**EX CUTIVE BOARD PROPOSAL COVERSHEET**

**UP FOR Scrap Metal**  
**CLUB**

Keenan Heffler-Morrison  
**HEAD CLUB OFFICER**  
Keno & photo on  
**PRESENTER**  
760 810-2733 / heffle h @ rpi. edu  
**PHONE NUMBER / EMAIL**

No. of Members  
RPI Students: 18  
Faculty/Staff:  
Community:  

Present Rensselaer Union Subsidy: $2,973.10

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

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>EXPENSE</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>5.</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Total $O

(Expense less Income)

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**JUSTIFICATION & EXPLANATION:**

Has this been requested before? **Yes**  
(for example: at budgeting or prior EBoard meeting)

Please attach another sheet with the following information:

a. Detail of items/services to be purchased. (copy of quote, etc.)

b. Demonstration of need/interest, or background.

c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by  

Executive Board Representative  
DATE 3/13/19

Reviewed by  

Rensselaer Union Finance Coordinator  
DATE 3/15/18

Reviewed by  

Rensselaer Union SARP  
DATE 3/15/18

**COMMENTS** by Rensselaer Union SARP

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**COMMENTS** by E-Board Representative

I think this is a very good opportunity for the club to learn from a professional.

☐ Approved  ☐ Reserves  ☐ Not Approved  ☐ Contingency

Form available for download at union.rpi.edu/club-finance
UPAC Sound E-Board Proposal for the use of the McNeil Room on

Sunday March 25, 2018

Throughout the course of the semester UPAC Sound runs dozens of shows for clubs on campus. From cultural shows to concerts to general speeches we do it all. Because we offer our services to such a diverse number of setups, there is always something that we can improve on and that is why we train. Every semester we have at least one training show for our largest rig, A-rig. We usually use the A-Rig for large McNeil Room shows. Because of its size and complexity, this show takes 2-3 hours to set up and 2-3 hours to break down. This semester we have a professional technician from a local audio-visual company, LiveSound, coming in to show us how to become even more effective at operating our system. Sunday March 25th is the only day that we have found that a majority of our members are free. Other days we either have classes or other shows for clubs to work. If we are allowed to train on this day, I will make sure to reserve meeting rooms all around the Union to ensure that students who come here to study, have a place to study without our noise being a distraction.
EXECUTIVE BOARD PROPOSAL COVERSHEET

W25Z

CLUB
Galen Gold (Pres.)

HEAD CLUB OFFICER

ACCOUNT NUMBER
Galen Gold

PRESENTER

DATE SUBMITTED
3/1/2018

PHONE NUMBER / EMAIL
925/200-6612, galen@rpi.edu

No. of Members
RPT Students: 5
Faculty/Staff: 1
Community: 3

Dues/person/yr.: $36
$36.45
$45

Present Rensselaer Union Subsidy: $2175.00

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

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>EXPENSE</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 3/16&quot; Hardline W/ N-</td>
<td>$1221.46</td>
<td>$1677.46</td>
</tr>
<tr>
<td>2. Connectors (100')</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Rotor Cable (500')</td>
<td>$456.00</td>
<td></td>
</tr>
<tr>
<td>4. 2-12ga, 6-16ga</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$1677.46</td>
<td></td>
</tr>
</tbody>
</table>

Total Additional Subsidy Request Total: $1677.46

(Expense less Income)

JUSTIFICATION & EXPLANATION:

Has this been requested before? BUDGETING

(for example: at budgeting or prior EBoard meeting)

Please attach another sheet with the following information:

a. Detail of items/services to be purchased. (copy of quote, etc.)

b. Demonstration of need/interest, or background.

c. How will this impact future budgets. (service/maintenance cost, replacement cost, etc.)

Reviewed by [Signature] DATE 3/15/18

Reviewed by [Signature] DATE 3/15/18

Reviewed by [Signature] DATE 3/15/18

COMMENTS by Rensselaer Union SARP

COMMENTS by E-Board Representative

☐ Approved ☐ Reserves
☐ Not Approved ☐ Contingency

Form available for download at union.rpi.edu/club-finance
Hardline is the coaxial cable that is used to connect our radios in the shack to the antennas up on the hill (approx 400 ft). Hardline lasts for at least 10 years, but some of our hardline is reaching the end of its useful life and will need to be replaced. We would like to start rotating out the lengths of hardline that will fail soon. We have long runs of hardline and after a decade the signal loss of the coax goes up and becomes noticeable over these long distances. We received funding to replace one cable run last year.

The rotor cable, which is made up of several lines that control and power the antenna-turning motors on the towers, also needs to be replaced soon. It has a similar useful life as the hardline and must be periodically replaced.

Because this is a recurring, long-term cost, we would like to spread the purchases out, one run at a time, over multiple years. Purchasing one run of hardline and one of rotor cable this year will allow us to hire tower climbers and install the cables when the next run needs replacing.

On the next pages are pictures of samples of hardline and rotor cable.
<table>
<thead>
<tr>
<th>TESSCO PART NO.</th>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UOM</th>
<th>EXPECTED AVAILABILITY (QTY, AVAIL/ADD)</th>
<th>YOUR PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOM</td>
<td>1</td>
<td>400 ft Cable Assembly</td>
<td>1 NOW</td>
<td>1 FOOT</td>
<td>2.43</td>
</tr>
<tr>
<td>300401</td>
<td>400</td>
<td>7/8&quot; Foam CELLEX Cable and red/box</td>
<td>1 EACH</td>
<td>29.27</td>
<td></td>
</tr>
<tr>
<td>310385</td>
<td>1</td>
<td>ONNI FIT Premium N Female LCF78-50</td>
<td>1 EACH</td>
<td>29.27</td>
<td></td>
</tr>
<tr>
<td>310389</td>
<td>1</td>
<td>ONNI FIT Premium N Female LCF78-50</td>
<td>1 EACH</td>
<td>29.27</td>
<td></td>
</tr>
<tr>
<td>612219</td>
<td>1</td>
<td>Dual Fitting- Foam Cable Includes heat shrink</td>
<td>1 EACH</td>
<td>15.92</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Total**

$1,046.46

$175.00

**Total**

$1,221.46

**Estimated Total**

**PROCEED TO CHECKOUT**
WELCOME TO THE WIREMAN'S SECURE WORKSHEET FOR ORDERING and/or REQUESTING INFORMATION

» Check product availability [here](#).

Hints: Navigate through sections of this form using the TAB key. Open a second www.thewireman.com window, go to Products, highlight and copy part number, a few words of description, and price. Paste them into this worksheet. We will email a response as quickly as possible to answer questions, advise you of availability and earliest possible ship date. Normal shipping is via USPS or UPS ground, whichever is cheapest.

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Quantity</th>
<th>Price Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>305</td>
<td>2-12. 6-16, Premium rotor cable, PE jacket, for runs up to 425 feet</td>
<td>500</td>
<td>0.912</td>
</tr>
</tbody>
</table>

Grand Total: 456.00

Name
Address
City
State: Alabama
ZIP
Email Address
Callsign
Phone

Please choose from the following:

- [ ] Ship immediately if in stock. I understand shipping cost will be added.
- [ ] See special shipping instructions below.
Conflict of Interest Policy

This Conflict of Interest Policy is designed to help members of the Union Executive Board and Union Administrators of the Rensselaer Student Union identify situations that present potential conflicts of interest. It is meant to provide the Executive Board (E-Board or Board) and its committees with a procedure that, if observed, allows the Rensselaer community to accept its decisions as valid and unbiased. A conflict of interest is defined as a competing loyalty that risks a compromise in professional judgement.

1. The following situations are conflicts of interests during financial, repercussive, and logistic discussions:
   a. Personal Interests
      i. A current or former membership held within the club or organization that is being discussed, as defined in the club’s most recently approved constitution.
         1. A former member is defined as someone who held current membership status at any point within the directly preceding academic semester.
         2. A former officer has a conflict of interest if the former officer held the position within the directly preceding academic year.
      ii. Membership will be monitored on CMS.
      iii. Conflicted members may ask for an exception at the discretion of ⅔ of the unconflicted members present.
      iv. This does not apply when the members of the club/organization are tasked by the Rensselaer Union Constitution with the budgeting and policymaking of that same club/organization.
      v. A display of intent to join the club or organization within the directly preceding academic semester. Notable examples include submitting an application, following the process defined in the club/organization’s constitution, participating in Greek recruitment, and/or attending a “try-out” session.
   b. Outside Interests
      i. A current or former membership held within a club or
organization, as defined in the Club’s most recently approved
constitution, which may be directly impacted by the decision made
by the Executive Board.

c. Representing a club or organization as its Executive Board Representative
is not considered a conflict of interest.

2. Procedures

a. General Body Meetings of the Executive Board
i. Prior to any discussion of a motion pertaining to a club or
organization, any E-Board member who believes they have a
conflict of interest should make it known to the rest of the board.
This does not stop an E-Board member from providing insight,
answering questions, and stating opinions.

ii. Once a motion pertaining to the club or organization is read,
including one not pertaining to finances, the Chair should ask all
members with a conflict of interest to leave the room. This may be
ruled unnecessary by a ⅔ majority of the unconflicted members
present.

1. Any voting member who is asked to leave may challenge
the ruling, without a second. A ⅔ majority vote of
unconflicted members must be reached to overturn the
Chair’s decision.

2. Any non-voting guest who is asked to leave may challenge
the ruling. This objection must be seconded by a voting
member of the Board. A ⅔ majority vote of unconflicted
members must be reached to overturn the Chair’s decision.

iii. Failure to disclose a conflict of interest may be grounds for referral
to the Judicial Board for disciplinary action.

b. Formal Budgeting
i. Prior to any discussion of a formal budget of a club or
organization, any E-Board member who believes they have a
conflict of interest should make it known to the rest of the
budgeting group and leave the room until the entirety of the budget
is reviewed.

ii. Failure to disclose a conflict of interest may be grounds for referral
to the Judicial Board for disciplinary action.

c. Administrative Staff
   
i. These policies also apply to Administrative Staff members who display a conflicting loyalty beyond their normal job function.

   ii. The Chair may ask for the Staff member to leave the room during either General Body Meetings or Formal Budgeting.
      
      1. The ruling of the Chair may be challenged by any voting member without a second. A ⅔ majority vote of unconflicted members of the Board must be reached to overturn the Chair’s decision.

      2. The ruling of the Chair may be challenged by any guest in the room. This objection must be seconded by a voting member of the Board. A ⅔ majority vote of unconflicted members must be reached to overturn the Chair’s decision.

   iii. Any voting member may motion, at any time, to have a guest leave the room. This motion must be seconded by a voting member of the Board. A ⅔ majority vote of unconflicted members of the Board.
Rensselaer Union Executive Board Special Rules of Order

AUTHORITY

In accordance with Article V, Section 7 of the Executive Board Bylaws, the President has determined that special rules order are necessary; the Executive Board and any attendees of Executive Board meetings hereby adopt the following special rules of order, which supersede any other rules of order in cases which these special rules of order apply.

Adopted June 2\textsuperscript{nd}, 2015
11-0-0
Amended September 20\textsuperscript{th}, 2015
15-0-0
Amended X-X-X

FISCAL POLICY

When questions of fiscal policy come before the Executive Board, it is necessary for the Board to have modified rules of order. As fiscal policy decisions often come before the Board in the form of a proposal from a Union organization or other student organization, the Board requires a more open discussion than that of the standard in parliamentary procedure. At the discretion of the President, the Executive Board shall use the following rules of order during debate:

1. The President shall introduce the proposal and presenter(s), if appropriate.
2. The presenter(s) shall speak on the proposal, giving any relevant information and context.
3. After the presentation, the President shall open the floor for discussion on the proposal. During this time, the Board may clarify its understanding of the proposal by questioning the presenter(s). The President shall choose a method by which a Representative obtains the floor.
4. When the discussion has been exhausted, the President shall instruct the Representative responsible for the presenting organization to write a motion based on the previously formed consensus. This motion must then be seconded by another member of the Board.
5. Once, the President has a motion in hand, all parties with a conflict of interest as defined below will be asked to leave the room.
   a. A conflict of interest is defined as a competing loyalty that risks a compromise in professional judgement.
6. The President shall read aloud the motion, and open the floor for discussion on how the motion is worded. If a Representative suggests changes to the motion, it may be amended by the author, with the consent of the second. After each change the
President shall read aloud the motion and open discussion on how the motion is worded.

7. When discussion on the wording is exhausted, the President shall open discussion on the merits of the motion. Any amendments or changes to the motion at this time must receive a majority determined by a voice vote, unless a show of hands is requested by a Representative or deemed necessary by the President.

8. When discussion on the motion has been exhausted, the President will call for a formal vote to be taken. If more motions need to be made to address the proposal of the presenters, they will follow the same procedure as the first motion.

9. The parties with a conflict of interest will be invited back into the room where the President will tell them the results of the motion.

ELECTRONIC VOTING

In cases where the Executive Board must conduct business, but is unable to meet, the President may entertain a motion to be voted on by means of an electronic vote through a proxy meeting. An electronic vote shall not be held if one quarter of the Executive Board Representatives object. A Representative shall make a motion via e-mail sent to every Representative and the President or via the Executive Board Facebook group, so long that all Representatives and officers of the Executive Board are included in the Facebook group. This motion does not need a second. When authorizing an electronic vote the President must establish a voting period of at least 24 hours and not more than 7 days. Once this time period has been set, it cannot be altered. Quorum must be reached in the time period set by the President in order for an electronic vote to be valid and binding.

In the case of an e-mail vote, in order for a Representative’s vote to be valid, his or her response e-mail must clearly indicate affirmative, negative, or abstention and be sent to the President and to all Executive Board Representatives. In the case of a Facebook vote the President shall determine a method that allows Representatives to clearly indicate their affirmative or negative vote or abstention from the vote that can be viewed by all other Representatives.

The President may use another medium for an electronic vote with the approval of the Vice President and Policies Committee Chair so long as the method meets the requirements placed on email and Facebook voting set forth previously in these rules of order.

The discussion thread of any electronic medium where the motion in question was discussed shall constitute the minutes of the meeting. These discussion threads shall be made public as minutes by the Secretary with the omission of any private or personal information such as but not limited to email address, phone number, place of residence, employment status, etc.
AUDIO/VIDEO RECORDINGS AND LIVE-STREAMING

The Executive Board respects the public’s freedom to create audio and video recordings of open portions of meetings. The Executive Board does ask that any party doing so make it known to any clubs and organizations presenting in the room. However, while it is encouraged by the Board, no one is required to announce that they are recording, in accordance with New York State laws regarding single-party consent recording. No recordings are to be made during closed portions of a meeting, regardless of whether or not the individual recording is part of the conversation, as that section is not intended for public record.

The Executive Board does not condone live-streaming of meetings and may not choose to sponsor a live-stream of a meeting. The Executive Board or its members are encouraged to not actively take part in the live-streaming of meetings.

These policies are adopted to help protect the privacy of any party presenting financial or personal information to the Board and ensure that individuals and groups coming to present understand that they are being recorded.
Motion #1

Date: 3/8/19

I move that the Rensselaer Union Executive Board approve National Society of Leadership and Success Affiliation as a Rensselaer Union Affiliated Club.

So moved by: 

[Signature]

Rasika Eknalikar
Printed Name

Seconded by: 

[Signature]

Ciera Williams
Printed Name

For Against Abstaining

7 3 3

Motion: Passes/Fails
Motion # 2

Date: 3/8/18

I move that the Rensselaer Union Executive Board reallocate $140 from contingencies to German Long Suwa.

So moved by:

Signature

Seconded by:

Signature

For Against Abstaining
13 - 0 - 0

Motion: Passes/Fails
Motion # 3

Date: 3/4/18

I move that the Rensselaer Union Executive Board allow UPAC Student Council to tour the McNeil Farm on March 25th, 2018 from 12pm to 6pm.

So moved by:

[Signature]

Rasika Eknaligkar
Printed Name

Seconded by:

[Signature]

[Signature]

For Against Abstaining

12 - 0 - 0
Rensselaer Union
Executive Board

Motion #4

Date: 3/8/2018

I move that the Rensselaer Union Executive Board allocate $2,600 in Goal C, Program 3, Line 31 of RPTTV's FY18 operating budget to RPT TV's reserve account for the purchase of a new 4K camera.

So moved by: 
David Roeb
Signature

Seconded by: 
Anissa N. Choiniere
Signature

For Against Abstaining
4 - 4 - 5

Motion: Passes/Tails
Motion #5
Date: 3/18/2018

I move that the Rensselaer Union Executive Board extend the large equipment purchasing deadline past March 9th for RPI TV to April 13th for the purchase of a 4K camera.

So moved by:

David Roeb
Signature

Seconded by:

Chris Mancia
Signature

For Against Abstaining
8 3 1

Motion: Passes/Fails

Printed Name

David Roeb

Printed Name

Chris Mancia
Rensselaer Union
Executive Board

Motion # 6

Date: 3/8/2018

I move that the Rensselaer Union Executive Board allocate $1,678 from general club contingencies to W252 for the purchase of headline, rotor cable, and needed connectors.

So moved by: 
David Roeb
Signature

Seconded by: 
Ciera Williams
Signature

For Against Abstaining
17 - 0 - 0
Motion # 7
Date: 3/4/18

I move that the Rensselaer Union Executive Board amend the
"Rensselaer Union Executive Board Special Rules
of Order" as attached.

Approved by Michael Amoroso
of New York State Law.

So moved by:

Anissa N. Choinière
Signature

Anissa N. Choinière
Printed Name

Seconded by:

Caroline Ringel
Signature

Caroline Ringel
Printed Name

For Against Abstaining

12 - 0 - 0

Motion: Passes/Fails