



Resolution 9: Amendments to the Cornell Concert Commission's Governing Documents

Abstract: This resolution affirms the changes that were made to the Cornell Concert Commission's constitution, charter, and bylaws to allow for co-executive directors of the organization.

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

Whereas, the Cornell Concert Commission has requested to change their constitution, charter, and bylaws;

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

The Anatomy of a Concert
Cornell Concert Commission



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GENERAL INFORMATION

- Executive Board Meetings: Mondays 4:30 PM in WSH Loft 2
- General Body Meetings: Thursdays 5:00 PM in McGraw 165
- Pre-board meetings: Thursdays 4:30 PM in McGraw 145
- Crew Sign-Up Meeting: 2 Thursdays before the show. Prodo discusses crew responsibilities and opens sign up form
- Production Meeting: Thursday before the show. Prodo identifies crews and crew heads, reviews expectations for the show, day-of schedule, and safety information. Crew heads meet with crews after to review the timeline and expectations. Meeting is mandatory for anyone wishing to work the show.

IMPORTANT CONTACTS

Name	Company	Phone Number	Task
Ray DiBiase (asst. Debbie)	Northeastern Production Systems (NEP)	585-427-8760 RFP#: 07-10072 PO# - B24450	Stage, sound, lights
Chris Mott	Barton Hall	255-3349 (office) 592-0606 (cell)	Barton staff
Andy Morse	Cornell Electric	327-0522	Electrician
Anthony Piedigrossi	Cornell Police	255-7304	Police staffing
Mike Foley	Foley Enterprise	607-734-1193	Shirts+merch
Dan Maas/Nate Hunter	Cornell EHS	254-1634 (Dan) 254-5439 (Nate)	EHS Staffing
John Durbin	Cornell Parking	255-9877	Parking issues/street closures

Other Important Numbers

CCC Account Number - s32-3711 CUPB Account Number - s32-3710	CP Account Number - s32-3712 SDPB Account Number - s36-3704
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CONSTITUTION, CHARTER, & BY-LAWS

Cornell University

Article I - Name and Affiliation

The name of the organization shall be the Cornell Concert Commission, herein referred to as C.C.C.

C.C.C. is a unit of the DOS, funded by the Student Assemblies.

Article II - Object

The Cornell Concert Commission is an organization of and for Cornell University students, whose purpose is to provide the Cornell community with popular and diverse, contemporary musical entertainment which is both financially sound and responsive to the community's needs and desires.

It is the mission of C.C.C. to select, promote, and produce all aspects of popular concerts at Cornell.

Article III - Members

Section 1: Membership

- a) Membership in C.C.C. is limited to full-time students of Cornell University.
- b) Any person desiring membership in C.C.C. shall become a full voting member, eligible to vote on all C.C.C. activities upon attendance of three consecutive C.C.C. meetings.
- c) Any member, upon missing two (2) consecutive meetings, shall lose their status as a voting member of C.C.C. If a member feels that their absence was due to reasons beyond their control, they may appeal to the Executive Board. Reinstatement as a full voting member shall require a majority vote of the Executive Board, or completion of the membership requirements outlined in part b.

Section 2: The General Membership

- a) The General Membership shall consist of all regular members of C.C.C.
- b) The General Membership shall meet once per week except when Cornell University is not in session.

Section 3: Rights and Privileges

- a) The General Membership shall be empowered to recommend to the Executive Board by a plurality vote of all members present:
 1. The particular artist to be sought for each show
- b) General Members shall be entitled to participate in Executive Board elections.
- c) The General Membership shall be empowered to disapprove, by a vote of two-thirds (2/3) of the members present at general body meetings, any action taken by the Executive Board in the areas set forth in Article IV, Section 2. Any actions made by the Executive Board that

are overturned by the General Membership, shall be immediately reversed by the Executive Board, except where prohibited by legal implications beyond the control of the Executive Board.

- d) Every voting member of the C.C.C. is eligible to sign up for a crew for any C.C.C. show, on a show-by-show basis.
- e) There is no obligation to sign up for any given crew for any given show; however C.C.C. members are expected to be responsible for providing the necessary crews as specified by artist contract riders.

Article IV - Executive Board

Section 1: Composition

- a) The Executive Board of C.C.C. shall consist of an Executive Director, Production Director, Selection Director, Finance Director, Promotion Director and Administrative Director.
- b) A staff Advisor, appointed by DOS shall be a non-voting member of the Executive Board.

Section 2: Rights and Duties

- a) The Executive Board shall be empowered to make decisions and pass motions regarding all issues concerning C.C.C.
- b) The Executive Board shall be empowered to make all technical and detailed decisions involving the actual production of all C.C.C. events.
- c) The Executive Board shall be empowered by a majority vote to: 1) Select the particular artist(s) to presented to the general body 2) Extend the initial offer to the artist
- d) All actions taken by the Executive Board must be reported to the General Membership at the next General meeting.
- e) In a situation which prohibits an Executive Board meeting, the Executive Director shall attempt to conduct an immediate vote of the Executive Board. If this is not possible, the Executive Director shall use all available resources to act on behalf of and in the name of C.C.C. in conjunction with the Staff Advisor. Any such action must be reported first to the Executive Board and then at the next General Membership meeting. Any actions taken by the Executive Board without the consent of the General Membership may be voted on by the General Membership at the next General Membership meeting, if any objections are made.
- f) The individual duties of each officer shall be defined in the Operating Procedures attached to these By-Laws, and shall be subject to annual review by the Executive Board.

Section 3: Meetings

- a) The Executive Board shall meet once per week in addition to General Membership meetings, except when Cornell University is not in session.

- b) The Executive Director shall be empowered to call special meetings and closed meetings.
- c) All meetings shall be open to the General Membership and other interested members of the Cornell Community, unless declared otherwise by the Executive Director.

Section 4: Voting

Only Executive Board members shall be allowed to vote at Executive Board meetings.

Section 5: Quorum

All Executive Board meetings shall require a quorum of at least two thirds (2/3) of the voting Executive Board members to be present in order to be official.

Section 6: Term of Office

- a) All members of the Executive Board shall be elected to serve for a one year term, unless elected under alternative methods as laid out in Section 8.
- b) Outgoing Executive Board members must train their successors before they leave office.
- c) Effective January 2020, terms will begin by the last day of exams of the spring semester following elections. Terms will run the academic year, from August to May. From the time new Board Members are elected until they take office, they shall serve as assistants to the current Board members, in preparation for their coming terms of office.

Section 7: Nominations and Elections

- a) All those interested in running for Executive Board Positions shall fill out an application at least one week before elections, as provided by the Executive Board. All those who apply shall then go through a screening process by the Executive Board Screening Committee.
- b) The Executive Board Screening Committee shall consist of all Executive Board Members not running for reelection plus an equal number of General Members minus one (1) with sufficient C.C.C. experience appointed by the Executive Board. Total membership of the Screening Committee must be an odd number.
- c) The Screening Committee shall be empowered to refuse, by a majority vote, all those applicants they believe to be unqualified for the position sought. All those that meet the Screening Committees standards shall be placed on the ballot.
- d) If there are insufficient applicants for any Executive Board position, the Screening Committee shall be empowered to solicit individuals from the General Membership of C.C.C. to fill the positions. This may only be done after the screening process if there are no qualified applicants for a position.
- e) Elections shall be held prior to the last show of the fall semester.
- f) The members of the Executive Board shall be elected by a plurality of the vote by secret ballot of those voting members of C.C.C. present. On the day of elections, each candidate shall make a brief statement to the General Membership regarding their qualifications for the

position sought. General membership is encouraged to discuss the candidate, how the interview went, and their qualifications both with and without them present.

- g) In the event of a tie, the Executive Board shall break the tie by a majority vote.
- h) In the event of an Executive Board tie, the Executive Director shall break the tie.
- i) Upon being elected, each new Executive Board Member shall review their individual duties (as stated in the Operating Procedures of the By-Laws).

Section 8: Vacancies

- a) In the event that a position on the Executive Board becomes vacant, the selection process for a replacement shall be one of two types:
 - 1) A special election will be held immediately, following the same procedures as outlined in Article IV, Section 7.
 - 2) In the event that an election cannot be held in time, the Executive Board may appoint a replacement.
- b) The Replacement Board Member shall serve out the remainder of the term.

Section 9: Impeachment

- a) Any elected Executive Board member who does not reflect the interests of C.C.C. by having missed two (2) consecutive meetings, or any reason witnessed by the remaining Executive Board members shall be subjected to impeachment proceedings.
- b) The procedure for impeachment is as follows: A motion stating the charge(s) for impeachment of one or more members of the Executive Board must be made in writing to the Executive Board. The motion is then tabled until the next Executive Board meeting to allow time for the accused member(s) to prepare a defense. At the next Executive Board meeting the charge(s) will be repeated and the accused will be allowed to state his or her defense to the charge(s). Discussion from the floor will only be allowed after the charges have been read and the accused has given his or her defense. The Board, excluding the accused member, shall then vote on impeachment, with a two-thirds (2/3) vote needed to carry the motion. If convicted of impeachment charges, a new replacement Executive Board member shall be chosen immediately according to Article IV Sec 8

Article V - Committees

Section 1: Formation

The Executive Board shall establish or dissolve all subcommittees as it deems necessary, or as suggested by the General Membership.

Section 2: Chairpersons

- a) Subcommittees shall report directly to the Executive Board.
- b) Subcommittee Chairpersons shall be appointed by and responsible to the Executive Board.
- c) Subcommittee Chairpersons must be members of the General Membership.

Article VI - Operating Procedures

- a) The Executive Board may adopt operating procedures to provide more detailed information regarding how these By-Laws shall be implemented.
- b) The Executive Board may revise the Operating Procedures as stated below, in order to fulfill the purpose of C.C.C. as stated in Article II.
- c) Revisions of the Operating Procedures shall require a two-thirds (2/3) vote of the Executive Board to be adopted.

Article VII - Amendments

Amendments to these By-Laws shall require a two-thirds (2/3) vote of the Executive Board and a majority vote of the General Membership.

Article VIII-Parliamentary Authority

All meetings of C.C.C. and the Executive Board shall be governed by the consensus.

Article IX-Ratification

Ratification of these By-Laws shall require a two-thirds (2/3) vote of the Executive Board of C.C.C., and the approval of the SA. Upon ratification, the provisions of these By-Laws shall become binding upon all members of C.C.C. These By-Laws shall be made available to all members of C.C.C.

Operating Procedures

Part 1-Executive Board Responsibilities

Section 1: The Executive Director

- a) Is the official spokesperson of C.C.C.
- b) Shall chair all General and Executive Board meetings.
- c) Shall meet regularly with the advisor to C.C.C.
- d) Shall oversee the Executive Board.
- e) Shall communicate with the Dean of Student Activities, other DOS boards, and other Cornell University organizations.
- f) Shall, with the Staff Advisor, oversee all agreements between C.C.C. and outside organizations.
- g) Shall be responsible for overseeing the appointment of subcommittee chairpersons.
- h) Shall assume or appoint the roles of delinquent or absent Executive Board Members as necessary.
- i) Shall negotiate the contract with Willard Straight Hall for rental of office space.
- j) Shall maintain an up-to-date list for C.C.C. office at the WSH desk.
- k) Shall act as stage announcer for C.C.C. productions, if necessary.
- l) Shall handle complaints and suggestions offered by the Membership and the general public.
- m) Shall administer C.C.C. by-laws.

- n) Shall co-chair the Minority Concert Fund Advisory Board (MCFAB) along with the appointed co-chairperson from ALANA, as stated in the By-Laws of MCFAB
- o) Shall deal with all area Concert Boards regarding reciprocal Complimentary tickets and pay-for tickets.
- p) Shall assist in financial settlement with the Artist's accountant when necessary.
- q) Maintain and record messages for Audix.
- r) Shall check C.C.C. e-mail as necessary and respond to general inquiries.
- s) Run security on day of show.
- t) Oversee elections.

Section 2: The Production Director

- a) Shall approve budgets for all prospective shows, including co-promotion.
- b) Shall order, and arrange all equipment, personnel, and services needed for all C.C.C. productions.
- c) Shall contact the Cornell University Police, Environmental Health and Safety, and EMS for staffing at C.C.C. productions, as needed, and other support services, as needed.
- d) Shall distribute all venue passes on the day of the show.
- e) Shall appoint all production assistants and crew heads and shall, with their cooperation, select all crews.
- f) Shall be ultimately responsible for the security of the venue, the dressing rooms and all backstage areas.
- g) Shall control audiences' access to the venue, including line control in conjunction with the Selections Director.
- h) Shall be responsible for all aspects of load-in, load-out, and clean-up.
- i) Shall maintain contact with Artist's tour staff and outside promoters as necessary.
- j) Shall examine all contracts and riders immediately upon receipt, shall make appropriate changes in them, and deliver them to the Staff advisor for final approval.
- k) Shall fulfill all production requests made by Artist's personnel, and contract rider terms.
- l) Shall chair production meetings.
- m) Shall handle the ordering of crew shirts.
- n) Shall collect all production receipts and provide them to Finance Director prior to the day of show.
- o) Shall maintain all C.C.C. production equipment.
- p) Shall assist in financial statement with the Artist's accountant when necessary.
- q) Shall provide the Promotion Director with all artist passes and complimentary ticket lists.

Section 3: The Selection Director

- a) Shall be primary contact between C.C.C. and all outside Agents and artist's representatives.
- b) Shall be responsible for familiarity with current music trends.

- c) Shall, with the help of outside Agents, be responsible for generating suggestions for potential concerts.
- d) Shall assist in extending all offers for all desired shows and preparing the budgets.
- e) Shall keep abreast of current record sales, current Artist availability's, and viable suggestions made by the General Membership prior to the show decisions.
- f) Shall be responsible for obtaining venue clearance for C.C.C. events, in conjunction with the advisor and the Executive Board.
- g) Shall be responsible for determining the current music interests of the Cornell Community through semi-annual interest surveys.
- h) Shall run ticket-taking, lobby security, line control, confiscation and delegation of someone to run sales of T-Shirts, concessions, and other merchandise at all shows.

Section 4: The Finance Director

- a) Shall be responsible for administering the current ticket policy.
- b) Shall arrange for ticket sales at ticket outlets, and distribute all tickets to those outlets.
- c) Shall, with the Advisor, reconcile all funds on the day of show.
- d) Shall gather all receipts and budget estimates for use on the day of show and for the Advisor.
- e) Shall coordinate financial settlement with Artist's accountant when necessary.
- f) Shall obtain daily ticket counts from all outlets, and report ticket count to the promoter or Artist's representative and the General Members as necessary.
- g) Shall present monthly financial statements and prepare a bi-annual financial statement as well as a budget for each show and maintain office budget.
- h) Shall handle all receipts.
- i) Shall be responsible for setting up and maintaining petty cash and the box office cash box on the day of show.
- j) Shall serve as C.C.C.'s financial representative to the Student Assembly and to the Graduate and Professional Student Assembly.
- k) Shall oversee the operation of the box office area.
- l) Shall oversee the administration of the ticketing website.

Section 5: Promotion Director

- a) Shall be responsible for all aspects of promotion, including but not limited to newspaper, radio, television, posters, flyers, banners, and chalking.
- b) Shall develop a promotional budget, and deliver this budget, and all necessary receipts, to the Financial Director and the Production Director prior to the show.
- c) Shall appoint promotion assistants as necessary, including but not limited to the North Campus Liaison, Street Team Leader, Webmaster and Archivist.
- d) Shall chair promotion meetings as necessary.
- e) Shall maintain C.C.C. bulletin space in Willard Straight Hall.

- f) Shall provide signs for use in the venue on the day of the show, as requested by the Finance Director and the Production Director.
- g) Shall be responsible for handling press and photo passes and complimentary tickets on the night of the show.
- h) Shall coordinate all artist ticket buys.

Section 6: The Administrative Director

- a) Shall record the minutes of all General and Executive Board meetings, provide a weekly copy to the Executive Board, and keep them on file in the C.C.C. office.
- b) Shall keep attendance records.
- c) Shall maintain a list of local and home addresses of Executive Board members, and a list of names and email addresses of General Members of the C.C.C. and keep these on file in the office.
- d) Shall ensure that phone numbers and addresses for all Executive Board members are posted in the office.
- e) Shall be responsible for publicizing all meeting times, dates, and places.
- f) Shall organize all C.C.C. social gatherings.
- g) Shall reserve rooms for all General and Executive Board meetings.
- h) Shall register the C.C.C. as a campus organization with the Student Activities Office.
- i) Shall oversee the Hospitality Crew day of show.

Section 7: The Staff Advisor

- a) Shall be responsible for speaking with agents, artist's representatives, promoters, etc. when necessary, as determined by the Selection Director and the Executive Director.
- b) Shall sign all contracts and offers in the name of C.C.C., except those contracts that must be signed by the Director of Student Activities or some other member of the Cornell University Administration.
- c) Shall be responsible for arranging checks to be issued, picked up at Day Hall, and distributed.
- d) Shall deposit all C.C.C. funds.
- e) Shall advise the Executive Board on the technical aspects of concert production, when necessary.

Section 8: General Responsibilities of the Executive Board

All Executive Board members shall be responsible for:

- a) Attending all General and Executive Board meetings.
- b) Keeping the rest of the Executive Board informed of all developments in their area of responsibility.
- c) Establishing a minimum of weekly office hours and keeping those hours in order to receive messages, return phone calls, and carry out job responsibilities.

- d) Arriving at the venue at the Executive crew call as determined by the Production Director.
- e) Working with the other members of the Executive Board and C.C.C. to ensure that everything necessary for the presentation of successful shows is accomplished efficiently.

Part 2 - Ticket Policy

Section 1: General Ticket Procedures

- a) The Production Director shall be entitled to two (2) business related complimentary tickets.
- b) C.C.C. shall set aside an appropriate number of complimentary and pay-for tickets for DOS staff members and/or university officials to be distributed in conjunction with the Staff Advisor.
- c) C.C.C. shall set aside appropriate complimentary tickets for ticket outlets.
- d) C.C.C. shall set aside appropriate complimentary tickets for the artist.

Section 2: Bailey Hall Shows

- a) Executive Board Members and the faculty advisor are entitled to two (2) personal complimentary tickets and two (2) pay-for tickets.
- b) Past Executive Board Members who are no longer Cornell students shall be entitled to two pay-for tickets.
- c) Past Exec Board Members who are still CU students shall be entitled to two complimentary tickets.

Section 3: Barton Hall Shows

- a) Executive Board Members are entitled to four (4) personal complimentary tickets and four (4) pay-for tickets.
- b) Past Executive Board Members who are no longer CU students shall be entitled to four (4) pay-for tickets.
- c) Past Executive Board members who are still CU students shall be entitled to four (4) complimentary tickets.