC. This transition happened in the fall of 2004 and WW moved out of the DOS unit of New Student Programs and moved into the DOS unit of the Student Activities Office (SAO). Note, SAO recently underwent a name change to Student Leadership, Engagement & Campus Activities (SLECA).



Welcome Weekend has continued to evolve over the years as the board increased its membership and better defined the roles of its Executive Board members. The organization has sponsored a variety of events, some of which have proven to have “lasting power” while other events have been “retired.” One example of a “retired” program is CU on the Slope/Quad, which was formerly held on the night before classes begin and had an average attendance of around 750 people. It was retired in 2010.

In 2011, Welcome Weekend started a new spring semester event. The idea of this event, which takes place during the first weekend after the start of spring semester, is again, to welcome back students to Cornell’s campus. Since the event is an addition to Welcome Weekend’s repertoire, the board has decided to experiment with different types of events each of the first couple years, rather than nail down one type. The events held the past two years ranged from a formal dance to a “Takeover” of Willard Straight Hall, including a rave, movie night, and student performances in the Bear’s Den.

In general, Welcome Weekend sponsors 5 major events over the course of 5 consecutive days, beginning with the first event on the first day of class. In 2013, due to Welcome Weekend falling on Labor Day weekend for the first time, we moved ClubFest to the following weekend. In addition to these 5 events, Welcome Weekend sponsors 1 spring event that takes place during the first weekend of spring semester.

Picnic on the Plaza/Quad was designed to bring staff, faculty and students together for a meal on the first day of classes. Cornell Dining partnered with WW to make this happen for three years and at its height, the event drew about 2,400 participants who paid for lunch on the Arts Quad. However, in the fall of 2009, due to changes in staffing and budget concerns, Dining was unable to commit to sponsoring this event with WW so student leaders opted to purchase food and serve it for free on Ho Plaza. From then on, Picnic on the Plaza has been run in a similar format.

Flicks Across CU is Welcome Weekend’s second event and is held on Thursday night. In the past, WW featured dance parties on the second night of events, but they garnered mixed reviews. Over the past five years, WW has sponsored Flicks Across CU. Though the event takes place on a smaller scale, 2 free movie showings in Cornell Cinema has proved to be a reliable draw.

Casino Night has been a mainstay of WW since its inception, featuring casino games, prize giveaways, free food and refreshments. In its early years, the event was held in Barton Hall, and students were charged to participate. It is now held in Willard Straight Hall and is free of charge for all participants.

Street Fair has been a huge success since its inception several years ago; its attendance figures have always remained high even the year of a downpour just prior to start: 2,000 showed up! Thousands of students each year enjoy the carnival games, free food, student group performances, and the special performances by DJs, magicians, and/or clowns.

Club Fest, the annual activities fair that showcases 320 student organizations, is Welcome Weekend’s culminating event. Since its establishment, the event has become hugely successful, drawing in about 4,000 students this past year. In the past, organizations have been charged a registration fee. At the urging of the Appropriations Committee, the Welcome Weekend Executive Board decided to waive the fee for 2011-2012. In 2013, the event was pushed back by one week because of Labor Day.



5. ACTIVITIES, PROGRAMMING, AND EVENTS IN CURRENT CYCLE

2012-13:

- Picnic on the Plaza: Approximately 2,000 people attended (estimate). The food served included pizza, wings, sandwiches, cupcakes, chips, fruit, and beverages.
- Flicks Across CU: Co-sponsored with Cornell Cinema. WSH Theatre was closed for renovations so movies were shown in Uris Hall Auditorium, a larger venue. Total attendance was 699; the first showing of *The Lorax* attracted 272 people and the second showing of *The Avengers* was filled to capacity at 427 attendees. Free candy was provided.
- Pirate-Themed Casino Night: The annual late night event in WSH drew a large crowd and attendance was kept by scanning CU IDs for the first time. During busy times a handheld clicker was used. An estimate of 800 students attended (725 ID swipes). Students cashed out chips from blackjack, poker, roulette, and bingo for raffle tickets, which were entered into a drawing for prizes. In addition, free food, chocolate fountain, and mocktails were served in Okenshields.
- Jungle-Themed Street Fair: Held again on Ho Plaza and the main floor of the Straight. As students left the Cornell Concert Commission's free concert on the Arts Quad, they flooded into the Street Fair just as it opened at 9pm. There were approximately 4,000 attendees. Free food, carnival games, and stage featuring student performers and a magician entertained attendees.
- ClubFest: The annual student organization fair held in Barton Hall, featuring 320 clubs. These clubs were provided the opportunity to recruit new members and publicize their upcoming activities. We estimate there were 4,000 attendees in spite of the heat—3,000 water bottles were taken by halfway through the event.
- Winter Fest: The spring semester event changed format from a formal dance (in 2011-2012) to a "Takeover" of Willard Straight Hall, including a rave, movie night, and student performances in the Bear's Den. This change helped attract 900 people, compared to 200 in the previous year. This was the second time Welcome Weekend sponsored an event in the spring.
- Co-sponsorships: CU Tonight allocated \$5,000 to Street Fair 2012. CCC once again sponsored a free concert on Saturday night and ended just as Street Fair began. Haven and other groups offered Drag Bingo on Thursday night and attendance looked great at WSH.

2013-14:

- Picnic on the Plaza: We served wings, pizza, sandwiches, salad, apples, peaches, chips, and refreshments. The weather held up and many people lined up on Ho Plaza for the free food. An estimate of over 2000 students attended.
- Flicks Across CU: We returned to Willard Straight's theatre in partnership with Cornell Cinema. This year, there were 575 attendees. We had a full house (337) for *The Great Gatsby* and a large crowd (238) later for *Star Trek II*. Free candy was served.
- Casino Night: There were estimated to be 540 attendees. The usual games of blackjack, poker, and roulette were played in the 4th floor of Willard Straight. Great prizes were given out along with free food and mocktails being served in Okenshields and outside on the patio.
- Street Fair: Ho Plaza was lit up again with street lamps as Street Fair held all of its games and performances outside of Willard Straight this year. A stage was set up and the path walk was lined with traditional carnival games. CU Police estimate 3,000 people attended the event.
- Club Fest: The annual showcase of 320 clubs in Barton Hall. This year, in order to better separate the clubs into different sections, tables were color coded in addition to traditional signage. CU Police estimate 4,000 people attended the event.
- Winter Wonderland: We plan to again host an event in WSH, maintaining the cinema component, refining the student showcase, and changing the rave to something less expensive.
- Winter ClubFest: We plan to hold another club fair to introduce undergraduates looking to get involved, especially new transfer students, to the array of student organizations at Cornell.



WELCOME WEEKEND
we will be there, with you!

6. FINANCIAL INFORMATION

Historical Summary Income Statements (2010-2013)

	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
INCOME			
Student Activity Fee	\$ 34,498.00	\$ 34,843.00	\$ 32,309.00
Year End TrueUp/Res	\$ 2,249.00	\$ 1,666.00	\$ 2,240.00
Cosponsorships	\$ -	\$ -	\$ 1,950.00
ClubFest Registration Income	\$ 2,581.42	\$ -	\$ 2,332.16
Casino Equipment Rentals	\$ 101.00	\$ 68.00	\$ 684.00
Surplus from previous year	\$ 22,551.91	\$ 22,153.85	\$ 14,207.42
Total Income	\$ 61,981.33	\$ 58,730.85	\$ 53,722.58
EXPENSES			
<u>Administration</u>			
Publicity	\$ 1,146.09	\$ 1,107.56	\$ 168.36
Copying	\$ 35.83	\$ 57.64	\$ -
Novelties/Giveaways	\$ 4,033.77	\$ 4,401.65	\$ 3,234.03
Recruitment	\$ -	\$ 38.00	\$ 475.00
Miscellaneous	\$ 2,223.64	\$ 1,342.98	\$ 1,269.74
Total Administration	\$ 7,439.33	\$ 6,947.83	\$ 5,147.13
<u>Fall Events</u>			
Picnic on the Plaza	\$ 7,064.25	\$ 6,782.23	\$ 6,363.64
Flicks Across Campus	\$ 2,452.30	\$ 2,330.92	\$ 2,284.61
Casino Night	\$ 6,363.53	\$ 5,679.92	\$ 5,488.05
Street Fair	\$ 12,499.55	\$ 14,806.41	\$ 15,044.76
Club Fest	\$ 4,008.52	\$ 5,404.24	\$ 5,825.54
Total Fall Events	\$ 32,388.15	\$ 35,003.72	\$ 35,006.60
<u>Spring Events</u>			
Winter Wonderland	\$ -	\$ 2,571.88	\$ 5,600.30
Total Expenses	\$ 39,827.48	\$ 44,523.43	\$ 45,754.03
Year end surplus	\$ 22,153.85	\$ 14,207.42	\$ 7,968.55



Historical Event Breakdowns and Other Detailed Reporting

	2010-11	2011-12	2012-13
INCOME			
Student Activity Fee	\$ 34,498.00	\$ 34,843.00	\$ 32,309.00
Year End TrueUp/Res	\$ 2,249.00	\$ 1,666.00	\$ 2,240.00
Cosponsorships	\$ -	\$ -	\$ 1,950.00
Club Fest Registration Income	\$ 2,561.42	\$ -	\$ 2,332.16
Casino Equipment Rentals	\$ 101.00	\$ 68.00	\$ 684.00
Surplus from previous year	\$ 22,551.91	\$ 22,153.85	\$ 14,207.42
TOTAL INCOME	\$ 61,981.33	\$ 58,730.85	\$ 53,722.58
EXPENSES			
Administrative Expenses Total			
Publicity	\$ 7,439.33	\$ 6,947.83	\$ 5,147.13
Copying	\$ 1,146.09	\$ 1,107.56	\$ 168.36
Novelties/Giveaways	\$ 35.83	\$ 57.64	\$ -
Recruitment	\$ 4,033.77	\$ 4,401.65	\$ 3,234.03
Miscellaneous	\$ -	\$ 38.00	\$ 475.00
Miscellaneous	\$ 2,223.64	\$ 1,342.98	\$ 1,269.74
Picnic on the Plaza Total			
Food/Beverage	\$ 7,064.25	\$ 6,782.23	\$ 6,363.64
Supplies	\$ 5,701.22	\$ 5,784.48	\$ 5,764.64
Cornell Shops charges	\$ 649.15	\$ 448.60	\$ 312.75
Cornell Shops charges	\$ 713.88	\$ 549.15	\$ 286.25
Date	8/25/10	8/24/11	8/22/12
Attendance	1500	2000	2000
Flicks Across CU Total			
Cornell Cinema	\$ 2,452.30	\$ 2,330.92	\$ 2,284.61
Food/Beverage	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00
Copying	\$ 511.67	\$ 447.19	\$ 394.61
Copying	\$ 90.63	\$ 33.73	\$ 40.00
Date	8/26/10	8/25/11	8/23/12
Attendance	515	440	699
Casino Night Total			
Food/Beverage	\$ 6,363.53	\$ 5,679.92	\$ 5,488.05
Decorations, supplies, and copying	\$ 2,469.04	\$ 2,074.18	\$ 1,044.09
Prizes	\$ 1,616.27	\$ 1,557.42	\$ 943.81
Music (Performer & Equipment)	\$ 841.72	\$ 288.32	\$ 2,070.15
CU Police	\$ 725.00	\$ 610.00	\$ 600.00
CU Police	\$ 591.50	\$ 680.00	\$ 710.00
Space rental fees	\$ 120.00	\$ 470.00	\$ 120.00
Date	8/27/10	8/26/11	8/24/12
Attendance	1000	1000	800



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we will be there, with you!

Continued: Historical Event Breakdowns and Other Detailed Reporting (2010-11, 2011-12, 2012-13)

Street Fair Total	\$	12,499.55	\$	14,806.41	\$	15,044.76
<i>Cornell Shops charges</i>	\$	4,232.17	\$	5,199.91	\$	5,646.47
<i>Noventies/Carnival Games</i>	\$	4,400.00	\$	3,430.00	\$	2,600.00
<i>Stage, Sound, and Lights</i>	\$	660.00	\$	3,687.50	\$	3,695.00
<i>Artists</i>	\$	1,581.25	\$	800.00	\$	850.00
<i>CU Police and EMS</i>	\$	676.00	\$	862.60	\$	681.60
<i>Food/Beverage</i>	\$	434.56	\$	195.99	\$	372.35
<i>Supplies and other expenses</i>	\$	515.57	\$	630.41	\$	1,199.34
Date		8/28/10		8/27/11		8/25/12
Attendance		4000		4000		4000
Club Fest Total	\$	4,008.52	\$	5,404.24	\$	5,825.54
<i>Cornell Shops charges</i>	\$	2,602.78	\$	3,050.74	\$	3,590.22
<i>Sound</i>	\$	510.00	\$	480.00	\$	458.25
<i>Supplies and copying</i>	\$	115.74	\$	295.60	\$	222.45
<i>Food, Beverage, and Water</i>	\$	-	\$	656.90	\$	553.52
<i>CU Police</i>	\$	780.00	\$	816.00	\$	1,001.10
<i>University Tickets Fee</i>	\$	-	\$	105.00	\$	-
Date		8/29/10		8/28/11		8/26/12
Attendance		3000		3500		4000
Winter Fest Total	\$	-	\$	2,571.88	\$	5,600.30
<i>Venue/AV Costs</i>	\$	n.a.	\$	177.75	\$	2,165.00
<i>Food/Beverage</i>	\$	n.a.	\$	760.46	\$	1,147.64
<i>Decorations, supplies, and copying</i>	\$	n.a.	\$	482.67	\$	651.06
<i>Prizes</i>	\$	n.a.	\$	275.00	\$	-
<i>Artist</i>	\$	n.a.	\$	400.00	\$	600.00
<i>CU Police</i>	\$	n.a.	\$	476.00	\$	1,036.60
Date		n.a.		1/28/12		1/25/13
Attendance		n.a.		200		900
Spring Club Fest Total	\$	-	\$	-	\$	-
<i>Cornell Shops charges</i>	\$	n.a.	\$	n.a.	\$	n.a.
<i>Sound</i>	\$	n.a.	\$	n.a.	\$	n.a.
<i>Supplies and copying</i>	\$	n.a.	\$	n.a.	\$	n.a.
<i>Food, Beverage, and Water</i>	\$	n.a.	\$	n.a.	\$	n.a.
<i>CU Police</i>	\$	n.a.	\$	n.a.	\$	n.a.
<i>University Tickets Fee</i>	\$	n.a.	\$	n.a.	\$	n.a.
Date		n.a.		n.a.		n.a.
Attendance		n.a.		n.a.		n.a.
TOTAL EXPENSES	\$	39,827.48	\$	44,523.43	\$	45,754.03
Surplus / Deficit	\$	22,153.85	\$	14,207.42	\$	7,968.55



WELCOME WEEKEND
we will be there, with you!

Projected Summary Income Statement

Welcome Weekend Projected Income Statements (2013-2016)

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>
INCOME			
Student Activity Fee	\$ 34,425.00	\$ 40,500.00	\$ 40,500.00
Year End TrueUp/Res	\$ -	\$ -	\$ -
Cosponsorships	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
ClubFest Registration Income	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00
Casino Equipment Rentals	\$ 100.00	\$ 100.00	\$ 100.00
Surplus from previous year	\$ 7,968.55	\$ 1,128.56	\$ 1,238.56
Total Income	\$ 51,293.55	\$ 50,528.56	\$ 50,638.56
EXPENSES			
<u>Administration</u>			
Publicity	\$ 76.80	\$ 600.00	\$ 625.00
Copying	\$ 40.00	\$ 50.00	\$ 50.00
Novelties/Giveaways	\$ 2,677.31	\$ 3,200.00	\$ 3,300.00
Recruitment	\$ 500.00	\$ 500.00	\$ 500.00
Miscellaneous	\$ 2,100.00	\$ 2,000.00	\$ 2,000.00
Total Administration	\$ 5,394.11	\$ 8,350.00	\$ 6,475.00
<u>Fall Events</u>			
Picnic on the Plaza	\$ 4,275.00	\$ 4,725.00	\$ 4,800.00
Flicks Across Campus	\$ 2,424.76	\$ 2,390.00	\$ 2,405.00
Casino Night	\$ 5,790.00	\$ 4,170.00	\$ 4,220.00
Street Fair	\$ 16,124.12	\$ 15,325.00	\$ 15,565.00
Club Fest	\$ 6,212.00	\$ 6,225.00	\$ 6,330.00
Total Fall Events	\$ 34,825.88	\$ 32,835.00	\$ 33,320.00
<u>Spring Events</u>			
Winter Wonderland	\$ 3,800.00	\$ 3,880.00	\$ 3,960.00
Spring Club Fest	\$ 6,145.00	\$ 6,225.00	\$ 6,330.00
Total Spring Events	\$ 9,945.00	\$ 10,105.00	\$ 10,290.00
Total Expenses	\$ 50,164.99	\$ 49,290.00	\$ 50,085.00
Year end surplus	\$ 1,128.56	\$ 1,238.56	\$ 553.56



WELCOME WEEKEND
we will be there, with you!

Projected Event Breakdowns

	2013-14	2014-15	2015-16
INCOME			
Student Activity Fee	\$ 34,425.00	\$ 40,500.00	\$ 40,500.00
Year End TrueUp/Res	\$ -	\$ -	\$ -
Cosponsorships	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Club Fest Registration Income	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00
Casino Equipment Rentals	\$ 100.00	\$ 100.00	\$ 100.00
Surplus from previous year	\$ 7,968.55	\$ 1,128.56	\$ 1,238.56
TOTAL INCOME	\$ 51,293.55	\$ 50,528.56	\$ 50,638.56
EXPENSES			
Administrative Expenses Total	\$ 5,394.11	\$ 6,350.00	\$ 6,475.00
Publicity	\$ 75.80	\$ 600.00	\$ 625.00
Copying	\$ 40.00	\$ 50.00	\$ 50.00
Novelties/Giveaways	\$ 2,677.31	\$ 3,200.00	\$ 3,300.00
Recruitment	\$ 500.00	\$ 500.00	\$ 500.00
Miscellaneous	\$ 2,100.00	\$ 2,000.00	\$ 2,000.00
Picnic on the Plaza Total	\$ 4,275.00	\$ 4,725.00	\$ 4,800.00
Food/Beverage	\$ 3,925.00	\$ 4,000.00	\$ 4,000.00
Supplies	\$ 50.00	\$ 350.00	\$ 350.00
Cornell Shops charges	\$ 300.00	\$ 375.00	\$ 450.00
Flicks Across CU Total	\$ 2,424.76	\$ 2,390.00	\$ 2,405.00
Cornell Cinema	\$ 1,850.00	\$ 1,850.00	\$ 1,850.00
Food/Beverage	\$ 540.76	\$ 500.00	\$ 510.00
Copying	\$ 34.00	\$ 40.00	\$ 45.00
Casino Night Total	\$ 5,790.00	\$ 4,170.00	\$ 4,220.00
Food/Beverage	\$ 1,600.00	\$ 1,100.00	\$ 1,150.00
Decorations, supplies, and copying	\$ 1,510.00	\$ 750.00	\$ 750.00
Prizes	\$ 1,230.00	\$ 800.00	\$ 800.00
Music (Performer & Equipment)	\$ 250.00	\$ 300.00	\$ 300.00
CU Police	\$ 710.00	\$ 750.00	\$ 750.00
Space rental fees	\$ 470.00	\$ 470.00	\$ 470.00
Street Fair Total	\$ 16,124.12	\$ 15,325.00	\$ 15,565.00
Cornell Shops charges	\$ 5,225.12	\$ 5,500.00	\$ 5,500.00
Novelties/Carnival Games	\$ 2,600.00	\$ 2,800.00	\$ 2,800.00
Stage, Sound, and Lights	\$ 3,550.00	\$ 3,600.00	\$ 3,700.00
Artists	\$ 720.00	\$ 800.00	\$ 840.00
CU Police and EMS	\$ 710.00	\$ 750.00	\$ 750.00
Food/Beverage	\$ 2,894.00	\$ 1,200.00	\$ 1,275.00
Supplies and other expenses	\$ 625.00	\$ 675.00	\$ 700.00
Club Fest Total	\$ 6,212.00	\$ 6,225.00	\$ 6,330.00
Cornell Shops charges	\$ 3,560.00	\$ 3,600.00	\$ 3,650.00
Sound	\$ 515.00	\$ 530.00	\$ 545.00
Supplies and copying	\$ 245.00	\$ 225.00	\$ 235.00
Food, Beverage, and Water	\$ 720.00	\$ 650.00	\$ 680.00
CU Police	\$ 852.00	\$ 900.00	\$ 900.00
University Tickets Fee	\$ 320.00	\$ 320.00	\$ 320.00
Winter Fest Total	\$ 3,800.00	\$ 3,880.00	\$ 3,960.00
Venue/AV Costs	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Food/Beverage	\$ 800.00	\$ 800.00	\$ 800.00
Decorations, supplies, and copying	\$ 500.00	\$ 530.00	\$ 560.00
Prizes	\$ -	\$ -	\$ -
Artist	\$ -	\$ -	\$ -
CU Police	\$ 500.00	\$ 550.00	\$ 600.00
Spring Club Fest Total	\$ 6,145.00	\$ 6,225.00	\$ 6,330.00
Cornell Shops charges	\$ 3,560.00	\$ 3,600.00	\$ 3,650.00
Sound	\$ 515.00	\$ 530.00	\$ 545.00
Supplies and copying	\$ 200.00	\$ 225.00	\$ 235.00
Food, Beverage, and Water	\$ 650.00	\$ 650.00	\$ 680.00
CU Police	\$ 900.00	\$ 900.00	\$ 900.00
University Tickets Fee	\$ 320.00	\$ 320.00	\$ 320.00
TOTAL EXPENSES	\$ 50,164.99	\$ 49,290.00	\$ 50,085.00
Surplus / Deficit	\$ 1,128.56	\$ 1,238.56	\$ 553.56



WELCOME WEEKEND
win with the grace, with spirit

7. Constitution, Charter, and Bylaws

See next page for "Welcome Weekend Committee Constitution, Charter, and Bylaws"

Welcome Weekend Committee Constitution, Charter, and Bylaws

I. NAME

The name of this body shall be the Welcome Weekend Committee.

II. AFFILIATIONS

Welcome Weekend Committee is a university-affiliated organization with the office of the Dean of Students.

III. PURPOSE/MISSION

This group will coordinate all Welcome Weekend programs aimed at changing student culture on campus by welcoming all students back to Cornell University in August, immediately following the conclusion of New Student Orientation. A critical way to facilitate a change in student culture is to have the initiative come from students, be enacted by students, and be attractive enough that all students will be interested in participating. Welcome Weekend will offer a safe and exciting alternative to the Collegetown block parties that currently attract thousands of students. The Welcome Weekend Executive Committee will work to coordinate the five day schedule of events kicking off with Picnic on the Plaza and following with Flicks Across CU, Casino Night, Street Fair, and Club Fest.

IV. FUNCTIONS

The function of the Welcome Weekend Committee shall be to:

- Section 1: Plan and run large-scale, university-wide social and service programs for both undergraduate and graduate students returning to and entering Cornell University in August.
- Section 2: Secure funding to host Welcome Weekend events through Student Assembly byline funding as well as through donations, contributions, and co-sponsorships by collaborating organizations.
- Section 3: Select and train Welcome Weekend volunteers and work closely with the Orientation Steering Committee when volunteers overlap.
- Section 4: Select numerous diverse campus organizations with whom to work in partnership to plan and execute Welcome Weekend events and programs.

V. MEMBERSHIP

- Section 1: Membership on the Welcome Weekend Committee is limited to full-time registered students of Cornell University.
- Section 2: Each member will be a full Welcome Weekend Committee member with all voting privileges. Members will be expected to attend a minimum of $\frac{3}{4}$ of all scheduled meetings. Members who miss more than $\frac{1}{4}$ of all scheduled meetings will no longer be considered voting members of the full Committee.
- Section 3: Executive Board members (six people maximum) will be selected by application and interviewed by the advisor and the previous year's committee in October. Executive Board members will include the following leadership positions:
 - Article 1: Chair
 - Vice Chair
 - Vice President of Finance
 - Vice President of Public Relations & Marketing
 - Vice President of Recruitment
 - Webmaster
- Section 4: There will be cabinet members who are responsible for the coordination of one main Welcome Weekend event, to be selected by application and interview with the Vice President of Event Management. Cabinet members will include the following leadership positions:

Article 1: **Picnic on the Plaza Coordinator**
Casino Night Coordinator
Street Fair Coordinator
Club Fest Coordinator

Section 5: One representative from each of the campus organizations selected by the Welcome Weekend Executive Board will be invited to be a member of the larger Welcome Weekend Committee. Specific partnerships will be sought and may include Fraternities & Sororities, Cultural Organizations, Service Groups, Programming Boards, music, dance, and lecture commissions, Community Development/Community Centers, and the Orientation Steering Committee.

VI. OFFICERS

Section 1: Executive Board

- A. The Executive Board of Welcome Weekend shall consist of the Chair, the Vice Chair, the Vice President of Finance, the Vice President of Public Relations & Marketing, the Vice President of Recruitment, and the Webmaster.
- B. Procedures for Dismissal of Officers
1. Failure of any officer to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Chair or Vice Chair if necessary.
 2. Failure of any officer to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.
 3. To dismiss an officer, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.
 4. The officer may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

Section 2: Duties of the Executive Board Officers

- A. Duties of the Chair shall be to:
1. Chair all Executive Board meetings
 2. Train Executive Board with the advisor, and with the help of the Vice Chair
 3. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
 4. Facilitate all Welcome Weekend activities – support and motivate Committee members in the performance of their responsibilities.
 5. Generate ideas for Welcome Weekend activities and initiate implementation of them through established officer positions and committees. Aid in the creation of new committees when needed.
 6. Ensure that other officers are performing their duties with the aid of the Vice Chair.
 7. Represent Welcome Weekend at various University meetings and events.
 8. Keep accurate and up-to-date records of all responsibilities and tasks for future reference.
 9. Represent Welcome Weekend issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
 10. Support and motivate members.
 11. Work with other officers as a team.
- B. Duties of the Vice Chair shall be to:
1. Assist the Chair of the Welcome Weekend Executive Board in:
 - a. Facilitating all Welcome Weekend activities – support and motivate Committee members in the performance of their responsibilities
 - b. Ensuring other officers are performing their duties
 2. Aid the Chair and Advisor in the training of the Executive Board
 3. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.

4. Schedule and coordinate all Executive Board meetings
 - a. Reserve meeting rooms
 - b. Prepare agendas
 - c. Keep accurate and up-to-date records of the minutes of each Executive Board meeting
5. Keep accurate and up-to-date records of all Welcome Weekend Committee members.
 - a. Contact Information
 - b. Semester schedules to facilitate the scheduling of meetings
 - c. Up-to-date list of responsibilities, tasks, and accomplishments
6. Be in charge of the official listserv and Welcome Weekend e-mail account.
7. Take on the duties and responsibilities of the Chair in his/her absence.
8. Represent Welcome Weekend issues to the Dean of Students office, Alumni House, Student Assembly, Orientation Steering Committee, City of Ithaca and/or other organizations/departments when appropriate.
9. Support and motivate members.
10. Generate ideas; work with other officers as a team.

D. Duties of the Vice President of Finance shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board.
2. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
3. Chair the Welcome Weekend Finance Committee in accordance with Article VIII.
4. Be responsible for Welcome Weekend fiscal matters.
5. Be responsible for applying for Byline Funding from the Student Assembly.
6. Ensure that prizes and giveaways are available for Welcome Weekend Events:
 - a. Through putting aside money from the budget
 - b. Asking local vendors or companies for assistance
 - c. Planning and managing fundraising related activities as needed
7. Work with the Welcome Weekend in administering the Welcome Weekend budget. Responsible for keeping up to date and accurate bookkeeping records for these funds.
8. Determine the budget available for each individual event along with input from the Executive Board.
9. Keep accurate and up to date records of all Welcome Weekend expense transactions.
10. Give a treasury update at least once a month Executive Board meetings. This update should include present balance, the transactions of the week, and possible expenses.
11. Support and motivate members.
12. Generate ideas; work with other officers as a team.

E. Duties of the Vice President of Public Relations & Marketing shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board.
2. Serve on the Welcome Weekend Officers Elections Committee in the Fall Semester, unless a candidate in which a conflict of interest arises.
3. Chair the Welcome Weekend Publicity and Marketing Committee in accordance with Article VIII.
4. Be responsible for timely, accurate, and accurate distribution of information and communications for all class activities and/or events of concern with the Welcome Weekend through flyers, personals, Daybook, newspaper ads, chalkings, banner space, newsletter, and/or other promotional techniques.
5. Keep file copies of all pertinent forms and publicity for events and activities.
6. Collect information for Welcome Weekend Calendar and posters on a continuous basis.
7. Maintain the official Welcome Weekend website or recruit a webmaster/webmistress to maintain it (with the help of the Vice President of Recruitment).
8. Support and motivate members.
9. Generate ideas; work with other officers as a team.

F. Duties of the Vice President of Recruitment shall be to:

1. Assist the Chair of the Welcome Weekend Executive Board.
2. Chair the Welcome Weekend Officers Elections Committee in the Fall Semester in accordance with Article IX Section 4, unless a candidate in which a conflict of interest arises and a outgoing Executive Board member should take his/her place.
 - a. Publicize Welcome Weekend Committee positions
 - b. Target and market to qualified candidates
 - c. Create application with the help of the current Executive Board

- d. Schedule, coordinate, and chair interviews for positions
3. Assist other officers in recruiting committee members by leading the process
4. Lead the recruitment process for Cabinet Members with the help of the Vice President of Event Management and/or during the formal recruitment process of Executive Board members
5. Recruit volunteers to help with Welcome Weekend events with the help of the Vice President of Event Management and Cabinet Members.

G. Duties of the Webmaster shall be to:

1. Maintain the website in all aspects including but not limited to
 - i. New graphics
 - ii. Pictures of events
 - iii. Event descriptions and blurbs
 - iv. Surveys
 - v. Guestbook
2. Maintain the website in a manner that is professional and reflects the standards that Cornell University has set forth, meaning that all fonts, images, colors, texts, and any other paraphernalia used must maintain a sense of professionalism.
3. Reapply for domain space as necessary.
4. Keep all information about officers and events up-to-date on the website.
5. Maintain the Welcome Weekend Survey Monkey account. This includes:
 - i. Creating and/or updating the yearly Welcome Weekend survey
 - ii. Releasing the survey to the student body to gain feedback once approval has been obtained from required individuals
 - iii. Analyzing and compiling data received into a report that is to be presented to the Executive Board once survey collection is complete.

H. Additional duties of all Executive Board Officers shall be to:

1. Participate in all Welcome Weekend Executive Board meetings and activities in the transition period after the fall election process is complete and before the Spring Semester, as the Officer-elect.
2. Post announcement to all members when he/she will be in the Welcome Weekend office
3. Attend weekly Executive Board meetings, as well as any meetings relevant and pertinent to individual position.
4. Participate in any and all Executive Board training scheduled during the academic year.
5. Participate and support Welcome Weekend events:
 - a. **Picnic on the Plaza**
 - b. **Flicks across CU**
 - c. Casino Night
 - d. Street Fair
 - e. Club Fest
 - f. Fundraising Events
 - g. Publicity and Marketing
6. Return to campus earlier in the summer at the designated and agreed upon time to prepare for Welcome Weekend events.
7. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.

Section 3: Cabinet Members

- A. The Cabinet Members of Welcome Weekend shall consist of the **Picnic on the Plaza Coordinator**, Casino Night Coordinator, Street Fair Coordinator and **Club Fest Coordinator**.
- B. Additional Cabinet members will be appointed or amended as the need arises through the discretion of the Vice President of Event Management and 2/3 majority approval of the Executive Board.
- C. Procedures for Dismissal of Cabinet Members
 1. Failure of any cabinet member to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Vice President of Event Management if necessary.
 2. Failure of any cabinet member to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.

3. To dismiss any cabinet member, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.
4. The cabinet member may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

Section 4: Duties of the Cabinet Members

A. **Duties of the Picnic on the Plaza Coordinator shall be to:**

1. **Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.**
2. **Successfully plan and manage the annual Picnic on the Plaza during Welcome Weekend.**
3. **Chair the Picnic on the Plaza Event Committee, which he/she will create and form with the help of the Vice President of Event Management and the Vice President of Recruitment**
4. **Keep accurate and up-to-date records of ideas and plans for the event**
5. **Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.**
6. **Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.**

B. Duties of the Casino Night Coordinator shall be to:

1. Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.
2. Successfully plan and manage the annual Casino Night during Welcome Weekend.
3. Chair the Casino Night Event Committee, which he/she will create and form with the help of the Chair, Vice Chair, and the Vice President of Recruitment
4. Keep accurate and up-to-date records of ideas and plans for the event
5. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.
6. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.

C. Duties of the Street Fair Coordinator shall be to:

1. Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.
2. Successfully plan and manage the annual Street Fair during Welcome Weekend.
3. Chair the Street Fair Event Committee, which he/she will create and form with the help of the Chair, Vice Chair, and the Vice President of Recruitment
4. Keep accurate and up-to-date records of ideas and plans for the event
5. Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.
6. Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.

D. **Duties of the Club Fest Coordinator shall be to:**

1. **Attend at least one Welcome Weekend Executive Board meeting per month – to be scheduled with the Vice Chair.**
2. **Successfully plan and manage the annual Club Fest during Welcome Weekend.**
3. **Chair the Club Fest Event Committee, which he/she will create and form with the help of the Chair, Vice Chair, and the Vice President of Recruitment**
4. **Keep accurate and up-to-date records of ideas and plans for the event**
5. **Keep in constant communication with the Chair and Vice Chair concerning all updates regarding the event.**
6. **Sign the contract stipulating that Welcome Weekend and any duties associated with it will take precedence during the final two weeks of July through the end of Welcome Weekend.**

Section 5: Welcome Weekend Committee Members

- A. Welcome Weekend Committee Members shall consist of:
 - a. One representative from each organization co-sponsoring an event with Welcome Weekend
 - b. One representative from each of the other campus organizations selected by the Welcome Weekend Executive Board. Specific partnerships will be sought and may include Fraternities & Sororities, Cultural Organizations, Service Groups, Programming Boards, music, dance, and lecture commissions, Community Development/Community Centers, and the Orientation Steering Committee.
- B. Duties of the Welcome Weekend Committee Members shall be to:
 - a. Provide insightful input and support to the Welcome Weekend Executive Board
 - b. Act as an active and participatory member on at least one official Welcome Weekend committee, which involves holding responsibilities to be agreed upon by the Committee Chair

VII. ADVISOR

The advisor of the Welcome Weekend Committee will be a staff member from the Dean of Students office and will serve as an ex officio member with no voting privileges.

VIII. COMMITTEE SELECTION

- Section 1: The Welcome Weekend Committee executive board members shall select new Welcome Weekend Committee executive board members during the Fall Semester through the Welcome Weekend Election Committee.
- Section 2: Welcome Weekend Committee Executive Board members will be selected after completing the application and going through an interview process. If a position becomes vacant or cannot be filled through the formal Fall Semester process, the position will be filled through a letter of intent and nomination by any member of the Executive Board, along with a 2/3 majority vote by the Executive Board.

IX. MEETINGS

- Section 1: The Welcome Weekend Executive Board will generally meet once a week throughout the academic year and for a pre-specified period of time immediately prior to the actual Welcome Weekend.
- Section 2: Additional Executive Board meetings may be called by any of the Executive Board officers or the Advisor through a request made to the Vice Chair, who will schedule and coordinate the meeting.
- Section 3: The Welcome Weekend Committee will hold general body meetings at least once per month.

VIII. COMMITTEES

- Section 1: Ad-hoc Committees:
 - A. Committees may be formed as the need arises. Any Executive and Cabinet member can form and chair these committees, which the approvals of a majority vote of the Executive Board members.
 - B. Suggested committees include a Finance Committee, a Publicity Committee, and individual committees for each Welcome Weekend event.
 - a. The purpose of these suggested committees is to support the Chairperson in his/her duties and aid in success of these duties.
 - C. Duties of the Chairpersons shall be to:
 - 1. Convene and preside over committee meetings.
 - 2. Give an update of their respective committee's progress at Welcome Weekend Executive Board meetings.
 - a. If chairperson is Cabinet member, update should be given to the Chair and Vice Chair on a weekly basis through some agreed upon form of communication.
 - 3. Keep accurate and up-to-date written records of committee responsibilities and progress
 - 4. Request a vote, at Executive Board meetings, on issues proposed at committee meetings.
 - 5. Create sub-committees, giving notification to the Executive Board.
 - 6. Recruit qualified and interested committee members with the help of the Vice President of Recruitment.

7. Submit any incurred expenses (with their receipts) or revenues collected, to the Vice President of Finance. This should be done within 48 hours of its occurrence with prior approval by the Vice President of Finance.
- D. Procedures for Dismissal of Committee Chairpersons:
1. Failure of any chairperson to meet his/her respective duties and/or commitments to the Welcome Weekend Committee will result in an initial verbal and written warning issued by the Chair or Vice Chair if necessary.
 2. Failure of any chairperson to meet his/her respective duties and/or commitments to the Welcome Weekend Committee, after receiving an initial warning, will be given one week's notice to prepare his/her explanation before the next Welcome Weekend Executive Board meeting.
 3. To dismiss a chairperson, the Executive Board must reach a two-thirds (2/3) majority of the voting body present.
 4. The chairperson may appeal the Executive Board's decision to the Executive Board within in one week after receiving verbal notification of the Executive Board's decision. The appeal must be in writing and submitted to the Chair and Vice Chair of the Welcome Weekend Executive Board.

IX. ELECTION PROCEDURES

Section 1 Petitioning Procedures for Executive Board positions.

- A. Any full-time Cornell student is eligible to run for an Executive Board position.
- B. In order to qualify to run for an Executive Board position, the student must complete an application and interview during the Fall Semester or if it is in the case of a vacancy, he/she must submit a Letter of Intent to the Chair/Vice Chair of the Executive Board.
- C. Any student who wishes to run for an Executive Board position, without having met the requirements, may appeal to the Welcome Weekend Election Committee to run for a vacant position or an unopposed position.
 1. A written statement – on why the appeal should be accepted – must be submitted to the Advisor of Welcome Weekend in accordance with Article IX Section 4.
 2. Submittance of appeal, for a vacant or unopposed position, does not guarantee acceptance of the appeal.
 3. No appeals will be accepted for a position with two or more candidates.

Section 2 Petitioning Procedures for Cabinet positions.

- A. Any full-time Cornell student is eligible to run for a Cabinet position.
- B. In order to qualify to run for a Cabinet position, the student must complete an application and interview during the Fall Semester or if it is in the case of a vacancy, he/she must submit a Letter of Intent to the Vice President of Event Management.
- C. Any student who wishes to run for a Cabinet position, without having met the requirements, may appeal to the Welcome Weekend Election Committee to run for a vacant position or an unopposed position.
 4. A written statement – on why the appeal should be accepted – must be submitted to the Advisor of Welcome Weekend in accordance with Article IX Section 4.
 5. Submittance of appeal, for a vacant or unopposed position, does not guarantee acceptance of the appeal.
 6. No appeals will be accepted for a position with two or more candidates.

Section 3 Voting Procedures

- A. All current Executive Board members are eligible to vote for the Executive Board of Welcome Weekend.
- B. All Cabinet Coordinators (i.e. **Picnic on the Plaza Coordinator**, Casino Night Coordinator, Street Fair Coordinator and **Club Fest Coordinator**) are eligible to vote for the Executive Board of Welcome Weekend, if they have attended their required one meeting a month.
- C. Any members who have attended at least one Executive Board meeting per month is eligible to vote.
- D. The Executive Board shall be elected by a majority vote.

Section 4 Welcome Weekend Election Committee

- A. The Vice President of Recruitment shall serve as chair of the Welcome Weekend Election Committee.
- B. All other members of the Executive Board shall serve on Welcome Weekend Election Committee.

1. If there is conflict of interest between a member of the Welcome Weekend Election Committee and the person appealing, another member from that Welcome Weekend Committee will be asked to represent said Welcome Weekend member on the Welcome Weekend Election Committee.
 2. The Welcome Weekend member with the conflicting 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.
- C. The Welcome Weekend Election Committee and the Advisor of Welcome Weekend shall set a deadline for the submission of petitions to be submitted by.
 - D. The Welcome Weekend Election Committee shall review any candidate appeals for an Executive Board/Cabinet position that is presently a vacant or unopposed position, after the petition deadline.
 - E. The Welcome Weekend Election Committee shall review any appeals from Executive Board members and chairpersons who have been removed from their position in accordance to Article 5 Section 1, Article 5 Section 3, and Article 8 Section 1.
 - F. The person making the appeal will be asked to attend a Welcome Weekend Election Committee review, to present his/her formal appeal orally.
 - G. The Welcome Weekend Election Committee must reach a simple majority in determining to accept or to reject any appeal.
 - H. The Welcome Weekend Election Committee shall give the person making the appeal notification of its decision within twenty-four hours of the candidate's oral appeal, in writing and its justification for the decision reached.
 - I. The Welcome Weekend Election Committee shall grant exceptions to Article IX Section 1 and Article IX Section 2.

Section 5 Welcome Weekend Meetings

Decisions shall be made by consensus whenever possible and, if necessary, by a majority vote of the body present at the meeting. The Chair shall cast the deciding vote if there is a tie vote.

X. AMENDMENTS

This Constitution may be amended at any regular meeting of the Welcome Weekend Committee by a two-thirds vote of the committee executive board, provided that the amendment has been submitted in writing at the previous regular meeting to the Vice Chair, and that all Welcome Weekend Committee members have been notified. The chair will serve as tie-breaking vote when necessary.

XI. APPROVAL

This constitution shall be effective upon a two-thirds vote of the Welcome Weekend Committee executive board. The chair will serve as tie-breaking vote when necessary.