



Rensselaer Union Guidelines & Procedures

Last revised: January 2019

Introduction

According to the Article III of the *Rensselaer Union Constitution*:

The purpose of this Union shall be to unite all its members in a commitment to the ideals for which Rensselaer stands, to expand the extracurricular life at Rensselaer, to coordinate all student organizations, to act as a medium through which student opinion may be expressed, and to work with all other members of the Rensselaer community to encourage student initiative and to lead student action in all interests which will serve the welfare and the betterment of Rensselaer.

The Executive Board has been assigned authority over the operational and financial policies of the Rensselaer Union in accordance with the purpose of the Union. This handbook is meant to encompass all of the Executive Board approved policies and procedures the Union follows when it comes to clubs and organizations, budgeting and finance, and general operations. In the past, those policies and procedures had been contained in separate documents but the Board has decided it's best to have all the Union's policies accessible in a single handbook for both ease of access and maintenance.

This handbook takes precedence when it conflicts when any previously passed Executive Board motion or separate policy, save for the *Executive Board Bylaws*, *Rensselaer Union Constitution*, and the *Rensselaer Student Handbook of Rights and Responsibilities*. The *Executive Board Bylaws* allow for exceptions to be made to the policies contained herein by a three-fifths majority vote.

It should be noted that this document or any portion thereof can be updated at any time with a majority vote of the Executive Board. Small updates to the document to fix grammar, spelling, or other typographical mistakes that do not alter the meaning of the document can be made with approval of the President of the Union. When this document is updated, the President of the Union will notify the Union administrative staff and club officers as soon as reasonably practicable.

This handbook is maintained by the Executive Board, in consultation with the Director of the Union and the rest of the Union administrative staff. For all questions not addressed by this handbook, please reach out to your Executive Board representative, your assigned SARP, or the President of the Union for clarification and guidance.

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Part I: Clubs & Organizations

Effective Date: January 24, 2019 for the rest of FY 2019 and future fiscal years.

Chapter 1: General Club Requirements & Limitations

§ 1.1 Prohibited activities & behaviors.

- A. 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.
- B. The purpose and/or program of Rensselaer Union clubs shall not encourage students to prematurely terminate their Rensselaer education.
- C. 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.
- D. Hazing, as defined by the *Rensselaer Handbook of Student Rights and Responsibilities*, reckless or intentional endangerment to health, or forced consumption of alcohol or other drugs for the purpose of membership in, initiation into, or affiliation with any Rensselaer organization is strictly prohibited.

§ 1.2 Risk mitigation & safety.

- A. Rensselaer Union club activities must not involve an extraordinarily high risk of personal injury, liability, or be unduly life threatening or uninsurable.

§ 1.3 Requirements for membership.

- A. All officers, appointed officers, committee chairs, and voting members of Recognized and Affiliated organizations be full--time, activity--fee--paying students or their spouses.
- B. Only Voting members can vote in business and election matters. Only Voting members can run for and hold elected offices. The qualifications to become a voting member are determined by a club or organization's Constitutions.
- C. 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.

§ 1.4 Language for club operation.

- A. The official language of all business meetings shall be English, unless an alternative language is approved by unanimous vote of all present.
- B. Verifiable interpretations in English must accompany all international languages on all club documents such as websites, advertisements, minutes, and official communications.

Chapter 2: Classifications

§ 2.1 Definitions and purpose.

- A. This section defines the classifications under which a Rensselaer club may be approved by the Union Executive Board. Each classification contains specific benefits, resources, and responsibilities for clubs operating within each classification.
- B. The Union Executive Board reserves the right to deny classification of any organization, even if the organization meets the requirements and qualifications for that classification.
- C. The Union Executive Board may not, under any circumstances, overrule the requirements and qualifications necessary for a particular classification.
- D. All organizations classified by the Rensselaer Union must abide by the policies of this document, any other policies made public by the Union Executive Board, policies defined in the *Rensselaer Handbook of Student Rights and Responsibilities*, and all Institute policies.
- E. The Union Executive Board reserves the right to immediately dissolve an organization if that organization—or any programs or activities hosted by, sanctioned by, or supported by the organization—violate any policies outlined in this document.

§ 2.2 Recognized clubs.

- A. Recognized Clubs provide value to the RPI community and host programs, events, and activities for the benefit of the student body.
- B. Recognized Clubs are not provided any subsidy from the Rensselaer Union. They may host programs without a subsidy from the Union if fully funded on their own accord.
 - 1. The Executive Board may grant a loan from the Rensselaer Union to a Recognized Club subsidize program costs with an agreement to repay the full amount to the Rensselaer Union within a timeframe determined by the Executive Board.
 - 2. The Executive Board may approve a Recognized Club for a funding subsidy from the Rensselaer Union, which immediately reclassifies the club as a Funded Club per the definition in §2.3 of this document.
- C. Organizations associated with a particular religious or political affiliation or viewpoint are prohibited from classification as a Recognized Club.

1. Activities, programs, or events promoting a religious or political affiliation or viewpoint may not be hosted, sponsored, or funded by any Recognized Club.
- D. Charitable organizations with the primary purpose of fundraising for philanthropic purposes, whose programs primarily fundraise for a specific cause or event, are prohibited from classification as a Recognized Club.
 1. The prohibition of charitable organizations receiving classification as Recognized Clubs does not include clubs that solely promote include community service or volunteer-based programs.
- E. Any organizations that are exclusive or prohibit membership from any member of the Union, such as honor societies and Greek Life organizations, are prohibited from classification as a Recognized Club.
 1. Club sports teams may restrict membership, while holding the Recognized Club classification, by holding fair and open tryout sessions each year open to all members of the Union.
 2. Club sports teams who restrict membership must also reasonably allow for any member of the Union to participate in non-competitive club activities, such as practices and training sessions.
- F. The Rensselaer Union shall make available the following benefits and resources to all Recognized Clubs:
 1. An agency account within the Rensselaer Union;
 2. The benefit of the tax-exempt status of Rensselaer Polytechnic Institute;
 3. Access to meeting space and event space in the Union and around campus;
 4. Multimedia support from the Union Programs and Activities Committee (UPAC);
 5. Access to vehicle rentals;
 6. The use of charge sheets from the Office of the Bursar to charge student accounts;
 7. Marketing and publicity support from the Union administrative staff; and
 8. Access to the Club Management System (CMS) and dedicated club web space.

§ 2.3 Funded clubs.

- A. Funded Clubs are any clubs approved to receive a subsidy from the Rensselaer Union.
- B. To be eligible for reclassification as a Funded Club, an organization must at least be granted the Recognized Club classification prior to reclassification. Organizations not qualified for the Recognized Club classification are prohibited from the Funded Club classification and from receiving funding from the Rensselaer Union.
- C. Funded Clubs hold programs, events, and activities for which the expenses exceed the income and, therefore, require additional funds to maintain operations.
 1. All subsidies provided to Funded Clubs by the Executive Board shall be funded by the Activity Fee or other source of auxiliary income for the Union.
 2. 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.

3. In receiving funding, each year, a Funded Club must fulfill its purpose as outlined in its constitution and provide a benefit or enhancement to the student experience.
- D. A Recognized Club may become a Funded Club by completing the New Funding Request Process as outlined in this document.
- E. Each Funded Club shall be assigned an Executive Board Representative and a Student Activities Resource Person (SARP) as resources throughout the course of the year.
- F. The Rensselaer Union shall make available to Funded Clubs all benefits and resources made available to Recognized Clubs, along with the following:
 1. An account monitored by the Rensselaer Union; and
 2. A subsidy, as determined annually by the Executive Board and funded by the Union Activity Fee.

§ 2.4 Affiliated clubs.

- A. Affiliated Clubs provide value to the RPI community and host programs, events, and activities for the benefit of the student body; however, they do not meet the criteria for Recognized Clubs.
- B. Affiliated Clubs may be comprised of students, faculty, or members of the surrounding community, but must have a purpose aligned with the values of Rensselaer.
- C. Affiliated Clubs may not apply for funding from the Rensselaer Union.
- D. Affiliated Clubs may hold bank accounts outside of the Rensselaer Union, provided that:
 1. No account is opened with a Social Security number; and
 2. Rensselaer Polytechnic Institute's Federal Tax ID number is used only with the written permission of Rensselaer Polytechnic Institute.
- E. Affiliated Clubs must abide by the requirements and limitations outlined in Chapter 1 of this document.
- F. Affiliated Clubs may restrict membership under reasonable circumstances and may serve any purpose deemed appropriate by the Executive Board.
- G. Affiliated Clubs may have direct ties to national organizations or other departments of the Institute.
- H. The Rensselaer Union shall provide the below resources to all Affiliated Clubs.
 1. Support from the Union staff;
 2. An agency account within the Rensselaer Union;
 3. Benefit of the tax-exempt status of Rensselaer Polytechnic Institute;
 4. Access to meeting space and event space in the Union and around campus; and
 5. Access to the Club Management System (CMS) and web space.

§ 2.5 Distinction of service vs. general clubs.

- A. Service clubs are defined as those groups that provide a service to the RPI community.
- B. General clubs are those clubs that do activities mainly for their own membership.

Chapter 3: Process for Forming a Club

§ 3.1 Definitions & purpose.

- A. The Rensselaer Union Executive Board maintains rules and procedures surrounding the classification of organizations to ensure that they best serve the interests of students.
- B. The following process outlines how clubs can request and obtain Union Recognition or Union Affiliation status, as defined by Chapter 2 of this document.
- C. This process shall be overseen by the Executive Board's Club Operations Committee.

§ 3.2 Registration as a new club.

- A. First, a new club must register by filling out the New Club Registration Form available at <https://union.rpi.edu/new-club-form>.
- B. After submitting this form, a member of the Club Operations Committee will be assigned to help guide the new club through the new club process.
- C. Then, the club must meet with the assigned member of the Club Operations Committee and a member of the Union staff in Administration Office (Union 3702) to discuss the club's goals, whether recognition or affiliation is right for the club, potential risk associated with the club, recruitment methods, and new club paperwork.
- D. The assigned Committee member will also guide the club in creating a starter constitution to serve as a governing document.
- E. To promote a higher likelihood of completing the formation process within a single semester, applications through the New Club Registration Form will only be accepted during the first 7 weeks of the fall and spring academic semesters; new club formation is not open during The Arch or any summer semesters.

§ 3.3 Membership recruitment.

- A. After registering, the new club will need to hold at least three (3) General Body Meetings that are open to the entire campus to recruit members and establish club goals.
 - 1. The front desk staff in Union Administration Office (Union 3702) will help print up to forty (40) black and white posters to advertise the club.
 - 2. *Institute Sign Policy* must be followed during advertising, which can be found in the Rensselaer Handbook of Student Rights and Responsibilities.
 - 3. Posters displayed within the Rensselaer Union must follow the Rensselaer Union Sign Policy, which includes a stamp by the Union Administration Office before display.
- B. The club will be able to reserve Union managed spaces on up to three (3) occasions by contacting the Union Operations Coordinator at unionrooms@rpi.edu.
 - 1. Clubs will not be allowed to book rooms through EMS until they have completed this process.

2. Upon the completion of this request, rooms can also be reserved on academic campus through the Registrar at <https://webforms.rpi.edu/special-event-room-reservation-requests>.
- C. The club must take an accurate attendance and record meeting minutes at each meeting.
 1. Attendance must include names and RCS IDs of attendees to facilitate logging in the Club Management System (<https://cms.union.rpi.edu>).
 2. Students are expected to treat attendance lists as confidential.

§ 3.4 Interview with the Club Operations Committee.

- A. After the three General Body Meetings are held the club will need to prepare a New Club Evaluation.
 1. This evaluation shall be submitted, along with all meeting minutes, attendance, and a completed starter constitution to the club's assigned Club Operations Committee member.
 2. The New Club Evaluation should include a formal purpose statement, how the club will benefit the Rensselaer Community, and how the club plans to grow in the future.
- B. An interview with the Club Operations Committee will be scheduled to discuss club goals, recruitment efforts, operations, membership, budgetary needs, and any other topic deemed necessary by the Club Operation Committee.
 1. Risk management concerns shall be assessed by the Union Administration Office.
 2. From the interview, submitted materials, and the risk management assessment, the Committee will choose to recommend the new club to the Executive Board or determine certain areas of development for the new club to improve upon before recommendation to the Executive Board.

§ 3.5 Presentation before the Executive Board.

- A. Once the Club Operations Committee has submitted a recommendation to the Executive Board, the officers of the new club shall present their case for affiliation or recognition to the Executive Board as soon as practicable.
 1. The assigned Club Operations Committee member will assist the club in preparing this presentation.
- B. The Executive Board will make the final determination, by vote, on club affiliation or recognition.
 1. If the club fails to become recognized or affiliated, it may choose to re-apply with the Club Operations Committee the next semester.
 2. The Club Operations Committee may choose to allow the organization to operate while awaiting reapplication.

§ 3.6 Post-approval steps and recommendations.

- A. After Executive Board approval, the new club will receive all rights and privileges associated with affiliation or recognition as outlined in the Rensselaer Union Club Classifications.
- B. The new club should review Chapter 4 of this document and establish a permanent constitution to make sure the club stays affiliated or recognized for the next academic year.

Chapter 4: Club Renewal, Probation, and Retirement

§ 4.1 Definitions & purpose.

- A. The Rensselaer Union Executive Board shall maintain processes in accordance with this document to categorize the status of club's activity under Active Status, Probation Status, or Retirement Status.
- B. Active Status shall be defined as the normal state of operations for organizations classified by the Union.
 - 1. The Executive Board shall reaffirm the Active Status of each organization classified by the Union on an annual basis.
 - 2. Active Status shall be reaffirmed by the Executive Board either automatically by the process and conditions outlined in §4.2 of this document or manually by majority vote of the Executive Board.
- C. Probation Status shall be defined as a temporary period of review for organizations classified by the Union.
 - 1. Probation Status shall be initiated either automatically by the process and conditions outlined in §4.3 of this document or manually by majority vote of the Executive Board.
 - 2. The primary objective of Probationary Status shall be for the Executive Board and the Union administrative staff to determine the viability for continuance for the club, along with providing specialized resources to facilitate improvements.
- D. Retirement Status shall be defined as a permanent state of inactivity or dormancy of a formerly-active organization classified by the Union.
 - 1. Retirement Status intends to serve solely for archiving and documentation purposes, and organizations placed on Retirement Status lose all classifications from the Union and any privileges accompanying their classifications.
 - 2. Organizations aiming to restart or resume operations must register as a new club.

§ 4.2 Renewal of active status.

- A. All organizations recognized by or affiliated with the Rensselaer Union must:
 - 1. Complete a club registration form once per year, which can also serve as the registration for the Fall Activities Fair;
 - 2. Maintain a current constitution on the Club Management System; and

3. Maintain an accurate and up-to-date list of club officers, members, and advisors, if applicable, on the Club Management System.
- B. The Club Operations Committee shall verify compliance with the above requirements in consultation with the Union administrative staff.

§ 4.3 Probationary status.

- A. An organization that fails to complete the active status renewal process will be placed on probation.
- B. Clubs may additionally be placed on probation for the following reasons:
 1. Failure to respond to communication efforts made by their assigned Executive Board representative and/or SARP for more than thirty calendar days.
 2. Failure to enact their approved programs or fulfill their purpose as stated in the club's constitution.
 3. For funded clubs, if the approved subsidy per member is higher than the Activity Fee or their membership is otherwise not sustainable.
 4. On a case by case basis on the recommendation of their SARP and/or Executive Board representative.
- C. Organizations classified as Funded Clubs must receive approval in advance from the organization's assigned Executive Board representative in addition to their Student Activities Resource Person (SARP) before any purchases can be made.
- D. Funded organizations on probation can be restored to active status by meeting with their assigned Executive Board representative in consultation with their assigned SARP, who will determine necessary steps for restoring active status. Unfunded organizations will meet with the Club Operations Chairperson or their designee in lieu of an Executive Board representative.
- E. Frequency of meetings is at the discretion of the Club Operations Chairperson or designated Executive Board representative.
 1. If deemed necessary, the Club Operations Committee may choose to investigate and determine the causes for the organization's decline.
- F. Upon completing the requirements for restoration of active status, the Club Operations Committee or their designated Executive Board representative will recommend that the Executive Board vote to take the club off of probation.
- G. If at the end of the probation process, the club does not meet the requirements set by the Club Operations Committee or their assigned Executive Board representative, the club will be placed on Retirement Status. As such, the organization will no longer be classified by the Rensselaer Union.
 1. To regain recognition or affiliation, they must apply as a new club with the Club Operations Committee.

Chapter 5: Club Constitution Policy

§ 5.1 Starter Constitution

- A. A Starter Constitution is included in Appendix D, and it is recommended that all newly forming clubs/organizations use it while creating their own constitutions.
- B. It is mandatory to include all articles and the underlined sections in your club constitution. Additions may be made to those articles and sections but anything underlined may not be modified.
- C. Previously approved club/organization constitutions do not have to be changed when a new Starter Constitution is approved by the Executive Board.

§ 5.2 Changes to Club Constitutions

- A. All changes to club constitutions must be approved by the Club Operations Committee before going into effect.
- B. Constitutions will be uploaded to the Club Management System by the Club Operations Committee after they are approved.

Chapter 6: Club Funding Policy

§ 6.1 Definitions & purpose.

- A. All unfunded organizations that wish to pursue Union funding must pursue the following process, overseen by the Club Operations Committee of the Executive Board.
- B. Only Union Recognized organizations may apply for funding. Union Affiliated organizations will not be funded.
 - 1. For funded organizations, the Rensselaer Union is expected to be the only source of funding unless alternative arrangements are approved by the Executive Board. This provision does not apply to one time donations from another source.

§ 6.2 Request starter funds.

- A. The Club may request a starter fund to help subsidize Club programming once two months of operation have passed since receiving recognition status. At that point, the Club can fill out the Rensselaer Union Club Funding Application form that asks for an overview of the Club's attendance, membership, as well as program successes in addition to a budget for programs that the Club is seeking funding for.
- B. The club will go before the Club Operations Committee for an interview to determine if the budget is ready to go before the Executive Board. After the interview, the Committee will submit a recommendation to the Executive Board on the funding request, the proposed budget, and any other relevant information for consideration. If the Committee does not clear the Club to proceed to the Executive Board, it will suggest areas of improvement for

the Club to consider before re-applying.

- C. Once cleared by the Club Operations Committee, the officers of the new club shall present their case for funding to the Executive Board within two weeks. Most approved starter funds are around \$200 nominally; though the final amount will be at the Board's discretion.
- D. It is the responsibility of the Club to request a sensible amount of money from the Board for the purpose of expanding the Club and continuing its programming.

§ 6.3 Conduct programming & submit for review.

- A. Once the club has received this start-up money, they will have to wait two months before returning to the Board for a final evaluation.
- B. The Board will then judge the success of the Club's programming and pass judgment on the use of the starter funds as to whether or not they were used appropriately to further the purpose of the Club.
- C. Granting a club funds from contingencies does not necessarily change their funding status.
- D. The Board may, at its discretion, provide the Club with a stop-gap budget with the purpose of allowing them to continue their programming until a normally approved budget can take effect.
- E. A club may submit a regular budget for the following fiscal year prior to the completion of their two-month starter budget, with the approval of the President of the Union or their designee. This budget shall be made available to the Club only if they are approved as a funded Club.

Chapter 7: Club Training Requirements

§ 7.1 Definitions & purpose.

- A. To provide the clubs with the resources they need to succeed, the Rensselaer Union Executive Board requires the following trainings for all Union organizations in addition to training required by New York State law.
- B. Unless otherwise specified below, the officers of Union clubs and organizations shall be expected to complete these trainings.
- C. Unless otherwise restricted below, all members of the Union are welcome to participate regardless of whether or not they hold any officer positions.

§ 7.2 Financial workshops.

- A. The Executive Board and the Union administrative staff shall host the Club Financial Workshop to provide information and training on the policies and procedures of the Rensselaer Union, especially those pertaining to club finances and budgeting.
- B. All organizations receiving funding from the Union must have their president or treasurer in attendance at a Club Financial Workshop held at the start of the fall semester.

1. If an organization does not have a president or treasurer, they must have an officer in attendance.
2. If an organization's officers are unable to attend a scheduled workshop, they must contact their assigned Student Activities Resource Person (SARP) to request an excused absence. If approved, the SARP will schedule a one-on-one meeting with an officer of the organization within three business days.

§ 7.3 Travel workshops.

- A. The Travel Workshop is hosted by the Executive Board and the Union administrative staff to provide information and training on the policies and procedures of the Rensselaer Union specifically pertaining to traveling.
- B. All organizations participating in travel for any club purpose must have their president or treasurer in attendance at a Travel Workshop held at the start of the fall semester.
 1. If an organization does not have a president or treasurer, they must have an officer in attendance.
 2. If an organization's officers are unable to attend a scheduled workshop, they must contact their assigned Student Activities Resource Person (SARP) to request an excused absence. If approved, the SARP will schedule a one-on-one meeting with an officer of the organization within three business days.

§ 7.4 Bystander Intervention and Title IX trainings.

- A. As mandated by Title 6, Article 129-B, Section 6447 of the New York State Senate, which is commonly known as the "Enough is Enough" law, Bystander Intervention Training covers domestic violence, dating violence, stalking, sexual assault prevention, Title IX Training covers how Rensselaer responds to allegations of the preceding.
- B. All officers of organizations classified by the Union must participate in a Bystander Intervention Training and Title IX Training.
 1. Upon being elected, officers must receive training at the start of the next semester after their term begins.
 2. All officers of a newly forming organization must have participated in this training before the organization is approved by the Executive Board.
- C. Training sessions shall be held during the first six weeks of each academic semester.
 1. If officers cannot attend any of the sessions because of verifiable academic conflicts, a request for additional sessions can be made to the Student Health Center (healthcenter@rpi.edu) for Bystander Intervention Training or the Division of Human Resources (hmail@rpi.edu) for Title IX Training.

§ 7.5 Records and repeat trainings.

- A. For the Club Financial Workshop and Travel Workshop, students are expected to attend the trainings each year that they hold officer positions, even if they have fulfilled these requirements in previous years.
 - 1. Students holding officer positions in multiple organizations do not need to attend multiple occurrences of the same workshop within the same year.
- B. For training requirements that individuals must only complete once, if a student has already received the training through Rensselaer Polytechnic Institute in the past, they do not need to repeat that training.

§ 7.6 Penalties for non-compliance.

- A. If a Union organization fails to fulfill a training requirement as defined in this policy, the organization's officers will be notified by the President of the Union in writing as soon as reasonably practicable.
 - 1. Attendance shall be recorded at each training to verify fulfillment of all training requirements.
- B. Recognized – Funded Organizations failing to fulfill a training requirement outlined in this document from the Union shall have their funding frozen immediately until the organization complies. Any recognized or affiliated organization will be barred from use of Union meeting space.
 - 1. Additional penalties may be assessed by the Club Operations Committee with the approval of the Executive Board after consultation with the Union administrative staff.
- C. Organizations failing to fulfill a training requirement outlined in this document that are recognized by or affiliated with the Union shall have its ability to utilize meeting spaces and other Union resources frozen until organization complies.
- D. Organizations failing to attend the Club Travel Workshop will not be able to travel until the organization complies.

Chapter 8: Additional Club Obligations

§ 8.1 The Union Activities Fair.

- A. The Union Activities Fair takes place in first week of the Fall semester every year. It provides an opportunity for all Union clubs and organizations, alongside several other Institute departments, to advertise their activities to potential new members.
- B. Union Funded clubs are required to attend every year and Recognized and Affiliated clubs are strongly encouraged to attend.
- C. In order for a group to attend the Activities Fair, it must be recognized or affiliated by the Union or another department of the Institute.

- D. Funded clubs that fail to attend the Fair may be sanctioned by the Executive Board as set out below:
 - a. Placement on Probation status and subject to the provisions laid out in Chapter 4 of this document.
 - i. If a club requests an excuse from their SARP at least one week in advance of the Fair, they will not be placed on Probation status.
 - b. The requirement that a club representative must table outside the McNeil Room or another mutually agreed-upon location during lunch, for a duration of two hours each day, for club information/recruitment purposes.

§ 8.2 Membership and officer lists on the Club Management System.

- A. Clubs are expected to maintain an accurate list of officers and members at all times via their club page on the Union's Club Management System.
 - a. Updated membership lists are necessary to ensure that Activity Fees are being spent on students in accordance with approved budgets. For liability purposes, they also act as an approved roster of students participating in club activities.
- B. Membership numbers are a factor that the Executive Board considers when it comes time to fund programs, so it's in your best interest to maintain accurate membership lists.
- C. Failure to update the Club Management System will result in club officers missing important communications from the Union, and may result in further penalties at the discretion of the Executive Board.

§ 8.3 Social media guidelines.

- A. Any posts must be in the "spirit of Rensselaer" and may not negatively reflect upon the Union or the individual club or organization.
- B. Social Media may not be used to promote products, services, or other pages not associated with the Institute or the Rensselaer Union.
- C. No posts may contain explicit material.
- D. Failure to adhere to these guidelines may result in disciplinary action pursued by the Union, including but not limited to Probation status as detailed in Chapter 4 of this document.

§ 8.4 Good academic standing.

- A. The Rensselaer Union recognizes that academics must be a priority for all activity fee paying student and that club or organizations should not hinder academic success.
- B. All club officers must be in Good Academic Standing with the Institute, defined as having a cumulative Grade Point Average above 2.0, to be eligible for their positions.
 - a. Failure to adhere to this policy, may result in the removal of a club officer.
- C. This rule will be monitored and implemented by the Union administrative staff.

Chapter 9: Club Office and Storage Space Policy

§ 9.1 Definitions & purpose.

- A. To ensure effective operation across years, Union clubs and organizations may require storage space for Union-owned club property and/or office space to aid in operations.
- B. The Executive Board will allocate spaces to clubs on a fiscal year basis, beginning on July 1st and expiring on June 31st.
- C. The storage and office space allocation space process is managed jointly by the Business Operations Committee of the Executive Board and the Operations Department of the Rensselaer Union Administration Office.

§ 9.2 New space allocation process.

- A. Any Union Funded club or organization wishing to receive storage and/or office space for any given fiscal year must fill out the *Union Club Space Application*, which is managed by the Business Operations Committee.
 - a. Only Union Funded clubs or organizations are eligible to apply for storage and/or office space.
- B. Once a club or organization has submitted their application, their request will be evaluated by the Business Operations Committee and the Union Operations Department and, if deemed necessary, space will be assigned based on a club or organization's demonstrated need.
 - a. The Business Operations Committee may defer to the Executive Board when evaluating club needs or assigning space based on their needs.
- C. Applications for storage space for the next fiscal year will be available by March 1st and clubs will be notified by May 1st of decisions for the next fiscal year.
- D. A club or organization may choose to appeal a declination of space to the Business Operations Committee and the President of the Union. If unsatisfied with the outcome of the appeal, the club or organization may choose to appeal further to the Executive Board.
- E. The Executive Board may choose to overturn any decision of the Business Operations Committee pertaining to storage and/or office space by a simple majority vote.

§ 9.3 Space renewal process.

- A. Each fiscal year, the Business Operations Committee shall review the active space allocations for Union clubs and organizations. The Committee may choose to automatically renew an allocation of any space.
- B. If the Business Operations Committee believes an office should not be renewed, the Committee shall, by majority vote, submit a recommendation to the Executive Board.
 - a. The Executive Board may decide to end a space allocation at the end of the current fiscal year by a simple majority vote with the Committee's recommendation or by a three-fifths majority vote otherwise.

- b. The Executive Board must provide the club or organization with the opportunity to present their case for renewal before voting to end a space allocation.
 - c. If deemed necessary, the Executive Board may end a space allocation immediately by a three-fifths majority vote with the Committee's recommendation or by a two-third majority vote otherwise.
- C. By no later than May 1st of each fiscal year, the Business Operations Committee shall notify all clubs with active space allocations on the renewal, or lack thereof, of their space allocation for the following fiscal year.

§ 9.4 Space transition process.

- A. Once all requests have been processed, an email will be sent out to club officers to remove equipment from the space if the space is not renewed.
- a. 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.
 - b. If a club does not have the space renewed and they do not remove the equipment stored in their allocated space, their budget may be frozen until all equipment is removed and/or their equipment may be removed by Union staff.

§ 9.5 Expectations and limitations.

- A. Storage of personal belongings should be kept to a minimum in Union allocated spaces.
- B. Office spaces should not be used for storage spaces, and storage spaces should not be used as offices.
- C. The Union administrative staff, the President of the Union, and the Business Operations Committee Chairperson reserve the right to access and inspect club storage and office spaces at any time without notifying the club in advance to ensure safety and compliance with all Union policies. In an event of noncompliance, the Union administrative staff may move or remove items from storage and office spaces at their discretion.
- a. In an event of noncompliance, the club shall be notified of the noncompliance and of any moved or removed items, if applicable.
 - b. If the noncompliance is not resolved in advance of the notification, the club or organization shall be expected to resolve the noncompliance within 24 hours of the notification.
- D. At the recommendation of the Business Operations Committee, the Executive Board may decide, by majority vote, to levy penalties on the club or organization in the event of noncompliance.
- E. Only current activity fee paying students or Rensselaer staff may have keys or card access to Union office or storage spaces.
- F. Each club will have as many keys as deemed necessary by the Union's Associate Director of Operations for the duration of the club's allocation to a storage or office space, unless the space has a digital access card scanner.

- a. The Union's Associate Director of Operations must be notified when club officers transfer keys to their successors or other officers.
 - b. Failure to return keys in a timely manner may result in the club's budget being frozen until keys are returned.
 - c. Lost or stolen keys must be reported to the Union's Associate Director of Operations immediately. Costs for replacement keys or core changes may be charged against the club's budget at the discretion of the President of the Union, Union administrative staff, or the Executive Board by majority vote.
 - d. The Union may re-core at its discretion any space within the Union without prior notification to the occupants of the space.
- G. If the allocated space has a digital access card scanner, clubs or organizations may request access for individual members by contacting the Union's Associate Director of Operations. Generally, access will be granted until the end of the Spring semester, at which point the officers of the club or organization will have to submit an updated access list in order for their members to keep their card access to the club or organization's assigned space.

Chapter 10: Union Club Advisers

§ 10.1 Assigned Executive Board Representatives.

- A. The President of the Union assigns an Executive Board Representative to each Funded Club. Non-Funded Clubs may be assigned a specific representative or may be asked to work with the Club Operations Committee, depending on the circumstances.
- B. E-Board Representatives are available to help their clubs with issues relating to their budgets and programs, and are the official liaison of the club to the E-Board throughout the fiscal year including throughout the budgeting process. E-Board Representatives have the responsibility of representing each of their clubs' interests to the E-Board, while at the same time representing the interests of all the students in the Union.
- C. A current or former member of a club may not act as a club's assigned E-Board Representative.

§ 10.2 Assigned Student Activities Resource Person (SARP).

- A. Student Activities Resource Persons (SARPS) are assigned to clubs by the Director of the Union, in consultation with the President of the Union, in order to provide professional advisement to their clubs.
- B. The signature of a SARP is needed for all transactions on a club's account.
- C. Their exact relationship with the club can vary, but they are all valuable resources and club officers should make an effort to establish a relationship with and get to know their assigned SARP.

§ 10.3 Additional faculty/staff advisers.

- A. The Union recognizes that some clubs, due to their activities, may benefit from and value the advice of a member of the Rensselaer's staff or faculty, outside of the Rensselaer Union.
- B. Technical engineering clubs are required to have a faculty adviser from the School of Engineering, who is willing to approve any technical projects they undertake.

Chapter 11: Accommodations for Protected Classes

§ 11.1 Definitions & purpose.

- A. The Rensselaer Union is a home for all Rensselaer students and, as such, must ensure all students feel welcome and included in the Union and its clubs and organizations.
- B. Though the Union maintains policies requiring organizations to maintain and report records on membership and participation, the Rensselaer Union recognizes the need for exceptions in clubs and organizations directly related to protected classes.
- C. The Rensselaer Union shall provide the exemptions and special permissions outlined to this document to any club or organization recognized by or affiliated with the Rensselaer Union that directly pertains to a protected class.
 - 1. A protected class shall be broadly defined as any affinity group that may be unfairly targeted due to their status in society.
 - 2. These exemptions and special permissions may be provided to any existing or newly-forming club or organization.
 - 3. The club should primarily act as an affinity group to ensure the anonymity and safety of members while operating.
- D. Recognized clubs and organizations afforded these exemptions and special permissions are still not permitted to restrict membership; however, the Executive Board shall entertain requests to change a club or organization's status to Affiliated if they wish to reasonably restrict membership as permitted for Affiliated Clubs in § 2.4.

§ 11.2 Request procedure.

- A. Clubs or organizations wishing to obtain these special accommodations should contact the Club Operations Committee. The Club Operations Committee shall review the group's request and submit a recommendation to the Executive Board.
- B. These exemptions and special permissions shall require the majority approval of the Rensselaer Union Executive Board.

§ 11.3 Exemptions & special permissions.

- A. To protect the identities of those involved, and to ensure a safe environment for their club to operate in, a membership roster will not need to be kept on file with the Rensselaer Union.

1. Members may still identify themselves on any club rosters or on the Club Management System at their discretion.
 2. In lieu of a roster, the club or organization shall be required to maintain an accurate count of active members and a count of how many members participate in each class year or academic cohort.
- B. All club officers, as defined in the group's constitution, will need to submit their names and contact information for use by the Union only. This information will be accessible by the Union administrative staff and the Executive Board.
- C. At the request of the Executive Board by two-thirds majority vote, the club or organization shall be required to submit a list of full names of members directly to the Union's Student Activities Staff.
1. The list shall be stored and secured in the Union Administrative Office.
 2. Upon the completion of its use, the list shall be destroyed by the Union Student Activities Staff.

Part II: Budgeting & Finances

Effective Date: July 1st, 2019 for future budgets in FY2021 and beyond. FY2020 budgets approved by the Executive Board in December 2018 will not be updated to reflect these new guidelines.

Chapter 12: Budgeted Income, Dues, & Fundraising

§ 12.1 Budgeted income & service fees.

- A. The Union does not fully subsidize certain program expenses.
 - 1. These expenses must have an accompanying income line in the budget to help pay for these expenses.
 - 2. The income can be generated from dues, service fees, fundraising, or by personal contribution.
- B. When budgeting for the subsequent fiscal year, organizations shall estimate earned income as the average actual income earned over the two previous fiscal years.
- C. All income in any form—including cash, checks, and student charge sheets—must be deposited in the Union Administration Office by the end of the next business day after collection.
 - 1. If a check is returned for insufficient funds, the check writer will be charged \$35.
- D. Clubs authorized to charge fees for their services must adhere to rates set by the Union Executive Board.

§ 12.2 Membership dues.

- A. If required to collect dues, clubs must collect a minimum of the dollar amount per person set by the Executive Board during the budgeting process.
- B. Club members who do not pay the Union Activity Fee, excluding dependents of Activity Fee-paying members, shall be required to pay an additional 50% amount in dues.
- C. If required to collect per-person dues, clubs must reach the total income level as determined by the projected membership.
 - 1. Failure to collect club dues is a derogatory factor the Executive Board will consider when budgets for the next year are being approved.
- D. Dues must be collected by no later than the following deadlines:
 - 1. October 15 for fall semesters,
 - 2. March 15 for spring semesters, and
 - 3. June 15 for summer semesters.
- E. If dues are not collected by each semester's deadline, expense dollars cannot be spent until the dues are collected in full.

§ 12.3 Fundraising.

- A. Clubs may desire to fundraise income to meet their obligations for programs.

1. The Executive Board must approve all fundraising initiatives as programs in advance based on full compliance with national, state, and local laws, Rensselaer community standards, and all Union guidelines.
- B. If a club wishes to conduct additional fundraising, the club should submit a proposal to Executive Board for approval, stating why and how they intend to raise the money and how much money they plan to raise.
- C. For fundraising initiatives that require up-front money (for example, when selling t-shirts as a means of fundraising), clubs may only obtain up-front money by using any of the following methods:
 1. Club members prepaying the Union for the cost of goods to be purchased;
 2. Reallocation of funds from another program within the budget, subject to the reallocation rules defined in Chapter 14, to pay for the cost of goods to be purchased, which must be repaid by the fundraising; or
 3. Request of a loan from contingencies when the budget does not have sufficient funds to reallocate, subject to the approval of the Executive Board, to pay for the cost of goods to be purchased, which must be repaid by the fundraising.
- D. Receiving or seeking donations does not count as “fundraising,” but may only occur in accordance with Institute policies and must be processed by the Division of Institute Advancement.

Chapter 13: Budgeted Expenses

§ 13.1 Definitions & overview.

- A. Budgeted expenses shall be defined as all expenses eligible for, and have been approved for, funding by the Union Executive Board during budgeting.
 1. Each organization shall research prices for all expenses for the upcoming budget, in preparation for submitting an accurate budget each November for the next fiscal year.
 2. Prior to purchasing the items budgeted, quotes and bids shall be obtained when deemed necessary by this document or at the discretion of the Union Business Administrator.

§ 13.2 Equipment purchases.

- A. For clubs requesting equipment purchases of over \$3,000 per unit item, the submitted budget proposal must include at least three (3) quotes from RPI-approved vendors for the specific item along with a justification for both the purchase and requested amount.
 1. Equipment purchase requests in compliance with this requirement shall be reviewed by the Executive Board during normal budgeting procedures.

2. Equipment purchase requests outside of normal budgeting procedures—such as contingencies requests, reserves requests, or reallocation requests—shall also necessitate this requirement.
- B. If a club wishes to purchase a different item than the item quoted, the purchase requires the approval of the President of the Union, the club's assigned Executive Board Representative, and the club's assigned SARP.

§ 13.3 Deposits & prepayments.

- A. Unless approved by the Business Administrator, the club's assigned Executive Board Representative, and the club's SARP, the Rensselaer Union will not prepay or make deposits for products or services not yet received.
- B. Any prepayments, deposits, or other special payment terms shall require documentation from the vendor to support the requirement before special approval can be given.

§ 13.4 Orders, quality assurance, & damage inspection.

- A. All materials, supplies, and equipment delivered to the Rensselaer Union must be inspected immediately upon receipt to determine the condition and completeness of the shipment.
- B. Within five (5) days of delivery, orders must be picked up from the Union Administration Office, and any damages or shortages must be reported to the Union Administration Office by then.
- C. If damages or shortages are found and reported, the Union administrative staff shall coordinate any resultant claims with the vendor or carrier.

§ 13.5 Approved vendors.

- A. All organizations must purchase materials from approved vendors identified by Rensselaer Polytechnic Institute.
- B. If an organization cannot obtain the necessary materials or equipment from any of the approved vendors, the organization can work with the Union administrative staff to get a specific vendor approved for the purchase.

§ 13.6 Funding for food.

- A. Any organization which includes a program involving food in their budget must also include an appropriate income line to cover the cost of the food, except for the following cases:
 1. Organizations may request a Food Allowance as outlined below in this section,
 2. If specific events provide a service to a club and require a substantial amount of work over multiple consecutive hours, the cost of food may be subsidized as work food funds for those events.

- B. During regular budgeting procedures, organizations may request a Food Allowance for food subsidy to use at the club's discretion throughout each fiscal year, including for events where food serves an essential role.
 - 1. The amount of subsidy for the Food Allowance shall not exceed a total of \$800 per year, regardless of club membership.
 - 2. Uses for the Food Allowance must be inclusive of all club members, should be outlined in the budget proposal, and can include, but are not limited to, end of year receptions, events, and recruitment efforts.
- C. If the Executive Board elects to subsidize food for any purpose, the rate at which food shall be subsidized shall not exceed \$4.00 per Activity Fee-paying participant, per semester, for Food Allowance or otherwise.
 - 1. If a club or organization is required to pay dues, the number of members that actually paid their dues will be used in the determination of the food fund for a club.

Chapter 14: Budget Modifications

Clubs which would like to re-allocate approved funds from one budget line to another, or would like to propose a new use for the funds rather than the pre-approved budgeted use, or propose a new program, may do so per the following guidelines. In general, the Executive Board will not consider reinstating items denied from budgets during the previous year's budgeting. If a club thinks it has a special case, it should discuss it with its Executive Board representative.

§ 14.1 Re-allocations between line items.

- A. Re-allocations and contingency requests over \$500, and any requests that would result in a new program, require the approval of the Executive Board.
- B. Re-allocations and contingency requests at or below \$500, that would not result in a new program, may be approved by the President of the Union in lieu of the Executive Board.
 - 1. At their discretion, the President of the Union may decide to have the re-allocation request heard by the entire Executive Board anyway.
 - 2. A denial from the President of the Union may be appealed to the Executive Board.
 - 3. The President of the Union must notify the Executive Board and the Union administrative staff of any approvals made by the end of the next business day.

§ 14.2 Executive Board proposals.

- A. All re-allocation, contingency, or new program requests, regardless of dollar amount, must be completed using the Union Club Request Form.
 - 1. The Union Club Request Form is available in hard copy in the Union administration office and also online at <https://rpi.box.com/v/union-club-request-form>.
- B. The Union Club Request Form must be signed off on by the club's Executive Board Representative, SARP, and the Union Business Administrator.

1. The order of consultation and signature for the SARP and Executive Board Representative does not matter as long as both are obtained, but the Union Business Administrator must be the last signature on the form.
 2. If the Assigned Executive Board Representative cannot be reached or has not been assigned for the club, the President of the Union may fulfill the duties of consultation and signature for the Executive Board Representative requirement.
- C. Proposals that require the attention of the Executive Board must be submitted by 5:00 pm at least two business days before the E-Board meeting where the proposal will be presented and reviewed.
1. The President of the Union may grant exemptions to this deadline on a case-by-case basis.
 2. If an emergent proposal requires the attention of the Executive Board before it can be discussed during a regularly scheduled meeting, it may be heard through electronic vote with the approval of the President of the Union.

§ 14.3 Year-end reconciliation.

- A. As each fiscal year for the Union ends on June 30, all bills incurred by clubs and or organizations must be submitted by June 1 to be accounted for in the current budget year and to avoid running the risk of being charged against the next year's account.
- B. Following June 30, each club's budget shall be reviewed by their SARP and the Union Business Administrator to determine actual performance throughout the prior fiscal year.
- C. By October 15 of each year, each club must verify its financial status and adjust their operating budget, if necessary, to account for over-expenditure in the previous fiscal year.

§ 14.4 Outstanding commitments.

- A. Upon notice to the Union thereof, unpaid financial commitments or responsibilities for services incurred prior to June 30 will be paid from Union Reserves.
 1. The budget for the club or organization account responsible for the expense will be adjusted to reflect the actual year-end balance.
- B. The club will be responsible to fulfill all obligations as stated in this document, including re-budgeting its current budget to take care of the expense.

Chapter 15: Programs Involving Travel

§ 15.1 General travel guidelines.

- A. As a general rule, club travel will be subsidized at no more than 50% of approved costs, and trip participants are expected to pay the unsubsidized portion of the approved costs.
 1. Service club travel, where the travel is a direct function of the club fulfilling their service, will be fully subsidized.

2. Based on the Union's finances, the Executive Board may opt to subsidize approved costs at a percentage below 50%, and such a decision shall be uniformly applied to all instances of travel following this subsidy split.
- B. For any travel outside the Capital Region (defined as a 30-mile radius from the Institute), club members are not allowed to use their personal vehicles as a method of transportation.
 1. In individual club or organization travel programs, the Executive Board may decide to mandate the use of another mode of travel.
- C. No individual meals, such as food over the course of a budgeted trip or an "away" competition, will be subsidized.
- D. All lodging and transportation expenses must be processed using the Institute's travel agent, Direct Travel.
 1. On consultation with the club's SARP and the Union Business Administrator, clubs may be given access to Concur to book their own travel or have it done for them by their SARP depending on the individual club's circumstances.
 2. Expense reports must be completed and submitted by no later than 4 weeks after the official end date of a trip.

§ 15.2 Lodging.

- A. When a club is required to stay overnight for an event in which the members are competing or representing Rensselaer, the cost of lodging will be subsidized.
- B. Clubs are expected to budget for lodging based on a maximum of 2 people per room.
 1. Exceptions may be considered by the club subject to approval by the organization's SARP if all participants on the trip approve, in writing, of the resulting arrangements.
- C. For lodging, the Union will subsidize up to \$175 per night for rural locations and \$225 per night for urban locations.
 1. Rural locations shall include non-major cities, such as Burlington and Utica.
 2. Urban locations shall include major cities, such as New York City and Boston, and resort areas and vacation destinations, such as Virginia Beach and Lake Placid.
 3. If unclear or uncertain, the Union Business Administrator shall determine if a location classifies as rural or urban.

§ 15.3 Union cargo van policy.

- A. Clubs may request to use the Union vehicles for local use, primarily for on-campus usage.
 1. The person who signs out the vehicle will be personally responsible for the timely return of the vehicle and its keys.
 2. Penalties will be charged to individuals who return the vehicles late or lose the keys.
- B. All Union cargo van usage must be club or organized related, not personal.
- C. Only two (2) people—the driver and a passenger—may travel inside of a Union cargo van at any given time.

- D. Only Union Activity Fee-paying students who are 21 years of age or older with a valid driver's license may drive the Union vehicles.
 - 1. All drivers must take the Risk Management Defensive Driving course, offered periodically by the Division of Human Resources, before they drive the Union vehicles.
- E. Any damages to the vehicle will be assessed to the club, unless determined to be the result of negligence or willful damage on the part of the individual(s).
 - 1. In the case of negligence or willful damage, the responsible individuals will be assessed for damages and/or deductibles.
 - 2. The privilege of driving the Union vehicles will be taken away from individuals found "at fault" for any accident involving a Union vehicle.
- F. Departments outside of the Union cannot utilize the Union cargo vans, unless an exception is made by the President of the Union.

§ 15.4 Invitational competitions and tournaments.

- A. Expenses associated with the above will not be funded directly from a club or organization's budget, but instead centrally accounted for in an administrative Travel Contingency budget.
 - 1. Trips funded under this provision will be marked using the 300 sub-account code in the Club Management System, which indicates their expenses and income will not be calculated into the total subsidy figure for the club or organization.
- B. In recognition of a club's accomplishments, when the Union's financial status allows, the Executive Board may decide to subsidize more than 50% of the total travel costs on a case-by-case basis, up to a total subsidy of 70% of travel costs.
 - 1. On a case-by-case basis, and when the Union's financial status allows, the Executive Board may decide to subsidize more than 70% of the total approved costs for competitions or tournaments based on exceptional performance.

§ 15.5 Educational and instructional trips.

- A. Approval is based on the expectation that the club will bring back whatever information they learned to teach the rest of the club and to impact the greater student body.
- B. Generally, these trips will be subsidized at the subsidy breakdown provided to other means of travel.

Chapter 16: Uniforms, Clothing, & Personal Items

§ 16.1 Club uniforms & clothing.

- A. Clubs and organizations may choose to take advantage of the purchasing power of the Union to acquire uniforms, clothing (including t-shirts), and personal items related to their club's activities.

- B. If uniforms, clothing, or personal items are not approved budget items, the club or organization must provide full payment in advance to the Union for the cost of the items.
- C. The design of all uniforms, t-shirts, or personal items, regardless of if they subsidized or not subsidized, must be consistent with Rensselaer Community standards and must not be violate any known local, state, or national laws. Any artwork using a Rensselaer logo must be approved by Creative Services before the t-shirts or uniforms are printed.
- D. The Union will only subsidize uniforms, clothing, or personal items if they remain the property of the club and if they are not custom tailored or purchased to individual specifications, except where deemed necessary for compliance with health, safety, and risk management laws, policies, or expectations.

§ 16.2 Prize guidelines for Union-sponsored events.

- A. Prizes and trophies won in club or organization sponsored events must be covered by entry-fees for said event, except for intramural sports coordinated by the Mueller Center.
- B. The Union will not subsidize individual awards—including t-shirts—as prizes for an event.
- C. The Union will not subsidize any gifts or awards given to members.

Chapter 17: Referees, Coaches, & Instructors

§ 17.1 Hiring & continuance of coaches & instructors.

- A. In accordance with the policies of the Division of Human Resources, all coaches and instructors for any Union Funded Club must be hired by—and formally report to—the club’s assigned SARP.
 - 1. Clubs may not hire or fire coaches or instructors by themselves.
- B. All coaches and instructors must pass the relevant background checks and possess the relevant insurance before being allowed to have contact with Rensselaer students.
- C. The current officers of the organization will be given input into the hiring and continuance of any coaches or instructors hired for their club.

§ 17.2 Compensation of coaches & instructors.

- A. The Union may subsidize up to 50% of the cost of compensation for a coach or instructor, and club dues must cover the unsubsidized portion of this cost of compensation.
 - 1. Compensation for coaches and instructors shall include salary and fringe benefits.
 - 2. Professional directors for performing arts clubs may be subsidized at a percentage higher than 50% and, therefore, are not required to charge dues to offset the cost.
- B. Funds allocated for coaches and instructors cannot be reallocated for other programs.

§ 17.3 Referees & umpires.

- A. The Union may subsidize the cost of referees and/or umpires as are necessary to conduct valid competition.
- B. Funds allocated for referees and umpires cannot be reallocated for other programs.
- C. Any student qualified to serve as a referee or umpire may be paid to fulfill this capacity.
 - 1. Qualification can be in the form of a professional certification or by confirmation of qualification by the club's SARP and, if applicable, the club's coach or instructor.

Chapter 18: Purchasing Policies

§ 18.1 Comprehensive plan for purchasing equipment & supplies.

- A. Clubs that need to purchase and/or replace capital equipment (all equipment costing more than \$3,000) must present a comprehensive budget proposal for purchasing and/or replacing equipment to the Union Executive Board, which shall include three quotes for the piece of equipment in question.
 - 1. The Executive Board will review each plan during budgeting and determine whether they can support the club's proposal.
 - 2. Each subsequent year the club must revise their plan to reflect purchases made and any adjustments they feel should be made to their plan; the E-Board will determine if it can support any changes to the plan.
- B. Clubs should request each purchase in the annual budget, but in certain circumstances may make requests to purchase capital equipment ahead of schedule.
 - 1. The E-Board may not be able to approve funds to purchase the capital equipment in one budget year.
 - 2. Each club must designate how it would like to finance this capital equipment in advance of its purchase.
 - 3. Clubs should consult with their SARP or their Executive Board Representative as they prepare their budgets.
- C. To finance equipment that will require a large capital expense, clubs should create a distinct "reserve account" for the sole purchase of the equipment.
 - 1. These accounts are intended for large, recurring purchases or for large, one time purchases that may not be able to be purchased during any particular fiscal year.

§ 18.2 General procedures to purchase equipment and supplies.

- A. All budgeted equipment over \$100 should be purchased before March 15.
 - 1. Clubs are encouraged to order these larger items as soon as possible so that the activity fee paying members of the club may get the maximum benefit of the equipment.
- B. Any budget-approved equipment purchase under \$3,000 may be made without obtaining new bids before the actual purchase is made.

- C. All equipment costing more than \$3,000 must have 3 written current bids or quotes before a final decision is made on purchasing, except as follows:
 - 1. Rensselaer Polytechnic Institute has certain provisions for “State Contract Items,” “Rensselaer Contract Items,” and “Sole Source Purchases.”
 - 2. If, in the course of getting bids from companies, a club is told that the item under question can be purchased under New York State Contract or is under a blanket order with Rensselaer, or finds that they can only purchase the specific item from one supplier, the club should consult with their SARP on how to proceed.
 - 3. In any event, the club must prepare a note for the file justifying why it made its final decision.
- D. Individual club officers are expressly prohibited by Institute policies from signing any official contracts with a vendor for any product or service.
 - 1. Only the Procurement Services Department is allowed to sign contracts, and even Rensselaer Union staff members are not authorized by the Institute to sign contracts.
 - 2. The time needed to coordinate the involvement of the Procurement Services Department must be included when a club is purchasing a good or service that requires a signature on a contract.
- E. All purchases will start with a club filling out the “Purchase Requisition Form”, which is available in hard copy in the Union administrative office.
 - 1. All purchase requisition forms must be signed by the club’s SARP before they can be submitted to the Union Administration Office.
 - 2. Once the form is submitted to the Union Administration Office, the Finance Office will then generate a purchase order to be given to the vendor in return for the item.
 - 3. When a purchase order is written, the Rensselaer Union is paying for the item and, therefore, assumes ownership of the item as well as all risks associated with the purchase.
- F. All items purchased using club funds MUST be delivered to the Union Administration Office to ensure the items have been received in an acceptable condition.
- G. Upon request and on a case-by-case basis, the Union may occasionally make exceptions to allow for small purchases to be made without a purchase order in advance, even though this is not the recommended purchasing method.
 - 1. Exceptions to do this must be obtained in advance of the purchase, and the total amount must be below \$100.
 - 2. If the club wants to make a purchase without a purchase order, they should first consult with their SARP.
 - 3. If the SARP agrees, a club member may use personal funds to pay for the purchase with the expectation of reimbursement upon providing a receipt for the items.
- H. An alternative option is the use of the Union’s credit card, which can only be used for travel and entertainment expenditures.

1. Even with credit card usage, a purchase order is still required for any services rendered on campus.
2. To use the credit card, club members must work with the Finance Office to complete the appropriate paperwork to provide a record.

§ 18.3 Penalties for unauthorized purchases.

- A. In consultation with the Union administrative staff, the Executive Board may choose to sanction clubs or individual officers that fail to follow the guidelines set forth in this chapter, in ways including but not limited to the following:
 1. Deciding the Rensselaer Union will not pay any portion of the unauthorized expense, thus leaving the individual club officer that made the expenditure fully and personally liable for the expense;
 2. Re-allocating funds from a club's operating budget, gift fund, or reserve fund to pay for the purchase;
 3. Further reducing a club's operating budget or freezing their budget as a punitive measure; or
 4. Placement of the offending club on Probation Status.

§ 18.4 External bank accounts.

- A. For Union Funded Clubs, external bank accounts in the name of a club officer or the club itself are strictly prohibited.
- B. Union Funded Clubs may not obtain their own Federal ID number.
- C. Union Funded Clubs are prohibited from creating or maintaining online payment accounts—such as Venmo or PayPal—in the name of the club or organization.

§ 18.5 Receipts policy.

- A. Receipts of club-budgeted expenditures must be turned in, in English, within five (5) business days to the Union Administration Office to receive reimbursement.
 1. Failure to return receipts within this deadline will disqualify the purchase from receiving reimbursement.
- B. Receipts must be itemized and include: the date the purchase was made, the business the item(s) were purchased from, and the purpose of the expenditure.
- C. New York State sales tax will be reimbursed, but Rensselaer is exempt from paying sales tax. Therefore, tax exemptions forms should be obtained from the Business Administrator prior to making a purchase.
- D. All reimbursement requests need the signatures of one authorized club officer and the club or organization's SARP.
- E. All cash reimbursements from the Club Operating Fund are limited to \$100 or less.

- F. For travel, the Union may provide funds in advance for gas, toll, and parking expenditures. Receipts for these purchases must be obtained and returned to the Union within five (5) business days of the trip's official end date.

§ 18.6 Rensselaer Bursar charge sheets.

- A. Clubs may charge student's Bursar accounts to collect income from students for an approved club program, including dues, t-shirts, trip fees, or other individual expenditures.
 - 1. Charge sheets can only be used for amounts at or above \$10 per person charged.
 - 2. The form must be carefully completed and each student must sign his/her own initials on the form, acknowledging that his/her account is being charged for the said purpose of the charge.
 - 3. Charge sheets must be accurately tallied by an officer of the club and then turned in the Union Administration Office.
- B. Charge sheets should be turned in weekly to ensure they are applied to student accounts in a timely manner.
 - 1. In all cases, charge sheets must be turned in by the deadline communicated by the Business Administrator to club officers to be charged to students during the same semester students authorized the charge.
- C. Club accounts will be credited with funds immediately once the forms are turned in.

§ 18.7 Rensselaer Collegiate Store.

- A. Collegiate Store charge slips may be used to purchase approved budget items from the Store and can be obtained from the Union Administration Office.
- B. After making the purchase, the club officer must return the receipt to the Union Administrative Office by no later than the end of the next business day.
 - 1. For any receipts not turned in by this deadline, the Union will charge the amount to the person making the purchase.

§ 18.8 Food purchases from Sodexo and America To Go.

- A. For internal (Sodexo) vendors, department charge slips can be obtained from the Union Administration Office for use with approved Union programs.
- B. The department charge slip will be used as tender at any Sodexo location. The club must ask for a receipt for the total amount of the purchase and return that receipt to the Union administrative office by the end of the next business day.
 - 1. For any receipts not turned in by this deadline, the Union will charge the amount to the person making the purchase.
- C. Any time a club or organization wants to make a high-volume purchase (e.g. ten pizzas for a recruitment party) they should call ahead to ensure that their order is ready when needed.
- D. For external vendors, a club or organization must use a vendor that is included in the America-To-Go service used by Rensselaer.

1. The group may order through a list of approved vendors, and submit a requisition form to their SARP for approval. Once that form has been approved, the form will then go to the finance office for processing and ordering. The food will be paid for through the program and will be available for pick-up by the club or delivery.
2. An exception to this rule can be made for foods not available through Sodexo or America to Go. The Union's credit card can be used to purchase food in this case.

§ 18.9 Conflict of interest.

- A. There is a "conflict of interest" policy of Rensselaer Polytechnic Institute's Purchasing Department that concerns the purchase of goods and services.
- B. Goods and services provided by Rensselaer employees, students or independent contractors affiliated with the Rensselaer Union shall not be considered a conflict of interest if they comply with the Institute's policy.
- C. For more information on this purchasing policy, see Rensselaer Purchasing Department policy #1.3.

Chapter 19: Charitable and Philanthropic Events

§ 19.1 General policies.

- A. The intent of the Union Activity Fee is to enrich student life on campus and not be a direct or indirect donation to charity or other philanthropy.
- B. The Executive Board may, on a case-by-case basis annually, choose to subsidize philanthropic or charitable events if the event provides substantial benefit to campus, student life, or student development.
 1. The philanthropic or charitable event must be accessible to all students and predominantly focus on students (e.g. spread awareness or entertain).
- C. Events requiring mandatory donations, such as entrance fees, will not be subsidized.
 1. An entrance fee that is used exclusively to offset the cost of the event is not considered a mandatory donation.
- D. If an event raises more money from its entrance fee than what covers the cost of the event, that extra money will not be eligible for donation.
 1. This section is intended to ensure that entrance fee is not inflated with the intent to garner extra money to donate.
- E. Compliance with these general policies does not guarantee funding for a program, but only enables it for consideration.

Chapter 20: Services Available to Clubs & Organizations

§ 20.1 *The Polytechnic* advertising.

- A. *The Polytechnic* allows for clubs and organizations to submit advertisements for events for publication in their print issues and on their website. Rates for ads are set by *The Polytechnic* with the approval of the Executive Board.
- B. As a service for funded clubs, the Marketing and Strategy Committee of the Executive Board, in consultation with the Assistant Director of Student Activities for Media, sponsors a fund that clubs may use to pay for advertising in *The Polytechnic*.
 - 1. The Marketing and Strategy Committee will take applications from Funded clubs and organizations to be granted Poly Credits out of this fund.
- C. For more details on advertising in *The Polytechnic*, reach out to your SARP or Executive Board representative. *The Polytechnic* may be contacted for advertising inquiries at ads@poly.rpi.edu.

§ 20.2 UPAC Sound & Lights.

- A. For UPAC Sound and/or UPAC Lights, Union Funded Clubs are not required to pay the rental fee on equipment but are required to pay technician fees those who work the event.
 - 1. These technician fees should be reflected in the approved budgets for Union Funded organizations.
- B. Union Recognized or Affiliated clubs may appeal to the Director of Student Activities for UPAC Sound and/or UPAC Lights service funding from an administrative budget for their events, as long as the event complies with all laws, Institute policies, and Union guidelines.
- C. All official contact with UPAC Sound and/or UPAC Lights must be through their websites.
 - 1. The UPAC Sound website can be found at <https://sound.union.rpi.edu>.
 - 2. The UPAC Lights website can be found at <https://lights.union.rpi.edu>.
- D. Contracting UPAC Sound and/or UPAC Lights requires a two-week notice.
 - 1. UPAC Sound and/or UPAC Lights may still decide to work an event even if the notice is given less than two weeks before the event, but they may choose to charge late fees as a result.

§ 20.3 RPI TV filming.

- A. RPI TV offers clubs the ability to film their events. As a general rule, events that are open to the Rensselaer community and have lasting archive value will be filmed free of charge, subject to the availability of RPI TV members.
- B. Events that cannot be posted on their website due to copyright reasons or otherwise deemed by RPI TV as not in the general interest of the Rensselaer community will have a charge associated with them for filming and post-production editing.
 - 1. Quotes outlining these costs will be provided by RPI TV prior to the event.

2. For clubs classified by the Union, event filming is charged at \$20 per hour, and post production editing is charged at \$25 per hour.
 3. For groups not classified by the Union, departments outside the Union, or groups external to Rensselaer, event filming is charged at \$30 per hour, and post production editing is charged at \$35 per hour.
 4. The time required to setup and take down equipment may be charged under the event filming rates.
- C. The Executive Committee of RPI TV shall determine whether an event will be filmed free of charge or charged at the rates set in this section.
- D. Booking RPI TV requires a two to three weeks' notice. If they are not given this window, RPI TV may not be able to plan the shoot, allocate equipment, or gather a crew before the event.
1. RPI TV may still decide to work an event even if the notice is not given.
- E. For further information or to request their services, email RPI TV at contact@rpitv.org. Please include the venue, start time, and end time in requests.

§ 20.4 Public Safety.

- A. Many events may require Public Safety for crowd control and/or liability purposes.
- a. Public Safety evaluates each program on an individual basis to determine if their services will be required.
 - b. Each club should consult with their SARP on budgeting for this service.
 - c. The Union budgets for the total cost of Public Safety at these events.
- B. Requests for Public Safety coverage must be received 2 weeks prior to an event or the event can be cancelled.

§ 20.5 Marketing and photography services.

- A. The Union will provide photographers free of charge for events hosted by clubs classified by the Union, subject to the availability of the Union student employee photographers.
- a. Pictures will be shared with the club after the event via an RPI Box Enterprise shared folder link and may be further redistributed freely by the club.
 - b. The Rensselaer Union reserves the right to freely use these event pictures in any of its future marketing materials.
- B. The Union will advertise events hosted by clubs classified by the Union on the official Union social media channels, including Facebook, Instagram, and Twitter.
- C. Large plotted posters can be printed for events, paid for out of an administrative budget, subject to the approval of the Assistant Director of Student Activities for Media.
- D. The Union also employs student graphic designers who can design promotional materials, logos, and other designs free of charge to all clubs classified by the Union.
- E. Clubs classified by the Union can receive advice and consultation on marketing and advertising from the Assistant Director of Student Activities for Media.

- F. Marketing and photography services, as outlined in this section, shall be coordinated by the Assistant Director of Student Activities for Media.

§ 20.6 Club printing and photocopying.

- A. A set black/white and/or color printing quota on the club copier in the Student Government Suite is provided in each Union Funded Club's budget.
- B. Club officers will be provided a code that charges prints on that copier against that club quota, and will be notified of any changes to the code.
- C. Under no circumstances is the code to be used for personal business.
 - a. If an individual is found to be in violation, personal restitution will be made.
 - b. For personal usage, this printer is available on the RCS public printer system as "RU3210CL" and charges standard Institute printing rates to the individual.
- D. Any discrepancies in prints available should be reported immediately to the club's SARP.

Chapter 21: Incentive Income

§ 21.1 Definition and purpose.

- A. Incentive income shall be defined as income a club earns on top of the income they were budgeted to take in during a fiscal year.
- B. Earned incentive income will be awarded to clubs only if the Rensselaer Union can absorb the cost of that award and still balance its budget.
- C. The purpose of incentive income shall be to encourage and reward those clubs which raise additional income in the course of carrying out their programs.
 - a. Incentive income will not have the effect of diminishing or penalizing club budgets in the next fiscal year.
- D. Incentive income will first be used to balance off over expenditures. After that, any unused incentive income may be carried over to the next year and must be spent in that year unless it is designated as an approved long-term saving plan.

§ 21.2 Permitted uses.

- A. Uses of incentive income must be for the benefit of all club members.
- B. If a club qualifies for incentive income from the previous fiscal year, they must submit a usage plan for these funds to the Union Administration Office by no later than October 15.
 - a. Incentive income can be used for any currently approved program, without further approval required before its use, but this usage must still be submitted for reference and record purposes.
- C. For any newly proposed program to be paid for by incentive income, the club must submit a proposal to the Executive Board.
 - a. The same criteria for approval used for reallocations, requests from contingencies, new program requests apply to this use of incentive income.

- D. In the next fiscal year, the club may spend a maximum of 50% or \$200 of the incentive income, whichever is less, toward the purchase of food for a club-sponsored event.
 - a. If a club or organization chooses to do this, they must use the *Union Club Request Form* to inform their SARP, Executive Board Representative, and Union Business Administrator before purchasing the food.

Part III: Facilities & Operations

Effective Date: January 24, 2019 for the rest of FY 2019 and future fiscal years.

Chapter 22: Signage Policy

Changes to the Signage Policy must be approved by the Executive Board and the Student Senate.

§ 22.1 Definitions & purpose.

- A. This chapter establishes a standardized policy governing the posting of signs and advertising materials within Rensselaer Union facilities.
- B. This policy supplements the *Institute Sign Policy*, as described in the [Rensselaer Handbook of Student Rights and Responsibilities](#), and is superseded by rules established by the Rensselaer Union Student Senate to govern student elections.

§ 22.2 General posting areas.

- A. Certain areas in Rensselaer Union facilities are established for general posting purposes. Such areas are indicated by an official Rensselaer Union label marking them for General Posting.
- B. All organizations classified by the Rensselaer Union may post in the General Posting areas. Organizations undergoing the new club formation process, may post in the General Posting Areas subject to any limitations set by the Club Operations Committee.

§ 22.3 Dedicated spaces.

- A. Dedicated spaces may be assigned by the Marketing and Strategy Committee to an individual Union organization or a group of Union organizations.
 - 1. If assigned to a group of Union organizations, the list of organizations approved for posting shall be maintained by the Committee and kept on file in the Union administrative office.
 - 2. Organizations can submit requests for dedicated posting space to the Marketing and Strategy Committee.
- B. Dedicated spaces are reserved for use only by the organizations they are assigned to; however, organizations with dedicated spaces may still utilize General Posting Areas.

§ 22.4 Signage content requirements.

- A. Inappropriate Content
 - 1. Any posting deemed inappropriate may be subject to removal.
 - 2. Some examples of unsuitable material include, but are not limited to, vulgar language, pornographic material, and libelous or false information.

3. The Marketing and Strategy Committee may rule a poster as inappropriate on a case-by-case basis, which may be appealed to the Union Executive Board.
- B. Takedown Date
1. All signs must be marked with a takedown date.
 2. For signs advertising events, the takedown date must be the day. After the conclusion of the event.
 3. For all other signs, the takedown date must be no further than fifteen days from the date of posting.
- C. Approval Stamp
1. All signs posted in General Posting Areas must be stamped at the Union Administration Office (Union 3702) prior to posting.
 2. Any sign deemed in violation of this policy or the Institute sign policy may not receive a stamp at the discretion of Union administrative staff. This decision can be appealed to the Marketing and Strategy Committee.
- D. Multiple Copies
1. At any given time, no more than five copies of the same sign may be placed in a single building overseen by the Rensselaer Union.
 2. At any given time, no more than ten signs of any design for a single organization may be placed in a single building overseen by the Rensselaer Union.
- E. Obstruction
1. No sign shall obstruct a previously posted sign.

§ 22.5 Removal & reporting.

- A. Posters may be removed by any community member once the takedown date has passed.
- B. All signs in violation of the content requirements outlined in this policy are subject to immediate removal by Union staff, Environmental & Site Services, or the Marketing and Strategy Committee.
- C. If a community member suspects that a poster may be in violation of the content requirements outlined in this policy, they should email the Union administrative staff at union@rpi.edu or the President of the Union at pu@rpi.edu.

§ 22.6 Exceptions.

- A. Exceptions to this policy may be allowed at the discretion of the Marketing and Strategy Committee on a case-by-case basis.
- B. Appeals to this policy can be made in writing to the Marketing and Strategy Committee.
- C. Furthermore, the ruling may be subject to review by the Executive Board.

Chapter 23: Room Reservation & Events Policy

§ 23.1 Definitions & purpose.

- A. The Operations Department of the Rensselaer Union Administrative Office shall handle all room reservations within the Rensselaer Union following the guidelines set forth in this document.
- B. Any reservations made within the Rensselaer Union must pertain directly to the business, operations, and/or activities of the club or department that made the booking.
 - 1. Rooms within the Rensselaer Union are not to be reserved for study hours, office hours, meeting(s) with teaching assistants or professors, or other academic business without special approval.
- C. When reserving a room in the Rensselaer Union, reservations can be classified as Club Meetings or Special Events.
 - 1. Club Meetings are defined as any meeting that is held within normal group operations, such as a general body meeting or club officer meeting.
 - 2. Special Events are defined as events hosted by a group that is not within regular club operations.

§ 23.2 Reserving rooms for club meetings.

- A. For subsequent semesters, Room Reservations in the Rensselaer Union will open on Event Management System (EMS) 15 Institute business days after class registration opens for that semester.
- B. All bookings within the Rensselaer Union must be made in half hour increments starting on the hour or the half hour.
- C. All regular reservations must be made prior to 12 pm on the Institute business day preceding the date of reservation; any attempt to reserve a room after this time cannot be guaranteed.
- D. Any group that cancels a meeting is expected to delete their reservation on EMS and/or inform the Operations Department as soon as possible to allow other groups to use the space.
- E. **At the end of a reservation, it is the group's responsibility to ensure that the room is reset to the furniture layout defined for that room and free of anything brought into the room by the organization.**
 - 1. Groups should consider that it may take additional time to return rooms to their initial condition when reserving bookings. If another group has reserved the room immediately following a reservation, the room reserved should be prepared and vacated by the time the next booking starts.

§ 23.3 Primetime hours.

- A. Primetime hours within the Rensselaer Union are from 4 pm until 10 pm on any night where the Institute academic calendar indicates that there are classes the following day, with the exception of Sunday.
- B. During primetime hours, only clubs and organizations classified by the Rensselaer Union and student government organizations may reserve rooms for regular meetings.
- C. All organizations eligible to book rooms within the Rensselaer Union during primetime hours are allowed a maximum of 4 primetime hours per week.

§ 23.4 Reserving rooms for special events.

- A. Special Events may be booked within the Rensselaer Union after vetting and approval by the Director of Student Activities and the Union Operations Department for risk mitigation.
- B. Clubs may book Special Events in advance by contacting the Union administrative office in advance.
- C. The Director of Student Activities or the Union Operations Department may determine that a Special Event requires other rooms in the Rensselaer Union to close to the public or that normally scheduled events be cancelled or relocated.
- D. All bookings within the Rensselaer Union must be made in half hour increments starting on the hour or the half hour.
- E. All groups may book special events, and they do not count towards club primetime hour allotments.
- F. Any group that cancels a Special Event must inform the Union administrative office as soon as possible to allow other groups to use the space.

§ 23.5 Events with food.

- A. The Union Operations Department must grant permission for any club to cook on site. Clubs must provide information on how they will cook foods to gain approval.
- B. Clubs selling low-risk foods, such as candy, prepackaged products, and bake sale goods, may schedule events without obtaining prior approval. A list of ingredients in all food items must be available upon request.
- C. Special Events using food need to be vetted by the Director of Student Activities and the Operations Department for risk and risk mitigation.
- D. Approved appliances include: Crock-pots, rice steamers, microwaves, and electric griddles. Absolutely **NO** sterno or fire, exposed electrical heating elements, hot plates, or deep oil fryers are permitted.
- E. BBQ grills, electric frying pans, and deep fryers will be approved for outdoor use on the patios on an individual basis. See the Director of Student Activities for details.
- F. In accordance with Rensselaer's Outdoor Lawn/Field or Concourse Tabling, guidelines document only 10 scheduled food sale events per group, per semester are allowed. This includes but is not limited to either 10 days in a row, or once a week for 10 weeks.

G. For additional information regarding food, please see the Union administrative office.

§ 23.6 Exceptions.

- A. Student Government Organizations will be given exclusive booking rights of the Student Government Suite (SGS), excluding the Club Library (Room 3124).
- B. The McNeil Room may only be booked on Fridays after 3 pm, Saturdays from 7 am until 1 am on Sundays.
- C. Mother's Wine Emporium may only be booked for Special Events. Regular meetings in this space are not permitted.
- D. If an event requires catering, an additional half-an-hour setup time and breakdown will be needed and must be accounted for when reserving the space.
- E. The Games room is a space for all activity fee paying students to use free of charge during open hours.
 - 1. Certain gaming clubs have been designated space for member use and club programs.
 - 2. If a group wants to reserve the entire Games Room, it must give 10 Institute business days' advance notice to the Operations Department.
- F. The use of Rensselaer Union facilities will be subject to a fee, to be assessed by the Operations Department, for groups that restrict the use of facilities by the activity fee paying student population.
- G. From the last day of classes until the end of final examinations, all rooms within the Rensselaer Union, except for Mother's Wine Emporium, will be reserved for studying and may not be booked by groups.
 - 1. If a group needs to hold a meeting during this time, special arrangements can be made.
- H. Student Government organizations will be given priority for general body meetings followed by Rensselaer Union Recognized and Affiliated Clubs.
- I. The SARP and Executive Board Representative of a funded club or the SARP and the Business Operations Committee for unfunded clubs may approve reservations contrary to this policy.
 - 1. Appeals of their decisions may be brought to the entire Executive Board for consideration.

Chapter 24: Club Technology Services

§ 24.1 Expectations of use.

- A. The Rensselaer Union offers several technology services to all clubs and organizations, all free of budgetary charge.
- B. All uses of club technology services must comply with Institute technology policies, including the *Cyber-Citizenship Policy*.

- C. Questions and inquiries can be submitted to the Union Systems Administrators via email at sysadmin@union.lists.rpi.edu.

§ 24.2 Web hosting space.

- A. The uniform resource locator (URL) format for club web space shall be in the form of either [clubname].union.rpi.edu or [clubname].rpi.edu, where a web-friendly version of the club's name or nickname—as they appear in the club's constitution—shall be used.
- B. The Union provides webhosting services for all clubs through a cPanel server, which supports LAMP apps using PHP and MySQL databases.
- C. Storage space has no currently-defined limit; however, the web hosting should not be utilized for file hosting.
- D. The Union Systems Administrators will not maintain websites on behalf of clubs, but will provide advice as needed.

§ 24.3 Union website landing pages.

- A. All clubs classified by the Union shall be provided a landing page on the Union website to post basic information about their club accessible to a large public audience.
- B. Clubs may designate any individual to have editing rights over their respective landing page in the Club Management System, under the section entitled "Web Portal."

§ 24.4 Box Enterprise accounts for clubs.

- A. Clubs are automatically provisioned with a shared storage space through RPI's Box Enterprise service. All clubs are encouraged to use it as ownership will automatically be turned over to future club members and officers and there is unlimited storage space available.
- B. Access to the space is automatically provided to both club officers and their members as defined in CMS. Several times a day, Box will sync with the CMS's membership and officer lists in order to update access permissions.
 - 1. By default, club officers are "Co-owners" to their space and club members are given "Viewer" permissions to the space.
 - 2. Officers may elevate their membership from "Viewer" rights to any other permission level.
 - 3. Club officers may add additional people not associated with your club directly through Box and even make some folders public.
 - 4. A comprehensive list of the different permissions available through Box can be found at <https://community.box.com/t5/Collaboration-and-Sharing/What-Are-The-Different-Access-Levels-For-Collaborators/ta-p/144>.
- C. Please note, you must manually enroll in Box at RPI by following the instructions on the following webpage before you can access the space: <http://dotcio.rpi.edu/box-acct-request>.

§ 24.5 Mailing lists for clubs.

- A. Clubs have the ability to request specialized Union mailing lists through Sympa at <https://union.sympa.rpi.edu/www/home>.
- B. Lists are generally reviewed within a couple of days.
- C. The creation of a mailing list may be denied if deemed profane in title, irrelevant to the club's purpose, or excessive. Such a denial can be appealed to the President of the Union.
- D. Clubs are encouraged to maintain an officer mailing list and a membership mailing list, both of which can be synced directly with those respective lists on CMS.
- E. All mailing lists for clubs follow the format of [listname]@union.lists.rpi.edu but an alias [listname]@rpi.edu can be requested as well.

§ 24.6 Loaner laptops.

- A. The Rensselaer Union has a stock of Chromebooks that can be signed out and/or reserved through the Admin Office for club use.
- B. In order to sign out a Chromebook, you must be a current student with a valid RPI ID.

§ 24.7 Event attendance recording.

- A. For larger events, there is an attendance tracking system available that will allow you to scan people's RPI ID cards as well manually enter people who don't have an ID on them.
- B. We will be able to provide a report of who showed up to the event as well some basic demographic data about them.
- C. A Union System Administrator, or another student employee trained to operate the system, must be present at the event to administer the system.
- D. Requests for use of this system must be submitted via email to the Union Systems Administrators at a minimum of one week in advance of the event.

Chapter 25: Executive Board Conflict of Interest Policy

§ 25.1 Purpose and general definitions.

- A. This policy aims to help members of the Rensselaer Union Executive Board and administrative staff identify situations that present potential conflicts of interest. By following this policy, decisions of the Executive Board may be viewed with a greater level of validity and neutrality.
- B. In general, a conflict of interest is generally defined as a competing loyalty that risks a compromise in professional judgement; however, the specific definitions provided in this document shall serve as the Executive Board's criteria for a conflict of interest.
- C. Representing a club or organization as its Executive Board Representative or its Student Activities Resource Person (SARP) shall not be considered a conflict of interest.

Furthermore, members of the Executive Board do not have a conflict of interest in any business related to the operations or budget of the Board's itself.

§ 25.2 Personal interests.

- A. A current or former membership or officership held within the club or organization being discussed, as defined in the club's current constitution, shall be grounds for a conflict of interest.
 - 1. A former member is defined as someone who held current membership status at any point within the directly preceding academic semester.
 - 2. A former officer has a conflict of interest if the former officer held the position within the directly preceding academic year.
- B. Conflicted members may ask for an exception at the discretion of two-thirds of the unconflicted members present.
- C. A display of intent to join the club or organization within the directly preceding academic semester shall also be grounds for a conflict of interest.
 - 1. Notable examples include submitting an application, following the process defined in the club/organization's constitution, participating in Greek recruitment, and/or attending a "try-out" session.

§ 25.3 Outside interests.

- A. If a club or organization is not being discussed by the Executive Board, but they may benefit or be directly impacted as a result of the discussion, a current or former membership or officership held within a club or organization, as defined in the Club's most recently approved constitution, shall be considered a conflict of interest.

§ 25.4 Procedures for Executive Board General Meetings.

- A. Prior to any discussion of a motion pertaining to a club or organization, any Executive Board member who believes they have a conflict of interest should make it known to the rest of the board. This does not stop an Executive Board member from providing insight, answering questions, and stating opinions.
 - 1. A member with a conflict of interest may not move or second a motion that relates to their conflict.
- B. Once a motion pertaining to the club or organization is read, including one not pertaining to finances, the Chair should ask all members with a conflict of interest to leave the room. This may be ruled unnecessary by a two-thirds majority of the unconflicted members present.
 - 1. Any voting member who is asked to leave may challenge the ruling, without a second. A two-thirds majority vote of unconflicted members must be reached to overturn the Chair's decision.
 - 2. Any non-voting guest who is asked to leave may challenge the ruling. This objection must be seconded by a voting member of the Board. A two-thirds majority vote of unconflicted members must be reached to overturn the Chair's decision.

- C. A voting member may move, at any time, for a guest leave the room. This requires a second and two-thirds majority vote of the unconflicted members of the Executive Board.

§ 25.5 Procedures for Executive Board electronic votes.

- A. When a motion is emailed out to the Executive Board, any member with a conflict of interest must reply making that known to the Executive Board. In that message, the member must additionally abstain from voting.
- B. Due to the nature of emailing voting, the member with a conflict will still continue to be on the email thread.

§ 25.6 Procedures for budgeting sessions.

- A. Prior to any discussion of a formal budget of a club or organization, any Executive Board member who believes they have a conflict of interest should make it known to the rest of the budgeting group and leave the room until the entirety of the budget is reviewed.
- B. An Executive Board representative who has a conflict of interest in relation to a club may not view the budget of that club until after budgeting has concluded and budgets are released to all club officers by the President of the Union.

§ 25.7 Union Administrative Staff.

- A. These policies also apply to Administrative Staff members who display a conflicting loyalty beyond their normal job function.
- B. The Chair may ask for the Staff member to leave the room during either General Body Meetings or Budgeting Sessions
- C. The ruling of the Chair may be challenged by any voting member without a second. A two-thirds majority vote of unconflicted members of the Board must be reached to overturn the Chair's decision.
- D. The ruling of the Chair may be challenged by any guest in the room. This objection must be seconded by a voting member of the Board. A two-thirds majority vote of unconflicted members must be reached to overturn the Chair's decision.

Appendices

Appendix A: FOAPAL Usage Information

For any questions about the information contained in this appendix, please contact the Union's Business Administrator, Martha McElligott.

All budgetary charges to a Union funded organization use the FOAPAL system used by Rensselaer.

Fund: A unique code assigned to each Union Funded club or organization.

- 302001 (Found at the top of your club/organization budget)

Organization: Union clubs are one code and administrative budgets are another.

- 3137 – Rensselaer Union Clubs
- 3132 – Rensselaer Union Administration

Sub-Account: Code corresponding to type of expense, defined per line item.

- These are all defined in Appendix B

Program: A code used for Institution level reports, defined per program in each budget. An example code is listed below.

- 30400 – Community Support Service – Internal

Activity: This code is the same for all Rensselaer Union expenditures.

- 201602 – CLASS

Location: Not used by the Union.

Appendix B: Chart of Sub-Account Codes

For any questions about the information contained in this appendix, please contact the Union's Business Administrator, Martha McElligott.

Code	Title	Description
001	Office Supplies	pens, paper, file folders, etc.
005	Uniforms	uniforms, t-shirts, etc.
006	Non-Capital Equipment	equipment purchases under \$5000

007	Computer Software	software, upgrades, etc.
008	Computer Supplies	computer supplies other than software or repairs
009	Miscellaneous Supplies	
021	Advertising	forms of Media other than the Polytechnic
022	Postage	mailing letters through USPS
031	Food Service	on-campus food purchases through Sodexo
038	Photocopies	copies made on Union copiers
039	Laundry Services	cleaning uniforms, etc.
040	Printing	printing or copies from an off-campus vendor
043	Equipment Repair	repair costs for broken equipment
047	Other Service Fees	coaches, referees, performers, etc.
089	Membership Fees	membership or registration fees
099	Awards and Prizes	purchasing awards and prizes for tournaments or contests
1051	Cell Phone	cell phone monthly service fees
111	Travel	gas, tolls, hotel, vehicle rental, food while traveling, etc.
114	Food Service	off-campus local food purchases
175	Capital Equipment	equipment purchases over \$5000
176	Capital Computer Equipment	computer equipment purchases over \$5000
212	Exempt Part-Time Salary	use for music directors
213	Supplemental Salary	use for additional payments to regular RPI employees
222	Part-Time Non-Exempt Salary	
224B	Overtime Pay	use for Athletic Department Staff overtime
230	Benefits	30.2% of salary

557	Transfers	use for transfers to reserve accounts or other departments
564	Transfers	use for UPAC Lights and Sound
L11	General Books	purchases of general books
L12	Reference Books	purchases of reference books
L39	Journal Replacements	use for magazine subscriptions
PC	Poly Credits	used for advertising in the Polytechnic
T01	Telephones	use for monthly telephone fees on campus
T07	Telephones	use for long distance charges
T12	Telephones	use for local calls made
300	Travel Contingencies	use for travel related to championship tournaments
371	Membership Dues	use for membership dues paid by your club's members
RU0	Income from Programs	use for income from all your activities and trips fees

Appendix C: Media Statement

The Media Statement is an Institute policy written in order to fulfill a mandate given to the Union through the Rensselaer Student Handbook of Rights and Responsibilities. Changing it requires the approval of both the Executive Board and Student Senate in collaboration with the Institute General Counsel.

Article I: Preamble.

- A. This document shall be known as the Media Statement. Its purpose is to fulfill the mandate given by the Student Bill of Rights in Article V, Section C which deals with the relationship between media and the Rensselaer Union.

Article II: Role of student media.

- A. Student Media are a valuable aid in establishing and maintaining an atmosphere conducive to free and responsible discussion, to intellectual exploration, and to formulation of student opinion on various campus and world issues. Media may also have educational and/or entertainment purposes.

Article III: Establishing Media Status

- A. A student media is defined as a publication or broadcast which is issued by an approved or recognized club which creates, writes, collects, publishes, broadcasts, or disseminates artistic, newsworthy, entertaining, educational, or literary material to an audience larger than the functioning club.
- B. The Executive Board may grant media status in response to a petitioning organization. If media status is denied, the Executive Board must state its reasons to the petitioning organization explicitly in writing at the time of denial. If a petitioning organization feels that it has been denied media status unfairly, it may appeal the decision to the Judicial Board on those grounds. Media status may be revoked only by the Judicial Board.
- C. There are four criteria for granting media status:
 - 1. fulfillment of the definition;
 - 2. action by the E-Board granting the same;
 - 3. a club's code of operation for the medium must be on file with the Rensselaer Union, or may be contained in the constitution of the organization responsible for the medium, if appropriate. Said codes must be approved by the Executive Board prior to adoption, solely to ensure that the organization responsible for the medium is abiding by the provisions of the constitution which it has or will have on file with the Rensselaer Union. The purpose of the code of operations is to delineate the means of preparation of material for release;
 - 4. a medium must provide written intent to publish at least once each academic year through a tentative schedule of publication; and
 - 5. action by the E-Board granting the same.

Article IV: Standards used in evaluation.

- A. Since Rensselaer Polytechnic Institute student organizations responsible for media depend upon the Rensselaer Union for support, the Rensselaer Union must assume the responsibilities of "publisher" and, therefore, assumes responsibility for the contents and impact of the media. The Rensselaer Union shall endeavor to provide the greatest latitude of editorial freedom to enable the student media to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community. The editorial freedom of student managers and editors is limited by the canons of responsible journalism.

Article V: Articles of right.

- A. The organizations responsible for media shall be free of censorship and/or advance approval of content; its editors and managers shall be free to develop the range of content of the media as well as the editorial policies and scope of coverage. Managers, editors, or responsible staff members of the organizations responsible for media should be protected from arbitrary suspension or removal as a club member because of student, faculty, administrative, or public disapproval of policy or editorial content. Only for proper and

stated causes as outlined under Procedures should editors and managers be subject to removal and then only by orderly and prescribed procedures as described below.

- B. An organization responsible for a medium need not identify the author/artist of a presentation or source of information, unless the organization or members thereof are involved in a formal disciplinary procedure and such testimony is consistent with the Student Bill of Rights. The organization or editors shall be free from repeated harassment such as repeated printed attacks or excessive requests by the Executive Board or the Student Senate. No organization may impose its policy or editorial content upon a medium, unless it is a result of a judicial action.
- C. The Executive Board must limit its role to budgetary, financial, and Rensselaer Union building operational matters. The Executive Board must not seek to use its powers to influence the content of the media.
- D. Rensselaer Union funds may not be reduced or frozen by the Executive Board for the purposes of censorship. However, they may be reduced or frozen, as with any organization for financial causes such as a justifiable need for funds in some other aspect of the Rensselaer Union's program or as a result of misuse of Rensselaer Union funds by the particular organization responsible for the medium. In cases where the funds have been limited, the organization responsible for the medium may appeal the decision of the Executive Board to the Judicial Board.
- E. No individual may be imposed upon an organization responsible for a medium without that organization's written consent.

Article VI: Articles of responsibility.

- A. The organizations responsible for a medium must conform to all Institute policies, Federal, State, local, and criminal laws which may be applicable.
- B. All organizations responsible for a medium must have available for the RPI community and on file in the Administration Office the statement of the organization's code of operations.
- C. All organizations responsible for a medium must be open to the entire student body subject to membership requirements of that organization. Students holding views different from those of the majority in any organization responsible for a medium shall not be dissuaded from joining or encouraged to discontinue participation because of those views through organized harassment.
- D. Organizations responsible for media must note explicitly either in the medium itself or with the presentation of editorial opinion that said opinions are not necessarily those of the Institute or of the student body. Direct editorial comment by a medium should be identified as such. Reasonable attempts shall be made to provide equal time or space to those responsible persons who may disagree with any part of a news analysis or an editorial comment.
- E. The canons of responsible journalism include, but is not limited to, the avoidance of libel, indecency, undocumented allegations, and harassment.

- F. Organizations responsible for media cannot publish or distribute media which is obscene. Obscenity is defined as:
1. the average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to a prurient interest in sex; and
 2. the publication depicts or describes, in a patently offensive way, normal or perverted sexual conduct or lewdness; and
 3. the publication, taken as a whole, lacks serious literary, artistic, political, or scientific value.
- G. Organizations responsible for media cannot publish or distribute material which is libelous. Libelous is defined as a false and unprivileged statement about a specific individual which injures the individual's reputation in the community. If the allegedly libeled individual is a "public figure" or "public official" as defined below, it must be shown that the false statement was published "with actual malice," i.e. that the student media knew that the statement was false or that they published the statement with reckless disregard for the truth – without trying to verify the truthfulness of the statement.
1. A public official is a person who holds an elected or appointed public office.
 2. A public figure is a person who either seeks the public's attention or is well known because of his/her achievements.
 3. Within Rensselaer, a public figure is a person who holds an appointed office in any club or organization.
 4. Institute employees and elected or appointed leaders of student clubs and organizations are to be considered public officials or public figures in articles concerning their institute-related activities.
 5. When an allegedly libelous statement concerns a private individual, it must be shown that the false statement was published willfully or negligently, i.e. the student journalist has failed to exercise the care that a reasonably prudent person would exercise.
 6. Under the "fair comment rule" a student is free to express an opinion on matters of public interest. Specifically, a student enjoys a privilege to criticize the performance of faculty, staff, administrators, or student government officials.

Article VII: Procedures.

- A. Such grievances are those which there is an interpretation of the party that the organization responsible for a medium has violated its constitutionally stated purpose, the canons of responsible journalism, the fiscal and building operational policies of the Rensselaer union, or the Federal, State, local, or criminal laws.
1. If the Executive Board should feel that an organization responsible for a medium is clearly and flagrantly misusing its freedom of expression, then the Executive Board's sole option is to request the Judicial Board to take action.

2. Whenever the Executive Board feels that an organization responsible for a medium is not satisfying its constitutionally-stated purpose, it must process the case before the Judicial Board to take action.
 3. Should financial mismanagement of Rensselaer Union funds or violation of building policy be charged, the Executive Board of the Rensselaer Union may request the members of that organization to initiate removal procedures for the alleged violators in accordance with that organization's constitution. If the organization's membership fails in this attempt or simply refuses to do so, the Executive Board may seek the removal of the alleged violators through judicial action through the Judicial Board. A decision by the Judicial Board in favor of removal shall suffice to remove the guilty party from his/her position.
- B. The Judicial Board's disciplinary actions against an organization responsible for a medium may include, but is not limited to, measures such as a letter of censure or requiring the organization responsible for a medium to disband.
- C. Any responsible person or group with a grievance against an organization responsible for a medium has available the following recourse: The party should approach the governing body of that organization responsible for a medium to attempt to reconcile its grievances with the medium. If not reconciled, the party may approach the President of the Union. If the President of the Union agrees with the party on grievances, the President of the Union may initiate arbitration procedures between the party and the organization responsible for that medium. If the party is still not satisfied, the party may take a case against the organization responsible for a medium to the Judicial Board.

Appendix D: Club/Organization Starter Constitution

The Club/Organization Starter Constitution is maintained by the Club Operations Committee of the Executive Board. The latest Starter Constitution was approved by the Executive Board on October 17, 2018. While all new Constitutions must contain the exact text underlined in order to be approved, existing Constitutions do not have to be specifically updated solely to meet this requirement.

Article I: Name.

The name of this organization shall be [INSERT CLUB NAME], hereafter referred to as the Club.

Article II: Purpose

[INSERT: CLUB PURPOSE]

Article III: Membership

Section 1. Equal opportunity and Hazing

a. It is the policy of the Club 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 Club'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 Club 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. [INSERT: ANY OTHER MEMBERSHIP CLASSIFICATIONS (including those for alumni, community member)]

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. [INSERT: ANY OTHER WAYS TO GAIN MEMBERSHIP]

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. [TALK ABOUT REQUIREMENTS OF AN ACTIVE MEMBER]

Section 5. Voting Rights

a. Only Regular Members shall be eligible for voting rights. Each member with voting rights shall have one vote.

b. [INSERT WHO HAS VOTING RIGHTS eg: members in good standing (be sure to define what good standing is)]

c. [INSERT HOW VOTING RIGHTS ARE LOST]

Section 6. Membership Information

a. The Club 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. All information gathered by the Club 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 Club policy, violation of the Student Code of Conduct, or violation of the policies of the Rensselaer Union Executive Board.
- b. 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.
- c. [OUTLINE PROCESS TO REMOVE A MEMBER]

Article IV: Officers

Section 1. Officers

- a. [INSERT: EACH OFFICER POSITIONS AND ITS DUTIES]
- b. [The Union recommends having at least a President and a Secretary. Additionally, funded clubs should have a separate Treasurer]

Section 2. Eligibility for Office

- a. In order to be eligible for office a person must be a Regular Member of the Club.
- b. If a person may be unable to complete the term of office, they shall inform the club 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. [INSERT OUTLINE OF ELECTION PROCESS]
- c. 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. Removal from Office

- a. An officer may be removed from office for failure to perform duties satisfactorily, failure to comply with this constitution or Club policy, violation of the Student Code of Conduct, or violation of the policies of the Rensselaer Union Executive Board.
- b. [INSERT PROCESS ON HOW TO VOTE ON REMOVAL OF AN OFFICER]

Section 5. Succession

- a. Should an officer resign, be removed from office, or otherwise become incapable of continuing in office, the club will fill the position as soon as reasonably achievable.
- b. [INSERT EXPLANATION ON HOW A VACANT OFFICER POSITION WILL BE FILLED]

Article VI: Meetings

Section 1. General Meetings

- a. General Meetings shall be called by the President and the Club shall have a minimum of two General Meetings in the Fall and Spring semester.
- b. [Explain quorum and meeting procedure]

Article VII: Finance

Section 1. Budget

- a. The Treasurer shall be responsible for compiling and soliciting budgetary proposals from the Club membership.
- b. Explain how final budget will be presented and voted on by club.
- c. Treasurer shall be responsible for working with the club's Rensselaer Union Executive Board representative to create the final budget for submission to the Rensselaer Union Executive Board for approval.

Section 2. Financial Procedures

- a. The Club 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 Club 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.

Article IX: Affiliations

This Club 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 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.

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 present at the amendment meeting 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 Club. This shall not be construed as to deny any office or position to anyone serving out a term elected under a previous constitution.

Appendix E: Bylaws of the Executive Board

Approved by the Executive Board: March 14, 2019

Approved by the Student Senate: March 18, 2019

Article I: Organization

1. The name of this organization shall be the Rensselaer Union Executive Board, hereinafter referred to as the "Executive Board" or the "Board."
2. The Executive Board receives its authorities and powers from the Rensselaer Polytechnic Institute Board of Trustees.
3. The Executive Board shall issue decisions as well as implement and administer guidelines and procedures commensurate with its duties as defined in the *Rensselaer Union Constitution* and as specified in these Bylaws.

Article II: Membership

1. A Representative shall be defined as any person who has voting rights in the Executive Board, as defined by the *Rensselaer Union Constitution*.
2. Executive Board membership shall consist of the President of the Union, Representatives, and appointed Officers.
3. Serving on the Executive Board shall be restricted to Activity Fee-paying members of the Union.

4. For this purpose, students not participating in the Arch summer semester shall be considered as Activity Fee-paying members of the Union from the conclusion of the spring semester until the commencement of the fall semester, provided that they met the requirement of Activity Fee-paying membership during the semesters before and after the summer.
5. No voting member of the Executive Board nor the President or Vice Presidents shall simultaneously hold a position on the Rensselaer Union Judicial Board, a voting position on the Rensselaer Union Student Senate, a voting position on the Rensselaer Union Undergraduate Council.
 - a. Furthermore, the President and Vice Presidents shall be prohibited from holding voting positions on the Undergraduate Class Councils and the Graduate Council.
 - b. In the event of a conflict, including but not limited to after the confirmation of new members or election of a new President, the individual shall have 1 week to remove themselves from any conflicting positions.
6. The President shall be prohibited from serving as the president (or equivalent presiding officer position) or treasurer (or equivalent financial manager position) of any Union Funded or Recognized club or organization, except in acting capacities or where provided for in club governing documents for extenuating circumstances.
7. In the event of a conflict, including but not limited to after the election of a new President, the President shall have 1 week to remove themselves from any conflicting positions.

Article III: Officers

1. The President of the Union, hereinafter referred to as the President, is the presiding officer of the Executive Board.
2. The Officers of the Executive Board shall be:
 - a. The chairs of any committee formed by these Bylaws or the Executive Board,
 - b. The Vice President for Board Operations,
 - c. The Vice President for Club Relations,
 - d. The Vice President for Rules & Special Projects, and
 - e. The Secretary.
3. All officers of the Executive Board, with the exception of the President and the chairs of any committee, shall be nominated by the President of the Union and confirmed by a two-thirds vote of the Executive Board.
 - a. The re-nomination of existing officers to previously-held positions shall still require the confirmation vote of the Executive Board.

4. All officers of the Executive Board, with the exception of the President and the chairs of any joint committee, shall serve at the pleasure of the President and may be removed from their positions at the discretion of the President.
 - a. The Vice Presidents, the Secretary, and the chairs of any non-joint committee may also be removed from their positions by a two-thirds vote of the Executive Board's total voting membership.
5. All Vice Presidents shall:
 - a. Discharge the powers and duties of the President in the cases laid out in Article IX of these Bylaws or at the request of the President;
 - b. Meet regularly with the President and the other Vice Presidents to discuss issues pertaining to the Rensselaer Union and the Executive Board; and
 - c. Serve as a check on the President to ensure that the President faithfully fulfills and executes their duties.
6. The President shall nominate a Vice President for Board Operations from the Activity Fee-paying membership of the Rensselaer Union. The Vice President for Board Operations shall:
 - a. Serve as chief of staff to the President and oversee the work of all Executive Board committees;
 - b. Assist the President in the selection of committee chairs, and assume the duties of acting committee chairperson in the absence of a chairperson or identify an acting chairperson with the approval of the President;
 - c. Coordinate annual documentation of committee work with the committee chairs to ensure continuity between years; and
 - d. Meet with the chairs of all Executive Board committees and the President at least twice per month to provide an update on committee work.
7. The President shall nominate a Vice President for Club Relations from the Activity Fee-paying membership of the Rensselaer Union. The Vice President for Club Relations shall:
 - a. Oversee the club representative duties assigned to Executive Board Representatives and occasionally gain feedback on the fulfillment of these duties from club officers;
 - b. Assist the President in the assignment of clubs for representation and assume the duties of assigned representative in the absence of an assigned representative if requested by the President;
 - c. Organize and work with clubs placed on probation along with the Union staff and assigned Board representatives, if applicable;
 - d. Coordinate annual documentation of specific club affairs with the respectively assigned representatives to ensure continuity between years; and

- e. Coordinate training sessions with Executive Board representatives and provide guidance to Board members where needed or requested.
- 8. The President shall nominate a Vice President for Rules & Special Projects from the Activity Fee-paying membership of the Rensselaer Union. The Vice President for Rules & Special Projects shall:
 - a. Assess the state of all Executive Board guidelines and procedures not delegated to a committee and make recommendations to the Executive Board as to the improvement of such guidelines and procedures;
 - b. Maintain the Rensselaer Union Guidelines & Procedures document, along with any supplementary appendices thereof, ensure this document is made publicly available to any member of the Union upon request, and serve as principal advisor to the President on these guidelines and procedures;
 - c. Host working sessions open to Activity Fee-paying members of the Union to review and revise guidelines and procedures of the Executive Board or where instructed by the President or the Executive Board;
 - d. Ensure that minutes, public committee reports, and motions are made publicly available to any member of the Union within three business days after the date of such minutes, reports, or motions; and
 - e. Oversee the pursuit of special projects initiated by the President by collaborating with the appropriate committees, groups, students, and staff and developing recommendations to the President and the Executive Board where appropriate.
- 9. Vice Presidents may not simultaneously hold voting or other officer positions on the Rensselaer Union Executive Board.
- 10. The President shall nominate a Secretary of the Executive Board from the Activity Fee paying membership of the Rensselaer Union. It shall be the responsibility of the Secretary to:
 - a. Record meeting attendance and minutes; and
 - b. Distribute minutes, committee reports, motions, and other printed material to the members of the Executive Board.
- 11. The President of the Union shall serve as the Treasurer of the Executive Board.
- 12. The President may, at their discretion, appoint other non-voting officers to assist with administering the business of the Executive Board.
 - a. All non-voting officers of the Executive Board shall serve at the leisure of the President of the Union.
 - b. Any non-voting officer given comparable responsibilities to a Representative, such as representing assigned clubs, shall require the majority confirmation of the Student Senate before such duties can be conferred.

13. Upon the installment of a new President during Grand Marshal Week Elections, the Former President shall be regarded as a non-voting officer of the Executive Board from the installation of the new President until the conclusion of the current fiscal year.
 - a. The Former President shall only have the following assigned duties until the conclusion of the current fiscal year:
 - i. Assisting the President in transitioning into their role as President;
 - ii. Providing guidance on unfinished matters pertaining to the current fiscal year; and
 - iii. Attending Executive Board meetings as a guest for the remainder of the Fiscal Year to provide information and guidance where requested by the Executive Board, unless asked to not attend by the President.
 - b. If the President is installed for a second term, the clauses pertaining to the Former President shall not apply for the commencement of the President's second term.

Article IV: Duties of Office

1. Representatives shall either chair one Executive Board committee or sit on at least one Executive Board committee. The President and the Vice President for Board Operations shall determine if a Representative has fulfilled this requirement.
2. Each Representative and Officer shall be required to attend all Board meetings unless they obtain an excuse from the President.
3. Each Representative shall be assigned Union-funded organizations to represent to the Executive Board. The President and the Vice President for Club Relations shall determine if a Representative has fulfilled this requirement.
 - a. These assignments shall be determined by the President and may change at the discretion of the President.
 - b. Representatives shall be expected to maintain frequent communication with the officers of their assigned clubs.
 - c. Representatives shall be expected to thoroughly understand the goals and activities of their assigned clubs.
 - d. In the absence of an assigned Representative for a club, the President and Vice President for Club Relations may discharge the responsibilities of that club's representative.
4. Each Representative and Officer shall be expected to fulfill any additional requirements related to the business of the Board if such requirements are set by the President.
5. Each Representative and Officer must maintain a 2.5 GPA, but a Representative or Officer may appeal this requirement to the President. Academic standing will be verified with the

Registrar at the time of application to the Board and at the commencement of each semester.

6. In handling matters pertaining to finances and operations, the Executive Board may be privy to confidential or sensitive information, designated as such by law, Institute policy, or at the discretion of the President. In these cases, each Representative and Officer shall be expected to uphold the confidentiality or privacy of the information.
7. Failure to meet any of the duties of office shall subject the offending Representative to removal procedures as outlined in Article IX, Section 3 of the *Rensselaer Union Constitution*.

Article V: Meetings

1. The Executive Board shall meet at least once per month during the fall and spring semesters and with enough frequency and regularity to fulfill its duties to the Union.
2. The time and place of the meetings shall be determined by the President.
 - a. Meetings may be held virtually, through video conferencing software, if voting members are not able to attend in person as long as such a virtual meeting is publicized to members of the Union at least 48 hours in advance and members of the Union can join such a meeting if not closed.
3. Quorum shall consist of two-thirds of the voting membership of the Executive Board.
4. All meetings of the Executive Board shall be open publicly to the members of the Union, the Union Administration Staff, and any individuals invited by a member of the Executive Board.
 - a. The Executive Board may close a meeting with a two-thirds vote.
 - b. The Board can invite non-Board members to a closed meeting with a majority vote.
 - c. All motions passed during the closed meeting must be made publicly available to members of the Union immediately upon request and published online according to standard procedure for publishing meeting minutes after the conclusion of the closed meeting.
 - d. Minutes from a closed portion of a meeting may be released by a two-thirds vote of the Board.
5. The Executive Board may vote by a simple majority to open a closed meeting.
6. The Director of the Union shall provide a report during meetings of the Executive Board on the activities, facilities, and operations of the Union.
 - a. In the event of an inability to attend, the Director shall submit a report in writing to the President in advance of the meeting.
 - b. In the event of a vacancy or extended absence of the Director, the President shall ask a member of the Union administrative staff to fulfill this responsibility.

7. The President may remove any person who is disrupting a meeting.
 - a. The President's decision may be overruled by the objection of any Representative.
 - b. At any time, any member of the Executive Board may call for a vote to remove a person from a meeting. This requires a two-thirds vote of the Board and, if successful, cannot be overruled.
8. Emergency meetings may be called by the President, by unanimous decision of the Vice Presidents, or by one-quarter of the voting membership of the Executive Board.
 - a. If such a meeting is not called by the President, the Vice Presidents or requesting Representatives may name a Representative or Officer other than the President to preside over the meeting. The President must be notified of any meeting.
 - b. The presiding officer is responsible for informing all Representatives and Officers at least twenty-four hours prior to the meeting as to the date, time, place, and purpose of the meeting. Normal procedures for running this meeting must be followed.
9. At the determination of the President, and with the consent of two-thirds of all Representatives, the Executive Board may adopt special rules of order for meetings. Written documentation of these special rules of order must exist and be available to all members of the Union. These rules of order shall be subordinate to these Bylaws. Any special rules shall expire at the end of the fiscal year in which they were established
10. The Executive Board may retain special rules of order into a new fiscal year by two-thirds vote.

Article VI: Business

1. In accordance with the *Rensselaer Union Constitution*, the Executive Board shall hear matters and make decisions pertaining to the finances, business affairs, operations, and facilities of the Rensselaer Union.
 - a. This collectively shall be known as the Jurisdiction of the Executive Board.
2. All motions brought before the Executive Board must be moved and seconded by voting members of the Executive Board, moved by the majority vote of the members of an Executive Board committee, or moved by a Vice President and seconded by a voting member of the Executive Board.
 - a. The author of the motion does not need to be the member moving the motion.
 - b. A motion brought forward by an Executive Board committee does not require a second.
3. Motions pertaining to the Jurisdiction of the Executive Board must be submitted in writing.

- a. The written motion must indicate the date of consideration by the Executive Board, the names and signatures of the individuals or the committee moving and seconding the motion, the outcome, and, if applicable, the vote count for the motion.
4. Motions pertaining to monetary transfers must clearly state the funds or organizational titles from which money is being taken and to which money is being transferred, along with the fiscal year in which the transfer is occurring.
5. Motions pertaining to purchases must indicate the vendor or company, the total sum of the purchase or an amount for the purchase not to exceed, and from what account the money will be appropriated.
 - a. The motion shall include a quote from the vendor for the purchase attached.
 - b. The President may waive any of these requirements on a case-by-case basis at their discretion.
6. Motions pertaining to the business and finances of a Union club or organization originating from a request of that organization must include a written explanation from the organization's officers, which should include the purpose of the purchase, why it is necessary, and the reasoning behind the chosen product or service.
 - a. The President may waive this requirement on a case-by-case basis at their discretion.
7. All motions shall be in accordance to any and all Union budgeting and monetary guidelines and procedures. Motions that contradict guidelines or procedures enacted by the Executive Board require at least a three-fifths majority vote of the Board to pass.
8. Motions pertaining to changes to guidelines or procedures within the Jurisdiction of the Executive Board must outline the exact changes proposed and shall require a two-thirds approval vote of the Executive Board to be enacted.
 - a. If the change is altering existing guidelines or procedures, that guideline or procedure and any applicable sections must be clearly identified. The original language that is being changed must be indicated, as well as the new language it is being changed to.
 - b. If the change is establishing new guidelines or procedures, the new guideline or procedure must be attached to the motion being submitted.
 - c. Approved changes to guidelines or procedures must be submitted to the Officers of the Union, as defined by the Rensselaer Union Constitution, and the Union Administration Staff within 24 hours of approval.
 - d. Should the Grand Marshal determine that a revision exceeds the Jurisdiction of the Executive Board, they can decide within 24 hours of approval to defer the revision to the Student Senate for confirmation by a majority vote.

- i. If such a determination is made, a statement noting the requirement of Student Senate confirmation to amend shall be included in the relevant sections.
 - e. After the window of deference to the Student Senate has elapsed and after the confirmation of the Student Senate if deemed necessary, the President or the Vice President for Rules and Special Projects shall announce the changes to club officers and ensure the updated documents are made publicly available for members of the Union.
- 9. All guidelines and procedures enacted by the Executive Board shall be collated in a singular document entitled the Rensselaer Union Guidelines and Procedures and maintained by the Vice President for Rules and Special Projects.
 - a. Supplementary or related documents, such as bylaws, tutorials, and reference materials, may be attached to this document in the form of appendices with the approval of the President of the Union, the unanimous consent of the Vice Presidents, or the majority vote of the Executive Board.
 - i. The Executive Board may remove an appendix by a majority vote.
 - ii. Each appendix shall clearly outline which position(s) or organization(s) is responsible for maintaining the information within that appendix, relevant contact information, and a last updated date.
 - iii. If the content of an appendix has its own amendment or modification procedure, the appendix shall be updated whenever this procedure occurs. Otherwise, appendices shall be updated with approval of the Vice President for Rules and Special Projects or with the approval of the President.
- 10. The President may rule any motion out of order. The President's decision may be overruled by a two-thirds vote of the Board.
 - a. If any two motions are similar in opinion or approach, the motion presented to the President first will be considered. The other will be ruled out of order.
 - b. If any two motions present opposing opinions or approaches, the motion presented to the President first will be considered. If the first motion passes, the other will be ruled as out of order. If the first motion fails, the other will be heard.

Article VII: Voting and Debate

1. Only Representatives may vote on any business of the Executive Board. Unless otherwise specified, all votes will be determined by a simple majority vote.
2. The President may vote only in the case of a tie.
 - a. If a voting member of the Executive Board presides over a meeting, they cannot vote, except in the case of a tie, and do not count towards quorum.

- b. If the President (or presiding officer of a meeting) abstains, and the vote count remains tied, the vote shall not be considered a majority.
 3. When hearing presentations, special orders, and motions pertaining to the Jurisdiction of the Executive Board, as defined in Article VI, a special procedure shall be utilized:
 - a. The President (or presiding officer of a meeting) shall introduce the proposal and presenter(s), if appropriate. The presenter(s) shall speak on the proposal, giving any relevant information and context.
 - b. After the presentation, the President (or presiding officer of a meeting) shall open a discussion on the proposal. During this time, the Board may clarify its understanding of the proposal by questioning the presenter(s).
 - c. When the discussion has been exhausted, if a motion on the topic had not been prepared in advance, the President (or presiding officer of a meeting) shall instruct the Representative responsible for the presenting organization to write a motion based on the discussion.
 - d. Once one or more motions pertaining to the topic has been submitted to the President (or presiding officer of a meeting), all parties with a conflict of interest will be asked to leave the room.
 - i. A conflict of interest shall be defined by the Executive Board in the Rensselaer Union Guidelines & Procedures document.
 - e. The President (or presiding officer of a meeting) shall read the motion aloud and open the floor for discussion.
 - i. If a Representative suggests changes to the motion pertaining to its wording or language, but do not change its intent or merits, it may be amended by the author with the consent of the second.
 - ii. If a Representative suggests changes to the motion pertaining to its intent or merits, it may be amended by a majority vote of the Executive Board. This vote shall be conducted by a voice vote unless a show of hands or a roll call is requested by a Representative or the President.
 - iii. After any amendments are made, the President (or presiding officer of a meeting) shall read the amended motion aloud.
 - f. Once all motions pertaining to the topic have concluded, parties with a conflict of interest shall be invited back into the room and the President (or presiding officer of a meeting) shall announce the outcome of all motions discussed.
 4. Upon entering any discussion or debate, a queue will be established and maintained by the Vice President for Board Operations (or a designee in their absence selected by the presiding officer of a meeting).
 - a. The queue determines who has the floor to speak. The Vice President for Board Operations (or a designee in their absence selected by the presiding officer of a

- meeting) is responsible for acknowledging all those who wish to speak, and must announce each speaker before their speaking time begins.
- b. Anyone present in the room has the right to speak and may speak any number of times. However, those who have not spoken will be called upon before those who have spoken.
 - c. By default, each speaking time shall be limited to 5 minutes.
 - d. If the queue is on the topic of a presentation, designated presenters may respond to any questions directed at them. Speaking time limits still apply.
 - e. Queues for any motion will proceed until the motion has left the floor. Other queues shall end when empty.
 - f. A Representative may move to restrict the queue, requiring a second and majority approval.
 - i. By default, only members of the Representatives, Officers, and Committee Chairs may be added to a restricted queue.
 - ii. Additional individuals to be given queue rights in the motion to restrict the queue or by majority vote of the Executive Board.
 - iii. If an individual without queue rights wishes to speak during a restricted queue, they will not be called upon until no members with queue rights remain on the queue.
 - g. A Representative may move to close the queue, requiring a second and a two-thirds vote. No additional individuals may be added to a closed queue.
 - h. A Representative may move to reopen a closed or restricted queue, requiring a second and a majority vote.
 - i. When speaking time is limited, speakers can yield their time either to chair, forfeiting their time, or to another person in the room, transferring their remaining time.
 - i. A yielded speaker may decline to speak, forfeiting the remaining time.
 - j. A yielded speaker may not yield time further.
 - k. A Representative may move to call the question while they have the floor, requiring a second and a two-thirds vote. No additional debate is allowed and the motion in question will be brought to an immediate vote.
5. When voting on procedural or privileged motions, as defined by Robert's Rules of Order, voting shall be conducted by voice, unless the President (or presiding officer of a meeting), a Vice President, or a Representative requests a show of hands or a roll call.
 6. When voting on motions pertaining to the Jurisdiction of the Executive Board, as defined in Article VI, or ceremonial motions, voting shall be conducted by a show of hands, unless

the President (or presiding officer of a meeting), a Vice President, or a Representative requests a roll call.

7. In a show of hands vote, the President (or presiding officer of a meeting) will request the number in favor, then the number opposed, then the number of abstentions. All Representatives present must vote or indicate their decision to abstain.
 - a. Once all votes have been tallied, the President (or presiding officer of a meeting) will announce the result of the vote.
 - b. In the case of a tie, the President (or presiding officer of a meeting) shall announce their vote, or their decision to abstain, and then the outcome of the vote.
 - c. The vote count on any motion shall be recorded on the motion, and in the minutes by the Secretary, and it shall be made publicly available to the members of the Union with the motion.
8. If a roll call is requested, the President (or presiding officer of a meeting) shall read the names of Representatives ordered alphabetically by surname.
 - a. Each Representative shall vote or pass, in which case their name will be read again after the first completion of the roll call. At this time, the Representative must vote or abstain. Refusal to vote shall be determined an abstention.
 - b. The result of the roll call shall not be determined until all Representatives present have voted or abstained.
 - c. The names of those in favor and those against shall be recorded on the motion and in the minutes by the Secretary and made publicly available to the members of the Union with the motion.
9. In cases where the Executive Board must conduct business, but is unable to meet, the President may entertain a motion to be voted on by means of an electronic vote through a proxy meeting.
 - a. An electronic vote shall not be held if one quarter of the Executive Board Representatives object.
 - b. A Representative shall make a motion via email sent to every Representative and the President.
 - i. The President may use another medium for an electronic vote with the approval of the Vice Presidents as long as all Representatives and Officers of the Executive Board are included in that medium.
 - c. Electronic motions do not require a second.
 - d. Once the electronic motion has been submitted via email, the President shall establish a voting period of no less than 24 hours and no greater than 7 days.
 - i. Once this time period has been set, it cannot be altered.

- ii. A quorum of the Executive Board must be reached in the set time period for the electronic vote to be valid and binding.
- e. Representatives shall submit their vote by responding to the President and all Executive Board Representatives and Officers with a message that clearly indicates an affirmative vote, a negative vote, or an abstention.
- f. Upon the conclusion of the set voting period, the President shall respond with the vote count, whether a quorum was reached, and the outcome of the vote.
- g. If passed, the motion shall be made publicly available to the members of the Union immediately following the conclusion of the set voting period.
- h. The discussion thread of any electronic medium where the motion in question was discussed shall constitute the minutes of the electronic vote. These discussion threads shall be made publicly available to the members of the Union as minutes by the Secretary with the omission of any private or personal information of the participants within 24 hours of the expiration of the set voting period.

Article VIII: Committees

1. The Executive Board shall have two types of committees: standing and special.
 - a. Standing committees must be defined in these Bylaws with defined purposes and area of jurisdiction, and they shall persist across fiscal years.
 - b. Special committees, also known as temporary, ad-hoc, or select committees, may be created by majority vote of the Executive Board.
 - i. These committees shall be given a specific purpose and have such powers granted to it by the Executive Board, to support its given purpose. These powers shall not exceed the powers of the Executive Board.
 - ii. The Board may impose a time restriction on a special committee. If no such restriction is established then the committee shall be disbanded upon the completion of their established goal or the end of the fiscal year in which the committee was formed, whichever occurs first.
 - iii. The Executive Board may extend the tenure of a special committee by majority vote, and the Executive Board may dissolve a special committee at any time by two-thirds vote.
2. The Student Senate and the Executive Board may designate their respective committees as joint committees.
3. Standing joint committees shall be defined both in these Bylaws and in *the Bylaws of the Rensselaer Union Student Senate*. The Executive Board shall have the following standing committees:
 - a. The Business Operations Committee (Bus Ops);

- b. The Club Operations Committee (Club Ops);
 - c. The Marketing and Strategy Committee (M&S);
 - d. The Multicultural Leadership Council (MLC); and
 - e. The Union Programs and Activities Committee (UPAC).
4. The Executive Board shall, with the Student Senate, have the following joint standing committees:
 - a. The Student Government Communications Committee; and
 - b. The Union Annual Report Committee.
5. Each committee shall be chaired by a member of the Rensselaer Union.
 - a. The chairperson of each non-joint committee, with the exception of the chairperson of the Union Programs and Activities Committee, shall be nominated by the President and confirmed by two-thirds vote of the Executive Board.
 - b. The chairperson of each joint committee, with the exception of the chairperson of the Union Annual Report Committee, shall be nominated by the Grand Marshal and the President of the Union and confirmed by two-thirds vote of both the Student Senate and the Executive Board.
 - c. The chairpersons of each non-joint committee shall serve at the pleasure of the President.
 - d. The chairpersons of each joint committee shall serve at the pleasure of the Grand Marshal and the President.
6. A vice chairperson for each committee shall be selected by the committee chairperson.
 - a. The vice chairperson shall be appointed within four committee meetings after the committee chair's appointment.
 - b. The vice chairperson of each committee shall be responsible for chairing meetings of the committee when the chairperson is unable to do so.
 - c. Vice chairpersons shall serve at the pleasure of the committee chairperson and of the Vice President for Board Operations.
 - d. Vice chairpersons of joint committees shall serve at the pleasure of the committee chairperson, of the Vice President for Board Operations, and of the Grand Marshal.
7. Committee membership shall be open to all members of the Rensselaer Union.
 - a. Any committee member who is not a member of the Executive Board must be approved by the committee chairperson before receiving membership in the committee.
 - b. Members of a committee shall serve at the pleasure of the committee chairperson and of the Vice President for Board Operations and may be removed at any time for good cause.

- i. Good cause for removal includes, but is not limited to, neglecting the duties of membership, failure to adhere to the rules of order during meetings, or failure to adhere to these Bylaws when conducting business in the name of the committee.
 - ii. Members are expected to dutifully attend meetings of the committee and complete committee assignments within reasonable deadlines.
8. For each project undertaken by a committee, a project lead shall be selected by the chairperson of the committee. Project leads shall serve at the pleasure of the chairperson and of the Vice President for Board Operations.
9. The Vice President for Board Operations shall maintain a list of committee chairpersons, vice-chairpersons, and project leads for all committees.
10. During meetings, each committee shall follow rules of order determined at the discretion of its Chair. Such rules of order shall be communicated to the President and Vice Presidents and made publicly available to the members of the Union immediately following their adoption and before any official committee business may commence.
 - a. The Vice President for Rules and Special Projects shall ensure that any such rules of order are made publicly available to members of the Union.
11. All committees shall be empowered to create subcommittees to aid them in the performance of their functions. The President and Vice President for Board Operations must be consulted before the creation of any subcommittee. The Committee Chair shall be an ex-officio member of any such subcommittee.
12. Each committee shall meet at least twice per month during the fall and spring semesters or with enough frequency to satisfy its obligations to the Executive Board.
 - a. Attendance shall be recorded at all committee meetings and submitted to the Vice President for Board Operations.
13. Each committee chair shall be held accountable for their committee's performance.
14. The Club Operations Committee shall:
 - a. Represent the interests of non-funded Union clubs and organizations to the Executive Board when needed;
 - b. Review all applications for the classification of new organizations and changes in classifications for old ones and make recommendations to the Board;
 - c. Review and approve the constitutions of all clubs operating within the Rensselaer Union;
 - d. Review any application by a club for funding in accordance with the Rensselaer Union Guidelines & Procedures and administer the club's starter budget, pending approval of the Executive Board;

- e. Receive updates from the Vice President for Club Relations on club representational matters; and
- f. Review and hold clubs accountable in accordance with the the *Rensselaer Union Guidelines and Procedures*.

15. The Business Operations Committee shall:

- a. Assess the state of all retail services under the direction of the Executive Board, develop ways to improve such services with the objective of improving the quality and diversity of goods and services available to the Rensselaer Community, and report its findings and recommendations to the Executive Board;
- b. Investigate new sources of revenue to the Union, maintain all existing sources of revenue excluding the Activity Fee, and report its findings and recommendations to the Executive Board;
- c. Investigate the current state of all Union facilities and report its findings and recommendations to the Executive Board; and
- d. Oversee the facilities of the Rensselaer Union and recommend allocation of space within the Union to the Executive Board.

16. The Marketing and Strategy Committee shall:

- a. Oversee procedures pertaining to marketing, communication, and social media for the Union;
- b. Consider matters pertaining to future operations of the Union and developing strategies to guide the Union in achieving those futures;
 - i. Guide Union organizations and staff in promoting the Union and related activities, services, and events; and
- c. Maintain a cohesive Union brand.

17. The Multicultural Leadership Council shall:

- a. Organize events on and promote awareness of, for the benefit of the entire student body, the eight pillars of diversity and identity: ability, age, ethnicity, gender, race, religion, sexual orientation, and socioeconomic status;
- b. Foster and encourage forums of discussion where issues of diversity and inclusion can be exposed, reflected upon, and actively analyzed;
- c. Oversee the affairs of the Multicultural Lounge, in conjunction with the Business Operations Committee, working to maintain and improve the space in consideration of students' needs and desires for the space;
- d. Coordinate business and relationships between identity-based organizations recognized by or affiliated with the Union to further their collective interests and promote inter-organization collaboration;

- e. Lead the operation of the Multicultural Round Table, which shall:
 - i. Consist of the presiding officer, or their designee, of each identity-based organization recognized by or affiliated with the Union,
 - ii. Meet monthly during the fall and spring semesters to discuss affairs, interests, priorities, and updates from identity-based organizations, and
 - iii. Operate in any additional capacities outlined in the Council's Bylaws;
- f. Establish subcommittees, at the Council's discretion, to assist in the fulfillment of the Council's purposes:
 - i. Each subcommittee shall be chaired by a member of the Council selected by the chairperson of the Council and approved by vote of the Council and the President of the Union;
- g. Consist of a set membership of up to 8 voting members with a minimum of 6 voting members and non-voting membership open to any member of the Union:
 - i. Voting members will be required to maintain at least a 2.5 GPA for their entire term on the Council.
 - ii. The voting members shall be selected by the previous voting membership within two weeks of the conclusion of Grand Marshal Week, in consultation with the newly-elected President and the Union staff, and shall be approved by vote of the Executive Board,
 - iii. Terms for voting members shall begin upon the approval of the Executive Board and shall serve until replaced,
 - iv. Should a voting member position become vacant, the Council's chairperson shall appoint, in consultation with the President and the Union staff, a member of the Union to fill the vacancy with the approval of the Executive Board, and
 - v. Should the council be unable to select new voting members, the President shall work with the Council's chairperson, if filled, and the Union staff to select new voting members for Executive Board approval;
- h. Be chaired by a member selected by majority vote of the Council's voting members and approved by the President and a two-thirds majority vote of the Executive Board:
 - i. Should the chairpersonship remain vacant and the Council is unable to select a chair, the President may appoint any member of the Union to the chairpersonship; and

- i. Maintain bylaws detailing operations and the roles of any subcommittees that are subsidiary to these Bylaws and are approved by the Council and the Executive Board.
18. The Union Programs and Activities Committee shall:
- a. Organize events for the benefit of the entire student body, specifically by:
 - i. Creating such events of its own origin,
 - ii. Providing support for clubs and organizations hosting such events, and
 - iii. Possessing and operating resources necessary to make such events possible;
 - b. Establish subcommittees to better maintain and utilize specific facilities and resources with regards to their programming activities.
 - i. Each subcommittee shall be chaired by a person or persons elected from its membership, and
 - ii. The chairperson(s) of each subcommittee or their duly appointed representatives shall be an officer of the committee; and
 - c. Maintain the following standing subcommittees:
 - i. Cinema,
 - ii. Comedy,
 - iii. Concerts,
 - iv. Grand Marshal Week, and
 - v. Winter Carnival.
- b. Be chaired by a person selected by majority vote of its members and approved by the President and a two-thirds majority vote of the Executive Board. If the chairpersonship remains vacant and the Committee is unable to select a chair, the President may appoint any member of the Union to the chairpersonship.
 - c. Maintain bylaws that are approved by the committee and the Executive Board detailing operations and subcommittee roles.
19. The Student Government Communications Committee shall fulfill duties and responsibilities outlined in the *Bylaws of the Rensselaer Union Student Senate*.
20. The Union Annual Report Committee shall fulfill duties and responsibilities outlined in the *Bylaws of the Rensselaer Union Student Senate*.
21. Positions on any Student Senate, Institute, or otherwise non-Executive Board committees reserved for Executive Board representation shall be filled by members of the Executive Board appointed by the President and confirmed by majority vote of the Executive Board.

Article IX: Amendments

1. Each amendment to these bylaws must be proposed in its entirety and passed by a two-thirds vote of the total voting membership of the Executive Board, followed by a majority vote in the Student Senate.
2. These bylaws shall be amended so not to be in conflict with local, state, federal, or international laws, the *Rensselaer Polytechnic Institute Corporate Charter*, the *Rensselaer Polytechnic Institute Bylaws*, the *Rensselaer Polytechnic Institute Student Bill of Rights*, the *Rensselaer Union Constitution*, and decisions of the Board of Trustees of Rensselaer Polytechnic Institute.
3. Fixes to small errors that would not change the overall meaning of the document, including but not limited to grammar and formatting mistakes, may be approved by the President of the Union and the Grand Marshal.
4. These bylaws shall be modified to reflect an approved amendment by:
 - a. Inserting new clauses into these bylaws at their appropriate places, or
 - b. Removing clauses from these bylaws, or
 - c. Removing existing clauses and inserting new clauses in these bylaws simultaneously.

Article X: Succession

1. If the President is removed from office, has an extended leave of absence, resigns, or is otherwise unable to discharge the powers and duties of office, then the Vice Presidents shall assume the duties of the President as Acting President of the Union (hereinafter referred to as the "Acting President") in the following order of seniority:
 - a. Vice President for Board Operations;
 - b. Vice President for Club Relations; and
 - c. Vice President for Rules & Special Projects.
2. If a person is designated to assume the duties of Acting President under any of the conditions outlined in this Article, they may choose to not assume those for any reason and be considered "unable" to discharge the powers without penalty.
3. If all of the Vice Presidents are unable to discharge the powers and duties of President as Acting President, then the same shall be discharged by the most senior Executive Board Representative able to discharge such duties. Seniority, for the purpose of this Article, shall be defined as the number of calendar months served as an Executive Board Representative.
 - a. If seniority cannot be determined by length of service to the Executive Board, then seniority shall be determined among Executive Board Representatives with the

same number of calendar months served by the order in which they were confirmed by the Student Senate.

- b. If no Representative can discharge the powers and duties of President as Acting President, the Judicial Board Chairman shall appoint a Member of the Union as Acting President.
4. Any individual serving as Acting President shall retain their previous position's responsibilities and duties, with the exception of any voting rights on the Executive Board.
5. If a Vice President is removed from office, has an extended leave of absence, resigns, or is otherwise unable to discharge the powers and duties of office, then the President shall name a member of the Union to serve as Acting Vice President.
6. The Acting President of the Union shall discharge the powers and duties of President until such a time that a meeting of the Executive Board can be called. The first and only order of business of such a meeting shall be the selection of a new President of the Union. This meeting shall be presided over by the Judicial Board Chairman, who shall cast no vote in any case. This meeting shall be held no later than two weeks after the President's office was vacated.
7. All nominations for the position of President must be moved and seconded by an Executive Board Representative.
8. Every nominee for the position of President must be a Representative or Vice President of the Executive Board, as defined in these Bylaws.
9. In the case of multiple nominees, the appointment for President of the Union shall be selected by a series of simple majority votes.
 - a. If there are two nominees, a vote shall be taken, and the nominee with a simple majority shall be named the appointment for President of the Union.
 - b. If there are three or more nominees, a series of votes shall be taken.
 - c. In each vote, the nominee with the fewest number of votes shall be removed from consideration, and only the remaining nominees shall be considered in the next vote.
 - d. This series of votes shall continue until a single nominee remains, and that nominee shall be named the appointment for President of the Union.
10. The nominee who is appointed for President of the Union must be approved by a two-thirds vote of the total voting membership of the Executive Board. If the appointment is not approved by a two-thirds vote of the total voting membership of the Board, a new process of nominations begins.
11. The Executive Board's appointment for President shall discharge the powers and duties and of President as Acting President until they have been confirmed by the Student Senate. Upon the new President's confirmation, all officers of the Executive Board are relieved of office.

12. The new President shall nominate officers of the Executive Board.

Appendix F: Bylaws of the Multicultural Leadership Council

As a committee of the Executive Board, the MLC Bylaws were approved by the Executive Board on March 7, 2019 and guide the operations of the MLC.

Article I: Required Activities of the MLC

1. **International Festival:** The International Festival is a event held during family weekend as an opportunity for identity-based organizations to showcase their culture and customs through food and dance.
2. **Spirit Week:** The purpose of this Spirit Week is hold a culmination of events around the eight pillars of diversity for the multicultural community and LGBTQ community could look forward to annually. The MLC would collaborate with different clubs to host different themed days, like a traditional spirit week, only entirely revolved around celebrating multiculturalism.
3. **Hockey Cultural Night:** Every year, identity-based clubs table, sell food, provide information on their club, and perform at a designated hockey game.

Article II: Voting Member Application Process

1. The current voting members of the MLC will conduct an application process for voting members for the following academic year before GM Week.
 - a. Any voting member who reapplies for their voting position on the MLC will recuse themselves from making decisions or conducting interviews in this process.
2. The process will begin with an initial interest form, distributed to any interested activity fee paying student. From those applications, candidates will be selected for interviews.
3. The interview process will consist of two rounds. For each round, at least two current MLC voting members present.
 - a. The first interview will be a question and answer session based on the candidate's experience with the eight pillars of diversity and look at availability and commitment to the council.
 - b. The second interview will be a 10 minute presentation on an idea the applicant would like to implement for an event they can hold on campus involving the eight pillars of diversity: age, ability, sex, race, religion, sexual orientation, and socioeconomic status.

Article III: Multicultural Round Table

1. In accordance with the Bylaws of the Executive Board, the MLC shall oversee the Multicultural Round Table, which shall meet monthly during the fall and spring semesters.
2. The purpose of the Multicultural Round Table shall be to bring together the Union's identity-based organizations and to promote cohesion and collaboration between these groups.

3. The MLC Chairperson shall appoint a chairperson for the Multicultural Round Table (MRT) from the voting membership of the MLC, subject to confirmation of the MLC by simple majority vote.
 - a. In the event of a vacancy of the MRT Chairperson, the MLC Chairperson shall fulfill the duties of the position until the position is filled.
 - b. The MRT Chairperson shall be expected to lead meetings of the MRT, keep members informed of meetings, and meet regularly with the MLC Chairperson about matters pertaining to the MRT.
 - c. The MRT Chairperson shall appoint a secretary to take minutes and maintain a roster and attendance record of the presiding officers, or their designees, of each identity-based organization attending MRT meetings.
 - d. The MRT Chairperson shall give an update on the MLC at MRT meetings.