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

(Passed 11/11/2010)

Article 3. Election Ballot

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

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

Article 4. Polls

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

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

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

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

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

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

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

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

Article 5. Vote Tabulation

Section 1. Ballots from all polls will be brought to the Union Board Office to tabulate.
Section 2. No candidates will be allowed in the vicinity of the Union Board Office at this time.

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

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

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

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

Article 6. Voting Irregularities

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

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

Article 7. The Election Review Board

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

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

(Passed 11/18/2010)
Section 3. Vacancies in the Election Review Board will be filled by appointment by the President of the Union Board subject to ratification by a 2/3 vote by the Union Board.

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

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

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

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

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

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

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

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

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

Title II. Executive Officers

Article 1. The President

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

Section 2. The President shall serve as chairperson of the Policy Affairs Committee.
Section 3. The President shall attend all Indiana Memorial Union Executive meetings and make necessary reports to the Board.

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

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

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

Article 2. The Vice President Programming

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

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

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

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

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

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

Article 3. The Vice President Membership

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

Section 2. The Vice President Membership shall chair the Membership Committee of Union Board.
Section 3. The Vice President Membership shall be responsible for evaluating the recruitment and retention efforts of each programming committee and shall report this assessment to the President on a regular basis.

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

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

Title III. Standing Committees

Article 1. Union Board Standing Committees

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

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

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

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

Article 2. Policy Affairs Committee

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

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

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

Article 3. Budgetary Affairs Committee
Section 1. The Budgetary Affairs Committee shall screen all program proposals.

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

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

Article 4. Membership Committee

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

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

Article 5. Removal of Standing Committee Members

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

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

Title IV. Director Information

Article 1. Board Meetings

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

Article 2. Apprenticeship of Newly Selected Members

Section 1. Any new member of the Board shall be required to attend at least one Board meeting prior to his/her induction and shall have the privilege of speaking on matters before the Board, but will not have the power to vote.
Article 3. Interim Selection Process

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

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

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

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

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

Article 4. Absences

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

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

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

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

Article 5. Proxy

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

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

Section 3. Three (3) unexcused absences by the proxy will result in default of duties for the director as stated in Article IV, Section 4 of the IMU Constitution.
Article 6. Removal of Directors from Office

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

Section 2. Default of duties shall be defined as:

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

Article 7. Summer Policy

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

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

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

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

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

Section 6. Quorum for the Summer Board will consist of seven members.
Section 7. A two-thirds vote of those participating in a Summer Board Meeting is required to pass all proposals.

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

(Passed 10/12/2000)

Related Policy Follows:

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

(Passed 11/6/2003)

Title V. Committee Information

Article 1. The Union Board Program Committee

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

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

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

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

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

Article 2. Qualifications for Service to Program Committee
Section 1. Any member of the Indiana Memorial Union as defined in the Indiana Memorial Union Constitution, Article II, Section 1, is eligible for service on the Union Board Program Committee.

Article 3. Holding Committee Meetings

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

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

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

Title VI. Awards

Article 1. Union Board Honorary Life Membership

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

Section 1. Qualifications for Membership

A. The nominee must have established a record of distinguished service to the Indiana Memorial Union and/or Indiana University.

B. This service shall be deemed above and beyond the responsibilities ascribed to the individual’s university/community position.

C. Community activities will be considered, but emphasis shall be placed on service to Indiana Memorial Union and/or the Indiana Memorial Union Board.

Section 2. Nomination and Voting Procedures

A. The President of the Union Board shall announce that nominations for Honorary Life Membership are open two weeks in advance of the meeting at which nominations for an Honorary Life Membership in the Indiana Memorial Union will be received.

B. Nominators will have to present a written summary of their nominee’s record of service at the time of nomination.

C. The Indiana Memorial Union Board shall serve as the voting body that decides who the recipient will be.

D. A unanimous vote is necessary to award an Honorary Life Membership.
E. A secret ballot will be called for at the designated meeting.

F. The results of the vote will remain confidential and the recipient will receive the award at the Union Board’s annual installation banquet in the spring.

G. Honorary Life Members of the Indiana Memorial Union Board:

<table>
<thead>
<tr>
<th>Date Elected</th>
<th>Honorary Life Member</th>
<th>Role and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 3, 1936</td>
<td>Frank O. Beck</td>
<td>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.</td>
</tr>
<tr>
<td>November 13, 1951</td>
<td>Joseph A. Franklin</td>
<td>Treasurer of Indiana University, 48 years of service, 1927-1975.</td>
</tr>
<tr>
<td>May 5, 1953</td>
<td>Mary J. Weinland</td>
<td>Social Secretary, IMU and Assignment Clerk for Residence Halls. Served IU for 39 years.</td>
</tr>
<tr>
<td>February 1, 1976</td>
<td>Evelyn S. Roberts</td>
<td>Secretary to Assistant Director-Activities for 9 years, 1969-1977.</td>
</tr>
<tr>
<td>February 1, 1976</td>
<td>Lawrence B. Hudson</td>
<td>IMU Associate Director. Served IU for 34 years.</td>
</tr>
<tr>
<td>February 6, 1982</td>
<td>Dona Biddle</td>
<td>Wife of Ward Biddle, first Director of the Indiana Memorial Union, 1932-1939.</td>
</tr>
</tbody>
</table>
February 5, 1988  **E. Max Fleetwood**  Assistant Director for Food Services for many years, he retired as Assistant Director for Meeting Support Services in 1996. Serving Indiana University since 1951.

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

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

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

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

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

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

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

**Article 2. Shaffer Award Criteria**

Section 1. Purpose

A. The Shaffer Award was established in 1958 for the purpose of recognizing a Senior Committee member of the Indiana Memorial Union Board for distinguished service rendered to the Union Board.

B. Robert Shaffer served Indiana University as Dean of Students for years. He also served as the Administrative Representative on Union Board from 1957-58 to 1968-69.

Section 2. Criteria
A. The nominee must have established a record of outstanding service to the Union Board.
B. This service shall be rendered in terms of membership on a Union Board committee or several Union Board Committees or a specific role on the Union Board or in support of other Board Members.
C. Service, involvement and creative programming shall also be important considerations in the nomination of an individual.

Section 3. Nomination and Voting Procedures

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


Title VII. Policies and Guidelines

Article 1. Proposal Policy

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

Section 2. A policy proposal, before being brought to the board, must be reviewed by the policy affairs committee. The policy affairs committee will give the program a positive or a negative recommendation by a majority vote of the present members.
Section 3. If a program proposal has been reviewed by the budgetary affairs committee or a policy has been reviewed by policy, at the discretion of the sponsoring director it may be placed on the agenda of the following board meeting regardless of its recommendation status.

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

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

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

Article 2. Emergency Proposal Policy

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

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

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

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

Section 4. If the president deems in necessary, an electronic vote, through email of other means, may be taken in lieu of a physical meeting. The vote must include an immediate and definite deadline in which all votes must be cast. The President and sponsoring director will be responsible for contacting all Directors by phone to alert them of the impending vote. The format of the debate and voting will be left to the discretion of the President.
Section 5. If a director formulates a proposal in the time between the Budgetary Affairs meeting and the Union Board meeting, that director can bring an emergency proposal to the Union Board meeting. The director will explain why the proposal could not be brought to Budgetary Affairs, and a majority of the board must vote to hear the proposal. If the board votes not to hear the proposal, the director may reformulate their proposal and bring it to a subsequent Budgetary Affairs meeting.

(Passed 10/6/2005)

Article 3. Auditorium 48-Hour Policy

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

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

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

Article 4. Co-Sponsorship Policy

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

Section 2. In fulfilling it’s purpose Union Board recognizes the importance of co-sponsored programs between organizations within the university community. These programs can provide the campus community with unique opportunities which can contribute to the education and enjoyment of students, faculty, and staff.
Section 3. Co-Sponsorship proposals will be reviewed first by the Program director. Upon their discretion the Director will present it to the Union Board Budgetary Affairs committee. Next the proposal will be reviewed by the Union Board for final approval.

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

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

(Passed 9/27/1984)

Article 5. Advertising Policy

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

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

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

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

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

Article 6. Guidelines for Corporate Support of Union Board Programs

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

Section 2. Neither Union Board nor the University shall endorse the aims, policies, products or opinions of the corporate organization or its members.
Section 3. Corporate support should be based on the Union Board’s ability or inability to produce the program in question.

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

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

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

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

Article 7. Advertising Procedures for Corporate Co-Sponsorship:

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

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

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

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

(Passed 6/26/1985)

Article 8. Corporate Support of Programs

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

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

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

Article 9. Film Slide Policy

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

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

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

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

Rate Scale

<table>
<thead>
<tr>
<th>Per Slide</th>
<th>Student Organization</th>
<th>Local Business</th>
<th>Campus Department</th>
<th>IMU</th>
</tr>
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<tbody>
<tr>
<td>1 Weekends</td>
<td>$15.00</td>
<td>$--NA--</td>
<td>$30.00</td>
<td>---</td>
</tr>
<tr>
<td>4 Weekends</td>
<td>$40.00</td>
<td>$100.00</td>
<td>$60.00</td>
<td>---</td>
</tr>
<tr>
<td>Semester (9-12 weekends)</td>
<td>$100.00</td>
<td>$300.00</td>
<td>$200.00</td>
<td>---</td>
</tr>
</tbody>
</table>

Section 5. Film Policy Conditions

A. There is a one month (4 Weekends) minimum for local businesses.
B. Slide application and payment must be turned in no later than 10 days prior to the start date of the advertisement.
C. Trade-off Clause: The Union Board has the right to negotiate with agencies for non-financial forms of payment for advertising, at the discretion of the Films committee.
D. All advertising is subject to the approval of the Indiana Memorial Union Board Films Director and they hold the right to edit or refuse advertising that is determined unsuitable.

E. The Union Board Films Director, Films Committee, or any committee that desires to display a film are responsible for initiating & implementing this policy.

F. All revenue received must be reported in the final actual as a separate line item, titled Film Slide Revenue.

(Passed 10/15/2009)

**Article 10. Canvas Editorial Policy**

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

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

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

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

**Section 4.** Editorial Guidelines: Canvas Submissions will be accepted from any Indiana University Bloomington student. Canvas editorial staff will be impartial in selecting appropriate submissions for publication. However, submissions that do not comply with the Code of Student Rights, Responsibilities, and Conduct will not be published. Because of their participation in the submission review process, members of the committee producing Canvas and UB Directors cannot submit to Canvas.
Section 5. The following disclaimers will be included in each issue:

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

(Passed 11/2000)

Related Policy Follows:

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

(Passed 9/2001)

Article 11. Live From Bloomington Band Selections

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

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

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

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

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

Section 6. Union Board Directors and Assistant Directors are allowed to submit to the project, provided that they do not serve on the selections committee.
Section 7. Anyone who submits a song to the project is prohibited from serving on the selections committee.

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

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

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

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

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

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

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

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

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

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

(Passed 10/24/2002)

Article 12. Late Night and General Volunteer Support Selection Policy

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

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

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

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

Section 4. Upon receiving the replies, the President will place that organizations anemone a master interest list.
Section 5. During the planning process of any event that may require volunteer support, the director in charge will employ a lottery system to randomly select organizations from the list as needed.

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

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

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

(Passed 9/11/2003)

Article 13. Equipment Policy

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

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

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

Section 4. Use of equipment by other program areas:

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

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

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

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

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

Section 8. Union Board equipment is for Union Board business only; not for use with class or personal projects.
Section 8. Rental Rates for Union Board Equipment: The Indiana Memorial Union Board owns and operates several pieces of equipment. Indiana University student fee money has been used to purchase this equipment for use by UB. Therefore, there is a lower rate for University recognized student groups and individual students. The next price range listed is for IU affiliated units and academic departments. The last rate applies to Conference Bureau customers and non-university entities.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Student Groups/Individual Students</th>
<th>IU Affiliated Units/Academic</th>
<th>Non-University Affiliated Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 mm projector</td>
<td>$100.00</td>
<td>$175.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>16 mm projector</td>
<td>$75.00</td>
<td>$125.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Video projector</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

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

Projectionist $75.00
Cashier (if needed) $30.00

(Revised 5/3/2000)

Article 14. Use of Color Printer

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

Section 2. The Vice President for Programming, with approval of Budgetary Affairs, shall set rates per printed page each semester and notify the Board.
Section 3. If deemed necessary, each committee will be given an allotment each semester for non-program related projects.

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

(Passed 9/26/2002)

Article 15. Use of Copier

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

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

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

(Passed 9/26/2002)

Title VIII. Financial Policy

Article 1. Late Fee Assessment for Student Activities Tower Applications

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

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

Section 3. For current tenants, if an application is received past the due date, a 20% fee will be assessed based upon the actual cost in total of the office space rented, so for example, if an application is turned in for a space that would normally cost $250, the late fee assessed would be $50, bringing the total to $300.
Article 2. Reserves Account and Revenue Policy

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

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

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

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

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

Title IX. Indiana Memorial Union Board Conduct Policy

Article 1. Indiana Memorial Union Board Conduct Policy

Section 1. The Indiana Memorial Union Board of Directors is a forum for student leadership. The Union Board has the responsibility to uphold and respect the Code of Student Rights, Responsibilities, and Conduct as approved by the Indiana University Board of Trustees.
Section 2. The following procedures have been designed to encourage the Indiana University Board of Directors to educate, guide, and hold its members accountable. These in no way should be substituted for the Code of Student Rights, Responsibilities, and Conduct.

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

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

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

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

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

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

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

Title X. IMUB Performance Doctrine

Article 1. Guide

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

Article 2. Eight Dimensions
The following are eight dimensions representing a full range of human ideals which are viewed with importance by the Indiana Memorial Union Board of Directors for advancing the Board’s position as a significant campus organization.

Section 1. Humane

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

Section 2. Intellectual

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

Section 3. Personal Development

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

Section 4. Socio-Political

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

Section 5. Moral

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

Section 6. Spiritual

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

(Passed November, 1988)

Title XI. Amendment to Union Board Code

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

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

Article 2. Amendment to Union Board Code

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

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

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

Union Board Code - Revised and Approved January 20, 2011