



**The Union Board Policy Manual**

**Approved 3/20/2024**

2024-2025



**FLORIDA STATE UNIVERSITY  
STUDENT UNION**

## DEFINITIONS CLAUSE

The following definitions are provided to ensure clarity and precision in the interpretation of the provisions herein. These definitions establish the intended understanding of key terms and foster consistency and accuracy in applying this policy manual. The reader must consult this definition clause to elucidate any uncertainties and to comprehend the intended scope and significance of the terminology employed throughout this manual.

1. Secretary: The term "Secretary" within this policy manual refers to the individual appointed to manage administrative tasks, maintain records, and facilitate communication within the Student Union.
2. Faculty: "Faculty" denotes the collective body of academic professionals engaged in educational activities within Florida State University, including professors, instructors, and others contributing to the educational mission.
3. Staff: In the context of this policy manual, "Staff" encompasses all non-teaching personnel employed by Florida State University, responsible for administrative, technical, and support functions.
4. Administration: "Administration" refers to the leadership and managerial personnel overseeing the operations of the Student Union, including but not limited to directors, advisors, assistants, and other individuals holding administrative roles.
5. Alumnus: An "Alumnus" or "Alumna" is an individual who has successfully completed a program of study at Florida State University and conferred a degree.
6. Ex-Officio: "Ex-officio" designates a person who holds a particular position by virtue of their official role or title rather than through a formal election or appointment process and is a non-voting member of the Union Board. This may include automatic membership or participation in the Union Board due to a specific position held within the Student Union.
7. Activities and Services Fee: Florida State University students pay an Activities & Services (A&S) fee for every credit hour in which they are enrolled. As Florida Statute requires, the Student Government Association (SGA) allocates those funds to various entities and student organizations, including Campus Recreation, the Student Union, the branches and student organizations of Student Government, Congress of Graduate Students, and various funding boards.

## **SECTION I. ORGANIZATION OF THE UNION AT FLORIDA STATE UNIVERSITY**

### **ARTICLE I. Organization**

- A. The Florida State University Student Union is comprised of the following departments: Union Art Center and Frame Shop, Bowling and Billiards, Campus Event Services, Club Downunder/Union Productions, Union Marketing, Union Administration, Askew Student Life Center, including the Student Life Cinema and Gaming Committees, FSU Flying High Circus, and the Student Services Building Conference Center.
- B. The Student Agencies and Institutes, Student Government Associations, and Student Organizations and Involvement offices are housed within the Student Union but are not governed by the Union Board.
- C. The Union shall be governed by the Union Board, which develops and approves all policies, budgets, and long-term planning regarding Union facilities, as well as the advocacy for student programming and initiatives within Union Departments.
- D. Administration of the Union shall carry out operations and programming under the guidance of the Union Board. Furthermore, the Union shall be considered a Division of Student Affairs department.

### **ARTICLE II. Mission of the Union**

- A. The Union is a dynamic and inclusive community that enhances learning through exceptional services, meaningful engagement, and diverse opportunities. As an integral part of Florida State University, we provide students with cultural, social, educational, and recreational programs, cultivating responsible citizenship and leadership. Our facilities serve as vibrant hubs that foster assembly and connection among the University community, including students, faculty, staff, alumni, and guests.

### **ARTICLE III. Values of the Union**

- A. Pinnacle of Quality: We play a pivotal role in the community and are dedicated to delivering exceptional services and activities to our valued guests.
- B. Belonging: Our commitment to fostering a diverse environment not only promotes discovery but also upholds dignity in the pursuit of knowledge.
- C. Scholarly Atmosphere: Within our walls, we promote a dynamic learning environment where students thrive in development, seize leadership opportunities, and revel in entertainment and enrichment.
- D. Forward-thinking Outlook: We ignite creativity, supporting individuals in exploring and expressing themselves while advancing citizenship through interactive program development and self-governance.
- E. Transparency and Collaboration: We serve as a laboratory, offering members of the University community the chance to collaborate, cultivating trust, fostering teamwork, and encouraging active group engagement.

- F. Accessible Partnership: Embracing the value of accessibility, we are dedicated to creating an inclusive space where every member of the University community can actively participate and collaborate in our mission, cultivating a sense of belonging and equal opportunity.

#### **ARTICLE IV. Associations and Memberships**

- A. The Union will maintain institutional membership with the Association of College Unions International (ACUI), actively engaging in its conferences and activities. Explore the full history of college unions at [www.acui.org](http://www.acui.org).
- B. Additionally, the Union may retain institutional membership with the National Association of Campus Activities (NACA). For more information about this organization, visit [www.naca.org](http://www.naca.org).

#### **ARTICLE V. Doctrine of Rights and Principles**

- A. Freedom from Discrimination
  - i. No staff, employee, officer, or any other person affiliated with the Student Union shall conduct discrimination of any kind. All facilities, services, organizations, and associate activities of the Union shall be open to all students regardless of but not limited to race, gender, ethnicity, national origin, parental status, disability, age, religion, marital status, sexual orientation, gender identity or expression, and socio-economic status.
- B. Freedom of Speech
  - i. The right of all students and individuals to seek knowledge, debate ideas, form opinions and freely express their views is recognized, both as an individual right and an important part of the University culture. This right must be exercised in a manner which will not interfere with the same rights and freedoms of others in their enjoyment of the benefits of the programs offered by this University, or their lawful use of University facilities, including ingress and egress. Such rights may be exercised subject to applicable laws, rules, regulations, policies and procedures, including lawful imposition of time, place, and manner restrictions that are consistent with the University's mission and the intent of this regulation.
- C. Freedom of Association
  - i. The right or freedom of peaceful assembly is recognized and shall be protected. Meetings, assemblies, picketing activities, protests, and gatherings that do not disrupt the orderly functioning of the University and related activities qualify as peaceful and are therefore protected.

### **SECTION II. THE UNION BOARD**

The Union Board is established to provide students, faculty, staff, and guests with activities, programs, and services to be offered through the Union. The Union Board shall represent the university community to ensure that facilities, services, and amenities offered by the Union meet

the needs and interests of its constituents pursuant to Chapter 605 of the Student Body Statutes (SBS).

### **ARTICLE I. Union Board Composition**

- A. The Union Board shall consist of seventeen (17) voting members.
  - i. Twelve (12) voting members shall be students approved by the Union Board Selection Commission according to Chapter 605.4 of the SBS and duly elected by the student body in the Spring Student Government Elections. Present Union Board members shall be released from their duties after the installation of their successors, except in the case of an appointment to fill a vacancy, in which case the appointee shall serve out the remainder of the unexpired term.
  - ii. The remaining five (5) voting members shall be appointed by the University President or designee. They shall consist of two (2) faculty, two (2) staff, and one (1) alumnus who received an undergraduate degree from Florida State University Main Campus. Faculty, staff, and alumnus appointments shall serve for one (1) full term at minimum.
- B. Ex-Officio Members
  - i. The Student Body President or his/her designee, the Senate President or his/her designee, the Union Board Advisor, and the Director of the Union or designee shall be ex-officio, non-voting members of the Union Board.
  - ii. The Union Board may appoint additional ex-officio, non-voting members to the Board as deemed necessary by majority vote.

### **ARTICLE II. Union Board Leadership**

- A. Elections of Board and Committee Officers
  - i. The Union Board, pursuant to SBS Chapter 605, shall elect one (1) Chair and Vice Chair each spring semester upon their first meeting following a mandatory training session. At least three-fourths of the Union Board voting membership must be present for this election to occur.
  - ii. The outgoing Chair or, in his/her absence, the Union Director, acting as a temporary Chair, shall proctor the elections for the Union Board Chair. Following the election, the new Chairperson shall assume office immediately and conduct the election for Vice Chair. In the event of a tie, the Chair shall cast the deciding vote. Absentee or electronic voting is not considered for the purposes of leadership election.
  - iii. The election method in selecting the Union Board Chair and Vice Chair shall be conducted using paper ballots to be counted by the Union Board Chair/Acting Chair and the Union Board Advisor. This provision may be altered by a two-thirds vote of the board.
  - iv. Nominations for the Union Board Chair and Union Board Vice Chair shall be taken from the floor at the first meeting of their term. For the nomination to be recognized, it must be seconded by a person other than the nominator, and the nominee must accept or decline the nomination. Each nominee, whose nomination has been seconded and who has accepted the nomination shall be allowed, in

alphabetical order, to address the Union Board for no more than five (5) minutes. All nominees shall be asked to leave the room when not addressing the Union Board. Upon the completion of the final speech, all nominees may enter the room to participate in voting.

### **ARTICLE III. Removing Officers**

The Union Board Chair, Vice Chair, and Committee Chairs can be removed by two-thirds of the Union Board's vote.

### **ARTICLE IV. Duties of the Chair**

The duties of the Union Board Chair shall include, but not be limited to:

- A. Call and preside over meetings and see to the general business of the Board.
- B. Act as the spokesperson for Union Board policies and interests.
- C. Act as or appoint Union Board representatives to University committees.
- D. Appoint all members of the Union Board standing committees within one (1) week after the first formal meeting of each new session.
- E. Appoint all members to their secondary positions within one (1) week after the first formal meeting of each new session. There will be a five (5) day grace period for appointed members to accept or decline the position. Appoint all liaison positions within one (1) week after the first formal meeting of each new session.
- F. Choose the mandatory monthly event that all student board members must attend. Members should bring any scheduling conflicts to the attention of the Union Board Chair.

### **ARTICLE V. Duties of the Vice Chair**

The duties of the Vice-Chair shall include but not be limited to:

- A. Perform the duties of the Union Board Chair in his/her absence.
- B. Perform other duties as delegated by the Union Board Chair that do not violate any standing Student Government or Union Board policies and/or statutes.
- C. Upon the vacancy of the Chair, the Vice Chair shall assume the Chair and call for the election of the Vice Chair pursuant to Chapter 301.1.
- D. Serve as the acting Union Board Secretary or appoint a Board member to fill this position in his/her absence, keeping an accurate record of board member reports and or documents.

### **ARTICLE VI. Union Board Powers and Duties**

- A. The Union Board shall have the power and duty to set policies, programs, activities, and services to be offered by the Union Board and the Union. This shall include the power to review Union departments, programs, and affiliated entities, and advise the Union Administration on matters of importance to the Union's constituents.
- B. The duties of the Union Board student membership shall include but not be limited to:
  - i. Attending all Union Board general and special business meetings.
  - ii. Actively serve on one (1) or more committees of the Union Board.

- C. Additional duties of the Union Board student membership include but are not limited to:
  - i. Serve in a liaison capacity on behalf of the Board.
  - ii. Hold one (1) office hour per week between the hours of 8:00 am and 10:00 pm.
  - iii. Attend at least three (3) activities or programs sponsored by one (1) of the Union departments per semester.
  - iv. Deliver at least one (1) Union Board Report a semester to the Student Senate and provide a copy of the report to the Senate Program Assistant.
  - v. Attend all meetings called by the Union Board Chair.
  - vi. All Union Board members will be expected to serve on or participate in at least one (1) additional leadership position. Secondary leadership positions may include but are not limited to social media, serving as organization liaisons, event planning, etc. Appointed members will have five (5) days to accept or decline their appointed position.
  - vii. Attend one (1) Union event per month from the calendar compiled by the advisor and chosen at the discretion of the Union Board Chair.
- D. The Union Board shall participate in the budgetary process for all Union departments by:
  - i. Reviewing individual department and subsidiary budgets each fiscal year.
  - ii. Assessing the effectiveness of program services, activities, amenities, and facilities offered by the Union.
  - iii. Presenting a budget and sweepings request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year.
  - iv. Appropriating A&S and self-generated funds to the appropriate Union budget category upon allocation by the Senate of the A&S request.
  - v. Approving any amendments, revisions, or changes to the Union Budget throughout the fiscal year.

## **ARTICLE VII. Union Board Meetings**

- A. The Union Board shall officially convene on the first Wednesday of each month at 4:00 pm except for the first week of classes, the last week of classes, finals week, and the week of Student Government elections.
  - i. If a formal meeting falls on one of the previously mentioned weeks, the meeting will be pushed back to the following week unless otherwise rescheduled at the discretion of the Chair of the Union Board and Director of the Student Union. The rescheduled date must be shared with all voting members four (4) weeks prior.
  - ii. All meeting sessions are to coincide with the academic calendar year.
  - iii. Student members of the Union Board are expected to meet at least one (1) time per month in addition to formal Union Board meetings.
- B. The first meeting of a new session shall occur within two (2) weeks after the inauguration of the new board members each spring semester.
- C. The Chair or three voting board members may call special meetings of the Union Board to discuss pertinent or time-sensitive matters.
  - i. A special meeting must be announced to the general membership at least two (2) school days prior to the special meeting date. The Union Board Secretary shall inform all voting and ex-officio members of the meeting time and location via e-mail at least two days prior to the special meeting. Minutes of special meetings

must be taken by the Union Board Secretary or designee. The minutes, if taken by the designee, must be submitted to the Union Secretary within five (5) school days after the meeting. Minutes of special meetings shall include all information dictated in Chapter 303.5.

- D. The Agenda of the Board shall be prepared by the Union Board Chair, Vice-Chair, and Advisor no later than the Monday preceding a regularly scheduled meeting. Board agendas shall be formatted as such:
- i. Call to Order
  - ii. Opening Roll Call
  - iii. Verification of a Quorum
  - iv. Public Announcements
  - v. Messages from the Student Government Association Executive Branch
  - vi. Messages from the Student Government Association Legislative Branch
  - vii. Approval of Minutes
  - viii. Messages from Chair
  - ix. Messages from the Director/Associate Director, including progress reports on Reports, Decisions, and Resolutions Previously passed.
  - x. Messages from the Advisor
  - xi. Liaison Reports
  - xii. Committee Reports
  - xiii. Unfinished Business
  - xiv. New Business
  - xv. Discussion
  - xvi. Final Announcements
  - xvii. Final Roll Call
  - xviii. Adjournment
- E. Union Board meeting minutes will be recorded and filed within five (5) school days in the Union Board Administrative Office. At each meeting the Board will review and approve the previous meeting's minutes. The official proceedings of the Board shall be recorded by the Secretary and shall include all items listed on the agenda.
- F. Only Union Board members and ex-officio members may speak at Union Board meetings unless the chair acknowledges a non-member, with pertinent information, to address the Board.
- G. Each member may have a maximum of five (5) minutes to speak in support or opposition of issues, decisions, and resolutions before the Board, unless the Chair limits debate on the discussion. The time limit is subject to appeal by a majority vote of the board.
- H. The measure sponsor has the right to five (5) minutes of opening and closing debate in addition to the normal allotted time.
- I. Decisions of the Chair may be overridden by a two-thirds majority vote of the board.
- J. Robert's Rules of Order (the most current edition) shall be the parliamentary guidelines under which the Union Board meetings shall operate in cases where the Union Manual does not address the matter.

## **ARTICLE VIII. Union Board Committees**

- A. The Union Board shall have the following standing committees:



- i. The Policy and Bylaws Committee shall review and recommend changes to all Union/Union Board policies, bylaws, and rules.
  1. Policy Changes:
    - a. Any proposed changes to the current Union policy manual must be submitted in writing to the Policy and Bylaws Committee. The Policy and Bylaws committee will then review and vote on the proposed change. If the proposal receives a majority vote from the Policy and Bylaws Committee, it will then be presented to the entire Union Board for review. A simple majority vote from the Board is necessary to adopt any proposed changes. The Policy and Bylaws Committee Chair is responsible for updating the Union policy manual if any changes or additions occur.
  2. Roles within the Policy and Bylaws Committee:
    - a. The Policy Committee Chair bears the responsibility of ensuring that all members of the committee diligently fulfill their respective duties and actively collaborate with one another. In this capacity, they oversee the coordination and supervision of the entire process involved in composing, editing, and refining the policy manual for the year. This task extends to organizing and facilitating meetings with representatives from various Union departments and members of the Union Administration to gather input, verify information, and address any discrepancies to ensure that the policy manual accurately reflects the current policies, procedures, and guidelines of the Union. The Policy Committee Chair works closely with committee members to identify areas for improvement, propose revisions or adjustments as necessary, and ensure that all pertinent information is included in the manual.
    - b. The Union Board Vice Chair, as a member of the Policy Committee, actively contributes to refining and maintaining the policy manual. Their responsibilities encompass a thorough review of current policies, suggesting revisions or updates where needed, and crafting new policies to tackle evolving needs or obstacles. Additionally, they assume the role of Committee Chair in the absence of the designated chair, ensuring continuity of operations.
    - c. The Elections Coordinator is responsible for efficiently identifying and managing vacancies, initiating communication with departing members, and ensuring a prompt and well-organized process for filling the positions. They will oversee and actively engage in candidate outreach, disseminating information about vacancies, application processes, and interview details to encourage a varied pool of applicants. This individual will orchestrate the interview phase, which includes scheduling interview times, securing suitable venues or virtual platforms, and maintaining an environment that upholds fairness, impartiality, and adherence to established guidelines. As the facilitator during interviews, the Elections Coordinator prepares relevant questions, moderates

sessions, and ensures a professional and unbiased atmosphere for all candidates.

- d. The Senate Representative is a crucial liaison between the Union Board and the Student Senate, ensuring effective communication and collaboration between the two entities. In this role, they represent the interests and perspectives of the Union Board within the Student Senate setting, advocating for policies and initiatives that align with the Union Board's mission and goals.
- ii. The Budget Committee shall oversee the development and presentation of the annual Union budget, sweepings request, and any other budgetary requests.
    1. Members of the Budget Committee shall become financially certified by the Student Government Association Accounting Office by the end of the first two (2) weeks of the fall semester. If the Board member is appointed to the Budget Committee after the first two weeks of the fall semester, he/she shall become financially certified by SGA Accounting within two weeks of his/her appointment.
    2. Other duties of the Budget Committee include:
      - a. Reviewing individual department and subsidiary budgets each fiscal year.
      - b. Assessing the effectiveness of program services, activities, amenities, and facilities offered by the Union via survey.
      - c. Presenting a sweepings request and justifications for all Union departments and subsidiaries to the SGA Sweepings Committee.
      - d. Presenting a budget request and justification for all Union departments and subsidiaries to the Student Senate each fiscal year.
      - e. Union Board Budget Requests are subject to the approval of the Union Director. The Committee shall also approve all amendments and revisions to the Union budget throughout the fiscal year.
    3. Roles within the Budget Committee:
      - a. The Budget Committee Chair takes charge of organizing and leading meetings for the Budget Committee, ensuring smooth coordination and effective decision-making. The Committee Chair meticulously manages and monitors expenditures from the Union Board's designated budget, serving as the key liaison in preparing the A&S Budget and Sweepings Request. Additionally, they authorize allocations of funds for co-sponsorships and delegate tasks and responsibilities to members of the Budget Committee.
      - b. The Union Board Chair, as a member of the Budget Committee, actively contributes to preparing the A&S Budget and Sweepings request, leveraging their expertise in Union Board leadership. Additionally, they assume leadership responsibilities in the absence of the Committee Chair.
      - c. The RTAC Coordinator is a voting member within the Resource and Travel Allocations Committee (RTAC). In addition, they collaborate with the Budget Committee and Union Administration to compile the Union Board Budget Request and Sweepings

Request, along with fulfilling other essential budget-related responsibilities in the Union Board.

- d. The PAC Coordinator is a voting member within the Programming Allocations Committee (PAC). In addition, they collaborate with the Budget Committee and Union Administration to compile the Union Board Budget Request and Sweepings Request, along with fulfilling other essential budget-related responsibilities in the Union Board.
- iii. The Outreach Committee is dedicated to organizing and executing Union Board social events, managing all Union Board affiliated social media accounts and activities, and overseeing Market Wednesdays.
    1. Roles within the Outreach Committee:
      - a. The Outreach Committee Chair shall head the Outreach Committee and be responsible for approving merchandise for Market Wednesday, assisting in content curation for the Union Board's various social media pages, and ensuring alignment with the committee's objectives and the Union Board's broader vision. In addition to managing these aspects within his/her committee, the Outreach Chair serves as a key informant to the Board, providing updates on events occurring within the Union, both in physical spaces and on social media platforms.
      - b. The Market Wednesday Coordinator's responsibilities entail overseeing the Union Board's market operations on Wednesdays and facilitating connections with the student body. The Market Wednesday Coordinator is also entrusted with spearheading the design, ordering, and creation of all merchandise and apparel to bolster and promote the Union Board.
      - c. The Social Events Coordinator for the Union Board is responsible for strategically planning and executing a diverse range of events, spanning from professional gatherings to educational workshops, as well as activities within Union departments and team-building exercises. Working closely with other Union departments, the Social Events Coordinator actively seeks opportunities to provide support and collaborate on initiatives that align with the Union Board's objectives.
      - d. The Social Media Coordinator oversees curating captivating graphics for Instagram and overseeing the management of all social media platforms affiliated with the Union Board. Their role also involves promoting Union departments' events on the Union Board Instagram to ensure engagement and maximize student attendance and participation.
- B. Members of the Union Board shall serve on Student Government Association (SGA) funding boards as specified in SBS 807. An Executive Committee shall comprise the Chair, two (2) students, and two (2) non-student voting members, with the Director acting as ex-officio, non-voting member. Three (3) voting members shall constitute a quorum. The purpose of this Committee shall be to act in emergency situations or at times when

the Board is unavailable to conduct business. The report of the Committee's action will be presented to the Board at its next meeting. Those appointed to the SGA funding boards shall become financially certified by SGA Accounting by the end of the second week of the fall semester.

- C. Anyone appointed to funding boards after the fall semester has begun shall become financially certified by SGA Accounting within two weeks of his/her appointment.
  - i. Other standing committees may be created by amending this policy 304.3. Ad-hoc committees may be created as necessary by the Union Board Chair or by a majority vote of the board.
  - ii. Committee meeting minutes shall be recorded on the official Union committee meeting minute template provided by the Advisor and filed within five (5) school days in the Union Administration offices. These minutes show a record of attendance (both roll calls), meeting time and location, the officers presiding, decisions on all measures, and documentation as necessary to show the committee proceedings.

### **ARTICLE IX. Union Board Liaisons**

- A. Roles of Union Board Liaisons
  - i. The Union Board Chair shall appoint each of the student board members to act as liaisons to Union departments and affiliates.
  - ii. In consultation with the Union Director, the Union Board Chair shall determine the nature and role of each liaison position.
  - iii. Liaisons will be required to meet with his/her department or affiliate at least once during each calendar month and provide a full written and oral report to the Union Board.
  - iv. Liaison reports shall be due to the Union Board Vice Chair no later than 12:00 P.M. on the day of a Union Board formal meeting unless otherwise requested by the Union Board Advisor or Vice Chair. Each report shall be kept on file in the Union for future review and consideration.
- B. The Union Board Liaison positions are as follows:
  - i. Union Administration Liaison
  - ii. Finance and Administration Liaison
  - iii. Campus and Event Services Liaison
  - iv. Flying High Circus Liaison
  - v. Student Organizations and Involvement Liaison
  - vi. Office of Student Agencies and Institutes Liaison
  - vii. Bowling and Billiards Liaison
  - viii. Union Productions Liaison
  - ix. Askew Student Life Center Liaison
  - x. Student Government Agency Liaison
  - xi. Union Marketing Liaison
  - xii. Art Center Liaison
- C. The Union Board acknowledges the significance of these liaison roles in fostering a collaborative and well-informed Union community. Through effective communication channels and timely reporting, the Union Board aims to strengthen its connection with

Union departments and affiliates, ultimately contributing to the overall success and vitality of the Union.

## **ARTICLE X. Union Board Code of Ethics and Standards**

### **A. Meeting Attendance**

- i. Union Board members shall give notification of an expected absence from a Union Board and/or committee meeting to the Union Board Chair or his/her designee and/or Committee Chair as soon as possible but limited to no longer than five (5) school days after the absence occurs for the absence to be considered excused. Excusable absences involve illness, death, injury, religious observances, legal obligations/court subpoenas, family emergencies, or travel on school related business. Official documentation must be provided to the Union Board Chair or designee for an absence to be excused.
- ii. An absence from both roll calls at a Union Board meeting (special or regular), committee meeting, or secondary responsibility meeting shall equal one (1) absence. The acting Union Board Secretary shall keep all attendance records.
  1. Absence from a single roll call will result in a half absence. Half absences shall be added to form whole absences.
  2. Absences shall be considered by the Union Board Chair and Advisor for the purpose of suspension.
- iii. A suspension shall be defined as the loss of all voting and participatory rights as a Union Board member and the privileges provided for in SBS Chapter 307.
- iv. Members worthy of suspension, pursuant to SBS Chapter 306.2, shall receive a letter from the Union Board Chair on official Union letterhead within five (5) school days of the Board member qualifying for suspension. The letter shall explain the reason for the suspension. In the case the Union Board Chair is in violation of Union Board Policy, his/her Vice Chair shall oversee the suspension process.
- v. After being suspended, the member shall appear before the Policy and Bylaws Committee, which shall fully review the member's actions. The Policy and Bylaws Committee, after a full review, shall issue a decision on whether to revoke all a suspended member's privileges and move forward with the impeachment process pursuant to the Student Body Statutes and the Student Body Constitution, or clear all charges and reinstate the member's privileges.

### **B. Suspension Worthy Behavior**

- i. Failure to deliver more than one (1) liaison report at any point during a Union Board member's term of office may result in suspension.
- ii. Failure to attend two (2) committee meetings at any point during a Union Board member's term of office may result in suspension unless the absence is excused by both the Union Board Chair and the Union Board Policy and Bylaws Committee Chair.

### **C. Process**

- i. The process for excusing an office shall take place in accordance with SBS Chapter 306.1, Sections A, B, and C.C. Failure to attend one (1) general, special, or secondary responsibility meeting at any point during a Union Board member's

- term of office may result in suspension unless the absence is excused by both the Union Board Chair and the Union Board Policy and Bylaws Committee Chair.
- ii. The process for excusing an office shall follow SBS Chapter 306.1, Sections A, B, and C.
- D. Resignation of Board Membership
- i. Resignations must be made in writing and submitted to the Union Board Chair, with copies sent to the Union Board Advisor and the Union Director.
  - ii. Resignations shall be read during the next regular meeting of the Union Board.
- E. Union Board Student Seat Vacancies
- i. Any Union Board seat will be declared vacant upon impeachment or resignation.
  - ii. Any vacant seat may be filled through the Union Board selection process pursuant to Chapter 605 of the Student Body Statutes.
  - iii. Applications to fill the vacancy are to be posted by the Union Board, and the questions are to be determined by the Elections Coordinator with the approval of the Chair and Vice Chair.
  - iv. At least 30% of the total applicants must receive a first interview, whereas three (3) board members are to be present.
  - v. A second round of interviews may be given at the discretion of the Elections Coordinator, Chair, and Vice Chair.
  - vi. The final selection will be determined by a majority vote of the Union Board.
- F. Leaves of absence
- i. To request a leave of absence, the member taking the leave of absence must fill out an absence form. These forms can be found in the Union Board Teams Files. The form must then be submitted to and signed by both the Union Board Advisor and the Union Board Policy and Bylaws Committee Chair. The Vice Chair will sign the Policy and Bylaw Committee Chair's absence form if the Chair takes a leave of absence.

## **ARTICLE XI. Official Union Board Action**

- A. Responsibilities
- i. The Union Board shall take official action through reports, decisions, and resolutions.
- B. Reports of the Union Board
- i. Reports shall be defined as a detailed measure or plan of action created by a committee.
  - ii. A Final Report shall be made in the Spring Semester prior to the installation of the new Union Board Officers and shall detail that year's successes, failures, and topics needing attention in the future:
    - 1. The Policy Report
    - 2. The Union Budget Report
- C. Procedure for Approval of Reports
- i. Upon obtaining the majority vote of the committee, the report shall be presented to the Union Board for consideration.
  - ii. After an open and frank discussion of the report, the Board may adopt the measure by majority vote.

- iii. After approval, the Chair must submit a signed copy of the report to the Director within three (3) business days.
- iv. If the report is subject to the Director's approval, the Director shall have five (5) business days to approve or veto a report. Reports not acted upon within five (5) business days shall be treated as approved.
- v. The adopted report shall be considered official action. The Director shall fully implement all adopted reports.

D. Veto Process

- i. Vetoed reports shall be brought to the Union Board with a written letter of explanation.
- ii. A two-thirds vote shall be required to override the Director's veto.
- iii. All overridden vetoes shall be submitted to the Vice President of Student Affairs (VPSA), whose actions shall be final. Reports not acted upon within five (5) business days shall be treated as approved.
- iv. Vetoed reports shall be brought to the Union Board with a written letter of explanation.
- v. The VPSA's veto shall be final.

E. Decisions of the Union Board

- i. Decisions shall be member-initiated proposals adopted by a majority vote of the Union Board that make revisions or changes to union policy or budget.
- ii. Any voting member of the Union Board may submit a proposal for Board consideration. The member submitting the proposal shall be known as the proposal's "sponsor". The Union Board must submit all proposals to the Union Board Chair and Vice Chair at least two (2) full business days prior to consideration.

F. Procedure for Approval of Decisions

- i. Upon obtaining the majority vote of the committee, the proposal shall be presented to the Union Board for consideration.
- ii. After an open and frank discussion of the proposal, the Board may adopt the proposal as an official Board decision by majority vote.
- iii. After approval, the proposal's sponsor must submit a signed copy of the decision to the Union Director within three business days.
- iv. The Union Director shall have five (5) business days to approve or veto a decision. Decisions not acted upon within five (5) business days shall be treated as approved.
- v. An adopted decision shall be considered official action. The Director shall fully implement all adopted decisions.

G. Vetoes of Decisions

- i. Vetoed decisions shall be brought back to the Union Board with a written letter of explanation.
- ii. A two-thirds vote shall be required to override the Director's veto.
- iii. All overridden vetoes shall be submitted to the Vice President of Student Affairs, whose actions shall be final.

H. Adopted Reports

- i. The Union Board Advisor shall, before each Union Board formal meeting, confer with the Director and VPSA to determine what action the Director and the VPSA

have taken on adopted reports and decisions. The Union Board Advisor shall report to the Union Board the action taken upon reports and decisions and the location of each previously adopted report or decision.

### **ARTICLE XIII. Resolutions of the Union Board**

#### **A. Resolutions**

- i. Resolutions shall be formal expressions of the opinion or will of the Union Board.
- ii. Any voting member of the Union Board may submit resolutions for Board consideration. The resolution's "sponsor" shall be the member submitting the resolution. When possible, voting members must submit all resolutions to the Union Board Advisor and Union Director at least one (1) full business day prior to a Union Board formal meeting.
- iii. After open and frank discussion on the measure, the Board may vote to adopt the Resolution by a majority vote.

### **ARTICLE XIV. Amendments to Union Policy**

#### **A. Proposed Amendments**

- i. All amendments must be submitted in writing to the Policy and Bylaw Committee at least one (1) week prior to the Union Board formal meeting.
- ii. After passing the Policy and Bylaws Committee, amendments must be brought to the Board for discussion and vote. A two-thirds majority vote of the voting members present must be reached for the amendment to pass.
- iii. The Union Board Vice Chair or otherwise acting Union Board Secretary shall have the authority to change this policy without Board action only when the change involves grammar, spelling, line spacing/alignment, or punctuation.
  1. Any other corrections the individual deems necessary must be brought to the Chair's attention. He or she will then refer the matter to the Policy and Bylaws Committee for resolution.

## **SECTION III. GENERAL POLICIES**

### **ARTICLE I. Union Property**

#### **A. Composition of the Union**

- i. References to the Union hereinafter contained in this policy manual cover all facilities mentioned in Section I, Article I, A.
- ii. This policy manual is subject to the provisions of University policy.

#### **B. Rights and Responsibilities**

- i. University space and facilities will be used for the official and regular purposes and functions of the University. The University may extend the use of specified space and facilities to members of the University community and to the public subject to the provisions of University and Union Board policy. All persons using the facilities, programs and services of the Union are expected to obey the laws



and regulations of the State of Florida, Florida State University, and the Union, and to respect the freedoms and rights of others who use these same facilities, programs, and services.

C. Hours of Operation

- i. The normal operating hours of the Union are subject to change and can be found on the Union website [www.union.fsu.edu](http://www.union.fsu.edu).

D. University and Personal Property

- i. Removal of Property from Union
  1. Equipment and furnishings assigned to these facilities are not to be removed from the premises for any reason except by approval of the Union Director.
- ii. Damage to Property
  1. Individuals or groups using the facilities are responsible for any damage to University property. The cost incurred to repair any damage will be charged to the individual or group responsible for the damage. Failure to pay for said damages will result in the individual or group being referred to the University's Office of Student Rights and Responsibilities for judicial action.
- iii. Personal Belongings
  1. Individuals are responsible for any personal belongings they bring into the facilities.

E. Liability

- i. The University disclaims responsibility for injuries occurring in the use or preparation of reserved space for special events, which require alteration of the rooms, set-up, or decorations. Injuries or the theft of personal effects occurring in connection with the event shall in no way be the responsibility of the University or its officials.

F. Gifts and Personal Objects

- i. Any request to erect or install permanent objects or donated gifts, such as sculptures, paintings, renovations, or furniture within the Union, should be directed to the Union Director. The Union Director may refer such requests to the Union Board for approval. If applicable, the Union Board may then forward requests to the Campus Development Committee.

G. Usage of Meeting Space

- i. To maximize space usage for all Recognized Student Organizations, Campus Event Services limits the number of reservations per organization after 4:00 pm on weekdays to no more than three (3) reservations per week. Exceptions may be granted by the Campus Event Services staff based on specific circumstances.

H. Key/Entry Systems

- i. The head of each organization or department having office space in the Union is responsible for maintaining proper security of office furnishings, equipment, and contents. This necessitates maintaining effective control over the entry systems of these offices.
- ii. The Operations Director, with approval from the Union Director or designee, will authorize departmental keys to department heads, staff members, and authorized members of organizations that are assigned space in the Union. Individuals must

- then go to the Key Shop, to obtain the key(s). When the individual assigned a key is no longer authorized to have one, the head of the department or organization shall be responsible for ensuring the key is returned to the Key Shop.
- iii. No student or staff member will have keys to the perimeter doors of the Askew Student Life Center, as these doors are secured by a swipe card system administered by the Campus Access and Security Services.
  - iv. Special permissions regarding swipe card systems may be granted by the Operations Director and Union Director.
- I. Use of a Master Key
    - i. The only time a staff member with a master key is permitted to open the offices assigned to an organization or department is when performing an assigned custodial or maintenance function, or when a person authorized by the department head requests access to the department office.
  - J. After Hours Office Usage by Students
    - i. After-hours use of the Union, Askew Student Life Center, and Student Business Services are afforded to those individuals who have been approved by the Union Director or designee.
  - K. After Hours Office Usage by Staff
    - i. After-hours use by University employees should be for business purposes only and should adhere to the University policies and procedures.
  - L. Office Decorations
    - i. Occupants of assigned office space may display announcements and decorations on their doors and inside their space, provided no fire hazards result, and no damage is caused to the facility, such as paint stains, holes, or cracked plaster or glass. If damage does occur, the occupants of the office will be charged for the cost of repairing the damage. Requests to install other items and furniture are subject to the approval of the Union Board and Union Director. To maintain an attractive and clean environment, posters, leaflets, announcements, etc., are not to be placed upon the windows of the Union. All other decorations visible from the outside are subject to the discretion of the Union Board. No objects shall impede a normal entrance or exit to an office or building.

## **ARTICLE II. Reservable Space Policies**

- A. Space Reservation
  - i. When reserving space, your organization must abide by the Use of University Facilities 4-OP-B-10 and the Terms & Conditions of Campus Event Services (CES).
    - 1. Reserving Space
      - i. Space reservations for Recognized Student Organizations, University departments, University-related groups, and outside organizations for non-academic campus events are made with the Union Campus Event Services Office.
      - ii. Student Organizations must be fully recognized through Student Organizations and Involvement. Members of the organization designated as officers may request space through the online reservations portal (VEMS): <https://reservations.dsa.fsu.edu>.

- iii. Reservations for space will be made following the priority reservation schedule in <https://union.fsu.edu/ces>
  - iv. The Union Board may approve exceptions to this policy per request from Campus Event Services.
  - v. The Campus Event Services Office reserves the right to adjust space assignments to maximize space usage and accommodate as many groups as possible.
2. Event Guidelines
- i. Events are subject to all applicable University policies and procedures and must comply with all city or state policies or laws.
  - ii. Events meeting certain criteria are subject to complete review by the Event Proposal Committee prior to being held on the University's campus. Complete information on the event proposal process can be found here:  
<https://union.fsu.edu/ces/eventplanning/event-permit>.
  - iii. The Event Proposal Committee is chaired by Campus Event Services and consists of campus partners including, but not limited to: FSUPD, Facilities and Grounds, Transportation and Parking Services, Environmental Health and Safety, University Relations, University Communications, Legal Counsel, and the Office of Business Services.
  - iv. Event proposals should be submitted at least ten (10) business days before an event through the proper forms: Nole Central for RSOs and Qualtrics for departments/off-campus groups.
  - v. Event information regarding location(s), date(s), time(s), vendors, and other planned aspects should be complete and correct upon submission. Campus Event Services staff must be informed of any changes, additions, or omissions of event information. Organizations will be notified of the status of the proposal by Campus Event Services staff.
  - vi. Organizations may be required to attend a pre-event consultation set up by Campus Event Services if events are complex, multi-faceted, or require input from numerous campus partners and subject matter experts.
  - vii. Organizations are responsible for costs associated with compliance with this policy, including security, as determined in consultation with FSUPD.
  - viii. Organizations with events involving co-sponsorship with non-University entities, including but not limited to commercial businesses and non-profit organizations, are subject to applicable policies, fees, and contractual agreements.
  - ix. Organizations must adhere to the University Posting Policy, which can be found at <http://www.posting.fsu.edu> .
  - x. Organizations reserving space in any outdoor event space must strictly adhere to the "Amplification of Sound" policies as outlined

in this Union Policy Manual.

- xi. Organizations must clearly post signage at the event listing the name of the organization(s) sponsoring the event.
- xii. Organization representative(s) must be on-site for the duration of the event, and organization advisor(s) may be required to be on-site for the duration of the event.

### 3. Violations

- i. Violations of this policy may result in sanctions and be reported to any or all the following campus departments: Student Organizations & Involvement, Student Rights and Responsibilities, Office of Fraternity and Sorority Life, and FSUPD.
- ii. RSO Presidents, officers, and/or event coordinators may be held accountable for information submitted or omitted during the event proposal process, or violations of other campus policies in connection with events.

### 4. Additional Information

- i. Organizations and University personnel working together in full cooperation and compliance with this policy should promote a reasonably safe and secure environment.
- ii. The University, its personnel, agents, or representatives are not associated with the content of any event and do not endorse the views of any event or organization through the review and approval of events as outlined in this policy.
- iii. Questions regarding this policy may be forwarded to Campus Event Services, [ces@fsu.edu](mailto:ces@fsu.edu).

### 5. Event-related Fees

- i. There is no charge for reserving most spaces in Union-managed facilities when a Recognized Student Organization uses the facilities without charging admission fees, registration fees, or requiring a monetary donation for participation. This does not apply to the Union Ballroom, where rental rates will apply according to the group type (See <https://union.fsu.edu/ces>). In other circumstances, charges may apply according to the fee schedules in the addendum.
- ii. Space Reservation Fees (<https://union.fsu.edu/ces>)
- iii. Audio-visual Equipment and Staff Fees (<https://union.fsu.edu/ces>)
- iv. Cancellations, Late Cancellations, No-shows, Setup changes
  - 1. For large event spaces (outlined below), failure to notify the Campus Event Services Office of a cancellation at least 10 (ten) business days in advance of a space reservation will result in a charge equal to the established rental charge for the space in addition to any additional audio-visual or setup fees.
    - a. Union Ballroom (any combination)
    - b. Moore Auditorium

- c. SSB 203/201
  - d. SSB 203
  - e. SSB 208/218
  - f. ASLC Theater
  - g. Club Downunder
2. For meeting spaces with a capacity of up to 100 people and requiring specific setup configurations, failure to notify the Campus Event Services Office of a cancellation at least 2 business days in advance of the space reservation will result in a charge equal to the established rental charge for the space, if a charge would have been made. Regardless of whether a rental charge was assessed, the organization will be charged with a No-Show for that event (<https://union.fsu.edu/ces>).
  3. For conference rooms with fixed setup configurations, cancellations may be made 12 hours prior to the meeting's start time with no penalty.
  4. Cancellations of space reservations may be made any of the following ways:
    - a. User's VEMS account (prior to 36 business hours before the reservation start time) by logging in, clicking My Events, then clicking the red X next to the reservation to be canceled.
    - b. Calling the CES information desk at (850) 644-6083 or emailing [ces@fsu.edu](mailto:ces@fsu.edu) during regular business hours (Monday-Friday 8am-5pm).
    - c. Communicating in person to CES personnel at the information desk in the Union during regular business hours (Monday-Friday 8am-5pm).
    - d. Only the person who placed the reservation or serves as the primary contact for the event may cancel the space.
  5. Change of Setup Fee
    - a. Requests for set-up may be made no later than two (2) business days prior to the event. Should changes in set-up requests occur within two business days of the event, change fees will apply based on the rates for the equipment, furniture, staff support associated with the event (<https://union.fsu.edu/ces>).
  6. Excessive cleaning or repair fees
    - a. A cleanup fee may be assessed for all major functions in the Union if deemed necessary by Campus Event Services staff based on the severity of the cleanup needed.
  7. Accounts Past Due

a. Campus Event Services reserves the right to refuse to accept new space requests and/or cancel existing reservations when an organization is 60 days past due on payments for the fees. The Union Board will be directly advised if such a cancellation or refusal is enacted and will review the conditions if necessary.

v. No-shows

1. A No-Show will be recorded for any organization that fails to show up to a reserved space within one (1) hour of the reservation start time. Organizations charged with five (5) No-Shows in one (1) academic year (Fall, Summer, and Spring semesters) will lose reservation privileges in Union managed spaces and academic spaces at Florida State University for the remainder of that academic year. All outstanding space reservations belonging to the organization will also be canceled.

B. Appeals Process

i. An appeal may be requested on any first-level decision regarding late cancellations and no-shows. On appeal, the burden of proof rests with the organization to show clearly that an error has occurred.

1. Appellate Officers

- i. Recommended decisions of the CES Reservations Coordinator may be appealed to the CES Assistant Director for Reservations and Events.
- ii. Recommended decisions of the CES Assistant Director may be appealed to the CES Program Director.
- iii. Recommended decisions of the CES Program Director may be appealed to the Union Director (or designee).
- iv. Recommended decisions of the Union Director may be appealed to the Vice President of Student Affairs (or designee).

2. Appeal Requests

- i. A written request shall be submitted to the CES Assistant Director five (5) business days after the organization is notified of the violation.
- ii. The request shall state the reason(s) for the appeal, the supporting facts, and the recommended way of correcting the error.

3. Appellate Review

- i. Appeals will be reviewed by the CES Assistant Director within five (5) business days of receipt of the request.

4. Appellate Recommendations and Decisions

- i. Appellate officers may recommend affirming, modifying, or reversing the first-level decision.
- ii. All appellate recommendations are sent to the Vice President of Student Affairs. The Vice President (or designee) can affirm,

- modify, or reverse the recommended decision.
- iii. Once the Vice President (or designee) approves, appellate decisions are final action.
- iv. The charged organization's status will remain unchanged until the appellate process is final.

### C. Restricted Spaces Guidelines

- i. Senate Chamber
  - 1. Use of the Senate Chamber shall primarily be for the work and duties of the Student Senate. The Senate President has priority reservation privileges prior to the reservation book opening date set forth by CES. Once books open, CES will manage requests and usage for the Senate Chamber based on availability.
- ii. ASLC Theater/Student Life Cinema & Lobby
  - 1. The ASLC Theater/Student Life Cinema and lobby space shall primarily be reserved for events and programs sponsored by the respective ASLC committees. Committee chairs and/or the ASLC program director have priority reservation privileges prior to the reservation book opening date set forth by Campus Event Services. Once books open, CES will manage requests and usage for the theater based on availability.
- iii. Club Downunder
  - 1. Club Downunder shall primarily be reserved for events and programs sponsored by Union Productions. Event chairs and/or Union Productions staff advisors have priority reservation privileges prior to the reservation book opening date set forth by Campus Event Services. Once books open, CES will manage requests and usage for the Club Downunder based on availability.
- iv. Reservable Outdoor Event Spaces
  - 1. Union Green
    - i. A function reserved for the Union Green may not conflict with any existing previously reserved function in the Union. Campus Event Services can deny any group or organization space due to previously planned events.
    - ii. Setting up on the Union Green may not impede entrances or the exits of the Union.
- v. Academic Use of Space
  - 1. In the Union, space priority is given to student use, whereas in other University facilities, priority is given to academic use of space. Classes or labs for academic credit are normally not scheduled in the Union. The Union Director can make exceptions on a per-request basis. The Union Board will be notified of all exceptions.
- vi. Outdoor Amplification of Sound
  - 1. The use of public address systems or other electrical amplification equipment in outdoor areas of the campus is subject to approval. Approval will be granted when such equipment must be utilized in the meeting or event and when the use of such equipment does not interfere

- with the academic processes or activities of the University or with other previously scheduled events or campus activities. All such use of public address systems or other amplification equipment is subject to the other provisions of this rule and shall maintain a reasonable sound level that meets the communication needs of the event without excessive noise penetration to adjacent areas.
2. Sound amplification is permitted on the University campus at limited locations during limited times. Permission for amplified sound is granted by the Union Director through the established event proposal process.
  3. Sound amplification is permitted without prior approval during the following days and times:
    - i. 12:00 pm – 1:00 pm Monday-Friday (Sound Hour)
    - ii. 5:00 pm - 11:30 pm on Friday
    - iii. 12:00 pm - 11:30 pm on Saturday
    - iv. 3:00 pm – 7:00 pm on Sunday.
  4. Amplification of sound at events outside of the times may not be approved based on class schedules, adjacent facilities, and regular University business.

### **ARTICLE III. Publicity Materials**

- A. Group Leaflets
  - i. Leaflets/flyers from campus organizations, University departments, and student election publicity material may be posted in the Union only on the bulletin boards provided for this purpose. The posting of these materials must comply with the University's policy on posting.
- B. Group Pamphlets
  - i. Pamphlets and brochures of general interest to the University community and sponsored by a campus group may be left at the Welcome or Information Desks for display on the counter on a space-available basis, subject to the approval of Campus Event Services.
- C. Location of Posters and Banners
  - i. To maintain an attractive and clean environment, posters, leaflets, announcements, and decorations are not to be placed on the doors, walls, windows, or posts on the inside or outside of the Union, nor on objects such as trees, trash cans, and benches. The posting of materials with tape, nails, thumbtacks, or staples is prohibited on any wall, column, or floor in the Union, except for the second and third-floor offices.
- D. Freestanding signs
  - i. A-frame signs are not permitted in the egress/sidewalk areas of the Union. (See [posting.fsu.edu](http://posting.fsu.edu)).

### **ARTICLE V. Restriction of Pets and Equipment**



- A. Pets
  - a. Pets (except service animals) are not permitted in the Union.
- B. Bicycle, skateboards, motorized vehicles
  - a. Using unauthorized skates, bicycles, skateboards, and motorized vehicles (mopeds, scooters, etc.) in the Union is prohibited. Bicycles can be parked and locked at the many bicycle racks on the perimeter of the Union. Golf carts can be parked in designated areas. If any unauthorized or inappropriately secured vehicles (bicycles, golf carts, etc.) are in a location that creates a safety hazard, the FSU Police Department will be requested to immediately remove the vehicle.

## **ARTICLE VI. Job Order Requests**

- A. Requests
  - i. Requests for maintenance or custodial services can be made by calling the Union Administration Office (850-644-2424).

## **ARTICLE VII. Tobacco Free**

- A. Tobacco and E-Tobacco in the Union
  - i. The Union, Flying High Circus, Student Services Building, and Askew Student Life Center are tobacco and e-tobacco-free facilities. This includes all space within the Union complex, including the east and west courtyards, the Askew Student Life Center, and any stairwells/landing areas.

## **ARTICLE VIII. Contract Administration**

- A. Contract Administration
  - i. All groups utilizing A&S dollars or state dollars are mandated by state law to have contracts administered by an appointed Contract Manager. For the Division of Student Affairs, the Vice President of Student Affairs has designated the Associate Director of the Union as the Contract Manager.
  - ii. SGA-Affiliated Student Groups
    - 1. An SGA-affiliated student group (e.g. Executive, Legislative, Agency, Affiliated Project, Bureau, Recognized Student Organizations, etc.) planning to obtain the services of an Artist/Lecturer must first complete a "Contract Information Sheet." This sheet may be picked up in the SGA Accounting Office. The Contract Information Sheet must be filled out and authorized by the Organization/Agency's President, Treasurer, and Advisor.
  - iii. Union-Affiliated Student Groups
    - 1. A Union-affiliated student group (e.g. CDU, UP) planning to obtain the services of an Artist/Lecturer must first complete a Contract Information Sheet. The department head's/advisor's signature is required on the form. Once the forms are submitted to the Contract Administrator, the contract will be forwarded for the appropriate signatures and the requisitions will be prepared for obtaining payment to the Artist/Lecturer.

2. A Union-affiliated student group must notify the Contract Administrator on the next working day after the event is completed. A Certificate of Completion form is then filed with the University Accounting Office. An SGA-affiliated student group notifies the SGA Business Office of the completion of the event for the processing of the Certificate of Completion.

## **SECTION IV. UNION POLICIES**

### **ARTICLE I. Publicity in the Union**

**This Section will be addressed by the 60<sup>th</sup> Union Board.**

#### **A. Monitors/Electronic Board**

- i. The Union provides television monitors, located throughout the Union, that play announcements for clubs, organizations, and various activities throughout campus.
- ii. A monitor/electronic board request will be at the discretion of the Union Department, where the monitor/electronic board's responsibility lies.

### **ARTICLE II. University Information and Lost and Found**

#### **A. Welcome and Information Desks**

- i. The Union Welcome and Information Desks are a primary point of contact for all inquiries, assistance, and information related to the Union facilities, services, and events. Staffed by knowledgeable personnel from Campus Event Services, the Welcome and Information Desks aims to provide prompt, courteous, and accurate assistance to all visitors, students, faculty, and staff.

#### **B. Lost and Found**

- i. The Union operates a Lost and Found service situated within the Student Services Building. Any lost items surrendered to this facility are meticulously recorded, labeled, and securely stored. Unclaimed articles within a thirty (30) day period (in accordance with F.S.705.18) will either be donated or sold during Market Wednesday or Vendor Thursday events. Revenues generated from sales and any cash found are directed towards the Union Board Scholarship Fund.

### **ARTICLE III. Union Scholarship Fund**

#### **A. Definition**

- i. The Union Scholarship is to be awarded in the spring semester.

#### **B. Criteria**

- i. The scholarship is available for undergraduate and graduate students.
- ii. The applying student must be an enrolled student and must be enrolled at least one (1) semester following receipt of the scholarship.
- iii. Students applying must be active in programs or operations in the Union as volunteers or paid workers.

- iv. The academic requirement is a 2.5 grade point average (GPA).
  - v. One (1) letter of recommendation should accompany the application form.
- C. Procedure for Selection
- i. A student applying for the scholarship will complete the application form available on [www.fsu.academicworks.com](http://www.fsu.academicworks.com) and submit a letter of recommendation, which is attached by the designated deadline.
  - ii. A selection committee will be appointed at the discretion of the Union Director. The Director will review all applications and select the recipient(s).

## **ARTICLE IV. Union Bowling and Billiards Center**

### A. Facilities

- i. The Union Bowling and Billiards Center features twelve lanes of bowling, eight full-sized billiards tables, a full-service bowling pro shop, and bowling locker rentals.
  - 1. The Center is home to the FSU Bowling Team, who represent the University in active and non-repetitive bowling competitions.
  - 2. The Center hosts bowling and billiards classes for academic credit, intramurals, sanctioned leagues through the United States Bowling Congress, group reservations from one lane to the full facility, open play for both bowling and billiards, Cosmic Bowling, and over 1,500 reservations yearly.
- ii. Hours of operation are available on the Union website.

### B. Regulations of Use of Facilities

- i. The following regulations have been established to protect equipment and add to the patron's enjoyment.
  - 1. Bowling
    - a. No food or drinks allowed in the pit area.
    - b. All bowlers must wear bowling shoes.
    - c. Bowling balls are only meant to be rolled down the lane.
    - d. No bowling on lanes when the machine is off.
    - e. Gambling is not allowed.
  - 2. Billiards
    - a. One foot must remain on the floor while shooting.
    - b. No sitting on the tables.
    - c. Rack cue sticks in racks when finished.
    - d. Gambling is not allowed.

### C. Group Rental of Games Area

- i. The facility may be rented through the Center Manager for private parties before, during, or after normal operating hours, based on availability. Groups reserving the facilities are subject to the established regulations. The Center Manager may establish special rates during low traffic periods.

### D. Bowling Team – Practice Time and Procedures

- i. Free Bowling Times
  - 1. The use of the facility by members of the Intercollegiate Bowling Teams is subject to availability and is scheduled by the Center Manager. Such practice may not interfere with normal business operations, and bowlers must adhere to all facility rules and regulations. If the facility is to be used during scheduled team practice, notification will be given to the FSU Bowling Team as soon as possible.
  - 2. Lane conditions, such as oiling, maintenance of pinsetters, and any other associated work, will be scheduled by the Center Manager or designee.
- E. Bowling Team - Payment for other Games of Bowling
  - i. Any tournaments sponsored by the FSU Bowling Team or club will be at a reduced rate of \$1.00 a game.
  - ii. Other practice times will be available to team members free of charge and are based on availability.
  - iii. Team tryouts for the bowling team will be free of charge.
- F. Bowling Team - Discounts for Merchandise
  - i. The Bowling Pro-Shop will offer equipment, services, and supplies at Cost plus 10%.
- G. Billiards Team
  - i. The use of the facility by members of Intercollegiate Billiards Teams is subject to availability and is scheduled by the Center Manager. Such practice may not interfere with normal business operations and billiards players must adhere to all facility rules. The Billiards team will receive free play while the facility is open for a maximum of three (3) tables. Any intercollegiate tournaments sponsored will be at no charge. Discounts on supplies will be at Cost plus 10%.
- H. Rates
  - i. Rates can be found online on the Union website. Rates are subject to change.

#### **ARTICLE V. Union Productions/Club Downunder (UP/CDU)**

- A. Union Productions (UP)
  - i. Union Productions provides a variety of social, educational, cultural, recreational, and entertainment programs for the University community. The programs provide a forum for the University community to experience diverse cultures through various entertainment. UP is committed to fostering student development through both programming and leadership opportunities.
  - ii. Union Productions programs are presented both in the facilities the Student Union provides and in other locations on and off campus. Programs may be co-sponsored by either on or off-campus organizations. UP is a student run organization composed of the following committees: Programming, Hospitality, Production, and Public Relations (PR). Each committee is composed of a student chairperson and student committee members who make decisions on the entertainment that will be programmed. Committee membership is open to any undergraduate University student who meets the criteria for inclusion.
- B. Club Downunder (CDU)

- i. The Club Downunder programs a variety of entertainment. Admission into the campus club is free to University students; there is usually a charge for non-students. All University students are welcome and the Florida drinking laws are strictly enforced. The Club Downunder is operated in cooperation with Seminole Dining. Procedures for coordinating club activities and food services are found in the Club Downunder Operating Manual.
- ii. Co-Sponsored Events in the Club Downunder
  - 1. Club Downunder shall primarily be reserved for events and programs sponsored by Union Productions. Event chairs and/or Union Productions staff advisors have priority reservation privileges prior to the reservation book opening date set forth by Campus Event Services. Once books open, CES will manage requests and usage for the Club Downunder based on availability and with the approval of UP/CDU.
  - 2. Student organizations may co-sponsor events in Club Downunder according to the guidelines in the Club Downunder operating manual.

## **ARTICLE VI. Art Center**

### **A. Art Center Functions and Equipment**

- i. The Union Art Center offers a diverse range of leisure programs for the university community, including a fully equipped frame shop and specialized projects.
- ii. Various classes cover drawing, acrylics, mosaic tile, watercolor, oil painting, ceramics, photography, stained glass, fused glass, and more.
- iii. The center provides lab facilities for use, with fees applicable for both classes and lab usage. Funding from A&S fees allows for reduced instructional rates for Florida State University students, with course fees covering materials unless otherwise specified. Some class materials may be available for purchase.
- iv. Participants may need to pass a competency test before accessing center equipment, with operational guidelines established by the Art Center staff and displayed onsite. Registration entails agreement to The Florida State University and Union code of conduct, and failure to comply with posted policies may result in loss of privileges, without refund, at the discretion of Art Center staff.

### **B. Art Center Hours**

- i. Art Center hours are posted in the facility and listed on the Union website each term.
- ii. Special closings and holidays due to unforeseeable events are at the discretion of the Art Center Manager and will be posted in the Art Center and on the Union website.

### **C. Art Center Sales & Refunds**

- i. Price increases may occur on class fees, inventory, and framing due to rising costs of goods and/or labor.
- ii. Class or Access pass refunds will be given at 75% of the original fee according to the following schedule: to be eligible for a refund, a request must be received by the Art Center within 48 hours of the scheduled first day of class meeting. Requests for refunds after this time will be denied.
- iii. If space is available, participants may switch to another class during the same

session or “transfer” their payment credit to the next session only.

D. Art Center Manager

- i. Coordinates the Art Center Picture Library as well as special exhibits in the building.
- ii. Programs a diverse series of classes, workshops, and special events.

**ARTICLE VII. Additional Services**

A. Market Wednesday

- iii. Market Wednesday is held between the hours of 8:00 am and 5:00 pm.
- iv. The Student Activities Center (SAC) sponsors Market Wednesdays during the academic year. Students, staff members, and non-students may sell goods in Market Wednesday. To be considered a student vendor, the student must be a full-time student and in good academic standing (minimum 2.0 GPA).
- iii. Students must present their valid FSU ID and the Vendor Agreement Form. Student Vendors must be at the designated vending area 50% of the time.
- iv. A person wishing to sell goods must make reservations for a table in advance with the SAC. Registration begins at least five (5) days before Market Wednesday takes place. When setting up tables, the traffic patterns of the Union must be observed, and there can be no obstruction of any doors in the Union Complex.
- v. The following restrictions on the sale of goods may be made:
  1. No items that require a special state license may be sold.
  2. No items that may be classified as contraband or illegal may be sold.
  3. No items may be sold that are also sold by retailers in the Union or elsewhere on campus without the approval of either the Business Services Director or Union Director.
  4. No smoking items may be sold. The University reserves the right to restrict the sale of goods as it sees fit. All parties must register and pay in the SAC. Approved rates for tables are listed in the appendix section.

C. Other Sales

- i. Occasionally, traveling artisans wish to display work on the University campus. If the art is compatible with other programs offered by the University, these artisans will be invited to display and sell their goods on campus within the confines of the Union Complex. An agreement must first be made with the SAC for the artisan to pay a fee of not less than 15% of gross sales.

**SECTION V. ASKEW STUDENT LIFE CENTER POLICIES**

**ARTICLE I. General Policy**

A. ASLC General Operation

- i. The Askew Student Life Center (ASLC) serves as the home for University Housing, Residence Life, the University Counseling Center, RENEW, the Student Life Cinema, Cyber Café, Paint-A-Pot, the Student Life Center Program

Committee, ASLC Game Committee, and ESports. The facility's operation is sustained through A&S fees, along with a prorated allocation of costs from University Housing, the Student Counseling Center, and faculty/staff usage of reserved space.

## **ARTICLE II. Reservable Space in the Student Life Building**

### **A. Reservation Policies**

- i. All reservable spaces (including meeting rooms, Student Life Theatre, etc.) are scheduled through Campus Event Services.

### **B. Meeting Rooms, Lounges and Courtyards**

- i. The Meeting Rooms (101 A, B, C, and D) are available for reservations. Groups planning to reserve these spaces should contact CES.
- ii. The lounge is primarily a food service seating area for Paint-a-Pot, a concession outlet of the Student Life Cinema, but is available for reservations and other reserved events. Food is available per Part II, Section Nine of this manual.
- iii. Prior to the usage of any reservable space, the space shall be inspected by both the organization requesting the space and the facility providing the service. The group requesting space shall sign a list of guidelines pertaining to the condition of the room. After organizations and groups leave a space reservation, it will be inspected for any damage and evaluated according to the terms agreed upon in the guidelines. Any damage caused by the guests will be charged the exact amount required for all repairs directly to the organization or group at fault.
- iv. The Student Commons Courtyard space is no longer governed by the ASLC but by the Student Commons Courtyard Committee, which is made up of representatives of all departments in the buildings surrounding the courtyard. Groups may petition departments with requests to be brought before the Courtyard Committee for approval to be placed on the calendar. This space is available to be reserved through Campus and Event Services.

### **C. Student Life Theatre**

- i. The primary purpose of the Student Life Theatre is to show films as programmed by the ASLC Film Committee. Organizations wishing to co-sponsor events may submit their requests to the Film Committee Chair for consideration. Other types of events (lectures, performances) may be approved on a space-available basis. The Building Director or designee must approve all reservations.
- ii. For an event to be considered a co-sponsorship, an event or film screening must be open to the entire campus.

## **ARTICLE III. Publicity in the Askew Student Life Center**

### **A. Flyers**

- i. All flyers should be given to the Information Desk for posting in the Askew Student Life Center (ASLC), except for areas occupied by the University Counseling Center and University Housing. Flyers must be posted by the ASLC staff. Space is available to place hand-outs on the credenza counter behind the

ASLC information desk. The theatre shadowbox is for the exclusive use of the SLC Film Committee PR Materials.

- ii. Rates for purchasing slides for organizations to advertise in the pre-movie slideshow through the Student Life Cinema film series.

- 1. Student Organization Rate

- a. Per Slide Weekly Rates:

- \$40 per week

- \$32 per week (Holiday rate)

- \$12 per week (Summer B)

- \$20 per week (Summer C)

- b. Semester rates

- \$540 for Fall or Spring semester

- \$960 for Fall and Spring semester

- \$160 for Summer semester

- B. Slideshow Details:

- i. We have an average attendance of 2,000 students per week (3,000 during the fall and spring) and a yearly attendance as high as 100,000.
  - ii. We have, on average, 12 movie screenings a week.
  - iii. Each slide is on the screen for 20 seconds and is shown twice in the half hour before every movie. (Once before midnight movies.)
  - iv. Slides are presented in widescreen format on an 18' x 45' movie screen.
  - v. A limited number of slides are available each week on a first come, first served basis. Specific dates can be reserved in advance.
  - vi. We can accept payments via credit and debit cards or FSU Interdepartmental Requisition for your convenience.
  - vii. Please submit payment and completed slide(s) at least two (2) weeks before the proposed run date. Please respond by email only. Include your name, contact number, email, and the dates and number of weeks for which you want the slide. Slides need to be 14.222 x 7.694 inches at 72 dpi. (In PowerPoint, "File" then "Page Setup".)
  - viii. Slides must be a PowerPoint file or jpeg and be labeled with the name of your organization.
  - ix. Fraternities can advertise for a general rush via their respective counsels.
  - x. Slides from political RSOs and parties are prohibited. We do, however, give free slides to SGA and advertise for SGA sponsored events and speakers.
  - xi. We reserve the right to refuse slides if the quality and content are inappropriate.
  - xii. Public Service Announcements (PSAs): We do not have the resources to provide free advertising to all student groups; however, we recognize that some organizations cannot afford advertising. To accommodate these groups, we would like to offer PSAs based on the following criteria:
    - 1. PSAs must advertise a non-commercial benefit or service, not general meetings or events.
    - 2. PSAs for fundraising events or events that charge admission may be subject to approval only if all proceeds go to charity.



3. University departments, programs, or student organizations that provide information related to University programs, issues, and events will be given priority.
4. PSAs must refer to on-campus activities only.
5. We can play at least 2 PSAs at a time, more if we have the space. If we do not have the space, they will run on a rotational basis for no more than a week.
6. PSAs can be reserved no more than 2 weeks before an event. We should not be contacted any earlier.
7. PSAs for RSOs will be taken on a first come, first served. RSOs cannot have a second PSA slide until all requests from other groups have been addressed.
8. PSAs are reserved for organizations with little or no advertising budget.

#### **ARTICLE V. Askew Student Life Center Theatre**

- A. Fire Regulations
  - i. State fire regulations prohibit smoking, adding chairs, and standing or sitting in the aisles.
- B. Unusual Lighting
  - i. The use of candles or any other type of unusual lighting other than that provided must be approved prior to use by an officer from Environmental Health and Safety.
- C. Obtaining a Projectionist
  - i. Only approved projectionists may operate the projectors in the theater and auditorium. Projectionist services can be obtained by contacting Campus Events Services.

### **SECTION VI. HASKIN CIRCUS COMPLEX POLICIES**

#### **ARTICLE I. General Policy**

- A. Overview
  - a. The Haskin Circus Complex proudly houses The Florida State University Flying High Circus, standing as one of the only two collegiate circuses in the United States. This year-round program engages FSU students not only as performers but also immerses them in every facet of production. The facility's operations receive partial funding through Activity and Service fees.
- B. Operating Schedule
  - a. The Circus operates from 9:00 am. to 6:00 pm on weekdays, with adjustments made as necessary for shows and special programs.
- C. Equipment Usage
  - a. Exclusive access to equipment is granted solely to cast members and Circus staff.

#### **ARTICLE II. Members**

- A. Show Membership
  - a. All members of the Flying High Circus shall be students enrolled at Florida State University at the time of their participation. Casts for shows shall be selected via an audition process designed by the Circus Director. Production/setup workers shall be selected by the Circus Director, or their designee.
- B. Production Committees
  - a. The following committees shall exist within the Flying High Circus. Their specific duties consist of tasks enumerated and defined by the Circus Director. The committees shall be considered to exist in perpetuity unless otherwise disbanded by the Circus Director.
    - 1. Lighting
    - 2. Sound
    - 3. Arts
    - 4. Sets/Interior Design
    - 5. Show Programs

### **ARTICLE III. Programming Events**

- A. Shows
  - a. The Flying High Circus shall perform annually for specified events/occasions unless approved otherwise by both the Student Union Director and Circus Director.
  - b. The designated events/occasions include:
    - 1. Family Weekend: Admission is not free for students. Tickets must be purchased through the process established by the Family Weekend Planning Committee.
    - 2. Halloween (or an otherwise named, fall-themed performance): Admission is free for currently enrolled Florida State University students presenting a valid Student ID. The Circus Director will determine a fee for the general public, subject to approval by the Student Union Director. General public tickets, unless otherwise specified by the Circus Director, may only be purchased at the door on the day of the performance.
    - 3. Spring Home Show Series: Admission is free for currently enrolled Florida State University students presenting a valid Student ID. The Circus Director will determine a fee for the general public, subject to approval by the Student Union Director.
- B. Special Performances and Events
  - a. Requests for special performances by student organizations and the public will be considered at the discretion of the Circus Director. Performance rates are to be determined by the Circus Director.
- C. Ticketing
  - a. Tickets for Flying High Circus performances at the Haskin Circus Complex can be obtained through the Florida State University Fine Arts Ticket Office unless otherwise specified.

#### D. Seating

- a. Seating arrangements for performances are as follows:
  1. Family Weekend: General seating throughout the tent with the purchase of a ticket.
  2. Halloween (or an otherwise named, fall-themed performance): General seating throughout the tent for Florida State University students presenting a valid Student ID. General seating is available for members of the public with a purchased ticket.
  3. Spring Home Show Series: General seating within the assigned section printed on the ticket for Florida State University students presenting a valid Student ID. General seating within the assigned section is for members of the public with purchased tickets.
  4. Special Performances at the Haskin Circus Complex: As determined by the Circus Director.
- b. Accessibility
  1. For general admission shows, designated seating spaces will be set aside for guests who require accessible seating and necessary accommodations. Upon arrival at the performance venue, consult the House Manager for detailed information and assistance.
- c. For a seating diagram, refer to the Florida State University Fine Arts Ticket Office website at  
[https://tickets.circus.fsu.edu/Online/default.asp?doWork::WScontent::loadArticle=Load&BOparam::WScontent::loadArticle::article\\_id=98E1DEE3-2F04-41A5-9746-A4C8335F3332&menu\\_id=B3886A03-0F11-4304-8E3E-368652E62C4F](https://tickets.circus.fsu.edu/Online/default.asp?doWork::WScontent::loadArticle=Load&BOparam::WScontent::loadArticle::article_id=98E1DEE3-2F04-41A5-9746-A4C8335F3332&menu_id=B3886A03-0F11-4304-8E3E-368652E62C4F)

### ARTICLE IV. Miscellaneous

#### A. Circus Camp

- a. On the campus of Florida State University, the Flying High Circus will conduct a summer day camp. Children (ages 7-17) will get a chance to be a part of the circus, receiving instruction and training in subjects ranging from juggling to flying on the trapeze.

B. The staff shall be made up entirely of Flying High Circus performers and FSU faculty/staff who are students at Florida State University. Campers will not only learn and experience various circus activities but will also be able to display their newfound skills in their Showcase performance at the conclusion of the camp.

- a. The camp, unless otherwise determined by the Circus Director, shall be eight (8), one (1) week-long camp sessions. The camp will run from 8:30 a.m. to 3:00 p.m., Monday through Friday.
- b. Rates for the camp are listed at <https://circus.fsu.edu/circus-camp-tallahassee>

#### B. Circus Club

- a. The Circus Club shall be a social extension of the Flying High Circus. Its status as a Recognized Student Organization grants it all the rights and privileges associated with such a status.
- C. Reservable Space
  - a. No reservations may be made for the Haskin Circus Complex via Campus Event Services. All special events and performances must be arranged by the Circus Director.