



# Resolution 5: Amendments to Class Councils’ Governing Documents

**Abstract:** This resolution affirms the changes that were made to Class Councils’ constitution to account for its separation from the Convocation Committee.

**Sponsored by:** Morgan Baker ‘23

**Reviewed by:** Executive Committee, 08/25/2021

**Type of Action:** Byline Report

**Originally Presented:** 08/26/2021

**Current Status:** New Business

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**Whereas,** Class Councils has requested to change their constitution;

**Whereas,** amendments to the governing documents of byline funded organizations must be approved by the Student Assembly;

**Whereas,** lines 645-646 under “Section 3: General Guidelines” of the Student Assembly Charter’s Appendix B read as follows:

**K. Governing Document Approval:** All organizations must submit any changes in the organizations’ bylaws, constitution, or other governing documents to the SA for its approval.

**Be it therefore resolved,** that the Student Assembly approve the attached changes.

Respectfully Submitted,

Morgan Baker ‘23

*Vice President for Finance, Student Assembly*

**Note: This is the most updated version of the Class Councils constitution - including the separation of Convocation and the merge with Senior Days (7/20/2021 - Alex Woo)**

**Article 1. NAME**

The name of this organization shall be the Cornell University Class Councils. 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 fostering a sense of unity and pride among the four University’s undergraduate classes and varied student communities. We aim to prioritize our relationship with other student organizations and use **our resources to plan class events, collaborate with other student groups, and establish and execute traditions.** The Class Councils shall also strengthen student ties to the University by providing services to Cornell students before and after graduation.

**Article 3. MEMBERSHIP**

**Section 1. Requirements for Active Membership**

**3.1.a** All members of the respective four undergraduate classes are encouraged to participate as an active member of their Class Council. All undergraduate students are eligible to apply to join the 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 and application process that was open to the entire class.

**3.1.c** Members, who were active in the previous academic year, shall be considered active at the start of the next academic year unless they are not a registered student of the class. Students who are participating in Cornell sponsored off-campus programs shall be considered an active member upon their completion of the program and their return to Cornell’s main campus.

**Section 2. Loss of Active Member Status**

**3.2.a** Any member, having four 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.

**3.2.c** Failure of any officer to remain an active member shall result in immediate dismissal from office.

#### **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 External Affairs, 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 questions and decide whether or not to issue a written warning to said officer. Upon receiving the warning, a timeline for improvement will be set.

1. If the President fails to meet the requirements of his/her office, the Director of Class Council must give permission to initiate 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 preside 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 active 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. Senior Class Council Committees**

**5.3.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.

**5.3.b** Senior Chairpersons are needed for Zinck's, and Senior Days

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

**5.3.d** 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.

## **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.c** 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.d** 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 election committee shall be restricted to this document.

**6.3.c** If there is a conflict of interest between a member of the Class Council 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 Election Committee will not have access to the preliminary results prior to and during challenge deliberations. The Office of Undergraduate Class Councils will release election results from the challenged races after the 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. THE ADVISOR OF CLASS COUNCILS**

**Section 1. Responsibilities and Powers of the Class Councils Advisor**

**8.1.a** The Class Councils Director shall have the duties of advising the Class Councils, in addition to acting as the liaison between the Class Councils and the Cornell administration.

**8.1.b** The Class Councils Director may suggest changes to the operations of Class Councils. If the acting Class Presidents believe it is necessary, the Class Councils Director may bring the matter to a vote of the 4 class executive boards. If at least one half of active executive board members vote in favor of the matter, the Class Councils Director may then enact the change.

1. If the change in question conflicts with the Class Councils Constitution, then the Class Councils Director must find a sponsor among the active members to put forward a constitutional amendment, and the amendment must be adopted in accordance with Article 9 of this document.

**Section 2. Process for Selecting a New Class Councils Advisor**

**8.2.a** When it becomes necessary to select a new Class Councils Director, the acting Class Presidents must select one active member to join the final interviews (2nd phone interview and on campus interviews) and if possible have a seat within the selection committee.

**8.2.b** The administration will allow the Class Council Student Representative to offer feedback and input to the selection committee (if not apart of the committee) before the job listing is posted, and will seek the student's input on the job description and listed responsibilities.

**8.2.c** The Class Council Student Representative shall be informed throughout the screening, reviewing, and selection processes and be able to offer input at each stage. When the new Class Councils Director is chosen, they shall welcome the new Director to the Cornell Class Councils.

**8.2.d** Before the selection for a new Class Councils Director begins, the Class Presidents must work with the administration to identify an interim Class Councils Director who shall serve as the Class Councils Director until a new Director is chosen. It is important to have an Interim Director due to purchasing, university events (Senior Days, Convocation Speaker, etc.), and approval of event registrations.

**Article 9. AMENDMENTS**

**Section 1. Process**

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

**9.1.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**

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

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

**APPENDIX A - Senior Class Council Chairs and Committees**

**Article 1. ELIGIBILITY AND REQUIREMENTS**

**Section 1. Eligibility and Requirements**

**1.1.a** Applicants must be a member of the Junior Class at time of selection (except for Convocation Chair which 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.

**1.1.c** All chairpersons are immediately required to become active members of the Class Council.

**Article 2. SENIOR DAYS COMMITTEE**

**Section 1. Purpose- The purpose of this club shall be:**

**3.1.a** To promote and develop the relationships of Cornell University's graduating class.

**3.1.b** To engage in fun and safe events meant to engage seniors in cooperation with other resources on campus.

**3.1.c** To ensure a diverse and inclusive environment that allows each and every Cornell senior to enjoy before graduation.

**Section 2. Membership**

**3.2.a** Membership shall be open to members of any Cornell class as long as said student is with good standing with the university.

**3.2.b** Senior Days Chair(s) will be a member of the senior Class Councils.

**3.2.c** Senior Days was a separate committee for several years before the 2020-2021 academic year. As Senior Days merges back into Class Councils, the most ideal form of membership for students who were on the separate Senior Days committee will be to join Class Councils in order to participate. If this is not an option for an individual, they may be allowed to assist with Senior Days in a different capacity. This will be at the discretion of the Senior Class Council president, the Senior Days Co-Chairs, and the Class Councils Advisor and will be handled on a case-by-case basis.

**Section 3. Meetings**

**3.3.a** Senior Days shall be an agenda item on all Senior Class Council meetings throughout the year. Additional need for meetings will be discussed by the Co-Chairs and the Class Councils Advisor.

**3.3.b** The Co-Chairs and Advisor may choose to host separate weekly or bi-weekly meetings as needed in order to prepare for large group meetings.

**3.3.c** The Co-Chairs shall have the authority to appoint any special committees, with the approval of the Faculty Advisor, from time to time as needed. These special committees will meet outside of Class Council meetings to work on project assignments.

**Section 4. Senior Days 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.