

Rensselaer Union
Executive Board

Attendance
9/22/2016
Date

Chip Kirchner, President of the Union



Shannon Gillespie McComb, Vice President of the Union



Amanda Youmans, Graduate Rep

Amanda Youmans

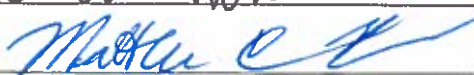
Conrad Mossi, Class of 2017 Rep / MAP Chair

Conrad Mossi

Erica Lane, Class of 2018 Rep

Erica Lane

Matthew Rand, Class of 2019 Rep / Policies Chair



Ines Roman, Club/ICA Rep

Ines Roman

Stephanie Kern-Allely, Club/ICA Rep

~~Stephanie Kern-Allely~~

Kay Sun, Club/ICA Rep

Kay Sun

Luke Kuprenas, Club/ICA Rep



Rasika Ekhalikar, Club/ICA Rep / BusOps Chair

Rasika Ekhalikar

Ciera Williams, Club/ICA Rep



Chris Hoskins, Club/ICA Rep

Chris Hoskins

Donna Grace Moleta, Secretary / Member at Large

Donna Grace Moleta

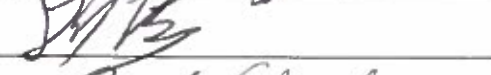
Ida Etemadi, Member at Large



John Fantell, Member at Large



Dan Rogers, UC Rep



Jen Church, GC Rep

Jen Church

Thomas Alappat, Senate E-Board Liason



Guests (Please Print)

Caitlin Kennedy

Ananya Murali

Keegan Caraway

Joe Campo

Anissa Choiniere

Elisabeth Ryan

Martha McElligott

Majken Rasmussen

Steven M. Allard

Joseph LaRocca


Rensselaer Union
Executive Board

Motion # I

Date: 9/22/16

I move that the Rensselaer Union Executive Board approve the addition
of a ~~second~~ ^{ML 9/22/16} ~~senior~~ Facilities Assistant to the
Rensselaer Union Staff, pending approval from Human
Resources and the Division of Student Life.

So moved by:


Signature

Matthew Rand
Printed Name

Seconded by:


Signature

Dan Rogers
Printed Name

For Against Abstaining
20 0 0

Motion: Passes/Fails

Rensselaer Union
Executive Board

Motion # 2

Date: 9/22/2016

I move that the Rensselaer Union Executive Board approve the President of the Union's nomination of Caitlin Kennedy to the position of Club Financial Advisor.

So moved by:

Ines Roman
Signature

Ines Roman
Printed Name

Seconded by:

[Signature]
Signature

DONNA GRACE MOLEYA
Printed Name

For Against Abstaining

19 0 1

Motion: Passes/Fails

Rensselaer Union
Executive Board

Motion # 3

Date: 9/22/2016

I move that the Rensselaer Union Executive Board approve the President of the Union's nomination of Majken Rasmussen to the position of Club Financial Advisor.

So moved by:

Ines Roman
Signature

Ines Roman
Printed Name

Seconded by:

[Signature]
Signature

DONNA GRACE MOZETA
Printed Name

For Against Abstaining
19 0 1

Motion: Passes/Fails

Rensselaer Union
Executive Board

Motion # 4

Date: 9.22.16

I move that the Rensselaer Union Executive Board approve the Troy
Consulting Club as a Recognized Union Club,
pending dedicated support from a faculty advisor.

So moved by:

Matthew R
Signature

Matthew R
Printed Name

Seconded by:

Erica Lane
Signature

Erica Lane
Printed Name

For Against Abstaining

19 6 1

Motion: Passes/Fails

Agenda
September 22nd, 2016

1. Roll Call @ 8:00 PM
2. Welcome
3. Presentations
 - a. Additional Facilities Staff Position, Joe Campo – 8:05PM
 - b. President of the Union's Appointments – 8:25PM
 - c. New Club Recommendation, Troy Consulting Club – 8:30PM
 - d. Protected Groups Policy, Policies Committee – 8:45PM
 - e. New Club Classifications Policy, Policies Committee – 9:05PM
 - f. Union Storage Space Policy, Business Operations – 9:30PM
 - g. Union Storage Space Application, Business Operations – 9:45PM
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 \$29,698

Contingencies FY16 beginning balance \$32,500
Contingencies FY16 this week \$27,528

Rensselaer Union
Executive Board

Policies Committee

Troy Consulting Club Recommendation

Club Contact: Joseph La Rocca, larocj2@rpi.edu, 1-914-659-1515

Policies Committee Representative: Matthew Rand, randm@rpi.edu, 203-903-6909

Club Purpose:

The goals of the the TCC are to allow students to utilize the vast field of knowledge they have acquired at RPI and make a difference in local Troy businesses. This should foster growth between both parties and result in a better Troy community.

Membership: Joseph La Rocca, President

There are close to 20 regular members who have been attending meetings since the start of the school year. 8 of those members are returning members from the group that began last semester.

The club gained a large proportion of their membership at the Activities Fair and will continue to be recruiting throughout the year.

Club Operations: The Troy Consulting Club is a collective of students with both business and IT acumen assembled in the purpose of aiding local businesses in the Troy community. We actively seek students with the intent to lead in building the community by applying things the skills they cultivate in their business and computer career paths. Such experiences with local businesses foster a tighter community and give those members of the club unforgettable and valuable lessons with regard to giving Business Management Students real application of management techniques, and give Computer Science Students the ability to create tangible results to show for their efforts and gain web and app development expertise. TCC will act as liaison between the greater Troy Community's business leaders and our burgeoning Business and Computing resources.

Risk Management: There are no known potential risks associated with the Troy Consulting Club.

Future Budget: The Troy Consulting club will not be seeking a budget for fiscal year 18.

Summary: Not only does this club act as a vast well of experience for students on campus, but it will act as a vital service for the businesses in downtown Troy and the surrounding areas. Members will get hands-on programming experience and expertise in launching web pages, web apps, and eventually mobile apps all while developing business acumen that can hardly be developed elsewhere. The group has already began working with the Troy Grooming Co. and has developed successful relations with the business, which have to potential to positively benefit the Rensselaer Community.

Recommendation: It is the recommendation of the Policies Committee that the Executive Board approve the Troy Consulting Club as a Union Recognized Club.

The Following is a suggested constitution for Rensselaer Union Recognized or Affiliated Clubs.

Articles, Clauses, or Sections that are underlined are mandatory for any and all Club constitutions. Additions may be made to these Articles, Sections, or Clauses but the underlined Articles, Sections, or Clauses may not be altered.

CONSTITUTION OF THE Troy Consulting Club, VERSION 1

ARTICLE I. Name

The name of this organization shall be Troy Consulting Club, hereafter referred to as the TCC.

ARTICLE II. Purpose and Lifetime

Section 1. Purpose

TCC is a collective of students with both business and IT acumen assembled in the purpose of aiding local businesses in the Troy community. We actively seek students with the intent to lead in building the community by applying things the skills they cultivate in their business and computer career paths. Such experiences with local businesses foster a tighter community and give those members of the club unforgettable and valuable lessons with regard to giving Business Management Students real application of management techniques, and give Computer Science Students the ability to create tangible results to show for their efforts and gain web and app development expertise. TCC will act as liaison between the greater Troy Community's business leaders and our burgeoning Business and Computing resources.

Section 2. Lifetime

- a. The TCC shall cease to be recognized or affiliated with the Rensselaer Union 12 months from the adoption of this constitution unless:
 - i. a new constitution is adopted by the TCC and subsequently presented to and approved by the Rensselaer Union Executive Board or delegated authority;
 - ii. or this constitution is presented, with this section removed, as the permanent constitution of the TCC to and approved by the Rensselaer Union Executive Board or appropriately delegated authority.

ARTICLE III. Membership

Section 1. Equal opportunity and Hazing

- a. It is the policy of the TCC to provide, to the maximum extent feasible, equal opportunity to all qualified individuals without regard to race, ethnicity, color, religion, national origin, gender, sexual orientation, or disability for all aspects of the TCC's activities.
- b. Hazing, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of initiation into or continuing membership of the TCC is strictly prohibited.

Section 2. Definition of Membership

- a. To be eligible for Regular Membership, a person must be a registered student of Rensselaer Polytechnic Institute and have paid the Rensselaer Union Activity Fee for that semester or be the spouse or legal dependent of a qualified person under this paragraph.
- b. To be eligible for Associate Membership, a person must be a registered student of Rensselaer Polytechnic Institute that has not paid an activity fee, a member of the RPI alumni, faculty or staff, or a registered student at a Hudson-Mohawk Consortium School currently enrolled in courses at Rensselaer.
- c. To be eligible for Volunteer Membership, a person must not be eligible for any previously defined form of membership; volunteer membership is open to any person whose talents, skills, or knowledge will assist the organization in fulfilling its purpose.

Section 3. Obtaining Membership

- a. To obtain Regular Membership a person must attend one meeting, pay any required dues and fees, and submit Membership Information to the Secretary.
- b. Other Membership may be subject to the approval of the Executive Committee (as defined in Article V, Section 1). Decisions regarding the approval of new members may be overturned by a majority vote of the TCC.
- c. The Rensselaer Union Executive Board may verify the eligibility of any member through the Office of the Registrar or Bursar.

Section 4. Continued Membership

- a. Membership shall be forfeited after the third General Meeting of a semester if the member has not renewed their membership by attending at least one meeting, paying any required dues and fees, and submitting any changes in Membership Information to the Secretary
- i. For the purposes of this document the summer semesters shall not constitute a semester.
- b. Membership is automatically forfeited any time a member no longer meets the requirements for membership. If the person meets the requirements for another form of membership their membership shall be immediately transferred to the new class of membership.

Section 5. Voting Rights

- a. Only Regular Members shall be eligible for voting rights. Each member with voting rights shall have one vote.
- b. A member has voting rights by being in good standing with the TCC. A member is in good standing if they have attended two (2) of the previous (4) General Meetings. Voting rights may also be granted at the request of a Regular Member at the discretion of the Executive Committee.
- c. Voting rights are forfeited when a member:
 - i. is no longer a Regular Member,
 - ii. requests the removal of voting rights by written communication to the Executive Committee, or
 - iii. is no longer in good standing.

- d. Voting rights are required to vote on any matter of business presented at a General Meeting or to vote in the Elections Meeting.

Section 6. Membership Information

- a. The TCC shall obtain the following information on its members:
 - i. Preferred first and last name,
 - ii. Rensselaer Identification Number, if applicable,
 - iii. Rensselaer Computer System (RCS) ID, if applicable,
 - iv. E-mail address,
 - v. Record of payment of appropriate dues and fees, and
 - vi. Any additional information required by the Rensselaer Union Executive Board.
- b. Other information may be collected by the TCC as directed by the Executive Committee. Members shall not be required to submit this information as a condition of membership.
- c. All information gathered by the TCC of its members other than the names and level of membership shall be confidential and only released to the Rensselaer Union Executive Board and Rensselaer Union administration staff as required.

Section 7. Removal of Membership

- a. A member may be removed for failure to comply with this constitution or TCC policy, violation of the Student Code of Conduct, or violation of the policies of the Rensselaer Union Executive Board.
- b. To remove a member at least 10% of the members with voting rights (no less than three) or the Executive Committee may call for a hearing to remove the member. Notice shall be given to the member at least one week prior to the hearing. A two-thirds vote of members in with voting rights is required to remove membership rights.
- c. Any regular member may appeal their removal by petitioning the Judicial Board of the Rensselaer Union and any other member may appeal their removal by petitioning the Executive Board. The removal remains in effect until reversed.

Article IV. Officers

Section 1. Officers

- a. The elected Officers of the TCC, in order of rank, shall be the President, Vice-President, Treasurer, and Secretary.
- i. The President shall be responsible for all activities of the TCC and shall be the chief spokesperson for the TCC. The President shall call and preside over all Executive Committee and General Meetings. The President shall coordinate all TCC activities not delegated to another officer or committee and shall coordinate and direct the other officers in all TCC matters. The President shall fulfill the duties of the Vice President in their absence.

- ii. The Vice-President shall reserve all rooms and spaces for all TCC activities not delegated to another officer or committee. The Vice President shall be responsible for the duties of all other officers in their absence and shall remain appraised of all committee work reporting the status of said committees to the Executive Committee as required.
- iii. The Treasurer shall be responsible for all financial matters of the TCC not delegated to another officer or committee. The Treasurer shall collect and disperse funds and report the status of all dues and fees payments to the Secretary.
- iv. The Secretary shall maintain and submit the membership list and officer list as required to the Rensselaer Union Executive Board. The Secretary shall record and archive the minutes from all meetings as required by the TCC and shall maintain any archives the TCC may choose to have..
- b. The President may create and fill additional temporary officer positions expiring at the end of the current semester with the approval of the Executive Committee.

Section 2. Eligibility for Office

- a. In order to be eligible for office a person must be a Regular Member of the TCC.
- b. If a person may be unable to complete the term of office, they shall inform the TCC of their inability to complete the term of office before being eligible to hold office.
- c. A person may not hold more than one elected office concurrently.

Section 3. Elections

- a. Elections must be held at least once per academic year.
- b. The Elections Meeting shall be announced no less than two weeks in advance to the TCC Membership.
- c. Two-thirds of members with voting rights shall constitute quorum for the Elections Meeting. If quorum cannot be convened the Elections Meeting shall be postponed to a time set by the Executive Committee.
- d. The Elections Meeting shall be presided over by the Elections Chair. The Elections Chair shall be a member of the TCC ineligible for office and selected by the Executive Committee. If no person exists or can be agreed upon then the Election Chair shall be a person who voluntarily forfeits their eligibility for office and is agreed upon by the Executive Committee. The Elections Chair shall set the rules for the Elections Meeting subject to the approval of the Executive Committee.
- e. Officers shall be elected in order of rank.
- f. A candidate must receive a majority of members present to be elected to office. All votes shall be by secret ballot.
- g. If any member suspects that the Election Meeting is not conducted fairly or is conducted with intent to deceive the membership the member should notify the Rensselaer Union Executive Board.

Section 4. Term of Office

- a. A term of office begins two weeks after the Elections Meeting and ends at the beginning of the next term of office.

Section 5. Removal from Office

- a. An officer may be removed from office for failure to perform duties satisfactorily, failure to comply with this constitution or TCC policy, violation of the Student Code of Conduct, or violation of the policies of the Rensselaer Union Executive Board.
- b. A hearing to remove an officer shall be called at the request of at least 10% of the members (no less than three) with voting rights or by the Executive Committee. Notice of this hearing shall be announced to the membership at least one week before it is to be held. All reasonable effort must be made to schedule the meeting at a time when the officer who is the subject of the hearing may attend.
- c. Two-thirds of the members in with voting rights shall constitute a quorum for such a hearing.
- d. The highest ranking officer not the subject of the hearing shall preside over the meeting and cast no vote.
- e. A two-thirds vote of members in with voting rights is required to remove an officer from office. The officer shall remain a member of the TCC.

Section 6. Succession

- a. Should an officer resign, be removed from office, or otherwise become incapable of continuing in office, the Executive Committee shall immediately notify the TCC membership of the vacancy.
- b. Except in the case of the President, the Executive Committee shall appoint an interim officer to fulfill the duties of that office until an election can be held. The Vice President shall become the Acting President if the President's office is vacant.
- c. The President or Acting President shall call an Election Meeting for the purpose of electing a permanent replacement to fulfill the remainder of the term of office. During the Rensselaer Polytechnic Institute Fall and Spring Semesters this meeting shall take place no later than three weeks after the time of vacancy. If the vacancy occurs while Rensselaer is not in session or during the Rensselaer Summer Session then the President or Acting President shall call the meeting no later than three weeks after the next semester begins.
- d. Elections for a replacement shall follow all applicable procedures under Section 3 of this article.

Article V. Committees

Section 1. Executive Committee

- a. The Executive Committee consists of all elected officers of the TCC as voting members and all temporary officers as non-voting members. It shall be chaired by the President who shall cast no vote except in the case of a tie.
- b. The Executive Committee shall conduct all business of the TCC between General Meetings and be the governing body of the TCC.
- c. Decisions of the Executive Committee may be overridden by a majority vote of the TCC Membership when called for at a General Meeting.

Section 2. Temporary Committees

- a. Additional temporary committees may be created by the Executive Committee to deal with specific matters.
- b. The Vice President shall chair all temporary committees unless otherwise specified by the Executive Committee.

Article VI. Meetings

Section 1. General Meetings

- a. General Meetings shall be called by the President and the TCC shall have a minimum of two General Meetings in the Fall and Spring semester. The President shall call a General Meeting at the request of at least 10% of the members (no less than three) with voting rights or at the request of the Executive Committee.
- b. All General Meetings shall be open, unless voted closed to conduct business. Business may only be conducted if a quorum is present. Quorum to do business at a General Meeting shall be a majority of the members with voting rights.
- c. A majority vote is required to conduct business of the TCC unless otherwise specified in this constitution. The President may only vote in the case of a tie.

Section 2. Executive Committee Meetings

- a. Executive Committee Meetings shall be called by the President as the need arises to conduct the business of the TCC and Executive Committee. The President shall call an Executive Committee Meeting at the request of two members with voting rights of the committee or two members without voting rights and one member with voting rights.
- b. Quorum to conduct business at an Executive Committee Meeting shall be a majority of its voting members.
- c. Executive Committee Meetings shall be open unless voted closed.

Section 3. Other Meetings

- a. Meetings may be called by other committees to conduct their business. They shall be open unless voted closed.
- b. Quorum to conduct business of a committee shall be a majority of its members.

Article VII. Finance

Section 1. Budget

- a. The Treasurer shall be responsible for compiling and soliciting budgetary proposals from the TCC membership.
- b. The Executive Committee shall review the budgetary proposals and direct the Treasurer to compile the annual budget. The Executive Committee shall approve the final budget.
- c. If the TCC is a Union Funded TCC the Treasurer shall be responsible for presenting the final budget to the Rensselaer Union Executive Board for approval.

- d. The Treasurer shall oversee and manage the implementation of the budget. The Treasurer and the President or the Vice President while acting as President or Treasurer shall have the authority to sign TCC financial documents.

Section 2. Financial Procedures

The TCC shall follow all Rensselaer Union financial policies and procedures.

Article VIII. Policies, Standing Rules, and By-Laws

Section 1. Availability

- a. All policies, standing rules, and By-Laws shall be made available to any Activity-Fee paying student or interested member upon request and shall be published wherever this Constitution is also published. This constitution must be published on CMS, the TCC website, and on file with the Union.
- b. A copy of the By-Laws must be placed on file with the Rensselaer Union Administration Office within five business days following their approval.

Section 2. Policies and Standing Rules

The Executive Committee may adopt Policies and Standing Rules for the TCC that are non-governing but that constitute good operating practice.

Section 3. By-Laws

The By-Laws of the TCC shall be approved by a majority vote at General Meeting.

Article IX. Affiliations

This TCC shall have no affiliations or governing relationships with any organization except the Rensselaer Union unless approved by the Rensselaer Union Executive Board.

Article X. Ratification and Amendments

Section 1. Supremacy Clause

- a. If any part of this Constitution or the By-Laws violate or contradict the policies of Rensselaer, the Rensselaer Union, or applicable federal, state, or local laws then the contradicting parts of the Constitution or By-Laws are invalid.
- b. If any part of the By-Laws violate or contradict this Constitution then the contradicting parts of the By-Laws are invalid.

Section 2. Ratification

- a. This Constitution shall be effective immediately upon the ratification by a two-thirds majority of the members with voting rights and subsequent approval of the Rensselaer Union Executive Board or the properly delegated authority.
- b. If it becomes necessary that any part of this constitution be changed, or that additions are to be made, a two-thirds majority vote of the members with voting rights and subsequent approval by the Rensselaer Union Executive Board or the properly delegated authority is required.

Section 3. Abrogation

This Constitution, upon its adoption, shall abrogate any previous governing documents relating to the TCC. This shall not be construed as to deny any office or position to anyone serving out a term elected under a previous constitution.

Rensselaer Union
Executive Board

Policies Committee

Approved: 3-0-0, 14-September-2017

Present:

Matthew Rand (Chair), Erica Lane, Ciera Williams

Absent:

Dan Rogers, Sarah Murgia, John Fantell, Keegan Caraway, Chip Kirchner, Amy Corron (Non-Voting)

Rensselaer Union
Executive Board

This document is intended to outline special concessions that protected groups of students are allowed when creating a new club directly related to their protected status. These students are a federally protected group, outlined by the *Civil Rights Act of 1964*. These students ~~are~~ cannot be targeted for discrimination under this law. In order to help protect our students, we allow ~~groups~~ ^{allowances to} that fall under this protected status ~~allowances~~ ^{do not have} that other groups ~~are not~~ in order to protect their identities.

Groups of students who wish to form clubs that act as a support group for their protected identity will be allowed the following deviations from normal Rensselaer Union practices:

1. Protected groups will not have to submit a roster of the names and class years of their members.
 - a. In order to protect the identities of those involved and ensure a safe environment for their club to operate in, a formal roster will not need to be kept.
 - b. All club officers will need to submit their names and contact information for internal use only. This information will be accessible by the Union Administrative Staff and the Executive Board.
 - c. Instead of a roster, each group will be required to keep track of how many total students are active in the club and how many students are from each class year.
2. Protected groups may exclude other members of the community who are not in the same protected class from their club.
 - a. This will still allow for the group to be considered for Affiliated Status with the Rensselaer Union.
 - b. This concession is again allowed to protect the identities of those in the club.

Any student who is a member of a protected class that wishes to create a club that will primarily act as a support group for the class that they identify with will be allowed the above deviations from normal Union policy in order to ensure their anonymity and safety while operating.

Rensselaer Union
Executive Board

Policies Committee

September 19th, 2016

The Policies Committee recommends the adoption of the attached *Protected Class Policy*.

Vote: 4-0-2

Present:

Matthew Rand, Erica Lane, Ciera Williams, Sarah Murgia, Dan Rogers, John Fantell,

Absent:

Chip Kirchner, Keegan Caraway, Amy Corron (Non-Voting)

Rensselaer Union *Executive Board*

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 the qualifications, such as the E-Board cannot fund a religious organization. These policies align with the Rensselaer Union Constitution and the Executive Board By-Laws. 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 Partnered 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.
- Those not affiliated with RPI as students or 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.
- 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.

Rensselaer Union
Executive Board

- 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 all international languages on all club documents such as websites, advertisements, and official communications.

SECTION I: RENSSELAER UNION PARTNERED CLUBS

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. An Unfunded club hosts programs that do not require a subsidy 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 organizations 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 do not fit the qualifications to receive funding for another reason.

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

- 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
- 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

Rensselaer Union *Executive Board*

- 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 purposesⁱ
 - 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 club will be formally known as an Unfunded Partnered organization.

II. Fundable

A Rensselaer Union Partnered Funded Club (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 Fundable club will be given some funding to hold programs in order to prove that the club can effectively utilize a budget from the Rensselaer Union and is truly in need of one. These programs will be subsidized by a Union Starter Budget that has been granted to the club from the Contingencies fund of the Rensselaer Union Executive Board. Fundable clubs must meet all of the requirements detailed in *The Rensselaer Union New Club Funding Policy* in order to become a Funded club. The status of a Fundable club will be changed to that of a 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 Fundable club will be assigned a Rensselaer Union Executive Board Representative (E-Board Rep), 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 Funded club. Like a Funded club, a Fundable club will be receiving a Student Activities Resource Person (SARP). Additionally, the Rensselaer Union Executive Board's Policies Committee will act as the E-Board Rep for the club, working with the Club's SARP to facilitate the budget allocated to the Fundable club. All money related to the club's operations must be handled through the Union; no Fundable club may have a bank account outside of the Rensselaer Union.

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

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

III. Funded

Rensselaer Union *Executive Board*

A Rensselaer Union Partnered Funded Club (Funded) is a Partnered club that has been given a subsidy by the Executive Board. A Funded club holds programs for which the expenses exceed the income, and thus requires additional funds to maintain its operations. All subsidies given to 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 Funded club after gaining recognition from the Union is detailed in *The Rensselaer Union New Club Funding Policy*.

Each Funded Club is assigned a Rensselaer Union Executive Board Representative (E-Board Rep) 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 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 Funded club may have a bank account outside of the Rensselaer Union.

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

Rensselaer Union
Executive Board

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 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
- 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 (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 Organization a group must first register as a new organization on the RU website and fill out the New Club Evaluation^{vi} 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.

- i. This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.
- ii. With the exception of club sports provided they host open campus tryouts
- iii. A subsidy is defined as the club expenses minus income.
- iv. This only includes organizations whose programs primarily fundraise for a specific cause or event. This does not include community service or volunteer based programs.
- v. With the exception of club sports provided they host open campus tryouts
- vi. vi All documents and forms mentioned in this policy can be found on Flagship at <http://documents.studentsenate.rpi.edu/>

Rensselaer Union
Executive Board

Policies Committee

September 19th, 2015

The Policies Committee recommends the adoption of the attached *New Club Classifications*.

Vote: 4-0-2

Present:

Matthew Rand, Erica Lane, Ciera Williams, Sarah Murgia, Dan Rogers, John Fantell,

Absent:

Chip Kirchner, Keegan Caraway, Amy Corron (Non-Voting)

THE RENSSELAER UNION
2015-2016 STORAGE SPACE POLICY

In regards to the storage space the Union has available to loan out to clubs, the Executive Board of the Student Union reserves the right to appropriate said storage space to clubs for the fixed period of one full calendar year, running from January to December of each year.

- Each club wishing to receive storage space for any given year will be asked to fill out the *Executive Board Storage Space Application*, handled by the Business Operations Committee. Only Union Funded Clubs may apply.
- Once a club has filled out the aforementioned form, their request will be evaluated by the Associate Director of the Union for operations and, if deemed necessary, storage space will be assigned by the Business Operations Committee in accordance to a club's demonstrated need.
- Applications will be made available in October and requests will be processed by the beginning of December.
- Once all requests have been processed, an email will be sent out to club officers to remove equipment from the storage space if the space is not renewed.
 - If a club retains the right to store their equipment in the Union, they do not have to remove it at the end of the calendar year.
 - If a club does not have their space renewed and they do not remove the equipment stored in Union Storage, their budget may be frozen until all equipment is removed.
- No personal equipment may be stored in the Union. All items stored within the Union must be Union-owned club property.
- Each club will receive two keys for any two members of the Club's Executive Committee that must be returned to the Administrative Office at the end of the calendar year, regardless of whether or not the club is retaining the storage space.

- Additional Facilities Staff Position
 - o Summer Arch affects facilities use, specifically increased use
 - o facilities dept attempts to get ahead of upkeep in anticipation of increased use
 - o there are only 3 painters on staff for the entire institute, so this position will focus more on painting than anything else
 - o PMT provides more support for student clubs, esp at night and maybe weekends
 - FIXX clocks out at 5 pm; afterwards, PubSafe is called and determines if someone comes in for overtime (usually not ever)
 - o official title: "Senior Facilities Assistant"
 - o position will probs work 11p-7a nighttime, which overlaps a little with the current person but mostly working alone
 - o work will be performed in all auxillary facilities, not just RU

motion: ... approve the addition of a Facilities Assistant to the Rensselaer Union staff, pending approval from Human Resources and the Division of Student Life.

20 – 0 – 0

- PU Appointments
 - o Caitlin – freshman MECH; from Wakefield, MA
 - o Majken – freshman BME; from NoCal
 - o Anissa – freshman CHME; from MA near RI
 - o Ananyah – freshman pre-med; from Milwaukee, WI

motion: ... approve the PU's nomination of Caitlin Kennedy to the position of Club Financial Advisor.

19 – 0 – 1

motion: ... approve the PU's nomination of Majken Rasmussen to the position of Club Financial Advisor.

19 – 0 – 1

- Troy Consulting Club – Recommendation
 - o working w. actual businesses in Troy to assist w. technological needs
 - websites, DBs, marketing, etc
 - Spill'n the Beans, Ali Baba, Troy Grooming Co., etc
 - o forges better relationship btw RPI and Troy community
 - o resume experience
 - o how is this club different from a startup? will it turn into a startup? no monetary compensation, reward is resume experience and skill improvement; returners are leaders of new students so that skills are passed down
 - o actually no known risks? yes
 - o is club open to everyone? yes, and there's openness to what you want to do
 - o why union recognised? will you be asking for a budget in the future? no budget anticipated
 - o if club folds, what would happen? would business lose their website, etc? no websites are released until assurance that website can stand on its own, so if club dismantles, the website will be fine; updates are different but the website should be okay
 - o thought of bringing in professors? professors and alumni would be cool, but club anticipated this and created "software bible," which will serve as opensource document for why certain decisions were made

- why be a union club? b.c they want to work /with/ RPI; club exists for both kids that are good at this and kids that /want/ to be good at it
- not tied to any ntnl org? no
- have you come across problems w. other consulting firms who would be doing same service for profit? no

motion: ... approve the Troy Consulting Club as a Union Recognised Club, pending dedicated support of a faculty advisor.

19 – 0 – 1

- Policies Committee – Protected Group Policies
 - students can be a part of a club w.o being put on the roster
 - specifically, RPI Pride Alliance so that students that aren't out yet remain not outed
 - can exclude other members of the community who are not considered protected people
 - only numbers will be reported, not names
 - are groups funded? No
 - how will club know a new individual is in the protected class? how is that fair? you have to claim yourself as a member of that protected class
 - but that's outing yourself?
 - this was designed so that members of same protected class can convene in safe spaces
 - how will this be enforced in order to monitor membership of club? what are the protected classes?
 - race, colour, religion, national origin, sex (gender presentation and sexual orientation fit under sex)

the student union was formed so that anyone can join ANY club

this policy creates a barrier of entry into the club

for a group to restrict access, club must first be an affiliated club (which can already restrict access)

- proposed soln: support groups don't have to be CLUBS; if they're clubs and being exclusionary in any sense, then it goes against the Constitution (purpose of RU is unification)
- worries of discrimination can be weeded out with club approval process
- w.o this policy, discriminating people that attend events/meetings can't be removed w. the backing of policy
- this is a policy that will be allowed to clubs if they so choose; clubs can include them in constitutions if they so choose; this policy only applied to newly inducted clubs
- policy is going back to committee for revisions; everyone invited; voting happens next week

motion: ... table this discussion for next week.

20 – 0 – 0

- Policies – New Club Classifications
 - rename 'recognised' to 'partnered'
 - newly added: reasons clubs can qualify as unfunded

- newly added: 'fundable' under 'partnered' → while waiting for approval from the board to continue their work
- difference btw agency account through RU and an account monitored by RU? no
- is there a kind of fund a funded club can have that an unfunded club can't have? unfunded clubs can have checking accounts but funded clubs can't
- as clubs transition btw unfunded and funded, that's why fundable; will have budget, need a SARP
- RU currently doesn't have communications specialist
- suggestions for 'fundable' (the name makes it sound like the club doesn't have funds yet)
 - send this back to policies committee

motion: ... to table this discussion indefinitely.

20 - 0 - 0

- BusOps – Union Storage Space Policy, Application
 - where will clubs access? contact joe campo or physical copies in union admin office
- Director's Report
 - 117 clubs attended financial workshop
 - union admin offices are changed: first office you see is Director of Union
 - currently, Lisa Trahan will sit there
 - administrative specialist starts 10/3rd; her name is Nicole Hayden
 - search has begun for business operations specialist
 - Fall Lake George tomorrow, there will be a bus
- Senate Report
 - presentation on mall shuttles (funded by us and school facilities)
 - no longer late shuttles
 - last shuttle leaves from Union at 9 pm, last shuttle from mall leaves at 9:30 pm
 - ambiguous and weird, will be considered further
 - Jenna Freedberg chairing this endeavour
 - approved Ananya and Anissa
 - freshmen elections are in 2 wks
 - if you want to pollsit, email Hannah Rabinowitz or Paul Illori
- PU Report
 - Family Weekend: 10/22 – 10/23
 - EB hosts GM/PU brunch 10/23 morning
 - mandatory for everyone to setup, attend, cleanup (7a – 2p)
 - families can attend, sign up through FYE website and pay
- Member Report
 - join policies, UAR
 - snaps to policies, directors, and new freshmen
 - Collar City Ramble on Saturday, meet at Farmer's Market, it would mean a lot to Donna Grace if you came ☺ ☺ ☺
 - more teambuilding activities! low ropes course

motions: ... appoint Shannon as EBoard Member of the Week

19 - 0 - 1