other Club-organized activity. Voting rights may also be granted at the request of a Regular Member at the discretion of the Board of Directors.

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 Board of Directors, or

   iii. is no longer an active member.

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

e. Voting right of a member cannot be removed by the Board of Directors without written request made in person.

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 Board of Directors 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, shall be Director of Alliance, Director of Secretary, Director of Communication, and Director of Treasury.

i. The Director of Alliance shall be responsible for all activities of the Club and shall be the chief spokesperson for the Club. The Director of Alliance shall call and preside over Board Meetings. The Director of Alliance shall coordinate all Club activates not delegated to another officer or committee and shall coordinate and direct the other officers in all Club matters.

ii. The Director of Secretary shall maintain and submit the membership list and officer list as required to the Rensselaer Union Executive Board. The Secretary shall record and archive the minutes from all meetings as required by the Club and shall maintain any archives the Club may choose to have.

iii. The Director of Communication shall call and preside over General Meetings. The Director of Communication shall be responsible for all communications with other clubs and organizations. The Director of Communication shall be responsible for outreach programs and implementing club activities not delegated to another officer or committee.

iv. The Director of Treasury shall be responsible for all financial matters of the Club not delegated to another officer or committee. The Director of Treasury shall collect and disperse funds and report the status of all dues and fees payments to the Director of Secretary.

b. The Director of Alliance may create and fill additional temporary officer positions expiring at the end of the current semester with the approval of the Board of Directors.

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.

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. 50% of, and a minimum of 8, 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 Board of Directors. 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 Board of Directors. The Elections Chair shall set the rules for the Elections Meeting subject to the approval of the Board of Directors.

e. Officers shall be elected in the order stated above.

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 Board of Directors. 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. 20% 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 Board of Directors shall immediately notify the Club membership of the vacancy.

b. Except in the case of the Director of Alliance, the Board of Directors shall appoint an interim officer to fulfill the duties of that office until an election can be held.

c. In vacancy of Director of Alliance, Board of Directors 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 Board of Directors 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. Board of Directors

a. The Board of Directors 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 Director of Alliance who shall cast no vote except in the case of a tie.

b. The Board of Directors shall conduct all business of the Club between General Meetings and be the governing body of the Club.

c. Decisions of the Board of Directors 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 Board of Directors to deal with specific matters.

b. Temporary committees may become permanent through a majority vote in general meeting.

c. The Director of Communication shall chair all temporary committees unless otherwise specified by the Board of Directors.

Article VI. Meetings

Section 1. General Meetings

a. General Meetings shall be called by the Director of Communication and the Club shall have a minimum of two General Meetings in the Fall and Spring semester. The Director of Communication 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 Board of Directors.
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 Director of Communication may only vote in the case of a tie.

Section 2. Board of Directors Meetings

a. Board of Directors Meetings shall be called by the Director of Alliance as the need arises to conduct the business of the Club and Board of Directors. The Director of Alliance shall call an Board of Directors 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 Board of Directors Meeting shall be a majority of its voting members.

c. Board of Directors 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.

c. Any meetings conducted by other committees shall be supervised by the Board of Directors.

Article VII. Finance

Section 1. Budget

a. The Treasurer shall be responsible for compiling and soliciting budgetary proposals from the Club membership.

b. The Board of Directors shall review the budgetary proposals and direct the Treasurer to compile the annual budget. The Board of Directors shall approve the final budget.

c. If the Club is a Union Funded Club the Treasurer shall be responsible for presenting the final budget to the Rensselaer Union Executive Board for approval.

d. The Treasurer shall oversee and manage the implementation of the budget. The Treasurer and the Director of Alliance 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 Board of Directors may adopt Policies and Standing Rules for the Club that are non-governing but that constitute good operating practice.

Section 3. By-Laws

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

b. Any By-Laws that violate the Constitution will not be effective.

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.
RENSSELAER UNION NEW CLUB EVALUATION

1. Club Information
   a. Club Name: Unanimity of Culinary Alliance
   b. Club Contact Name: Anthony Dai
   c. Club Contact’s Position, if applicable: Director of Alliance
   d. Phone Number: +1 413-888-8840
   e. RPI Email Address: daia@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:

   By its establishment, UCA will provide opportunity of developing interest in cooking and appreciation of food, furthermore a healthy lifestyle of eating. UCA will definitely encourage communication among our diverse student society.

3. What are the goals of your organization? What annual or one time activities will you hold/have you held to reach these goals?

   The main idea of the club is to research the healthy way of cooking, experience the diversity of culture and explore the opportunity of substitution towards to sustainability. We plan to invite elites in food industry to give lectures and advice to RPI students. We also plan to hold a themed cuisine night with the help of Sodexo for RPI students.

4. What unique opportunities can your club to bring to campus?

   Cooking instruction and research opportunity on culinary method or material. Also, we can provide unique opportunities for students to appreciate global-wide cuisine made by us.

5. Has your club held an event that was open to the entire campus?
Our club is still in procedure to establish, so we have not held any event open to entire campus, however we are planning to hold the following events campus-wide. Our club has held several weekly appreciation activities on Saturday nights. We posted posters on residential halls in Freshmen hill and invited friends to come. This activity model can open to entire campus in the future.

6. Please attach three meeting assessments (or email to 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?
   e. hobby or special interest
   
<table>
<thead>
<tr>
<th>a. Academic or Professional</th>
<th>b. Campus Programming</th>
</tr>
</thead>
<tbody>
<tr>
<td>c. Club Sports</td>
<td>d. Greek Life</td>
</tr>
<tr>
<td>e. Hobby or Special Interest</td>
<td>f. Multicultural</td>
</tr>
<tr>
<td>g. Recreation &amp; Fitness</td>
<td>h. Religious</td>
</tr>
<tr>
<td>i. Service &amp; Volunteerism</td>
<td>Visual or Performing Arts</td>
</tr>
<tr>
<td>j. Other:</td>
<td></td>
</tr>
</tbody>
</table>

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

   We have regular membership that is open to the whole RPI student community with all years, associate membership open to students, faculties, and alumni, and adviser membership open to those who can provide assistance. Currently, founders of this club are all first year students.

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

   We have a board of directors with Director of Alliance, Director of Secretary, Director of Communication, and Director of Treasury.

   i. The Director of Alliance shall be responsible for all activities of the Club and shall be the chief spokesperson for the Club.
ii. The Director of Secretary shall maintain and submit the membership list and archive all the minutes for the meetings.

iii. The Director of Communication shall be responsible for all communications with other clubs and organizations.

iv. The Director of Treasury shall be responsible for all financial matters of the Club not delegated to another officer or committee.

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

We tend to hold campus-wide event to grow popularity. Weekly club events will be held to keep members attracted.

11. Why are you pursuing recognition?

Being recognized by Union is a huge advantage in advertising and attracting new members, thus introducing a healthier, more environmentally friendly lifestyle to a larger group. Also as a union recognized and funded club, we will be able to gain more resources around campus to boost our activity quality into a higher level.

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

No, we are not affiliated with any other organizations outside campus.

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.

Yes. Under current plan, we would request a budget for instructors, equipment, activity fee, and advertising.
The Following is a suggested constitution for Rensselaer Union Recognized or Affiliated Clubs.

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

CONSTITUTION OF THE Society For Animals & Wildlife VERSION 1

ARTICLE I. Name

The name of this organization shall be the Society For Animals & Wildlife, hereafter referred to as the Club.

ARTICLE II. Purpose and Lifetime

Section 1. Purpose

a. There are two major purposes and benefits to the Society For Animals & Wildlife (SAW). The first is to connect like-minded individuals that share a common interest in animal welfare. The second is to give these individuals opportunities to benefit animals of all kinds, but especially animals in the local environment.

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

Section 3. Obtaining Membership

a. To obtain Regular Membership a person must attend one meeting, pay any required dues and fees, and submit Membership Information to the Secretary.

b. Other Membership may be subject to the approval of the Executive Committee (as defined in Article V, Section 1). Decisions regarding the approval of new members may be overturned by a majority vote of the 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 Secretary

i. For the purposes of this document the summer semesters shall not constitute a semester.

b. Membership is automatically forfeited any time a member no longer meets the requirements for membership. If the person meets the requirements for another form of membership their membership shall be immediately transferred to the new class of membership.

Section 5. Voting Rights

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

b. A member has voting rights by being in good standing with the 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,
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, Vice-President, Treasurer, and Secretary.

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, and shall reserve all rooms and spaces for these meetings and all other Club events. The President shall coordinate all Club activates 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.

ii. The Vice President shall be responsible for the duties of all other officers in their absence and shall remain appraised of all committee work reporting the status of said committees to the Executive Committee as required.
iii. The Treasurer shall be responsible for all financial matters of the Club not delegated to another officer or committee. The Treasurer shall collect and disperse funds and report the status of all dues and fees payments to the Secretary.

iv. The Secretary shall maintain and submit the membership list and officer list as required to the Rensselaer Union Executive Board. The Secretary shall record and archive the minutes from all meetings as required by the 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 permanent elected office concurrently. If temporary offices are created, permanent elected officers may also run for the temporary office.

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 immediately 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 Treasurer 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 Treasurer to compile the annual budget. The Executive Committee shall approve the final budget.

c. If the Club is a Union Funded Club the Treasurer shall be responsible for presenting the final budget to the Rensselaer Union Executive Board for approval.

d. The Treasurer shall oversee and manage the implementation of the budget. The Treasurer and the President or the Vice President while acting as President or Treasurer shall have the authority to sign 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.
10/18/17 meeting minutes

Attendance:
  Douglas
  Alanna
  Chapin
  Jordan

Thanksgiving vegan goody bags
  Daiya dressings, candy canes, and get free samples from other companies
  Vegan jerky, cookies, etc
  Earth Balance, Justin’s, Alternative Baking Company
  Put card with our meeting times in them

Campaign party next week!
  I’ll have online petitions for animal/wildlife rights pulled up on laptop

Okja → movie screening sometime?

November 2 7pm EMPAC → 6th extinction lecture
  Get ticket online, free

Free candy for Halloween?

Thanksgiving → ask local restaurants to donate vegan food and have a dinner during one of our meetings
1. Volunteering
   a. Volunteer at animal shelter
      i. Mohawk Animal Shelter
         1. About 15 minutes away
         2. They have a project called Empties For Animals
            a. Your group holds a bottle/can drive and then delivers them to the shelter and help sort them. The money used from recycling the cans and bottles goes to the shelter
         3. They also have Special Projects that we can contact them about if we had any ideas
            a. Dog walking, organizing, cleaning?
   b. Make dog treats for the animal shelter
      i. Most recipes on Pinterest are like 3 ingredients
   c. Host a dog/cat toy drive to donate to the shelter
   d. Make “Adopt Me” bandanas for shelter dogs
   e. Operation Snip in downtown Troy
   f. BIG IDEA: one weekend every year find a localish veg fest or animal rights convention and ask Union to fund travel and stay
   g. Get dining services to establish a designated vegan/vegetarian station
   h. Guided hiking tours
      i. Adirondack Wildlife Refuge
         1. AWR is about 2 hours away, so if we did want to do this as a trip, it would only be an annual thing and we would have to do a lot of fundraising because a cabin is about $250 a night
      ii. Grafton Lakes State Park
         1. It’s only about 15 minutes from campus and has a lot of activities, including hiking, horseback riding, biking, and swimming on their lake beach
      iii. Cahoes Falls Trail
         1. About 15 minutes away
         2. A short trail that features a waterfall
      iv. Peebles Island Perimeter Trail
         1. About 15 minutes away
         2. About 2 mile trail around a river that you can also canoe and kayak on
      v. Mohawk Hudson Bike-Hike
         1. A very long 36 mile trail around a lake that features waterfalls
      vi. Vischer Ferry Trail
         1. About 20 minutes away
         2. Features beautiful wild flowers and is used primarily for hiking, nature trips, birding, and horseback riding
         3. Reviews say it’s fantastic to see wildlife
      vii. Black Creek Marsh Wildlife Management Area
         1. About 30 minutes away
         2. Features mostly marshland and grassy areas
3. Provides Mammal and Bird ID Checklists online so you can look out for and identify different species
4. No fees

viii. We will need volunteers with cars to drive

i. Camping trips
   i. Would have to ask Outing Club if we can borrow tents
   ii. Alps Family Campground
       1. About 20 minutes away
       2. About $30 a night for a campground
   iii. Aqua Vista Campgrounds
       1. About 30 minutes away
       2. About $40 a night for 2 adults
   iv. Ask Outing Club if they do any camping trips?

j. Build birdhouses for local endangered species
   i. My older brother did Eagle Scout project by making birdhouses for our church’s cemetery
   ii. I could help my Dad make the houses over winter or spring break, then bring them back here and we can paint them
   iii. Species: Peregrine Falcons are the only endangered bird species in our area, but they nest under bridges, so we’ll just have to make general birdhouses
   iv. Make it a painting competition

k. Beehive and garden with native plants
   i. Talk to Vasudha House
   ii. Can also put birdhouses in here
   iii. Start a composting pile
   iv. Honeybee Farm just opened up a local store in Troy
      1. I don’t know if they would be willing to donate bees or help us set up a hive for the campus, but it wouldn’t hurt to visit them and ask for tips
   v. New method of beekeeping was designed to enable average people to make honey in their backyard
      1. It’s called the Flow Hive, basically inverts the honey combs so that the honey flows out of a tap and the bees refill it from the other side without even noticing
      2. But it’s $700, so either we need to do serious fundraising, or try to make the hive ourselves
   vi. Plant Species (because it would be easier to just attract the bees/butterflies for now instead of trying to hive them)
      1. Bees: Daisies, asters, zinnias, clover, black-eyed susans, poppies, bee balm, alyssum, coneflowers
         a. Especially purple, blue, and yellow
      2. Butterflies: alyssum, asters, bee balm, butterfly weed, milkweed, blazing star, coneflowers, black-eyed susan
3. If just attracting, make sure to follow online tips to make them
good habitats
   vii. Recycled milk jugs into herb garden for the community garden
       1. That we can sell at Farmer’s Market??
   viii. Talk to RPI Administration Division when site comes up
l. Origami displays of endangered animals in academic lobbies
   i. Would have to get display cases
   ii. Species: sharks, tigers, wolves, elephants, euthanized cats and dogs, Javan
       Rhino, Amur Leopard, Western Lowland Gorilla, Leatherback Seaturtle
   iii. Also talk to RPI Administration Division when site comes up
m. Animal reading club
   i. Suggest books about animals and the environment to discuss
      1. Only books that have free online PDFs
   ii. Silent Spring by Rachel Carson
   iii. The Jungle by Upton Sinclair
n. Host guest lectures on how engineering/technology can be used to conserve
   animals
o. Begin petition to get NY State to pass law banning animal abuse against non-
domesticated animals
p. Collect plastic bags and crochet mats for the homeless
   i. We could get other volunteer clubs to help collect the bags
q. Make signs for trees in Troy
   i. Need money for my family in the rainforest
   ii. I supply enough oxygen for 4 people a day
r. Collect plastic bags and crochet mats for the homeless
   i. We could get other volunteer clubs to help collect the bags
s. Make signs for trees in Troy
   i. Need money for my family in the rainforest
   ii. I supply enough oxygen for 4 people a day
t. Bar pub where dogs can come in fundraiser
u. Pet photography fundraiser
   i. Danielle has photographer friend and there’s a woman in Troy that makes
dog clothes
v. Coffee shop bake sale, dog friendly
w. Contact farmer’s markets venue people to come in and talk to students
x.

2. Fundraising
a. Bake sales
   i. Look up Wildlife Holidays Calendar and celebrate each one with a bake
      sale themed for the animal
   ii. Half the profits go to an organization that conserve that species, and half
      we keep to fund projects
   iii. January 4-Feb 12: get kids involved in nature
      1. Host kid-friendly fundraising events
b. Puravida fundraising bracelets
   i. Have to buy minimum 100 custom bracelets at $2.50 each
ii. So have to already have $250 to spend and then make money back
iii. Up to 9 colors, so an arrange of blues, greens, and browns for nature
   1. Then the connecting strands are white and the knot red for RPI

c. Support dogs during finals week or other times throughout the year
   i. $1 for a minute to hold?
   ii. Then we can donate like half to TDI
   iii. Talk to Student Life
   iv. Therapy Dogs International is an organization that takes therapy and
       support dogs to nursing homes, hospitals, and schools for educational
       purposes
       1. And they have a Schenectady Chapter!

d. Talk to local farms and families to set up a petting zoo
   i. Alpaca farm nearby

e. Snow building competition
   i. Every participant pays like $1, and the winner (judged by the officers) gets
      half the pot and we keep the other half to fund projects
   ii. Must be animal/nature themed

f. Student art gallery where students who have animal-themed art can pay a down-
   payment to sell their art

g. Valentine’s Day
   i. Candy-grams with animal cards

h. Earth Day & Easter!
   i. Have an Easter (4/16) fundraising event on Earth Day (4/22)
   ii. Paint eggs the week before (or plastic eggs and have candy inside? Then
       we can reuse any leftovers) outside so passerbyers can join
   iii. Make it a scavenger hunt with clues that lead to stations and at each
       station you get the egg, candy, and a life lesson on how to reduce your
       carbon footprint
       1. And maybe a seed that they can plant??
       2. Make candles in acorn tops and shells
          a. Danielle knows a candle store downtown that could help

3. To Improve Membership
   a. RPI TV
   b. Poster at the beginning of each semester
   c. Give out hot chocolate in DCC with flyers
   d. Make brochures of issues and our ideas to pass out at events
   e. Movie night??
      i. Zootopia, Brother Bear 2, the Bee Movie, Marley & Me, Beauty & The
         Beast, Fern Gulley 2, Tarzan, Alpha & Omega, Balto, Finding Dory,
         Dolphin Tale, Okja
      ii. Saturday better than Friday
   f. Outside meeting and bring dogs!
   g. Tabling event with free vegan foods
      i. Contact various vegan companies to get free samples of chocolate, chips,
         candy, cookies, jerky, etc
h. Flyers with saying an activity we’re doing at the meeting
   i. And add animal face
i. Have small activities at meetings and make flyers for that people would be interested in
   i. Make candles in acorn tops and shells
      1. Danielle knows a candle store downtown that could help
   ii.
10/25/17 meeting minutes

Attendance:
  Chapin
  Lyndsey

Free Samples for Thanksgiving goody bags contacted:
  Earth Balance
  Primal Strips
  Cocomel
  Alternative Baking Company

November 2 7pm EMPAC 6th extinction lecture
  Get ticket online, free
  Elizabeth Kolbert

Campaign Party!
  Have petitions pulled up
  FAN sign up
  Pictures with poster
  Phone numbers
11/1/17 meeting minutes

Attendance:
   Alanna
   Chapin

Responses back from companies, mostly positive
   Most said to fill out official donation form
   Their process might take a while though so we may have to wait until after Thanksgiving

Sending out survey after meeting to anonymously ask members’ opinions on clubs
   1 question will be if another day/time for meetings works better for more people

Like our Facebook page!
RENSSELAER UNION NEW CLUB EVALUATION

1. Club Information
   a. Club Name: African Students Association
   b. Club Contact Name: Olanrewaju Oludipe
   c. Club Contact's Position, if applicable: Secretary
   d. Phone Number: 518-833-9659
   e. RPI Email Address: oludio@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:
   The purpose of the club is to promote awareness and understanding of African culture, tradition and history within RPI community. Create unity among ASA and other association or clubs on the campus

3. What are the goals of your organization? What annual or one time activities will you hold/have you held to reach these goals?
   - To promote an awareness and understanding of African's culture, traditions and history.
   - To serve as a base of support and encouragement for people from Africa and within the club.
   - To discuss and develop solution to technological and infrastructure problems facing Africa.
   - To promote and help in the recruitment of underrepresented minorities.
   - To establish a network with the African community in the US.

4. What unique opportunities can your club to bring to campus?
   - Opportunity to learn African dance
   - Opportunity to learn how to cook African food

5. Has your club held an event that was open to the entire campus?
   Yes

6. Please attach three meeting assessments (or email to 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 successfullness
7. Which category would best describe your club?

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<tr>
<td>a.</td>
<td>Academic or Professional</td>
<td>b. Campus Programming</td>
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<td>c.</td>
<td>Club Sports</td>
<td>d. Greek Life</td>
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<td>e.</td>
<td>Hobby or Special Interest</td>
<td>f. Multicultural</td>
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<td>g.</td>
<td>Recreation &amp; Fitness</td>
<td>h. Religious</td>
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<td>i.</td>
<td>Service &amp; Volunteerism</td>
<td>Visual or Performing Arts</td>
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<td>j.</td>
<td>Other:</td>
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f which is multicultural best describe the ASA club.

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

- Freshman
- Sophomore
- Junior
- Senior
- PhD candidates

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

President: Yao Aleke
- Acts as the chief spokesperson for the organization
- Sign all necessary documents and financial statements not delegated to any member of the executive board
- Have authority to make executive decisions regarding the organization in the absence of other members of the club or the executive board
- Preside over all general body meetings

Vice President: Alseny Sylla
- Coordinate the work of members of the executive board.
- Assists the president in the performance of his/her duties.
- Preside over all executive board meetings.
- Assumes the responsibilities of the president in the absence of the club president.

Public Relations Chair: Obeng Kwaku
- Responsible for correspondence and networking to establish and maintain contact with the African community at large.
- Responsible for recruitment efforts for the organization.
- Responsible for organizing functions that foster support within the organization.

Secretary: Olanrewaju Oluide
- Be in charge of keeping attendance
- Keep the minutes at all general body and executive board meetings
- Take on correspondence duties of the club.
- Submit current officer and membership lists to the Union administrative office.

Treasurer: Mouctar Bah
- Be a co-signator for all financial aspects of the organization.
• Report on the financial situation as required by the Executive Board and the membership.
• Draft a budget plan for the forthcoming year, in inputs from other members of the executive board.
• Maintain the official membership in conjunction with the secretary.
• Collect club dues.

Webmaster: Joseph Osei-Kusi
• Responsible for publicizing club events and meetings across different social media platform.
• Responsible for maintaining the club social media platform and promoting the social outlook of the club.

Club Advisor:

• Mamadou Daigaye professor in the Mechanical Engineering department
• Judith Obiero Associate Director/Lecturer Archer Center for Student Leadership Development
• Filbert Totsingan Professor in the Chemistry department

10. How will you grow and retain your club’s membership?
• Avoid conflict within eboard and members by clearly expressing our thoughts and ideas
• Keep members within the club motivated
• Seek help and guidance from the Union or the Archer center if training is need to improve any particular skill
• Work closely with NSBE and BSA

11. Why are you pursuing recognition?
   We are pursuing recognition for several reasons:
• For RPI community to take the ASA seriously
• Benefit from the financial support of RPI union
• Benefit from Coaching offered by Archer Center for student leadership development.
• Represent RPI values nationally and internationally

12. Are you affiliated with an off-campus or national organization?
   NO

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.
   Yes. We would need budget:
• to cook or buy african foods that will be served during meetings.
• to invite guest speakers to inspire the club members and the rpi community
• to organize field trips to visit : companies, museums etc.
• to organize fun activities such as movie night, bowling etc.