

CONSTITUTION AND BYLAWS
of the African Latino Asian Native American Programming Board

PREAMBLE

We, the members of Cornell University's population of students of color, with a deep interest and concern for cultures of all people, do hereby propose the establishment of an African, Latino, Asian, and Native American Programming Board (ALANA). Primarily we seek to provide the Cornell community with wide and diversified programming on a regular basis as well as allocate funds to registered student organizations for programs that encourage diversity and multiculturalism. This board will be composed largely of students of color, as represented in the cultures of the United States of America by descendants of African, Asian, Latino and Native American people. Students of color are best equipped, by virtue of their backgrounds, to identify and design large and small-scale programs with a multicultural orientation. To further delineate the specifics of our proposal, we present the following:

ARTICLE 1 PLACE IN UNIVERSITY STRUCTURE

The African Latino Asian Native American Program Board is a part of the Dean of Students Office and exists under the jurisdiction of this office.

ARTICLE 2 IMPACT ON THE CORNELL COMMUNITY

ALANA shall be part of an overall strengthening of multicultural programming throughout Cornell University. ALANA shall encourage other organizations to co-sponsor diverse programs. In addition, the Executive Board shall at its discretion create and/or support programs in the Cornell and surrounding communities that it determines are in accordance with ALANA's mission, and that provide significant opportunity for Cornell students to engage with diverse cultures and perspectives.

ARTICLE 3 STAFF ADVISOR

An advisor for ALANA shall be appointed from the Dean of Students office staff. The advisor must have a proven ability to respond to the needs and sensitivities of students of color. The advisor should not be hired, continued, or fired without the input of members of the Executive Board. The Executive Board shall play a major role in the development of a job description for the advisor. The advisor shall undergo an annual review by the Board.

ARTICLE 4 FUNDING

ALANA should receive byline funding from the Student Assembly. The amount is a dollar amount per undergraduate student each year at Cornell University, and is fixed for two-year periods.

ARTICLE 5 BYLAWS

Section 1 Name

The name of this organization shall be the African Latino Asian Native American Students Programming Board (ALANA).

Section 2 Functions

The functions of the board shall be:

- 1) To provide a focus for the multicultural community.
- 2) To make diverse programs available and ethnically diverse culture visible to the entire Cornell community
- 3) To initiate and implement multicultural activities, ranging from major events to small gatherings.
- 4) To determine the allocation of funds appropriated to it; choosing on the basis of merit and accountability, from among a wide variety of social, cultural, and educational programs.
- 5) To provide knowledge, skills, and resources to facilitate programming by other multicultural organizations.
- 6) To co-sponsor diverse programs with other campus organizations and to assist in the implementation of these programs, when necessary.
- 7) To facilitate interaction between all minority organizations at Cornell.
- 8) To make other boards more aware of the needs and interests of the African, Latino, Asian, Native American communit(ies).
- 9) To hold at least one annual Minority Concert Finance Advisory Board (MCFAB) event per year.

Section 3

Programming, Policy, and Decision-Making

Policies and decisions shall be implemented if and only if they are supported by an affirmative vote of majority (50% plus one) of all Executive Board (E-Board) members present.

All activities funded by the ALANA Programming Board shall be open to the entire Cornell and Ithaca communit(ies).

Allocation of funds:

- a. Funds shall be allocated in accordance with the guidelines set forth by the Dean of Students accounting guidelines
- b. Funds shall not be used for the personal benefit of individual students or benefits toward student organizations that are not related to a program.

Section 4

Executive Board

The E-Board shall consist of 10 voting members; 9 Cornell students and one non-student advisor. Each student member must attend all ALANA meetings, both executive and general body. If an E-Board member cannot attend a meeting or event, she/he must contact a member of the E-Board for the absence to be excused. 1 unexcused absence will result in a loss of voting privileges for the next meeting; 2 unexcused absences will result in a review of E-Board status by the remainder of the E-Board.

Membership in the MCFAB Committee is not membership in the E-Board, in that no voting power is granted to MCFAB Committee members. MCFAB Committee members may still attend E-Board meetings and may be involved in the planning and executing of ALANA events.

The E-Board will be comprised of the following:

- 1) **Advisor:** The Advisor must attend all General Body (G-Body) and E-Board meetings. She/he must have sufficient office hours to meet with E-Board members. She/he shall be a liaison between ALANA and Cornell administration. She/he must be available to contact and answer questions of the board. She/he must take responsibility for all ALANA approved actions.
- 2) **President:** The president shall facilitate weekly E-Board and monthly G-Body meetings. She/he will create weekly agendas for the E-Board meetings, as well as for the monthly G-Body meetings. The president shall be the chief executive officer of the Boards. She/he may call special meetings when necessary. She/he shall meet regularly with the Advisor. She/he shall arrange and attend meetings with the administration when

necessary. She/he shall delegate responsibilities regarding the implementation of all ALANA programming and any activities consistent with the goals of ALANA.

- 3) **Vice-President:** The Vice-President shall assume any and all duties of the chairperson in her/his absence. She/he shall conduct weekly meetings to review co-sponsorship applications with an assistant. She/he shall ensure an ALANA G-Body member is present at every event co-sponsored or co-programmed by ALANA. She/he shall enforce the criteria necessary for an organization to be awarded co-sponsorship or co-programming funds. She/he must also keep a record of communication between ALANA and other student organizations. She/he shall keep track of voting privileges and those organizations who are currently ineligible to receive ALANA funds. She/he must maintain the ALANA-L listserve and ALANA website. She/he shall assume the presidential duties during the absence of the president during any meeting.
- 4) **Treasurer:** The Treasurer shall manage the Board's budget and any other financial matters as they arise. She/he shall keep a record of all financial transactions, and have financial records present at all meetings. She/he shall act as fiscal advisor to all E-Board members and their committees. She/he shall meet with the Advisor and the President on a regular basis. She/he shall work with the MCFAB Chair and the MCFAB Committee in regard to the financial issues of that organization. She/he will create a budget for all programming events and distribute it to the E-Board. She/he shall work with the Selections Chair to ensure that programming costs stay on budget. She/he shall solicit co-sponsorship for ALANA events when necessary. She/he shall communicate as necessary with the University accountants to question, confirm, etc. financial transactions.
- 5) **Administrative Assistant:** The Administrative Assistant must take minutes of all E-Board and G-Body meetings, as well as of funding hearings. She/he shall maintain an orderly file of meeting minutes. She/he must bring a record of all agendas and minutes to every meeting. She/he must maintain a file of all programming evaluations completed by Board members. She/he must keep a record of general body attendance, and committee attendance/participation.
- 6) **Event Planning Chair 1:** The Event Planning Chair is responsible for securing venues for ALANA meetings and events, and collaborating with E-Board and G-Body members on program planning. She/he shall ensure that necessary equipment for any event is provided. She/he shall work with Event Planning Chair 2 to fulfill any production needs required by talent (special lighting, seating arrangements, etc.). She/he must attend all necessary meetings with University administrators and complete all necessary paperwork in regard to the use of University property. She/he

will ensure proper set-up prior to, and clean-up afterward, for all ALANA programs.

- 7) **Event Planning Chair 2:** The Event Planning Chair 2 has the primary responsibility for initiating and researching ALANA programming. She/he shall contact talent or their agents, perform negotiations, and arrange any necessary travel with the advice and assistance of the Advisor. She/he shall work with an advisor from the office of the Dean of Students to ensure that contracts are dispatched on a timely basis. (2 weeks prior to event/engagement). She/he shall maintain communications with the Treasurer, updating her/him on any further developments or changes in projected costs. She/he shall maintain and update a file of possible programming ideas, sources of talent, etc.
- 8) **Publicity Chair:** The Publicity Chair must ensure that all ALANA events are publicized within the student community at Cornell and Ithaca. She/he is responsible for the timely creation and distribution of fliers, newspaper ads, and any other form of advertising. She/he shall serve as Chair of all publicity committees. She/he must maintain a journal of advertisements for ALANA programs and Co-Sponsorships. She/he shall work closely with the MCFAB Chair to plan and implement a thorough and pervasive publicity campaign for the MCFAB concert(s).
- 9) **Archivist:** The archivist is responsible for documenting events by maintaining publicity for and evaluations of all ALANA's co-sponsorships and co-programs. She/he must arrange to have posters/flyers of all ALANA-sponsored events sent to the ALANA Advisor, and also placed in the Archives binder. She/he is responsible for assigning members of the G-Body or of the E-Board to attend and/or evaluate ALANA sponsored events. Event evaluations and other archived materials should be brought to every Executive Board meeting and placed in the Archives binder.
- 10) **Minority Concert Finance Advisory Board Chair:** The MCFAB Chair is primarily responsible for ensuring that one or more concert(s) representing the interests of the minority communities at Cornell and the surrounding communities take(s) place during the school year. She/he must ensure that meetings with the Cornell Concert Commission (CCC) take place on a regular basis. She/he, with the assistance of the committee, must arrange the act(s) for the concert. She/he must work closely with the Treasurer in regards to arranging funds for the concert. She/he must work closely with the Publicity Chair in regard to arranging publicity for the concert. She/he must ensure that ALANA-MCFAB Committee members and their CCC counterparts form cooperative relationships. She/he shall work with an advisor from the office of the Dean of Students to ensure that contracts are dispatched on a timely basis.

Section 5 Minority Concert Fund Advisory Board (MCFAB)

MCFAB is an organization made up of members of ALANA and the Cornell Concert Commission (CCC). They produce at least one (1) major concert/event that caters to the ALANA umbrella community per year. Past events have included Busta Rhymes, The Roots & Outkast, Method Man & Redman, Nas, and Ludacris. The advisor of MCFAB is Joe Scaffido.

MCFAB Funding: MCFAB is funded by ALANA, CCC, the Dean of Student's Office and the Student Activity Fee. ALANA and CCC must use at least a portion of their money annually for the MCFAB concert/event.

Section 6 General Body Membership:

Part I: In order to become a member, a liaison from an organization must attend all monthly G-Body meetings that occur after the time this organization registers with ALANA. If an organization does not send a liaison to all required G-Body meetings, that organization will be ineligible for funding for the rest of the semester. The liaison must also attend G-Body meetings after receiving funds from the ALANA Programming Board. If this is not done no funding will be given next semester, or, if there is only one event per year, next year.

ARTICLE 6 AMENDMENTS

All amendments must be approved by a 2/3 majority of the official voting membership of ALANA members.

ARTICLE 7 CO-SPONSORSHIPS, CO-PROGRAMS, AND E-BOARD PROGRAMS

Section 1

The ALANA Programming Board shall set aside a portion of its annual funding for the purpose of co-sponsorship and co-programming. Co-sponsorship and co-programming shall entail the granting of funds to other organizations, which have the intentions of producing specific programs in accordance with the mission of the ALANA Programming Board, as stated in this document. ALANA will provide money to eligible organizations whose members wish to plan and carry out an event that is in accordance with ALANA's mission and goals. This will be called a co-sponsorship. ALANA will also provide money, expertise, and assistance to eligible organizations whose members have an idea for an event and need help planning and carrying out this event. This will be called a co-program. The money available for co-programmed events will be greater than that available for co-sponsored events. However, only 4 co-programs will be granted per semester.

Section 2

Student organizations shall receive funding only if they are current and consistent members of the ALANA G-Body, as described above. In order to present a proposal for funding, the organization must be an ALANA G-Body member, and be registered with ALANA as such.

Section 3

To avoid reduction in the co-sponsorship or co-program award, organizations shall adhere to the guidelines as stated in the funding applications. Those guidelines, written by the vice-president, may be changed by a majority vote of the E-Board of ALANA.

Section 4

At least two members of an organization asking for money must be present during a co-sponsorship or co-program presentation (one e-board and/or consistent ALANA contributor). Membership must also continue after receiving funds otherwise no funding will be given next semester or year (depending on when the event occurs).

Section 5

The ALANA E-Board may, at its discretion, plan, carry out, and/or fund events and/or programs that are in accordance with ALANA's mission, and that provide opportunities for students to learn about and engage with diverse perspectives and cultures.