

the spouse or legal dependent of a qualified person under this paragraph.

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

### Section 3. Obtaining Membership

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

### Section 4. Continued Membership

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

### Section 5. Voting Rights

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

Committee, or

- iii. is no longer in good standing.
- d. Voting rights are required to vote on any matter of business presented at a General Meeting or to vote in the Elections Meeting.

#### Section 6. Membership Information

- a. The 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. Other information may be collected by the Club as directed by the Executive Committee. Members shall not be required to submit this information as a condition of membership.
- c. All information gathered by the Club of its members other than the names and level of membership shall be confidential and only released to the Rensselaer Union Executive Board and Rensselaer Union administration staff as required.

#### Section 7. Removal of Membership

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

### **Article IV. Officers**

#### **Section 1. Officers**

- a. The elected Officers of the Club, in order of rank, shall be the President, and Vice-President.
  - i. The President shall be responsible for all activities of the Club and shall be the chief spokesperson for the Club. The President shall call and preside over all Executive Committee and General Meetings. The President shall coordinate all Club activities not delegated to another officer or committee and shall coordinate and direct the other officers in all Club matters. The President shall fulfill the duties of the Vice President in their absence. The President shall be responsible for all financial matters of the Club not delegated to another officer or committee. The President shall collect and disburse funds and report the status of all dues and fees payments to the Vice-President.
  - ii. The Vice-President shall reserve all rooms and spaces for all Club activities not delegated to another officer or committee. The Vice President shall be responsible for the duties of all other officers in their absence and shall remain apprised of all committee work reporting the status of said committees to the Executive Committee as required. The Vice-President shall maintain and submit the membership list and officer list as required to the Rensselaer Union Executive Board. The Vice-President shall record and archive the minutes from all meetings as required by the Club and shall maintain any archives the Club may choose to have..
- b. The President may create and fill additional temporary officer positions expiring at the end of the current semester with the approval of the Executive Committee.

## Section 2. Eligibility for Office

- a. In order to be eligible for office a person must be a Regular Member of the 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. The Elections Meeting shall be announced no less than two weeks in advance to the Club Membership.
- c. Two-thirds of members with voting rights shall constitute quorum for the Elections Meeting. If quorum cannot be convened the Elections Meeting shall be postponed to a time set by the Executive Committee.
- d. The Elections Meeting shall be presided over by the Elections Chair. The Elections Chair shall be a member of the Club ineligible for office and selected by the Executive Committee. If no person exists or can be agreed upon then the Election Chair shall be a person who voluntarily forfeits their eligibility for office and is agreed upon by the Executive Committee. The Elections Chair shall set the rules for the Elections Meeting subject to the approval of the Executive

Committee.

- e. Officers shall be elected in order of rank.
- f. A candidate must receive a majority of members present to be elected to office. All votes shall be by secret ballot.
- g. If any member suspects that the Election Meeting is not conducted fairly or is conducted with intent to deceive the membership the member should notify the Rensselaer Union Executive Board.

Section 4. Term of Office

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

Section 5. Removal from Office

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

Section 6. Succession

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

meeting no later than three weeks after the next semester begins.

- d. Elections for a replacement shall follow all applicable procedures under Section 3 of this article.

## **Article V. Committees**

### **Section 1. Executive Committee**

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

### **Section 2. Temporary Committees**

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

## **Article VI. Meetings**

### **Section 1. General Meetings**

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

### **Section 2. Executive Committee Meetings**

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

- c. Executive Committee Meetings shall be open unless voted closed.

### Section 3. Other Meetings

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

## Article VII. Finance

### Section 1. Budget

- a. The President shall be responsible for compiling and soliciting budgetary proposals from the Club membership.
- b. The Executive Committee shall review the budgetary proposals and direct the President to compile the annual budget. The Executive Committee shall approve the final budget.
- c. If the Club is a Union Funded Club the President shall be responsible for presenting the final budget to the Rensselaer Union Executive Board for approval.
- d. The President shall oversee and manage the implementation of the budget. The President or the Vice President while acting as President shall have the authority to sign Club financial documents.

### Section 2. Financial Procedures

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.

### Section 2. Policies and Standing Rules

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

### Section 3. By-Laws

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

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

**Section 2. Ratification**

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

**Section 3. Abrogation**

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

## **New Club Evaluation for RPI Rock Raiders**

1. Club Information:
  - a. Club Name:
    - i. RPI Rock Raiders
  - b. Club Contact Name:
    - i. Judy (Zhaoyi) Zhang
    - ii. Glenn Saunders
  - c. Club Contact's Position, if applicable:
    - i. Judy Zhang : Team Lead/President
    - ii. Glenn Saunders : Adviser
  - d. Phone Number:
    - i. Judy Zhang : 718-290-6222
  - e. RPI Email Address:
    - i. Judy Zhang : zhangz17@rpi.edu
    - ii. Glenn Saunders : saundg@rpi.edu
  
2. Purpose Statement - In 2-3 sentences, using 3rd person, describe your club's purpose and the benefits to those who join the club and to the Union as a whole:
  - a. The Rensselaer Polytechnic Institute(RPI) Rock Raiders provides its members the opportunity to compete in rover robotics competitions such as the University Rover Challenge by the Mars Society. Through participation, team members apply academic and professional knowledge toward a real world challenge, and further expand their skillsets as a result.
  
3. What are the goals of your organization? What annual or one time activities will you hold/have you held to reach these goals?
  - a. Our goal is to compete in and place well in the annual University Rover Challenge, and in the process provide members with the skills that will prepare them for possible future careers related to rover robotics.
  
4. What unique opportunities can your club to bring to campus?
  - a. Our organization provides RPI students with the opportunity to compete in the University Rover Challenge and to learn new skills in machining, computer assisted design(CAD), electronics organization and accounting, a wide variety of software development methods, including practical use of Robot Operating System, and much more.
  
5. Has your club held an event that was open to the entire campus?
  - a. Our first GBM of the year was held in November, and was advertised and made open to all undergraduate and graduate students on campus. Here we provided an overview of our organization, goals, and opportunities.
  
6. Please attach three meeting assessments (or email to [policies@union.rpi.edu](mailto:policies@union.rpi.edu))



a. Assessments should include:

- i. Date of meeting
- ii. Number attending
- iii. Location/time
- iv. Meeting Minutes
- v. How did you advertise?
- vi. Personal evaluation of the meeting's successfulness

7. Which category would best describe your club?

- a. Special Interest

8. What is the membership of your club? What are the class years of the club's members?

First	Last	Class Year
Sam	Ansaldo	2020
Shruti	Arumbakkam	2020
Adhikara	Budhyhartono	2019
Phillip	Falcone	2019
Aquiel	Godeau	2018
Sinclair	Gurny	2019
Brayden	Hollis	PhD (~2018)
Nobutora	Iyoda	2020
Ilgwon	Jeong	2019
Patrick	Love	2020
Ryan	MacKenzie	2017
Nathan	Mascari	2019
David	Michelman	2020
Victor	Ng	2019
Matt	Raneri	2020
Glenn	Saunders	1985
Kyle	Szendro	2020
Hua	Uehara	2020
Chris	Vecchio	2017
Zhaoyi (Judy)	Zhang	2018

9. Who are the leaders/officers of your club and what are their responsibilities?

- a. President:

- i. **Judy Zhang**
- ii. **(Article IV. Section 1. a. i.) The President shall be responsible for all activities of the Club and shall be the chief spokesperson for the Club. The President shall call and preside over all Executive Committee and General Meetings. The President shall coordinate all Club activities not delegated to another officer or committee and shall coordinate and direct the other officers in all Club matters. The President shall fulfill the duties of the Vice President in their absence. The President shall be responsible for all financial matters of the Club not delegated to another officer or committee. The President shall collect and disburse funds and report the status of all dues and fees payments to the Vice-President.**

**b. Vice President:**

- i. **Aquiel Godeau**
- ii. **(Article IV. Section 1. a. ii.) The Vice-President shall reserve all rooms and spaces for all Club activities not delegated to another officer or committee. The Vice President shall be responsible for the duties of all other officers in their absence and shall remain apprised of all committee work reporting the status of said committees to the Executive Committee as required. The Vice-President shall maintain and submit the membership list and officer list as required to the Rensselaer Union Executive Board. The Vice-President shall record and archive the minutes from all meetings as required by the Club and shall maintain any archives the Club may choose to have..**

**10. How will you grow and retain your club's membership?**

- a. **We plan to expand our membership through recruitment at Accepted Students day and the Club Fair as well as through advertising via postering and social media. We retain our membership by ensuring each of our individual members has an active and mutually beneficial role in the organization.**

**11. Why are you pursuing recognition?**

- a. **We are pursuing recognition in order to officially establish our club and expand our resources to better serve our members and the organization's various needs.**

**12. Are you affiliated with an off-campus or national organization?**

- a. **We are not affiliated under any outside organization.**

**13. Does your club intend to request a budget in the future? If so, what things would be requested (instructors, equipment, rental fees, etc.) Please be aware that recognition must be granted a semester in advance of a request for a budget.**

- a. **We do not plan to request a budget in the future.**

Rensselaer Union  
*Executive Board*

Motion # 6

Date: 4/13/2017

I move that the Rensselaer Union Executive Board APPROVE THE  
EMERGENCY FUNDING OF \$2,385.00 TO THE  
PHALANX HONOR SOCIETY <sup>FROM CONTINGENCIES, CHA GAL</sup> CONTINGENT ON THE  
ORGANIZATION RESTRUCTURING THEIR CURRENT  
BUDGETING STRUCTURE.

So moved by:

Chris Hoskins  
Signature

CHRIS HOSKINS  
Printed Name

Seconded by:

Erica A Lane  
Signature

Erica A Lane  
Printed Name

For Against Abstaining

Motion: Passes/Fails

0-8-4

Rensselaer Union  
Executive Board

Motion # 8

Date: 4/13/17

I move that the Rensselaer Union Executive Board approve the  
emergency funding of \$2,385.00 from  
FY 17 Contingencies to the Phalanx  
Honor Society contingent on the  
organization restructuring their current  
budgeting structure and repayment in full  
of \$2,385.00 by ~~FY 20~~ the  
beginning of FY 2020 pending the  
acceptance of this loan by the  
Phalanx Honor Society. EL  
ANC

So moved by:

Erica Lane  
Signature

Erica Lane  
Printed Name

Seconded by:

Anissa N. Choinière  
Signature

Anissa N. Choinière  
Printed Name

For    Against    Abstaining

Motion: Passes/Fails

10-0-2

Phalanx  
CLUB

866621  
ACCOUNT NUMBER

4/11/17  
DATE SUBMITTED

Chris Hookins  
HEAD CLUB OFFICER

Chris Hookins  
PRESENTER

hookic  
PHONE NUMBER / EMAIL

No. of Members \_\_\_\_\_ RPI Students: \_\_\_\_\_ Dues/person/yr.: \$ \_\_\_\_\_  
Faculty/Staff: \_\_\_\_\_ \$ \_\_\_\_\_  
Community: \_\_\_\_\_ \$ \_\_\_\_\_

Present Rensselaer Union Subsidy: \$ 0

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

Item/Service	EXPENSE	INCOME
1. <u>Videographer</u>	\$ <u>550.00</u>	1. _____ \$ _____
2. <u>Sound</u>	\$ <u>1235.00</u>	2. _____ \$ _____
3. <u>Photographer</u>	\$ <u>600.00</u>	3. _____ \$ _____
4. _____	\$ _____	4. _____ \$ _____
5. _____	\$ _____	5. _____ \$ _____
Total \$ <u>2385.00</u>		Total \$ <u>0</u>
Additional Subsidy Request Total \$ <u>2385.00</u>		(Expense less Income)

**JUSTIFICATION & EXPLANATION:**

Has this been requested before? No  
(for example: at budgeting or prior E-Board meeting)

Please attach another sheet with the following information:

- a. Detail of items/services to be purchased. (copy of quote, etc.)
- b. Demostration of need/interest, or background.
- c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)
- d. Up to date Banner printout (available through SARP)

Reviewed by N/A

DATE \_\_\_\_\_

Reviewed by [Signature]  
Executive Board Representative  
Rensselaer Union Finance Coordinator

DATE 4/11/17

Reviewed by N/A  
Rensselaer Union SARP

DATE \_\_\_\_\_

COMMENTS by Rensselaer Union SARP

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS by E-Board Representative

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Approved
- Not Approved
- Reserves
- Contingency



MEMORANDUM

TO: Executive Board

FROM: Chris Hoskins  
President, Phalanx

DATE: April 11, 2017

RE: PHALANX TAPPING CEREMONY

---

This past weekend the Phalanx Honor Society held the yearly Tapping Ceremony to induct 25 new student members into Phalanx and 11 new student members into the White Key Society. This event is student run to honor students who exhibit 'Service, Leadership, and Devotion to the Alma Mater'. The event was a wonderful celebration of our students and their accomplishments.

For many years the Phalanx Tapping Ceremony's expenses were totally covered by the Phalanx Endowment. Unfortunately, for the past few years the endowment has been underwater. This year for every \$150 we receive in income, \$110 is taken away due to the underwater status. There currently is \$600 in the fund that will be used to cover GM Week root beer.

We received funding for the first time from the Vice President for Student Life and the Vice President for Institute Advancement offices to assist in covering expenses for the ceremony this year. In addition, the President's Office covers the costs of the jackets awarded to the new inductees into Phalanx.

*Unfortunately, due to some last minute circumstances there were some expensive unexpected and unbudgeted expenses this year.*

Due to RPI TV being unavailable, we had to hire a videographer through Multi-Media Services (MMS). Since their office and staff was busy with Accepted Students Day, they did not have a staff videographer who could film our event. We had to hire an outside videographer who charged a reduced rate of \$350 for labor and \$200 for the camera; total \$550.

Also on Thursday, the Alumni House's sound system was scheduled to be fixed by MMS. Once again due to their commitments related to Acceptance Students Day and Chief Justice John Roberts, Jr. speaking on April 11, they were unavailable to repair the sound system in time for the Phalanx Ceremony. We had to call in Live Sound to handle the sound for our event at a cost of \$1,235 for equipment and techs.

Additionally, a professional photographer was called in to take photos of the ceremony and the group photo. This group photo is then framed and hung in the Phalanx Room of the Rensselaer Union. Funding for the framing is provided by former Institute General Counsel Charles Carletta, Sr. Kris Qua, who is on a blanket purchase order for events at the Institute, charged us \$600 for taking the photographs as well as supplying photos for our use.

These three expenses total \$2,385. We would like to request funding from Contingencies to cover these costs. Thank you for your consideration.

Rensselaer Union  
Executive Board

Motion # 9

Date: 7/13/17

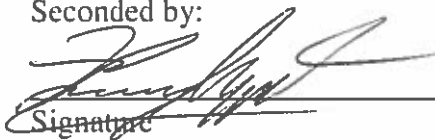
I move that the Rensselaer Union Executive Board reallocate \$75  
from Goal E, Program 2, Line 043, \$35  
from Goal E, Program 2, Line 039, and  
\$12 Goal E, Program 2, Line 039 ~~to~~  
be from the RPT Playhouse budget to  
Goal E, Program 2, Line 006 of the RPT  
Playhouse budget.

So moved by:

Conrad Hesse  
Signature

Conrad Moss  
Printed Name

Seconded by:

  
Signature

Thomas Alappat  
Printed Name

For Against Abstaining

Motion: Passes/Fails

15-0-2





March 30<sup>th</sup>, 2017

Dear Rensselaer Union Executive Board,

We would like to request that the following funds be reallocated into Goal E, Program 2, Line 006 (Fabric Organization):

Goal E, Program 2, Line 043 (Repair, Maintain, or Replace Sewing Machines): \$75.00

Goal E, Program 2, Line 039 (Dry Cleaning Costs): \$35.00

Goal E, Program 2, Line 039 (Laundry Supplies): \$12.00

The reallocated money will be used to buy costume storage equipment for both the RPI Playhouse, and our storage area at Academy Hall. Since our sewing machines did not need repair this year and we did not need to purchase additional laundry supplies, we have the funds available.

This will not impact future budgets.

Sincerely,

Bryan Johns  
Business Manager

Emily Phillips  
President

Rensselaer Union  
Executive Board

Motion # 10

Date: 4/12/17

I move that the Rensselaer Union Executive Board reallocate ~~to~~ \$100  
~~from~~ <sup>to</sup> Goal G, Program 1, Line 006 and  
\$900 ~~from~~ <sup>to</sup> Goal H, Program 2, Line 006  
from the RPI Playerhouse budget ~~to~~ from Goal G,  
Program 1, Line 004 from the RPI Playerhouse  
budget. These purchases are approved  
despite being past the <sup>equipment</sup> purchase deadline. SPG

So moved by:

Conrad Messel

Signature

Conrad Messel

Printed Name

Seconded by:

Shannon Gillespie McComb

Signature

Shannon Gillespie McComb

Printed Name

For Against Abstaining

Motion: Passes/Fails

14 - 2 - 1

Needs to be  $\frac{3}{5}$  M, past purchasing deadline

EXECUTIVE BOARD PROPOSAL COVERSHEET

RPI Playhouse CLUB

302214 ACCOUNT NUMBER

3/29/2017 DATE SUBMITTED

Emily Phillips HEAD CLUB OFFICER

Bryan Johns PRESENTER

516-462-2351 / johnsb8@rpi.edu PHONE NUMBER / EMAIL

No. of Members RPI Students: 17 Faculty/Staff: 0 Community: 0 Dues/person/yr: \$ 0 \$ 0 \$ 0

Present Rensselaer Union Subsidy: \$

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

Table with columns for Item/Service, EXPENSE, and INCOME. Includes entries for Fly System Maintenance and (Reallocation) with a total expense of 1,000 and total income of 0.

JUSTIFICATION & EXPLANATION:

Has this been requested before? No (for example: at budgeting or prior E-Board meeting)

Please attach another sheet with the following information:

- a. Detail of items/services to be purchased. (copy of quote, etc.)
b. Demonstration of need/interest, or background.
c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by [Signatures] DATE [Dates]

COMMENTS by Rensselaer Union SARP: I would recommend using this money for additional rigging fixes... COMMENTS by E-Board Representative: MEMORANDUM has come up and I suggest using this money to further maintain the fly system rather than reallocate

- Approved Reserves
Not Approved Contingency



March 30<sup>th</sup>, 2017

Dear Rensselaer Union Executive Board,

We would like to request that funds be reallocated from Goal G, Program 1, Line 044, to the following locations:

Goal G, Program 1, Line 006: \$100

Goal H, Program 2, Line 006: \$900

During late 2015, the Technical Director and other members of the RPI Players realized that there were problems with the RPI Playhouse's fly system that needed to be repaired. In order to get the money to repair the fly system, the RPI Players Executive Committee at the time budgeted \$1,000 into the Fiscal Year 2017 budget. This budget was approved by the RPI Union Executive Board of the time, and the RPI Players planned to fix the fly system during the 2017 Fiscal Year. However, in the 2016 Fiscal Year the RPI Union Executive Board also decided to grant the RPI Players adequate funds to repair the fly system for emergency purposes. The fly system was repaired, and the RPI Playhouse now has an additional \$1,000 in their budget.

The reallocated money will be used to buy multiple items for the RPI Playhouse, including extra tape to prepare us for the summer and future, a new printer to replace our current printer which is very outdated and in need of repair, a replacement first aid box for our office, and other replacement supplies that the Playhouse is in sore need of.

This will not impact future budgets.

Sincerely,

Bryan Johns  
Business Manager

Emily Phillips  
President

### EXECUTIVE BOARD PROPOSAL COVERSHEET

RPI Players 302040 4/7/2017  
CLUB ACCOUNT NUMBER DATE SUBMITTED

Emily Phillips Bryan Johns 516-462-2351 / johnsb8@rpi.edu  
HEAD CLUB OFFICER PRESENTER PHONE NUMBER / EMAIL

No. of Members RPI Students: 178 Dues/person/yr.: \$           
Faculty/Staff: 3 \$           
Community: 30 \$         

Present Rensselaer Union Subsidy: \$         

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

Item/Service	EXPENSE	INCOME
1. Our Town Reallocation	\$ <u>200.00</u>	1. <u>        </u> \$ <u>        </u>
2. <u>        </u>	\$ <u>        </u>	2. <u>        </u> \$ <u>        </u>
3. <u>        </u>	\$ <u>        </u>	3. <u>        </u> \$ <u>        </u>
4. <u>        </u>	\$ <u>        </u>	4. <u>        </u> \$ <u>        </u>
5. <u>        </u>	\$ <u>        </u>	5. <u>        </u> \$ <u>        </u>
Total \$ <u>200.00</u>		Total \$ <u>0</u>
Additional Subsidy Request Total \$ <u>0</u> (Expense less Income)		

**JUSTIFICATION & EXPLANATION:**

Has this been requested before? No  
(for example: at budgeting or prior EBoard meeting)

Please attach another sheet with the following information:

- a. Detail of items/services to be purchased. (copy of quote, etc.)
- b. Demonstration of need/interest, or background.
- c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by Conrad Hesse DATE 4/11/17  
 Executive Board Representative  
 Reviewed by Martha Elliott DATE 4/11/17  
 Rensselaer Union Finance Coordinator  
 Reviewed by Chadwick Wilson DATE 4/11/17  
 Rensselaer Union SARP

COMMENTS by Rensselaer Union SARP See Martha + not to be used on Alcohol

COMMENTS by E-Board Representative Funds are from a grant provided by ITASS, permission to use funds is in the attached email.

- Can this money be reallocated?

- Approved
- Reserves
- Not Approved
- Contingency

- what happens to unspent funds?



Recommend a full Board decision

April 7<sup>th</sup>, 2017

Dear Rensselaer Union Executive Board,

We would like to request that \$200 of funds be transferred from Goal D, Program 4, Line 009 to Goal C, Program 5, Line 009, which is the budget for the Miscellaneous Expenses for Production for our Spring musical. We would use this money as a contingency for any necessary supplies for our current set. This money is the remaining money from the Our Town production at EMPAC, and the remaining money was generously given to the RPI Players by the RPI HASS department to use to further artistic endeavors on campus.

For our current musical production, the RPI Players are putting on Avenue Q. Avenue Q is a famous show that has appeared both on and off Broadway, and was a fitting choice for the RPI Players 300<sup>th</sup> show. Part of putting on Avenue Q requires us to build a complex two story set, with the ability for multiple actors to be on the second floor at any given time. This money will act as a buffer, will be available to cover any expenses that might be incurred finish the show, and will primarily act as an emergency fund for any necessary expenses that are needed to insure the safety of the actors and techs.

This will not impact future budgets.

Sincerely,

Bryan Johns  
Business Manager

Emily Phillips  
President



Bryan Johns <bryanejohns@gmail.com>

**Our Town Money**

Watts, Caitlin <wattsc@rpi.edu>  
To: Bryan Johns <johnsb8@rpi.edu>

Fri, Apr 7, 2017 at 9:00 AM

Hi Brian,

Thank you & the Players for all of your assistance with Our Town. You all played a vital part in the production, which ultimately led to receiving the "Excellence in Collaboration" from the Theatre Association of NYS. On behalf of the HASS Dean's Office, please use the \$500 in support of more theatrical accomplishments & contributions to the arts.

Have a great weekend.

*Caitlin Watts*

Business Manager

School of Humanities, Arts, and Social Sciences

Rensselaer Polytechnic Institute

110 8th Street, Sage Lab 4508

Troy, NY 12180

Phone: (518) 276-2309

From: Bryan Johns [mailto:johnsb8@rpi.edu]

Sent: Thursday, April 06, 2017 10:02 PM

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**Rensselaer Union**  
*Executive Board*

Motion # 211

Date: 4/13/2017

I move that the Rensselaer Union Executive Board approve the appointment of Rasika Ekhalikar as the Vice President of the Union.

So moved by:



Signature

CHRIS HOSKINS

Printed Name

Seconded by:



Signature

Majken Rasmussen

Printed Name

For    Against    Abstaining

Motion: Passes/Fails

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