

Rensselaer Union
Executive Board

Agenda
October 20th, 2016

1. Roll Call @ 8:00 PM
2. Welcome
3. Presentations
 - a. Design for America – 8:10PM
 - b. New Club Classification Policy – 8:40PM
 - c. Updated Club Classifications – 9:00PM
4. Reports:
 - a. Director's Report
 - b. Senate Report
 - c. President's Report
 - d. Member Reports

Contingencies FY17 Beginning Balance \$32,500
Contingencies FY17 current balance \$29,253.65

Contingencies FY16 Beginning Balance \$32,500
Contingencies FY16 this week \$26,138

EXECUTIVE BOARD PROPOSAL COVERSHEET

Design for America 302 159 10/18/2016
CLUB ACCOUNT NUMBER DATE SUBMITTED
Anne Cantale + Izzi Cain 1221 Cain, Sydney Chenev
HEAD CLUB OFFICER PRESENTER Leying HU 708-205-0227 => 1221
PHONE NUMBER

NO. of MEMBERS: RPI Students: 43 Dues person/yr. \$ 10
Faculty/Staff: 1 (Faculty advisor) \$ X
Community: X \$ X
Present Union Subsidy: \$ 1,790.00

REQUEST SUMMARY: Please list items/services to be purchased and their costs.

Table with columns: Item/service, EXPENSE, INCOME. Rows include Registration (\$225.00), Flight (\$900.16), Hotel (\$2517.21), Transportation (\$190.00). Totals: \$4133.23. Includes 'ADDITIONAL SUBSIDY REQUEST \$3173.23'.

JUSTIFICATION AND EXPLANATION:

Has this been requested before: (at budgeting for example) funds in FY17 budget not sufficient

- Please attach another sheet with the following information
a) Detail of items/services to be purchased. (copy of contract, etc.)
b) Demonstration of need/interest, or background.
c) How this will affect future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by [Signature] DATE 10/18/16
Executive Board Representative
Reviewed by [Signature] DATE 10/18/16
Club's Student Activities Resource Person
Reviewed by [Signature] DATE 10/18/16
Rensselaer Union Financial Coordinator

COMMENTS by Union Advisors:

As part of the record, a statement of clarity should be recorded
to budgeting for FY18 is correct - work w/ the E-Board rep and can

COMMENTS by E-Board Representative:

- Approved
Denied
Reserves
Contingencies
Travel Contingencies
Reallocation

October 18th, 2016

Dear Rensselaer Union Executive Board,

We would like to request \$3173.23 for Goal A, Program 3, which is the budget to fund Leadership Studio for Design for America Rensselaer. We would use this money to reimburse money spent at this past Leadership Studio that occurred in Evanston, Illinois over a period of five days in August of 2016.

To be part of Design for America National Network, DFA National requires each studio to send two representatives to Leadership Studio. Leadership Studio is an annual, five-day event where officers and members of different chapters of DFA can learn leadership skills and share projects progress, how to teach the design process, and how to continue improving each chapter. From our first hand observation, many studios send their entire leadership team to Evanston. As a result, this year the DFA RPI chapter sent three officers to Evanston because it is important that officers have the appropriate leadership skills and knowledge to educate incoming members.

Since the majority of the DFA RPI officers are new in the leadership team and have never interacted with the Union finance department, we started the process by asking our SARP representative, Amy Corron, for guidance. It was under her and therefore our impression that Leadership Studio is fully funded from the start. The past DFA RPI leadership teams only sent two people to Evanston, but it was also under our impression that we are able to send as many officer as we like. When we first started to reserve hotels and flights in July, we did not understand the difference between having our travel approved by the Union and the club lacking funds to pay for the trip. To add more confusion, we tried to ask the previous officers who attended Leadership Studio. DFA RPI is a relatively new Union-funded club, therefore, the former officers did not have sufficient knowledge on this topic so they directed us back to our SARP. Another point of confusion lies in the fact that each participant who attended booked her own hotel room; the reason for this being is that we were never told to share hotel rooms. The last point of confusion is the timing of booking the hotel room. DFA National offers a discount on hotel rooms up until a certain date. Since the RPI fiscal year begins in July, we were told that we could not book our hotel rooms until first week of July, which happened to be after the discount ended. We realize that there were several points of confusion when booking this trip, however, we hope that you can understand that these mistakes will not happen in the future since we know what to change.

Design for America will be looking at the possibility of revised funding for this program in the future budgets so that it is obvious to new officers that this budget is designated for two people.

Thank you for consideration of this proposal.

Best,

Izzi Cain

Co-President, Team Manager

Sydney Cheng

Community Outreach Manager

Leying Hu

Educational Chair

Demonstration of need / interest, or background.

Design for America is a nationwide club. To ensure that all studios across the country are learning and teaching the same material, Design for America National (the head of Design for America) hosts Leadership Studio. Leadership Studio is a five day event (Thursday-Monday) in August that takes place in Evanston, Illinois. Two participants from each studio are required to go, although more people are encouraged to go if possible. If two people from each studio/chapter do not attend Leadership Studio, that studio's charter can be revoked. The end goal of Leadership Studio is to train officers and members of DFA the human-centered design process as well as leadership and management techniques. There are several opportunities here to learn how to expand and improve one's studio.

DFA RPI chapter tries to send as many people as possible to Leadership Studio. Another goal of ours is to have as many officers attend Leadership Studio as possible so we can effectively teach members of DFA RPI the design process. This year, we sent three officers to Leadership Studio. We, the three officers who attended Leadership Studio, are requesting this additional funding (\$3173.23) to cover the costs of travel that occurred this past August 2016.

There was some confusion when figuring out Leadership Studio. Three officers attended because we were under the impression that as many officers as possible should and could attend, even though only two are required to go. Another point of confusion was reserving hotel rooms, flights, and other travel. Our SARP had the impression that our travels would be fully covered by the Union, therefore we also had that impression. Lastly, we each reserved our own hotel room, so we booked three rooms instead of two. We hope that you can understand where the confusion lies in this, but we now know how to fix these problems so they don't happen in the future.

How this will affect future budgets

DFA RPI will be looking at the possibility of revising our funding for Leadership Studio so our future budgets will include sufficient funds to send two officers/members to Evanston.

DFA Leadership Studio 16

Izzi Cain

GET EXCITED FOR #DFALS16

June 3, 2016 at 9:05 PM

splash

Receipt

Confirmation email for

DFA LEADERSHIP STUDIO 16

Thursday
August 11
2016

6:30pm CDT

Location:

Northwestern University
Evanston, IL 60208

Your Receipt

Invoice Number: T160603-2993997-763870

Description	Price	Quantity	Total
Leadership Studio 2016	\$75.00	1	\$75.00
		Total:	\$75.00

Please note: This charge will appear on your billing statement as "DESIGNFORAMERICA"

CAINI@RPI.EDU

Itinerary for ISABELLA GRACE CAIN on 8/11/16



Direct Travel
19 Roosevelt Hwy
Cochester, VT 05446
Phone (802) 855-8866 Fax (802) 655-8873

Calendar TZZF0G 06JU
Lics

General email: DirectTravel@directtravel.com

Wednesday 6JUL 2016 05:11 PM EDT
Passengers: ISABELLA GRACE CAIN (3010 3137)
Agency Record Locator: TZZF0G

PLEASE REVIEW DOCUMENT AND TRIP DETAIL THOROUGHLY
IF A DISCREPANCY EXISTS PLEASE CALL US
WITHIN 24 HOURS OF RECEIPT. OTHERWISE PENALTIES
WILL BE YOUR RESPONSIBILITY
HOTEL CHARGES WILL BE PAID BY RENSSELAER
ROOM - TAX - PARKING - INTERNET - HOTEL MEALS
LAUNDRY AND LOCAL - LONG DISTANCE CALLS
YOU WILL PROVIDE A CREDIT CARD FOR INCIDENTALS
DIRECT TRAVEL WILL PROVIDE THE PAYMENT INFORMATION
TO THE HOTEL 24 HOURS PRIOR TO YOUR ARRIVAL
PLEASE CONFIRM AT CHECK IN THAT THE HOTEL HAS RECEIVED
THE CREDIT CARD AUTHORIZATION FOR PAYMENT AND
CONFIRM AT CHECK OUT THAT THE HOTEL
HAS PROCESSED THE CORRECT CREDIT CARDS
RPI-AUTHORIZES THE HOTEL TO GIVE THE FOLIO TO THE GUEST AT TIME OF CHECK-OUT

HOTEL Thursday, 11AUG 2016

HILTON ORRINGTON (HILTON)
1710 ORRINGTON AVENUE EVANSTON IL 60201 US
Number of Rooms 1 Confirmation Number 3258519991
Phone 1-847-866-8700 Fax 1-847-866-8724
Rate USD 179.00 Room GUARANTEED TO MASTER CARD
Check Out: Monday, 15AUG 2016 Reserved For: CAIN ISABELLA
HH25482ARR11AUG CXL CXL 1 DAY PRIOR TO ARRIVAL
Guaranteed to: CA*****44698
Approximate total: 819.82USD

FOR SERVICE BETWEEN 8.00am AND 6.00pm (EST) MONDAY-FRIDAY CALL 866-492-9839
FOR SERVICE DURING NON OFFICE HOURS WEEKENDS AND HOLIDAY CALL 866-492-9839 PRESS 8
FOR CALLERS OUTSIDE THE USA CALL COLLECT 1-203-848-1135

UBER

AUGUST 21, 2012

\$99.50



01:46pm

03:08pm

This trip was sent to Concur

FARE BREAKDOWN

Base Fare	4.00
Distance	64.78
Time	28.77
Subtotal	\$97.55
Chicago Taxi (regional) (Flat Fee)	0.75
Chicago Taxi (regional) (Flat Fee)	0.75
Surge Pricing	1.20

CHARGE TO
 Personal **** 0277 **\$99.50**



Sydney Cheng <rpicheng5@gmail.com>

GET EXCITED FOR #DFALS16

DFA Leadership Studio 16 <dfaleadershipstudio16@event.splashthat.com>
To: Sydney Cheng <chengs0@pi.edu>

Sun, Jun 5, 2016 at 8:34 PM

Confirmation email for

DFA LEADERSHIP STUDIO 16

Location
Northwestern University
Evanston, IL 60208

Your Receipt

Invoice Number: TT68C05-3062391-089471

Description	Price	Quantity	Total
Leadership Studio 2016	\$75.00	1	\$75.00
Total:			\$75.00

Please note: This charge will appear on your billing statement as "DESIGNFORAMERICA"

We are excited for you to join us to strengthen your design innovation and leadership skills and connect with fellow DFAers across the country. This is a unique experience and we're looking forward to seeing you there! We'll be sending you more details soon. In the meantime if you have any questions, please send them to info@designforamerica.com. Share your excitement and get connected with other attendees by sharing #DFALS16 on social media! Thanks again, The DFA National Team

Printed by the Event Organizer or by the Design For America.



9/29/2016

Gmail - Itinerary for SYDNEY SHINYI CHENG on 8/11/16



Sydney Cheng <rpichengs6@gmail.com>

Itinerary for SYDNEY SHINYI CHENG on 8/11/16

Direct Travel-Concur <CTTRAVEL@dt.com>
To: CHENGSG6@mpi.edu

Thu, Jul 7, 2016 at 9:31 AM



Direct Travel
19 Roosevelt Hwy
Colchester, VT 05446
Phone: (802) 655-8866 Fax: (802) 655-8873
www.dt.com
General email: cttravel@dt.com

Thursday, 7 JUL 2016 09:30 AM EDT
Passengers: SYDNEY SHINYI CHENG (3010 3137)
Agency Record Locator: VDRV6Y

PLEASE REVIEW DOCUMENT AND TRIP DETAIL THOROUGHLY
IF A DISCREPANCY EXISTS PLEASE CALL US
WITHIN 24 HOURS OF RECEIPT OTHERWISE PENALTIES
WILL BE YOUR RESPONSIBILITY
HOTEL CHARGES WILL BE PAID BY RENSSELAER
ROOM - TAX - PARKING - INTERNET - HOTEL MEALS
LAUNDRY AND LOCAL - LONG DISTANCE CALLS
YOU WILL PROVIDE A CREDIT CARD FOR INCIDENTALS
DIRECT TRAVEL WILL PROVIDE THE PAYMENT INFORMATION
TO THE HOTEL 24 HOURS PRIOR TO YOUR ARRIVAL
PLEASE CONFIRM AT CHECK IN THAT THE HOTEL HAS RECEIVED
THE CREDIT CARD AUTHORIZATION FOR PAYMENT AND
CONFIRM AT CHECK OUT THAT THE HOTEL
HAS PROCESSED THE CORRECT CREDIT CARDS
RPI-AUTHORIZES THE HOTEL TO GIVE THE FOLIO TO THE GUEST AT TIME OF CHECK-OUT

HOTEL Thursday, 11AUG 2016

HILTON ORRINGTON (HILTON)
1710 ORRINGTON AVENUE EVANSTON IL 60201 US

Number of Rooms: 1

Phone: 1-847-866-8700

Rate: USD 161.00

Check Out: Monday, 15AUG 2016

Confirmation Number: 3262780956NON SMKING CONF

Fax: 1-847-866-8724

Room GUARANTEED TO MASTER CARD

Reserved For: CHENG SYDNEY

HH25482ARR11AUG CXL.CXL 1 DAY PRIOR TO ARRIVAL

Guaranteed to: CA*****44698

Approximate total: 727.08USD

FOR SERVICE BETWEEN 8:00am AND 6:00pm (EST) MONDAY-FRIDAY CALL 866-492-9839
FOR SERVICE DURING NON OFFICE HOURS WEEKENDS AND HOLIDAY CALL 866-492-9839 PRESS 8
FOR CALLERS OUTSIDE THE USA CALL COLLECT 1-203-848-1135



Sydney Cheng <rpichengs6@gmail.com>

Itinerary for SYDNEY SHINYI CHENG on 8/11/16 to Chicago IL United States Of America

Direct Travel-Concur <cttravel@dt.com>
To: CHENGSD@ipi.edu

Wed, Jul 6, 2016 at 5:30 PM



Direct Travel
19 Roosevelt Hwy
Colchester, VT 05448
Phone: (802) 855-8808 Fax: (802) 855-8873
www.dt.com
General email: cttravel@dt.com

Wednesday, 6 JUL 2016 05:35 PM EDT
Passengers: SYDNEY SHINYI CHENG (3010 3137)
Agency Record Locator: V7DTPY

PLEASE REVIEW DOCUMENT AND TRIP DETAIL THOROUGHLY
IF A DISCREPANCY EXISTS PLEASE CALL US
WITHIN 24 HOURS OF RECEIPT OTHERWISE PENALTIES
WILL BE YOUR RESPONSIBILITY
AIRLINE CONFIRMATION NUMBER: 9DWDR9

AIR Thursday, 11AUG 2016

Southwest Airlines
From San Jose CA, USA
To Chicago Midway IL, USA
Stops: Nonstop

Flight Number: 2022
Depart: 08:40 AM
Arrive: 02:40 PM
Duration: 4 hour(s) 0 minute(s)
Status: CONFIRMED



Equipment: Boeing 737-700 Jet
DEPARTS SJC TERMINAL B

Miles: 1830 / 2928 KM

Check in on-line to obtain boarding pass: Southwest
Click here for Baggage policies and fees: Southwest

AIRLINE CONFIRMATION: 9DWDR9 TICKET NBR-5262425887636
FOR SERVICE BETWEEN 8:00am AND 8:00pm (EST) MONDAY-FRIDAY CALL 866-482-8838
FOR SERVICE DURING NON OFFICE HOURS WEEKENDS AND HOLIDAY CALL 866-482-8838 PRESS 8
FOR CALLERS OUTSIDE THE USA CALL COLLECT 1-203-848-1135

Ticket for: SYDNEY SHINYI CHENG
Ticket Nbr: 5262425887636 Electronic: Yes Amount: 230.98
Charged to: TP*****3277

Total Tickets: 230.98
Total Amount: 230.98

Fare Quote total: \$230.98 - not guaranteed until ticketed

CalendarV7DTPY_06JUL.ics



Sydney Cheng <rpichengs6@gmail.com>

Itinerary for SYDNEY SHINYI CHENG on 8/15/16 to Albany NY United States Of America

Direct Travel-Concur <cttravel@dt.com>
To: CHENGSG6@rpi.edu

Wed, Jul 6, 2016 at 5:18 PM



Direct Travel
19 Roosevelt Hwy
Colchester, VT 05448
Phone: (802) 855-8868 Fax: (802) 855-8873
www.dt.com
General email: cttravel@dt.com

Wednesday, 6 JUL 2016 05:17 PM EDT
Passengers: SYDNEY SHINYI CHENG (3010 3137)
Agency Record Locator: V8WNSI

PLEASE REVIEW DOCUMENT AND TRIP DETAIL THOROUGHLY
IF A DISCREPANCY EXISTS PLEASE CALL US
WITHIN 24 HOURS OF RECEIPT. OTHERWISE PENALTIES
WILL BE YOUR RESPONSIBILITY
AIRLINE CONFIRMATION NUMBER: 8S6DRP

AIR Monday, 15AUG 2016

Southwest Airlines
From: Chicago Midway IL, USA
To: Baltimore Wash MD, USA
Stops: Nonstop

Flight Number: 1620
Depart: 05:15 PM
Arrive: 08:05 PM
Duration: 1 hour(s) 50 minute(s)
Status: CONFIRMED


Class: O-Coach/Economy

Miles: 615 / 984 KM


Equipment: Boeing 737-700 Jet

Check in on-line to obtain boarding pass: [Southwest](#)
Click here for Baggage policies and fees: [Southwest](#)

AIR Monday, 15AUG 2016

Southwest Airlines
From: Baltimore Wash MD, USA
To: Albany NY, USA
Stops: Nonstop

Flight Number: 568
Depart: 10:05 PM
Arrive: 11:15 PM
Duration: 1 hour(s) 10 minute(s)
Status: CONFIRMED


Class: O-Coach/Economy

Miles: 289 / 462 KM

Equipment: Boeing 737-700 Jet

Check in on-line to obtain boarding pass: [Southwest](#)
Click here for Baggage policies and fees: [Southwest](#)

AIRLINE CONFIRMATION: 8S6DRP TICKET NBR-6262425887684
FOR SERVICE BETWEEN 8:00am AND 8:00pm (EST) MONDAY-FRIDAY CALL 866-482-8839
FOR SERVICE DURING NON OFFICE HOURS WEEKENDS AND HOLIDAY CALL 866-482-8839 PRESS 8
FOR CALLERS OUTSIDE THE USA CALL COLLECT 1-203-848-1135

Ticket for: SYDNEY SHINYI CHENG

\$15.00

Try uberPOOL to save up to 75% off your uberX trip when you share it with another rider! Share the ride. Share the cost.



YOU ARRIVED BY 5:09

03:41pm
3210 Departures Chicago, IL

05:02pm
1731-1751 Orrington Ave,
Evanston, IL

CAR	MILES	TRIP TIME
POOL	14.65	01:20:43

FARE BREAKDOWN

Trip fare	9.50
Subtotal	\$9.50
City of Chicago Airport, McCormick Place, Navy Pier Surcharge (?)	5.00
Chicago Surcharge (?)	0.50

CHARGED

Personal **** 9512 **\$15.00**

You saved \$27.21 by riding uberPOOL

share your savings



You rode with Anthony

RATE YOUR DRIVER

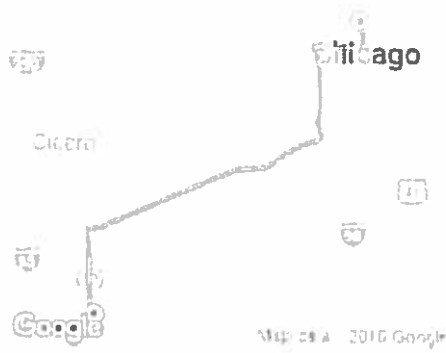
10/10/2016

Gmail - Your Monday evening trip with Uber

\$33.36

Try uberPOOL to save up to 75% off your uberX trip when you share it with another rider! Share the ride. Share the cost.

This trip was sent to Concur.



FARE BREAKDOWN

Base Fare	1.70
Distance	10.48
Time	4.48
Normal Fare	\$16.66
Surge x1.6	10.00
Subtotal	\$26.66
Booking Fee (?)	1.20
City of Chicago Airport, McCormick Place Navy Pier Surcharge (?)	5.00
Chicago Surcharge (?)	0.50

● **07:54pm**
22 E Monroe St, Chicago, IL

○ **08:17pm**
3210 Departures, Chicago, IL

CAR
uberX

MILES
11.64

TRIP TIME
00:22:23

CHARGED

Personal **** 9512

\$33.36



You rode with HASSAN

RATE YOUR DRIVER

Your Tuesday morning trip with Uber

1 message

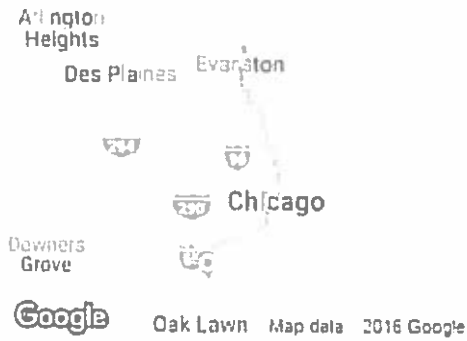
Uber Receipts <uber.us@uber.com>
To: kirstlinewcentury@gmail.com

Tue, Aug 16, 2016 at 9:28 AM

AUGUST 16, 2016

\$33.77

Try uberPOOL to save up to 75% off your uberX trip when you share it with another rider! Share the ride. Share the cost.



This trip was sent to Concur

FARE BREAKDOWN

Trip fare	28.27
Subtotal	\$28.27
City of Chicago Airport, McCormick Place, Navy Pier Surcharge (1)	5.00
Chicago Surcharge (1)	0.50

- 07:06am
1700 Orrington Ave, Evanston, IL
- 08:27am
3210 Departures, Chicago, IL

CHARGED
Personal **** 3635 **\$33.77**

CAR	MILES	TRIP TIME
POOL	20.97	01:20:15



You rode with MYLEN

RATE YOUR DRIVER



HILTON ORRINGTON/EVANSTON
 1710 Orrington Avenue | Evanston, IL | 60201
 T: 847 866 8700 | F: 847 556 7974
 W: hilton.com

Room: 5307K18
 Arrival Date: 8/10/2016 10:06:00 PM
 Departure Date: 8/16/2016
 Adult/Child: 1/0
 Room Rate: 179.00
 Rate Plan: LV6
 HT #
 AL
 Card

NAME AND ADDRESS:
 HU, WEYING
 CHINA PASSPORT #E12214066
 EVANSTON, IL 60201
 UNITED STATES OF AMERICA

Confirmation Number: 3262718194

DATE	DESCRIPTION	RT	REF NO	CHARGES	CREDITS	BALANCE
8/15/2016	GITY TAX			\$13.43		
8/15/2016	STATE TAX		1348607	\$10.74		
8/15/2016	COUNTY TAX		1348607	\$1.78		
	WILL BE SETTLED TO MC-8781 EFFECTIVE BALANCE OF					\$1,270.28
	EXPENSE REPORT SUMMARY					\$0.00
	ROOM AND TAX	8/11/2016	8/12/2016	8/13/2016		
	FOOD AND BEVERAGE	\$204.96	\$204.96	\$204.96		
	DAILY TOTAL	\$204.96	\$0.00	\$0.00		
	EXPENSE REPORT SUMMARY	\$230.96	\$204.96	\$204.96		
	ROOM AND TAX	8/16/2016		STAY TOTAL		
	FOOD AND BEVERAGE	\$204.96		\$1,229.78		
	DAILY TOTAL	\$14.52		\$40.62		
		\$219.48		\$1,270.28		

GET EXCITED FOR #DFALS16

DFA Leadership Studio is a free leadership-focused event for students
 To: Laying L...@northwestern.edu@gmail.com

Sun Jun 3, 2018 at 7:58 PM



Confirmation email for
 DFA LEADERSHIP STUDIO 16

Thursday August 11 2018 8:00am (GMT)
 Location: **Northwestern University**
 Evanston, IL 60208

Your Receipt

Invoice Number: T1190805-2022325-372535

Description	Price	Quantity	Total
Leadership Studio 2018	\$75.00	1	\$75.00
Total			\$75.00

Please note: This charge will appear on your billing statement as "DESIGNFORAMERICA"

We are excited for you to join us to strengthen your design innovation and leadership skills and connect with fellow DFAers across the country. This is a unique experience and we're looking forward to seeing you there! We'll be sending you more details soon. In the meantime if you have any questions, please send them to info@designforamerica.com. Share your excitement and get connected with other attendees by sharing #DFALS16 on social media! Thanks again! The DFA National Team.

To summarize the costs and receipts:

	A	B	C	D	E	F	G	H
1	Objective - To estimate the total fund each person will need for DFA National leadership studio in Chicago in the future							
2	**The objective is for 4 nights in Chicago							
3								
4	Category	Estimated cost (dollars)			Izzi	Sydney	Leying	Total
5	Registration	75			75	75	75	225
6	Flight	500			0	448.96	453.2	900.16
7	Hotel	850			819.84	727.09	1270.28	2817.21
8	Transportation	100			99.5	57.58	33.77	190.85
9	Total for each							
10	Total	1525			994.34	1308.64	1832.25	4133.23

Rensselaer Union
Executive Board

New Club Classification Policy

This document defines the classifications under which a Rensselaer Union club may be approved by the Rensselaer Union Executive Board (E-Board). The classification will further characterize the benefits, resources, and responsibilities applicable to the club. Within each definition is the process for approval under that classification. The E-Board may deny any group seeking approval, even if the group meets the general requirements for a particular classification. However, the E-Board does not have the right to overrule any policies set forth in the Rensselaer Union Constitution and the Executive Board Bylaws, such as the E-Board cannot fund a religious organization. Every on-campus organization must follow all policies found within the Rensselaer Student Handbook. The closure of clubs is outlined in the Rensselaer Club Sunsetting Policies and Procedures.

All Rensselaer Union clubs and organizations are required to meet and maintain certain standards. The following are general guidelines to which all Rensselaer Union Partnered (Partnered) and Rensselaer Union Affiliated (Affiliated) Organizations must adhere to. All programs hosted by clubs and organizations must also uphold these policies. If any club, organization, or program violates any of the following policies, the organization may be immediately dissolved by the Executive Board.

- Rensselaer Union clubs shall not perpetuate or encourage hate mongering, violence, sexism, or discrimination on the basis of gender, sexual preference, age, race, color, religion, national or ethnic origin, marital status, or ability. Nor shall any club be linked to a non-university local, regional, or national organization that sponsors programs or activities that do perpetuate or encourage such activities.
- The purpose and/or program of Rensselaer Union clubs shall not encourage students to prematurely terminate their Rensselaer education.
- No non-university local, regional, or national organization shall have an unreasonable advantage in recruitment of members or a monopolistic forum for influencing students over other comparable organizations through a Rensselaer Union club or organization.
- Rensselaer Union club activities must not involve an extraordinarily high risk of personal injury, liability, or be unduly life threatening or uninsurable.
- It is the policy of the Rensselaer Union that all officers, appointed officers, committee chairs, and Voting Members of Partnered and Affiliated organizations be full-time activity-fee paying students. Only Voting members can vote in business and election matters. Only Voting members can run for and hold elected offices.
- Community members who are not affiliated with RPI as students, their spouses or legal dependents, faculty, staff, alumni, or students of Hudson-Mohawk Consortium schools

Rensselaer Union
Executive Board

currently enrolled in courses at Rensselaer may comprise no more than 5% of the membership of any Rensselaer Union club without specific approval of the Rensselaer Union Executive Board. Community members may not have voting rights, may not hold any officer position, and may not have direct access to any Rensselaer Union funds.

- In accordance with the Rensselaer Student Handbook policies on hazing: Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any Rensselaer organization is prohibited.
- The official language of all business meetings shall be English, unless, by unanimous vote of all of those present in the meeting, an alternative language is preferred. Interpretations in English must accompany any other language on all club documents such as websites, advertisements, and official communications.

SECTION I: RENSSELAER UNION PARTNERED CLUBS

A Rensselaer Union Partnered Club (Partnered) is an organization approved by the Executive Board that is eligible to receive funding and does not unreasonably restrict membership.¹

I. Unfunded

A Rensselaer Union Partnered Unfunded Club (Unfunded) is a Partnered club that has been approved by the Executive Board and provides value to the RPI community. These are clubs that do not restrict membership to any specific group of students.² An Unfunded Club hosts programs that do not require a subsidy³ from the Rensselaer Union and are fully funded on their own accord. However, an Unfunded Club can use Rensselaer Union monies to subsidize program costs with agreement to return the monies within a timeframe decided by the RU Administration Office.

A club may qualify as an Unfunded Club for a multitude of reasons, including but not limited to:

- The club supports a charitable organization with the primary purpose of fundraising for philanthropic purposes. A club will not receive funding if the money being raised by the group does not, directly or indirectly, return to the student body or benefit the student body as a whole. Please refer to the *Rensselaer Union Charitable Organizations Policy* located in the *Rensselaer Union Executive Board Budgeting Guidelines* for further details.
- Clubs requiring excessive startup or ongoing financial resources that do not provide a substantial benefit to the student body will be classified as an Unfunded Club.

¹ Club sports that host open campus tryouts are not considered exclusionary.

² See Footnote 1.

³ A subsidy is defined as the club expenses minus income.

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- The club does not restrict membership but does not fit the qualifications to receive funding for another reason.
- New clubs within their first four months of existence as detailed in the *New Club Funding Policy*.

The following resources are available to any group approved as an Unfunded Club:

- An Agency account monitored by the RU and the tax-exempt status of Rensselaer Polytechnic Institute
- Access to meeting space and event space in the Union and around campus
- Multimedia support from the Union Programming and Activities Committee (UPAC)
- Access to vehicle rentals
- The use of charge sheets from the Office of the Bursar to charge student accounts
- The ability to borrow funds from the Union for approved programs that are not subsidized, with the understanding that the borrowed funds will be returned in full at the program's conclusion
- Marketing and publicity support from the Union's Communication Specialist
- Access to the Club Management System (CMS) and web space
- The E-Board will not approve as Partnered organizations that fall under any of the following categories:
 - Clubs or events associated with a particular religious or political viewpoint
 - Charitable organizations with the primary purpose of fundraising for philanthropic purposes⁴
 - Clubs or organizations that are exclusive or in any way prohibit membership of an RPI Activity Fee paying student. (such as honor societies, Greek Houses)

To become an Unfunded Club the student group must precisely follow the steps outlined in the Rensselaer Union Club Recognition Procedure. Upon approval, the organization will be formally known as a Union Partnered Unfunded Club.

II. Provisionally Funded

A Rensselaer Union Partnered Provisionally Funded Club (Provisionally Funded) is a Partnered club that is in the process of completing the *Rensselaer Union New Club Funding Policy* and is working towards becoming a Fully Funded Club. A Provisionally Funded Club will be given a provisional budget to hold programs as a trial to prove that the club can effectively utilize a budget from the Rensselaer Union and is truly in need of one. The Union Starter Budget that has been granted to the club will come from the Contingencies fund of the Rensselaer Union Executive Board to subsidize club activities. Provisionally Funded Clubs must meet all of the requirements detailed in *The Rensselaer Union New Club Funding Policy* in order to become a

⁴ This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.

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Fully Funded Club. The status of a Provisionally Funded Club will be changed to that of a Fully Funded Club once that club enters the first fiscal year for which they are receiving a subsidized budget that was submitted to the Executive Board during the Board's normal budgeting process.

Each Provisionally Funded Club will be assigned a Rensselaer Union Executive Board Representative, assigned by the President of the Union, who will guide the club through the *New Club Funding Policy* and track their progress towards becoming a Fully Funded Club. Like a Fully Funded Club, a Provisionally Funded Club will receive a Student Activities Resource Person (SARP). Additionally, the Rensselaer Union Executive Board's Policies Committee will act as the E-Board Representative for the club, working with the Club's SARP to facilitate the budget allocated to the Provisionally Funded Club. All money related to the club's operations must be handled through the Union; no Provisionally Funded Club may have a bank account outside of the Rensselaer Union.

All resources available to Unfunded Clubs are also available to Provisionally Funded Clubs. The following are additional resources available to any group approved as a Provisionally Funded Club:

- An Executive Board Representative and SARP
- An Agency account monitored by the RU and the tax-exempt status of Rensselaer Polytechnic Institute

III. Fully Funded

A Rensselaer Union Partnered Fully Funded Club (Fully Funded) is a Partnered club that has been given a subsidy by the Executive Board. A Fully Funded Club holds programs for which the expenses exceed the income, and thus requires additional funds to maintain its operations. All subsidies given to Fully Funded Clubs by the E-Board are funded by the Activity Fee and RU income. As such, a club must fulfill its purpose as outlined in its constitution and must provide an opportunity to enhance the student life experience at Rensselaer. The process for becoming a Fully Funded Club after gaining recognition from the Union is detailed in *The Rensselaer Union New Club Funding Policy*.

Each Fully Funded Club is assigned a Rensselaer Union Executive Board Representative who will guide the club through the budgeting process each year and assist the club with any matters related to its business with or within the Rensselaer Union. A Fully Funded Club is also assigned a Student Activities Resource Person (SARP) with whom it handles its day-to-day transactions, and a Rensselaer Union account. All money related to the club's operations must be handled through the Union; no Fully Funded Club may have a bank account outside of the Rensselaer Union.

All resources available to Unfunded Clubs are also available to Fully Funded Clubs. The following are additional resources available to any group approved as a Fully Funded Club:

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- An Executive Board Representative and SARP
- An Agency account monitored by the RU and the tax-exempt status of Rensselaer Polytechnic Institute
- A subsidy, as determined by the E-Board and funded by the Activity Fee
- The E-Board will not provide funds to organizations that fall under any of the following categories:
 - Clubs or events associated with a particular religious or political viewpoint
 - Charitable organizations with the primary purpose of fundraising for philanthropic purposes⁵
 - Clubs requiring excessive startup or ongoing financial resources that do not provide a substantial benefit to the student body
 - Clubs or organizations that are exclusive or in any way prohibit membership of an RPI Activity Fee paying student (i.e. honor societies, Greek Life organizations)

SECTION II: RENSSELAER UNION AFFILIATED CLUBS

A Rensselaer Union Affiliated Club (Affiliated) is an organization approved by the Executive Board and that better student life at RPI. An Affiliated Club may be comprised of RPI students, faculty, or members of the surrounding community and must have a purpose aligned with the values of Rensselaer. An approved Affiliated Club cannot apply for funding but still receives certain of the Rensselaer Union.

The following are benefits and resources available to Affiliated Club:

- Support from the Union staff
- An Agency account within the RU, and the tax-exempt status of Rensselaer Polytechnic Institute
- Access to meeting space and event space in the Union and around campus
- Access to the Club Management System (CMS) and web space
- The ability to hold bank accounts outside the RU provided that no account is opened with a Social Security number and that Rensselaer's Federal Tax ID number is used only with the express permission of the Institute

The only restrictions for approval as an Affiliated Club are those aforementioned in the pretext of this policy. Affiliated organizations may restrict membership under reasonable circumstances (i.e. honor societies) and may serve any purpose deemed appropriate by the Executive Board. Affiliated student groups may have direct ties to national organizations or other departments of the Institute.

⁵ This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.

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To become a Rensselaer Union Affiliated Club a group must first register as a new organization on the RU website and fill out the New Club Evaluation⁶ form. Then present the form to the RU Policies Committee along with justification for becoming Affiliated. The Policies Committee will make a recommendation to the E-Board based on the application and bring the group to the E-Board for approval. If approved, the organization will gain Affiliated status and will obtain all of the benefits and resources that classification warrants.

⁶ All documents and forms mentioned in this policy can be found on Flagship at <http://documents.studentsenate.rpi.edu/>.

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This document defines the classifications under which a Rensselaer club may be approved by the Rensselaer Union Executive Board (E-Board). The classification will further characterize the benefits, resources, and responsibilities applicable to the club. Within each definition is the process for approval under that classification. The E-Board may deny any group seeking approval, even if the group meets the general requirements for a particular classification. However, the E-Board does not have the right to overrule any policies set forth in the Rensselaer Union Constitution and the Executive Board Bylaws. Every on-campus organizations must follow all policies found within the Rensselaer Student Handbook. The closure of clubs is outlined in the Rensselaer Club Sunsetting Policies and Procedures.

All Rensselaer clubs and organizations are required to meet and maintain certain standards. The following are general guidelines to which all Rensselaer Union Partnered (Partnered) and Rensselaer Union Affiliated (Affiliated) Organizations must adhere to. All programs hosted by clubs and organizations must also uphold these policies. If any club, organization, or program violates any of the following policies, the organization may be immediately dissolved by the Executive Board.

- Rensselaer Union clubs shall not perpetuate or encourage hate mongering, violence, sexism, or discrimination on the basis of gender, sexual preference, age, race, color, religion, national or ethnic origin, marital status, or ability. Nor shall any club be linked to a non-university local, regional, or national organization that sponsors programs or activities that do perpetuate or encourage such activities.
- The purpose and/or program of Rensselaer Union clubs shall not encourage students to prematurely terminate their Rensselaer education.
- No non-university local, regional, or national organization shall have an unreasonable advantage in recruitment of members or a monopolistic forum for influencing students over other comparable organizations through a Rensselaer Union club or organization.
- Rensselaer Union club activities must not involve an extraordinarily high risk of personal injury, liability, or be unduly life threatening or uninsurable.
- It is the policy of the Rensselaer Union that all officers, appointed officers, committee chairs, and Voting Members of Recognized and Affiliated organizations be full-time activity-fee- paying students or their spouses. Only Voting members can vote in business and election matters. Only Voting-members can run for and hold elected offices.
- Community members who are not affiliated with RPI as students, their spouses or legal dependents, faculty, staff, alumni, or students of Hudson-Mohawk Consortium schools currently enrolled in courses at Rensselaer may comprise no more than 5% of the membership of any Rensselaer Union club without specific approval of the Rensselaer

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Union Executive Board. Community members may not have voting rights, may not hold any officer position, and may not have direct access to any Rensselaer Union funds.

- In accordance with the Rensselaer Student Handbook policies on hazing: Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any Rensselaer organization is prohibited.
- The official language of all business meetings shall be English, unless, by unanimous vote of all of those present in the meeting, an alternative language is preferred. Interpretations in English must accompany any other language on all club documents such as websites, advertisements, and official communications.

SECTION I: RENSSELAER UNION PARTNERED CLUBS

A Rensselaer Union Partnered Club (Partnered) is an organization approved by the Executive Board that is eligible to receive funding and does not unreasonably restrict membership.¹

I. Unfunded

A Rensselaer Union Partnered Unfunded club (Unfunded) is a Partnered club that has been approved by the Executive Board and provides value to the RPI community. These are clubs that do not restrict membership to any specific group of students.² An Unfunded club hosts programs that do not require a subsidy³ from the Rensselaer Union and are fully funded on their own accord. However, an Unfunded club can use Rensselaer Union monies to subsidize program costs with agreement to return the monies within a timeframe decided by the RU Administration Office.

A club may qualify as an Unfunded Club for a multitude of reasons, including but not limited to:

- The club supports a charitable organization with the primary purpose of fundraising for philanthropic purposes. A club will not receive funding if the money being raised by the group does not, directly or indirectly, return to the student body or benefit the student body as a whole. Please refer to the *Rensselaer Union Charitable Organizations Policy* located in the *Rensselaer Union Executive Board Budgeting Guidelines* for further details.
- Clubs requiring excessive startup or ongoing financial resources that do not provide a substantial benefit to the student body will be classified as an Unfunded Club.
- The club does not restrict membership but does not fit the qualifications to receive funding for another reason.

¹ Club sports that host open campus tryouts are not considered exclusionary.

² See Footnote 1.

³ A subsidy is defined as the club expenses minus income.

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- New clubs within their first four months of existence as detailed in the *New Club Funding Policy*.

The following resources are available to any group approved as an Unfunded club:

- An Agency account monitored by the RU, and the tax-exempt status of Rensselaer Polytechnic Institute
- Access to meeting space and event space in the Union and around campus
- Multimedia support from the Union Programming and Activities Committee (UPAC)
- Access to vehicle rentals
- The use of charge sheets from the Office of the Bursar to charge student accounts
- The ability to borrow funds from the Union for approved programs that are not subsidized, with the understanding that the borrowed funds will be returned in full at the program's conclusion
- Marketing and publicity support from the Union's Communication Specialist
- Access to the Club Management System (CMS) and web space
- The E-Board will not approve as Recognized organizations that fall under any of the following categories:
 - Clubs or events associated with a particular religious or political viewpoint
 - Charitable organizations with the primary purpose of fundraising for philanthropic purposes¹
 - Clubs or organizations that are exclusive or in any way prohibit membership of an RPI Activity Fee paying student. (such as honor societies, Greek Houses)

To become an Unfunded Partnered club the student group must precisely follow the steps outlined in the Rensselaer Union Club Recognition Procedure. Upon approval, the organization will be formally known as an Unfunded Partnered Unfunded Club.

II. Provisionally Funded¹

A Rensselaer Union Partnered Provisionally Funded Club (Provisionally Funded) is a Partnered club that is in the process of completing the *Rensselaer Union New Club Funding Policy* and is working towards becoming a Fully Funded Club. A Provisionally Funded Club will be given a provisional budget to hold programs as a trial to prove that the club can effectively utilize a budget from the Rensselaer Union and is truly in need of one. The Union Starter Budget that has been granted to the club will come from the Contingencies fund of the Rensselaer Union Executive Board to subsidize club activities. Provisionally Funded Clubs must meet all of the requirements detailed in *The Rensselaer Union New Club Funding Policy* in order to become a Fully Funded Club. The status of a Provisionally Funded Club will be changed to that of a Fully

¹This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.

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Funded Club once that club enters the first fiscal year for which they are receiving a subsidized budget that was submitted to the Executive Board during the Board's normal budgeting process.

Each Provisionally Funded Club will be assigned a Rensselaer Union Executive Board Representative, assigned by the President of the Union, who will guide the club through the *New Club Funding Policy* and track their progress towards becoming a Fully Funded Club. Like a Fully Funded Club, a Provisionally Funded Club will receive a Student Activities Resource Person (SARP). Additionally, the Rensselaer Union Executive Board's Policies Committee will act as the E-Board Representative for the club, working with the Club's SARP to facilitate the budget allocated to the Provisionally Funded Club. All money related to the club's operations must be handled through the Union; no Provisionally Funded Club may have a bank account outside of the Rensselaer Union.

All resources available to Unfunded Clubs are also available to Provisionally Funded Clubs. The following are additional resources available to any group approved as a Provisionally Funded Club:

- An Executive Board Representative and SARP
- An Agency account monitored by the RU and the tax-exempt status of Rensselaer Polytechnic Institute

III. Fully Funded

A Rensselaer Union Recognized Fully Funded Club (Fully Funded) is a Partnered club that has been given a subsidy by the Executive Board. A Fully Funded club holds programs for which the expenses exceed the income, and thus requires additional funds to maintain its operations. All subsidies given to Fully Funded clubs by the E- Board are funded by the Activity Fee and RU incomes. As such, a club must fulfill its purpose as outlined in its constitution and must provide an opportunity to enhance the student life experience at Rensselaer. The process for becoming a Fully Funded club after gaining recognition from the Union is detailed in *The Rensselaer Union New Club Funding Policy*.

Each Fully Funded Club is assigned a Rensselaer Union Executive Board Representative who will guide the club through the budgeting process each year and assist the club with any matters related to its business with or within the Rensselaer Union. A Fully Funded club is also assigned a Student Activities Resource Person (SARP) with whom it handles its day-to-day transactions, and a Rensselaer Union account. All money related to the club's operations must be handled through the Union; no Fully Funded club may have a bank account outside of the Rensselaer Union.

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All resources available to Unfunded clubs are also available to Fully Funded clubs. The following are additional resources available to any group approved as a Fully Funded club:

- An Executive Board Representative and SARP
- An Account monitored by the RU and the tax-exempt status of Rensselaer Polytechnic Institute
- A subsidy, as determined by the E-Board and funded by the Activity Fee
- The E-Board will not provide funds to organizations that fall under any of the following categories:
 - Clubs or events associated with a particular religious or political viewpoint
 - Charitable organizations with the primary purpose of fundraising for philanthropic purposes⁵
 - Clubs requiring excessive startup or ongoing financial resources that do not provide a substantial benefit to the student body
 - Clubs or organizations that are exclusive or in any way prohibit membership of an RPI Activity Fee paying student (i.e. honor societies, Greek Life organizations)

SECTION II: RENSSELAER UNION AFFILIATED ORGANIZATIONS

A Rensselaer Union Affiliated Organization (Affiliated) is an organization approved by the Executive Board and that better student life at RPI. An Affiliated group may be comprised of RPI students, faculty, or members of the surrounding community and must have a purpose aligned with the values of Rensselaer. An approved Affiliated group cannot apply for funding but still receives certain resources of the Rensselaer Union.

The following are benefits and resources available to Affiliated groups:

- Support from the Union staff
- An Agency account within the RU, and the tax-exempt status of Rensselaer Polytechnic Institute
- Access to meeting space and event space in the Union and around campus
- Access to the Club Management System (CMS) and web space
- Support from the Union Staff
- The ability to hold bank accounts outside the RU provided that no account is opened with a Social Security number and that Rensselaer's Federal Tax ID number is used only with the express permission of the Institute

The only restrictions for approval as an Affiliated group are those aforementioned in the pretext of this policy. Affiliated organizations may restrict membership under reasonable circumstances

⁶⁵ This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.

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(i.e. honor societies) and may serve any purpose deemed appropriate by the Executive Board. Affiliated student groups may have direct ties to national organizations or other departments of the Institute.

To become a Rensselaer Union Affiliated Club a group must first register as a new organization on the RU website and fill out the New Club Evaluation⁶ form. Then present the form to the RU Policies Committee along with justification for becoming Affiliated. The Policies Committee will make a recommendation to the E-Board based on the application and bring the group to the E-Board for approval. If approved the organization will gain Affiliated status and will obtain all of the benefits and resources that classification warrants.

⁷ This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.

- DFA (reimbursement)
 - o club that uses user-centered design process to help solve local problems
 - o national org req's each chapter to go to international conference for networking, prof dev, design process practice, etc
 - at least 2 ppl must go, 5 day event
 - o confusion
 - fully funded? – SARP said it was approved, ppl that attended last year paid for flight out of pocket
 - number of ppl going – it's more beneficial for as many ppl to go as possible, but only 2 ppl provided for rn; last year, 2 ppl went
 - process of reserving
 - beginning of summer (while not at school)
 - hotel price – discount rate couldn't be utilised b.c FY starts in july
 - number of rooms booked b.c booked 3 rooms for 3 ppl
 - o total amount spent by attendees is 4133.23, asking for around ~3k reimbursement
 - o izzi's travel costs are less than other's b.c she drove the whole time (uber) and didn't fly
 - o are you aware of 60/40 split? Weren't at the time. SARP said it would be 100% covered
 - o budget says registration fees are 50, but fees are actually 75
 - o each person stayed around 4 nights except for leiying who stayed extra days b.c flight wouldn't line up with leaving time
 - o for each of the presenters, it is her first year of being an officer despite many years of being in club
 - o conference usually held in Northwestern, but registration fee shouldn't change even if location changes
 - o club has been funded since 2013 (as DECO)
 - o to the board: why were only 4 nights approved for theoretically 2 ppl going? assumed same gender, same room
 - o why didn't past leadership give you advice how to handle this? treasurer wasn't good at communicating, and last year everything was fully funded (as far as the presenters knew)
 - o last year registration was actually not fully funded even tho it should have been
 - o sarp had told club to book everything after fy started, so everything was booked that first week
 - o martha: did amy know it was going to be ~4k total when she said trip would be fully funded? Amy only said that trip would be fully funded and that DFA had x amount of dollars left in budget to spend
 - o chip: this is a time for asking clarifying questions, and a smaller group would fully resolve this based on what everyone has said thus far
 - chip will ask amy for emails
 - o have any of you attended a travel workshop? only after the school year started
 - o do you have receipts for the hotel? those come through from direct travel, that's in the agenda; not all flights are in agenda
 - o was everything booked through concerto? No, also direct travel
 - o does your conference have scholarships since a certain amount of people are mandated to attend? No
 - o did you fundraise last year to help pay for trip? No

- leiying's hotel was booked through direct travel; also, her airfare receipts weren't procured yet
- why did you bring 3 ppl? Didn't know tht only 2 ppl were funded, and the encouragement to bring as many ppl as possible lead to 3 ppl going
- room service on the hotel receipts must be subtracted b.c RU won't cover that
- was the hotel covered in the 40% and that's why the airfare wasn't covered? yes that might be the case and that makes sense
- RU already paid 561.97 to DFA (while Martha was on vacation, hmmm...)
- work on improving communication btw SARP, club, and rep
- what info do we send to clubs in may before summer starts? b.c fixing this will prevent issues like this happening in the future (DFA isn't the only club that has fallen in this pit before)
 - having workshops 2x a year won't solve this b.c those don't cover policies, only resources
 - summer arch restructuring will probably brute-force this change
- 120 days after filing of expense report, money we give them will be considered personal, taxable income, so we gotta clean this up real quick
- mentioned today, "clubs don't know as much as they should" - this is not okay so we need to beef up training for them. 2 trainings aren't enough, esp since not all of the info would be retained
- this occurred b.c clubs went straight to SARP w.o consulting eboard rep who really should have been consulted b.c reps know more than most of student body, so that should be underlined since this board is the body that has the power of the purse
 - it's not fair for an eboard rep to hear about the wild goings-on of his or her club 3 days before a meeting when the agenda is sent out b.c then eboard rep can't even help
- this occurred also b.c past club leaders weren't communicative w. new leaders. if no reimbursements occur, this is not our fault, it's the fault of the past leaders. club leaders are responsible for the welfare of the club, that's it.
- the task force covering this will decide: should DFA be reimbursed at all? If so, how much? How will this decision affect the club? what does it mean to cover registration for this club (since RU will cover registration for a club to be affiliated with its nationals)? should clubs be allowed to travel w.o undergoing travel workshop? can DFA still be affiliated with their nationals? where is the line btw misunderstanding and good judgment in this situation
- New Club Classification Policy
 - major edits (aka not wording changes that alter intent)
 - no more union "recognised" clubs, only union "partnered" clubs to get rid of confusion re. recognised and affiliated
 - partnered = eligible to receive funding and doesn't unreasonably restrict membership (clubs that hold open campus tryouts aren't considered exclusionary)
 - definition of what a community member is. community members may not have voting rights, may not hold any officer positions, and may not have direct access to any RU funds
 - reasons a club would qualify as an Unfunded, will still be considered Partnered but could never receive funding
 - section 2: provisionally funded (new section entirely) aka clubs going through funding process (board likes new name)

- biggest difference: provisionally funded clubs will be under new club classifications, board decides whether fully funded or back to unfunded
 - 2 resources: will have E board & SARP, & tax exempt account
 - fully Funded: only change is name
 - affiliated: no changes
 - instead of writing "marketing and publicity support from the union's communication specialist," "... from the union's administrative staff"
 - unfunded clubs won't have access to an agency account or tax-exempt status. will come back to us re. to what they do have access
 - specified percentage of community members is for all clubs, not just partnered clubs
 - recommendation of MAP committee chair to remove mentions to website in policy in case website is down or something else is wack; recommendation is accepted
- Director's Report
 - budget on cms now load daily expenses! eboard has been waiting for this for FOUR YEARS
 - when requisition hits a club budget, sarp isn't notified. tell clubs to email sarp when that happens
 - 25 applicants for business coordinator position, but no one internal b.c ppl are afraid of union → knocked down to 7, who will be knocked down to 4, which is when students step in to help interview them
 - 5 yrs ago, budget workshop used to be a thing
 - you can make a reservation at any time, but expense report is what creates 120 days thing
- Senate Report
 - there was one
 - changes to core curriculum
 - addition big data class
 - comm intensive class must be taken in first year
 - summer reading for first-yrs
 - change hass classes to be more relevant to real world and positive impact on campus
 - summer arch
 - improvements to study abroad aka co-op, community service, etc
 - attend cultural events once a semester
 - depth req would be 3 courses instead of 2, but then student wouldn't have to take 2 STSH and 2 STSS courses
 - complete review of all comm intensive courses and what it means to be comm intensive
 - ccpd presented on what they do
 - new committee called election policy review committee
 - it's open, anyone can come in and provide rec's to election process so that process isn't biased to ppl that would actually run
 - open call should go out this week
 - bylaws changed so senate can add to and remove from bylaws at same time
- President's Report
 - GM/PU breakfast on Sunday morning in mcneil rm
 - everyone arrives at 7am to help with setup

- afterwards, act as greeters, ticket collectors, and escorts to food
 - wear bus-cas, but more cas side. remember we rep the RU. wear polo if you don't have anything better
 - this is our chance to show everyone who we are and why we do what we do
 - bus-ops subcommittee regarding use of mother's
 - chip's going to acui. pls tell ppl going to acui what seminars specifically you'd like reps to attend
 - sent out email already for board members to join DFA task force
 - another pre-semester thing will be held in January for us (like teambuilding)
- Member Report
- policies: budgeting guidelines will be distributed to club-off at end of calendar year after some touch-ups
 - eboard safezone training from 6-8:30 pm on nov 14th in academy hall
 - maybe senate too
 - not /mandatory/ but go if you wanna/can
 - map: photos are being replaced in building, pls ask clubs to submit photos of clubs doing stuff (action shots, not posed pics)
 - greek life pics are not excluded, but pls related to RU