Club Training Policy

This document describes the training requirements of Student Leaders and Club Members of the Rensselaer Student Union. A Student Leader is defined as an activity fee paying member of the Rensselaer Student Union who holds an elected or appointed position in a Union Recognized or Affiliated Club or Organization. A Club Member is defined in each group’s respective Club Constitution.

1. Club Financial Workshops

   a. The Financial Workshop is the mechanism used by the Union Administration and Student Activities Office and the E-Board to convey information relating to the Rensselaer Union Budget and Policy Procedures to all Union Funded Clubs.

   b. Each Union Fully Funded and Provisionally Funded Club must send its treasurer and/or president to this workshop before the end of September during their term. Other club members may also attend workshops.

      i. A club that cannot make the workshop for an approved reason can request a one-on-one meeting with their SARP within three days after the workshop.

   c. Attendance will be updated on CMS.

   d. Penalties for not complying will be followed in stages. Clubs will be notified in writing.

      i. The first penalty will result in financial assets being frozen- no transactions will occur until the club complies with policies.

      ii. The second penalty will occur after two weeks of non-compliance and may result in a loss of 5% of the funded subsidy or 2.5% of expenses, whichever is greater.

      iii. After three weeks of non-compliance, the club will be required to submit an explanation in writing and a request for reinstatement of funding to the E-Board.

2. Travel Workshops

   a. The Travel Workshop is the mechanism used by the Union Administration and Student Activities Office and the E-Board to convey travel information relating to the Rensselaer Union Budget and Policy Procedures to all Union Funded Clubs.

   b. Each Union Fully Funded and Provisionally Funded Club that travels must send its treasurer and/or president to this workshop before the end of September during their term. Other club members may also attend workshops.

      i. A club that cannot make the workshop for an approved reason can request a one-on-one meeting with their SARP within three days after the workshop.

   c. Attendance will be updated on CMS.

   d. Penalties for not complying will be followed in stages. Clubs will be notified in writing.

      i. The first penalty will result in financial assets being frozen- no transactions will occur until the club complies with policies. The club will also not be able to travel as a Rensselaer Union Club until the club complies with this policy.

      ii. The second penalty will occur after two weeks of non-compliance and will result in a loss of 5% of the funded subsidy or 2.5% of expenses, whichever is greater.

      iii. After three weeks of non-compliance, the club will be required to submit an explanation in writing and a request for reinstatement of funding to the E-Board.
3. Bystander Intervention Training

a. Bystander Intervention Training is mandated by New York State Law for all officers of student organizations recognized or affiliated with institutions, as well as those seeking institute recognition or affiliation.
   i. Officers are defined as anyone with a position, as designated by CMS, within a Union recognized or affiliated group.

b. Training sessions will be held during the first six weeks of each academic semester. If officers cannot attend any of the sessions due to scheduling conflicts, a request for additional sessions can be made to the Student Health Center. The only exemption for not attending any of these sessions is class conflict (such conflict will be confirmed by a check of the Maxient System by the Student Health Center).

c. Each Student Leader, as defined above, of a Union Recognized or Affiliated Club or Organization or group applying for Recognition or Affiliated Status must complete Bystander Intervention Training during the first six weeks of the academic semester the Student Leader’s term begins.
   i. If a Student Leader has already been trained through another organization such as Greek Life, Varsity Athletics, or a previous officer position, another training session is not necessary. Previous trainings will be updated on CMS.

d. Attendance will be updated on CMS.

e. If a club fails to comply with this portion of the policy, its budget will be frozen and it will not be able to use Union Facilities for meetings or programs until such requirements are met.
   i. Clubs seeking recognition who have not complied with this portion of the policy will not be able to become recognized or affiliated with the Rensselaer Student Union until such requirements are met.

f. Any further questions may be directed to the Health Promotion Staff of the Student Health Center at (oparem@rpi.edu or healthcenter@rpi.edu).