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

CLUB: Design for America
ACCOUNT NUMBER: 301 159
HEAD CLUB OFFICER: Amna Cantale
PRESENTER: Lati Cain, Sydney Clancy

DATE DISCUSSED BY E-BOARD: 10/14/2014
PHONE NUMBER: 758-205-0227

NO. of MEMBERS: RPI Students: 48
Faculty/Staff: 1
Community: X
Present Union Subsidy: $1,740.00

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

<table>
<thead>
<tr>
<th>Item/service</th>
<th>EXPENSE</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration</td>
<td>$225.00</td>
<td>$960.00</td>
</tr>
<tr>
<td>2. Flight</td>
<td>$900.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3. Hotel</td>
<td>$2517.21</td>
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<td>4. Transportation</td>
<td>$190.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$4433.23</td>
<td>TOTAL $960.00</td>
</tr>
</tbody>
</table>

ADDITIONAL SUBSIDY REQUEST $731.73
(Expense less Income)

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)
Executive Board Representative
Date: 11/16/16

Reviewed by: (Signature)
Club's Student Activities Resource Person
Date: 11/16/16

Reviewed by: (Signature)
Rensselaer Union Finance Coordinator
Date: 11/16/16

COMMENTS by Union Advisors:

As part of the Board, a statement of clarity should be recorded

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.
Confirmation email for

**DFA LEADERSHIP STUDIO 16**

**Location:**
Northwestern University
Evanston, IL 60208

**Your Receipt**

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>Leadership Studio 2016</td>
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<td>1</td>
<td>$75.00</td>
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Invoice Number: T160603-2993997-763870

Please note: This charge will appear on your billing statement as "DESIGNFORAMERICA"
Itinerary for ISABELLA GRACE CAIN on 8/11/16

Direct Travel
19 Rossevelt Hwy
Co. Chester, VT 05446
Phone: (802) 855-8865 Fax: (802) 855-8873
General email: info@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 'N 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 FOLIC TO THE GUEST AT THE TIME OF CHECK-OUT

HOTEL Thursday, 11AUG 2016
Hilton Orrington (Hilton)
1710 Orrington Avenue Evanston / IL 60201 US
Number of Rooms: 1
Confirmation Number: 32565 19991
Rate: USD 179.00
Check Out: Monday, 15AUG 2016
Reserved For: CAIN ISABELLA

FOR SERVICE BETWEEN 8.00am AND 8.00pm (EST) MONDAY-FRIDAY CALL 855-492-9839
FOR SERVICE DURING NON OFFICE HOURS WEEKENDS AND HOLIDAY CALL 855-492-9839 PRESS 6
FOR CALLERS OUTSIDE THE USA CALL COLLECT 1-203-848-1135
Confirmation email for

**DFA LEADERSHIP STUDIO 16**

Location
Northwestern University
Evanston, IL 60208

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Your Receipt

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Leadership Studio 2016</td>
<td>$75.00</td>
<td>1</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Total: $75.00

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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

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https://mail.google.com/mail/u/0/?attid=1&th=AI8kF96hT4yYk6gC70d4&att¼3602605220372986334&prev¼3602605220372986334&ust=1552221997200000&sa=U&sq=1552221997200000&source=m&usg=AOvVaw0o5Yt3FqA9c3yj0mQjVjzQ
Itinerary for SYDNEY SHINYI CHENG on 8/11/16

Thursday, 7 JUL 2016 09:30 AM EDT  
Passengers SYDNEY SHINYI CHENG (3010 3437)  
Agency Record Locator: VDFR6Y7

PLEASE REVIEW DOCUMENT AND TRIP DETAIL THOROUGHLY
IF A DISCREPANCY EXISTS PLEASE CALL US
WITHIN 24 HOURS OF RECEIPT OTHER WISE 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, 11 AUG 2016

HILTON ORRINGTON (HILTON)
1710 CARRINGTON AVENUE EVANSTON IL 60201 US
Number of Rooms: 1  
Phone: 1.847.868.8700  
Rate: USD 151.00  
Check Out: Monday, 15 AUG 2016  
Confirmation Number: 3262785566NON 5MKING CONF  
Fax: 1.847.868.8724  
Room GUARANTEED TO MASTERCARD
Reserved For: CHENG SYDNEY

HILTON ORRINGTON
1710 CARRINGTON AVENUE EVANSTON IL 60201 US
Number of Rooms: 1  
Phone: 1.847.868.8700  
Rate: USD 151.00  
Check Out: Monday, 15 AUG 2016  
Confirmation Number: 3262785566NON 5MKING CONF  
Fax: 1.847.868.8724  
Room GUARANTEED TO MASTERCARD
Reserved For: CHENG SYDNEY

FOR SERVICE BETWEEN 8:00am AND 6:00pm (EST) MONDAY-FRIDAY CALL 866-492-5830
FOR SERVICE DURING NON OFFICE HOURS WEEKENDS AND HOLIDAY CALL 866-492-5839 PRESS 8
FOR CALLERS OUTSIDE THE USA CALL COLLECT 1-203-848-1135
Itinerary for SYDNEY SHINYI CHENG on 8/11/16 to Chicago IL United States Of America

Direct Travel Concur <cttravel@ct.com>
To: CHENGSS@hp.edu

Wed, Jul 6, 2016 at 5:36 PM

Direct Travel
10 Roosevelt Hvy
Colchester, VT 05446
Phone: (802) 555-5550 Fax: (802) 555-5573
www.ct.com
General email: cttravel@ct.com

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
AIRCIGHT CONFIRMATION NUMBER: SMWQ9

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

Miles: 1830 / 2936 KM

Equipment: Boeing 737-700 Jet
DEPARTS SJJC TERMINAL 8

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

AIRCIGHT CONFIRMATION: SMWQ9 TICKET NBR-526242256875030
FRO SERVICE BETWEEN 8:30am AND 6:00pm (EST) MONDAY-FRIDAY CALL 560-402-0630
FRO SERVICE DURING NON OFFICE HOURS & HOLIDAY CALL 560-402-0636 PRESS 8
FRO CALLERS OUTSIDE THE USA CALL COLLECT 1-203-548-1135

Ticket for: SYDNEY SHINYI CHENG
Ticket Nbr: 526242256875030 Electronic: Yes Amount: 238.98
Charged to: **n******3277

Total Tickets: 238.98 Total Amount: 238.98

Fare Quote total: 3330.98 - not guaranteed until ticketed

Calendar/V7DTPY_06JUL_ics
https://mail.google.com/mail/u/1?ik=d0f5c90577&view=pt&source=pdl&ct=direct%33travel%3A%28itinerary%2Ctrue%29&imr=1&sig=155d223e1a478e64a6-15
Itinerary for SYDNEY SHINYI CHENG on 8/15/16 to Albany NY United States Of America

Direct Travel-Concur <cttravel@ct.com>
To CHENG56@rpi.edu

Wed, Jul 6, 2016 at 5:18 PM

Direct Travel
10 Roosevelt Hwy
Colchester, VT 05446
Phone: (802) 655-8800 Fax: (802) 655-8873
www.ct.com
General email: ctravel@ct.com

Wednesday, JUL 6 2016 05 17 PM EDT
Passengers: SYDNEY SHINYI CHENG (1010 3137)
Agency Record Locator: V0avis

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: 9861D5F

<table>
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<tr>
<th>AIR</th>
<th>Monday, 15AUG 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Southwest Airlines</td>
</tr>
<tr>
<td>Chicago Midway IL, USA</td>
<td>Flight Number: 1520</td>
</tr>
<tr>
<td>To</td>
<td>Baltimore Wash MD, USA</td>
</tr>
<tr>
<td>Depart: 05:15 PM</td>
<td>Arrive: 06:05 PM</td>
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<tr>
<td>Stops: Nonstop</td>
<td>Duration: 1 hour(s) 50 minute(s)</td>
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<tr>
<td>Equipment: Boeing 737-700 Jet</td>
<td>Status: CONFIRMED</td>
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Check in on-line to obtain boarding pass: Southwest
Click here for Baggage policies and fees: Southwest

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<tr>
<th>AIR</th>
<th>Monday, 15AUG 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>Southwest Airlines</td>
</tr>
<tr>
<td>Baltimore Wash MD, USA</td>
<td>Flight Number: 568</td>
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<td>To</td>
<td>Albany NY, USA</td>
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<tr>
<td>Depart: 10:05 PM</td>
<td>Arrive: 11:15 PM</td>
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<td>Stops: Nonstop</td>
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<tr>
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</tr>
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Check in on-line to obtain boarding pass: Southwest
Click here for Baggage policies and fees: Southwest

AIRLINE CONFIRMATION: 9861D5F TICKET NBR-52934295876164
FOR SERVICE BETWEEN 8:00am and 8:00pm (EST) MONDAY-FRIDAY CALL 844-404-5556
FOR SERVICE DURING NON OFFICE HOURS WEEKENDS AND HOLIDAY CALL FAX-192-0830 PRESS 8
FOR CALLERS OUTSIDE THE USA CALL COLLECT 1-205-848-1155

Ticket for: SYDNEY SHINYI CHENG
https://mail.google.com/mail/u/1?shs=1&vid=3&attid=0.1&view=att&chg=1&ui=2&attredirects=0&pli=1&source=15521397198334&sz=15521397198334&attid=0.1&sz=15521397198334
$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.

FARE BREAKDOWN

Trip fare $9.50

Subtotal $9.60

City of Chicago Airport, McCormick Place, Navy Pier Surcharge (?) $5.00

Chicago Surcharge (?) $0.50

CHARGED

Personal 9512 $15.00

You arrived by 5:09

03:41pm
3210 Departures Chicago, IL

05:02pm
1731-1751 Orrington Ave,
Evans ton, IL

CAR
POOL
MILES
14.65
TRIP TIME
01:20:43

You rode with Anthony

RATE YOUR DRIVER
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

<table>
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<tr>
<td>Base Fare</td>
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<td>Distance</td>
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<td>Time</td>
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<tr>
<td>Normal Fare</td>
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<tr>
<td>Surge x1.6</td>
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<tr>
<td>Subtotal</td>
<td>$26.66</td>
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<tr>
<td>Booking Fee (?)</td>
<td>1.20</td>
</tr>
<tr>
<td>City of Chicago Airport, McCormick Place NAVY Pier Surcharge (?)</td>
<td>5.00</td>
</tr>
<tr>
<td>Chicago Surcharge (?)</td>
<td>0.50</td>
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<tr>
<td>Charged</td>
<td>$33.36</td>
</tr>
</tbody>
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07:54 pm
22 E Monroe St., Chicago, IL

08:17 pm
2210 Departures, Chicago, IL

You rode with HASSAN
$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

<table>
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<tr>
<td>City of Chicago Airport McCormick</td>
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<tr>
<td>Place, Navy Pier Surcharge ($)</td>
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<tr>
<td>Chicago Surcharge ($)</td>
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<td>CHARGED</td>
<td></td>
</tr>
<tr>
<td>Personal *** 3635</td>
<td>$33.77</td>
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You rode with MYLEN
# Hilton Orrington/Evanston

**Confirmation Number:** 3282718194

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<td>8/15/2016</td>
<td>County Tax</td>
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**EXPENSE REPORT SUMMARY**

- **Room and Tax:**
  - 8/10/2016: $204.96
  - 8/11/2016: $204.96
  - 8/12/2016: $204.96
  - 8/13/2016: $204.96

- **Food and Beverage:**
  - 8/10/2016: $26.00
  - 8/11/2016: $26.00
  - 8/12/2016: $26.00
  - 8/13/2016: $26.00

- **Daily Total:**
  - 8/10-13/2016: $204.96

- **Stay Total:**
  - 8/14/2016: $204.96
  - 8/15/2016: $204.96

**Balance:** $1,270.26

---

**Hilton Orrington/Evanston**
1710 Orrington Avenue | Evanston, IL | 60201
Tel: 847 866 8700 | Fax: 847 866 7974
W: hilton.com
GET EXCITED FOR DFAE16

DFA Leadership Studio 16: Chicago 2017 | Event started 8/11/17

To: LARRY W. O. C. N. E. N. A

Return Receipt - Splash

Confirmation Email for
DFA LEADERSHIP STUDIO 16

Location:
Northwestern University
Evanston, IC 60208

Your Receipt

<table>
<thead>
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<th>Description</th>
<th>Price</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>Leadership Studio 16</td>
<td>$775.00</td>
<td></td>
<td>$775.00</td>
</tr>
</tbody>
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Total: $775.00

Please note: This charge will appear on your billing statement as "DESIGN AMERICA".

We are excited to have you join us to strengthen your design innovation and leadership skills and connect with fellow DFAEes 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. If you have any questions, please send them to info@designdevelopment.org. Share your excitement and get connected with other attendees by sharing DFAE16 on social media! Thanks again. The DFA National Team.

To summarize the costs and receipts:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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<tbody>
<tr>
<td>1</td>
<td>Objective: To estimate the total fund each person will need for DFA National leadership studio in Chicago in the future</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td><strong>The objective is for 4 nights in Chicago</strong></td>
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<tr>
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<td>4</td>
<td>Category</td>
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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: RENSSLEAER 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.
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 purposes\(^4\)
  - 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.
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:
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 purposes
  - 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 betters 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.

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\(^5\)This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.
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 Evaluation\(^6\) 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/.
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
Union Executive Board. Community members may not have voting rights, may not hold any
oficer 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 subsidy¹ 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.
Rensselaer Union
Executive Board

- 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 purposes
  - 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 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 Fully Funded Club. The status of a Provisionally Funded Club will be changed to that of a Fully

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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.
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 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:

- 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 purposes
  - 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.

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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.
Rensselaer Union
Executive Board

(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 Evaluation 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.

\*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 m; 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 that 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 SAR P, 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 hess 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
  o bus-ops subcommittee regarding use of mother’s
  o chip’s going to acui. pls tell ppl going to acui what seminars specifically you’d like reps to attend
  o sent out email already for board members to join DFA task force
  o another pre-semester thing will be held in January for us (like teambuilding)

- Member Report
  o policies: budgeting guidelines will be distributed to club-off at end of calendar year after some touch-ups
  o 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
  o 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