THE RENSSELAER UNION

CLUB AFFILIATION/RECOGNITION POLICY

INTRODUCTION

Clubs and student organizations are a defining part of the Rensselaer experience, and the Rensselaer Union has established rules surrounding the affiliation or recognition of such clubs to ensure that they best serve the interests of students. Clubs and organizations are divided into two categories: recognized and affiliated. The differences between these two classifications and the services available to each can be found in the Rensselaer Union Club Classifications Policy.

The following process outlines how a club can become a Union Affiliated or Recognized Club. This process is overseen by the Policies Committee; please contact policies@union.rpi.edu at any time with questions about the process of forming a new club.

PROCESS

1. **REGISTER AS A NEW CLUB**
   
   − First, a new club must register by filling out the New Club Registration Form available at [http://tinyurl.com/NewRPIClub](http://tinyurl.com/NewRPIClub). After submitting this form, a member of the Policies Committee will be assigned to help guide the new club through the new club process. The assigned Policies Committee member will also help create a starter constitution to serve as a governing document.
   
   − After registering as a new club, the club must visit Amy Corron ([corroa@rpi.edu](mailto:corroa@rpi.edu)) in the Union Administration Office (Union 3702) to discuss the club’s goals, whether recognition or affiliation is right for the club, recruitment methods, and new club paperwork.

2. **RECRUIT MEMBERS**
   
   − After registering, the new club will need to hold at least three (3) General Body Meetings that are open to the entire campus to recruit members and establish club goals. Michelle Edwards in the Union Administration Office (Union 3702) will help print up to forty (40) black and white posters to advertise the club. Institute Sign Policy must be followed during advertising. The sign policy can be found at [http://tinyurl.com/RPIsign](http://tinyurl.com/RPIsign).
   
   − The club will be able to reserve Union managed spaces on up to three (3) occasions through [http://rooms.union.rpi.edu](http://rooms.union.rpi.edu). Rooms can also be reserved through the Registrar at [http://www.rpi.edu/dept/cct/apps/srfs/srfsRoomReserveReq.html](http://www.rpi.edu/dept/cct/apps/srfs/srfsRoomReserveReq.html).
   
   − The club must take an accurate attendance and record meeting minutes at each meeting. Attendance must include names and RCS IDs of attendees for inputting into Club Management System. Students are expected to treat attendance lists as confidential.

3. **POLICIES COMMITTEE INTERVIEW**
   
   − After the three General Body Meetings are held the club will need to prepare a New Club Evaluation available in the Union admin office. This evaluation shall be submitted, along
with all meeting minutes and attendance, to the club’s assigned Policies Committee member. The New Club Evaluation should include a formal purpose statement, how the club will benefit the Rensselaer Community, and how the club plans to grow in the future.

- After submitting the New Club Evaluation and upon recommendation by the Policies Committee Liaison, the new club will be granted provisional status by the Policies Committee to reserve Union managed rooms to continue club recruitment and programs. Provisional status is granted at the discretion of the Policies Committee and may be removed at any time. Removal of provisional status does not equate to termination of the club affiliation or recognition process.

- An interview with the Policies Committee will be scheduled to discuss club goals, recruitment efforts, operations, membership, budgetary needs, and any other topic deemed necessary by the Policies Committee. Risk management shall be assessed by the Union administration office. The Committee will recommend the new club to the Executive Board or determine certain areas of development for the new club to work on before recommendation to the Executive Board.

4. PRESENT TO THE EXECUTIVE BOARD

- Once the Policies Committee has submitted a recommendation to the Executive Board, the officers of the new club shall present their case for affiliation or recognition to the Executive Board. The assigned Policies Committee member will assist the club in preparing this presentation.

- The Executive Board will make the final determination, by vote, on club affiliation or recognition. If the club does fails to become recognized or affiliated, it shall retain its provisional status and may re-apply the next semester.

5. CONGRATULATIONS!

- After Executive Board approval, the new club will immediately receive all rights and privileges associated with affiliation or recognition as outlined in the Rensselaer Union Club Classifications Policy and be removed from provisional status.

- Make sure to review the Rensselaer Club Sunsetting Policy and establish a permanent constitution to make sure your club stays affiliated or recognized for the next academic year.

ENFORCEMENT

The Policies Committee of the Executive Board shall administer the Rensselaer Union Affiliation/Recognition Policy and may establish additional procedure to assist in the enforcement of this Policy; however, such procedure may not create additional requirements for affiliation or recognition. The Policies Committee may alter or amend this document at its discretion to clarify procedure, fix typos, or otherwise improve the format of the document with the approval of the President of the Union; any substantive changes require approval of the Executive Board.

This policy was adopted on October 1st, 2015 by the Rensselaer Union Executive Board.