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Stay Connected
Stay up-to-date with election happenings by following the USU Student Association and by using the hashtag #USUSAElections!

@UtahStateSA
ususa.usu.edu
Dear Candidate,

Congratulations on your decision to participate in this year’s student body officer elections at Utah State University. We are excited for the weeks ahead of you and wish you the best of luck with your campaign. The USUSA Elections Committee is available to answer any questions or concerns you have about the elections process.

A filing fee of $20 must be paid upon submitting your Declaration of Candidacy form. Please contact us if you wish to appeal this fee. Declaration of Candidacy forms can be submitted to the Student Involvement and Leadership Center, TSC 326, as early as Monday, Jan. 14, 2019, at 8:30 a.m. and no later than Friday, Jan. 18, 2019, at 4:30 p.m. Submission of online profiles should be completed prior to Declaration of Candidacy.

The USUSA Elections Committee will produce a 30-second video of your campaign platform and take your photo to include in elections advertising. You may sign up for your video and photo time when you turn in your official declaration of candidacy form. Shoots will take place on January 23-24. You can also reserve your A-frame spots upon form submission.

Please familiarize yourself with the USUSA Elections Bylaws. Candidates are expected to adhere strictly to the bylaws or face the risk of penalty or disqualification.

A mandatory election orientation meeting will be held Tuesday, Jan. 22, 2019, at 7 p.m. in the Taggart Student Center Auditorium. If you plan on running for any position, you must attend this meeting. Absence will result in automatic forfeiture of candidacy unless the candidate has received prior approval of the Election Co-Chairs. Please note that a campaign manager or committee member may not attend in your place, but may attend the meeting with you.

Most importantly, remember to be respectful of other candidates and our campus community. The purpose of USUSA Elections is to produce civic-minded students.

All questions and correspondence will need to be submitted to elections.ususa@usu.edu.

Again, we congratulate you on your decision to run for office. Good luck!

Sincerely,

Braxton Moon, USUSA Elections Co-Chair
Meghan Tatom, USUSA Elections Co-Chair
Candidate/Officer Eligibility

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

- Carrying a minimum of 12 credits per semester or be considered a full-time student by the School of Graduate Studies (including the semester candidates seek for office).*
- Have a USU cumulative G.P.A. of 2.75 or above.*
- Free from academic warning, probation, or suspension.
- Payment of the $20 filing fee due upon candidate declaration.
- Senatorial candidates must be a declared major in the college they wish to represent.

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 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.
# Pre-Elections Timeline

<table>
<thead>
<tr>
<th>Event/Deadline</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Info Session</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Declaration of Candidacy Begins</td>
<td>Monday, Jan. 14</td>
<td>8:30 a.m.</td>
<td>TSC 326</td>
</tr>
<tr>
<td>Candidate Filing Deadline</td>
<td>Friday, Jan. 18</td>
<td>4:30 p.m.</td>
<td>TSC 326</td>
</tr>
<tr>
<td>Mandatory Candidates Meeting</td>
<td>Tuesday, Jan. 22</td>
<td>7 p.m.</td>
<td>TSC Auditorium</td>
</tr>
<tr>
<td>Photo/Video Shoot</td>
<td>January 23-24</td>
<td>TBA</td>
<td>TSC East/West Colony Rooms</td>
</tr>
<tr>
<td>Write-in Candidate Filing Deadline</td>
<td>Thursday, Feb. 14</td>
<td>4:30 p.m.</td>
<td>TSC 326</td>
</tr>
</tbody>
</table>

- $20 fee must be paid when Declaration of Candidacy form is submitted
- Candidates should submit their profile online prior to Declaration of Candidacy
- Sign-ups for A-Frame location and photo/video shoot will be available at Declaration of Candidacy and are first-come, first-serve
- Mandatory Candidates Meeting is mandatory for all candidates. Campaign managers or committee members may attend if they wish
- Photos are published on the USUSA website and in The Utah Statesman

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

<table>
<thead>
<tr>
<th>Event/Deadline</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
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</thead>
<tbody>
<tr>
<td>Elections Setup</td>
<td>Sunday, Feb. 24</td>
<td>3 p.m.</td>
<td>A-frame Placement Area</td>
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<tr>
<td>Primary Elections Begin</td>
<td>Monday, Feb. 25</td>
<td>9 a.m.</td>
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<tr>
<td>Primary Town Hall</td>
<td>Monday, Feb. 25</td>
<td>5-7 p.m.</td>
<td>TSC Ballroom</td>
</tr>
<tr>
<td>Primary Financial Audits Due</td>
<td>Tuesday, Feb. 26</td>
<td>2 p.m.</td>
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</tr>
<tr>
<td>Primary Elections End</td>
<td>Tuesday, Feb. 26</td>
<td>3 p.m.</td>
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<tr>
<td>Primary Elections Announcement</td>
<td>Tuesday, Feb. 26</td>
<td>5 p.m.</td>
<td>TSC Hub</td>
</tr>
<tr>
<td>Primary Elections Cleanup Deadline</td>
<td>Tuesday, Feb. 26</td>
<td>10 p.m.</td>
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<tr>
<td>Final Elections Begin</td>
<td>Wednesday, Feb. 27</td>
<td>9 a.m.</td>
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<tr>
<td>Statesman Debate</td>
<td>Wednesday, Feb. 27</td>
<td>11:30 a.m.</td>
<td>TSC Hub</td>
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<tr>
<td>President’s Debate</td>
<td>Wednesday, Feb. 27</td>
<td>6-7 p.m.</td>
<td>TSC Auditorium</td>
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<tr>
<td>Final Financial Audit Due</td>
<td>Thursday, Feb. 28</td>
<td>2 p.m.</td>
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<tr>
<td>Final Elections End</td>
<td>Thursday, Feb. 28</td>
<td>8 p.m.</td>
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</tr>
<tr>
<td>Candidate Breakfast</td>
<td>Friday, March 1</td>
<td>9 a.m.</td>
<td>Colony Rooms</td>
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<tr>
<td>Final Announcement</td>
<td>Friday, March 1</td>
<td>11 a.m.</td>
<td>TSC Lounges</td>
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<tr>
<td>Newly Elected Officer Meeting</td>
<td>Friday, March 1</td>
<td>11:30 a.m.</td>
<td>Gruwell Senate Chamber TSC 336</td>
</tr>
<tr>
<td>Final Elections Cleanup Deadline</td>
<td>Friday, March 1</td>
<td>8 p.m.</td>
<td></td>
</tr>
<tr>
<td>Appointed Officer Application Deadline</td>
<td>Monday, March 4</td>
<td>11:59 p.m.</td>
<td>TSC 326</td>
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</tbody>
</table>

- Election materials must be fully removed or fines may be incurred
- Candidate Breakfast is for all final election candidates and one campaign manager/committee member from each campaign
- All newly elected officers will meet for a brief meeting immediately following the final announcement on Friday, March 1
- Appointed Candidate interviews will take place March 6-7 and March 8 if necessary
- Appointed officers are required to attend the mandatory officer retreat on March 22-23

*This timeline is subject to change. All changes will be announced to candidates as needed.*
## Officer Positions & Compensation

### USUSA Executive Council

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Elected</td>
<td>$3,500/Semester</td>
<td>$1,000/Month (10 months total)</td>
</tr>
<tr>
<td>Executive Vice President*</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Student Advocate Vice President</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Student Events Vice President</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Athletics &amp; Campus Recreation Vice President</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Organizations &amp; Campus Diversity Vice President</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Service Vice President</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Student Alumni Vice President</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Graduate Studies Senator*</td>
<td>Elected</td>
<td>$3,000/Semester</td>
<td>$225/Month (8 months total)</td>
</tr>
<tr>
<td>Public Relations &amp; Marketing Director</td>
<td>Appointed</td>
<td>$2,900/Semester</td>
<td>$225/Month (8 months total)</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Appointed</td>
<td>$2,900/Semester</td>
<td>$225/Month (8 months total)</td>
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</tbody>
</table>

*Officers are members of both the Executive Council and the Academic Senate.

### USUSA Academic Senate

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
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</thead>
<tbody>
<tr>
<td>College of Agriculture &amp; Applied Sciences Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>Caine College of the Arts Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>Jon M. Huntsman School of Business Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>College of Engineering Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>Emma Eccles Jones College of Education &amp; Human Services Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>S.J. and Jesse E. Quinney College of Natural Resources Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>College of Science Senator</td>
<td>Elected</td>
<td>$2.800/Semester</td>
</tr>
</tbody>
</table>

### USUSA Student Traditions, Activities & Arts Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Director</td>
<td>Appointed</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>Series Director</td>
<td>Appointed</td>
<td>$2.800/Semester</td>
</tr>
<tr>
<td>Traditions Director</td>
<td>Appointed</td>
<td>$2.800/Semester</td>
</tr>
</tbody>
</table>

To view official officer charters, go to [www.usu.edu/legislation](http://www.usu.edu/legislation)
Appointed Officer Information

Several appointed officer positions exist within the USU Student Association. Generally, these positions require a more specialized skill set than those of elected positions. Appointed positions include:

- Administrative Assistant (appointed by the President-elect)
- Public Relations & Marketing Director (appointed by the President-elect)
- Activities Director (appointed by the Student Events Vice President-elect)
- Series Director (appointed by the Student Events Vice President-elect)
- Traditions Director (appointed by the Student Events Vice President-elect)

Responsibilities and charters for appointed positions can be viewed at www.usu.edu/legislation.

Application and Appointment Details

Appointed officers must meet the same eligibility requirements as elected officers.

Applications will be available online at ususa.usu.edu, beginning the first week of February.

Applications for all appointed positions are due by Monday, March 4 at 11:59 p.m. via online submission.

Interviews for appointed positions will take place March 6-7 and March 8 if necessary.

Appointed officers are **required** to attend the mandatory officer retreat on March 22-23.
Officer Expectations

Knowledge Expectations

• A solid understanding of the purpose of the 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 your university committee 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 adviser 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:

• Academic Senate Meetings: Mondays 4 p.m. Weekly
• Executive Council Meetings: Tuesdays 4 p.m. Weekly
• Officers Committee/Council: TBD TBD Weekly
• Assigned University Committees: TBD TBD As Required

Office Hours:

Executive Council Members: 2-3 Hours/Day
Academic Senate Members: 2-3 Hours/Day
Student Events Directors: 1 Hour/Day
Mandatory Officer Dates/Events

### Mandatory Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Officer Meeting (directly after announcement)</td>
<td>March 1, 2019</td>
</tr>
<tr>
<td>Dean’s Breakfast*</td>
<td>March 28, 2019</td>
</tr>
<tr>
<td>New Officer Retreat</td>
<td>March 22-23, 2019</td>
</tr>
<tr>
<td>USUSA Officer Trainings</td>
<td>March 26, April 2, 9, 23, 2019</td>
</tr>
<tr>
<td>USUSA Officer Inauguration</td>
<td>April 12, 2019</td>
</tr>
<tr>
<td>Robins Awards</td>
<td>April 13, 2019</td>
</tr>
<tr>
<td>USUSA Programming Retreat**</td>
<td>April 27, 2019</td>
</tr>
<tr>
<td>Fall Officer Retreat</td>
<td>Aug. 23-24, 2019</td>
</tr>
<tr>
<td>Spring Officer Retreat</td>
<td>Jan. 10, 2020</td>
</tr>
<tr>
<td>USUSA Final Election Announcements</td>
<td>Feb. 28, 2020</td>
</tr>
<tr>
<td>USUSA Awards Banquet</td>
<td>April 8, 2020</td>
</tr>
<tr>
<td>USUSA Officer Inauguration</td>
<td>April 10, 2020</td>
</tr>
<tr>
<td>Robins Awards</td>
<td>April 11, 2020</td>
</tr>
<tr>
<td>Outgoing Officer Banquet</td>
<td>April 13, 2020</td>
</tr>
</tbody>
</table>

### Highly Recommended Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah Leadership Academy (ULA @ SLCC)</td>
<td>May 14-16, 2019</td>
</tr>
<tr>
<td>Aggie BLUE Facilitator Training</td>
<td>Aug. 16-17, 2019</td>
</tr>
<tr>
<td>Aggie BLUE Fall Leadership Conference</td>
<td>Aug. 19-20, 2019</td>
</tr>
<tr>
<td>USUSA, SAA, A-Team &amp; Ambassador Social</td>
<td>TBA (Fall and Spring)</td>
</tr>
</tbody>
</table>

### Weekly Meetings

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>Weekly, Mondays at 4 p.m.</td>
</tr>
<tr>
<td>Executive Council</td>
<td>Weekly, Tuesdays at 4 p.m.</td>
</tr>
</tbody>
</table>

*The Dean’s Breakfast is for Academic Senate members only.

**The USUSA Programming Retreat date only applies to the Programming Board, which consists of the following officers: Student Events VP, Athletics and Campus Recreation VP, Organizations and Campus Diversity VP, Service VP, Student Alumni VP, Public Relations & Marketing Director, Activities Director, Traditions Director, and Series Director.
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 as it should appear on the ballot)

_________________________________________ within the Utah State University Student Association. (List of the
office that you would like to run for)

A Number ______________________________ GPA ________________________________

Major(s) ______________________________ Minor(s) ______________________________

Credit Hours Enrolled in this Semester ________ Cell Phone ______________________________

Email Address ______________________________ Twitter Handle ______________________________

Campaign Manager Name ____________________ Campaign Manager Cell Phone __________

Campaign Manager Email ____________________ T Shirt & Polo Size ________________________

☐ 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 elected position, and should I be elected, I will be available on these dates as part of my
   commitment to the office.

☐ 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 understand the $20 fee is non-refundable

Utah Code 63G-12-402 requires the University to verify the lawful presence in the United States of individuals who
apply for any scholarships, fellowships, grants or other aid administered by the University. Individuals who apply for
these benefits are also required to certify under penalty of perjury that they are lawfully present in the United States.

I certify under penalty of perjury that:
I am a United States citizen [ ] Yes [ ] No Student Signature ______________________________

Date: ____________________________ Student Signature: ______________________________

It is the responsibility of the candidate to certify eligibility with a SILC staff member in the Student Involvement Office, TSC 326.

This section for office use only

☐ 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.

☐ College has been verified ☐ Overall GPA ________ ☐ Current Credits ________ Citizenship Y N

_________________________________ _________________________
Current USUSA Officer or Advisor SILC staff initial
Candidate Profile

The Candidate Profile will be published in The Utah Statesman and on the USUSA website.

Candidate profiles must be filled out at www.ususa.usu.edu/profile. This form should be filled out before the student files for candidacy, which starts on Monday, Jan. 14, at 8:30 a.m. and runs through Friday, Jan. 18, at 4:30 p.m.

Below is an outline of profile questions for your convenience to prepare.

Submit your profile at www.ususa.usu.edu/profile.

Office for which you are running: __________________________________________

Name: __________________________________________ Email: __________________________

Cell Phone: __________________________ Gender: M / F Class Rank: F So J Sr

Hometown: __________________________ Years at USU: ______ Twitter Handle: __________

Major(s): __________________________ Minor(s): __________________________

Campaign Platform
In 30 words or less, state your campaign platform. Failure to comply with word limit may result in editing.

Qualifications
Please list qualifications that will help you in the office for which you are running. (Limit to most relevant.)

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________

Goals and/or Plans for Office
Please list your top 5 goals and/or plans you wish to accomplish in office. (Limit to most relevant.)

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________

*All submitted content may be edited for clarity and length.
Primary Financial Statement

Each primary candidate must submit this audit on **Feb. 26, 2019, by 2 p.m.** to TSC 326. Audits must be conducted by the current officer in the position for which you are running. This statement should include all expenditures and donations used for primary elections. Receipts for items must be attached to this form. Donation requests must be sent to the USUSA Elections Committee at elections.ususa@usu.edu at least 48 hours prior to your audit. The appointed committee member will then establish a Fair Market Value for said donation and add it to this sheet upon submission. This statement need not include readily available items such as tape, markers, screws, paint brushes, etc. Failure to stay within the spending limit will result in candidate disqualification. **Election Spending Limit: $200 for Senatorial candidates, $400 for Executive Council candidates.**

<table>
<thead>
<tr>
<th>Items Purchased</th>
<th>Quantity</th>
<th>Price</th>
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Purchased Items Total

<table>
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<tr>
<th>Items Donated</th>
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<th>Fair Market Value</th>
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Donated Items Total

Total Purchased & Donated Items

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<tr>
<th>Candidate Name (Print)</th>
<th>Current USUSA Officer Signature</th>
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<tr>
<td>Candidate Signature</td>
<td>Election Co-Chair Signature</td>
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**Please Note:** All information provided on this form is public information.
**Final Financial Statement**

Each primary candidate must submit this audit on **Feb. 28, 2019, by 2 p.m.** to TSC 326. Audits must be conducted by the current officer in the position for which you are running. This statement should include all expenditures and donations used for primary elections. Receipts for items must be attached to this form. Donation requests must be sent to the USUSA Elections Committee at elections.ususa@usu.edu at least 48 hours prior to your audit. The appointed committee member will then establish a fair market value for said donation and add it to this sheet upon submission. This statement need not include readily available items such as tape, markers, screws, paint brushes, etc. Failure to stay within the spending limit will result in candidate disqualification. **Election Spending Limit: $200 for Senatorial candidates, $400 for Executive Council candidates.**

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<th>Items Purchased</th>
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<th>Items Donated</th>
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| **Total Purchased & Donated Items** | |

__________________________  __________________________
Candidate Name (Print)      Current USUSA Officer Signature

__________________________  __________________________
Candidate Signature         Election Co-Chair Signature

*Please Note:* All information provided on this form is public information.
Utah State University Student Association (USUSA)
Election Bylaws – Logan Campus

This document is ancillary to the USUSA Constitution.

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

Candidates, Campaign Committee Members and supporters, proponents, and opponents of referenda must follow all university policies, as well as local, state, and federal law.

Definitions:
Actual Cost: is defined as the cost presented on an official sales receipt.
A-frames: are defined as a freestanding object that must fit in an 8-foot by 8-foot by 8-foot (8’x8’x8’) square.
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 any people who are helping Candidates campaign.
Campaign Materials: are any item, tangible or digital, with the purpose of garnering attention and increasing awareness for a specific Candidate or ballot item.
Candidate(s): are registered USU students at the Logan 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 Week: is defined as Sunday, Feb. 24, 2019, at 3 p.m. through Thursday, Feb. 28, 2019, 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.
Good Standing (behavioral and academic):
• 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.
• Free from academic warning, probation, or suspension.
• Free from USU Student Code violations and/or student conduct probation, including any pending issues.
Handbill: is a small printed advertisement or other notice distributed by hand.
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.
Reception: a meeting organized by the Elections Committee where students meet the Candidates and ask the Candidates questions about their platform and goals.
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.

I. Candidate Requirements
A. All Candidates must be in Good Standing.
   a. 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.
   b. 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.

C. College Senatorial Positions: Candidates for the office of a college Senator must be registered in the college they wish to represent as of the filing deadline for Declaration of Candidacy. Graduate students may run for a senatorial position in their respective college.

D. Graduate Studies Senator: Candidates running for Graduate Studies Senator must be a current, fully matriculated graduate student in the School of Graduate Studies by the filing deadline. Matriculation requires the student to be in Good Standing and taking graduate courses.

E. Write-In Candidates:
   a. Must file a Declaration of Candidacy and abide by election bylaws, but are not required to pay the $20 filing fee.
   b. Will not be included in Election Committee or USUSA marketing, which may include ads, pictures, or biographies
   c. Must notify the Election Co-Chairs if they choose to participate in forums and debates during USUSA Elections Week.
   d. Will not be present on the primary election ballot and will only be included on the final election ballot if:
      i. A Candidate comes in either first or second in total vote count, is eligible to hold office; and
      ii. reaches or exceeds 10 percent of the vote total in the respective election. (See EC Bill 2014-06)
   e. If write-in candidate qualifies for the final election only their name will be placed, in alphabetical order, on the ballot.

II. Timeline

A. Deadlines:
   a. A Candidate must sign a Declaration of Candidacy. The current USUSA officer holding the position should sign the form. This allows the Candidate to discuss the position with the incumbent officer and to more fully understand the position for which they are applying.
   b. If the current officer is unavailable, or is a Candidate, then the USUSA advisor that advises the Candidate’s position may sign the form.
   c. This form and $20 non-refundable filing fee are due in TSC 326 on the date set by the Elections Committee.
      i. Any student may apply for a waiver of this $20 fee through a written appeal to the Student Involvement and Leadership Center (SILC).
      ii. The $20 filing fee is for processing purposes and publicity by the Elections Committee.
   d. To withdraw a Declaration of Candidacy, Candidates must submit a document in writing to the Election Co-Chairs prior to the announcement of final election results. After the Election Co-Chairs have received the withdrawal, the Candidate cannot be reinstated and the $20 filing fee is forfeited.
   e. 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. Notice of the secondary deadline shall be advertised in The Utah Statesman.

III. Voting

A. Plurality to Elect:
   a. The names of the two Candidates on the primary ballot, including write-ins, receiving the greatest number of votes shall be placed on the final ballot.
   b. 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:
   a. Ballots will be accessed via www.vote.usu.edu.
b. 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). Permanent nicknames, however, may be approved by the Elections Committee (e.g. Bob for Robert, Sue for Susan, etc.).

C. Eligibility to Vote:
   a. Logan Campus students
      i. All registered students
      ii. In USUSA Presidential election and select referenda, Elections will be open to all Regional Campus students.
   b. In senatorial races, students are only eligible to vote for senators of their respective college.
      i. If a student has declared a major in two or more separate colleges, they are eligible to vote for the senatorial candidates running to represent each college.
   c. Only matriculated graduate students can vote for the Graduate Studies Senator.
   d. Proxy voting is prohibited.

D. Counting Votes:
   a. Votes shall be tabulated immediately following the closing of the polls.
   b. 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, Election Co-Chairs, and the USUSA President.
      i. In the event the current USUSA President is running for office, the officer following the line of authority shall take their place.
   c. Tie-Breaking Procedures: 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 counting of the votes, the tied candidates will be brought together by the Election Co-Chairs, the current officer in the position or designee of the tied candidates, and at least one of the Student Involvement advisors to follow these tie-breaking procedures.
      ii. If there is a tie for second place during the primary election, the tied candidates will both advance to the final election ballot along with the first-place candidate.
      iii. After the final election, if the candidates are tied, they will be given one hour to choose, at their joint discretion, whether they would like to participate in a coin toss by the Vice President of Student Affairs Office or in a special one-day election to break the tie.
      iv. 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.
      v. 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).
      vi. If a second numerical tie should occur between the same candidates, the tie-breaking procedure will be a coin toss by the Vice President of Student Affairs Office.

E. On-Campus Voting Locations
   a. The Elections Co-Chairs will have voting locations throughout campus for the convenience of students.
   b. Candidates and their Committee Members may not offer any devices to students for voting.
   c. No campaigning or campaign related activities shall take place within 50 walking feet of a polling station.

F. Results:
   a. 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.
IV. Money and Finance:

A. Campaign Value:
  a. The campaign value limit is $400 for Executive Council Candidates and $200 for Senatorial Candidates. Candidates violating the campaign value limit (overspending) will be disqualified.
    i. Any money spent towards a campaign or campaign materials prior to Declaration of Candidacy must be documented and will count towards the campaign value limit.
  b. Audits
    i. Candidates must submit to the Elections Committee by the specified audit deadline, original receipts and a complete list of all campaign expenditures, Donations and the Fair Market Value of materials purchased or used in their campaign. This is done using the Financial Statement forms provided in the Election Packet. If a receipt for a campaign expenditure is not available, or if the item has been donated, it will be assessed a Fair Market Value by the Elections Committee.
    ii. Candidates will be audited twice: once during primary elections and once during final elections.
    iii. All financial statements must be signed by the current USUSA corresponding officer position or their designee prior to submittal of the form to TSC 326. After submittal, financial statements are subject to final approval by the Elections Committee. Candidates may be subject to provide clarification or more information if deemed necessary by the Elections Committee.
    iv. Candidates failing to submit their Financial Statement by the specified audit deadline will be disqualified.
  c. Fair Market Value (FMV)
    i. It is the responsibility of the Candidate to obtain from the Elections Committee a FMV for any Campaign Material not appearing on a FMV list provided at the mandatory Candidate meeting.
    ii. 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 decide the FMV. All decisions by the SILC Director and Student Advocate VP will be final. The FMV will be communicated to the Election Co-Chairs.
    iii. If the Student Advocate VP is running for office, the SILC Director will select an elected student body officer to take their place.

V. Campaign Rules:

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

B. Campaign Committee and Meetings
  a. 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
  a. Campaigning in or around the Taggart Student Center must be in compliance with the Taggart Student Center Policy Manual (available at tsc.usu.edu).
  b. 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
  a. General Policy
    i. The University shall provide reasonable space 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.

ii. Further information can be found by visiting usu.edu/facilities and reading the “Sign Standards” document found within the “Forms & Policies” tab.

b. Time, Place and Manner Restrictions

i. Signs, literature and structures are not to be distributed, placed or otherwise erected on campus property prior to Elections Week

ii. 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.

iii. 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.

c. 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.

d. 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.

e. Responsibility for Content of Signs, Notices or Posters

i. 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

a. General Policy

i. 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.

a. Stickers must not be affixed to any university grounds or property. The 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.

b. Time, Place and Manner Restrictions

i. Distribution of materials on campus property is not permitted prior to Elections Week

ii. 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.

iii. 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.

iv. The Candidate is responsible for learning and following all building-specific rules and regulations (such as the TSC Policy Manual).

v. Handbills, stickers or other written material may not be attached or affixed to private property without the owner's permission.

c. Responsibilities Associated with the Distribution of Handbills
i. 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. A-frames On Campus
   a. Assigned areas for two (2) A-frames will be granted to Candidates during primary elections. These same A-frame locations will be permitted during final elections.
   b. A-frame locations will be assigned in the order of candidacy declaration. Please see the map included in the Elections Packet for designated A-frame areas.
   c. If there is snow, A-frames must be on grass areas to ensure that facilities can clear walkways.
   d. A-frames cannot be moved without Election Co-Chairs approval.
   e. A-frames must not lean against or be attached to trees, shrubs, buildings, or list posts. No stakes or signs stuck into the ground are allowed.
   f. A-frames must be constructed so they are not a hazard.
   g. USUSA is not responsible for any lost, stolen, or damaged A-frames during the course of Elections.
   h. Candidates must respect each other and not vandalize A-frames or other campaign material. This also applies to Campaign Committee Members, as well as those affiliated with the Candidate.
   i. Candidates and their respective Committee Members are not allowed to provide electronic devices to students for the purpose of voting within the A-frame area.
   e. Responsibility for Content and Safety of A-frames
      i. Candidates and Campaign Committee Members shall be personally responsible for the content and use they make of the A-frames they erect on campus. By erecting any structure on campus, the Candidate or their representatives agree(s) to hold the University harmless for any assessed damages or liabilities caused by the structure itself or caused by libel or slander in the message it conveys.

G. Clean-Up
   a. 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.
   b. Final election Candidates are responsible for the removal of all Campaign Materials by 8 p.m. on Friday, March 1, 2019.
   c. A $50 fee will be charged to any Candidate who does not clean up all of their 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.

H. Copyright and Trademark Infringement
   a. Use of USU, USUSA, and all affiliated organizations copyrighted or trademarked material is prohibited.
   b. USUSA, USU SILC, and/or USU claim no responsibility for the illegal use of copyrighted or trademarked materials by Candidates.

I. Bribery and Slander
   a. 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 and local, state and federal laws. This includes, but is not limited to, a prohibition of:
      i. Bribery, in any form, either to voters or other Candidates.
      ii. Slander.
J. Off-Campus Campaigning
   a. Candidates and Campaign Committee Members must have the permission of the building or apartment owner/landlord/manager prior to door knocking, displaying or distributing any Campaign Materials.
      i. The policy for off-campus banners and signs comes directly from the Logan City Land Development Code Section 17.40 (this policy is subject to change).

VI. Social and Electronic Media:
   A. Social Media
      a. 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. Throughout the election process, Candidates are not allowed to post on any official university or departmental Facebook pages or groups (e.g. USU, USUSA, College of Humanities and Social Sciences, Huntsman School of Business, etc.).

   B. Election Video
      a. A video will be made by the Elections Committee of the Candidates’ platforms. This video will be added to the USUSA website and social media accounts.

   C. Election Website
      a. All final Candidates’ election information (one picture, campaign platform, goals, and qualifications) will be uploaded to the USUSA website.

   D. Mass messaging
      a. Use of USU mailing lists (e.g. Canvas or class contact information) is strictly prohibited.

VII. Violations and Penalties:
   A. 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.

   B. 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. 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.
         iii. 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.
         iv. 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.
v. Candidates will be responsible for submitting grievances for their own campaign.
a. Any student who was affected by, or a direct witness to, any violation of election bylaws by campaigns or those campaigning for ballot issues is requested to file a campaign grievance.
vi. The burden of proving that a bylaws violation occurred is on the person filing the grievance.
vii. Explanation of how to file a grievance will be discussed at the mandatory elections meeting.
c. 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. Fines shall not exceed the respective Candidate’s campaign expenditure limit (see Article IV.A.a.).

VIII. 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.

I. 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.
A-Frame Placement Map

Candidate A-Frames may be placed on the highlighted areas of the map below:

- Senatorial candidates may place A-Frames near their respective college if prior permission is granted.
- See Section V, Article F of the USUSA Election Bylaws for A-Frame specifications.
- Space is allocated on a first-come, first-served basis according to declaration of candidacy.
Off-Campus Sign Placement

Candidates who place signs or banners off-campus should comply with the City of Logan Land Development Code. Due to length reasons, the applicable section of the code is not listed in the elections packet.

Elections Contact Information

**Elections Committee Co-Chairs**
Braxton Moon  
Meghan Tatom  
Email: elections.ususa@usu.edu  
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Phone: (435) 797-0977