



Rensselaer Union Guidelines & Procedures

Last revised: October 2024

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. This handbook takes precedence when it conflicts with 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.

This handbook is maintained by the Executive Board, in consultation with the Director of the Union and the Union administrative staff.

Table of Contents

INTRODUCTION	2
TABLE OF CONTENTS	3
PART I: CLUBS & ORGANIZATIONS	8
CHAPTER 1: GENERAL CLUB REQUIREMENTS & LIMITATIONS	8
§ 1.1 PROHIBITED ACTIVITIES & BEHAVIORS.	8
§ 1.2 REQUIREMENTS FOR MEMBERSHIP.	8
§ 1.3 LANGUAGE FOR CLUB OPERATION.	8
CHAPTER 2: CLASSIFICATIONS	9
§ 2.1 DEFINITIONS	9
§ 2.2 Union Recognized-Funded clubs.	9
§ 2.3 Union Recognized-Not Funded Clubs	10
§ 2.4 Union Affiliated Clubs	10
§ 2.5 DISTINCTION OF SERVICE VS. GENERAL CLUBS.	10
§ 2.6 PARTNERSHIPS	10
CHAPTER 3: FORMING A CLUB	11
§ 3.1 PROCESS OVERVIEW	11
§ 3.2 NEW CLUB APPLICATION.	11
§ 3.3 MEMBERSHIP RECRUITMENT.	12
§ 3.4 INTERVIEW WITH THE CLUB OPERATIONS COMMITTEE.	12
§ 3.5 PRESENTATION BEFORE THE EXECUTIVE BOARD.	12
§ 3.6 POST-APPROVAL STEPS AND RECOMMENDATIONS.	13
CHAPTER 4: CLUB RENEWAL AND STATUS	13
§ 4.1 DEFINITIONS & PURPOSE.	13
§ 4.2 Active Status.	13
§ 4.3 PROBATION STATUS.	13
§ 4.4 Dormant Status	14
§ 4.5 Inactive Status	15
CHAPTER 5: CLUB CONSTITUTION POLICY	15
§ 5.1 STARTER CONSTITUTION	15
§ 5.2 CLUB CONSTITUTION CHANGES	15
CHAPTER 6: NEW CLUB FUNDING POLICY	16
§ 6.1 DEFINITIONS & PURPOSE.	16
§ 6.2 STARTER FUNDS.	16
§ 6.3 CLUB PROGRAMMING REVIEW	16
CHAPTER 7: CLUB TRAINING REQUIREMENTS	17
§ 7.1 DEFINITIONS & PURPOSE.	17
§ 7.2 FINANCIAL WORKSHOPS.	17

§ 7.3 PENALTIES FOR NON-COMPLIANCE.	18
CHAPTER 8: ADDITIONAL CLUB OBLIGATIONS	18
§ 8.1 THE UNION ACTIVITIES FAIR.	18
§ 8.2 MEMBERSHIP AND OFFICER LISTS ON THE CLUB MANAGEMENT SYSTEM.	18
§ 8.3 SOCIAL MEDIA GUIDELINES.	18
§ 8.4 GOOD ACADEMIC STANDING.	19
CHAPTER 9: CLUB OFFICE AND STORAGE SPACE POLICY	19
§ 9.1 DEFINITIONS & PURPOSE.	19
§ 9.2 NEW SPACE ALLOCATION PROCESS.	19
§ 9.3 SPACE RENEWAL PROCESS.	20
§ 9.4 SPACE TRANSITION PROCESS.	20
§ 9.5 EXPECTATIONS AND LIMITATIONS.	20
CHAPTER 10: UNION CLUB ADVISERS	21
§ 10.1 ASSIGNED EXECUTIVE BOARD REPRESENTATIVES.	21
§ 10.2 ASSIGNED STUDENT ACTIVITIES RESOURCE PERSON (SARP).	22
§ 10.3 ADDITIONAL FACULTY/STAFF ADVISORS.	22
CHAPTER 11: ACCOMMODATIONS FOR PROTECTED CLASSES	22
§ 11.1 DEFINITIONS & PURPOSE.	22
§ 11.2 REQUEST PROCEDURE.	23
§ 11.3 EXEMPTIONS & SPECIAL PERMISSIONS.	23
PART II: BUDGETING & FINANCES	23
CHAPTER 1: FORMAL BUDGETING PROCEDURE	23
§ 1.1 GENERAL BUDGETING	23
§ 1.2 APPEALS	24
CHAPTER 2: BUDGETED INCOME, DUES, & FUNDRAISING	24
§ 2.1 BUDGETED INCOME & SERVICE FEES.	24
§ 2.2 MEMBERSHIP DUES.	24
§ 2.3 FUNDRAISING.	25
CHAPTER 3: BUDGETED EXPENSES	25
§ 3.1 DEFINITIONS & OVERVIEW.	25
§ 3.2 EQUIPMENT PURCHASES.	26
§ 3.3 DEPOSITS & PREPAYMENTS.	26
§ 3.4 ORDERS, QUALITY ASSURANCE, & DAMAGE INSPECTION.	26
§ 3.5 APPROVED VENDORS.	26
§ 3.6 FUNDING FOR FOOD.	27
§ 3.7 Activities Fair and Navigating Rensselaer and Beyond	27
§ 3.8 Marketing Materials	28
CHAPTER 4: BUDGET MODIFICATIONS	28
§ 4.1 RE-ALLOCATIONS BETWEEN LINE ITEMS.	28

§ 4.2 EXECUTIVE BOARD PROPOSALS.	28
§ 4.3 YEAR-END RECONCILIATION.	29
§ 4.4 OUTSTANDING COMMITMENTS.	29
CHAPTER 5: PROGRAMS INVOLVING TRAVEL	29
§ 5.1 GENERAL TRAVEL GUIDELINES.	29
§ 5.2 LODGING.	30
§ 5.3 UNION CARGO VAN POLICY.	30
§ 5.4 CHAMPIONSHIP LEVEL COMPETITION.	31
§ 5.5 EDUCATIONAL AND INSTRUCTIONAL TRIPS.	31
CHAPTER 6: UNIFORMS, CLOTHING, & PERSONAL ITEMS	31
§ 6.1 CLUB UNIFORMS & CLOTHING.	31
§ 6.2 PRIZE GUIDELINES FOR UNION-SPONSORED EVENTS.	31
CHAPTER 7: REFEREES, COACHES, & INSTRUCTORS	32
§ 7.1 HIRING & CONTINUANCE OF COACHES & INSTRUCTORS.	32
§ 7.2 COMPENSATION OF COACHES, INSTRUCTORS, AND DIRECTORS.	32
§ 7.3 REFEREES & UMPIRES.	32
CHAPTER 8: PURCHASING POLICIES	33
§ 8.1 COMPREHENSIVE PLAN FOR PURCHASING EQUIPMENT & SUPPLIES.	33
§ 8.2 GENERAL PROCEDURES TO PURCHASE EQUIPMENT AND SUPPLIES.	33
§ 8.3 PENALTIES FOR UNAUTHORIZED PURCHASES.	34
§ 8.4 EXTERNAL BANK ACCOUNTS.	34
§ 8.5 RECEIPTS POLICY.	35
§ 8.6 RENSSELAER BURSAR CHARGE SHEETS.	35
§ 8.7 RENSSELAER COLLEGIATE STORE.	35
§ 8.8 FOOD PURCHASES	36
§ 8.9 CONFLICT OF INTEREST.	36
CHAPTER 9: CHARITABLE AND PHILANTHROPIC EVENTS	36
§ 9.1 GENERAL POLICIES.	36
CHAPTER 10: SERVICES AVAILABLE TO CLUBS & ORGANIZATIONS	37
§ 10.1 UNION SHOW TECHS	37
§ 10.2 RPI TV FILMING.	37
§ 10.3 RPI Ambulance	38
§ 10.4 PUBLIC SAFETY.	38
§ 10.5 MARKETING AND PHOTOGRAPHY SERVICES.	38
§ 10.6 CLUB PRINTING AND PHOTOCOPYING.	39
CHAPTER 11: INCENTIVE INCOME	39
§ 11.1 DEFINITION AND PURPOSE.	39
§ 11.2 PERMITTED USES.	39
PART III: FACILITIES & OPERATIONS	41

CHAPTER 1: SIGNAGE POLICY	41
§ 1.1 Definitions & purpose.	41
§ 1.2 GENERAL POSTING AREAS.	41
§ 1.3 DEDICATED SPACES.	41
§ 1.4 POSTER CONTENT REQUIREMENTS.	41
§ 1.5 REMOVAL & REPORTING.	43
§ 1.6 Repeated Violations.	43
§ 1.7 Digital Signage.	44
§ 1.8 EXCEPTIONS.	44
Chapter 2: Room Reservation & Events Policy	44
§ 2.1 DEFINITIONS & PURPOSE.	44
§ 2.2 RESERVING ROOMS FOR CLUB MEETINGS.	45
§ 2.3 PRIMETIME HOURS.	45
§ 2.4 RESERVING ROOMS FOR SPECIAL EVENTS.	45
§ 2.5 EVENTS WITH FOOD.	46
§ 2.6 Restrictions & Limitations	46
§ 2.7 SPACE SPECIFIC POLICIES	46
Chapter 3: Club Technology Services	47
§ 3.1 EXPECTATIONS OF USE.	47
§ 3.2 WEB HOSTING SPACE.	48
§ 3.3 UNION WEBSITE LANDING PAGES.	48
§ 3.4 BOX ENTERPRISE ACCOUNTS FOR CLUBS.	48
§ 3.5 MAILING LISTS FOR CLUBS.	49
§ 3.6 LOANER EQUIPMENT.	49
§ 3.7 EVENT ATTENDANCE RECORDING.	49
CHAPTER 4: EXECUTIVE BOARD CONFLICT OF INTEREST POLICY	49
§ 3.8 PURPOSE AND GENERAL DEFINITIONS.	49
§ 3.9 PERSONAL INTERESTS.	50
§ 3.10 OUTSIDE INTERESTS.	50
§ 3.11 PROCEDURES FOR EXECUTIVE BOARD GENERAL MEETINGS.	50
§ 3.12 PROCEDURES FOR EXECUTIVE BOARD ELECTRONIC VOTES.	51
§ 3.13 PROCEDURES FOR BUDGETING SESSIONS.	51
§ 3.14 UNION ADMINISTRATIVE STAFF.	51
<u>APPENDICES</u> 52	
APPENDIX A: FOAPAL Usage INFORMATION	52
APPENDIX B: CHART OF SUB-ACCOUNT CODES	52
APPENDIX C: MEDIA STATEMENT	54
ARTICLE I: PREAMBLE.	54
ARTICLE II: ROLE OF STUDENT MEDIA.	55

ARTICLE III: ESTABLISHING MEDIA STATUS	55
ARTICLE IV: STANDARDS USED IN EVALUATION.	55
ARTICLE V: ARTICLES OF RIGHT.	56
ARTICLE VI: ARTICLES OF RESPONSIBILITY.	56
ARTICLE VII: PROCEDURES.	58
APPENDIX D: CLUB/ORGANIZATION STARTER CONSTITUTION	58
ARTICLE I: NAME.	58
ARTICLE II: PURPOSE	58
ARTICLE III: MEMBERSHIP	59
ARTICLE IV: OFFICERS	60
ARTICLE VI: MEETINGS	61
ARTICLE VII: FINANCE	61
ARTICLE VIII: POLICIES, STANDING RULES, AND BY-LAWS	61
ARTICLE IX: AFFILIATIONS	61
ARTICLE X: RATIFICATION AND AMENDMENTS	62

Part I: Clubs & Organizations

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 perpetuate or encourage such activities.
- B. The purpose of Rensselaer Union clubs shall enhance the student experience, with the understanding that academic commitments are priority.
- C. No non-university local, regional, or national organization shall have an unreasonable influence or advantage in recruitment of members or the business of a club or organization.
- D. Hazing*, 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.

**as defined by the Rensselaer Handbook of Student Rights and Responsibilities*

§ 1.2 Requirements for membership.

- A. All officers and committee chairs of Union Recognized-Funded and Union Recognized-Not Funded clubs and organizations must be activity-fee-paying students. Both activity-fee-paying students and their spouses may be voting members.
- B. Club and organization membership, business, and elections are governed by their Constitution approved by the Executive Board.
- 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.

§ 1.3 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

- A. To operate on Rensselaer properties, clubs must be recognized and offer value to the campus and community. There are several authorized agents of the Institute who can recognize clubs: the Union, Deans of each school or the Dean of Students.
- B. Clubs and organizations may be classified by the Union as the following: Union Recognized-Funded, Union Recognized-Not Funded, and Union Affiliated.
- C. The Rensselaer Union shall make available the following benefits and resources to all Union clubs and organizations:
 - 1. Support from Union staff
 - 2. Access to meeting space and event space in the Union and around campus
 - 3. The right to use technology on campus
 - 4. Limited free printing for club advertising
 - 5. The right to promote and advertise their club or organization
 - 6. The benefit of the tax-exempt status of Rensselaer Polytechnic Institute
 - 7. Access to the Club Management System (CMS)

§ 2.2 Union Recognized-Funded clubs.

- A. Union Recognized-Funded clubs and organizations are any clubs or organizations approved to receive subsidy from the Rensselaer Union.
- B. All money related to Union Recognized-Funded clubs or organizations must be handled through the Union; no Union Recognized-Funded club or organization may have a bank account outside of the Rensselaer Union.
- C. In receiving funding, a Union Recognized-Funded club or organization must fulfill its purpose as outlined in its Constitution and provide a benefit or enhancement to the student experience.
- D. Each Union Recognized-Funded Club shall be assigned an Executive Board Representative and a Student Activities Resource Person (SARP) as resources to the club.
- E. The Union will not subsidize any religious or political organization or group which claims affiliation with such an organization, nor will it fund any organization or event for a political or religious viewpoint.
- F. Union Recognized-Funded clubs and organizations are open to all activity-fee paying members of the Union.
- G. Any Union Recognized-Funded clubs and organizations which have a skill expectation may hold fair and open tryout sessions, but must also reasonably allow for any member of the

Union to participate in non-competitive club activities, such as practices and training sessions.

- H. The Rensselaer Union shall make available the following additional benefits and resources to Union Recognized-Funded Clubs:
 - 1. A subsidy, as determined annually by the Executive Board
 - 2. An account monitored by the Rensselaer Union
 - 3. Multimedia (sound and lighting) support from the Union Show Techs
 - 4. Priority access to Union equipment and services, including vehicle usage
 - 5. Marketing and publicity support from the Union administrative staff

§ 2.3 Union Recognized-Not Funded Clubs

- A. A Union Recognized-Not Funded club or organization may become a Union Recognized-Funded club or organization through approval for funding through the Club Operations Committee and the Executive Board.
 - 1. The Union Recognized-Not Funded club must wait at least two months after gaining their status to apply for Union Recognized-Funded club status.
- B. The Rensselaer Union shall make available the following additional benefits and resources to Union Recognized-Not Funded Clubs:
 - 1. Multimedia (sound and lighting) support from the Union Show Techs
 - 2. Access to Union equipment and services, including vehicle usage
 - 3. Marketing and publicity support from the Union administrative staff
 - 4. Potential usage of an agency account within the Rensselaer Union

§ 2.4 Union Affiliated Clubs

- A. If a club or organization is recognized by an Institute authorized agent, the Union will affirm their recognition with Affiliated status.
- B. Union Affiliated clubs and organizations are not eligible for Union funding.

§ 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.

§ 2.6 Partnerships

- A. A Partnership is defined as a collaborative relationship between a funded club's officers and an administrative organization's SARP with a mutual financial interest.
- B. The purpose of Partnerships is to better the communication between Union funded clubs and Union administrative organizations which have a mutual financial interest in each other.

- C. Partners will be defined as the club officers and the administrative organization's SARP that are in a Partnership.
- D. Club officers in a Partnership will be defined as a president and treasurer, with additional roles to be considered on a case-by-case basis to be determined by the President of the Union.
- E. A Partnership Collaboration will be defined by the Executive Board as a portion of a budget that is collaborative between a club and administrative organization.
- F. Partners will collaborate on the use and spending of monies in a Partnership Collaboration.
- G. Club officers may view the budget of the administrative organization which they are in a Partnership with at any time with view only access.

Chapter 3: Forming a Club

§ 3.1 Process Overview

- A. The process of forming a club shall be overseen by the Executive Board's Club Operations Committee.

§ 3.2 New club application.

- A. New club applications will only be accepted during the first 7 weeks of both the fall and spring academic semesters.
 - 1. The new club formation process may continue past the 7th week of the semester so long as the application was received prior to that cutoff.
- B. The founders of a potential new club must apply by filling out the New Club Application available at <https://union.rpi.edu/newclub>.
- C. Upon receipt of this form, a member of the Club Operations Committee will be assigned to guide the new club through the process.
- D. Then, the club must be in contact with the assigned member of the Club Operations Committee and a member of the Union staff 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.
 - 1. After preliminary discussions, if the Club Operations Committee and/or the Union administrative staff determine that the club or organization does not meet the values of the *Rensselaer Handbook for Student Rights and Responsibilities* or the RUGP, the club or organization will be denied without remediation.
- E. All new clubs must be designated a SARP. They may also elect to have a faculty/staff advisor.
- F. The assigned committee member will guide the club in creating a constitution to serve as a governing document.

§ 3.3 Membership recruitment.

- A. After receiving approval from the Club Operations Committee, the new club will need to hold at least three (3) General Interest/Body Meetings that are open to the entire campus to recruit members and establish club goals.
 - 1. The front desk staff in the Union Administration Office (Union 3702) will help print up to twenty-five (25) posters to advertise the club.
 - 2. The Union marketing team may also post General Interest Meetings on Union social media platforms.
 - 3. The *Sign Policy* must be followed during advertising, which can be found in the *Rensselaer Handbook of Student Rights and Responsibilities*. The Union Sign Policy, which supplements the handbook *Sign Policy*, can be found in Part 3 Chapter 1.
- B. The new 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.
- C. The club must take accurate attendance and record meeting minutes at each General Interest/Body Meeting.
 - 1. Attendance must include names and RCS IDs of attendees to facilitate logging into the Club Management System (<https://cms.union.rpi.edu>).

§ 3.4 Interview with the Club Operations Committee.

- A. The Club Operations Committee will provide the New Club Evaluation form which must be completed by the club. This document may be started immediately, however cannot be submitted until 3 General Interest/Body Meetings have been held.
 - 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 ensure the process is complete and the Club Operations Committee has no further concerns. Then, the Committee will choose to recommend the new club to the Executive Board or determine 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 recognition to the Executive Board.

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 recognition or affiliation.
 1. If the club fails to become recognized or affiliated, the Executive Board must provide reasoning. The club may choose to reapply with the Club Operations Committee the next semester.
 2. The Club Operations Committee may choose, by vote, 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 recognition or affiliation.

Chapter 4: Club Renewal and Status

§ 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, Dormant Status, or Inactive Status.

§ 4.2 Active Status.

- A. Active Status shall be defined as the normal state of operations for Union clubs and organizations.
- B. 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, (if applicable); and
 3. Maintain an accurate and up-to-date list of club officers, members, and advisors, (if applicable), on the Club Management System.
- C. The Club Operations Committee shall verify compliance with the above requirements in consultation with the Union administrative staff. Clubs that do not meet these requirements may be subject to probation status.

§ 4.3 Probation status.

- A. Probation Status shall be defined as a temporary period of review for clubs and organizations with the potential restriction to club privileges.

1. The primary objective of Probation Status shall be for the Executive Board and/or the Union administrative staff to determine the viability for continuance for the club, along with providing specialized resources to facilitate improvements.
- B. Clubs may be placed on probation for the following reasons:
 1. Extenuating risk, fiscal mismanagement, and failure to ensure the health and safety of others
 2. The club's leadership has dissolved
 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, Executive Board representative, and/or the President of the Union.
- C. If a club or organization is placed on probation, they will be notified by the President of the Union, Vice President for Club Relations, Union administrative staff, or the Dean of Students. An investigation will be conducted and the budget or Union-managed agency account of the club or organization will be frozen for the duration of the investigation.
- D. Organizations classified as Union Recognized-Funded Clubs which are under probation status must receive approval in advance from the organization's assigned Executive Board representative in addition to their SARP before any purchases can be made.
- E. The process to transition out of Probation Status is as follows:
 1. Union Recognized-Funded organizations on probation can be restored to active status by meeting with their assigned Executive Board representative and SARP, who will determine necessary steps for restoring active status. Organizations that are Union Recognized-Not Funded will meet with the Vice President for Club Relations or their designee in lieu of an Executive Board representative.
 2. Upon a favorable conclusion of the investigation and the club completing the requirements for restoration of Active status, the President of the Union, the Vice President for Club Relations, Union administrative staff, or the Dean of Students may restore the club's active status, as appropriate.
 3. If at the end of the probation process, the club does not meet the requirements to transition to Active status, the club will be placed on Inactive Status.

§ 4.4 Dormant Status

- A. Dormant status shall be defined as a state in which a club has had an extended period of inactivity and/or lack of leadership within the current fiscal year as determined by the club's SARP and/or Executive Board representative.
- B. Clubs may be placed on dormant status for the following reasons:
 1. Failure to complete the active status renewal process
 2. Failure to respond to communication efforts made by their assigned Executive Board representative and/or SARP for more than thirty calendar days.
 3. Failure to enact at least one of their approved programs or fulfill their purpose as stated in the club's Constitution.

- C. In order to regain Active status, the club will need to meet with their SARP and Executive Board representatives to discuss remediation.

§ 4.5 Inactive Status

- A. Inactive Status shall be defined as a state of inactivity of a formerly-active organization classified by the Union.
 - 1. A Club will be placed on Inactive status for the following reasons:
 - a. If the club has not registered for the Activities Fair for 2 consecutive years and has had an extended period of inactivity
 - b. If the club has been in dormant status for 2 consecutive semesters
 - 2. Inactive Status intends to serve solely for archiving and documentation purposes, and organizations placed on Inactive Status lose all classifications from the Union and any privileges accompanying their classifications.
 - 3. Inactive organizations aiming to restart or resume operations must follow the New Club Registration process through the Club Operations Committee.

Chapter 5: Club Constitution Policy

§ 5.1 Starter Constitution

- A. All newly forming clubs and organizations must use the starter Constitution template (found in Appendix D) while creating their own Constitutions. All articles and underlined sections of the starter constitution must be included in your club Constitution.
 - 1. If a newly forming club or organization needs assistance building their Constitution, they may meet with the Club Operations Committee.
- B. Previously approved club and organization Constitutions do not have to be changed when a new Starter Constitution is approved by the Executive Board.

§ 5.2 Club Constitution Changes

- A. All changes to Union Recognized-Funded and Union Recognized-Not Funded club Constitutions must be approved by the Club Operations Committee before going into effect.
- B. Union Affiliated clubs must send their Constitutions to the Club Operations Committee when they are updated for documentation purposes.
- C. Constitutions will be uploaded to the Club Management System by the Club Operations Committee after they are approved, if applicable.

Chapter 6: New Club Funding Policy

§ 6.1 Definitions & purpose.

- A. All Union Recognized-Not Funded 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-Not Funded organizations may apply for funding. Union Affiliated organizations will not be funded.
 - 1. For Union Recognized-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 or irregular/infrequent donations from another source, or payment for services rendered.

§ 6.2 Starter funds.

- A. Newly Union Recognized-Not Funded clubs may request a reasonable starter fund to help subsidize club programming after the club has operated for two months since recognition.
 - 1. The club must fill out the [Starter Budget Proposal](#) and send the proposal to the Club Operations Committee (clubops@union.lists.rpi.edu), then will be interviewed.
 - a. If the Club Operations Committee decides the club is fundable, they will submit a favorable recommendation to the Executive Board with the club's proposed budget and other relevant information.
 - b. If the Club Operations Committee decides the club is not fundable, they will suggest areas of improvement for the club to consider before re-applying.
- B. Once recommended by the Club Operations Committee, the officers of the new club shall present their case for funding to the Executive Board within two weeks.
 - 1. Starter funds are capped at \$250 per fiscal year.
 - 2. Upon the Executive Board's approval for a club to have a starter fund, a request for a Fund Number will be issued by the Union administrative staff. The club may use the starter funds only once the Fund Number has been issued. Once the Fund Number is issued, the club is reclassified as a Union Recognized-Funded club.

§ 6.3 Club Programming Review

- A. Upon approval for a starter fund, a club will operate for a two-month period before returning to the Executive Board for an evaluation.
 - 1. If during this two month period a club needs additional subsidy for a program, they may submit a proposal to the Executive Board.

2. If the Executive Board determines the club has potential for sustainable operation, they may be granted an opportunity to have a stopgap budget to provide funding until the next budgeting cycle.
- B. A club may submit an operating budget during the Union's fall budget cycle 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 Union Recognized-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 training, as detailed below, for all Union organizations in addition to training required by New York State law.
- B. 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 or with a Union agency account must have their president and/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 who will handle the club's budgeting and finances.
 2. If an organization's officers are unable to attend a scheduled workshop, they must contact their assigned SARP to schedule a one-on-one meeting within five business days of the last scheduled financial workshop.
 3. If an organization elects new officers after the fall semester Club Financial Workshop, the new officers must contact their assigned SARP to schedule a one-on-one meeting before any financial transactions may be conducted.
- C. Union Recognized-Not Funded and Union Affiliated club officers are encouraged, but not required, to attend the Club Financial Workshop to learn more about the Union financial policies.
- D. Students are expected to attend the Club Financial once each year that they hold officer positions, even if they have fulfilled these requirements in previous years.

§ 7.3 Penalties for non-compliance.

- A. If a club that is required to attend a Financial Workshop fails to fulfill the training requirement, the organization's officers will be notified by their SARP in writing.
 - 1. Union Recognized-Funded organizations shall have their funding frozen immediately until the organization complies. The organization will be notified that their non-compliance may lead to the inability to use Union meeting space. The organization will be given 10 business days from the date of notification of non-compliance to remedy their non-compliance before all forthcoming reservations may be canceled.
 - 2. Additional penalties may be assessed by the Club Operations Committee with the approval of the Executive Board after consultation with the Union administrative staff.

Chapter 8: Additional Club Obligations

§ 8.1 The Union Activities Fair.

- A. The Union Activities Fair takes place in the first few weeks of the Fall semester every year. The Activities Fair was created for Union Recognized-Funded clubs to be accountable for the use of student activity fees and to advertise their activities to potential new members.
- B. Union Recognized-Funded clubs are required to attend every year. Union Recognized-Not Funded and Union Affiliated clubs are strongly encouraged to attend.
 - 1. If a Union Recognized-Funded club is unable to attend, they must request an excused absence from their SARP at least one week in advance of the fair.
 - a. They must table in the 15th Street Lobby or another mutually agreed-upon location once for two hours during standard lunchtime hours,
- C. Funded clubs that fail to attend the Activities Fair or contact their SARP may be sanctioned by the Executive Board by being placed on probation.

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

- A. Clubs are required to maintain an accurate list of officers and members at all times via their club page on the Union's Club Management System.

§ 8.3 Social media guidelines.

- A. All posts must be made in accordance with the Institute's policies, as outlined in the *Student Handbook of Rights and Responsibilities*.
- B. Any posts must be in the "spirit of Rensselaer" and may not negatively reflect upon the Union or the individual club or organization.
- C. Social Media may not be used to promote products, services, or other pages not associated with the Institute.

- D. No posts may contain explicit material.
- E. Failure to adhere to these guidelines may result in disciplinary action pursued by the Union, including but not limited to Probation status.

§ 8.4 Good academic standing.

- A. The Rensselaer Union recognizes that academics must be a priority for all activity fee paying students and that clubs 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. Students on academic leave or Institute sanction may not serve as club officers.
- D. Academic standing will be monitored and corresponding action will be taken 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 1 and expiring on June 30.
- C. The storage and office space allocation process is managed jointly by the Business Operations Committee of the Executive Board and the Union Administrative Office.
- D. Only Union Recognized-Funded and Union Recognized-Not Funded clubs or organizations are eligible for storage and/or office space.
 - a. Exceptions can be made at the discretion of the Business Operations Committee.

§ 9.2 New space allocation process.

- A. Any Union Recognized 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.
- B. Once a club or organization has submitted their application, their request will be evaluated by the Business Operations Committee and the Union Administrative staff and, if deemed necessary, space will be assigned based on a club or organization's demonstrated need.
- C. Applications for storage space for the next fiscal year will be available by March 1st and clubs will be notified of decisions by May 1st..
- D. A club or organization may choose to appeal a declination of space to the President of the Union, who shall, in consultation with the Business Operations Committee, affirm or overturn the declination. If unsatisfied with the outcome of the appeal, the club or

organization may choose to appeal further to the Executive Board. The appeal requires a simple majority vote.

§ 9.3 Space renewal process.

- A. Each fiscal year, the Business Operations Committee shall review the active space allocations for clubs and organizations. The Business Operations Committee may choose to automatically renew an allocation of any space.
- B. If the Business Operations Committee believes an office or storage space should not be renewed, the Committee shall, by majority vote, submit a recommendation to the Executive Board.
 - 1. The Executive Board may decide to end a space allocation, if appropriate. The Executive Board may remove and dispose of items that violate existing policies or attract pests immediately.
 - 2. The Executive Board must provide the club or organization with the opportunity to appeal for renewal before voting to end a space allocation.
- C. By no later than May 1 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.
 - 1. If a club does not have the space renewed and they do not remove the equipment stored in their allocated space, their equipment may be removed by Union administrative staff.

§ 9.5 Expectations and limitations.

- A. The Union does not take responsibility for any damages of stored property inside any Union facilities.
- B. Storage of personal belongings should be kept to a minimum in Union allocated office spaces.
- C. Office spaces should not be used for storage spaces, and storage spaces should not be used as offices.
- D. Items which attract pests or violate existing policies shall not be permitted in any office or storage spaces.
 - a. The storage of food, or other items which attract pests shall be prohibited in Union club storage spaces. Food items may be stored in sealed containers or refrigerators in club office spaces.

- b. Any items found in violation of this policy may be removed and disposed of immediately by the Business Operations Committee, Executive Board, or Union Administration.
- E. 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 48 hours of the notification.
- F. Only current activity-fee-paying students, Rensselaer staff, and approved vendors may have keys or card access to Union office or storage spaces.
- G. Each club will have as many keys as deemed necessary by the Union administrative office for the duration of the club's allocation to a storage or office space.
 - a. The Union Operations Coordinator must be notified when club officers transfer keys to their successors or other officers.
 - b. Lost or stolen keys must be reported to the Union Operations Coordinator immediately. Costs for replacement keys or core changes may be charged against the club's budget at the discretion of the Union administrative staff.
 - c. The Union may re-core at its discretion any space within the Union without prior notification to the occupants of the space.
- H. If the allocated space has a digital access card scanner, clubs or organizations may request access for individual members by contacting the Union Operations Coordinator. 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 Union Recognized-Funded Club. Union Recognized-Not Funded and Union Affiliated Clubs may be assigned a specific representative or may be asked to work with the Club Operations Committee, depending on the circumstances.
- B. Executive 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 Executive Board during budgeting and throughout the fiscal year.

- C. Executive Board Representatives have the responsibility of representing each of their clubs' interests to the Executive Board, while at the same time representing the interests of all the members of the Union.
- D. A current or former member of a club may not act as a club's assigned Executive Board Representative.

§ 10.2 Assigned Student Activities Resource Person (SARP).

- A. SARPs are assigned to Union Recognized-Funded clubs by the Director of the Union, in consultation with the President of the Union, in order to provide professional advice to their clubs.
- B. The signature of a SARP is needed for all transactions on a club's account.

§ 10.3 Additional faculty/staff advisors.

- A. All Union organizations must have a faculty or staff advisor or a Union SARP.
- B. Organizations with programs that require technical expertise are required to have a faculty or staff advisor with knowledge in the respective expertise.
- C. All faculty or staff advisors must be registered with the Office of Student Activities.

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 in this chapter 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 Union Affiliated if they wish to reasonably restrict membership as permitted for Union Affiliated Clubs.

§ 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 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 be maintained on file confidentially with the Union administrative staff.
 - 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 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 administrative 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 administrative staff.

Part II: Budgeting & Finances

Chapter 1: Formal Budgeting Procedure

§ 1.1 General Budgeting

- A. Budgeting Principles
 - 1. All Union Recognized-Funded clubs are required to submit a budget each year for the following fiscal year to maintain active status.
 - 2. Budgeting takes place in the fall semester of each year contingent on Rensselaer's fiscal year calendar.
 - 3. Clubs must work with their designated SARP and Executive Board representative during this process. Failure to comply may result in probation status.
 - 4. The extended price of all budgeted items must be rounded up to the nearest dollar.

5. Budgeting will be a closed meeting limited to Executive Board members and Union administrative staff. Each club budget will be presented by their Executive Board representative and fully reviewed by those present.
6. The budget will be evaluated against this document and future year projections. All budgets will remain hidden from view of club members until the completion of the budgeting process, at which point budgets will be released by the President of the Union.

§ 1.2 Appeals

A. Appeal Process

1. Every club has the ability to appeal their budget with the understanding that the entire budget will be opened for review.
2. Clubs must meet with their Executive Board representative and their SARP before submitting for an appeal to be considered for the Appeal Process.
3. Appeals will happen in a short period following formal budgeting.
 - a. The President of the Union will announce the timeline each year.
 - b. No exceptions will be made from the stated deadline.
4. Appeals will follow a similar procedure as Formal Budgeting, however each club will be allowed to present their appeal to the Executive Board.

Chapter 2: Budgeted Income, Dues, & Fundraising

§ 2.1 Budgeted income & service fees.

- A. The Union does not fully subsidize certain program expenses, and requires the club to provide an income line item to pay for the remaining cost after Union subsidy.
 1. The income can be generated from dues, service fees, fundraising, or by personal contribution.
- B. All income in any form 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 may be charged a bank fee.
- C. Clubs authorized to charge fees for their services must adhere to rates set by the Union Executive Board.

§ 2.2 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. Organizations that do not submit their budgeted dues will have a reduction in their subsidy.
- D. Dues must be collected by no later than the following deadlines:
 - 1. October 31 for fall semesters,
 - 2. March 15 for spring semesters, and
 - 3. June 15 for summer semesters.

§ 2.3 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 the Executive Board for approval, stating why and how they intend to raise the money and how much money they expect 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 to pay for the cost of goods to be purchased 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 3: Budgeted Expenses

§ 3.1 Definitions & overview.

- A. Budgeted expenses shall be defined as all expenses which are 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.

§ 3.2 Equipment purchases.

- A. For clubs requesting equipment purchases of over \$5,000 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.

§ 3.3 Deposits & prepayments.

- A. Unless approved by the Union 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.

§ 3.4 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:
 1. Orders must be picked up from the Union Administration Office, and
 2. Any damages or shortages must be reported to the Union Administration Office
- C. If damages or shortages are found and reported, the Union administrative staff shall coordinate any resultant claims with the vendor or carrier.

§ 3.5 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.

§ 3.6 Funding for food.

- A. 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 rate at which Food Allowance shall be subsidized shall not exceed \$4.00 per Activity Fee-paying participant, per semester.
 - a. If a club or organization is required to pay dues, the number of members that actually paid their dues will be used to calculate the Food Allowance.
 - 2. The amount of subsidy for the Food Allowance shall not exceed a total of \$800 per year, regardless of club membership.
 - 3. 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.
- B. 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' Food Allowance, as outlined above.
 - 2. For specific events that 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 party funds and are to be approved on a case-by-case basis by the Executive Board.
 - 3. For specific identity based events, the cost of food may be subsidized for one event at \$5 per activity fee paying attendee, to a cap of \$500 per fiscal year.
 - 4. Should food be needed for the purpose of culinary workshops, the cost of food may be subsidized at \$20 per program.
 - 5. For club travel outside of a 30-mile radius from the Institute, the cost of food may be subsidized for one trip at \$7.50 per day, per activity fee paying member, to a cap of \$300 per fiscal year.
- C. Any funding budgeted and/or approved for a club may not be reallocated to funding food.
- D. Funding for food may be reallocated to approved programs in a club's budget.

§ 3.7 Activities Fair and Navigating Rensselaer and Beyond

- A. Promotional supplies may be subsidized at \$25 each for the Activities Fair and for Navigating Rensselaer and Beyond.

§ 3.8 Marketing Materials

- A. Clubs may be subsidized up to \$50 for removable stickers intended to advertise their club. If club members want stickers, they must personally pay for them.
- B. Banners intended for advertising on the 15th Street footbridge or table banners may be subsidized up to \$110.

Chapter 4: Budget Modifications

§ 4.1 Re-allocations between line items.

- A. Re-allocations and contingency requests over \$750, 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 \$750, 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 reallocation request heard by the entire Executive Board.
 - 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 at the next scheduled Executive Board meeting.

§ 4.2 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 or Vice President for Club Relations 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.

§ 4.3 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 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.

§ 4.4 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.
- 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 5: Programs Involving Travel

§ 5.1 General travel guidelines.

- A. 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. Club regular season competition and invitationals will be subsidized at 50% of approved costs.
 1. Service club travel, where the travel is a direct function of the club fulfilling their service can be subsidized up to 100%.
- B. For any travel outside a 30-mile radius from the Institute, club members are highly recommended to use vans reserved through an institute preferred vendor 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. All lodging and transportation expenses must be processed using the Institute's travel agent, Direct Travel.
 1. In 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.
- D. Gas may be funded at a rate of \$0.50/mile if a personal vehicle is used for club activity.

- E. Buses should be budgeted for \$1400 (updated each year).

§ 5.2 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 \$125 per night for rural locations and \$175 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.

§ 5.3 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 Van Certified Drivers may drive the Union cargo vans. To become certified, a student must be a Union Activity Fee-paying student who is 21 years of age or older with a valid driver's license. All drivers must take the Risk Management Defensive Driving course 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.

§ 5.4 Championship level competition.

- A. Championship level competition shall be defined as selective events based on performance in preliminary competitions, excluding those that require applications.
- B. If a club has won the right to participate in a regional or national event the Executive Board may subsidize up to 70% of the cost of all expenses associated with the event excluding meals, not to exceed \$4000.
- C. 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.

§ 5.5 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 6: Uniforms, Clothing, & Personal Items

§ 6.1 Club uniforms & clothing.

- A. Clubs and organizations may acquire uniforms, clothing (including t-shirts), or other apparel related to their club's activities.
- B. If the uniforms, clothing, or apparel 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 apparel, regardless of if they are subsidized or not subsidized, must be consistent with Rensselaer Community standards and must not violate any 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 apparel 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.

§ 6.2 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 7: Referees, Coaches, & Instructors

§ 7.1 Hiring & continuance of coaches & instructors.

- A. In accordance with the policies of the Division of Human Resources, all coaches and instructors for any Union Recognized-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.

§ 7.2 Compensation of coaches, instructors, and directors.

- A. Coaches, instructors, and directors are employees of RPI.
- B. The Union may subsidize up to 50% of the cost of compensation for coaches and instructors, and club dues must cover the unsubsidized portion of the cost of compensation.
- C. Professional directors for performing arts clubs may be subsidized at a percentage higher than 50%, at the discretion of the Executive Board. Dues may be charged to students who work with the directors to offset the cost of the director's compensation.
- D. Compensation for coaches, instructors, and directors shall include salary and fringe benefits.
- E. Funds allocated for coaches and instructors cannot be reallocated for other programs.

§ 7.3 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 8: Purchasing Policies

§ 8.1 Comprehensive plan for purchasing equipment & supplies.

- A. Clubs that need to purchase and/or replace capital equipment (all equipment costing more than \$5,000) 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 Executive 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 Executive 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.

§ 8.2 General procedures to purchase equipment and supplies.

- A. All budgeted equipment over \$1000 should be purchased before March 15.
 - 1. Clubs are encouraged to order these larger items as soon as possible so that the current fiscal year activity fee paying members of the club may get the maximum benefit of the equipment.
- B. 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 documentation purposes as to why it made its final decision.

- C. 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. Union administrative staff are not authorized by the Institute to sign contracts.
- D. To begin the purchasing process, club officers must fill 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 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.
- E. 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.
- F. The Union’s credit card can be used for travel, entertainment, and other approved expenditures.

§ 8.3 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.

§ 8.4 External bank accounts.

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

§ 8.5 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 may 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. Rensselaer is exempt from paying New York State sales tax. Tax exemption forms should be obtained from the Business Administrator prior to making a purchase.
 - 1. When it is unavoidable to pay sales tax on a transaction, it will be reimbursed
- 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 \$200 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 business days of the trip's official end date.

§ 8.6 Rensselaer Bursar charge sheets.

- A. Clubs may charge student's Bursar accounts to collect income for an approved club program, including dues, t-shirts, trip fees, or other individual expenditures.
 - 1. Charge sheets can only be used for amounts of at least \$10 per person.
 - 2. Each student must sign their own initials on the form, acknowledging that their 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 to the Union Administrative Office.
 - 4. If forms are not accurately completed, the forms will be returned to a club officer for remedy.
- B. Charge sheets should be turned in weekly to ensure they are applied to student accounts in a timely manner.
 - 1. Charge sheets must be turned in by the deadline communicated by the Union Business Administrator to club officers.
 - 2. Charges must be submitted during the same semester the students authorize the charge.
- C. Club accounts will be credited with funds after forms are turned in, entered into the system by a Union administrative staff, and synced to Banner.

§ 8.7 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 Administrative Office.

- B. After making the purchase, the club officer must return the receipt to the Union Administrative Office within five business days.
 - 1. For any receipts not turned in by this deadline, the Union will charge the amount to the person making the purchase.

§ 8.8 Food Purchases

- A. Internal Vendors (Sodexo)
 - 1. For internal (Sodexo) vendors, department charge slips can be obtained from the Union Administration Office for use with approved Union programs.
 - 2. 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 within five business days.
 - a. For any receipts not turned in by this deadline, the Union will charge the amount to the person making the purchase.
- B. External Vendors (America To Go)
 - 1. For external vendors, a club or organization must use a vendor that is included in the America-To-Go service used by Rensselaer.
 - a. The group must submit a requisition form to their SARP for approval. Once approved, their SARP will handle processing and ordering. The food will be paid for through the America To Go system and will be available for pick-up by the club or delivery.
 - b. 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.

§ 8.9 Conflict of interest.

- A. Rensselaer Polytechnic Institute's Purchasing Department outlines conflicts of interest in their purchasing policy.
- 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.

Chapter 9: Charitable and Philanthropic Events

§ 9.1 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.

Chapter 10: Services Available to Clubs & Organizations

§ 10.1 Union Show Techs

- A. For Union Show Techs, Union Recognized Clubs are not required to pay technician fees.
 - 1. Other organizations, including Union Affiliated clubs, must pay all technician fees associated with their event.
- B. All official contact with Union Show Techs must be through their email, showtechs@union.lists.rpi.edu. Contacting Union Show Techs requires a two-week notice.
 - 1. Union Show Techs may still decide to work an event even if the notice is given less than two weeks before the event.

§ 10.2 RPI TV filming.

- A. RPI TV offers clubs the ability to film their events. As a general rule, events that are sponsored by an organization affiliated with Rensselaer and 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 or YouTube Channel 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. All events with an associated charge must be discussed with RPI TV's SARP prior to sending a quote.
 - 2. Quotes outlining these costs, including setup and take down time, will be provided by RPI TV prior to the event.
- C. RPI TV requires a minimum of two weeks' notice for all events.
 - 1. RPI TV may decide to work an event if the notice is not given.

- D. To request the services of RPI TV or submit a general inquiry, a form is available on their website, <https://rpi.tv>.

§ 10.3 RPI Ambulance

- A. For events of a large scale or as needed for risk mitigation, RPI Ambulance may be requested to provide standby services.
 - 1. For any request originating from a Union Recognized - Funded Club, these services are available at no charge.
 - 2. For all other requests from organizations affiliated with the Institute, including Union Recognized-Not Funded and Union Affiliated clubs, RPI Ambulance shall offer a 50% discount to their general rates.
 - a. A requesting organization may appeal to the Executive Board for a further fee reduction or elimination.
 - 3. To request RPI Ambulance, email officers@rpiambulance.com
 - a. The officers of RPI Ambulance will evaluate all requests and determine what services are required, and what services they are able to provide.
 - 4. A minimum of two weeks notice is required for all events.
 - a. RPI Ambulance may decide to cover an event if this notice is not given.

§ 10.4 Public Safety.

- A. 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 must 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 at least 2 weeks prior to an event or the event can be canceled.

§ 10.5 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.
- C. Large plotted posters can be printed for events, subject to the approval of the Union Administrative Marketing Staff. These posters are paid for out of an administrative budget.
- 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 Union Administrative Marketing Staff.
- F. Marketing and photography services, as outlined in this section, shall be coordinated by the Union Administrative Marketing Staff.

§ 10.6 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 11: Incentive Income

§ 11.1 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.

§ 11.2 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.

Part III: Facilities & Operations

Chapter 1: Signage Policy

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

§ 1.1 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.

§ 1.2 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.
- C. The weekly event board is broken up by each day of the week. Only posters that pertain to an event that occurs on a specific day of the week may be posted on this board.

§ 1.3 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.

§ 1.4 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.

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 any sign may be placed in a single building overseen by the Rensselaer Union.

E. Obstruction

1. No sign shall obstruct a previously posted sign.

§ 1.5 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.

§ 1.6 Digital Signage.

- A. Clubs may submit signage to the Marketing and Strategy committee to be displayed on the TVs in the Union that are dedicated to digital signage.
- B. For digital signage advertising events, they will remain in rotation until the conclusion of the event.
- C. All other digital signage will be in rotation for no more than fifteen days.

§ 1.7 Exceptions.

- A. In the case of content pertaining to risk, health, safety, and facilities matters the Business Operations Committee and the Administrative Office will be exempt from this policy.
 1. Any signage pertaining to Union Admin business is exempt from this policy, regardless of risk/health/safety etc

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

Chapter 2: Room Reservation & Events Policy

§ 2.1 Definitions & purpose.

- A. The Operations Department of the Rensselaer Union Administrative Office shall handle all room reservations within all Union spaces following the guidelines set forth in this document.
- B. To reserve space within or managed by the Rensselaer Union, a club or department must be recognized or affiliated with the Institute.
- C. Any reservations made within Union spaces 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.
- D. 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.

§ 2.2 Reserving rooms for club meetings.

- A. Room reservations in Rensselaer Union spaces will open on Event Management System (EMS) 15 Institute business days after class registration opens for that semester.
- B. 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.
- C. Club Meetings should always be reserved in the name of the club. Reservations in the name of an individual will not be accepted.
- D. Any group that cancels a meeting or special event 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 are required to leave the room at the time their booking ends.

§ 2.3 Primetime hours.

- A. Primetime hours within Union spaces 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 may reserve rooms for regular meetings.
 - 1. Each organization may book a maximum of 4 primetime hours per week.
 - 2. Special Events do not count toward a group's primetime hours allocation

§ 2.4 Reserving rooms for special events.

- A. Special Events may be booked within the Rensselaer Union after vetting and approval by the club's SARP and the Union Operations Department. The Director of Student Activities may also be consulted for risk mitigation.
- B. 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 canceled or relocated.

§ 2.5 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, indoors may schedule events without obtaining prior approval to sell the food. A list of ingredients in all food items must be available upon request.
- C. Any clubs selling food outdoors must consult with their SARP for the appropriate process.
- D. Large-scale events, excluding general body meetings, using food need to be vetted by the Director of Student Activities and the Operations Department for risk and risk mitigation.
- E. Approved appliances include: Crock-pots, rice steamers, microwaves, and electric griddles. Absolutely **NO** sternos or fire, exposed electrical heating elements, hot plates, or deep oil fryers are permitted.
- F. BBQ grills, electric frying pans, and deep fryers may be approved for outdoor use on the patios on a case by case basis. See the Director of Student Activities for details.

- G. Only 10 scheduled food sale events per organization, per semester are allowed.

§ 2.6 Restrictions & Limitations

- A. Conduct in all Rensselaer Union spaces is expected to be courteous and respectful of all other students. Any gatherings which are a disruption to other groups will not be allowed.
 - 1. Any groups creating excessive noise may be removed from the Rensselaer Union after refusal to comply with a single verbal warning from Union Staff.
 - 2. Any group with a reservation for the McNeil room or Mother's Wine Emporium is exempt from this policy.

§ 2.7 Space Specific Policies

- A. Student Government Organizations will be given exclusive booking rights of the Student Government Suite (SGS), excluding the Club Library (Room 3124).
 - 1. All Committees and Class Councils are required to book the SGS Conference Table or the SGS Lounge if expected attendance is less than 10.
 - 2. Sub-Committees will be given the lowest priority of this space
- B. The McNeil Room may only be booked on Fridays after 3 pm or Saturdays. The Executive Board may allow usage of the McNeil Room outside these times by a 2/3 vote.
 - 1. Any reservations outside these times must be approved by the Executive Board
- C. 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.
- D. 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.
- E. 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 the facilities by activity fee paying students.
- F. 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 with approval from the President of the Union, the Director of Student Activities, and the Operations Department.
 2. The 15th street lobby may be reserved for tabling purposes.
- G. Student Government organizations will be given priority for general body meetings, followed by Rensselaer Union Recognized-Funded, Union Recognized-Not Funded, then Union Affiliated Clubs.
- H. Sub-Committees of Student Government Organizations must book their meetings in the name of the Committee they represent.
- 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. The Operations Departments should be consulted prior to approving a reservation contrary to this policy.
 2. Appeals of their decisions may be brought to the entire Executive Board for consideration.

Chapter 3: Club Technology Services

§ 3.1 Expectations of use.

- A. All uses of club technology services must comply with Institute technology policies, including the *Cyber-Citizenship Policy*.
- B. Questions and inquiries can be submitted to the Union Systems Administrators via email at sysadmin@union.lists.rpi.edu.

§ 3.2 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 web hosting services for all clubs classified by the Rensselaer Union through a cPanel server, which supports LAMP apps.
- C. Storage space has no currently-defined limit; however, the web hosting cannot be utilized for file hosting.
- D. The Union Systems Administrators will not maintain websites on behalf of clubs, but will provide advice as needed.
- E. All club websites must keep any software on their cPanel up to date and secure.
 1. The sysadmins reserve the right to take down any site that has security vulnerabilities.

§ 3.3 Union website landing pages.

- A. All clubs classified by the Rensselaer Union shall be provided a landing page on the Union website to post basic information about their club.
- 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."

§ 3.4 Box Enterprise accounts for clubs.

- A. Clubs are automatically provisioned with a shared storage space through RPI's Box Enterprise service, which is encouraged to be used.
- B. Access to the shared Box storage is automatically provided to all club members listed in CMS. CMS's membership and officer lists sync with Box 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://itssc.rpi.edu/hc/en-us/articles/360004774332-Box-Permissions-explained>.
- C. Please note, each individual must manually enroll in Box at RPI by following the instructions on the following webpage before you can access the club space: <https://itssc.rpi.edu/hc/en-us/articles/360004829931-Requesting-a-Box-RPI-Account>.

§ 3.5 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. The creation of a mailing list may be denied if deemed profane in title, irrelevant to the club's purpose, or redundant with an existing list. Such a denial can be appealed to the President of the Union.
- C. Clubs are encouraged to maintain an officer mailing list and a membership mailing list, both of which sync directly with those respective lists on CMS.
- D. 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.

§ 3.6 Loaner Equipment.

- A. The Rensselaer Union has a variety of equipment available for loan to members of the Union. A current list of available items can be obtained from the Rensselaer Union Administrative Office.

1. A valid RPI ID must be provided as collateral while any loaner equipment is signed out.

§ 3.7 Event attendance recording.

- A. A service is available to track the attendance of an event using the campus card system, and provide a report of the data collected and basic demographics of event attendees.
- B.
- C. Training on how to use this system is required prior to usage.
 1. The Rensselaer Union System Administrators shall be responsible for providing required training.
- 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 4: Executive Board Conflict of Interest Policy

§ 3.8 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 judgment; 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 itself.

§ 3.9 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 preceding academic year.
 2. A former officer has a conflict of interest in perpetuity.
 3. 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.

- a. 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.
- B. Conflicted Executive Board voting representatives may ask for an exception at the discretion of two-thirds of the unconflicted Executive Board voting representatives present.
 - 1. If there are no unconflicted voting representatives present, the President of the Union or presiding officer shall approve or deny any exceptions.

§ 3.10 Outside interests.

- A. If a club or organization may be directly impacted by a discussion that they are not the primary subject of, members or former members of that organization shall be considered as having a conflict of interest under the same policies as a personal interest.

§ 3.11 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, the President of the Union or presiding officer 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 present unconflicted voting representatives of the Executive Board.
 - 1. Any voting member who is asked to leave may challenge the ruling, without a second. A two-thirds majority vote of present unconflicted voting representatives of the Executive Board must be reached to overturn the presiding officer'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 to leave the room. This requires a second and two-thirds majority vote of the unconflicted members of the Executive Board.

§ 3.12 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, but shall not participate in the discussion.

§ 3.13 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 must 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.

§ 3.14 Union Administrative Staff.

- A. These policies also apply to Administrative Staff members who display a conflicting loyalty beyond their normal job function (could be if the staff member is a part of the club).
- B. The President of the Union, or presiding officer, may ask for the Staff member to leave the room during either General Body Meetings or Budgeting Sessions
- C. The ruling of the President of the Union, or presiding officer, 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 decision made by the President or presiding officer.
- D. The ruling of the President of the Union, or presiding officer 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 decision made by the President or presiding officer.

Appendices

Appendix A: FOAPAL Usage Information

All budgetary charges to a Union funded organization use the FOAPAL system used by Rensselaer. FOAPAL information may be found for Union Recognized-Funded organizations on CMS or by asking a member of the Union Administrative staff.

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

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

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.

- 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

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

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 by the Club 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.