Indiana Memorial Union Board

Bylaws

Title I. Guiding Principles

Article 1. Core Values and Performance Doctrine

Campus organizations, like the very institutions of which they are a part, can have their own core values, on which they base their performance standards (doctrine). This doctrine underlies Indiana Memorial Union Board’s development of its members, programs, and activities, and contributes to the organization’s special existence and distinctiveness in institutional life. 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. These ideals help advance the Board’s position as a significant campus organization as we use them both internally, to develop our membership, and externally, to formulate and promote our programs and activities.

Section 1. Humanity

Indiana Memorial Union Board defines humanity as a spirit of thoughtfulness, compassion, tolerance, and empathy. Not only will Union Board strive to create a capacity for humanity in all its members (including consideration of others, exhibiting an awareness of others’ needs, and mediating conflict in a productive manner); the Board also has a special commitment to developing programs and activities that contribute to a humane campus environment for all campus community members.

Section 2. Intellect

Indiana Memorial Union Board defines intellect as the capacity for acquiring knowledge and for higher-level thought. Union Board’s members will be capable of critical thinking skills, effective communication, problem-solving, and recognizing and representing others’ perspectives. Union Board’s programs and activities will create opportunities for all campus community members to grow intellectually, tying the Board’s programming into the University’s mission and values.

Section 3. Personal Development

Indiana Memorial Union Board defines personal development as growth as an individual person, especially mentally, emotionally, and physically. Members of the Board should be able to exhibit leadership skills, realistic and positive self-appraisal and self-esteem, and to lead a satisfying, healthy, and productive lifestyle. Union Board as an organization is dedicated to providing programs and activities that contribute to developing the full mental, aesthetic, emotional, and
physical resources of campus community members so that they too may grow in all aspects of life.

Section 4. Socio-Political Understanding

Indiana Memorial Union Board defines a socio-political understanding as being concerned with and having an understanding of the major issues of contemporary society and the democratic process. For the Board’s members, this will exhibit itself through students’ willingness to actively participate in and seek ways to improve the organization, as well as their willingness to understand and seek to address issues impacting the campus community. Union Board also has a responsibility to encourage all campus community members (through the Board’s programs and activities) to share in this concern for and understanding of contemporary society and the democratic process.

Section 5. Morality

Indiana Memorial Union Board defines morality as identifying and enacting the ethical dimensions and values most required in academic, professional, and social settings. Not only should the Board’s members be able to identify and articulate their personal values and the organization’s values; they should also be able to act in congruence with those values, as well as have an understanding of and respect for institutional policies and procedures and how those affect decision-making. Through its programs and activities, the Board is devoted to helping all campus community members to share this same concern for personal, professional, and academic ethics and morals.

Section 6. Spirituality

Indiana Memorial Union Board defines spirituality as a multi-faceted concept: to search for one’s meaning, purpose, and authenticity in life; to develop a sense of commitment to higher ideals; and to broaden one’s awareness of and respect for diverse perspectives and worldviews. Both with its internal member development and external program creation and execution, Union Board has a concern for spirituality and strives to provide opportunities for all campus community members to understand and deepen their own philosophies and worldviews.

Section 7. Equality

Indiana Memorial Union Board defines equality as consistent honor of, respect for, and treatment of all people regardless of age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, socioeconomic, or veteran status. Union Board has an important commitment to draw people from different backgrounds into the life of campus, whether through membership on the Board or through attendance at or engagement in the Board’s programs and activities. The Board should strive not only to work cooperatively with diverse students and student organizations, but to personally challenge their own beliefs and
biases, to learn about diverse cultures, and to advocate for the needs of underrepresented students on campus and in the Indiana Memorial Union.

Section 8. Tradition

Indiana Memorial Union Board is an organization based on tradition, and so defines tradition in several different ways: an awareness of and concern for organizational and University heritage, preservation and promotion of that heritage, and a commitment to advancing a shared sense of community at Indiana University. Members of the Board should be able to understand and articulate their organizational history and mission, to represent Union Board’s purpose and role in the wider context of campus, and to critically examine the traditions of the Board in order to preserve the good but also enable healthy organizational growth and change. Union Board’s programs and activities should advance a shared sense of community for all campus members, as well as foster a sense of pride in University tradition.

Article 2. Indiana Memorial Union Board Oath of Service

I, (repeat your name), as a member of the Indiana Memorial Union Board of Directors, do pledge to maintain and promote the interests of Indiana University and its students; to constantly strive for greater unity and cooperation among all students through excellent programming; and to retain the Union’s position as a respected contributor to the establishment and maintenance of high educational, social, and cultural standards for the University.

Title II. Indiana Memorial Union Board of Directors

Election, Selection and Interim Appointments

Article 1. Election/Selection

Section 1. Eight Indiana Memorial Union Board of Directors student members shall be elected by electronic ballot. The infrastructure of electronic voting shall be maintained by the University (currently referred to as University Information Technology Services – UITS).

Section 2. Eight Indiana Memorial Union Board of Directors student members shall be selected from an interview committee chaired by the Indiana Memorial Union Executive Director.

Article 2. Election/Selection Directors

Section 1. The Indiana Memorial Union Board of Directors shall elect two Election/Selection Commissioners during a Indiana Memorial Union Board of Directors meeting.

Section 2. The Election/Selection Commissioners shall be non-returning students from the Indiana Memorial Union Board of Directors.

Section 3. The Election/Selection Commissioners are responsible for overseeing the election/selection process and enforcing the election rules.

Section 4. Ballot
The Election/Selection Commissioners are required to produce a candidate ballot.

Section 5. Violations

A. All candidate concerns prior to the start of elections are resolved by the Election/Selection Commissioners and Advisor.
B. All candidate concerns that arise during the elections are to be referred by the Election/Selection Commissioners to the Election Review Board.
C. All candidate concerns that arise during the selection process are resolved by the Election/Selection Commissioners and Advisor.

Article 3. Indiana Memorial Union Board Director Candidate Qualifications

Section 1. Must be a current Indiana University – Bloomington student in good standing at the time of application.
Section 2. Must have and maintain a minimum cumulative GPA of 2.25 on a scale of 4.0.

Article 4. Advertising Regulations

Section 1. The official campaign week shall be one week and one day prior to elections.
Section 2. Candidates must follow the Indiana University and Indiana Memorial Union advertising policies.
Section 3. It is the responsibility of every candidate to remove all posters, flyers and other campaign materials within 24 hours after the election.
Section 4. Union Board resources and logo may not be used by any candidate.
Section 5. No candidate nor any other person may announce a candidacy at Indiana Memorial Union Board committee meetings or campaign at Indiana Memorial Union Board Events.
Section 6. Candidates run individually and may not campaign as a group or a ticket. Prohibited actions by the candidates include forming groups on social network sites together, distributing campaign materials, or soliciting votes with more than one candidate.
Section 7. Candidates will not be allowed to campaign within 50 feet of any Indiana University computer lab, this includes Indiana Memorial Union computer labs and UITS computers set up around campus.

Article 5. Election Ballot

Section 1. All candidates will be randomly assigned by the Election/Selection Commissioners numbers for the election ballot.
Section 2. The name of each candidate will be listed on the ballot in order of his/her assigned number.

Article 6. Polls

Section 1. An information poll shall be staffed by the Election/Selection Directors in the IMU. This location will be open for eight consecutive hours on Election Day.

Article 7. Vote Tabulation

Section 1. UITS shall manage the tabulation of votes. UITS will involve the Election/Selection Commissioners and Union Board Advisors if there are any irregularities.

Article 8. Election Violations

Section 1. Any person who believes that there was a violation of the election rules must submit his/her claim in writing to the Election/Selection Commissioners between the time of the infraction and 10 a.m. the morning following the Election.

A. The Election/Selection Commissioners must act on these claims within 24 hours after he/she has received them in writing.

B. The Election/Selection Commissioners must submit a report summarizing the election rule violation to the Election Review Board Chair within 24 hours, and inform all candidates that a complaint has been filed and submitted to the Election Review Board.

Article 9. The Election Review Board

Section 1. The Election Review Board shall be composed of four Indiana Memorial Union Board committee members and one non-returning Indiana Memorial Union Board student director. The Election Review Board members are appointed by the President of the Indiana Memorial Union Board subject to ratification by a 2/3 vote of the Board.

Section 2. The chair of the Election Review Board shall be a non-returning Indiana Memorial Union Board student director.

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

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 responsibility to decide if there is enough evidence to investigate the complaint. The Election Review 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 affected or not affected by the candidate’s or those acting on behalf of the candidate’s actions.

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

A. The student against whom the complaint was filed may be denied the opportunity to hold a position on the Indiana Memorial Union Board.

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

Section 8. The student against whom the complaint was filed has the right to be present at all Election Review Board hearings.

A. The student may have access to the original complaint.

B. The hearing process will proceed as follows:

1. The student will speak on their behalf.

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

3. The student may not comment or question during the testimony given.

4. The student may then speak concerning the testimony heard.

Article 10. Interim Selection Process

Section 1. Screening Committee Membership

A. In the event of a student vacancy on the Indiana Memorial Union Board of Directors, the President will appoint a Screening Committee consisting of five Indiana Memorial Union Board directors, one of whom must be a non-student director.

B. The five committee members, once appointed, shall elect their own chair.

C. All members, including the chair, will have equal voting rights.

Section 2. Candidate Application and Interview

A. The Candidate application will be developed and distributed by the Screening Committee chair.

B. Applications will be available no fewer than seven days prior to interviews.

C. The Screening Committee must review all submitted applications and determine the number of candidates to be interviewed.

D. All applicants interviewed must meet the minimum qualifications as described in Title II Article 3.

Section 3. Candidate Approval
A. The Screening Committee will recommend one candidate for the student director vacancy to the Indiana Memorial Union Board of Directors for review during a Union Board of Directors Executive Meeting.

B. A majority vote in favor of the candidate by the Indiana Memorial Union Board of Directors is required to approve the Selection Committee recommendation.

Title III. Position Descriptions

Article I. Indiana Memorial Union Board Student Director

Section 1. The Union Board Student Director shall develop and maintain programs and services that support the Indiana Memorial Union Board mission statement.

Section 2. Each Student Director shall select at least one Assistant Director following procedures outlined by the Vice President Internal Affairs.

Section 3. Student Directors shall support the educational development of all student members of the Indiana Memorial Union Board.

Section 4. Those Student Directors responsible for planning programs must have active event committees comprised of Indiana Memorial Union Board student members. Each Student Director is required to call regular event committee meetings.

Section 5. Student Directors shall meet with the Union Board President at least twice a semester to discuss their experience and progress on the Board.

Section 6. Student Directors are required to serve a minimum of fifteen hours a week accomplishing Indiana Memorial Union Board business.

Section 7. Student Directors are required to attend all Indiana Memorial Union Board of Directors meetings convened by the Union Board President.

Section 8. Student Directors are required to attend all Indiana Memorial Union Board activities, events and retreats designated as mandatory by the Union Board President. Notification to Union Board Directors must be given a minimum of two weeks prior of the event by the Union Board President.

Section 9. Attendance at Installation, Malkin Retreat, Fall Retreat, Committee Selection, and Executive Team elections are essential for the success of the Indiana Memorial Union Board of Directors. Each activity requires the presence of all Union Board Student Directors. Non-attendance shall be deemed as default of duties with the consequence of removal from Union Board of Directors as outlined in the Indiana Memorial Union Board Constitution.

Article 2. Executive Team
Section 1. The Indiana Memorial Union Board Executive Team is comprised of the Union Board President, Vice Presidents and Indiana Memorial Union Assistant Director Activities and Events.

Section 2. The Executive Team is responsible for regular evaluation of the Indiana Memorial Union Board’s programming to ensure consistency with its mission statement and fiscal budget.

Section 3. The Executive Team shall work together on strategic planning initiatives and completion of annual Indiana Memorial Union Board goals.

Section 4. The Executive Team must approve any spending requests from the Student Organization Account (SOA).

Section 5. The Executive Team shall function as the Union Board Values and Performance Board as outlined in Bylaws Title VI Article 5.

Article 3. The Indiana Memorial Union Board of Directors 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 House Standing Committee as outlined in Bylaws Title IV Article 3.

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

Section 4. The President shall call for and disband all ad-hoc committees of the Indiana Memorial Union Board.

Section 5. The President shall speak for the Indiana Memorial 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.

Section 7. The President shall develop the Indiana Memorial Union application for the Committee for Fee Review (CFR).

Section 8. The President shall meet with each Indiana Memorial Union Board Student Director at least twice a semester to discuss their experience and progress on the Board.

Section 9. The President shall be responsible for activities pertaining to alumni relations.

Section 10. The President shall be responsible for appointing each Indiana Memorial Union Board Student Director to membership on one of the standing committees.
Section 11. The President shall plan the annual fall Indiana Memorial Union Board of Directors retreat.

Section 12. The President shall determine all events or obligations that require mandatory attendance by Union Board Student Directors. Notice must be given a minimum of two-weeks prior to the date of the event.

Section 13. All Indiana Memorial Union Board of Directors duties not specifically outlined in the Constitution and Bylaws shall be the responsibility of the Union Board President.

Article 4. The Vice President Finance

Section 1. The Vice President Finance shall assume the duties and responsibilities of the President in the event of the President’s absence from an Indiana Memorial Union Board of Directors meeting and a member of the Budgetary Affairs committee shall assume the duties and responsibilities for the Vice President Finance for the meeting.

Section 2. The Vice President Finance shall succeed to the office of Indiana Memorial Union Board President in the event of a vacancy in that office.

Section 3. The Vice President Finance shall serve as chairperson of the Indiana Memorial Union Board Budgetary Affairs Standing Committee as outlined in Bylaws Title IV Article 3.

Section 4. The Vice President Finance shall coordinate Indiana Memorial Union Board’s annual budgeting process, and maintain the Union Board ledger.

Section 5. The Vice President Finance shall develop Indiana Memorial Union Board’s application to the Committee for Fee Review (CFR).

Section 6. The Vice President Finance shall uphold, and ensure Indiana Memorial Union Board adheres to the recommendations made by the Committee for Fee Review (CFR).

Section 7. The Vice President Finance shall manage and organize UB Web proposals and collect and distribute those proposals to the Union Board President twenty-four hours before each Indiana Memorial Union Board of Directors meeting.

Section 8. The Vice President Finance shall manage the Indiana Memorial Union Board office (Auxiliary) budget and maintain an inventory of the programming supplies to reduce ordering redundancies.

Section 9. The Vice President Finance shall have primary responsibility of the Student Organization Account (SOA) and SOA purchase card. The Vice President Finance shall serve as the SOA treasurer and maintain a detailed ledger of all deposits and withdraws from the account with oversight by an Indiana Memorial Union Board Advisor.

Article 5. The Vice President Internal Affairs
Section 1. The Vice President Internal Affairs shall preside at the Indiana Memorial Union Board of Directors meeting in the absence of the Union Board President and Vice President Finance and a member of the Membership committee shall assume the duties and responsibilities for the Vice President Internal Affairs for the meeting.

Section 2. The Vice President Internal Affairs shall chair the Membership Standing Committee as outlined in the Bylaws Title IV Article 3. The committee will be comprised of Indiana Memorial Union Board members.

Section 3. The Vice President Internal Affairs shall be responsible for the recording and distributing the minutes of the Indiana Memorial Union Board of Directors meetings three days prior to the next board meeting.

Section 4. The Vice President Internal Affairs shall manage the Union Board Assistant Director applications process.

Section 5. The Vice President Internal Affairs shall manage the Union Board Summer Board Director application process.

Section 6. The Vice President Internal Affairs shall develop membership recruitment strategies.

Section 7. The Vice President of Internal Affairs shall be responsible for coordinating internal leadership development through workshops for Union Board Directors, Assistant Directors, and Committee Members.

Section 8. The Vice President of Internal Affairs shall be responsible for internal programming to engage Union Board Directors, Assistant Directors, and Committee Members to foster unity.

Section 9. The Vice President Internal Affairs shall be responsible for implementing recognition programs for the Indiana Memorial Union Board (Shaffer Award, Jacobs Award).

Article 6. The Vice President Marketing

Section 1. The Vice President Marketing shall preside at the Indiana Memorial Union Board of Directors meeting in the absence of the Union Board President, Vice President Finance, and Vice President Internal Affairs.

Section 2. The Vice President Marketing shall chair the Marketing Standing Committee as outlined in the Bylaws Title IV Article 3. The committee will be comprised of Indiana Memorial Union Board members.

Section 3. The Vice President Marketing is responsible for the development and implementation of all Indiana Memorial Union Board promotion, websites, and advertising.

Section 4. The Vice President Marketing shall be responsible for updating and managing the social media accounts.
Section 5. The Vice President Marketing shall be responsible for the purchase, distribution, and inventory of Union Board promotional materials.

Section 6. The Vice President Marketing shall be responsible for conducting surveys of the Indiana University-Bloomington student population to gauge programming preferences.

Section 7. The Vice President Marketing shall meet regularly with the Indiana Memorial Union Marketing Director.

Section 8. The Vice President Marketing shall foster professional relationships with campus departments, student organizations, student publications, and community groups.

Article 7. The Indiana Memorial Union Board Non-Student Director

Section 1. Non-student Indiana Memorial Union Director are selected by procedures outlined in the Indiana Memorial Union Constitution.

Section 2. Non-student Directors shall meet with the Union Board President a least twice a semester to discuss their experience and role on the Board.

Section 3. Non-student Directors are required to attend all Indiana Memorial Union Board of Directors meeting convened by the Union Board President.

Section 4. Non-student Directors are encouraged to attend Indiana Memorial Union Board activities, events, and retreats.

Section 5. Non-student Directors are voting members of the Indiana Memorial Union Board of Directors and shall provide expertise in the areas for which they represent.

Section 6. Non-student Directors shall resolve any disputes regarding Union Board President appointments to Standing Committees.

Section 7. Non-student Directors are encouraged to enhance the Indiana Memorial Union Board student experience by suggesting and facilitating personal and professional development experiences.

Section 8. Non-student Directors are asked to make available a minimum of three-hours a month outside of Indiana Memorial Union Board of Directors meetings to promote interaction and mentorship opportunities with student directors and assistant directors.

Section 9. Non-student Directors may submit Program Proposals for review and approval by the Indiana Memorial Union Board of Directors. Implementation must be completed by a Union Board Student Director or Assistant Director.

Article 8. Indiana Memorial Union Board Assistant Director
Section 1. Any currently enrolled Indiana University-Bloomington student member of the Indiana Memorial Union Board can apply for an Assistant Director position by completing the application provided by the Vice President Internal Affairs.

Section 2. An applicant must have and maintain a minimum cumulative GPA of 2.25 on a scale of 4.0.

Section 3. Responsibilities of the Assistant Director shall be determined by an Indiana Memorial Union Board Student Director.

Section 4. All Assistant Directors are required to attend a minimum of two Indiana Memorial Union Board of Directors meetings a semester.

Section 5. Assistant Directors are required to serve a minimum of five hours a week accomplishing Indiana Memorial Union Board business.

Article 9. Indiana Memorial Union Summer Board Directors

Section 1. Indiana Memorial Union Summer Board Director has the responsibility to program during the summer for students enrolled in summer semester classes.

Section 2. The Indiana Memorial Union Summer Board term will start on the first day after spring semester finals and end on the first day of Indiana University fall semester.

Section 3. The Indiana Memorial Union Summer Board Director will act on behalf of the Indiana Memorial Union Board of Directors. All Summer Board decisions are binding the same as if the Indiana Memorial Union Board of Directors approved them.

Section 4. The Vice President Internal Affairs is required to host a Summer Board Director Callout meeting the first week of April.

Section 5. The Vice President Internal Affairs shall make a Summer Board Director application available at the Callout meeting.

Section 6. A committee appointed by the Union Board President shall be assembled in the spring semester to review applications for the Indiana Memorial Union Summer Board and interview all interested candidates. The Indiana Memorial Union Executive Director shall chair the committee. The committee will make their recommendation for Indiana Memorial Union Summer Board members to the Indiana Memorial Union Board of Directors.

Section 7. A minimum of two and a maximum of four Indiana Memorial Union Board members can serve on the Indiana Memorial Union Summer Board at one time.

Section 8. All Indiana Memorial Union Summer Board Directors must have and maintain a minimum cumulative GPA of 2.25 on a scale of 4.0.
Section 9. Indiana Memorial Union Summer Board Directors are required to hold a minimum of five office hours a week.

Section 10. Indiana Memorial Union Summer Board Chair

A. The Indiana Memorial Union Board of Directors will elect by secret ballot an Indiana Memorial Union Summer Board Chair from one of the Summer Board Directors who will reside in Bloomington.

B. Each year the Indiana Memorial Union Summer Board Chair will be responsible for drafting a resolution detailing the meeting times, proposal procedures, and meeting schedule for the Indiana Memorial Union Summer Board. This resolution must be presented to the Indiana Memorial Union Board of Directors no later than the last spring semester Indiana Memorial Union Board of Directors meeting.

C. The Indiana Memorial Union Summer Board Chair shall preside over the Summer Board meetings and act as the official Indiana Memorial Union Summer Board spokesperson.

D. At the first fall Indiana Memorial Union Board of Directors meeting, the Summer Board Chair must present a written report outlining the events and accomplishments of the Indiana Memorial Union Summer Board.

Title IV. Indiana Memorial Union Board Meetings

Article 1. Indiana Memorial Union Board of Directors Meeting

Section 1. The Indiana Memorial Union Board of Directors shall meet Thursdays at 6 p.m. – 8 p.m. during the fall and spring semesters and at such special meetings as the President may call.

Section 2. Proxy

The Indiana Memorial Union Board of Directors does not recognize a use of proxies for quorum or voting. However, Union Board Directors that are participating via telephone (speakerphone) or other electronic device (i.e. video phone, skype) where the Director can actively contribute in the debate shall be considered present for quorum and voting.

Section 2. Ex-Officio

If an Indiana Memorial Board Student Director cannot attend an Indiana Memorial Union Board of Directors meeting, then an Assistant Director may attend for the Student Director and speak on his/her behalf, which includes proposal presentations to the Board in an Ex-Officio capacity. The presence of an Ex-Officio member will not be considered an excused absence, unless otherwise stated by the Union Board President as outlined in the Bylaws Title VI, Article 2.

Article 2. Indiana Memorial Union Board of Directors Emergency Meeting

Section 1. Should an Indiana Memorial Union Board Director present Union Board President with an urgent matter that must be acted upon prior to the subsequent Board meeting, the Indiana Memorial Union Board of Directors can hold an emergency meeting of all available members.
For quorum, the meeting must include, but not limited to, 11 voting members, including the Indiana Memorial Union Board President, Vice President Finance, one Non-student Director, and the Director requesting the meeting.

Section 2. If an emergency Indiana Memorial Union Board of Directors meeting should arise, the procedure will be as follows:

A. The requesting Director must notify the Union Board President of the urgent matter.

B. If the Union Board President deems the matter urgent, the President will schedule an Indiana Memorial Union Board of Directors Emergency Meeting to take place within 48 hours of the notification to all Union Board Directors.

C. The Union Board President will proceed to inform all Union Board Directors of the meeting time and location.

D. A public notice of the Indiana Memorial Union Board of Directors Emergency Meeting will be delivered through the Indiana Memorial Union web site, and listserv.

Section 3. At the Indiana Memorial Union Board of Directors Emergency Meeting, the Union Board President will lead debate. If there is a proposal, the President will take a vote on the proposal from those present. Meeting minutes must be recorded and distributed, along with the vote count and attendance, to all Union Board members immediately after the meeting.

Article 3. Indiana Memorial Union Board Standing Committees

Section 1. The Indiana Memorial Union Board Standing Committees shall be comprised of committee members of the Indiana Memorial Union Board.

Section 2. Each committee shall meet regularly and make reports at the Indiana Memorial Union Board of Directors meetings.

Section 3. House Standing Committee

A. The House Standing Committee shall be charged with advocating improvements to the Indiana Memorial Union facility and services. This includes review of Indiana Memorial Union Board and Indiana Memorial Union policies, as well as drafting new policies, when the need arises.

B. The House Standing Committee shall meet monthly during the fall and spring semesters with members of the Indiana Memorial Union staff.

C. The House Standing Committee shall be responsible for making annual recommendations for allocation of student organization office space to the Indiana Memorial Union Assistant Director Activities and Events.

D. The House Standing Committee is responsible for developing and maintaining a welcoming environment for the tenants and guests of the Student Activities Tower.
Section 4. Budgetary Affairs Standing Committee

A. The Budgetary Affairs Standing Committee shall screen all program proposals and make recommendations at the Indiana Memorial Union Board of Directors meetings.

B. The Budgetary Affairs Standing Committee will be responsible for determining the merit of each program budget and will work to ensure that Union Board is being the best possible steward of Indiana Memorial Union Board funds.

C. The Budgetary Affairs Standing Committee shall be responsible for the annual development of the Indiana Memorial Union Board’s fiscal budget for approval by the Indiana Memorial Union Board of Directors.

Section 5. Membership Standing Committee

A. The Membership Standing Committee shall be responsible for the recruitment and retention of Indiana Memorial Union Board committee members.

B. The primary purpose of the Student Organization Account (SOA) shall be for internal spending as defined by the Membership Standing Committee. The Executive Team must approve all financial request from the SOA.

C. The Membership Committee will be responsible for ensuring that committee members are acquiring the necessary skills to enable them to fulfill the Indiana Memorial Union Board mission.

Section 6. Marketing Standing Committee

A. The Marketing Standing Committee shall develop marketing strategies for individual events and overall Indiana Memorial Union Board awareness.

B. The Marketing Standing Committee is responsible for designing the graphic images, verbal messages, and all other promotional media.

C. The Marketing Standing Committee is responsible for writing and distributing all press releases and coordinating all press related events.

D. The Marketing Standing Committee shall staff all marketing tables at Indiana Memorial Union Board events and university department fairs/open house activities.

Section 7. Removal of Standing Committee Members

A. The President shall remove individual members from any of the standing committees.

B. An appeal of the President’s decision must be submitted in writing. The final decision shall rest with the Non-student Indiana Memorial Union Board of Director members.

Article 4. Executive Team Meetings

Section 1. The Union Board President will preside over the Executive Team meetings.

Section 2. The Executive Team shall meet regularly and make reports at each meeting of the Indiana Memorial Union Board of Directors.
Section 3. The Executive Team shall meet in Executive Session whenever acting as the Values and Principles Board.

Article 5. Indiana Memorial Union Board Event Committee Meetings

Section 1. Event Committee Meetings are those called by an Indiana Memorial Union Board Director for the expressed purpose to create, execute, staff and evaluate a social and/or educational program, or service for Indiana University – Bloomington students and guests.

Section 2. Meeting time and location is to be promoted so that a diverse group of Indiana Memorial Union Board members may participate.

Section 3. Indiana Memorial Union Board Student Directors shall make regular reports at the Indiana Memorial Union Board of Directors meetings.

Article 6. Indiana Memorial Union Summer Board Meetings

Section 1. The Summer Board must meet at least three times throughout the course of the summer. The Summer Board will determine meeting structure each year. The Summer Board will meet every week that there are proposals to be heard.

Section 2. Summer Board program proposals can only be presented to the Summer Board by a Summer Board Director.

Section 3. Composition of Indiana Memorial Union Summer Board: Minimum of six Student Directors (combination of Summer Board Directors and Indiana Memorial Union Board Student Directors) and one Non-student Director.

Section 4. As many Indiana Memorial Union Board Directors as are interested can participate in Summer Board meetings. They will have the same voting and speaking rights as any other member of the Summer Board.

Section 5. Quorum for the Indiana Memorial Union Summer Board will consist of seven members. The Summer Board Chair counts towards the quorum but does not vote unless there is a tie.

Section 6. A two-thirds vote of those participating in a Summer Board Meeting is required to pass all proposals.

Section 7. All Indiana Memorial Union Board Directors will have the option of receiving proposals via an agreed transmittal process. Union Board Directors can contact the Summer Board Chair and ask questions about proposals and share opinions with an agreed upon format of communication. The Summer Board Chair will pass this information to the Summer Board at the Summer Board meeting for consideration.

Title V. Internal Policy

Section 1. Proposal

A. A Program Proposal is the form and process for which the Indiana Memorial Union Board of Directors and Indiana Memorial Union Summer Board communicates event purpose, cosponsors, and budget.

B. A Policy Proposal is the form and process for which the Indiana Memorial Union Board of Directors communicates formal changes to the Union Board Bylaws or Constitution.

Section 2. A program proposal, before being brought to the Indiana Memorial Union Board of Directors meeting, must be reviewed and signed by an Indiana Memorial Union Board advisor.

Section 3. A program proposal, before being brought to the Union Board of Directors, 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 4. A policy proposal, before being brought to the board, must be reviewed by the House Committee. The House Committee will give the proposal a positive or a negative recommendation by a majority vote of the present members.

Section 5. If a program proposal has been reviewed and approved by the Budgetary Affairs Committee or a policy proposal has been reviewed by House Committee, at the discretion of the sponsoring Union Board Director it may be placed on the agenda of the following Union Board of Directors meeting.

Section 6. If a program proposal is denied by the Budgetary Affairs Committee, it can only be added to the Indiana Memorial Union Board of Directors’ meeting agenda by a majority vote of the Indiana Memorial Union Board of Directors. The sponsoring Union Board Director must present the merits of the program proposal and the Budgetary Affairs Committee may give an explanation of why the proposal was denied.

Section 7. A program proposal, under $10,000 or all policy proposals must be approved by a majority vote of present members of the Indiana Memorial Union Board of Directors.

Section 8. A program proposal in the amount of $10,000 or greater must be approved by a two-thirds majority vote of present members of the Indiana Memorial Union Board of Directors.

Section 9. If amendments to a program proposal are required after the program proposal has passed by the Indiana Memorial Union Board of Directors, then the program 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 program proposal must return to the Indiana Memorial Union Board of Directors’ meeting again for approval.
Section 10. If a program or policy proposal fails to pass the Indiana Memorial Union Board of Directors, it may be brought back to the Union Board of Directors at a later time, with or without being amended. It must repeat the entire proposal process, including being reviewed by the appropriate standing committee.

Section 11. Emergency Proposal

A. An Emergency Proposal is a proposal that requires urgent approval of the Indiana Memorial Union Board of Directors based on a strict timeline which effectively deems the proposal unavailable for review within the Indiana Memorial Union Board proposal process.

B. The director will explain why the emergency proposal could not be brought to Budgetary Affairs or House standing committee, and a majority of the Indiana Memorial Union Board of Directors must vote to hear the emergency proposal. If the Union Board Directors vote not to hear the emergency proposal, the sponsoring Director may reformulate this proposal and bring it to a subsequent Budgetary Affairs or House Committee meeting.

Article 2. Reserves Account, Revenue Policy, End of Year Financial Balance

Section 1. Ticket Revenue

a. In the event that a ticketed program generates revenues that exceed expenditures (net income), the profits shall be deposited into the Union Board Reserves Account.

b. Any profit from ticketed events shall continue to be deposited into the Reserves Account until the total balance in the account reaches a $65,000 cap.

c. Once the balance of the Reserves Account exceeds $65,000, all profit shall be deposited into the event’s original budgeted Union Board account.

d. This cap on the Reserves Account should be re-examined with every Committee for Fee Review (CFR) proposal cycle to insure it is appropriate for Indiana Memorial Union Board programming needs.

Section 2. Miscellaneous Revenue

All miscellaneous revenue associated with event programs (i.e. film concessions, t-shirt sales, novelty sales) will be deposited into the event’s original budgeted Union Board account.

Section 3. Reserves Account

A. The Reserves Account is the accumulation of ticket income monitored by the Vice President Finance for the purpose of supporting equipment purchases and reducing the risk of ticketed events.

B. Reserves Account request requires a recommendation from Budgetary Affairs committee and approval from the Indiana Memorial Union Board of Directors (use Program Proposal policy for procedure and vote requirement).
C. All ticketed events shall be eligible to request Reserve Account support to offset potential financial loss.
   a. A minimum of 25% of Union Board’s total investment in the ticketed event must be set aside or ‘freeze.’
   b. The Reserves Account may be used for this purpose as long as a minimum balance of $15,000 is maintained at all times. This is to ensure that the Reserves Account is sufficiently funded.
   c. All upfront costs of a ticketed event shall be allocated from the assigned event Union Board account.
   d. In a situation where the ticketed event has a net loss, the loss shall be withdrawn from the Reserves Account up to the designated ‘freeze’ amount. Any amount greater than the ‘freeze’ will be withdrawn from the Union Board assigned ticketed event account.

Section 4. End of Year Financial Balances

All Indiana Memorial Union Board account balances at the end of the fiscal year, June 30th, will be carried forward in the same accounts.

Article 3. Event Actuals

Section 1. Reporting Requirements

A. Event Actuals are defined as a written review of each past Union Board program proposal. This review must include a detailed program evaluation explaining the planning, execution, and aftermath of the program, as well as a financial summary of the program, a subaccount, and attendance levels.

B. Union Board Student Directors are required to submit actuals no later than four weeks after the completion of the program. If, for some reason, transactions have not been recorded for the specified program within four weeks of the program’s date, a continuance may be granted by the Vice President Finance.

Section 2. Completing of Event Actuals

A. Once in office, an Indiana Memorial Union Board Student Director inherits all previously unactualized proposals for his/her committee. The Vice President Finance, along with the Student Director’s advisor, will meet with the Student Director explaining the actualization process.

B. If a dormant committee has unactualized proposals, it is the responsibility of the Vice President Finance to complete the actuals with assistance from the Indiana Memorial Union Board advisor.

C. Actuals will be submitted to the Union Board President to be included on the agenda for review during the Vice President Finance’s financial report.

D. If the Indiana Memorial Union Board of Directors determines an actual requires further review by Budgetary Affairs, a majority vote is required to do so.

Article 4. Student Organization Account
Section 1. The Vice President Finance shall have primary responsibility of the Student Organization Account (SOA) purchase card.

Section 2. The Vice President Finance shall serve as the SOA treasurer and maintain a detailed ledger of all deposits and withdrawals from the account with oversight by Union Board advisor.

Section 3. The primary purpose of the SOA account shall be for internal spending as defined by the Membership Standing Committee. The Executive Team must approve all Student Organization Account (SOA account) financial requests.

Title VI. Indiana Memorial Union Board Conduct

Article 1. Professionalism

Section 1. Indiana Memorial Union Board Directors, Assistant Directors, Summer Board Directors and Committee Members at all times are representatives of the Indiana Memorial Union and Indiana Memorial Union Board and shall conduct themselves in accordance with the ideals listed in the Core Values and Performance Doctrine.

Section 2. All Indiana Memorial Union Board Directors, Assistant Directors and Summer Board Directors are expected to abide by all the rules and procedures outlined by the Indiana Memorial Union Board Constitution, Indiana Memorial Union Bylaws, and Indiana University.

Section 3. Any policy violation of the Indiana Memorial Union Board Constitution, Indiana Memorial Union Bylaws, or Indiana University may cause action to be taken by the Indiana Memorial Union Board President, the Indiana Memorial Union Assistant Director Activities and Events, or the Union Board Values and Principles Board.

Article 2. Indiana Memorial Union Board Director Absences

Section 1. The accumulation of three (3) unexcused absences, within a one-year term, by an Indiana Memorial Union Board Director from an Indiana Memorial Union Board of Directors meetings shall be considered default of duties.

Section 2. The accumulation of two (2) unexcused absences, within a one-year term, from mandatory Indiana Memorial Union Board functions as deemed by the Indiana Memorial Union Board President shall be considered default of duties.

Section 3. The Indiana Memorial Union Board President, subject to objection by two Indiana Memorial Union Board Directors members, shall determine the validity of any excuse form meeting or official function absence.

Section 4. The objection shall be resolved by an appeal of the Union Board President’s decision. The appeal requires a majority vote of the Union Board of Directors to overturn the Union Board President’s decision.
Article 3. Indiana Memorial Union Board Director Committee Meetings

Section 1. If an Indiana Memorial Union Board Director does not have active committee members, is not meeting with the Membership Standing Committee to generate recruitment ideas, and is not actively recruiting, then the Director will be considered default of duties.

Section 2. If an Indiana Memorial Union Board Director does not promote the time and location, and call regular event or standing committee meetings, then the Director will be considered default of duties.

Article 4. Alcohol and Illegal Drug Use

Section 1. The Indiana Memorial Union Board of Directors is a forum for student leadership. The Indiana Memorial 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. Indiana Memorial Union Board Directors, Assistant Directors, Summer Board Directors, and Committee Members shall not participate in any of the restricted activities listed below while working, volunteering, or attending an Indiana Memorial 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 3. If an Indiana Memorial Union Board Director, Assistant Director, Summer Board Director or Committee Member participate in these activities, he/she will be subject to a review by the Union Board Values and Principles Board.

Article 5. Union Board Values and Principles Board

Section 1. Purpose and Responsibility

A. The purpose of the Union Board Values and Principles Board is to enforce the ideals and standards upon which all Indiana Memorial Union Board Directors, Assistant Directors, Summer Board Directors, and Committee Members shall observe.
B. The Values and Principles Board is designed to assist members in sustaining mutually beneficial objectives that reflect and promote the Indiana Memorial Union Board mission and guiding principles.
C. The intent is to assign a corrective performance or behavior plan for any Indiana Memorial Union Board member which may be in jeopardy of default of duties.
D. Removal of an Indiana Memorial Union Board director from the Indiana Memorial Union Board is defined in the Indiana Memorial Union Board Constitution.
Section 2. Membership

A. The Values and Principles Board is comprised of the Executive Team.
B. Quorum is defined as three members of the Executive Team with one member being the Indiana Memorial Union Assistant Director Activities and Events.
C. The Union Board President shall convene the meeting. In the absence of the President, the highest ranking Student Director shall chair the meeting.

Section 3. Submission of Conduct Form

A. Conduct Form must include:
   a. Name of Union Board member being accused
   b. Date of proposed action/issue
   c. Summary of action/issue in question of being reviewed
   d. Name and student ID of Concern Form author – to be confidential and only used if further information is necessary
B. The Conduct Form is to be submitted to Indiana Memorial Union Assistant Director Activities and Events.

Section 4. Corrective Action Plan

A. The Corrective Action Plan must identify the performance or behavior that is in need of change.
B. The Corrective Action Plan must clearly summarize acceptable steps to rectify the performance or behavior, timeline for completion, and standard for continued success as a member of the Indiana Memorial Union Board.

Section 5. Voting

A. In confirming a corrective action plan, all members of the Values and Principles Board are permitted to vote.
B. A majority of the members present is required to approve a corrective action plan.

Section 6. Appeal

Appeals of the Values and Principles Board decisions shall be submitted in writing to the Indiana Memorial Union Executive Director.

Article 6. Removal of Indiana Memorial Union Board Director from Office

Section 1. Removal of an Indiana Memorial 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 position duties as outlined in Union Board Bylaws Title III.
B. Failure to comply with unexcused absences as outlined in Union Board Bylaws Title VI.

C. Failure to adhere to established Indiana Memorial Union Board of Indiana University guidelines.

D. Failure to perform as a respected member of the Indiana Memorial Union Board of Directors as outlined in the Bylaws Title VI Article 1 – Professionalism.

E. Failure to fulfill programming responsibilities.

F. Failure to fulfill active committee membership responsibilities.

G. Failure to meet performance requirements outlined in a Values and Performance Board corrective action plan.

**Title VII. Adoption and Amendment to Bylaws**

**Article 1. Adopting Union Board Bylaws**

Section 1. Adoption of the Bylaws shall be by a 2/3 vote of the Indiana Memorial Union Board of Directors.

Section 2. The Bylaws shall govern the Indiana Memorial Union Board of Directors.

**Article 2. Amendment to Indiana Memorial Union Board Bylaws**

Section 1. The proposed amendment to the Bylaws will be discussed and approved by a simple majority of the House Standing Committee prior to being received by the Indiana Memorial Union Board of Directors.

Section 2. The proposed amendment shall be received at a scheduled Indiana Memorial Union Board of Directors meeting prior to the Indiana Memorial Union Board of Directors meeting when the amendment is to be voted upon.

Section 3. Bylaw Amendment shall be approved by a 2/3 vote of the Indiana Memorial Union Board of Directors.

**Revisions to Indiana Memorial Union Board Bylaws**

1982 – Awards

Sept 27, 1984 – Co-Sponsorship Policy

June 26, 1985 – Advertising Procedures for Corporate Co-Sponsorship

Nov 1988 – Performance Doctrine

1993 – Awards

1995 – Awards

May 3, 2000 – Equipment Policy

Oct 12, 2000 – Summer Board

Sept 26, 2002 – Use of Color Printer

Sept 26, 2002 – Use of Copier

Oct 24, 2002 – Canvas Arts Magazine Editorial Policy

Oct 24, 2002 – Live From Bloomington Band Selections

Sept 20, 2003 – Late Night and General Volunteer Support Policy
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