

# USUSA

Application Packet  
Regional Campuses



2018

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# USUSA Application Introduction

Dear Potential Applicant,

Congratulations on your decision to apply for an appointed Utah State University Student Association student officer position. Representing the students of the USU Regional Campus system to the administration, state, and local communities has been one of the highlights of my college career so far, and I look forward to the possibility of working with you in the future. As you apply to fill one of our appointed USUSA officer positions, I hope that you look forward to joining the elected officers in representing the needs, concerns, and desires of our fellow students to the community and university.

Included in this packet are the USUSA Regional Campus Election/Appointment Bylaws. Please educate yourself on their contents and be extremely comfortable in your understanding of them. You will be expected to adhere to the bylaws or face the risk of penalties.

- All declaration of candidacy forms must be turned into your service region/campus USUSA advisor by Friday, March 9<sup>th</sup> at 4:30 pm.
- Interviews will be held at a time and date set by your regional selection committee. Your USUSA advisor or USUSA Executive Vice President for your region will contact you with times and dates for interviews.

If you have any questions about the elections process, the offices, or what it means to be a student leader at USU, please do not hesitate to reach out to myself or any of the current officers. I can be reached at [mike.booth@aggiemail.usu.edu](mailto:mike.booth@aggiemail.usu.edu). If you are appointed to represent the students of the USU Regional Campus system, you will gain firsthand experience in making decisions that directly impact student life, how fee money is spent, and influence in decisions made on your campus. It is a great responsibility to serve your fellow students, while representing USU to the community. A tradition of service that I hope to see you join the officers that have come before you in continuing.

Sincerely,

Michael Booth

USUSA Regional Campus President 2017-2018

# Applicant/Officer Eligibility

In strict compliance with the Constitution of the Utah State University Student Association, Article III, Section 3, applicants for office at Regional Campuses must adhere to the following requirements:

- **Carry a minimum of 6 credits per semester as an undergraduate student or 3 credits per semester as a graduate student**
- **Have a USU cumulative G.P.A. of 2.5 or above and/or an overall cumulative G.P.A. of 2.5 or above**
- **Free from academic warning, probation, or suspension**
- **Be willing and able to attend all meetings and carry out all duties as outlined in the officer charter**
- **Free from USU Student Code violations and or/student conduct probation**

*For further clarification, reference Article III, Section 3 of the USUSA Constitution below:*

## Section 3. Eligibility

- A. No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.

Good Standing applies to both academic and behavioral conduct, which shall be defined as:

1. Carrying a minimum of 12 credits per semester, or considered a full-time student by the School of Graduate Studies during their entire term of office, including the spring semester of election or appointment. Regional Campus and Distance Education students are in good standing if carrying a minimum of six credits per semester as an undergraduate, or a minimum of three credits per semester as a graduate student during the academic year.
2. Maintaining a USU cumulative GPA at or above 2.5 if the student has completed two or more semesters at USU. If the student has not completed two semesters at USU, then the student's overall college cumulative GPA must be at or above 2.5.
3. Maintaining a GPA of 2.5 or higher, for all semesters while in office, including the spring semester of election or appointment. The summer semester shall only count for or against an officer's good standing if nine or more credits are taken. However, all summer classes will be calculated into the cumulative GPA.
4. Free from academic warning, probation, or suspension.
5. Free from major USU Student Code violations and/or student conduct probation.
  - a. If a student has any pending student conduct hearings, he/she may proceed in running/applying for office. If found guilty the student is subject to removal from office.

# Application Timeline

Event	Date	Time	Location
Application Filing Deadline	Friday, March 9	4:30 p.m.	Advisor (see pg. 11)
Interviews Begin	Tuesday, March 13	5 p.m.	Advisor
Interviews Completed	Tuesday, March 20	5 p.m.	N/A
Appointment(s) Announced	Friday, March 23	5p.m.	N/A

*\*\*\*This timeline is subject to change. All changes will be announced to candidates as needed.*

# Officer Positions & Compensation

## USUSA Regional Campus Officers

RC President	Elected*	\$3000/Fall & Spring	\$200/Month for 8 Months
RC Executive Vice President	Elected*	\$2000/Fall & Spring	
Campus Representative	Appointed	\$1500/Fall & Spring	

## Available Positions

- Regional Campus President (One position available for all service regions)

### USU - Brigham City Service Region

- Executive Vice President
- Brigham City/Tremonton Campus Representative (2)
- Kaysville Campus Representative (2)

### USU - Tooele Service Region

- Executive Vice President
- Tooele Campus Representative

### USU - Moab Service Region

- Executive Vice President

### USU - Southwest

- Executive Vice President
- Southwest Service Region Representatives (2)

### USU - Uintah Basin Service Region

- Executive Vice President
- Roosevelt Campus Representative (2)
- Vernal Campus Representative (2)

### USU – Salt Lake Service Region

- Executive Vice President
- Salt Lake Campus Representative
- Orem Campus Representative

\*In case of a vacancy in these positions, they may be filled via an appointment per the USUSA Constitution. This packet may be used to facilitate that appointment.

# Officer Expectations

## Knowledge Expectations

- A solid understanding of the purpose of USUSA.
- A working knowledge of the USUSA Constitution.
- A working knowledge of the Student Code of Conduct.
- A solid understanding of your officer charter.
- A working knowledge of the USU Regional Campuses system.
- A working knowledge of your position assignments.

## Behavior Expectations

- Professionalism in all your dealings.
- Complete job responsibilities as listed in officer's charter and/or assigned.
- Be a role model for the USU student body.
- Support USUSA events and activities.
- DWYSYWD (Do What You Say You Will Do)
- Treat the office staff with professionalism and courtesy.
- Provide appropriate and timely information to your advisor and the office staff.
- Do whatever is in your power to enhance the quality of life for students.
- Meet with your advisor on a regular basis and provide feedback on individual, council and university issues.

## Fiscal Responsibility Expectations

- Have a working knowledge of your budget.
- Monitor your budget and regularly track your budget balance.
- Remember you are stewards of this money. It is really the students' money, not yours.
- Have a working knowledge of university fiscal procedures.

## Time Expectations:

• Student Advisory Council*	Varies	7:30 a.m.	As Needed
• RC Executive Council Meetings**	Tuesdays	5 p.m.	Bi-Weekly
• Regional Council Meetings***	TBD	TBD	As Required by Campus
• Assigned University Committees	TBD	TBD	As Required

\* Attended by RC President

\*\*Attended by RC President and Executive Vice Presidents of each service region

\*\*\* Attended by Executive Vice Presidents and Campus Representatives. Each campus conducts its own regional council meetings.

# 2018-2019

## Mandatory Officer Events

### Mandatory Events

USUSA Officer Inauguration	April 13, 2018
New Officer Retreat	April 13-14, 2018
Fall Officer Retreat	August 17-18, 2018
RC Student Fee Board	January 19, 2019*
Campus Specific	As outlined by charter or required by advisor
Utah Leadership Academy (ULA)	May 16-18, 2018

### Mandatory Meetings

RC Executive Council Meeting*	Bi-weekly Tuesdays 5 p.m.
Regional Council Meeting	Varies by Region

\*Mandatory for President and VP's Only



# Declaration of Candidacy

## A DECLARATION OF CANDIDACY FOR AN OFFICE IN THE UTAH STATE UNIVERSITY STUDENT ASSOCIATION

I, \_\_\_\_\_, do hereby declare my official candidacy for the office of  
(Print your name)  
\_\_\_\_\_ within the Utah State University Student Association.  
(List the office you are applying for)

A-Number: \_\_\_\_\_  
Major(s): \_\_\_\_\_  
Credit Hours Enrolled in this Semester: \_\_\_\_\_  
Email Address: \_\_\_\_\_

G.P.A.: \_\_\_\_\_  
Minor(s): \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_

- I do further declare that I have read and I do understand the provisions of the USUSA Constitution and the current Elections Bylaws, and that I am willing to comply with them.
- I do further declare that I understand that the dates listed on the Mandatory Officer Dates/Events page of the elections packet are part of the duties of the appointed position, and should I be appointed, I will be available on these dates as part of my commitment to the office.
- I certify that I have read the charter of my respective office and agree to fulfill it to the best of my abilities.
- I hereby authorize the Student Involvement and Leadership Center at Utah State University to check my grades for eligibility to run for USUSA office; and if elected, during the term of my office. I further authorize the student members of the selection committee access to the information provided in the application packet for the purposes of the committee.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

I do hereby certify that the above-named student is in compliance with Article III, Section 3, of the USUSA Constitution, which reads:*No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.*

**IT IS THE RESPONSIBILITY OF THE CANDIDATE TO CERTIFY ELIGIBILITY WITH A USU ADVISOR.**

\_\_\_\_\_  
Campus USUSA Advisor

\_\_\_\_\_  
Advisor or Staff Assistant (for grade certification)

# Applicant Profile

*The Applicant Profile will be available to the appointment committee.*

This information will be submitted via an online form. It must be completed by **Friday, March 9 at 4:30 p.m.** The form will be sent to each applicant after their eligibility is confirmed.

Name: \_\_\_\_\_ A-Number: \_\_\_\_\_

Office Applying for: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Class Rank: F So J Sr Grad      Years at USU: \_\_\_\_\_

Hometown: \_\_\_\_\_

## Qualifications

List of qualifications that will help you in the office you are applying for (Limit to the five (5) most relevant):

- 1.
- 2.
- 3.
- 4.
- 5.

## Goals and/or Plans for Office

Please list your top five (5) goals and/or plans you wish to accomplish while in office (Limit to the most relevant):

- 1.
- 2.
- 3.
- 4.
- 5.

## Applicant Questions

Please answer the following four (4) questions to the best of your ability.

1. Why are you applying for this position?
2. What is your leadership philosophy?
3. What barriers have you overcome to accomplish your goals as a student?
4. Please identify several needs of you and your fellow students. How would you use this office to address those needs?

# Contact Information

## RC USUSA Advisors

Kevin Webb

**Campus:** Logan

**Email:** [kevin.webb@usu.edu](mailto:kevin.webb@usu.edu)

**Phone:** 435-797-3124

Lauri Merrill

**Campus:** Brigham City/ Tremonton

**Email:** [lauri.merrill@usu.edu](mailto:lauri.merrill@usu.edu)

**Phone:** 435-919-1253

Melissa Thomas

**Campus:** Kaysville

**Email:** [melissa.thomas@usu.edu](mailto:melissa.thomas@usu.edu)

**Phone:** 801-499-5120

Erin Donahoe-Rankin

**Campus:** Tooele

**Email:** [erin.donahoe-rankin@usu.edu](mailto:erin.donahoe-rankin@usu.edu)

**Phone:** 435-797-9950

Kathryn Porter

**Campus:** Salt Lake

**Email:** [kathryn.porter@usu.edu](mailto:kathryn.porter@usu.edu)

**Phone:** 435-797-4230

Leslie Woodward

**Campus:** Uintah Basin (Vernal/Roosevelt)

**Email:** [leslie.woodward@usu.edu](mailto:leslie.woodward@usu.edu)

**Phone:** 435-722-1782

Spencer Kohler

**Campus:** Southwest

**Email:** [spencer.kohler@usu.edu](mailto:spencer.kohler@usu.edu)

**Phone:** 435-393-5122

Samantha Campbell

**Campus:** Moab

**Email:** [samantha.campbell@usu.edu](mailto:samantha.campbell@usu.edu)

**Phone:** 435-797-5110

# Utah State University Student Association RC Election Bylaws

*This document is ancillary to the USUSA Constitution*

## Preamble

The Utah State University Student Association election bylaws govern the election and appointment of both USUSA candidates and referenda affecting the USU student body. These bylaws derive their authority from the USUSA Constitution Article III, Section 7.

## **Definitions:**

**Actual Cost:** is defined as the cost presented on an official sales receipt.

**Bribery:** is defined as the act of offering, giving, receiving or soliciting any item of value that may influence the actions of a person.

**Campaign Committee Members:** are people who are specifically helping Candidates campaign; must be current students from USU.

**Campaign Materials:** are any images, text, or physical item with the purpose of garnering attention and increasing awareness for a specific Candidate or ballot item.

**Candidate(s):** are registered USU students at a Regional Campus that are in Good Standing and have filed a Declaration of Candidacy.

**Donations:** are defined as any monetary contributions or physical goods used as Campaign Materials.

**Elections Committee:** is comprised of the Regional Campus Executive Council.

**Elections Week:** is defined as Monday, Feb. 26, 2018, at 7 a.m. through Thursday, March 1, 2018, at 8 p.m.

**Fair Market Value:** is an estimate of the value of property and services based on what an average buyer would pay to an average seller in the market.

**Poster(s):** are printed or other types of Campaign Materials on paper to be hung in appropriate buildings on campus. This includes digital signage within appropriate campus buildings.

**Slander:** is defined as the spreading of an untruth about other Candidates or their campaigns in a way that may hurt their campaign or reputation.

The foundation of USUSA elections rests on campaign ethics. Therefore candidates, campaign committees and supporters, and proponents and opponents of referenda

must follow all university policies, local, state, and federal law. This includes, but is not limited to, a prohibition of:

- A. Bribery, in any form, either to voters or other candidates.
- B. Slander.

I. Candidate Requirements

A. All Candidates must be in Good Standing.

1. Eligibility: Any appeals to the eligibility criteria may be submitted to the Office of the Vice President for Student Affairs. Extenuating circumstances may be cause to appeal Candidate eligibility.
2. The Vice President for Student Affairs may grant exception to Candidate requirements based on circumstances. Those wishing to appeal Candidate requirements must see TSC 326. Any decisions made by this office are final.

B. Candidates must be at the mandatory campaign meeting held by the Elections Committee to review the election policies and procedures. Absence will result in automatic forfeiture of candidacy unless prior approval of the Election Co-Chairs. While campaign managers are encouraged to attend the meeting, they cannot take the place of the Candidate

Write-in Candidates:

3. Upon entering a race, write-in candidates must file a Declaration of Candidacy.
4. Write-in candidates will not be included in ads, pictures, or biographies paid for by the Elections Committee.
5. Write-in candidates will not be present on the primary election ballot and will only be included on the final election ballot if:
  - a. A candidate comes in either first or second in total vote count, is eligible to hold office;
  - b. And reaches or exceeds 10 percent of the vote total in the respective election. (See EC Bill 2014-06)
6. Write-in candidates must abide by the Election Bylaws.

II. Timeline

A. Deadlines:

1. A signed Declaration of Candidacy form is required to be an official candidate. The USUSA campus advisor must sign the form.
2. A signed and completed Application for Consideration form is required to be an official candidate for a Regional Campus Student Representative position.
3. If, after the filing deadline, there are no constitutionally-qualified candidates for an office(s), the Elections Committee shall reopen the filing process for that particular office(s), accepting Declaration of Candidacy forms at the date set by the Elections Committee.

4. Applications for Regional Campus Student Representative positions shall open on the same day as those for elected positions, and close five (5) business days following final elections.
5. If the selection committee fails to choose a Regional Campus Student Representative by April 1, the office shall be considered vacant and filled as outlined in the USUSA Constitution (See Article IV, Section 3) by the next meeting of the RC Executive Council to enable the officer to be inaugurated with the other officers.

- B. Declared candidates must be at the mandatory campaign meeting held by the Elections Committee to review the election policies and procedures, and answer questions. Absence will result in automatic forfeiture of candidacy. While campaign managers are encouraged to come, they cannot take the place of the candidate.

1. Exceptions are rarely granted. Possible exceptions may include death in the immediate family or hospitalization and must be given in writing by Elections Co-Chairs.
2. Applicants for Regional Campus Student Representative positions are not required to attend the campaign meeting; however, they are highly encouraged

- C. Clean-Up:

1. Primary candidates not advancing into final elections are responsible for removal of all campaign materials by the appropriate time set by the Elections Committee on the second night of Elections Week following primary elections.
2. Final election candidates are responsible for the removal of all campaign materials by 11 p.m. on the final day of Elections Week.
3. A \$50 fee will be charged to any candidate who does not clean up all his/her campaign materials by the appropriate time set by the Elections Committee. If the student does not abide by this regulation, the USUSA Hearing Board will meet with the student accordingly.

- D. The USUSA Hearing Board will investigate any charges of vandalism. USU is not responsible for any acts of vandalism committed by candidates, their campaigns, or their supporters.

III. Voting

- A. Plurality to Elect:

1. The names of the two candidates on the primary ballot receiving the greatest number of votes shall be placed on the final ballot.
2. In final elections and special elections, the candidate or ballot item that has the greatest number of votes will be declared the winner.

- B. Ballots:

1. The names of all candidates for each office shall be placed on the ballot in alphabetical order by last name, along with a space(s) for write-in candidate(s).

- a. Permanent nicknames, however, may be approved by the Elections Committee (e.g. Bob for Robert, Sue for Susan, etc.).
- b. Ballots will be accessed via [www.vote.usu.edu](http://www.vote.usu.edu).

C. Eligibility to Vote:

- 1. Voter must be a current USU student registered at a Regional Campus.
- 2. In USUSA Presidential elections and select referenda, elections will be open to all Regional Campus students.
- 3. Proxy voting is prohibited.

D. Counting Votes:

- 1. Votes shall be tabulated immediately following the closing of the polls.
- 2. No ballots will be accepted after the published time of closing. Votes are tabulated and verified by a committee of two student involvement advisors, one staff member of the Information Technology (IT) department, Elections Co-Chairs, and the USUSA President.
  - a. If the current USUSA President is running for office, the officer following the line of authority shall take his/her place.

3. Tie Breaking Procedures.

- a. Should an exact numerical tie occur between any candidates running for a USUSA elected position, the following procedure has been outlined and established as the method of breaking the tie.
  - i. Upon announcement of the final elections results, the tied candidates will be brought together by the Election Co-Chairs, the current officer in the position of the tied candidates, and at least one of the student involvement advisors to follow these tie breaking procedures.
  - ii. The tied candidates will be given one hour to choose, at their discretion, whether they would like to participate in a coin toss by neutral party or in a special one-day election to break the tie.
    - (i) This election will occur within two weeks of the final announcement, will be on the selected day from 9 a.m. to 3 p.m., and all election bylaws shall apply (including remaining within the given budget allotment).
    - (ii) If the candidates cannot come to a consensus within the hour given, the choice will be removed and a special one-day election will occur.

- E. If a second numerical tie should occur between the same candidates, the tie breaking procedure will be a coin toss by the Vice President for Student Affairs Office.

F. Results:

- 1. All results are final after votes are tabulated and verified. This extends to

candidates, initiatives, referenda, or any other matter submitted to the USU student body for a vote.

- G. Applicants for a Regional Campus Student Representative positions are not subject to the requirements of Section III, but shall be subject to the rules established in Section VI.

IV. Money and Finance

- A. Campaign Spending: All campaign expenses are personally covered by the candidate and are not reimbursable.

1.Total Expenditures: money directly spent on campaign materials and supplies

2.Candidates violating the campaign-spending limit (overspending) will be referred to the USUSA Hearing Board.

- a. Executive Council candidates shall not exceed \$400.

3.Audits: All candidates must submit a complete list of receipts for all campaign expenditures and donations to the Elections Committee.

a. Candidates will be required to have two election audits; one during primary elections and one during final elections. Candidates may be subject to additional audits if deemed necessary by the Elections Committee.

b. If a receipt for an item is not available, or if the item has been donated, it will be assessed at Fair Market Value by the Elections Committee.

c. These financial statements must be submitted to the Elections Committee by the specified audit deadlines. In the case of failure to submit a financial statement by the specified deadline, the candidate is disqualified.

4.Donations: defined as any monetary contributions or physical good used as campaign materials (see Article V.A.3).

a. The Elections Committee will give a Fair Market Value to donations and other unpurchased material.

i. Donations are included in the campaign expenditures of \$400.

ii. Donations or other unpurchased material must be presented to the Elections Committee in writing and may not be used until the candidate has an official response from the Committee.

Donations exceeding \$50 must have appropriate documentation to be presented to the Elections Committee members serving as auditors.

5.Fair Market Value (FMV)

a. All donated materials are to be priced at FMV.

b. It is the responsibility of the candidate to obtain from the Elections Committee a FMV for any campaign material not appearing on the list provided at the mandatory candidate meeting.

c. Should a candidate feel that FMV has been determined inaccurately or unfairly, they may submit a written appeal to the SILC Director and the



Student Advocate VP who will then make a decision. All decisions by the SILC Director and Student Advocate VP will be final. This decision will then be communicated to the Election Co-Chairs.

- i. If the Student Advocate VP is running for office, the SILC Director will select an elected student body officer to take their place.

- B. Applicants for a Regional Campus Student Representative position to be selected by appointment are strictly prohibited from spending on campaigning or lobbying committee members in any way during the application and interview process.

V. Campaign Rules

A. Neutrality

1. USUSA Hearing Board members are not allowed to wear Campaign Materials or endorse any candidate.

B. Campaign Committees and Meetings

1. Social and electronic media may be used for the purpose of communicating with Campaign Committee Members, but must follow Election Bylaws.

C. Campaigning within campus buildings

1. Campaigning within campus buildings is subject to the approval and reasonable limitations of the appropriate colleges and/or departments. It is the Candidate's responsibility to receive permission prior to any campaign-related activity.

D. Signs, Literature and Structures

1. General Policy

- a. The University shall provide reasonable space indoors and outdoors for the posting of signs, notices and posters by Candidates and Campaign Committee Members. Such signs, notices and posters may deal with any subject matter including, but not limited to, notices of meetings or events and expressions of positions and ideas on social or political topics, and must clearly identify the author or sponsor of the materials.
- b. Further information can be found by contacting the local advisor listed on page 11.

2. Time, Place and Manner Restrictions

- a. Signs, literature and structures are not to be distributed, placed or otherwise erected on campus property prior to Elections Week.
- b. Candidates and Campaign Committee Members may post signs, notices and posters on bulletin boards and kiosks maintained by the University and located on the campus. Signs, notices and posters shall not be attached to trees, buildings, walls or other University structures unless otherwise expressly authorized by University Facilities.
- c. Messages or slogans of any kind shall not be painted or otherwise written on trees, buildings, grounds, fountains, walls or other University structures or surfaces, or on the personal property of others.

3. Candidates and Campaign Committee Members may also post signs, notices and posters on designated bulletin boards and kiosks maintained by the academic and administrative departments of the University subject to the approval and

reasonable limitations of the appropriate departments. Colleges and departments may adopt reasonable time regulations limiting the time for display of signs, notices and posters on bulletin boards maintained by colleges and departments to maximize everyone's opportunity to use designated areas for signs, notices and posters and may prohibit attaching signs, notices or posters to walls and other surfaces in order to prevent damage to walls and other surfaces.

4. Any sign, notice or poster must be removed by the appropriate time set forth by the Election Committee. Failure to comply may result in a fine.

5. Responsibility for Content of Signs, Notices or Posters

- a. Candidates and Campaign Committee Members shall be personally responsible for any signs, notices or posters they sponsor or post on campus. By posting the sign, notice or poster on campus, the person or organization agrees to hold the University harmless for any assessed damages or liabilities incurred as a result of the sign, notice or poster.

E. Distribution of Handbills, Fliers, Petitions, Stickers and Other Written Material

1. General Policy

- a. Candidates and Campaign Committee Members may hand out and distribute non-commercial handbills, petitions, stickers or other written material on campus without prior approval, so long as such distributed materials clearly identify the author or sponsor of the materials.
  - i. Stickers must not be affixed to any university grounds or property. The prospective Candidate is responsible for removal of any sticker affixed to university grounds or property. Failure to comply with this rule could result in a fine.

2. Time, Place and Manner Restrictions

- a. Distribution of materials on campus property is not permitted prior to Elections Week
- b. Distribution outside of University buildings is permissible but must not interfere with the entrances to the University buildings or the normal flow of pedestrian or vehicular traffic.
- c. Distribution inside buildings is permissible so long as those distributing handbills or other written materials do not disrupt the functioning of the University or interfere with the rights of other members of the University community.
- d. The Candidate is responsible for learning and following all building-specific rules and regulations.
- e. Handbills, stickers or other written material may not be attached or affixed to private property without the owner's permission.

3. Responsibility of Handbills

- a. Candidates and Campaign Committee Members distributing handbills, fliers, petitions, stickers or other written material shall be personally responsible for the content of the material and hold the University harmless for any assessed damage or liability incurred as a result of the distribution of the material.

F. Candidates and their respective Campaign Committee Members are not allowed to have

students vote on the candidates and/or committee member's electronic devices. Students may vote on their own device.

- G. No campaigning or campaign related activities shall take place within 50 walking feet of a polling station unless there specifically as part of USUSA elections event.
- H. Candidates and their respective Campaign Committee Members are not allowed to block students' movement in or out of buildings or rooms in order to force them to vote.
- I. Copyright & Trademark Infringement:
  - 1. Use of USU, USUSA, and all affiliated organizations copyrighted and/or trademarked material is prohibited.
  - 2. Any campaign material must comply with copyright and trademark laws. Candidates assume full responsibility for failure to comply.
  - 3. USUSA, USU SILC, and/or USU claim no responsibility for the illegal use of copyrighted or trademarked materials by candidates.

VI. Social and Electronic Media:

A. Social Media

- 1. Candidates and Committee Members may use social media platforms to promote their candidacy, however, they must use personal accounts. Use of any official university affiliated or departmental social media accounts is prohibited.

B. Election Video

- 1. Each candidate may create a video outlining their platform. This video will be added to the USUSA RC Elections website.

C. Election Website

- 1. All final Candidates' election information (one picture, campaign platform, goals, video and qualifications) will be uploaded to the USUSA website.

D. Mass messaging

- 1. Use of USU mailing lists (e.g. Canvas or class contact information) is strictly prohibited.

E. Violations and Penalties

1. Fines

- a. Any fines levied against the Candidate and/or Campaign Committee Members – either by a University or city entity – count towards the Candidate's Campaign Value Limit and must be reflected on the Candidate's Financial Statement.

F. Hearing Board

a. Jurisdiction

- i. Pursuant to Article V of the USUSA Constitution, the USUSA Hearing Board will hear all Election grievances. The USUSA Hearing Board will render a decision on each grievance, and will assess a penalty if necessary.

b. The Violation Process will be as follows:

- i. During Elections Week, any charges of violation of campaign regulations will be submitted in writing to the USUSA Hearing Board within 24 hours of the incident, but no later than the closing of the polls.

- ii. During the application period for a Regional Campus Student Representative position, any charges of violations of the bylaws will be submitted in writing to the Hearing Board within 24 hours of the incident, but no later than the closing of the application period
- iii. If an elections bylaw violation comes to light after the final election results have been announced, a complainant may file a grievance until noon on the day of inauguration.
  - a. Prior to Election Week, there is no time limit, although the USUSA Hearing Board will not meet regularly, and will hear cases on an as-needed basis.
- iv. In the event of a violation, or a grievance being filed, both the accuser and accused must be called before the USUSA Hearing Board together. Upon hearing both sides, the USUSA Hearing Board will render a decision and assess a penalty if necessary.
- v. Election results for the office(s) in question will not be made public until all grievances have been heard by the USUSA Hearing Board, ruled upon penalties assessed, and the Candidate(s) notified of the decision.
- vi. Candidates will be responsible for submitting grievances for their own campaign.
  - a. Any student must file an election grievance who was affected by, or a direct witness to, any violation of election bylaws by campaigns or those campaigning for ballot issues.
- vii. The burden of proving that a bylaws violation occurred is on the person filing the grievance.
- viii. Explanation of how to file a grievance will be discussed at the mandatory elections meeting.

#### Penalties

- i. Penalties from which the USUSA Hearing Board may choose are as follows:
- ii. Confiscation and/or restriction of Campaign Materials (e.g. only one sign as opposed to two);
- iii. Restrictions on campaign times (e.g. not being allowed to attend town hall meetings or campaign on campus during certain times);
- iv. Budget restrictions;
- v. Ordering a new election for a particular office pursuant to Article III, Section 1 of the USUSA Constitution;
- vi. Disqualification of Candidate(s);
- vii. Or fines to be paid if the violation is discovered after the election has already taken place.
- viii. Invalidation of all applications for a Regional Campus Student Representative position, and ordering a new application period;
- ix. Removal of Selection Committee member(s) and reconsideration of applications;
- x. Or a declaration that due to extreme violations of the USUSA Bylaws/Constitution, that a Regional Campus Student Representative position is to be considered vacant and subject to appointment pursuant to Article IV, Section 3. of the USUSA Constitution

## II. Appeals Process

- A. One faculty member, and one professional staff employee to serve as the Appeals Board for the upcoming academic year. The faculty member shall serve as chair.
- B. The decision of the USUSA Election Grievance Board may be appealed by the student who was found to have committed a USUSA Election Bylaw or a Misconduct violation. The Appeal must be made in writing to the Director of Student Conduct within three (3) days from the date of the USUSA Hearing Board's decision.
- C. If no appeal is filed within the time provided, the decision shall become final.
- D. If an appeal is made, the Director of Student Conduct shall refer the matter, with all supporting documentation, to the chair of the Appeals Board. The Director of Student Conduct shall inform the parties of the names of the members of the Appeals Board.
- E. The parties involved shall have the opportunity to challenge the Appeals Board for bias in the case. Guidelines for the Appeals Board are as follows:
- F. An appeal shall be limited to a review of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the decision reached regarding the student was based on substantial evidence; that is, whether the facts in the case were sufficient to establish that it was more likely than not that a violation occurred or that the imposition of an election sanction was warranted.
  - b. To determine whether the penalty imposed was appropriate for the violation which the student was found to have committed.
  - c. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
- G. If new evidence and/or facts could be the basis for altering either the decision or the penalty, the matter shall be remanded to the original USUSA Hearing Board for reopening of the hearing to allow reconsideration of the original determination and/or penalty; the USUSA Hearing Board shall report its conclusion to the Appeals Board for further review in the appeal process.
- H. If new evidence and/or facts are not presented, the Appeals Board may confirm or modify the decision of the USUSA Hearing board and/or may uphold or reduce the penalty imposed by the USUSA Hearing Board. The Appeals Board may also remand the case to the original USUSA Hearing Board to reconsider whether the penalty should be increased; the USUSA Hearing Board shall report its determination to the Appeals Board for further review in the appeal process.
  - a. Upon conclusion of an appeal in a case involving an election violation, the Appeals Board shall forward its finding to the Vice President for Student Affairs

VII. Appointment of Regional Campus Student Representatives

- A. Regional Campus Student Representatives shall be filled through an application, interview, and selection process managed by a selection committee per the USUSA Constitution (see Article IV) and defined within these bylaws.
- B. Eligibility
  - 1. Applicants for Regional Campus Student Representative positions must meet the eligibility requirements for USUSA officers as described in Article III, Section 3 of the USUSA Constitution.

C. Application

1. The application for consideration to be a USUSA Regional Campus Student Representative will be created, and updated as needed, by the elections committee to maintain a standard application across all service regions.
2. Section II of these bylaws governs the timeline for distributing and accepting applications.

D. Selection of Appointed Applicant

1. The appointed applicant will be the applicant receiving the most votes from the selection committee members.

E. Duties and Responsibilities

1. The duties of appointed USUSA Regional Campus Student Representative are outlined in the USUSA Constitution, Article II, and the appropriate USUSA officer charter. Applicants are expected to be familiar with those duties prior to being selected to fill the office.

F. Probation and Removal from Office

1. Probation steps for all USUSA officers are outlined in Article II, Section 3 of the USUSA Constitution. Steps governing the removal of appointed USUSA officers are outlined in Article IV, Section 4 of the USUSA Constitution.

G. Selection Committee

1. Plurality to effect

- a. All actions to be taken by the committee must be voted on, and will be passed if a majority of committee members vote in favor of the action.

2. Makeup

- a. The Selection Committee will consist of the Executive Director for the service region, the USUSA Advisor(s) for the service Region, the current USUSA Executive Vice-President for the service region, and at least two additional students enrolled in a majority of their classes at a campus in that service region.
- b. Student Selection Committee members will be selected by the chairperson with consultation from the Executive Director and USUSA Advisor(s) of the service region the committee is formed within, however final selection of student members is the prerogative of the chairperson. The committee is encouraged to include the incoming USUSA VP.
- c. The Selection Committee will be chaired by the current USUSA Executive Vice-President for the service region, unless that individual is precluded from serving on the committee due to a conflict of interest or due to hardship. In this event, the chair shall be the USUSA officer appointed in their stead per subheading D.
- d. Selection Committee members may be replaced in case of hardship or conflict of interest as long as the staff to student balance is maintained

with approval of the RC Executive Council. The exception to this policy is the committee spot held by the USUSA Executive Vice-President, who must be replaced by another current USUSA elected officer to be appointed by the current RC President.

### 3. Responsibilities of Selection Committee Members

- a. It is the responsibility of Selection Committee members to report conflicts of interest to the chairperson, or in the case of the chairperson to the RC Executive Council, in a timely manner.
- b. Selection Committee members must be present at all meetings of the committee, or request a discharge from the committee due to hardship.

### 4. Meeting Requirements

- a. All meetings of the selection committee must be open meetings, except those in which candidate interviews are conducted.

### 5. Meetings

- a. Pre-Application Period Meeting
  - i. Regional councils are encouraged to meet in November with their respective advisor(s) and executive director to review the Student Representative Application process and rules, and to suggest any needed changes. If it is determined any changes are needed, then the proposed changes shall be submitted to the Elections Committee in a timely manner. Proposed changes should be submitted no later than November 16 to allow time for consideration.
- b. Interviews
  - i. The committee must meet after the application deadline to conduct interviews of the applicants.
- c. Selection Meeting
  - i. The committee must meet a final time to select the final candidate(s) to be named Regional Campus Student Representative(s). This meeting may take place directly following interviews.

### 6. Interviewing Candidates

- a. Candidates must be interviewed in an impartial manner conforming to university human resource standards (e.g. all candidates must be asked the same questions as other candidates, questions may not violate sexual harassment or equal opportunity policies, etc.).
- b. The exact interview process is left to the individual service regions. The chosen process must be documented and kept on file in case needed for Hearing Board proceedings.
- c. Any ranking forms, notes, or other materials must be retained in case of their need in Hearing Board proceedings as outlined in the USUSA

Constitution (See Article V).

7. Selecting Candidates

- a. The applicant receiving the majority of votes from committee members during the Selection Meeting shall be appointed to the position.
- b. Official notification of the appointed applicant for a position must be made within 24 hours of the committee vote to select an appointed applicant.

8. Conflicts of Interest

- a. Family members or spouses of applicants may not serve as selection committee members in any role.
- b. Applicants for Regional Campus Student Representative positions are ineligible to serve as selection committee members in any role.
- c. Failure to disclose a conflict of interest is considered grounds for a grievance to be filed with the USUSA Hearing Board.
- d. If the conflict of interest is not disclosed or discovered prior to inauguration, and may have resulted in the applicant being selected for the position, steps to remove the officer may be taken pursuant to Article IV, Section 4 of the USUSA Constitution.

9. Deviations

- a. Any deviations from the bylaws set forth in Section VII must be submitted in writing to the RC Executive Council, and be approved by a majority vote prior to being put into effect.

10. Grievances

- a. Any grievances regarding the application process, conduct of the selection committee, or final results will be heard by the USUSA Hearing Board pursuant to Article V of the USUSA Constitution using the process enumerated in Section VI, subsection F of these bylaws.