Executive Board

Attendance
1/16/17

Matthew Rand, President of the Union
Rasika Ekhalikar, Vice President of the Union
CJ Markum, Graduate Rep
Erica Lane, Class of 2018 Rep
David Raab, Class of 2019 Rep
Anissa Choiniere, Class of 2020 Rep
Andrew Waltzer, Class of 2021 Rep
Ida Etemadi, Club/ICA Rep
Kay Sun, Club/ICA Rep
Ciera Williams, Club/ICA Rep
Majken Rasumssen, Club/ICA Rep
Ananya Murali, Club/ICA Rep
Brookelyn Parslow, Club/ICA Rep
Caitlin Kennedy, Member at Large
Caroline Ringel, Member at Large
Jared Segal, Member at Large
Brian Mansaku, Member at Large
Christopher Maria, Member at Large
Matthew Heimlich, UC Rep
Ezra Teboul, GC Rep
Joe Venusto, Senate E-Board Liaison
Ryan Delaney, Club Financial Advisor
Deepika Senthilnathan, Club Financial Advisor
Cohen Davis, Club Financial Advisor
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Ken Palmer (Follet) Presentation

Ken:

When instructors are picking materials, they look at content first, and then the price

How do we lower the cost of textbooks?
The promptness of adoption submissions is very important
Timing of textbook adoptions is key to affordability
Sourcing new books is expensive and time consuming
This can save students up to 65 percent on course materials
Adoption compliance has increased within the past year
Follett Discover Suite goes through SIS and LMS
Key Benefits: easily view related materials, create custom content, immediately readopt previously used materials
The ability to source more used books takes down prices
The benefits of complete integration include the ability to combine with Bursar account
University of Cincinnati saved 37% due to complete integration
Maintains revenue stream for the union
The Collegiate Store is down this year from $396,216 in FY16 to $392,167 in FY17

Brookelyn:

Are professors aware of how much early adoption can help?

Ken:

Probably not
We do not have a direct forum
Getting info to them is essential

Matt Rand:
I had a meeting with Ken and Joe Campo earlier this year and we have been and long term is to bring it forth to the faculty senate to get whole sale adoption

There has been pushback even from the office of the provost

Ken is getting info from other institutions and we are hoping to make a cohesive presentation to present to the facility on campus

Jared:

Have you researched professors who have patterns of late adoption or recurring use of text books?

Ken:

Are there repeat offenders?

Yes

We have not done specific research into every professor on campus

Jared:

Do the SysAdmins run CMS?

David:

No

Ken:

Having the integration in SIS is not hard and we could do that on LMS

Sid:

Is it true, like in your presentation, that rising textbook prices are causing lower book store earnings?

Ken:

Yes, that would be true across the board

Kay:

So for a single textbook price it would go down about 40%?

Ken:

Yes, these are measurable figure we may or may not achieve

Matt Rand:

Have you noticed general trends towards renting or buying, used or new?

Ken:
Nationally, there is a strong draw towards renting and used.

At RPI, there is a disproportionate amount of custom material that cannot be purchased used or be rented.

I notice the rental option, and at this school, people tend to prefer to keep their textbooks for the long term, but there are books that could be rented.

Students could rent books and then buy them later on.

John:

What percentage of the original textbook inventory is left at the end of the semester?

Ken:

If I wanted to ballpark, about 30%

John:

Does that effect pricing?

Ken:

It doesn’t necessarily affect it, but if we get timely adoptions, I can just buy back specific books.

There is always excess inventory and it is not uncommon.

Matt Rand:

Have you explored a social media campaign?

Ken:

Follett made the decision to remove all of their social media, but I can work with Maria on the Union social media.

Chris:

Through this integration, would anything automatically be sent to the bursar?

Ken:

Nothing would be bought without the knowledge of the student.

**Guest: Bill Puka**

Bill:

There is no sense of urgency in the announcement of textbooks.

Contact Ann Barrera.

I have been teaching here 36 years.
I am part of Save the Union and the protests

How could the Union become indispensable to the institute?

There is a program called Shared Portals

A shipping container painted gold would appear and when you go inside, you would be in Berlin, in a Syrian refugee camp

There are installations all over the world

The people are life size and you could talk to them about whatever you like

You can sing songs and discuss anything you like

When people come out, they say that it was nothing short of amazing

It is citizen to citizen communication and diplomacy

You bypass the government and you bypass the media

The curator of EMPAC says they may be able to build one

It is generally rented, but it also has permanent installations

This got so much publicity for Harvard that the faculty had to make appointments to go inside

This project would be under complete control of the Student Union

No one from the administration would be able to take it over

Shared Portals, Shared Studios

Chris:

What would the time frame be?

Bill:

My wife knows everything possible about it

The spontaneity of the interaction is remarkable

It will be from 4-12 people

The machine is not very delicate

EMPAC could do something remarkable with it

Caitlin:

How much does it normally cost to rent?

Bill:

Any media outlet would give it large publicity
It generally depends
I have spoken with fraternities who would contribute to the cost

Ezra:
Can you elaborate on how EMPAC would be involved?

Bill:
No
Johannes sent me here because they do not have the personnel to curate it

John:
If we decide to do this in the student union, would it burden the union?

Bill:
In LA, they don’t have anyone
I can imagine some problematic interactions happening if some racist goes in there

If the Union handled it correctly, it would be an adult event

**Coding&&Community**

Milena:
I am the President
This club is working to fix the diversity problem in STEM

Grace:
I am the Vice President
We work with middle school and high school STEP students
We would like to continue the STEP program every week
We would like to host a hackathon for high schoolers at the end of next semester

Caitlin:
What is your current membership?

Milena:
We have a team of eight instructors and our E-Board is about nine members
Our membership is mostly Freshman and Sophomores

Jared:
Do you have any plans for marketing?

Grace:
For publicity, we have plans to poster around campus
We will contact Professor Goldschmidt

Erica:
They are coming for affiliation and they will not want funding in the future
As far as money goes, if they wanted funding, they would have to come back

MOTION #1: MOTION TO APPROVE CODING&&COMMUNITY AS UNION AFFILIATED CLUB PASSES 17-0-0

Turning Point

Matt Rand:
Cameron is unavailable to come tonight
Last week they came to E-Board to discuss why they wanted to be Union affiliated
We did not feel we had enough information to vote on the motion

Caitlin:
Did they update their constitution?

Erica:
No

Brookelyn:
Can we discuss the document without the names in the meeting?

Matt Rand:
She said it was okay to discuss to the executive board, so I don’t feel comfortable sharing with everyone

Ciera:
Can we get through as much as possible before closing it?

Jared:
Are people here to discuss turning point?

Ryan:
I think should hear what our guests have to say

Steffan:
If the information on this document is considered public, could you read it from a public source?

Matt Rand:

No, we cannot do that

**MOTION #2: MOTION TO CLOSE MEETING FAILS 0-16-1**

Jared:

I hope everyone glanced at what I slacked

I think the students of Turning Point have good intentions

Tatiana:

Over the summer, the president invited people to join the group

A lot of the stuff they post is problematic

Some of the people they want to bring to campus are problematic such as Charlie Kirk, Jessie Waters, Milo Yiannopoulos

The point of their club is constitutional ideals, but it always ventures into social justice

We specifically try to have a cordial conversation

The president has shared that she doesn’t believe in feminism, which as president of an organization shouldn’t be shared on a page based on fiscal issues

They also don’t believe in the pay gap

They make fun out of the different gender identities

The group is against safe spaces, but they don’t believe in them which goes against RPIs Brave Space Program

Brave Spaces do not prevent people from coming in

They said they don’t feel safe at their own water fountain

At their last meeting, they said everything they said was fine

An E-Board member of Turning Point said that comment

They said that Hate Speech is free speech

Matt Heimlich:

They came in last week and said that they as a group on campus said they would focus on fiscal and economic conservatism

They said this is how they will differentiate from the national organization
It is hard to separate from a national organization
Generally, as a Union, I don’t think this is something we want to affiliate ourselves with
They can say what they want, but it can be in their own group
Val:
Who remembers when UPAC tried to show American Sniper?
It is very much so about targeting Muslims
Turning Point chose to show this movie knowing the controversy at RPI about the movie
Do we want a club on campus that tries to inflame other clubs?
David:
One of the goals of Turning Point through a quick Google search shows they want to endorse specific candidates in student government elections
Brian Johns:
Members of Turning Point want to bring people like Milo onto campus who has publicly derided members of the LGBTQ+ community and laughs
Wilson:
If you allow a group into the Union, it shows you condone their actions
Brookelyn:
They are just going for affiliation, so the section on political opinions does not apply to them
Wilson:
If we allow groups like this onto campus, it means that the company supports it
The Union created inclusivity and people are not comfortable in the same area as these individuals shows why they should not be part of the union
Sid:
Some of the actions of this group are reprehensible
I think it is hard to deny a club affiliation based on free speech, so please keep that in mind
Ciera:
While I personally don’t agree what they say and the presence of hate speech in their membership
I don’t agree with a lot of things with a lot of groups
We need to be very careful with this vote because we are not a partisan body
It is not our job to make decisions based on our own personal opinions
The primary focus of the group is to discuss non social issues
Sometime it is hard to distinguish between speaking with friends and speaking in the club
Matt Rand:
   Sid brings up a good point
   The concept of freedom of speech
   We have the ability to set strict stipulations for the existence of this group on campus
   We could restrict the ability to have speakers
   If someone can argue that they furthered racism or hate speech, we can put that into a motion for approval
Brookelyn:
   While Turning Point disgusts me, I can’t justify putting my discomfort before their free speech
   I am very concerned about the organization’s potential
   Not giving them the chance to prove us wrong concerns me
John:
   Whether or not this motion passes, this group will still exist
   I still think they will exist on campus as a group
   I don’t think this motion will change that
Tatiana:
   In order to get funding through the national organization, they must be affiliated by the school
John:
   It depends how closely tied they will be to the national organization

*MOTION #3: MOTION TO CLOSE THE CUE FAILS 9-7-1*

Ezra:
   The national chapter also made anti-Semitic jokes on twitter, they run the professor watch list
Anissa:

Last week, they said they would not participate in the watch list

Ezra:

They already have the right to free speech as individuals
You are giving them a privilege platform that will make them not regret
You are not denying their right to free speech given by the constitution
We are just not giving them an outlet to do things

Erica:

I feel that they have already proved us wrong
I’m saying this as someone who has read the confidential material provided to us

Ida:

We would not be saying that conservatives as a group do not have a place on his campus
The Union has affiliated political groups in the past, although they are inactive now

Turning Point USA as a national organization has supported programs such as the professor watch list, which if Turning Point was brought onto campus, the officers stated that they would not participate

Whether or not the club officers at RPI would participate, I don’t feel comfortable having them so closely connected to an organization that does

If we affiliate Turning Point, they will receive more funding and materials from the national organization, including posters and stickers that say things like “Big Government Sucks” in Campus Activism Kits which I can only assume would go around campus

I would be much more comfortable affiliating a conservative group that is not connected to an inflammatory national organization

*MOTION #4: MOTION TO CALL THE QUESTION FAILS 9-7-1*

Brian Johns:

There is a difference between free speech and moral speech
We are giving them a platform
They made the conscious decision to affiliate with this specific group
They have definitely done their research
This could be a danger to our students

David:
I feel like the whole point of having three meetings and minutes is to give them a chance
They have used their chances

Jared:
I’m in Greek life
If you pay attention to any news outlet ever, you all see the terrible things that go on in Greek life
I don’t support drinking until you die
The motion as is needs to be amended and have stipulations added
I don’t think we can dismiss them as easily as we are

Brian Mansaku:
My concern is that this conversation is that this is very one sided

*MOTION #5: MOTION TO TABLE THE MOTION IS OUT OF ORDER*

Matt Heimlich:
We have all the information we are going to get, so they will have time to process that

Caitlin:
We spent an hour talking about this and we just have to make a decision

Ciera:
They came before us last week and we did our own research
Anytime you look up things on the internet it will affirm your own belief

Kay:
I think that most of the opinions are liberal, so I don’t think it’s fair to not bring them in again
We only have groups that will better the Union

*MOTION #6: MOTION TO CALL THE QUESTION OF POSTPONING TO THE NEXT MEETING PASSES 16-0-1*

*MOTION #7: MOTION TO POSTPONE DISCUSSION TO THE NEXT AVAILABLE MEETING FAILS 3-11-2*

Brookelyn:
We should do our other business first and it is our fault for putting it early on the agenda when we knew we had other clubs waiting

*MOTION #8: MOTION TO TABLE DISCUSSION UNTIL THE END OF THE MEETING PASSES 12-1-3*

**Playhouse Reallocation**

Nick:

The product we originally budgeted for is no longer available from one of our approved vendors

Our microphones are illegal to use by the end of December

We need a total

Anastasia:

We are just asking for a reallocation, not any more funds

*MOTION #9: MOTION TO REALLOCATE FUNDS WITHIN THE PLAYHOUSE BUDGET PASSES 16-0-1*

**Players Choreographer**

Anastasia:

We are asking for $900 for a choreographer for this year’s musical

The choreographer did not fill out the paper work correctly and HR had to pay her out of this year’s budget, so now we need $900

Steve:

Weren’t you here already?

Anastasia:

That was for the rights

Matt Rand:

Should we take it out of facilities reserves since that is where the unused money from last year went

Brian Johns:

I don’t think we should take from incentive income since this was not a miss step on our part and the current officers were not involved

Emily:

We wanted to try to benefit our club as much as possible

Our costume shop is a storage room and we cannot budget for it ever room
We don’t have a lot of tools such as a 220 line for our sets

Brian:

You’ve been before us before
How will you improve this?

Anastasia:

We are no longer going to give exceptions for paper work in transitioning roles
If that mistake is made again we have another two months to fix it
We adjusted the schedule to pick shows before the next year’s budget

Martha:

No one stayed on top of the hires to make sure they got their paper work in and now we take the grief saying why we are paying her this fiscal year
I give them credit for trying but they did not follow up last year
Clubs need to stay responsible
This is not the first time we have dealt with something like this
They can overspend form that single line item
Make sure your clubs are spending ther incentive income

MOTION #10: MOTION TO REALLOCATE $900 FROM FACILITIES RESERVES TO GO TO THE PLAYERS FOR A CHOREOGRAPHER RULLED OUT OF ORDER

MOTION #11: MOTION TO ALLOW PLAYERS TO OVERSPEND FROM GOAL C, PROGRAM 2, LINE 222 BY $900 PASSES 13-3-1

Players Tickets

Sam:

Ticket prices will be raised by two dollar

David:

Has this been approved by DotCIO

Sam:

This is pending his approval

Brian Johns:

This is important because our software was made by alumni and it keeps braking
Anastasia:
We could gain more audience and use cards

Sam:
Rpi has used tix before so I’m hopeful

MOTION #12: MOTION TO ALLOW PLAYERS TO USE TIX PASSES 14-0-1

UPAC Cinema-Payroll Increase

Peter:
UPAC Sound and Lights came before the board but Cinema was not included in this
Each year wages are increasing because of minimum wage increase so our budget must increase
This wage increase would be next year

MOTION #13: MOTION TO INCREASE WAGE FROM $10.40 TO $12.50 BEGINNIGN IN 2020 PASSES 12-0-5

UPAC Sound & Lights & Cinema

Austin:
We would like to have money come out of the student employment fund rather than coming straight out of or budget

Chris:
People would sign up for training, a list would be compiled Martha would check for I9s and everyone is cleared, they would be cleared

David:
We are putting training in the student employee budget?

Alex:
Correct
We are asking for our paying for training to come from student employee budget
It will be on SIS

Jamie:
We have pretty high retention

Rasika:
To fill out an I9, you need an official document, will you have training later?
Alex:

Our first meeting for new members we go through the new training process and go get the form in as quickly as possible

Jamie:

We have up to three days to submit to pay

Peter:

Cinema is a little different because we don’t exist solely to provide services

Martha:

This whole process changed this summer and they have done a great job at getting everything done in a timely manner

Chris:

There are stipulations so this is not a blank check situation

Brookelyn:

Who will check that this does not exceed?

Matt Rand:

The E-Board rep and the SARP

MOTION #14: MOTION TO APPROVE TRAINING FOR UPACS PASSES 12-0-5

John:

How is this new motion different than the last?

That was for FY19, but this begins in January 2018

MOTION #15: MOTION TO APPROVE WAGE INCREASE BY OVERSPENDING GOAL E FOR JANUARY 2018 PASSES 17-0-0

Turning Point

Matt Rand:

We are revisiting the second motion of the night on Turning Point

Jared:

Can we postpone this to another meeting?

Denying students to facilities as terms of censorship

We determined that no one understands that rule enough to comfortable rules

Steve:
Because it has to do with the handbook

The people need to be in the room who understand the handbook so we don’t end up in a tricky situation

I apologize to everyone in this room, but I think you need Dean Apgar, Cameron, and Michael Arno here

Brookelyn:

I only know of one student government who has denied Turning Point, so I think this decision would make headlines in some way

Ciera:

If we do pass this, I want the people on the cue to get their points across tonight because they are here and they are our guests

Steffan:

Is there a reason this has to be pushed to next semester, so we can stop worrying about this organization forming on this campus?

Matt Rand:

Calling an emergency meeting is an option

_MOTION #16: MOTION TO POSTPONE THIS TO THE NEXT POSSIBLE MEETING WHERE DEAN APGAR, MIKE ARNO AND CAMERON CAN BE THERE PASSES 16-0-0_

_MOTION #17: MOTION TO POSTPONE TO NEXT AVAILABLE MEETING TIME 12-2-2_

Matilda:

I am not against the group as a conservative organization

A community that claims they are tolerant of intolerance is not a tolerant society

Lorelei:

I don’t believe that this is because they hold political beliefs

We are opposed because they have thus far demonstrated they are a danger to students here at RPI

Majken:

Can clubs bring any speakers onto campus?

Jared:

We cannot deny a group from bringing anyone onto campus

Ezra:

The E-Board has resources
We have money, space, time when you give them to whoever
When I signed up to be on E-Board I thought there were people who needed those resources and I could advocate for them
The entire back of the room feels threatened and harassed by a group that feels absolutely no regret for what they have done
With the power you have, do you choose to support the group who harasses or the people who feel harassed?

Brookelyn:
Who created the confidential document?

Matt Rand:
The Dean of Students’ office and the administrative office

Tatiana:
I feel like by approving this club you are also bringing negative attention to this school

**Directors Report**

Steve:
Hiring processes are going by very smoothly and someone will be here on Monday

**Senate Report**

David:
The Senate spoke on renaming Ellie’s position to Vice Grand Marshal
They wanted to approve handbook changes
Hannah Merrow denounced the actions of the Dean of Students Office
Senate came to the conclusion in favor of not approving that motion to allow the judicial process to run its course before taking a stance

**President’s Report**

Matt Rand:
Budgets are due tomorrow
Please submit your budgets
Any questions or concerns please let me know
Please be here at 4:00 in the admin office for ACUI
Next Thursday is Thanksgiving
The Thursday afterwards will be administrative budgets and these meeting will be at 7:00pm and GM week will have to be moved
December 2\textsuperscript{nd} and 3\textsuperscript{rd} is club budgeting at 8:00am
Coffee will be here and we will be going to 4:00 or 5:00
Members of the Senate will be invited to the budgeting process
RPSEC got first in their competition

**Member Reports**

Majken:
I won’t be here next semester because I will be studying abroad in Denmark

David:
If clubs have extensive inventories, let me know

Jared:
I will be leaving RPI for the semester to go on Coop

Brian Mansaku:
I was at Model Railroad last night
It is very cool and John is interested in E-Board going as an event

Brookelyn:
CASA is having a hotpot GBM and its 2 dollars for members

Martha:
Star Wars all age trivia is coming up and it is a $20 sign-up fee

Steve:
Thanksgiving dinner for international students is up to 80 people

Rasika:
Brookelyn for member of the week and she was asking great questions during her club consultations
Had effective budgeting meetings with her clubs

*MOTION #18: MOTION TO MAKE BROOKELYN MEMBER OF THE WEEK PASSES 16-1-0
*MOTION #19: MOTION TO CLOSE THE MEETING PASSES 17-0-0
*MOTION #20: MOTION TO ALLOW STEVE BACK IN PASSES 17-0-0
*MOTION #21: MOTION TO APPROVE ASSISTANT DIRECTOR OF STUDENT ACTIVITIES PENDING APPROVAL FROM HR AND THE DIVISION OF STUDENT LIFE PASSES 16-0-0*
MOTION #22: MOTION TO OPEN THE MEETING PASSES 16-0-0
1. Roll Call @ 8:00 PM

2. Welcome

3. Presentations
   a. Ken Palmer (Follett) Presentation - 8:05 PM
   b. Coding and Community-8:25 PM
   c. Turning Point - 8:40 PM
   d. Playhouse Reallocation-9:05 PM
   e. Players-Choreographer-9:25 PM
   f. Players-Tix-9:45 PM
   g. UPAC Cinema-Payroll Increase-10:05 PM
   h. UPAC Sound & Lights & Cinema -Payroll Discussion-10:25 PM

4. Reports:
   a. Committee of the Week -Next Semester!!!
   b. Director’s Report
   c. Senate Report
   d. President’s Report
      i. One-on-one Meetings
      ii. Positions within the Admin Office
   e. Member Reports

Contingencies FY18 Beginning Balance $32,500
Contingencies FY18 current balance $25,787.50
Contingencies FY17 Beginning Balance $32,500
Contingencies FY17 this week $26,010.65
RENSSELAER UNION NEW CLUB EVALUATION

1. Club Information
   a. Club Name: coding&&community
   b. Club Contact Name: Kelly Patel
   c. Club Contact’s Position, if applicable: Secretary
   d. Phone Number: (914) 215-2318
   e. RPI Email Address: patelk5@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:
   Coding&&community’s purpose is to expose middle school and high school students to Computer Science through educational programs and workshops. The benefits to joining this club for Rensselaer student’s is to help teach kids a valuable and relevant skill and to encourage them to pursue STEM. Coding&&community benefits the Union by allowing undergraduates who are passionate about Computer Science education to be able to contribute to the community in a positive way.

3. What are the goals of your organization? What annual or one time activities will you hold/have you held to reach these goals?
   Coding&&community strives to help close disparities in technology through Computer Science education for pre-college students. We aim to encourage, motivate, build the confidence of, and create an inclusive environment for both pre-college and Rensselaer students. We teach STEP students every Saturday for 2 hours about the basics of Computer Science. We will be involved with Exploring Engineering Day and Black Family Tech Day in February and are planning a workshop for the STEP Regional Conference and a “Hackathon” for high school students late next semester. We plan to continue teaching STEP students weekly on Saturdays and hold additional one day events in future semesters.

4. What unique opportunities can your club to bring to campus?
   Coding&&community brings an opportunity to Rensselaer students to teach middle and high school students about Computer Science, which enriches their education and impacts them in a positive way. The club provides an opportunity to expose pre-college students to Computer Science that they would not otherwise have.

5. Has your club held an event that was open to the entire campus?
   Yes, our general body meetings are open to the entire campus.
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?

<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? The club currently has about 15 members. There is one junior, and the rest of the members are freshmen and sophomores.

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Milena Gonzalez</td>
</tr>
<tr>
<td>Vice President</td>
<td>Grace Roller</td>
</tr>
<tr>
<td>Treasurer</td>
<td>-</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kelly Patel</td>
</tr>
<tr>
<td>Director of Community Outreach</td>
<td>Ramin Chowdhury</td>
</tr>
<tr>
<td>Director of Instruction</td>
<td>Clarisse Baes</td>
</tr>
<tr>
<td>Director of Curriculum Development</td>
<td>Matthew Garber</td>
</tr>
<tr>
<td>Director of Events</td>
<td>Zaire Johnson</td>
</tr>
<tr>
<td>Social Media Manager</td>
<td>Natalee Ryan</td>
</tr>
<tr>
<td>Freshmen Representative</td>
<td>Issac Kim</td>
</tr>
</tbody>
</table>
10. How will you grow and retain your club’s membership?
We plan to grow our membership by continuing to reach out to friends that would be interested, as well as emailing the Computer Science undergraduates to invite them to our meetings. We plan to retain membership by quickly getting new member involved with planning and/or participating in one of our events or programs.

11. Why are you pursuing recognition?
We are pursuing recognition to access the club management system, make Union room reservations, participate in the Activity Fair, and create a Union bank account.

12. Are you affiliated with an off-campus or national organization?
No, we do not have any outside affiliations.

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.
No, we do not intend to request a budget in the future.
Charter & Bylaws

coding&&community
Rensselaer Polytechnic Institute
Revised: Fall 2017
Section I
Name and Purpose

ARTICLE 1. Name
The name of this organization under these bylaws shall be coding&&community, hereafter referred to as the Club.

ARTICLE 2. Purpose
Our goal is to close the disparities in educational opportunities, specifically computer science, related to race/ethnicity, gender, and socioeconomic status. We are a group of students at Rensselaer Polytechnic Institute dedicated to teaching computer science to underrepresented high school and middle school students in the surrounding area. We aim to empower our students with the necessary tools and guidance to succeed in college, career, and civic responsibility.

Section II
Leadership

ARTICLE 1. Leadership
The duties of the elected officers shall include but are not limited to those listed below:

- **President**
  - Leads weekly board meetings to discuss board business, including board administration and changes to coding&&community board Bylaws
  - Provides a meeting agenda to all board members two days in advance of weekly meeting
  - Meets with executive board (vice president, director of events, and director of community outreach) weekly to review Board plans and progress
  - Receives ongoing updates from board members regarding their program roles, responsibilities, & program activities
  - Reaches out to companies and prospective collaborators/partners
- **Vice President**
  - Works closely with current president to learn president’s responsibilities
  - Attends weekly meetings with program director and president
  - Steps in during president’s absence to lead Board or General Body meetings and works with the president to support the needs of other Board members and Web and Social Committee Coordinators
  - Assumes the duties of the president if the president is unable to serve
- **Treasurer**
  - In charge of reimbursements from Union
  - Manage funds allocated to the Club
  - Prepare the annual budget of the Club, subject to a ⅓ vote of the Club
- **Secretary**
  - Record and maintain a record of minutes and attendance for all meetings
  - Issues emails to members containing information about meetings and events
  - Coordinate the meeting times of all committees
- **Director of Community Outreach**
  - Coordinates with the students that the club works with to accommodate their schedules
Helps President contact companies
Helps other clubs and professors on campus to promote the club

**Director of Curriculum Development**
- Coordinates curriculum
- Works with feedback of students and professors to improve curriculum actively

**Director of Instruction**
- Coordinates instructors and facilitates communication between the Curriculum Committee and the Instructing Team

**Director of Events**
- Develops board and general body meeting schedule for following academic year
- Coordinates with resource manager and president on required inventory prior to planning each event
- Completes event planning templates for every event two weeks before each one, accounting for all details
  - Uploads templates to Google Drive
  - Template include all event details, including food, room reservations, stage risers, projectors, projection screens, podiums, microphones and sound systems, event supplies as well as task delegation
- Reviews event template with everyone at general board meetings one week prior to event
- Organizes and supervises event set-up and take-down
- Contacts external photographers when needed for events
- Collaborates with Director of Public Relations to create calendar schedule of necessary announcements and tasks for events
- Heads the Events Committee and makes sure everyone stays on task

**Social Media Manager**
- Plans overall look, content, and maintenance of Facebook, Snapchat, and Instagram profiles
- Collects social media updates from Board and reports out on ongoing social media projects at weekly Board meetings

**Freshmen Representative**
- Helps with setup and cleanup for events
- Attends events with board and helps where needed
- Plans and executes spring event with other Freshman Rep.

Section III
Membership

**ARTICLE 1. Membership**

Section 1. Equal opportunity and Hazing

- 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.
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

- 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.
- To be eligible for mentoring secondary education students, RPI students interested in this club must be ready to have a potential background check (to ensure the safety of the minors).
- The Rensselaer Union Executive Board may verify the eligibility of any member through the Office of the Registrar or Bursar.

Section 3. Membership Information

- The Club shall obtain the following information on its members:
  Preferred first and last name, Rensselaer Identification Number, if applicable, Rensselaer Computer System (RCS) ID, if applicable, E-mail address, Record of payment of appropriate dues and fees, and Any additional information required by the Rensselaer Union Executive Board. 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. 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 4. Removal of Membership

- 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.
- 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.
- 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.

Section 5. Eligibility for Office

- In order to be eligible for office a person must be a Regular Member of the Club.
- 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.
- A person may not hold more than one elected office concurrently.

Section 6. Elections

- Elections must be held at least once per academic year.
- The Elections Meeting shall be announced no less than two weeks in advance to the Club Membership.
- 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.
- 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.
- Officers shall be elected in order of rank.
- A candidate must receive a majority of members present to be elected to office. All votes shall be by secret ballot.
- 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 7. Removal from Office
- 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.

Section IV
Meetings

ARTICLE 1. Meetings will be held at mutually convenient times when all members can attend.

ARTICLE 2. The president will post or send an agenda to members at least two days prior to a Board meeting. Therefore, any items to be added to the agenda, must be sent to the president at least four days in advance of a scheduled Board meeting.

ARTICLE 3. The meetings will follow the agenda to all the members to stay focused and to meet Board objectives.

ARTICLE 4. Meetings will last approximately one hour, unless arranged a week in advance to meet specific needs of the Board.

ARTICLE 5. Meetings are held once per week, unless otherwise agreed upon one week in advance by the Board.

ARTICLE 6. Members may attend as many events as possible, but to be recognized as a club member, must attend at least one event per semester.

ARTICLE 7. Board members may miss up to two meetings per semester with a valid excuse pertaining to academics, job prospects, or athletic commitments. If a member misses more than the
allowed number of meetings, they may be asked to relinquish their role on the Board, unless the missed meetings are a result of severe illness or family related emergencies.

- Acceptable excuses for missing events/meetings:
  - Illness, class, campus job (w/in limitations), job interviews, mandatory events for other organizations (ie. sorority, sports teams)
  - No less than 1 week notice for missing or being tardy to event or meeting
- Acceptable excuses for less than 1 week:
  - Class running late/Class, Family/Personal emergency, Exams/Make-up Exams

Section V
Amendments

ARTICLE 1. Amendments may only be proposed or revoked bi-annually, once in late November and once in early May, by Board members after extensive deliberation on the issue and with approval of two-thirds of a majority vote of the Board.

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

Section 1. Availability
- 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.
- 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 VII.
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 VIII.
Ratification and Amendments

Section 1. Supremacy Clause
- 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.
- 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

- 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.
GBM 10 Meeting Minutes

- Set a date for when the t-shirt orders are due
- Update on curriculum development
- Instructor meeting moved to Thursday instead of Tuesday (Because of FOCS test)
- Reviewed 11/11 Lesson:
  - Started HTML
  - Kids like HTML more than Python
  - Perhaps next semester will have more of a focus on Java instead of Python and augmenting web development knowledge
- EED
  - Still need 2 volunteers
  - 8:30 - 4:15 on February 10
  - Need to submit form by the 16th
- Black Family Tech Day
  - Waiting for more information
  - Similar workshop style to EED
  - Collab with GE
- STEP Regional Conference
  - Need more information here too.
  - March 23-24
  - Cynthia will give us more details on Saturday
  - Collab with GE?
  - Contact Dorcie and see what kind of workshop she wants to run
- STEP Hackathon
  - Not enough information yet--will discuss with Cynthia
  - Will probably be high school students and some middle school students
  - Ethan thinks that we still call it a Hackathon, but instead of a competition, have the kids work on projects of varying difficulty
- Skyping Dorcie: December 3rd (optimal)
- Split up into committees
WELCOME

{coding&&community}
Join the Slack!

www.coding-community.slack.com
T-shirt order form: Link in slack
Project Interest Form

- Link to form in an email and also on slack
- Fill out what you are most interested in working on, then you will be assigned to a committee based on your response
STEP Curriculum
Development
Chair: Matthew Garber

- Requirements: Basic knowledge of Python, HTML/CSS, and JavaScript, and previously or currently taking CSCI-1200 (or equivalent course for transfer students)

- What you are committing to:
  - Weekly curriculum development meetings (currently Tuesdays @ 6:30pm)
  - Begin brainstorming and planning for next semester STEP programs
Website and Github Management
Chair: Natalee Ryan

- What you are committing to:
  - Completing and maintaining the website
  - Posting lesson plans and other materials to Github for other students/organizations to use
  - Look into open source license or creative commons license for our material
Funding
Chair: Zaire Johnson

- Requirements: Strong communication and writing skills
- What you are committing to:
  - Finding funding and grants suitable for the club to apply for
  - Completing necessary applications
Exploring Engineering Day - February 10, 2018
Chair: Available {if interested please let me know!}

- What you are committing to:
  - Workshop style 30 min lesson for grades 3-6 on
  - Completing forms and attending meetings (go to #eed in slack for forms/more details)
Black Family Tech Day -
February 3, 2018
Chair: Available {if interested please let me know!}

- What you are committing to:
  - Planning a workshop style lesson for <insert age/grade level> students
  - Potentially collaborating with GE to use Lego Mindstorm Robots
STEP Regional Conference - March 23 and 24 2018
Chair: Ramin Chowdhry and Issac Kim

- What you are committing to:
  - Planning two workshops for 7-12 grade students
  - Day session - 1 hour 15 minutes, more educational and professional
  - Evening session - 2 hours, more fun and relaxed
STEP Hackathon -
April 2018
Chair: Ethan Graf

- What you are committing to:
  - Planning a hackathon for STEP students and potentially other high school students
  - Reaching out to companies for sponsorship and collaboration
  - Reaching out to professors for collaboration
Agenda for remaining time...

- Talk to Committee Chairs/ Eboard members to find out more about projects you are interested in
- Complete Google form (link in email & slack)
WELCOME

{coding&&community}
Join the Slack!

www.coding-community.slack.com
T-shirt order form: Link in slack
Project Interest Form

- Link to form in an email and also on slack
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Funding
Chair: Zaire Johnson

- Requirements: Strong communication and writing skills
- What you are committing to:
  - Finding funding and grants suitable for the club to apply for
  - Completing necessary applications
Exploring Engineering Day - February 10, 2018
Chair: Grace Roller

- What you are committing to:
  - Workshop style 30 min lesson for grades 3-6 on
  - Completing forms and attending meetings (go to #eep in slack for forms/more details)
Black Family Tech Day - February 3, 2018
Chair: Milena Gonzalez

- What you are committing to:
  - Planning a workshop style lesson for high school and middle school students
  - Potentially collaborating with GE to use Lego Mindstorm Robots
What you are committing to:

- Planning two workshops for 7-12 grade students
- Day session - 1 hour 15 minutes, more educational and professional
- Evening session - 2 hours, more fun and relaxed
STEP Hackathon - April 2018  
Chair: Ethan Graf

- What you are committing to:
  - Planning a hackathon for STEP students and potentially other high school students
  - Reaching out to companies for sponsorship and collaboration
  - Reaching out to professors for collaboration
Agenda for remaining time...

- If you haven’t completed the project interest form... talk to Committee Chairs / Eboard members about projects you are interested in and fill out the form
- Break off into committees to start brainstorming / planning events
WELCOME

{coding&&community}