

# *Union Board Code*

## Title I. Election & Voting Process

### **Article 1. Election/Selection of Directors**

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

Section 2. The Election/Selection Commissioner(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 Advisor 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.

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

29 **(Passed 11/11/2010)**

30 **Article 3. Election Ballot**

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

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

34 **Article 4. Polls**

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

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

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

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

41 Section 5. Polls will open Election Day for eight consecutive hours. The start time will vary by  
42 location. Online voting will open for at least twenty-four hours.

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

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

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

49 **Article 5. Vote Tabulation**

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

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

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

54 A. Election/Selection Commissioner(s)

- 55 B. President of Union Board
- 56 C. Vice President Programming of Union Board
- 57 D. Vice President Membership of Union Board
- 58 E. IMU Assistant Director for Activities and Events
- 59 F. A representative from the Dean of Students Office
- 60 G. Union Board Staff

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

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

63 **Article 6. Voting Irregularities**

64 Section 1. Any person who feels that there has been a violation of the election rules must submit  
65 his/her claim to the Election/Selection Commissioner(s) in writing between the time of the  
66 infraction and 10 a.m. the morning following the Election in IMU, Room 270.

- 67 A. The Election/Selection Commissioner(s) must act on these claims within 24 hours after  
68 he/she has received them in writing.
- 69 B. The Election/Selection Commissioner(s) must submit the report to the Election Review  
70 Board Chair within the above stated 24 hours, and inform all candidates that a complaint  
71 has been filed and submitted to the Review Board.

72

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

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

77 Section 2. The chair of the Election Review Board will be appointed by the President of Union  
78 Board subject to ratification by a 2/3 vote.

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

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

83 Section 4. Vacancies in the Election Review Board will be filled by appointment by the President  
84 of the Union Board subject to ratification by a 2/3 vote.

85 Section 5. The Election Review Board must convene within 24 hours after the Chair has received  
86 the report.

87 Section 6. The Election Review Board has the power to decide if there is enough evidence to  
88 investigate the complaint. The Board must have a 2/3 vote to act upon the submitted report.

89 Section 7. The Election Review Board must decide if the Election process was affected or not  
90 affected by the individual's actions.

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

93 A. The student will be denied the opportunity to hold a position on the Indiana Memorial  
94 Union Board.

95 B. The Election Review Board may order a new election or take any other action to correct  
96 irregularities.

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

99 A. The individual may have access to the original complaint.

100 B. The hearing process will proceed as follows:

101 1. The individual will speak on their behalf.

102 2. There will be testimony from those persons the Review Board deems necessary.

103 3. The individual may then speak concerning the testimony heard.

104 4. The individual may not comment or question during the testimony given.

105 **(Passed 4/28/2011)**

106 **Title II. Executive Officers**

107 **Article 1. The President**

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

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

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

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

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

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

119 Section 7. The President shall meet monthly with each director individually to discuss their  
120 experience with the board. (Approved 1/19/2012).

121 Section 8. The President shall develop the application for the Committee for Fee Review for the  
122 Indiana Memorial Union. (Approved 1/19/2012).

123 Section 9. The President shall meet with each director a least twice a semester to discuss their  
124 experience and progress on the board. (Approved 1/19/2012).

## 125 **Article 2. The Vice President Programming**

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

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

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

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

134 Section 5. The Vice President Programming shall coordinate Union Board's annual budgeting  
135 process, and maintain the Union Board ledger. (Approved 1/19/2012).

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

138 Section 7. The Vice President Programming shall develop Union Board's application to the  
139 Committee for Fee Review. (Approved 1/19/2012).

140 Section 8. The Vice President Programming shall uphold, and ensure Union Board adheres to the  
141 recommendations made by the Committee for Fee Review. (Approved 1/19/2012).

142 Section 9. The Vice President Programming shall send out weekly notifications of upcoming  
143 programs to the board. (Approved 1/19/2012).

144 Section 10. The Vice President Programming shall be responsible for conducting surveys of the  
145 student population to gauge their programming demands. (Approved 1/19/2012).

## 146 **Article 3. The Vice President Membership**

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

149 Section 2. The Vice President Membership shall chair the Membership Committee of Union  
150 Board.

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

154 Section 4. The Vice President Membership shall be responsible for the recording and distributing  
155 the minutes of the Union Board meetings three days prior to the next board meeting. (Approved  
156 1/19/2012).

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

159 Section 6. The Vice President Membership shall send out assistant director applications one  
160 week after the Union Board callout meeting. (Approved 1/19/2012).

161 Section 7. The Vice President Membership shall develop membership recruitment strategies for  
162 Union Board each semester. (Approved 1/19/2012).

### 163 Title III. Standing Committees

#### 164 Article 1. Union Board Standing Committees

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

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

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

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

#### 173 Article 2. Policy Affairs Committee

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

176 Section 2. The Policy Affairs Committee shall meet monthly during the fall and spring semesters  
177 with: the Director of the IMU, the Associate Director of the IMU, the IMU Assistant Director for  
178 Activities and Events, and the IMU Assistant Director for Administrative Services.

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

182 **Article 3. Budgetary Affairs Committee**

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

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

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

188 **Article 4. Membership Committee**

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

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

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

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

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

197 **Title IV. Director Information**

198 **Article 1. Board Meetings**

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

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

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

205 **Article 3. Interim Selection Process**

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

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

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

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

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

#### 214 **Article 4. Absences**

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

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

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

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

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

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

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

234 A. Failure to comply with Title IV, Article 1 and 4 of this Code.

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

243 **Article 7. Summer Policy (Passed 10/12/2000)**

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

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

251 Section 3. As many directors as are interested can participate in Summer Board Meetings via  
252 absentee ballot. They will have the same voting and speaking rights as any other member of the  
253 Summer Board. (Approved 11/10/2011).

254 Section 4. Minimum of two and a maximum of four IU Students-at-large that can serve on the  
255 Summer Board at one time. The terms will last from the day after spring finals to the beginning  
256 of Welcome Week. (Approved 11/10/2011).

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

261 Section 6. Quorum for the Summer Board will consist of seven members of Summer Board.  
262 (Approved 11/10/2011).

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

265 Section 8. All Directors will have the option of receiving proposals via an agreed transmittal  
266 process. Directors can contact the Summer Chair and ask questions about the proposals and give  
267 their opinions with an agreed upon format of communication. The Chair will pass this  
268 information to the Summer Board at their meeting for consideration. (Approved 11/10/2011).

269 Section 9. Each year the Chair of Summer Board will be responsible for drafting a resolution  
270 detailing the meeting times, proposal procedures, and schedule for that Summer Board. This

271 resolution must be presented to the Indiana Memorial Union Board of Directors no later than the  
272 last spring board meeting. (Approved 11/10/2011).

273 Section 10. Members of Summer Board will be required to hold a minimum of four office hours  
274 a week. (Approved 11/10/2011).

275 Section 11. The Vice President of Membership will be required to host a callout meeting for the  
276 positions to be filled by IU-students-at-large in the first week of April. They are also required to  
277 run two advertisements in the Indiana Daily Student for said callout meeting prior to the meeting.  
278 (Approved 11/10/2011).

279 Section 12. At the first fall board meeting, the chair of summer board must present a review of  
280 operations for that summer to the Indiana Memorial Union Board of Directors, in the form of a  
281 standing committee report. (Approved 11/10/2011).

282 Section 13. Any item or program, financial or non-financial, that is scheduled for the fall  
283 semester is required to be voted on by the current board of directors. This emergency meeting  
284 will follow the same procedures as a regular Union Board meeting and is to be called by the  
285 President. (Approved 11/10/2011).

286 *Related Policy Follows:*

287 Summer Board's purpose is to program during the summer for students enrolled in summer  
288 classes. The board must meet at least three times throughout the course of the summer. The  
289 Board will determine structure each year. (Passed 11/6/2003)

## 290 Title V. Committee Information

### 291 **Article 1. The Union Board Program Committee**

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

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

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

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

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

### 302 **Article 2. Qualifications for Service to Program Committee**

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

306 **Article 3. Holding Committee Meetings**

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

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

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

313 **Title VI. Awards**

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

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

318 Section 1. Qualifications for Membership

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

325 Section 2. Nomination and Voting Procedures

- 326 A. The President of the Union Board shall announce that nominations for Honorary Life  
327 Membership are open two weeks in advance of the meeting at which nominations for an  
328 Honorary Life Membership in the Indiana Memorial Union will be received.  
329 B. Nominators will have to present a written summary of their nominee's record of service  
330 at the time of nomination.  
331 C. The Indiana Memorial Union Board shall serve as the voting body that decides who the  
332 recipient will be.  
333 D. A unanimous vote is necessary to award an Honorary Life Membership.  
334 E. A secret ballot will be called for at the designated meeting.  
335 F. The results of the vote will remain confidential and the recipient will receive the award  
336 at the Union Board's annual installation banquet in the spring.  
337 G. Honorary Life Members of the Indiana Memorial Union Board:

338	<u>Date Elected</u>	<u>Honorary Life Member</u>
339	May 3, 1936	<b>Frank O. Beck</b>
340		Donor and curator of Beck Chapel. Office was located on the
341		second floor. On the first Lectures and Entertainment Committee
342		from which the present Union Board Lectures program evolved.
343		
344	November 13, 1951	<b>Joseph A. Franklin</b>
345		Treasurer of Indiana University, 48 years of service, 1927-1975.
346		
347	May 5, 1953	<b>Mary J. Weinland</b>
348		Social Secretary, IMU and Assignment Clerk for Residence Halls.
349		Served IU for 39 years.
350		
351	November 2, 1959	<b>Claude J. Black</b>
352		Purchasing agent for IU for 24 years, 1938-1962.
353		
354	November 24, 1967	<b>Mary Jo Nichols</b>
355		Secretary for IMU Assistant Director-Activities. Served IU 1958-
356		1977.
357		
358	February 10, 1974	<b>Gene L. Marshall</b>
359		IMU Assistant Director-Building Services. Served IMU for 26
360		years, 1957-1982.
361		
362	February 1, 1976	<b>Evelyn S. Roberts</b>
363		Secretary to Assistant Director-Activities for 9 years, 1969-1977.
364		
365	February 1, 1976	<b>Lawrence B. Hudson</b>
366		IMU Associate Director. Served IU for 34 years.
367		
368	February 4, 1979	<b>Mildred Johnson</b>
369		Secretary in Union Board Office, 1976-1979.
370		
371	February 6, 1982	<b>Dona Biddle</b>
372		Wife of Ward Biddle, first Director of the Indiana Memorial
373		Union, 1932-1939.
374		
375	February 3, 1985	<b>Elise Parke Jordan</b>
376		Wife of Harold W. Jordan, Director of the Indiana Memorial
377		Union for 19 years, 1955-1973.
378		
379	February 5, 1988	<b>E. Max Fleetwood</b>
380		Assistant Director for Food Services for many years, he retired as
381		Assistant Director for Meeting Support Services in 1996. Serving
382		Indiana University since 1951.
383		

384 January 17, 1992 **Donald E. Luse**  
385 Assistant Director for Activities and Events for 17 years, 1976-  
386 1992.

387  
388 January 11, 2001 **Kenneth Gros Louis**  
389 Chancellor, Bloomington Campus for 21 years, 1980-2001

390  
391 October 18, 2001 **Mark Guthier**  
392 Assistant Director for Activities and Events for 11 years, 1990-  
393 2001

394  
395 November 18, 2002 **Julie Rowlas**  
396 Senior Program Coordinator, advisor from 1995-2001

397  
398 January 23, 2010 **Jennifer Parks**  
399 Office Services Assistant Senior, Activities and Events Office

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

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

## 406 **Article 2. Shaffer Award Criteria**

### 407 Section 1. Purpose

- 408 A. The Shaffer Award was established in 1958 for the purpose of recognizing a Senior  
409 Committee member of the Indiana Memorial Union Board for distinguished service  
410 rendered to the Union Board.  
411 B. Robert Shaffer served Indiana University as Dean of Students for years. He also  
412 served as the Administrative Representative on Union Board from 1957-58 to 1968-  
413 69.

### 414 Section 2. Criteria

- 415 A. The nominee must have established a record of outstanding service to the Union  
416 Board.  
417 B. This service shall be rendered in terms of membership on a Union Board committee or  
418 several Union Board Committees or a specific role on the Union Board or in support of  
419 other Board Members.  
420 C. Service, involvement and creative programming shall also be important considerations  
421 in the nomination of an individual.

### 422 Section 3. Nomination and Voting Procedures

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

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

## 437 Title VII. Policies and Guidelines

### 438 Article 1. Proposal Policy

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

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

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

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

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

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

### 456 Article 2. Emergency Proposal Policy

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

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

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

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

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

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

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

### 485 **Article 3. Auditorium 48-Hour Policy**

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

491 Section 2. If the proposal is received by the Union Board President before 4p.m. Monday  
492 through Thursday, the emergency meeting will take place at 8:30p.m. that evening. Proposals  
493 received after 4p.m. on Monday through Thursday will be discussed in an emergency meeting at

494 8:30p.m. the following day. Proposals received on Friday will be discussed at 8:30p.m. the  
495 following Monday. It is the responsibility of the Union Board President to alert the board that an  
496 emergency meeting will take place.

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

#### 503 **Article 4. Co-Sponsorship Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

566 Section 2. In fulfilling its purpose, Union Board recognizes the potential importance of corporate  
567 supported programs. These programs may provide the campus community with unique  
568 opportunities that can contribute to the education and enjoyment of students, faculty, and staff.  
569 For our purposes, “corporate” refers to any off campus commercial vendor.

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

575 **Article 9. Film Slide Policy**

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

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

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

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

585 Rate Scale

586 Per Slide

587

	<u>Student Organization</u>	<u>Local Business</u>	<u>Campus Department</u>	<u>IMU</u>	
588					
589	1 Weekends	\$15.00	\$--NA--	\$30.00	---
590					
591	4 Weekends	\$40.00	\$100.00	\$60.00	---
592					
593	Semester	\$100.00	\$300.00	\$200.00	---
594	(9-12 weekends)				

595

596 Section 5. Film Policy Conditions

- 597 A. There is a one month (4 Weekends) minimum for local businesses.  
598 B. Slide application and payment must be turned in no later than 10 days prior to the  
599 start date of the advertisement.  
600 C. Trade-off Clause: The Union Board has the right to negotiate with agencies for non-  
601 financial forms of payment for advertising, at the discretion of the Films committee.  
602 D. All advertising is subject to the approval of the Indiana Memorial Union Board Films  
603 Director and they hold the right to edit or refuse advertising that is determined  
604 unsuitable.  
605 E. The Union Board Films Director, Films Committee, or any committee that desires to  
606 display a film are responsible for initiating & implementing this policy.  
607 F. All revenue received must be reported in the final actual as a separate line item, titled  
608 Film Slide Revenue.

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

610 **Article 10. Canvas Editorial Policy**

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

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

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

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

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

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

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

644 **(Passed 11/2000)**

645 *Related Policy Follows:*

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

652 **(Passed 9/2001)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

693 Section 2. The email should specify upcoming opportunities for volunteers available through  
694 Union Board.

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

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

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

703 Section 6. Union Board will notify the selected organization of the volunteer opportunity at least  
704 14 days prior to the event.

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

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

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

708 **Article 13. Equipment Policy**

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

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

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

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

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

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

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

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

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

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

729 Section 8. Rental Rates for Union Board Equipment: The Indiana Memorial Union Board owns  
730 and operates several pieces of equipment. Indiana University student fee money has been used to

731 purchase this equipment for use by UB. Therefore, there is a lower rate for University recognized  
 732 student groups and individual students. The next price range listed is for IU affiliated units and  
 733 academic departments. The last rate applies to Conference Bureau customers and non-university  
 734 entities.

735	<b>Equipment</b>	<b>Student Groups/ Individual Students</b>	<b>IU Affiliated Units/ Academic</b>	<b>Non-University Affiliated Groups</b>
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738	35 mm projector	\$100.00	\$175.00	\$300.00
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739

740	16 mm projector	\$75.00	\$125.00	\$200.00
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741	Video projector	\$50.00	\$100.00	\$200.00
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742 All labor fees associated with projector rental are to be covered by the renting organization. The rate for  
 743 the projectionist is charged per event.

744	Projectionist	\$75.00	\$75.00	\$75.00
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745	Cashier (if needed)	\$30.00	\$30.00	\$30.00
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746 **(Revised 5/3/2000)**

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

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

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

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

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

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

757 **Article 15. Use of Copier**

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

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

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

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

## 767 Title VIII. Financial Policy

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

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

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

773 Section 3. For current tenants, if an application is received past the due date, a 20% fee will be  
774 assessed based upon the actual cost in total of the office space rented, so for example, if an  
775 application is turned in for a space that would normally cost \$250, the late fee assessed would be  
776 \$50, bringing the total to \$300.

### 777 **Article 2. Reserves Account and Revenue Policy**

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

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

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

793 Section 4. Uses of the Reserves Account: The reserves account should be withdrawn from in the  
794 following circumstance: When an event loses greater than \$5,000 over the budgeted amount, the

795 director of the committee responsible for the loss will hold a meeting with budgetary affairs.  
796 The purpose of this meeting will be for B/A to develop a plan to cover the loss. This could  
797 include taking money out of the reserves account.

798 Section 5. End of Year Balances: All cash balances at the end of the fiscal year, June 30<sup>th</sup>, will be  
799 carried over in the same accounts; so if general were to be positive 2,000 at the end of the year  
800 that amount would be added to the start of the next fiscal year. If the balance was negative that  
801 amount will be subtracted from the account at the start of the next fiscal year. If the amount was  
802 positive the amount would be added to the account at the start of the year.

### 803 **Article 3. Actuals**

#### 804 Section 1. General Policy

- 805 A. Actuals are defined as a review of each past Union Board proposal. . This includes a  
806 detailed program evaluation explaining the planning, execution, and aftermath of the  
807 program, as well as a financial summary of the program, a subaccount and attendance  
808 levels.
- 809 B. Directors are to submit actual no later than four weeks after the completion of the  
810 program. If, for some reason, transactions have not come in for the specified program  
811 within four weeks of the program's date, a continuance will be granted.

#### 812 Section 2. Completing of Actuals

- 813 A. Once in office, a director inherits all previously unactualized proposals for his/her  
814 committee. The VP of Programming, along with the director's advisor, will meet with  
815 the director explaining the actualization process.
- 816 B. If a dormant committee has unactualized proposals, it is then the job of the VP of  
817 Programming to actualize the proposal.
- 818 C. Actuals will be submitted to the President to be included on the agenda for review  
819 during the VP of Programming's financial report.
- 820 D. If the Board feels an actual requires further review by Budgetary Affairs, a majority  
821 vote is required to do so.

822 **(Passed 04/28/2011)**

## 823 Title IX. Indiana Memorial Union Board Conduct Policy

### 824 **Article 1. Indiana Memorial Union Board Conduct Policy**

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

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

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

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

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

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

845 1<sup>st</sup> Offense: Conference with the Assistant Director of Activities and Events or designee,  
846 the Director's Advisor, and at least one member of the Executive Team to discuss events  
847 that occurred and decide on further action.

848 2<sup>nd</sup> Offense: Entire board will move to Executive Session to discuss actions and further  
849 reprimands.

850 3<sup>rd</sup> Offense: Director will be subject to removal from Indiana Memorial Union Board of  
851 Directors. Removal procedures will commence as outlined in the Indiana Memorial  
852 Union Board Constitution.

## 853 Title X. IMUB Performance Doctrine

### 854 **Article 1. Guide**

855A. A guide for advancing the philosophy and mission of the Indiana Memorial Union Board of  
856 Directors. Campus organizations, like the very institutions of which they are a part, can have  
857 their own performance standards (doctrine) which underlie their programs and activities, and  
858 contribute to the organization's special existence and distinctiveness in institutional life.

### 859 **Article 2. Eight Dimensions**

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

863 Section 1. Humane

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

867 Section 2. Intellectual

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

870 Section 3. Personal Development

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

874 Section 4. Socio-Political

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

878 Section 5. Moral

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

882 Section 6. Spiritual

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

886 **(Passed November, 1988)**

887 Title XI. Amendment to Union Board Code

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

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

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

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

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

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

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

899

900 Union Board Code format - Revised and Approved January 20, 2011