

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.

35

36 Section 4. Socio-Political Understanding

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

44 Section 5. Morality

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

53 Section 6. Spirituality

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

60 Section 7. Equality

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

70 Section 8. Tradition

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

80 **Article 2. Indiana Memorial Union Board Oath of Service**

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

86 **Title II. Indiana Memorial Union Board of Directors** 87 **Election, Selection and Interim Appointments**

88 **Article 1. Election/Selection**

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

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

94 **Article 2. Election/Selection Directors**

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

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

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

101 Section 4. Ballot

102 The Election/Selection Commissioners are required to produce a candidate ballot.

103 Section 5. Violations

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

110 **Article 3. Indiana Memorial Union Board Director Candidate Qualifications**

111 Section 1. Must be a current Indiana University – Bloomington student in good standing at the
112 time of application.

113 Section 2. Must have and maintain a minimum cumulative GPA of 2.25 on a scale of 4.0.

114 **Article 4. Advertising Regulations**

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

116 Section 2. Candidates must follow the Indiana University and Indiana Memorial Union advertising
117 policies.

118 Section 3. It is the responsibility of every candidate to remove all posters, flyers and other
119 campaign materials within 24 hours after the election.

120 Section 4. Union Board resources and logo may not be used by any candidate.

121 Section 5. No candidate nor any other person may announce a candidacy at Indiana Memorial
122 Union Board committee meetings or campaign at Indiana Memorial Union Board Events.

123 Section 6. Candidates run individually and may not campaign as a group or a ticket. Prohibited
124 actions by the candidates include forming groups on social network sites together, distributing
125 campaign materials, or soliciting votes with more than one candidate.

126 Section 7. Candidates will not be allowed to campaign within 50 feet of any Indiana University
127 computer lab, this includes Indiana Memorial Union computer labs and UITS computers set up
128 around campus.

129 **Article 5. Election Ballot**

130 Section 1. All candidates will be randomly assigned by the Election/Selection Commissioners
131 numbers for the election ballot.

132 Section 2. The name of each candidate will be listed on the ballot in order of his/her assigned
133 number.

134 **Article 6. Polls**

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

137 **Article 7. Vote Tabulation**

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

140 **Article 8. Election Violations**

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

- 144 A. The Election/Selection Commissioners must act on these claims within 24 hours after
145 he/she has received them in writing.
146 B. The Election/Selection Commissioners must submit a report summarizing the election rule
147 violation to the Election Review Board Chair within 24 hours, and inform all candidates
148 that a complaint has been filed and submitted to the Election Review Board.

149 **Article 9. The Election Review Board**

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

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

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

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

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

163 Section 6. The Election Review Board must decide if the Election process was affected or not
164 affected by the candidate's or those acting on behalf of the candidate's actions.

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

- 167 A. The student against whom the complaint was filed may be denied the opportunity to hold
168 a position on the Indiana Memorial Union Board.
169 B. The Election Review Board may order a new election or take any other action to correct
170 irregularities.

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

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

179 **Article 10. Interim Selection Process**

180 Section 1. Screening Committee Membership

- 181 A. In the event of a student vacancy on the Indiana Memorial Union Board of Directors, the
182 President will appoint a Screening Committee consisting of five Indiana Memorial Union
183 Board directors, one of whom must be a non-student director.
184 B. The five committee members, once appointed, shall elect their own chair.
185 C. All members, including the chair, will have equal voting rights.

186 Section 2. Candidate Application and Interview

- 187 A. The Candidate application will be developed and distributed by the Screening
188 Committee chair.
189 B. Applications will be available no fewer than seven days prior to interviews.
190 C. The Screening Committee must review all submitted applications and determine
191 the number of candidates to be interviewed.
192 D. All applicants interviewed must meet the minimum qualifications as described in
193 Title II Article 3.

194 Section 3. Candidate Approval

- 195 A. The Screening Committee will recommend one candidate for the student director
196 vacancy to the Indiana Memorial Union Board of Directors for review during a Union
197 Board of Directors Executive Meeting.
198 B. A majority vote in favor of the candidate by the Indiana Memorial Union Board of
199 Directors is required to approve the Selection Committee recommendation.

Title III. Position Descriptions

200

Article I. Indiana Memorial Union Board Student Director

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

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

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

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

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

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

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

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

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

Article 2. Executive Team

226

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

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

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

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

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

237 **Article 3. The Indiana Memorial Union Board of Directors President**

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

240 Section 2. The President shall serve as chairperson of the House Standing Committee as outlined
241 in Bylaws Title IV Article 3.

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

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

246 Section 5. The President shall speak for the Indiana Memorial Union Board in an official capacity.

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

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

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

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

254 Section 10. The President shall be responsible for appointing each Indiana Memorial Union Board
255 Student Director to membership on one of the standing committees.

256 Section 11. The President shall plan the annual fall Indiana Memorial Union Board of Directors
257 retreat.

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

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

263 **Article 4. The Vice President Finance**

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

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

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

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

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

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

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

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

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

288 **Article 5. The Vice President Internal Affairs**

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

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

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

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

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

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

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

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

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

311 **Article 6. The Vice President Marketing**

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

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

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

320 Section 4. The Vice President Marketing shall be responsible for updating and managing the social
321 media accounts.

322 Section 5. The Vice President Marketing shall be responsible for the purchase, distribution, and
323 inventory of Union Board promotional materials.

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

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

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

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

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

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

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

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

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

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

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

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

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

352 **Article 8. Indiana Memorial Union Board Assistant Director**

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

356 Section 2. An applicant must have and maintain a minimum cumulative GPA of 2.25 on a scale of
357 4.0.

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

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

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

364 **Article 9. Indiana Memorial Union Summer Board Directors**

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

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

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

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

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

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

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

383 Section 8. All Indiana Memorial Union Summer Board Directors must have and maintain a
384 minimum cumulative GPA of 2.25 on a scale of 4.0.

385 Section 9. Indiana Memorial Union Summer Board Directors are required to hold a minimum of
386 five office hours a week.

387 Section 10. Indiana Memorial Union Summer Board Chair

- 388 A. The Indiana Memorial Union Board of Directors will elect by secret ballot an Indiana
389 Memorial Union Summer Board Chair from one of the Summer Board Directors who will
390 reside in Bloomington.
- 391 B. Each year the Indiana Memorial Union Summer Board Chair will be responsible for
392 drafting a resolution detailing the meeting times, proposal procedures, and meeting
393 schedule for the Indiana Memorial Union Summer Board. This resolution must be
394 presented to the Indiana Memorial Union Board of Directors no later than the last spring
395 semester Indiana Memorial Union Board of Directors meeting.
- 396 C. The Indiana Memorial Union Summer Board Chair shall preside over the Summer Board
397 meetings and act as the official Indiana Memorial Union Summer Board spokesperson.
- 398 D. At the first fall Indiana Memorial Union Board of Directors meeting, the Summer Board
399 Chair must present a written report outlining the events and accomplishments of the Indiana
400 Memorial Union Summer Board.

401 **Title IV. Indiana Memorial Union Board Meetings**

402 **Article 1. Indiana Memorial Union Board of Directors Meeting**

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

405 Section 2. Proxy

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

410 Section 2. Ex-Officio

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

416 **Article 2. Indiana Memorial Union Board of Directors Emergency Meeting**

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

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

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

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

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

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

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

437 **Article 3. Indiana Memorial Union Board Standing Committees**

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

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

442 Section 3. House Standing Committee

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

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

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

452 D. The House Standing Committee is responsible for developing and maintaining a
453 welcoming environment for the tenants and guests of the Student Activities Tower.

454 Section 4. Budgetary Affairs Standing Committee

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

- 457 B. The Budgetary Affairs Standing Committee will be responsible for determining the merit
458 of each program budget and will work to ensure that Union Board is being the best possible
459 steward of Indiana Memorial Union Board funds.
460 C. The Budgetary Affairs Standing Committee shall be responsible for the annual
461 development of the Indiana Memorial Union Board's fiscal budget for approval by the
462 Indiana Memorial Union Board of Directors.

463 Section 5. Membership Standing Committee

- 464 A. The Membership Standing Committee shall be responsible for the recruitment and
465 retention of Indiana Memorial Union Board committee members.
466 B. The primary purpose of the Student Organization Account (SOA) shall be for internal
467 spending as defined by the Membership Standing Committee. The Executive Team must
468 approve all financial request from the SOA.
469 C. The Membership Committee will be responsible for ensuring that committee members are
470 acquiring the necessary skills to enable them to fulfill the Indiana Memorial Union Board
471 mission.

472 Section 6. Marketing Standing Committee

- 473 A. The Marketing Standing Committee shall develop marketing strategies for individual
474 events and overall Indiana Memorial Union Board awareness.
475 B. The Marketing Standing Committee is responsible for designing the graphic images, verbal
476 messages, and all other promotional media.
477 C. The Marketing Standing Committee is responsible for writing and distributing all press
478 releases and coordinating all press related events.
479 D. The Marketing Standing Committee shall staff all marketing tables at Indiana Memorial
480 Union Board events and university department fairs/open house activities.

481 Section 7. Removal of Standing Committee Members

- 482 A. The President shall remove individual members from any of the standing committees.
483 B. An appeal of the President's decision must be submitted in writing. The final decision shall
484 rest with the Non-student Indiana Memorial Union Board of Director members.

485 **Article 4. Executive Team Meetings**

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

487 Section 2. The Executive Team shall meet regularly and make reports at each meeting of the
488 Indiana Memorial Union Board of Directors.

489 Section 3. The Executive Team shall meet in Executive Session whenever acting as the Values
490 and Principles Board.

491 **Article 5. Indiana Memorial Union Board Event Committee Meetings**

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

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

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

499 **Article 6. Indiana Memorial Union Summer Board Meetings**

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

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

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

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

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

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

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

521 **Title V. Internal Policy**

522 **Article 1. Program Proposal, Policy Proposal, and Emergency Proposal**

523 Section 1. Proposal

- 524 A. A Program Proposal is the form and process for which the Indiana Memorial Union Board
525 of Directors and Indiana Memorial Union Summer Board communicates event purpose,
526 cosponsors, and budget.
- 527 B. A Policy Proposal is the form and process for which the Indiana Memorial Union Board of
528 Directors communicates formal changes to the Union Board Bylaws or Constitution.

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

531 Section 3. A program proposal, before being brought to the Union Board of Directors, must be
532 reviewed by the Budgetary Affairs Committee. The Budgetary Affairs Committee will give the
533 program a positive or negative recommendation by a majority vote of the present members.

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

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

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

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

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

550 Section 9. If amendments to a program proposal are required after the program proposal has passed
551 by the Indiana Memorial Union Board of Directors, then the program proposal must be brought to
552 the Budgetary Affairs Committee once again. If the Budgetary Affairs Committee believes that
553 the amendment entails a substantial financial modification, then the amended program proposal
554 must return to the Indiana Memorial Union Board of Directors' meeting again for approval.

555 Section 10. If a program or policy proposal fails to pass the Indiana Memorial Union Board of
556 Directors, it may be brought back to the Union Board of Directors at a later time, with or without
557 being amended. It must repeat the entire proposal process, including being reviewed by the
558 appropriate standing committee.

559 Section 11. Emergency Proposal

- 560 A. An Emergency Proposal is a proposal that requires urgent approval of the Indiana
561 Memorial Union Board of Directors based on a strict timeline which effectively deems the
562 proposal unavailable for review within the Indiana Memorial Union Board proposal
563 process.
564 B. The director will explain why the emergency proposal could not be brought to Budgetary
565 Affairs or House standing committee, and a majority of the Indiana Memorial Union Board
566 of Directors must vote to hear the emergency proposal. If the Union Board Directors vote
567 not to hear the emergency proposal, the sponsoring Director may reformulate this proposal
568 and bring it to a subsequent Budgetary Affairs or House Committee meeting.

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

570 Section 1. Ticket Revenue

- 571 a. In the event that a ticketed program generates revenues that exceed expenditures (net
572 income), the profits shall be deposited into the Union Board Reserves Account.
573 b. Any profit from ticketed events shall continue to be deposited into the Reserves Account
574 until the total balance in the account reaches a \$65,000 cap.
575 c. Once the balance of the Reserves Account exceeds \$65,000, all profit shall be deposited
576 into the event's original budgeted Union Board account.
577 d. This cap on the Reserves Account should be re-examined with every Committee for Fee
578 Review (CFR) proposal cycle to insure it is appropriate for Indiana Memorial Union Board
579 programming needs.

580 Section 2. Miscellaneous Revenue

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

583 Section 3. Reserves Account

- 584 A. The Reserves Account is the accumulation of ticket income monitored by the Vice
585 President Finance for the purpose of supporting equipment purchases and reducing the risk
586 of ticketed events.
587 B. Reserves Account request requires a recommendation from Budgetary Affairs committee
588 and approval from the Indiana Memorial Union Board of Directors (use Program Proposal
589 policy for procedure and vote requirement).
590 C. All ticketed events shall be eligible to request Reserve Account support to offset potential
591 financial loss.
592 a. A minimum of 25% of Union Board's total investment in the ticketed event must
593 be set aside or 'freeze.'
594 b. The Reserves Account may be used for this purpose as long as a minimum balance
595 of \$15,000 is maintained at all times. This is to ensure that the Reserves Account is
596 sufficiently funded.
597 c. All upfront costs of a ticketed event shall be allocated from the assigned event
598 Union Board account.

599 d. In a situation where the ticketed event has a net loss, the loss shall be withdrawn
600 from the Reserves Account up to the designated 'freeze' amount. Any amount
601 greater than the 'freeze' will be withdrawn from the Union Board assigned ticketed
602 event account.

603 Section 4. End of Year Financial Balances

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

606 **Article 3. Event Actuals**

607 Section 1. Reporting Requirements

- 608 A. Event Actuals are defined as a written review of each past Union Board program
609 proposal. This review must include a detailed program evaluation explaining the
610 planning, execution, and aftermath of the program, as well as a financial summary of
611 the program, a subaccount, and attendance levels.
- 612 B. Union Board Student Directors are required to submit actuals no later than four weeks
613 after the completion of the program. If, for some reason, transactions have not been
614 recorded for the specified program within four weeks of the program's date, a
615 continuance may be granted by the Vice President Finance.

616 Section 2. Completing of Event Actuals

- 617 A. Once in office, an Indiana Memorial Union Board Student Director inherits all
618 previously unactualized proposals for his/her committee. The Vice President Finance,
619 along with the Student Director's advisor, will meet with the Student Director
620 explaining the actualization process.
- 621 B. If a dormant committee has unactualized proposals, it is the responsibility of the Vice
622 President Finance to complete the actuals with assistance from the Indiana Memorial
623 Union Board advisor.
- 624 C. Actuals will be submitted to the Union Board President to be included on the agenda
625 for review during the Vice President Finance's financial report.
- 626 D. If the Indiana Memorial Union Board of Directors determines an actual requires further
627 review by Budgetary Affairs, a majority vote is required to do so.

628 **Article 4. Student Organization Account**

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

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

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

636 **Title VI. Indiana Memorial Union Board Conduct**

637 **Article 1. Professionalism**

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

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

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

649 **Article 2. Indiana Memorial Union Board Director Absences**

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

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

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

659 Section 4. The objection shall be resolved by an appeal of the Union Board President's decision.
660 The appeal requires a majority vote of the Union Board of Directors to overturn the Union Board
661 President's decision.

662 **Article 3. Indiana Memorial Union Board Director Committee Meetings**

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

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

669 **Article 4. Alcohol and Illegal Drug Use**

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

673 Section 2. Indiana Memorial Union Board Directors, Assistant Directors, Summer Board
674 Directors, and Committee Members shall not participate in any of the restricted activities listed
675 below while working, volunteering, or attending an Indiana Memorial Union Board sponsored
676 function:

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

681 Section 3. If an Indiana Memorial Union Board Director, Assistant Director, Summer Board
682 Director or Committee Member participate in these activities, he/she will be subject to a review
683 by the Union Board Values and Principles Board.

684 **Article 5. Union Board Values and Principles Board**

685 Section 1. Purpose and Responsibility

- 686 A. The purpose of the Union Board Values and Principles Board is to enforce the ideals and
687 standards upon which all Indiana Memorial Union Board Directors, Assistant Directors,
688 Summer Board Directors, and Committee Members shall observe.
- 689 B. The Values and Principles Board is designed to assist members in sustaining mutually
690 beneficial objectives that reflect and promote the Indiana Memorial Union Board mission
691 and guiding principles.
- 692 C. The intent is to assign a corrective performance or behavior plan for any Indiana Memorial
693 Union Board member which may be in jeopardy of default of duties.
- 694 D. Removal of an Indiana Memorial Union Board director from the Indiana Memorial Union
695 Board is defined in the Indiana Memorial Union Board Constitution.
696

697 Section 2. Membership

- 698 A. The Values and Principles Board is comprised of the Executive Team.
- 699 B. Quorum is defined as three members of the Executive Team with one member being the
700 Indiana Memorial Union Assistant Director Activities and Events.

701 C. The Union Board President shall cover the meeting. In the absence of the President, the
702 highest ranking Student Director shall chair the meeting.

703 Section 3. Submission of Conduct Form

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

712 Section 4. Corrective Action Plan

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

718 Section 5. Voting

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

722 Section 6. Appeal

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

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

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

728 Section 2. Default of Duties shall be defined as:

- 729 A. Failure to comply with position duties as outlined in Union Board Bylaws Title III.
- 730 B. Failure to comply with unexcused absences as outlined in Union Board Bylaws Title VI.
- 731 C. Failure to adhere to established Indiana Memorial Union Board of Indiana University
732 guidelines.
- 733 D. Failure to perform as a respected member of the Indiana Memorial Union Board of
734 Directors as outlined in the Bylaws Title VI Article 1 – Professionalism.

- 735 E. Failure to fulfill programming responsibilities.
- 736 F. Failure to fulfill active committee membership responsibilities.
- 737 G. Failure to meet performance requirements outlined in a Values and Performance Board
- 738 corrective action plan.

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

740 **Article 1. Adopting Union Board Bylaws**

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

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

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

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

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

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

753 **Revisions to Indiana Memorial Union Board Bylaws**

- 754 1982 – Awards
- 755 Sept 27, 1984 – Co-Sponsorship Policy
- 756 June 26, 1985 – Advertising Procedures for Corporate Co-Sponsorship
- 757 Nov 1988 – Performance Doctrine
- 758 1993 – Awards
- 759 1995 – Awards
- 760 May 3, 2000 – Equipment Policy
- 761 Oct 12, 2000 – Summer Board
- 762 Sept 26, 2002 – Use of Color Printer
- 763 Sept 26, 2002 – Use of Copier
- 764 Oct 24, 2002 – Canvas Arts Magazine Editorial Policy
- 765 Oct 24, 2002 – Live From Bloomington Band Selections
- 766 Sept 20, 2003 – Late Night and General Volunteer Support Policy
- 767 Nov 6, 2003 – Summer Board
- 768 Oct 6, 2005 – Emergency Meeting Policy
- 769 2008 – Conduct Policy
- 770 2009 – Financial Policy
- 771 Oct 15, 2009 – Film Slide Policy

- 772 Nov 11, 2010 – Election/Selection
- 773 Nov 18, 2010 – Election/Selection
- 774 Jan 20, 2011 - Union Board Code format
- 775 April 2011 – Canvas Arts Magazine Editorial Policy
- 776 April 28, 2011 – Election/Selection
- 777 April 28, 2011 – Financial Policy
- 778 Nov 10, 2011 – Summer Board
- 779 Jan 19, 2012 – Executive Officers
- 780 March 1, 2012 – Director Information
- 781 March 8, 2012 – Ex-Officio
- 782 Sept 27, 2012 – Election/Selection
- 783 Nov 1, 2012 – Proposal Policy
- 784 Nov 1, 2012 – Emergency Meeting Policy
- 785 Feb 14, 2013 – Proposal Policy
- 786 Nov 7, 2013 – Proposal Policy
- 787 Nov 14, 2013 – Executive Officers
- 788 Dec 12, 2013 – Live From Bloomington Band Selections
- 789 Oct 30, 2014 – Rewrite of all sections and format