

# Cornell University Class Councils

2018-2020 Student Activities Fee Funding Cycle

September 8<sup>th</sup>, 2017





## Table of Content

- 1) Letter of Intent, 3
- 2) Mission Statement, 4
- 3) Organization Profile, 5-8
  - a. Officers & Members 2016-2017, 5
  - b. Officers & Members 2017-2018, 5
  - c. Programing & Events 2016-2017, 6-8
  - d. Programing & Events 2017-2018, 6-8
  - e. Structural Changes, 8
- 4) Funding Request, 9-20
  - a. Financial Statements, 10-17
    - i. 2014-2015
    - ii. 2015-2016
    - iii. 2016-2017
    - iv. 2017-2018
  - b. Financial Projections, 17-18
    - i. 2018-2019
    - ii. 2019-2020
  - c. Budget Underfunding Analysis, 18-20
    - i. 10% cut
    - ii. 25% cut
    - iii. 35% cut
- 5) Constitution, 21-27



## Letter of Intent

Office of the Assemblies  
Cornell University  
Ithaca, NY 14853

Dear Vice President Gabriel Kaufman,

Following this letter, you will find an enclosed copy of Cornell University Class Councils' byline funding review packet for the 2018-2020 student activities fee funding cycle. Please accept this document as means of informing your decision when reallocating funds for individual organization. The main text includes an overview of our organization and its history, a summary of our current activities, key strategic organizational improvements and initiatives, and detailed records of our current and projected income and expenditures for this byline funding cycle. Our packet pertains to all four undergraduate class councils and collaborative events among them.

The mission of Cornell University Class Councils is to foster a sense of unity and pride within each of Cornell University's four undergraduate classes, as well as Cornell in its entirety while students are on campus. The sense of unity and pride are fostered through a series of events and programming designed to appeal to the diverse nature of our campus community.

The goal of Cornell University Class Councils is 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 increase our level of engagement on campus and to provide each Cornellian with the best possible experience.

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

Best regards,

Sreejata Munsu, President, 2018 | Flavio Pacheco, VP of Finance, 2018

Andrew Semmes, President, 2019 | John Alvarez, VP of Finance, 2019

Sarah Park, President, 2020 | Josh Thomas, VP of Finance, 2020



## Mission Statement

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 that 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 Councils has a long and rich history. The first senior Class Council was established 150 years ago with Cornell's first graduating class. They were responsible of planning senior week events and promoting our newest alumni. Undergraduate class councils (juniors, sophomores, and first-years) were established in 1987 as a university move to promote class identity and unity throughout the classes at Cornell. Activities included programming to promote and establish class unity and Cornell pride.

Class Councils are made up of 3 types of members, general members, chairperson, and executive board. General membership, previously open, now is determined through an application process at the start of each semester. Chairpersons and representatives are individuals who are appointed or selected for a specific college, function, event, or other responsibility. The Executive Board is made up of the Class President and five Vice-Presidents. The Class Presidents are chosen during elections in the Spring Semester, which require participation of all undergraduate classes. The vice-president positions are internally elected amongst the chairpersons and general body members.



## Organization Profile

### a. Officers & Members

Officers & Members 2016-2017 (59 Members)			
Class of 2017		Class of 2019	
Lauren Lang	President	Andrew Semmes	President
Janay Saunders	Executive VP	Helen Sun	Executive VP
Brendan Lynch	VP of Administration	Shweta Modi	VP of Administration
Reed Geisler	VP of Finance	John Alvarez	VP of Finance
Victoria Phillips	VP of Promotions	Dana Horowitz	VP of Promotion, HR
Steven Gluck	VP of PR	Lily D'Ariano	VP of PR
+12 Members		+9 Members	
Class of 2018		Class of 2020	
SJ Munsu	President	Sarah Park	President
Noah Chovanec	Executive VP	Jesus Ruiz	Executive VP
Pooja Maheshwari	VP of Administration	Emma Ungar	VP of Administration
Flavio Pacheco	VP of Finance	Josh Thomas	VP of Finance
Keshara Senanayak	VP of Promotions	TK Kong	VP of Promotions
Brittany Stanley	VP of PR	Michael DAlessandro	VP of PR
+7 Members		+7 Members	
Officers & Members 2017-2018 (46 Members)			
Class of 2018		Class of 2020	
SJ Munsu	President	Sarah Park	President
Noah Chovanec	Executive VP	Jesus Ruiz	Executive VP
Pooja Maheshwari	VP of Administration	Emma Ungar	VP of Administration
Flavio Pacheco	VP of Finance	Josh Thomas	VP of Finance
Daniel Engelson	VP of Internal Affairs	TK Kong	VP of Internal Affairs
Hannah Mackey	VP of PR	Michael DAlessandro	VP of PR
+12 Members		+7 Members	
Class of 2019		Class of 2021 [TBD]	
Andrew Semmes	President		
Helen Sun	Executive VP		
Shweta Modi	VP of Administration		
John Alvarez	VP of Finance		
Dana Horowitz	VP of Internal Affairs		
Lily D'Ariano	VP of PR		
+9 Members			



## b. Programing & Events

Cornell University Class Councils sponsors several types of events throughout a students' four years at Cornell. We will focus on four broad categories: Traditions, Philanthropy Events, Class-Specific Events, and Co-Sponsored Events. Often, Class Councils programming overlaps on the purpose of each event. Listed below are several examples of recent events in each area, and their expected attendance.

Programing & Events				
2016-2017 & 2017-2018				
Name	Description	Attendance	Type	Year
First Year on The Field	The first all-class event for incoming freshmen after New Student Orientation, where new students welcome the football team to the field by forming a tunnel at the first homecoming football game.	1000-4000	Tradition	ALL
Movies on the Quad	Showings of newly-released movies in the Arts Quad.	700-1000	Tradition	ALL
Zinck's Senior Society	Programing includes a membership card providing discounts to various local establishments, an annual kick-off event, monthly events, and end-of-year events, to seniors.	~	Tradition	ALL
The Snowflake Gala	A Freshman/Sophomore formal event is held at the end of the fall semester of each year. The event includes a DJ, catering, performance groups, and prizes for attendees.	300-400	Tradition, Philanthropy	ALL
January Graduation Reception	The Senior Class Council hosts a January Graduation reception in December to Fall graduating seniors, in which the Senior Class President speaks.	1600	Tradition	ALL
Big Red Carnival	An annual event to be held in the Spring of each year. The event involves games, food, inflatables, and additional attractions on a weekend night in Barton Hall.	1400	Tradition	16, 18
President's Reception	A formal reception for graduating seniors with the Cornell University President to celebrate their incoming graduation.	~	Tradition	16, 18
Class Recognition Ceremony	After each academic year, exemplary students are nominated for a Class Award by other members of their class, and these nominated students are then selected by members of their respective Class Councils for their academic, extracurricular, leadership, and athletic achievements.	100	Tradition	ALL
Blood Drive	Each year since 2014, Class Councils has hosted and advertised a blood drive on campus for the American Red Cross.	100	Philanthropy	ALL



Anabel's Grocery	2017 Class Councils Philanthropy	~	Philanthropy	17
Edeyo Foundation	2018 Class Councils Philanthropy	~	Philanthropy	16, 17
Saint Francis Xavier Orphanage Foundation	2019 Class Councils Philanthropy	~	Philanthropy	17, 18, 19
Guac-off	A philanthropy event to support the Edeyo Foundation in Haiti, where we allowed students to make their own guacamole and other students had the opportunity to judge them. The event raised over \$600 to Haiti Relief.	600	Philanthropy, Class-Specific	17 - ALL
Girl Scout	In support of our local girl scouts we supported their campaign on campus.	~	Philanthropy	16, 17
Feed My Starving Children	Packing food for Feed My Starving Children.	~	Philanthropy	16
Adopt a family	Class Councils also adopted two families for the Adopt A Family program.	~		16
BEAR Walk	Community gathering event to build relationships with the greater Ithaca community	~	Philanthropy, Co-Sponsorship	ALL
Senior Class Campaign	The Senior Class often runs a kickoff event and assists with motivating the senior class to donate/give back to the university.	150-300	Class-Specific, Co-Sponsorship	ALL
Senior Lecture Series	A series of events ranging from cooking lessons with Anabel's to house-searching after graduation.	~	Class-Specific	17-ALL
Professional Headshots	A standalone no-cost events, or supplementary to other class-specific events. These involve professional photoshoots as well as various photo campaigns	40	Class-Specific	ALL
Spirit Week	Spirit Week is typically held in the Spring semester, and involves a series of small events for each class to build class unity and pride.	~	Class-Specific	ALL
Study Breaks/ Coffee Tabs	Study Breaks and Coffee Tabs are frequently offered by the Sophomore and Junior classes during peak prelim exam times and the final exam period.	150-250	Class-Specific	ALL
Informational Panels	These events are organized in accordance with the perceived needs of each class, from housing panels to personal finance.	~		17-ALL
"Making Your Mark on Campus"	A leadership event and welcome reception for new students with Cornell Orientation and the presidents of over twenty on-campus organizations.	150	Co-Sponsorship	16, 17 - ALL
Bus Assistance	Co-sponsored event with ISU to increase the number of buses traveling to Target at the start of the year.	~	Co-Sponsorship	16, 17



Homecoming	Class Councils members volunteer to distribute T-shirts to alums and current students.	1000-4000	Co-Sponsorship	ALL
Fall Fest	During Fall 2016 Class Councils launched a collab event with over thirty other on-campus student groups dedicated to the appreciation of various fall-related activities and treats.	1100	Co-Sponsorship	17-ALL
Cornellpalooza	An alternative event to Big Red Carnival in which we give a platform for students to showcase their musical talents in the Arts Quad.	1200	Co-Sponsorship	17
Mental Health Awareness Week	In co-sponsorship of Mental Health Awareness Week, Class Councils ran a mental health trivia event.	20	Co-Sponsorship	ALL
Welcome Week	In co-sponsoring Welcome Weekend with the Cornell Concert Commission, Class Councils ran several games and offered Insomnia cookies to event attendees.	300	Co-Sponsorship	17
~ varying attendees				
*The "year" column refers to the years in which the events took place				

Organizational Changes	
Families	We have increased Class Councils collaboration, mentorship, and retention by forming 4 separate families comprising of 10-15 students from all the four classes.
Internal Election	To better select committed people for e-board positions in Class Councils, we have changed VP elections from class-wide to internal elections.
Subcommittees	To facilitate collaboration and mentorship between the classes we implemented subcommittees for each officer, in which they meet every week to discuss logistics for the upcoming weeks.
Class Councils Rebranding	To create an organization identity, we have unified our Facebook pages, increased community outreach, and created a standard CC logo.
Membership	To increase retention, in Fall 2016 we shifted from open-membership to competency-based model, in which membership is application based.
Co-Sponsorship	In efforts to lower the cost of our class-wide events, Class Councils has increased collaborations with other student-led organizations on campus.
Class Philanthropies	Each class is paired with a class philanthropy to encourage fundraising events.
Senior Lecture Series	The senior class is now responsible of organizing valuable lectures to prepare the students for life after Cornell.
BEAR Walk	To raise interactions with the greater Ithaca community we have increased involvement with the BEAR Walk.
Alumni Liaison	We have created this position to stablish better connections with our alums.
Communication Chair	To increase campus outreach efforts and encourage cooperation with other student organizations.
Slack	We began using Slack during Fall 2016 to better organize communication within individuals in Class Councils.
Programing Refocus	Adapting to our reduced budget from last byline cycle, we have lowered class-specific events and increased class-wide events.





## Funding Request

Currently, Cornell University Class Councils receives an allocation of \$2.20 per student, a decrease in 18.5% from its previous allocation of \$2.70 in the 2014-2016 cycle. This funding has allowed us to provide many programs and events to foster class and school unity. It is critical for Class Councils to continue to support initiatives such as inclusive university-wide programming, class-specific programs, and various class traditions. We have maintained our budget to support traditions and events throughout a student's four-year experience at Cornell as opposed to dividing our allocation equally by class, as has been suggested in previous funding cycles. Considering our reduced funding, we have dedicated a greater proportion of our budget to larger-scale and inclusive events open to the Cornell and greater Ithaca communities such as the Conellpalooza, Movies on the Quad, and Fall Fest. This change in programming has enabled us to serve Cornellians and the Ithaca community more efficiently and to provide services to our students in the most suitable time of their undergraduate experience. However, three factors are critical in our success: efficient planning, student engagement, and financial support.

Therefore, we are requesting an increase of 22.7% from \$2.20 to \$2.70 per student. We have implemented the changes recommended during the previous cycles, such an increase in class-wide events, cut in giveaways, and increased promotions. Thus, we are in need for more funding to be allocated to class-specific events as these events were particularly affected by the last cycles cut. Also, as we try to implement an extra class-wide event, the Diversity Rocks, we would be allocating some of the requested funding to run this event.

The increase of around \$7700 dollars to our all-council budget would allow us to distribute an extra \$1000 dollars each of our four class-wide events to attract more students and extra \$1000 dollars for each of the individual councils, allowing them to resume some of their events affected by the previous cut. The details on the distribution of such budget increase can be found under 'Financial Projections.'

If any questions need clarification, please contact our Vice President of Finance, Flavio Pacheco on [fup2@cornell.edu](mailto:fup2@cornell.edu).



## A. Financial Statements

### i. 2014-2015

#### Class Councils 2014-2015

Organization:	Class Councils		Year:	2014-2015	
Department:	SLECA/DOS		Submitted by:	Jennifer Davis	
Annual allotment:	\$ 34,707.00				
Class of 2014:	\$14,966	Class of 2016:	\$2,623	Total Spent:	\$30,943
Class of 2015:	\$1,898	Class of 2017:	\$3,564	Total Left:	\$ 3,763.61

#### Class of 2015

Line	Date	Program	Description/Justification	Qty.	Unit Cost/Rate	Total
1	9/29/14	Zinck's Club	Zinck's Cards Printing	1	\$ 860.20	860
2	9/29/14	Zinck's Club	Planning Meeting - Regent (Statler)	1	\$ 96.76	97
3	10/2/14	Zinck's Club Kick Off	Kick Off Event - BBQ Foods at CTB	1	\$ 1,800.00	1,800
4	10/20/14	Zinck's Club Event	Halloween Event - Food (The Nine's)	1	\$ 173.86	174
5	11/26/14	Zinck's Club	Pint Glasses for Zinck's Members	1	\$ 655.00	655
6	12/3/14	Study Break	Catering - The Connection Cookies	1	\$ 104.91	105
7	12/8/14	Zinck's Club	Shot Glasses for Zinck's Members	1	\$ 380.00	380
8	1/4/15	Study Break	Coffee Giveaway	1	\$ 254.30	254
9	1/14/15	Zinck's Club Event	Statler - Senior Class Reception	1	\$ 1,118.09	1,118
10	2/26/15	Senior Class Campaign	Co-Sponsored and Provided Ice Cream Scoop Cards	1	\$ 597.00	597
11	3/13/15	Renting in NYC Workshop	Food - Pizza	1	\$ 240.23	240
12	3/28/15	Zinck's Club Event	Food - Ruloffs	1	\$ 326.96	327
13	3/31/15	Zinck's Club	Planning Meeting - Regent (Statler)	1	\$ 129.80	130
14	3/17/15	Zinck's Club Event	Collegietown Bagels - St. Patrick's Day Event	1	\$ 160.65	161
17	4/1/15	President's Reception	Statler	1	\$ 7,720.94	7,721
18	4/1/15	President's Reception	University Photography	1	\$ 247.50	248
19	4/1/15	President's Reception	Name Tags	1	\$ 159.98	160
20	4/1/15	President's Reception	Wine Flutes	1	\$ 1,909.80	1,910
21	4/10/15	Zinck's Club Event	Food (The Nine's, 4/10/15)	1	\$ 498.90	499
22	4/15/15	Sexual Assault Prevention	Seminar - Space Rental (WSH, 4/14/15)	1	\$ 7.00	7
23	4/15/15	Sexual Assault Prevention	Seminar - Catering (Ivy Room)	1	\$ 350.00	350
24	4/15/15	Sexual Assault Prevention	Seminar - Pizza	1	\$ 262.62	263
25	4/15/15	Sexual Assault Prevention	Seminar - Cookies	1	\$ 163.50	164
26	4/15/15	Sexual Assault Sponsorship	From Greek Community Sexual Assault Awareness	1	\$ (500.00)	(500)
27	4/15/15	Sexual Assault Sponsorship	From Sexual Assault Awareness Week Program	1	\$ (1,300.00)	(1,300)
28	4/15/15	Sexual Assault Sponsorship	From Student Assembly for Sexual Assault Week	1	\$ (750.00)	(750)
29	5/6/15	Zinck's Club Final BBQ	Poster Display & Advertising Supplies for Final BBQ	1	\$ 241.83	242
30	5/6/15	Zinck's Club Final BBQ	BBQ Foods at CTB	1	\$ 2,500.00	2,500
31	5/6/15	Zinck's Income	Income from Zinck's Card Sales	1	\$ (3,444.00)	(3,444)
Grand Total						\$14,966

#### Class of 2016

Line	Date	Program	Description/Justification	Qty.	Unit Cost/Rate	Total
32	10/8/14	Website	Website Hosting - Strikingly Subscription	1	\$ 167.05	167
33	10/28/14	Krafts for Kids	Advertising Supplies	1	\$ 101.08	101
34	10/28/14	Krafts for Kids	Wegman's Catering	1	\$ 61.58	62
35	10/28/14	Krafts for Kids	USPS For Shipping Cards	1	\$ 74.58	75
36	11/8/14	161 Things - Football Game	Insomnia Cookies	1	\$ 126.00	126
37	11/8/14	161 Things - Football Game	Prizes for Football Game Raffle	1	\$ 179.96	180
38	3/21/15	Lacrosse Game	Spirit Towels Giveaway for First Home Game	1	\$ 650.00	650
39	4/30/15	Faces of 2016	Class of 2016 Outdoor Banner	1	\$ 183.49	183
40	5/2/15	Stickers	Class of 2016 Lap Top Stickers	1	\$ 354.00	354
Grand Total						\$1,898



### Class of 2017

Line	Date	Program	Description/Justification	Qty.	Unit Cost/Rate	Total
41	10/28/14	Krafts for Kids	AC Moore - Beads & String	1	\$ 152.86	153
42	10/28/14	Krafts for Kids	Michaels - Bead Bags	1	\$ 10.05	10
43	10/28/14	Krafts for Kids	Moo.com - Cards for Messages	1	\$ 79.23	79
44	10/28/14	Krafts for Kids	Oriental Trading - Stamps & Stickers	1	\$ 131.25	131
45	10/28/14	Krafts for Kids	Walmart - Markers	1	\$ 19.44	19
46	11/21/14	Stickers	Class of 2017 Stickers	1	\$ 281.00	281
47	11/26/14	Council Bonding Event	Ivy Room Dinner	1	\$ 96.65	97
48	12/16/14	Study Break	Coffee Tab	1	\$ 371.85	372
49	12/18/14	Website	Website Hosting - Strikingly Subscription	1	\$ 24.95	25
50	12/22/14	Formal	DJ for Formal	1	\$ 400.00	400
51	12/22/14	Formal	Facilities Cost (Custodial, etc.)	1	\$ 179.40	179
52	4/2/15	Lacrosse Game	Quarter Card Printing	1	\$ 30.34	30
53	4/2/15	Lacrosse Game	Rally Towels	1	\$ 41.25	41
54	4/30/15	Banners	Outdoor Banners	1	\$ 108.88	109
55	5/10/15	Study Break	Advertising for Coffee Tabs	1	\$ 49.26	49
56	5/10/15	Study Break	Coffee Tab	1	\$ 282.85	283
57	5/17/15	Study Break	Coffee Tab	1	\$ 363.35	363
<b>Grand Total</b>						<b>\$2,623</b>

### Class of 2018

Line	Date	Program	Description/Justification	Qty.	Unit Cost/Rate	Total
58	10/4/14	First Years on the Field	Michaels Poster Supplies	1	\$ 37.40	37
59	10/4/14	First Years on the Field	Sticker & Banner	1	\$ 255.60	256
60	10/4/14	First Years on the Field	Signs & Thundersticks	1	\$ 499.39	499
61	10/6/14	Cornell Caring Community	Stress Programming - Stress Balls	1	\$ 270.00	270
62	11/1/14	Parent's Weekend	Welcome Event - Catering (Bear's Den)	1	\$ 350.00	350
63	11/1/14	Parent's Weekend - Talent Show	Cornell Store - Talent Show Prizes	1	\$ 231.10	231
64	11/1/14	Parent's Weekend - Talent Show	Piano Rental for Talent Show	1	\$ 85.00	85
65	12/19/14	Cornell Caring Community	Stress Programming - Boxing Gloves	1	\$ 29.99	30
66	3/10/15	Stickers	Class of 2018 Stickers	1	\$ 375.00	375
67	3/22/15	Bowling	Advertising - Copies	1	\$ 26.50	27
68	3/22/15	Bowling	Lane Rental (Helen Newman)	1	\$ 590.00	590
69	3/22/15	Bowling	Food (Helen Newman)	1	\$ 112.41	112
83	4/2/15	Lacrosse Game	Rally Towels	1	\$ 41.25	41
84	4/3/15	Class Pins	Class of 2018 Class Pin	1	\$ 660.00	660
<b>Grand Total</b>						<b>\$3,564</b>

### All Classes

Line	Date	Program	Description/Justification	Qty.	Unit Cost/Rate	Total
85	8/26/14	First Year Reception	Handouts and Supplies	1	\$ 47.92	48
86	8/22/14	Emails	Smore.com Membership for Class Blasts	1	\$ 236.00	236
87	9/20/14	Movies on the Arts Quad	Movie Rental	1	\$ 756.00	756
88	9/20/14	Movies on the Arts Quad	Walmart - Blankets	1	\$ 161.74	162
89	9/20/14	Movies on the Arts Quad	AC Moore - Blankets	1	\$ 255.36	255
90	9/20/14	Movies on the Arts Quad	Rental of Screen, generator, projector	1	\$ 1,675.00	1,675
91	11/15/14	Ivy League Conference	Catering - Wegmans	1	\$ 1,312.40	1,312
92	11/15/14	Ivy League Conference	Space Rental (Physical Sciences)	1	\$ 140.00	140
93	3/10/15	Administrative	Bulletin Board Supplies	1	\$ 76.33	76
94	4/13/15	Recognition	Space Rental (AD White House)	1	\$ 277.50	278
95	4/13/15	Recognition	Catering (Serendipity, 4/13/15)	1	\$ 4,000.00	4,000
96	4/13/15	Recognition	Poster Display	1	\$ 50.99	51
97	4/28/15	Storage	All Class Council Storage Unit	1	\$ 1,308.00	1,308
98	5/8/15	Insurance	All Risk for Dean of Students and Cornell Production	1	\$ 25.00	25
99	6/17/16	CIT	NCS Services	1	\$ 91.06	91
100	6/17/16	CIT	EZ-Back UP for Computers	1	\$ 93.27	93
101	7/8/15	Student Activities Fee	Student Activities Fee True-Up	1	\$ (786.00)	(786)
102	7/8/15	Student Activities Fee	Student Activities Fee 5% Reserve Transfers	1	\$ (1,827.00)	(1,827)
<b>Grand Total</b>						<b>\$7,894</b>

## ii. 2015-2016

Income		
Program	Description/Justification	Net
Byline Allotment	Annual allotment from byline funding, \$2.70 per student.	\$36,608
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through CornellTickets.	\$3,050
Bus Program	Sales from Cornell Bus Program over 2015-2016 year.	\$11,760
Rollover	Rollover from previous year's budget.	\$240
5% Reserve	Funds from the SA 5% Reserve & True Up	\$539.00
	<b>Total:</b>	<b>\$52,197</b>



Administrative Expenses					
Program	Description				Total
CIT Services	\$6.40 for 12 months, Cornell's Information Technology services				\$77
Storage	\$109.00 for 12 months in storage facility				\$1,308
EZ Back up	\$3.66 for 12 months, archives organizational information				\$44
Poster Expenses	All expenses related to poster and quarter-card printing for promotional advertisements				\$69
ALL RISK	Risk Insurance Policy for the year				\$25
Class Website	Strikingly, service used for Class Councils website				\$192
Smore Newsletters	Newlsetter/e-list management, 5 accounts, yearly subscriptions				\$628
Pens	Pens as supplementary prizes for events and for internal use				\$136
	Total				\$2,479
Program	Event Date	Description	Total	Attendance	Cost / Person
All Council Event					
Bear Walk	9/1/2015	Prizes for BEAR Walk Community Fair event	\$450	500	\$0.90
Movies on the Quad	10/3/2015	2nd annual Movies on the Quad event	\$2,646	600	\$4.41
Blood Drive	11/30/2015	Stress balls, given out as a souvenir for giving blood as part of the Blood Drive competition	\$191	150	\$1.27
Carnival	3/18/2016	All expenses related to the first annual Big Red Carnival	\$17,555	1400	\$12.54
Cornell Days Fair	4/14/2016	Poster holders, signs, and candy for Cornell Days fair in April	\$209	100	\$2.09
Class Recognition Ceremony	5/2/2016	A ceremony for the "Class of" Awards recipients, held at the conclusion of each year.	\$3,000	150	\$20.00
		Total	\$24,051		
2016 Class Council					
Zinck's Programming	Monthly events	Monthly senior class social events over the course of the academic year	\$7,017	1800	\$3.90
Cornell Leadership Conference	11/14/2015	Leadership Conference for empowering current students by connecting them with alumni	\$3,452	150	\$23.01
Senior Class Campaign Kickoff	12/6/2015	12/6/2015 Senior Class Campaign Kickoff event, coordinated through Zincks	\$750	200	\$3.75
		Total:	\$11,219		
2017 Class Council					
Prelim Coffee Tab	3 events	Libe Café Coffee tabs during exam-heavy times	\$1,093	600	\$1.82
Faces of Cornell	Various	Supplies for "Faces of Cornell" photoshoots, at multiple events	\$304	200	\$1.52





Cornell Basketball Rally Game	2/20/2016	Rally Towels (300) for Cornell vs. Harvard basketball game	\$703	300	\$2.34
Spirit Week	4/25/2016-4/29/2016	Various class-themed supplies and events. Leftovers used for prizes in later events.	\$1,416	150	\$9.44
Adopt a Family Program	N/A	Adopted 2 families for the holiday season - gifts	\$80	~	#VALUE!
		Total:	\$3,596		
2018 Class Council					
Snowflake Gala	12/4/2015	(Cost split between 2018 and 2019 councils) Freshman/Sophomore formal event	\$2,527	400	\$6.32
Fall Coffee Tab	12/11/2015	Coffee Libe Café	\$145	65	\$2.23
Manndibles Coffee Tab	3/23/2016	Coffee Tab	\$210	100	\$2.10
		Total	\$2,882		
2019 Class Council					
First Years on the Field	9/19/2015	Bam Bam sticks and publicity supplies for freshman class on the football field for first home football game	\$1,560	1000	\$1.56
Snowflake Gala	12/4/2015	(Cost split between 2018 and 2019 councils) Freshman/Sophomore formal event	\$2,527	400	\$6.32
Valentine's Day Carnations	2/14/2016	Carnations and Candy for Valentine's Day event	\$660	300	\$2.20
Spirit Week	5/1/16-5/7/16	Materials for events throughout spirit week	\$605	500	\$1.21
Class Pins	5/2/2016	Class Pins for all four years of Class Awards Ceremony	\$1,005	100	\$10.05
		Total	\$6,357		

### iii. 2016- 2017

Income		
Program	Description/Justification	Net
Byline allotment	Allotment from Byline Funding	\$28,873
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through CornellTickets, up through 10/24/16	\$5,391
Rollover	Rollover from 2015-2016 account	\$1,588
Class Website	Strikingly (refund for cancelled year)	\$189
	Total	\$36,041



Administrative Expenses					
Program	Description/Justification				Total
CIT Services	6.50 monthly for 12 months, Cornell's Information Technology services				\$78
Storage	109.00 monthly as of 10/24/16				\$436
EZ- Backup Service	\$3.66 for 12 months, archives organizational information				\$44
Poster Expenses	All expenses related to poster and quarter-card printing for promotional advertisements				\$94
Smore Newsletters	newletters/elist management 5 accounts yearly subscription				\$627
Decals	All Class Councils Logo Laptop Stickers from sticker mule				\$121
Class Website	Strikingly (service from last year, automatic renewal)				\$192
Stress balls	Custom stress balls, as souvenirs for class-specific events				\$261
	Total				\$1,853
Program	Event Date	Description	Total	Attendance	Cost/Person
All Council Event					
CC/SA/RSC Coffee Hour	8/26/2016	Coffee hour/student government information session for new students. Class Councils provided coffee.	\$33	150	\$0.22
Welcome Weekend Arts Quad Concert	8/27/2016	Lantern, towels, batteries from Target. Insomnia cookies donated. Games on Ho Plaza leading to Arts Quad concert.	\$342	400	\$0.86
Movies on the Quad	9/17/2016	3rd annual Movies on the Quad: Finding Dory and Star Wars VII	\$3,795	700	\$5.42
Fall Fest	10/22/2016	All Class Councils expenses related to Fall Fest, which Class Councils organized with co-sponsorship from more than 30 organizations	\$1,195	1200	\$1.00
Class of Awards	4/24/2017	Award ceremony with a banquet and prizes for the chosen students	\$2,587	150	\$17.25
Cornellapalooza	Apr-17	New large event introduced in the Spring. Will mirror Fall Fest events.	\$6,880	1200	\$5.73
			\$14,832		
2017 Class Council					
Zinck's Event Programming		Zinck's Senior Society events and publicity expenses	\$7,250	2000	\$3.63
Cooking with Anabel's	9/29/2016	Human Ecology Senior Lecture Series Event	\$150	40	\$3.75
Mental Health Awareness Week Trivia Night	10/18/2016	Pizza and gift card prize for trivia night	\$103	20	\$5.15
Art Appreciation 101	11/17/2016	Senior Lecture Series, Arts & Sciences College Rep event	\$0	40	\$0.00



Lecture on Allyship	2/2/2017	Senior Lecture Series, Diversity Rep event	\$150	40	\$3.75
Find Your Future Home	2/28/2017	Senior Lecture Series, Business College Rep event	\$99.00	40	\$2.48
Investing in your Future	3/15/2017	Senior Lecture Series, Engineering College Rep event	\$150	40	\$3.75
Successfully Plant Your Own Garden	4/27/2017	Senior Lecture Series, CALS College Rep Event	\$150	40	\$3.75
AAP Lecture Mini-series	5/2/2017	Senior Lecture Series, AAP College Rep Event	\$150	40	\$3.75
		Total	\$8,202		
2018 Class Council					
Housing Panel	9/15/2016	Catering by Northeast Pizza. Information on finding apartments for Class of 2018.	\$99	50	\$1.98
Guac Off	11/11/2016	Ingredients for contestants/prizes for winners. Guacamole competition, all proceeds given to Edeyo foundation	\$742	600	\$1.24
Fall Finals - Study Break	Dec-16	Coffee Tab	\$300	150	\$2.00
Casino Night	Apr-17	Night social event for junior to come together and play games	\$700	120	\$5.83
Spring Finals - Study Break	May-17	Coffee Tab	\$300	150	\$2.00
Breakfast on the Quad	Apr-17	Food supplies and electricity for a breakfast event	\$1,000	400	\$2.50
		Total	\$3,141		
2019 Class Council					
Insomnia Transfer Event	9/30/2016	Insomnia cookies purchased for transfer event	\$124	150	\$0.83
Thanksgiving Photo Campaign	11/21/2016	Poster cost for a photo campaign before Thanksgiving	\$50	150	\$0.33
Snowflake Gala	12/2/2016	(Cost split between 2019 and 2020 councils) Freshman/Sophomore formal event	\$1,443	350	\$4.12
Study Break	12/5/2016	Coffee tab for Fall final exam period	\$421	300	\$1.40
Valentine's Day Carnations	2/13/2017	Carnations for Valentine's Day	\$400	350	\$1.14
Paint Twister	4/28/2017	Purchased paint, cotton candy, cleanup supplies for Paint Twister	\$189	200	\$0.95
Study Break	5/14/2017	Coffee Tab	\$421	300	\$1.40
		Total	\$3,048		



2020 Class Councils					
Welcome Reception/	8/29/2016	Cosponsorship with Orientation, involved two dozen leaders from campus organizations.	\$549	150	\$3.66
First Years on the Field	9/24/2016	Bam Bam sticks and publicity supplies for freshman class on the football field for first home football game	\$420	1000	\$0.42
Apples at Appel	10/20/2016	Toppings, serving, etc. for apples at Appel Commons	\$250	150	\$1.67
End of Year Ice Cream	5/10/2016	End of semester givaway	\$1,000	334	\$2.99
Snowflake Gala	12/5/2016	(Cost split between 2019 and 2020 councils) Freshman/Sophomore formal event	\$1,443	350	\$4.12
		Total	\$3,662		

#### iv. 2017-2018

Income		
Program	Description/Justification	Net Income
Byline allotment	\$2.20 per student	\$30,000
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through Cornell Tickets, up through 10/24/16	~
Rollover	Rollover from 2015-2016 account	~
Bus Program Supplement	funds generated from the Cornell bus program	~
	Total	\$30,000
Expenses		
Program	Description/Justification	Total
Administrative	We don't pay for storage anymore (less \$10000)	\$1,000
All Council Events		
Movies on the Quad	Event kept at the same size	\$3,500
Fall Fest	Event kept at the same size	\$1,000
Cornellapalooza+Big Red Carnival	Event will now include more activities and attract more students	\$7,000
Diversity Rocks	New class-wide events to promote inclusion at Cornell	\$1,000
Class of Awards	Event kept at the same size	\$2,000
Senior Class (2019)		
Class Programing		\$5,000
Zinck's Programing		~
Junior Class (2020)		
Class Programing	\$1000-dollar increase = more class specific events	\$3,000
Sophomore Class (2021)		





Class Programing	\$1000-dollar increase = more class specific events	\$3,000
Freshman Class (2022)		
Class Programing	\$1000-dollar increase = more class specific events	\$3,500
~ means that the revenue/expenditure is variable		

## B. Financial Projection

### i. 2018-2019

Income		
Program	Description/Justification	Net Income
Byline allotment	\$2.70 per student	\$37,000
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through CornellTickets, up through 10/24/16	~
Rollover	Rollover from 2015-2016 account	~
Bus Program Supplement	funds generated from the Cornell bus program	~
	Total	\$37,000
Expenses		
Program	Description/Justification	Total
Administrative	We don't pay for storage anymore (less \$10000)	\$1,000
All Council Events		
Movies on the Quad	Event kept at the same size	\$3,500
Fall Fest	Event a little larger	\$1,500
Cornellapalooza+Big Red Carnival	Event will now include more activities and attract more students	\$10,000
Diversity Rocks	New class-wide events to promote inclusion at Cornell	\$1,500
Class of Awards	Event kept at the same size	\$2,000
Senior Class (2019)		
Class Programing		\$5,000
Zinck's Programing		~
Junior Class (2020)		
Class Programing	\$1000 dollar increase = more class specific events	\$4,000
Sophomore Class (2021)		
Class Programing	\$1000 dollar increase = more class specific events	\$4,000
Freshman Class (2022)		
Class Programing	\$1000 dollar increase = more class specific events	\$4,500
~ means that the revenue/expenditure is variable		



## ii. 2019-2020

Income		
Program	Description/Justification	Net Income
Byline allotment	\$2.70 per student	\$37,000
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through CornellTickets, up through 10/24/16	~
Rollover	Rollover from 2015-2016 account	~
Bus Program Supplement	funds generated from the Cornell bus program	~
	Total	\$37,000
Expenses		
Program	Description/Justification	Total
Administrative	We don't pay for storage anymore (less \$10000)	\$1,000
All Council Events		
Movies on the Quad	Event kept at the same size	\$3,500
Fall Fest	Event kept at the same size	\$1,500
Cornellapalooza+Big Red Carnival	Event will now include more activities and attract more students	\$10,000
Diversity Rocks	New class-wide events to promote inclusion at Cornell	\$1,500
Class of Awards	Event kept at the same size	\$2,000
Senior Class (2020)		
Class Programing		\$5,000
Zinck's Programing		~
Junior Class (2021)		
Class Programing	\$1000 dollar increase = more class specific events	\$4,000
Sophomore Class (2022)		
Class Programing	\$1000 dollar increase = more class specific events	\$4,000
Freshman Class (2023)		
Class Programing	\$1000 dollar increase = more class specific events	\$4,500
~ means that the revenue/expenditure is variable		

## C. Budget Underfunding Analysis

### i. 10% Cut

Income at 10% Cut		
Program	Description/Justification	Net Income
Byline allotment	\$1.98 per student	\$28,000
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through CornellTickets, up through 10/24/16	~
Rollover	Rollover from 2015-2016 account	~
Bus Program Supplement	funds generated from the Cornell bus program	~



	Total	\$28,000
Expenses		
Program	Description/Justification	Total
Administrative	We don't pay for storage anymore (less \$10000)	\$1,000
All Council Events		
Movies on the Quad	Event kept at the same size	\$3,500
Fall Fest	Event kept at the same size	\$1,000
Cornellapalooza+Big Red Carnival	Event will now include more activities and attract more students	\$7,000
Diversity Rocks	New class-wide events to promote inclusion at Cornell	CUT
Class of Awards	Event kept at the same size	\$2,000
Senior Class (2019)		
Class Programing	Less programing for seniors	\$4,000
Zinck's Programing		~
Junior Class (2020)		
Class Programing	Stagnant	\$3,000
Sophomore Class (2021)		
Class Programing	Stagnant	\$3,000
Freshman Class (2022)		
Class Programing	Stagnant	\$3,500
~ means that the revenue/expendeture is variable		

## ii. 25% Cut

Income at 25% Cut		
Program	Description/Justification	Net Income
Byline allotment	\$1.65 per student	\$22,500
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through CornellTickets, up through 10/24/16	~
Rollover	Rollover from 2015-2016 account	~
Bus Program Supplement	funds generated from the Cornell bus program	~
	Total	\$22,500
Expenses		
Program	Description/Justification	Total
Administrative	We don't pay for storage anymore (less \$10000)	\$1,000
All Council Events		
Movies on the Quad	Event kept at the same size, Less attractive event	\$3,000
Fall Fest	Event kept at the same size	\$1,000
Cornellapalooza+Big Red Carnival	Event will now include more activities and attract more students, Underfunded event	\$6,000
Diversity Rocks	New class-wide events to promote inclusion at Cornell won't happen	CUT



Class of Awards	Event kept at the same size	\$2,000
Senior Class (2019)		
Class Programing	Less programing for seniors	\$3,000
Zinck's Programing		~
Junior Class (2020)		
Class Programing	Less programing	\$2,000
Sophomore Class (2021)		
Class Programing	Less programing	\$2,000
Freshman Class (2022)		
Class Programing	Less programing	\$2,500
~ means that the revenue/pendeture is variable		

### iii. 35% Cut

Income at 35% Cut		
Program	Description/Justification	Net Income
Byline allotment	\$1.43 per student	\$19,500
Zinck's tickets	All revenue from Zinck's Senior Society membership cards, both in-person and through CornellTickets, up through 10/24/16	~
Rollover	Rollover from 2015-2016 account	~
Bus Program Supplement	funds generated from the Cornell bus program	~
	Total	\$19,500
Expenses		
Program	Description/Justification	Total
Administrative	We don't pay for storage anymore (less \$10000)	\$1,000
All Council Events		
Movies on the Quad	Event kept at the same size, Less attractive event	\$3,000
Fall Fest	Event kept at the same size	\$1,000
Cornellapalooza+Big Red Carnival	Event will now include more activities and attract more students, Underfunded event	\$5,000
Diversity Rocks	New class-wide events to promote inclusion at Cornell won't happen	CUT
Class of Awards	Event kept at the same size	\$2,000
Senior Class (2019)		
Class Programing	Less programing for seniors	\$2,500
Zinck's Programing		~
Junior Class (2020)		
Class Programing	Less programing	\$1,500
Sophomore Class (2021)		
Class Programing	Less programing	\$1,500
Freshman Class (2022)		
Class Programing	Less programing	\$2,000
~ means that the revenue/pendeture is variable		



# CORNELL UNIVERSITY CLASS COUNCILS CONSTITUTION

**Approved by Class Councils: January 23, 2016**

**Ratified by the Student Assembly: January 2016**

## **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. PURPOSE**

The Cornell University Class Councils will serve as a community-building organization focused on forging unity among the University's undergraduate classes and communities. The Class Councils will develop and maintain Cornell traditions, and strengthen student ties to the University before and after graduation.

## **Article 3. MEMBERSHIP**

### **Section 1. Requirements for Active Membership**

**3.1.a** All undergraduate students are eligible and encouraged to apply to be an active member Class Councils regardless of sex, race, gender, color, religion, ability, sexual orientation, gender identity, gender expression, and national or ethnic origin.

**3.1.b** Any person desiring an active membership in their respective Class Council shall become an active member upon the appointment through an interview/application process open to the entire class at the beginning of each semester depending on the need of each council

**3.1.c** Registered students who were active members in the semester prior shall be considered active at the start of the next semester. Students who were active members in the semester prior to participating in Cornell-sponsored off-campus programs shall be considered active members upon 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 unexcused absences from three regularly scheduled meetings or four excused absences from 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. Members can regain their active member status through attending outreach events on campus; for every outreach event one unexcused absence will be forgiven.

**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 Internal Affairs Committee. The Internal Affairs Committee will have two weeks to meet, consider the appeal, and make a decision regarding the appeal.

## **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 Public Relations, and Vice President of Internal Affairs.

### **Section 2. Procedures for Dismissal of Officers**



**4.2.a** In the event an officer fails to meet the minimum performance or conduct requirements for office, the executive board shall meet without the officer in question and decide whether or not to issue a written warning to said officer. Upon receiving the warning, a timeline for improvement will be set.

If the President fails to meet the requirements of his/her office, the Director of Class Council must give permission to initial the dismissal process.

**4.2.b** 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. Any active member may request that the Director of Class Councils issue a warning to the President and the Director shall proceed at his/her discretion.

**4.2.c** Failure of said officer to improve within the set timeline will result in a written censure from the President and Director of Class Councils. The entire Class Council will be notified of the censure. 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.

**4.2.d** After giving the officer in question an initial warning and written censure, the active members of the Council may hold a vote to dismiss the officer. The dismissal vote must reach a two-thirds majority.

**4.2.e** The officer may appeal the Council's decision to the Class Council Internal Affairs Committee within one week after receiving verbal and written 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.

**4.2.f** Upon dismissal or resignation of any Officer, a letter from the President and Director of Class Councils or the Internal Affairs Committee (if involved) explaining the circumstances be kept on file. The officer being dismissed/resigning also has the option of providing an explanatory letter to keep on file.

### **Section 3. Procedure for Replacement of Vacant Elected Positions**

**4.3.a** Upon the vacancy of the Presidency, the Executive Vice President shall become President.

**4.3.b** If any elected position on the Executive Board is left vacant at any time the position is to be filled by an application/interview procedure open to active Class Council members.

(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.

## **Article 5. OTHER ROLES**

### **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.

### **Section 2. Selection of Convocation Chair**

**Section 3.** 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 4. Senior Class Council Committees**

**5.4.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.



**5.4.b** Senior Chairpersons are needed for Zinck's, Commencement, and Senior Week

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

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

## **Article 6. ELECTION PROCEDURES**

### **Section 1. Eligibility and Petitioning Procedures**

**6.1.a** Any active Council member is eligible to run for the Presidency in the class of which he/she is a constituent. Candidates must plan to be a full-time registered student for the length of the term of office.

**6.1.b** All undergraduates running for President 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 Internal Affairs Committee.

**6.1.c** In order to qualify to run for President, candidates must have maintained active member status for the full prior semester. Candidates who were participated in a Cornell-sponsored off-campus program must have maintained active member status during the semester prior to his/her program. Candidates must attend the election meeting in the spring semester prior to running. A student wishing to run in elections while participating in a Cornell-sponsored off-campus program will be subject to slightly modified rules for campaigning.

1. Such a student may appoint one person residing on the Ithaca campus to serve as his/her proxy for elections, including completing all necessary elections materials and campaigning on the candidate's behalf while adhering to all elections rules.
2. Students with meeting conflicts may request an exception from the Class Officer Internal Affairs Committee.

**6.1.d** All other executive board positions shall be internally elected by the active members of each council. Candidates must have maintained active member status for the full prior semester. Candidates who were participated in a Cornell-sponsored off-campus program must have maintained active member status during the semester prior to his/her program.

### **Section 2. Voting Procedures**

**6.2.a** All undergraduates are eligible and should be given equal opportunity to vote for the President of the Class Council they are constituents.

**6.2.b** The President shall be elected by a plurality vote.

**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, candidates will be nominated from active Class Council members.

**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 Internal Affairs Committee**

**6.3.a** Any member of the Senior Class Council who has previously run in a Class Council election, regardless of whether or not he or she has held, or currently holds, an elected position, will be eligible for the position of Internal Affairs Committee Chair. Active members of all Class Councils will vote for an Internal Affairs Committee Chair at the penultimate meeting of the spring semester. The candidate who wins a majority of the vote from active Class Council members in attendance shall serve as the Chair of the Class Council Internal Affairs Committee. The Director of Class Councils shall serve as an ex-officio member of the Election's Committee. The Internal Affairs Committee Chair will appoint members to the





Internal Affairs Committee in whatever way he or she sees fit. Every effort should be made to have equal representation across the class years.

**6.3.b** The Class Council Internal Affairs Committee shall establish the formal rules and procedures governing Class Council elections. The jurisdiction of the Internal Affairs Committee shall be restricted to this document.

**6.3.c** If there is a conflict of interest between a member of the Class Council Internal Affairs Committee and the person appealing, another member from that Class Council will be asked to represent said Council on the Class Council Internal Affairs 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 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) Hold office hours throughout the elections process to provide an outlet for candidates to ask questions and meet with Committee members.

(4) Working with the Director of Class Councils to ensure all candidates have submitted all necessary documents

(5) Ensuring every effort to achieve the highest voter turnout for the election

**6.3.e** The Class Council Internal Affairs Committee and the Director of Class Councils shall set the annual timeline for elections.

1. In addition, the annual timeline for elections must include a set date where election materials, such as descriptions of positions, will be provided to all members in the semester prior to the election.
2. The Class Council Internal Affairs Committee and the Director of Class Councils shall also set a date for a public presentation of the candidates. At this public forum, the Internal Affairs Committee will oversee the introduction of the candidates as well as facilitate a question and answer discussion between the candidates and the members of the undergraduate population.

**6.3.f** The Internal Affairs 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 Internal Affairs Committee has validated the election results.

**6.3.g** The Class Council Internal Affairs Committee shall review any petition or election challenges filed by candidates.

## **Article 7. AMENDMENTS**

### **Section 1. Process**

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

**7.1.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**

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





**7.2.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."