

UNION BOARD CODE

Title I. Election & Voting Process

Article 1. Election/Selection of Directors

Section 1. The Board shall elect an Election/Selection Director(s).

Section 2. The Election/Selection Director(s) shall be non-returning directors to the Board.

Section 3. They will be responsible for overseeing the election/selection process and enforcing the election rules listed below.

Article 2. Advertising Regulations

Section 1. The official campaign week shall be one week and one day prior to elections.

Section 2. It is vitally important that candidates for election show good judgment in the placement and distribution of flyers and other campaign materials.

Section 3. Candidates must follow the University and IMU advertising policies.

Section 4. All non returning board members shall assist the Elections/Selections Commissioner and the Program Coordinator in monitoring candidates' practices.

Section 5. It is the responsibility of every candidate to remove all posters, flyers and other campaign materials within 24 hours after the election.

Section 6. The Union Board logo is not to appear on any advertising for candidates.

Section 7. Union Board resources may not be used by any applicant. This includes IDS rates and computers.

Section 8. Neither candidate nor any other person may announce a candidacy at Union Board committee meetings or campaign at Union Board Events.

Section 9. Candidates run individually and may not campaign as a group or a ticket.

Section 10. Prohibited actions include forming groups on social network sites together, distributing campaign materials, or soliciting votes with more than one candidate.

Section 11. Candidates will not be allowed to campaign within 50 feet of any University computer, this includes IUB computer labs and UITS computers set up around campus.

28 Section 12. Candidates are prohibited from campaigning with any other candidates. Candidates
29 shall not physically campaign together or advertise their names together in any form.

30 **(Passed 11/11/2010)**

31

32 **Article 3. Election Ballot**

33 Section 1. All candidates will be randomly assigned numbers for the election.

34 Section 2. The name of each candidate will be listed on the ballot according to his/her assigned
35 number.

36

37 **Article 4. Polls**

38 Section 1. The Board shall determine whether online voting will be available.

39 Section 2. If online voting is available, polls shall also be located in one location in the IMU. If
40 online voting is not available, polls shall be located in one location in the IMU and at least two
41 other locations, anywhere on campus.

42 Section 3. Locations and online interface will be approved by the Board.

43 Section 4. At least two poll workers must be present at all times.

44 Section 5. Polls will open Election Day for eight consecutive hours. The start time will vary by
45 location. Online voting will open for not less than twelve consecutive hours.

46 Section 6. Each student wishing to vote must present to the poll workers a valid student I.D.,
47 unless computer terminals are used at physical poll locations.

48 Section 7. No posted campaign materials will be allowed within 100 feet of the polls, or within
49 any public computer lab.

50 Section 8. No individuals campaigning or candidates will be allowed within 100 feet of the polls,
51 except when casting their own ballot.

52

53 **Article 5. Vote Tabulation**

54 Section 1. Ballots from all polls will be brought to the Union Board Office to tabulate.

55 Section 2. No candidates will be allowed in the vicinity of the Union Board Office at this time.

56 Section 3. The votes shall be tabulated by computer. In the event of computer malfunction, the
57 following persons will count votes, provided that they are not running for Directorship.

- 58 A. Election/Selection Director(s)
- 59 B. President of Union Board
- 60 C. Vice President Programming of Union Board
- 61 D. Vice President Membership of Union Board
- 62 E. IMU Assistant Director for Activities and Events
- 63 F. A representative from the Dean of Students Office
- 64 G. Union Board Staff

65 Section 4. Candidates will be notified of the results the evening of the election.

66 Section 5. Results will be posted the following morning on the door of the Union Board Office.

67

68 **Article 6. Voting Irregularities**

69 Section 1. Any person who feels that there has been a violation of the election rules must submit
70 his/her claim to the Election/Selection Director(s) in writing between 8 a.m. and 10 a.m. the
71 morning following the Election in IMU, Room 270.

- 72 A. The Election/Selection Director(s) must act on these claims within 24 hours after he/she
73 has received them in writing.
- 74 B. The Election/Selection Director(s) must submit the report to the Election Review Board
75 Chair within the above stated 24 hours, and inform all candidates that a complaint has
76 been filed and submitted to the Review Board.

77

78 **Article 7. The Election Review Board**

79 Section 1. The Election Review Board shall be composed of five non-returning members of the
80 Indiana Memorial Union Board. They are appointed by the President of the Union Board subject
81 to ratification by a 2/3 vote.

82 Section 2. If there are not 5 non-returning members then the President shall appoint a non-
83 candidate Union Board committee member to any remaining vacancies on the Election Review
84 Board subject to ratification by a 2/3 vote.

85 **(Passed 11/18/2010)**

86 Section 3. Vacancies in the Election Review Board will be filled by appointment by the President
87 of the Union Board subject to ratification by a 2/3 vote by the Union Board.

88 Section 4. The Election Review Board must convene within 24 hours after the Chair has received
89 the report.

90 Section 5. The Election Review Board has the power to decide if there is enough evidence to
91 investigate the complaint. The Board must have a 2/3 vote to act upon the submitted report.

92 Section 6. The Election Review Board must decide if the Election process was severely altered,
93 affected or not affected by the individual's actions.

94 Section 7. If the Election Review Board decides by a 2/3 vote that the Election process was
95 severely altered:

- 96 A. The student will be denied the opportunity to hold a position on the Indiana Memorial
97 Union Board and will be denied the opportunity to serve on a Union Board Committee.
- 98 B. The Election Review Board may order a new election or take any other action to correct
99 irregularities.

100 Section 8. If the Election Review Board decides by a 2/3 vote that the Election process was
101 affected:

- 102 A. The student's Union Board Directorship will be suspended for that election year.
- 103 B. The student may retain committee status on the Board
- 104 C. The student may run again for Union Board Director the following year.

105 Section 9. The individual (the accused) who the complaint was filed against has the right to be
106 present at all Review Board hearings.

- 107 A. The individual may have access to the original complaint.
 - 108 B. The hearing process will proceed as follows:
 - 109 1. The individual will speak on their behalf.
 - 110 2. There will be testimony from those persons the Review Board deems necessary.
 - 111 3. The individual may then speak concerning the testimony heard.
 - 112 4. The individual may not comment or question during the testimony given.
- 113

114 Title II. Executive Officers

115 Article 1. The President

116 Section 1. The President shall convene and preside over the meetings of the Indiana Memorial
117 Union Board.

118 Section 2. The President shall serve as chairperson of the Policy Affairs Committee.

119 Section 3. The President shall attend all Indiana Memorial Union Executive meetings and make
120 necessary reports to the Board.

121 Section 4. The President shall have the power of calling for and disbanding ad-hoc committees of
122 the Union Board.

123 Section 5. The President shall have the power to speak for the Union Board in an official
124 capacity.

125 Section 6. The President shall have the option to serve as an ex-officio member of any committee
126 of the Indiana Memorial Union.

127

128 **Article 2. The Vice President Programming**

129 Section 1. The Vice President Programming shall assume the duties and responsibilities of the
130 President in the event of the President's absence.

131 Section 2. The Vice President Programming shall succeed to the office of President in the event
132 of a vacancy in that office.

133 Section 3. The Vice President Programming shall chair the Budgetary Affairs Committee.

134 Section 4. The Vice President Programming shall be responsible for evaluating the performance
135 of each programming committee and shall report this assessment to the President on a regular
136 basis.

137 Section 5. The Vice President Programming shall serve as the chief financial officer for Union
138 Board.

139 Section 6. The Vice President Programming shall also be responsible for regular evaluation of
140 the Board's programming to ensure consistency with its mission statement and fiscal budget.

141

142 **Article 3. The Vice President Membership**

143 Section 1. The Vice President Membership shall preside at the Indiana Memorial Union Board
144 meeting in the absence of the President and Vice President Programming.

145 Section 2. The Vice President Membership shall chair the Membership Committee of Union
146 Board.

147 Section 3. The Vice President Membership shall be responsible for evaluating the recruitment
148 and retention efforts of each programming committee and shall report this assessment to the
149 President on a regular basis.

150 Section 4. The Vice President Membership shall be responsible for the recording and distribution
151 of the minutes of the Union Board meetings.

152 Section 5. The Vice President Membership shall be responsible for activities pertaining to alumni
153 relations.

154

155 Title III. Standing Committees

156 **Article 1. Union Board Standing Committees**

157 Section 1. The Union Board Standing Committees shall be comprised of student directors of the
158 Board of Directors.

159 Section 2. The President of the Board shall be responsible for appointing each director to
160 membership on one of the standing committees.

161 Section 3. Each committee shall meet weekly and make reports at each regular meeting of the
162 Board of Directors.

163 Section 4. Each committee may present proposals to the entire board for approval at its weekly
164 Board Meeting.

165

166 **Article 2. Policy Affairs Committee**

167 Section 1. The Policy Affairs Committee shall be charged with the evaluation of Union Board
168 and IMU policies, as well as producing new policies, when the need arises.

169 Section 2. The Policy Affairs Committee shall meet monthly during the fall and spring semesters
170 with: The Director of the IMU, and the Associate Director for Administrative Services.

171 Section 3. The Policy Affairs Committee shall be responsible for making annual
172 recommendations for allocation of office space in the Student Activities Tower to the IMU
173 Assistant Director for Activities and Events.

174

175 **Article 3. Budgetary Affairs Committee**

176 Section 1. The Budgetary Affairs Committee shall screen all program proposals.

177 Section 2. This committee will be responsible for determining the merit of each program budget
178 and will work to ensure that the Board is being the best possible steward of Union Board funds.

179 Section 3. The Budgetary Affairs Committee shall also be responsible for the production of the
180 Board's budget each fiscal year.

181

182 **Article 4. Membership Committee**

183 Section 1. The Membership Committee shall be responsible for the recruitment and retention of
184 program committee members.

185 Section 2. The Membership Committee will be responsible for ensuring that committee members
186 are acquiring the necessary skills to enable them to fulfill the Union Board Mission.

187

188 **Article 5. Removal of Standing Committee Members**

189 Section 1. The President shall be empowered to remove individual members from any of the
190 committees.

191 Section 2. Appeal of this decision shall rest with the Membership Committee.

192

193 Title IV. Director Information

194 **Article 1. Board Meetings**

195 Section 1. The Board shall meet once a week during the Fall and Spring semesters and at such
196 special meetings as the President may call.

197

198 **Article 2. Apprenticeship of Newly Selected Members**

199 Section 1. Any new member of the Board shall be required to attend at least one Board meeting
200 prior to his/her induction and shall have the privilege of speaking on matters before the Board,
201 but will not have the power to vote.

202

203 **Article 3. Interim Selection Process**

204 Section 1. In the event of a vacancy on the Union Board, the President should select a volunteer
205 ad hoc committee consisting of six Union Board Directors, one of whom must be a non-student
206 director.

207 Section 2. A Union Board Director may not sit on more than two selection committees in one
208 term.

209 Section 3. The six-committee members, once appointed, elect their own chair.

210 Section 4. All members, including the chair, will have voting rights.

211 Section 5. Applications will be available no fewer than seven days.

212

213 **Article 4. Absences**

214 Section 1. The accumulation of three (3) unexcused absences from Board meetings shall be
215 considered default of duties.

216 Section 2. The accumulation of two (2) unexcused absences from official Board functions shall
217 be considered default of duties.

218 Section 3. The President of the Board, subject to appeal by the Board, shall determine the
219 validity of the excuse.

220 Section 4. A majority vote of the Directors may overturn the President's decision.

221

222 **Article 5. Proxy**

223 Section 1. If a Director cannot attend Board meetings on a regular basis, then that Director may
224 designate, with Board approval, one upstanding Union Board member to serve as a proxy for a
225 predetermined amount of time.

226 Section 2. All eligibility requirements for Directorship as stated in Article V, Section 2 of the
227 Indiana Memorial Union Constitution will apply to the designated proxy.

228 Section 3. Three (3) unexcused absences by the proxy will result in default of duties for the
229 director as stated in Article IV, Section 4 of the IMU Constitution.

230

231 **Article 6. Removal of Directors from Office**

232 Section 1. Removal of Union Board Directors from office will follow as outlined in the Indiana
233 Memorial Union Constitution, Article IV, Section 4.

234 Section 2. Default of duties shall be defined as:

- 235 A. Failure to comply with Title IV, Article 1 and 4 of this Code.
- 236 B. Failure to adhere to established Union Board of Indiana University guidelines.
- 237 C. Failure of officers to follow guidelines established to Title II, Article 1, 2, and 3 of this
238 document.
- 239 D. Failure to fulfill programming responsibilities. Determination of failure to comply with
240 this stipulation will rest with the Policy Committee.
- 241 E. Failure to fulfill membership responsibilities, as defined in Title V, Article 3 of the code.
242 Determination of failure to comply with this stipulation will rest with the Membership
243 Committee.

244

245 **Article 7. Summer Policy**

246 Section 1. The Summer Board will act on behalf of the Indiana Memorial Union Board of
247 Directors. All of their decisions are binding the same as if the full IMUB of Directors made
248 them. The Summer Board will meet every week that there are proposals to be heard.

249 Section 2. Composition of Summer Board: Minimum of four students Directors and one non-
250 student Directors. The IMUB of Directors will elect a chair of the committee from one of the
251 Directors who are in Bloomington for the summer. The Chair of the committee counts towards
252 the quorum but does not vote unless there is a tie.

253 Section 3. As many directors as are interested can participate in Summer Board Meetings via
254 conference call. They will have the same voting and speaking rights as any other member of the
255 Summer Board.

256 Section 4. Maximum of four IU Students-at-large that can serve on the Summer Board at one
257 time. Appointed to terms of summer session I, summer session II, of the entire summer, based on
258 availability.

259 Section 5. An Ad Hoc committee shall be assembled in the spring semester to get applications
260 for the Summer Board and interview all interested candidates. The committee will make their
261 recommendation for summer board members to the IMUB of Directors in the form of a policy
262 affairs proposal.

263 Section 6. Quorum for the Summer Board will consist of seven members.

264 Section 7. A two-thirds vote of those participating in a Summer Board Meeting is required to
265 pass all proposals.

266 Section 8. All Directors will have the option of receiving proposals via e-mail or fax. The
267 Summer Board will determine the operations procedures for summer proposals by May 1 and
268 inform the rest of the board. Directors can email or call the Summer Chair and ask questions
269 about the proposals and give their opinions. The Chair will pass this information to the Summer
270 Board at their meeting for consideration.

271 **(Passed 10/12/2000)**

272 *Related Policy Follows:*

273 Summer Board's purpose is to program during the summer for students enrolled in summer
274 classes. The board must meet at least three times throughout the course of the summer. The
275 Board will determine structure each year.

276 **(Passed 11/6/2003)**

277

278 Title V. Committee Information

279 **Article 1. The Union Board Program Committee**

280 Section 1. Directors are responsible for up to thirteen program areas.

281 Section 2. The directors shall develop and maintain a program committee during the duration of
282 their term.

283 Section 3. Contingent upon adequate interest, each committee shall have at least one Assistant
284 Director, to be selected by the Director.

285 Section 4. Any Committee Member can apply for an Assistant Directorship by completing an
286 application that shall be made available at the first Committee Meeting of each semester.

287 Section 5. Responsibilities of the Assistant Director shall be determined by the Director.
288 Assistant Directors shall be inducted at a meeting of the Indiana Memorial Union Board of
289 Directors, and shall attend at least one additional meeting.

290

291 **Article 2. Qualifications for Service to Program Committee**

292 Section 1. Any member of the Indiana Memorial Union as defined in the Indiana Memorial
293 Union Constitution, Article II, Section 1, is eligible for service on the Union Board Program
294 Committee.

295

296 **Article 3. Holding Committee Meetings**

297 Section 1. Each director is required to hold regular committee meetings.

298 Section 2. In order to effectively program, each director must have active committee members
299 serving on their committee.

300 Section 3. If a director does not have active members, is not meeting with the Membership
301 Committee to generate recruitment ideas, and is not actively recruiting it will be considered a
302 default of duties as defined in Title IV, Article 6 of the bylaws

303

304 Title VI. Awards

305 **Article 1. Union Board Honorary Life Membership**

306 Honorary Life Membership in the Indiana Memorial Union is an honor that has only been
307 bestowed seventeen times in the history of the Indiana Memorial Union. Because of the prestige
308 and importance of this award, criteria for membership selection need to be set forth.

309 Section 1. Qualifications for Membership

- 310 A. The nominee must have established a record of distinguished service to the Indiana
311 Memorial Union and/or Indiana University.
312 B. This service shall be deemed above and beyond the responsibilities ascribed to the
313 individual's university/community position.
314 C. Community activities will be considered, but emphasis shall be placed on service to
315 Indiana Memorial Union and/or the Indiana Memorial Union Board.

316 Section 2. Nomination and Voting Procedures

- 317 A. The President of the Union Board shall announce that nominations for Honorary Life
318 Membership are open two weeks in advance of the meeting at which nominations for an
319 Honorary Life Membership in the Indiana Memorial Union will be received.
320 B. Nominators will have to present a written summary of their nominee's record of service
321 at the time of nomination.
322 C. The Indiana Memorial Union Board shall serve as the voting body that decides who the
323 recipient will be.
324 D. A unanimous vote is necessary to award an Honorary Life Membership.

- 325 E. A secret ballot will be called for at the designated meeting.
 326 F. The results of the vote will remain confidential and the recipient will receive the award
 327 at the Union Board's annual installation banquet in the spring.
 328 G. Honorary Life Members of the Indiana Memorial Union Board:

<u>Date Elected</u>	<u>Honorary Life Member</u>
329 May 3, 1936	Frank O. Beck Donor and curator of Beck Chapel. Office was located on the second floor. On the first Lectures and Entertainment Committee from which the present Union Board Lectures program evolved.
331	
332	
333	
334	
335 November 13, 1951	Joseph A. Franklin Treasurer of Indiana University, 48 years of service, 1927-1975.
336	
337	
338 May 5, 1953	Mary J. Weinland Social Secretary, IMU and Assignment Clerk for Residence Halls. Served IU for 39 years.
339	
340	
341	
342 November 2, 1959	Claude J. Black Purchasing agent for IU for 24 years, 1938-1962.
343	
344	
345 November 24, 1967	Mary Jo Nichols Secretary for IMU Assistant Director-Activities. Served IU 1958-1977.
346	
347	
348	
349 February 10, 1974	Gene L. Marshall IMU Assistant Director-Building Services. Served IMU for 26 years, 1957-1982.
350	
351	
352	
353 February 1, 1976	Evelyn S. Roberts Secretary to Assistant Director-Activities for 9 years, 1969-1977.
354	
355	
356 February 1, 1976	Lawrence B. Hudson IMU Associate Director. Served IU for 34 years.
357	
358	
359 February 4, 1979	Mildred Johnson Secretary in Union Board Office, 1976-1979.
360	
361	
362 February 6, 1982	Dona Biddle Wife of Ward Biddle, first Director of the Indiana Memorial Union, 1932-1939.
363	
364	
365	
366 February 3, 1985	Elise Parke Jordan Wife of Harold W. Jordan, Director of the Indiana Memorial Union for 19 years, 1955-1973.
367	
368	
369	

370 February 5, 1988 **E. Max Fleetwood**
 371 Assistant Director for Food Services for many years, he retired as
 372 Assistant Director for Meeting Support Services in 1996. Serving
 373 Indiana University since 1951.
 374
 375 January 17, 1992 **Donald E. Luse**
 376 Assistant Director for Activities and Events for 17 years, 1976-
 377 1992.
 378
 379 January 11, 2001 **Kenneth Gros Louis**
 380 Chancellor, Bloomington Campus for 21 years, 1980-2001
 381
 382 October 18, 2001 **Mark Guthier**
 383 Assistant Director for Activities and Events for 11 years, 1990-
 384 2001
 385
 386 November 18, 2002 **Julie Rowlas**
 387 Senior Program Coordinator, advisor from 1995-2001
 388
 389 January 23, 2010 **Jennifer Parks**
 390 Office Services Assistant Senior, Activities and Events Office
 391

392 Section 8. The IMU Constitution (Article II, Section 3) states: “The Board may by unanimous
 393 vote, by secret ballot, elect to honorary membership of the Indiana Memorial Union any person
 394 who has rendered distinguished service to the Indiana Memorial Union or Indiana University.”

395 Section 9. The Constitution also states that all persons who have served as members of the
 396 Board, for at least one semester are life members of the board. These persons, therefore, would
 397 not need to be considered for honorary membership.

398

399 **Article 2. Shaffer Award Criteria**

400 Section 1. Purpose

- 401 A. The Shaffer Award was established in 1958 for the purpose of recognizing a Senior
- 402 Committee member of the Indiana Memorial Union Board for distinguished service
- 403 rendered to the Union Board.
- 404 B. Robert Shaffer served Indiana University as Dean of Students for years. He also
- 405 served as the Administrative Representative on Union Board from 1957-58 to 1968-
- 406 69.

407 Section 2. Criteria

- 408 A. The nominee must have established a record of outstanding service to the Union
409 Board.
- 410 B. This service shall be rendered in terms of membership on a Union Board committee or
411 several Union Board Committees or a specific role on the Union Board or in support of
412 other Board Members.
- 413 C. Service, involvement and creative programming shall also be important considerations
414 in the nomination of an individual.

415

416 Section 3. Nomination and Voting Procedures

- 417 A. The President of the Union Board shall announce that nominations for the Shaffer
418 Award are open two weeks in advance of the meeting at which nominations for the
419 Shaffer Award will be received.
- 420 B. Nominations for the Shaffer Award will be received at a regular meeting of the Union
421 Board, one week before the vote is to be taken.
- 422 C. Nominators will have to present a written summary of their nominee’s record of
423 service at the time of nomination.
- 424 D. The Indiana Memorial Union will serve as the voting body that decides who the
425 recipient will be. A majority vote is necessary to select the recipient of the award.
- 426 E. A secret ballot will be called for at the designated meeting.
- 427 F. The results of the vote will remain confidential and the recipient will receive that
428 award at either the Union Board’s annual Committee Recognition Banquet or the
429 Union Board Biennial Reunion.

430 Adopted by the Union Board – Fall, 1982. Revised – Fall, 1993 and Fall, 1995.

431

432 Title VII. Policies and Guidelines

433

434 **Article 1. Proposal Policy**

435 Section 1. A program proposal, before being brought to the board, must be reviewed by the
436 budgetary affairs committee. The budgetary affairs committee will give the program a positive or
437 negative recommendation by a majority vote of the present members.

438 Section 2. A policy proposal, before being brought to the board, must be reviewed by the policy
439 affairs committee. The policy affairs committee will give the program a positive or a negative
440 recommendation by a majority vote of the present members.

441 Section 3. If a program proposal has been reviewed by the budgetary affairs committee or a
442 policy has been reviewed by policy, at the discretion of the sponsoring director it may be placed
443 on the agenda of the following board meeting regardless of its recommendation status.

444 Section 4. A proposal must be passed by a majority vote of present members of the board.

445 Section 5. If amendment to a program are desired after the proposal has passed the board, then
446 the proposal must be brought to the Budgetary Affairs committee once again. If the budgetary
447 affairs committee believes that the amendment entails a substantial financial modification, then
448 the amended proposal must be brought in front of the board again.

449 Section 6. If a proposal fails to pass the board, it may be brought back to the board at a later time,
450 with or without being amended. It must repeat the entire proposal process, including being
451 reviewed by the appropriate standing committee.

452

453 **Article 2. Emergency Proposal Policy**

454 Section 1. Should an Indiana Memorial Union Board director present Union Board with an
455 urgent opportunity that must be acted upon prior to the subsequent board meeting, the board will
456 have an emergency meeting of all available members. For quorum, the meeting must include, but
457 it not limited to, 11 voting members, including the President, Vice President for Programming,
458 and the director of the sponsoring committee.

459 Section 2. If an emergency proposal should come up, the procedure will be as follows:

- 460 A. The sponsoring director must notify the President of the emergency proposal.
461 B. Should the President deem the proposal urgent, the President will schedule a meeting
462 to take place within 48 hours of the notification.
463 C. The President will proceed to inform the board of the emergency proposal and
464 meeting time.

465 Section 3. At the emergency meeting, president will lead debate, and take a vote on the proposal
466 from those present. Minutes must be taken and distributed, along with the vote count from the
467 meeting, to all board members immediately after the meeting. Board members not present at the
468 emergency meeting will then have until noon the following day to cast their votes to the
469 President via e-mail.

470 Section 4. If the president deems in necessary, an electronic vote, through email of other means,
471 may be taken in lieu of a physical meeting. The vote must include an immediate and definite
472 deadline in which all votes must be cast. The President and sponsoring director will be
473 responsible for contacting all Directors by phone to alert them of the impending vote. The format
474 of the debate and voting will be left to the discretion of the President.

475 Section 5. If a director formulates a proposal in the time between the Budgetary Affairs meeting
476 and the Union Board meeting, that director can bring an emergency proposal to the Union Board
477 meeting. The director will explain why the proposal could not be brought to Budgetary Affairs,
478 and a majority of the board must vote to hear the proposal. If the board votes not to hear the
479 proposal, the director may reformulate their proposal and bring it to a subsequent Budgetary
480 Affairs meeting.

481 **(Passed 10/6/2005)**

482

483 **Article 3. Auditorium 48-Hour Policy**

484 Section 1. Should the Indiana University Auditorium present Union Board with a sponsorship or
485 co-sponsorship opportunity, the Board will have an emergency meeting of all available members.
486 For quorum, this meeting must include, but is not limited to, one non-student director and eight
487 student directors, including the President, Vice President for Programming, and Concerts
488 Director.

489 Section 2. If the proposal is received by the Union Board President before 4p.m. Monday
490 through Thursday, the emergency meeting will take place at 8:30p.m. that evening. Proposals
491 received after 4p.m. on Monday through Thursday will be discussed in an emergency meeting at
492 8:30p.m. the following day. Proposals received on Friday will be discussed at 8:30p.m. the
493 following Monday. It is the responsibility of the Union Board President to alert the board that an
494 emergency meeting will take place.

495 Section 3. At the emergency meeting will take place. At the emergency meeting, the president
496 will lead and debate and take a vote on the proposal from those present. Attendance policy is the
497 same for these meetings as it is for regular board meetings. Minutes must be taken and
498 distributed, along with the vote count from the meeting, to all board members immediately after
499 the meeting. Board members not present at the emergency meeting will then have until noon the
500 following day to cast their votes to the president.

501

502 **Article 4. Co-Sponsorship Policy**

503 Section 1. Union Board offers a wide range of programs to the campus community which expose
504 and involve student and faculty, staff and alumni in social, educational, recreational and cultural
505 opportunities complimentary to the academic mission of the University.

506 Section 2. In fulfilling it's purpose Union Board recognizes the importance of co-sponsored
507 programs between organizations within the university community. These programs can provide
508 the campus community with unique opportunities which can contribute to the education and
509 enjoyment of students, faculty, and staff.

510 Section 3. Co-Sponsorship proposals will be reviewed first by the Program director. Upon their
511 discretion the Director will present it to the Union Board Budgetary Affairs committee. Next the
512 proposal will be reviewed by the Union Board for final approval.

513 Section 4. In the event that Budgetary Affairs does not approve the proposal, the Director has the
514 right to submit the proposal directly to the board. The purpose of the proposal is to provide the
515 Union Board with information about the program which will assist the Board in determining
516 whether or not to engage in the co-sponsorship.

517 Section 5. If the proposal is accepted by Union Board (this process usually takes two weeks), the
518 designated Union Board Director will contact the organization to negotiate the final contractual
519 agreement.

520 **(Passed 9/27/1984)**

521

522 **Article 5. Advertising Policy**

523 Section 1. Advertising for any business that is not locally owned and/or operated must be
524 approved by the Indiana Memorial Union Board of Directors.

525 Section 2. Local Business is defined as any for-profit enterprise owned and/or operated within
526 Monroe Country.

527 Section 3. For-profit enterprises typically operate off of revenue from purchases, memberships,
528 and other sales that contribute to the majority of the enterprise's revenue.

529 Section 4. In regards to general advertisement, the intent is to endure that all off campus
530 agencies, organizations, and businesses support Union Board and its mission statement.

531 Section 5. This policy focuses on, but is not limited to, the content of event programs and
532 associations with Union Board as an organization.

533

534 **Article 6. Guidelines for Corporate Support of Union Board Programs**

535 Section 1. Union Board shall uphold all University policies and regulations, and shall not allow
536 the university or itself to act as an agent that promotes the products of services of the
537 corporation.

538 Section 2. Neither Union Board nor the University shall endorse the aims, policies, products or
539 opinions of the corporate organization or its members.

540 Section 3. Corporate support should be based on the Union Board’s ability or inability to produce
541 the program in question.

542 Section 4. All corporate support plans shall be brought in writing to Budgetary Affairs and shall
543 include samples of promotional materials when available. Contracts shall be reviewed and any
544 agreement shall be dependent on meeting the requirements of said director.

545 Section 5. Each corporate support program shall be discussed on its own merit and not compared
546 to previous or pending events.

547 Section 6. Once Budgetary Affairs has approved the corporate assistance plan, it must be brought
548 to the Union Board for its approval. If Budgetary Affairs does not approve the plan, it may be
549 brought directly to the Union Board by the Director.

550 Section 7. Union Board will not allow corporate support from companies that manufacture
551 tobacco, firearms, or alcohol products.

552

553 **Article 7. Advertising Procedures for Corporate Co-Sponsorship:**

554 Section 1. The Union Board must be listed as the presenter of the program and its name and logo
555 must appear as the dominant sponsor.

556 Section 2. The program or event must be the primary focus of advertising.

557 Section 3. The name or logo of the underwriting corporation may be used, not to exceed 50% of
558 the size of Union Board, but neither the name nor the picture of a specific size of Union Board,
559 but neither the name nor the picture of a specific product of the company may be used, unless
560 they are one in the same.

561 Section 4. The name of the corporation on the promotional or advertising material shall not be
562 the primary visual auditory focus.

563 **(Passed 6/26/1985)**

564

565 **Article 8. Corporate Support of Programs**

566 Section 1. The Indiana Memorial Union Board of Directors offers a wide range of programs to
567 the community which involves students, faculty, staff, and alumni in social, educational,
568 recreational, and cultural opportunities complimentary to the academic mission of the University.

569 Section 2. In fulfilling its purpose, Union Board recognizes the potential importance of corporate
570 supported programs. These programs may provide the campus community with unique

571 opportunities that can contribute to the education and enjoyment of students, faculty, and staff.
572 For our purposes, “corporate” refers to any off campus commercial vendor.

573 Section 3. A proposal will be reviewed first by the appropriate program director. The director
574 may then present it to the Union Board Budgetary Affairs Committee. If approved, the proposal
575 will be reviewed by the entire Board for final approval. The purpose of the proposal is to provide
576 the Union Board with information about the program which will assist the Board in determining
577 whether or not to engage in corporate support of the program.

578

579 **Article 9. Film Slide Policy**

580 Section 1. This policy has been created to make a consistent and formal process for submitting
581 advertisements to the slide show. We hope to be able to subsidize part of the films series by
582 selling advertisements.

583 Section 2. The four categories (Student Organization, Local Business, Campus Department, and
584 the IMU) reflect the groups that seek advertisement.

585 Section 3. Local business is defined as locally owned and operated business.

586 Section 4. The price per slide for any business that is not locally owned and operated must be
587 brought to the Indiana Memorial Union Board of Directors to collectively decide on an
588 appropriate rate.

589

590 Rate Scale

591 Per Slide

592

	<u>Student Organization</u>	<u>Local Business</u>	<u>Campus Department</u>	<u>IMU</u>	
593					
594	1 Weekends	\$15.00	\$--NA--	\$30.00	---
595					
596	4 Weekends	\$40.00	\$100.00	\$60.00	---
597					
598	Semester	\$100.00	\$300.00	\$200.00	---
599	(9-12 weekends)				
600					

601 Section 5. Film Policy Conditions

- 602 A. There is a one month (4 Weekends) minimum for local businesses.
603 B. Slide application and payment must be turned in no later than 10 days prior to the
604 start date of the advertisement.
605 C. Trade-off Clause: The Union Board has the right to negotiate with agencies for non-
606 financial forms of payment for advertising, at the discretion of the Films committee.

- 607 D. All advertising is subject to the approval of the Indiana Memorial Union Board Films
608 Director and they hold the right to edit or refuse advertising that is determined
609 unsuitable.
- 610 E. The Union Board Films Director, Films Committee, or any committee that desires to
611 display a film are responsible for initiating & implementing this policy.
- 612 F. All revenue received must be reported in the final actual as a separate line item, titled
613 Film Slide Revenue.

614 **(Passed 10/15/2009)**

615

616 **Article 10. Canvas Editorial Policy**

617 Section 1. Subcommittees: Each semester's committee may decide upon subcommittees
618 according to their needs and interests. Each subcommittee will be chaired by an Assistant
619 Director or committee member. The particular responsibilities of the subcommittee chairs will be
620 established by the subcommittee chair and the Canvas Director.

621 Section 2. Union Board Director: The role of the Union Board director of this project will be as
622 the Production Manager. Responsibilities of this position will include:

- 623 A. Assemble subcommittees
624 B. Coordinate publication of magazine
625 C. Manage the financial aspects of production
626 D. Represent the publication to other organizations on campus
627 E. Initiate contact to authors and artists of submissions
628 F. Protect anonymity of authors by removing their names from the submissions prior to
629 presenting the submissions to the committee
630 G. Answer questions and field complaints
631 H. Conduct committee meetings

632 Section 3. Submission review process: Each subcommittee will be in charge of selecting the
633 submissions in its specific areas. After the selections have been made, the subcommittee chairs
634 will notify the Canvas Director of decisions, who will then turn the selections over to the Union
635 Board of Directors. The Board must then approve the selections. The Director will then notify
636 the authors and artists of the statuses of their submissions. Any concerns or complaints will be
637 referred to the Director. Because artwork cannot be easily reproduced, the names of the artists do
638 not have to be removed from the submissions.

639 Section 4. Editorial Guidelines: Canvas Submissions will be accepted from any Indiana
640 University Bloomington student. Canvas editorial staff will be impartial in selecting appropriate
641 submissions for publication. However, submissions that do not comply with the Code of Student
642 Rights, Responsibilities, and Conduct will not be published. Because of their participation in the
643 submission review process, members of the committee producing Canvas and UB Directors
644 cannot submit to Canvas.

645 Section 5. The following disclaimers will be included in each issue:

646 Each work is the property of the author or artist and may not be reproduced without the
647 permission of the author or artist. The views represented in the magazine are not necessarily
648 those of the Canvas committee, Union Board, the Indiana Memorial Union, or Indiana
649 University.

650 **(Passed 11/2000)**

651

652 *Related Policy Follows:*

653 Canvas submissions will be accepted from any Indiana University Bloomington Student. Canvas
654 editorial staff will be impartial in selecting appropriate submissions for publication. Because of
655 their participation in the submission review process, members of the subcommittee of the Canvas
656 committee producing the magazine and UB directors cannot submit to Canvas. Members of the
657 Canvas committee not participating in the production of the magazine (those planning and
658 running events) may submit to the magazine so long as they work only with Canvas events.

659 **(Passed 9/2001)**

660

661 **Article 11. Live From Bloomington Band Selections**

662 Section 1. All applications for Live From Bloomington will be available at least two weeks
663 before they are due.

664 Section 2. A call-out for submissions will be made through both advertisements in the Indiana
665 Daily Student as well as fliers posted around campus.

666 Section 3. Only bands with a Monroe County Mailing address or those that have played regularly
667 in Bloomington over the past year are eligible to appear on the compact disc.

668 Section 4. Artists with record labels need to provide expressed written consent from their label
669 with their application to be considered for the compact disc.

670 Section 5. Each band is limited to submitting one song per year. The makeup of each band is
671 required to be at least 50% different from any other band which submits to the project during the
672 same year.

673 Section 6. Union Board Directors and Assistant Directors are allowed to submit to the project,
674 provided that they do not serve on the selections committee.

675 Section 7. Anyone who submits a song to the project is prohibited from serving on the selections
676 committee.

677 Section 8. The Live From Bloomington Selections Committee will have the following structure:

678 A. (8) committee members/ assistant directors will be the maximum number to serve on
679 the committee. The director of the LFB Committee will maintain a balance between
680 committee members and outside representatives.

681 B. (1) The director of the committee that is responsible for the LFB project will serve as
682 chair of the selection committee and only vote in case of a tie.

683 C. (1-2) Music School Professors will serve on the committee

684 D. (1) Representative from the Hoosier Hills Food Bank will be invited to serve on the
685 committee

686 E. (1-3) Representatives of local media will be invited to serve on the committee
687 (Examples include but are not limited to the IDS, Herald Times, and WIUS)

688 F. (1-2) Representatives of LFB's cosponsors will be invited to serve on the committee
689 (example: B97 representative)

690 G. (1) Representative of one of the venues used on Club Night will be invited to serve on
691 the committee.

692 H. (1) At large member from the Indiana University Community appointed by the LFB
693 director.

694 I. Brad Wilhelm, co-founder of the LFB project, will be invited to serve on the
695 committee.

696 **(Passed 10/24/2002)**

697

698 **Article 12. Late Night and General Volunteer Support Selection Policy**

699 Concerning volunteer support for any Union Board program that may require additional staffing:

700 Section 1. A mass email will be sent out to all SAO recognized student organizations at the
701 beginning of each semester.

702 Section 2. The email should specify upcoming opportunities for volunteers available through
703 Union Board.

704 Section 3. Organizations will be asked to reply to the Union Board President indicating their
705 general interest in these opportunities, and must commit to provide at least 10 volunteers for any
706 event.

707 Section 4. Upon receiving the replies, the President will place that organizations anemone a
708 master interest list.

709 Section 5. During the planning process of any event that may require volunteer support, the
710 director in charge will employ a lottery system to randomly select organizations from the list as
711 needed.

712 Section 6. Union Board will notify the selected organization of the volunteer opportunity at least
713 14 days prior to the event.

714 Section 7. Organizations may be compensated for their efforts at the discretion of the director.

715 Section 8. This policy will take effect September 20, 2003.

716 **(Passed 9/11/2003)**

717

718 **Article 13. Equipment Policy**

719 Section 1. Union Board equipment shall be defined as lights, cords, tape/disc players, video
720 cameras, mixers, speakers and any other equipment that has been purchases with Board funds for
721 Board use. This shall include any equipment purchased in the future. This policy excludes Union
722 Board film projectors, which are governed under a separate policy.

723 Section 2. Use of equipment shall be restricted to only Union Board and its various program
724 areas.

725 Section 3. Priority shall be given to areas that are dependent upon said equipment for all their
726 programs.

727 Section 4. Use of equipment by other program areas:

728 A. Each area will be responsible and liable for proper handling and use of the
729 aforementioned equipment.

730 B. Any damage costs will be taken from the budget of the program area using the
731 equipment when the damage occurred.

732 Section 5. A person shall be appointed by the Board to oversee the equipment in terms of
733 storage, purchase and disbursement.

734 Section 6. Each director will be required to sign up in advance for use of the equipment with the
735 Director who has been placed in charge of the equipment.

736 Section 7. Any internal conflicts shall be handled by the Membership Committee.

737 Section 8. Union Board equipment is for Union Board business only; not for use with class or
738 personal projects.

739 Section 8. Rental Rates for Union Board Equipment: The Indiana Memorial Union Board owns
 740 and operates several pieces of equipment. Indiana University student fee money has been used to
 741 purchase this equipment for use by UB. Therefore, there is a lower rate for University recognized
 742 student groups and individual students. The next price range listed is for IU affiliated units and
 743 academic departments. The last rate applies to Conference Bureau customers and non-university
 744 entities.

745

746	Equipment	Student Groups/ Individual Students	IU Affiliated Units/ Academic	Non-University Affiliated Groups
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749	35 mm projector	\$100.00	\$175.00	\$300.00
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750

751	16 mm projector	\$75.00	\$125.00	\$200.00
-----	-----------------	---------	----------	----------

752

753	Video projector	\$50.00	\$100.00	\$200.00
-----	-----------------	---------	----------	----------

754

755 All labor fees associated with projector rental are to be covered by the renting organization. The rate for
 756 the projectionist is charged per event.

757

758	Projectionist	\$75.00	\$75.00	\$75.00
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759	Cashier (if needed)	\$30.00	\$30.00	\$30.00
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760 **(Revised 5/3/2000)**

761

762 **Article 14. Use of Color Printer**

763 Section 1. The color laser printer is for official Union Board business. The printer is
 764 administered by the Advertising Director in association with the IMU Computer Manager.

765 Section 2. The Vice President for Programming, with approval of Budgetary Affairs, shall set
 766 rates per printed page each semester and notify the Board.

767 Section 3. If deemed necessary, each committee will be given an allotment each semester for
768 non-program related projects.

769 Section 4. To maintain fiscal responsibility, printing should be billed to a specific program when
770 possible and entered in the printer log.

771 **(Passed 9/26/2002)**

772

773 **Article 15. Use of Copier**

774 Section 1. The office copy machine is for official Union Board Business. The copier is
775 administered by the Assistant Director for Activities and Events in association with
776 Departmental Copy Machines.

777 Section 2. Union Board usage of the machine is managed by the Vice President for
778 Programming, who shall, with approval of Budgetary Affairs, determine copier codes, prices per
779 printed page, and related budget issues each semester.

780 Section 3. Large runs and use of colored paper should be billed to individual programs when
781 possible.

782 **(Passed 9/26/2002)**

783

784 **Title VIII. Financial Policy**

785

786 **Article 1. Late Fee Assessment for Student Activities Tower Applications**

787 Section 1. All applications for space in the Student Activities Tower are due by the date set by
788 the Policy Committee, without excuse, added condition, or consideration.

789 Section 2. Any new tenant who misses the present deadline may not be considered for space in
790 the Tower.

791 Section 3. For current tenants, if an application is received past the due date, a 20% fee will be
792 assessed based upon the actual cost in total of the office space rented, so for example, if an
793 application is turned in for a space that would normally cost \$250, the late fee assessed would be
794 \$50, bringing the total to \$300.

795

796 **Article 2. Reserves Account and Revenue Policy**

797 Section 1. In order to deal with the uncertainty of Cash Flows, the Budgetary Affairs committee
798 (B/A) has developed the following framework. This framework shall include which accounts
799 revenue will be deposited in as well as when it is acceptable for Union Board to use the reserves
800 account.

801 Section 2. Ticket Revenue: In the event that a ticketed program generates revenues that exceed
802 expenditures (overall the program made money), the difference or net income shall be deposited
803 into the reserves account. The process of depositing net income into the reserves account shall
804 continue until a \$50,000 cap is reached. This cap on the reserves account should be re-examined
805 with every CFR proposal to insure it is appropriate for UB programming needs at the time. After
806 the balance of the reserves account exceeds \$50,000, the additional revenue will be put into the
807 programming accounts. The excess revenue will be spread among the accounts in the same
808 proportion as our student fee allocation.

809 Section 3. Miscellaneous Revenue: All miscellaneous revenue associated with programs (films
810 concessions, t-shirt sales, program sales etc...) will be deposited into the account in which the
811 program is budgeted from.

812 Section 4. Uses of the Reserves Account: The reserves account should be withdrawn from in the
813 following circumstance: When an event loses greater than \$5,000 over the budgeted amount, the
814 director of the committee responsible for the loss will hold a meeting with budgetary affairs.
815 The purpose of this meeting will be for B/A to develop a plan to cover the loss. This could
816 include taking money out of the reserves account.

817 Section 5. End of Year Balances: All cash balances at the end of the fiscal year, June 30th, will be
818 carried over in the same accounts; so if general were to be positive 2,000 at the end of the year
819 that amount would be added to the start of the next fiscal year. If the balance was negative that
820 amount will be subtracted from the account at the start of the next fiscal year. If the amount was
821 positive the amount would be added to the account at the start of the year.

822

823

824 **Title IX. Indiana Memorial Union Board Conduct Policy**

825

826 **Article 1. Indiana Memorial Union Board Conduct Policy**

827 Section 1. The Indiana Memorial Union Board of Directors is a forum for student leadership.
828 The Union Board has the responsibility to uphold and respect the Code of Student Rights,
829 Responsibilities, and Conduct as approved by the Indiana University Board of Trustees.

830 Section 2. The following procedures have been designed to encourage the Indiana University
831 Board of Directors to educate, guide, and hold its members accountable. These in no way should
832 be substituted for the Code of Student Rights, Responsibilities, and Conduct.

833 Section 3. Directors of the Indiana Memorial Union Board shall not participate in any of the
834 restricted activities listed below while working or volunteering at a Union Board sponsored
835 function:

- 836 A. Consumption of, possession of, or under the influence of alcohol.
- 837 B. Consumption of, possession of, or under the influence of illegal drugs.
- 838 C. Any other inappropriate conduct as outlined in Indiana University's Code of Student
839 Rights, Responsibilities, and Conduct.

840
841 Section 4. Directors of the Indiana Memorial Union Board attending a Union Board sponsored
842 function are not to participate in any unlawful activities. Such activities include but are not
843 limited to illegal alcohol consumptions in reference to underage directors, consumption of,
844 possession of, or under the influence of illegal drugs, and any other inappropriate conduct as
845 outlined in Indiana University's Code of Student Rights, Responsibilities, and Conduct.

846 Section 5. If directors participate in these inappropriate and/or unlawful activities, they will be
847 reprimanded in the following sequence:

848 1st Offense: Conference with the Assistant Director of Activities and Events or designee,
849 the Director's Advisor, and at least one member of the Executive Team to discuss events
850 that occurred and decide on further action.

851 2nd Offense: Entire board will move to Executive Session to discuss actions and further
852 reprimands.

853 3rd Offense: Director will be subject to removal from Indiana Memorial Union Board of
854 Directors. Removal procedures will commence as outlined in the Indiana Memorial
855 Union Board Constitution.

856

857 Title X. IMUB Performance Doctrine

858 Article 1. Guide

859A. A guide for advancing the philosophy and mission of the Indiana Memorial Union Board of
860 Directors. Campus organizations, like the very institutions of which they are a part, can have
861 their own performance standards (doctrine) which underlie their programs and activities, and
862 contribute to the organization's special existence and distinctiveness in institutional life.

863 Article 2. Eight Dimensions

864 The following are eight dimensions representing a full range of human ideals which are viewed
865 with importance by the Indiana Memorial Union Board of Directors for advancing the Board's
866 position as a significant campus organization.

867 Section 1. Humane

868 Union Board has a special commitment to contribute to a humane campus environment and
869 strives through all its programs and activities to promote a capacity among all campus groups for
870 thoughtfulness, compassion, tolerance and empathy.

871 Section 2. Intellectual

872 Union Board has a strong commitment to advance intellectual excellence as an important part of
873 the University's mission by it being an important element of all Board programs and activities.

874 Section 3. Personal Development

875 Union Board is dedicated to providing program opportunities and activities required for
876 developing the full mental, aesthetic, emotional and physical resources of campus members so
877 they may grow in all aspects of life.

878 Section 4. Socio-Political

879 Union Board has a socio-political responsibility to encourage campus members through the
880 Board's programs and activities to be concerned with and to understand the major issues of
881 contemporary society, the democratic process, and the academic profession.

882 Section 5. Moral

883 Union Board is developed through its programs and activities to help campus members to be
884 concerned with identifying the ethical dimensions and values most required in academic,
885 professional, and social settings.

886 Section 6. Spiritual

887 Union Board has a concern for the wholeness and transcendental nature of knowledge and strives
888 through its programs and activities to provide opportunity for the development and clarification
889 of one's philosophy and world view.

890 **(Passed November, 1988)**

891

892 Title XI. Amendment to Union Board Code

893 **Article 1. Adopting Union Board Code**

894 Section 1. Adoption of this Code shall be by a 2/3 vote of the Board.

895 Section 2. This Code shall govern this Board in all cases where applicable and consistent with
896 the Rules of Order.

897

898 **Article 2. Amendment to Union Board Code**

899 Section 1. Amendment this Union Board Code and all subsequent appendices shall be by a 2/3
900 vote of the Board.

901 Section 2. The proposed amendments shall be received at the schedule meeting prior to the
902 meeting when amendments are to be voted upon.

903 Section 3. The amendments will be approved by a simple majority of the Policy Affairs
904 Committee prior to being received by the Board.

905

906 Union Board Code - Revised and Approved January 20, 2011