Welcome to the Spring 2017 Elections! As a Washington University student, you have undoubtedly found many ways to grow and push yourself. We are delighted that you are considering joining Student Union, and hope that this packet may serve as a resource as you navigate the election process.

Student Union is an organization that serves the 300+ student groups on campus, passes legislation that affects all students, plans campus wide programming, and distributes a $3.4 million-dollar budget. As a Student Union member, you will be in charge of representing the school and working with your peers to serve the entire Washington University community. Beyond that, you will be able to make a difference by dealing with issues that directly relate to you and your classmates. You will meet and work with many wonderful leaders, both students and administrators, throughout your term and watch yourself grow into a wonderful leader as well. Additionally, we hope that you will have fun every step of the way (with a few challenges, of course).

Before officially committing yourself, be sure to consider your other obligations. Being a Student Union Officer is a commitment—to you, your fellow officers, and your school. If you feel you are up to the time, work, and thought this demands, then please continue. For more information about any of the positions, please feel free to contact us at the email below and I will ensure you get a full response from an SU officer.

If you have any questions or comments, I would be more than happy to talk to you, either in person or via email at elections@su.wustl.edu. Thank you for your interest in becoming a Student Union Officer! I wish you all the best of luck.

Savannah Rush
SU Election Commissioner
IMPORTANT DATES

Election Packets Released
February 20, 2017 at 12:00 am

OPTIONAL Candidate Information Sessions
February 23, 2017 7:00 pm-8:00 pm in Simon 112
February 27, 2017 7:00 pm-8:00 pm in TBD

Portfolio Registration Form Due
March 1, 2017 at 5:30 pm

MANDATORY Candidate’s Meeting
March 1, 2017 5:30-6:00 pm in Simon 106

Campaign Period
March 1, 2017 at 6:00 pm through March 7, 2017 at 11:59 pm

Spring Debates (Mandatory for Exec Candidates Only)
March 4, 2017 from 12:00 pm to 3:00 pm in Tisch Commons

Spring Elections
March 7, 2017 at 12:00 am through 11:59 pm

Expenditure Reports Due
March 10, 2017 at 5:30 pm
DESCRIPTION: EXECUTIVE OFFICERS

President: The Student Union President acts as the official representative of the Student Union and the student body. The SU President is responsible for managing the direction of the Student Union, as well as serving as the head of the SU executive board. They also act as the primary representative to the administration, and to outside entities, in advancing the interest of the student body. Some of their responsibilities include: spearheading SU initiatives, chairing Exec council, appointing heads of many SU entities, advising Senate and Treasury, and many more.

Vice President of Administration: The Vice President of Administration is the official internal affairs officer of Student Union, and manages all internal affairs of the Student Union Executive Board. The VP of Admin will exercise the duties and powers of the President in their absence from office or in their inability to act. Their responsibilities include, but are not limited to: running SU leadership meetings, running the recruitment and retention committee, running SU elections, inaugurations, and writing the Student Union annual report.

Vice President of Finance: The Vice President of Finance is responsible for managing the overall finances of the Student Union, which ranges from high level initiatives such as determining how much to allocate for long-term projects, as well as low level initiatives such as coaching CAT III groups how to access and utilize their funds. The VP of Finance is also responsible for advising SU entities such as Treasury, SPB, Class Councils, and many others.

Vice President of Programming: The Vice President of Programming is the officer responsible for all SU related programming on campus. The VP of Programming is responsible must take charge of the planning and execution of the SU Pre-O Program, as well the planning of large scale SU events such as SUp All Night, SU Formal, Presidents and Treasurers Training, and Trending Topics. This position also is responsible for advising Class Councils, SPB, and Engage 360.
Vice President of Public Relations: The Vice President of Public Relations is the voice of the Student Union. This role is responsible for communicating Student Union initiatives to the whole student body. The position reports directly to the President of Student Union and ensures that Student Union is actively reaching out to all aspects of the student body. The responsibilities of VPPR include: managing SU social media platforms, sending out weekly SU updates, managing SUPR projects, conceptualizing and executing marketing strategies for SU events, and more.

Additional Qualifications Necessary to Hold Executive Office:

1. Candidates must be full-time undergraduate students, be in good academic and student conduct standing (ie, minimum GPA of 2.5, no more than 3 alcohol violations), and be able to make the necessary time commitment. In addition, it is important the candidates exhibit strong communication skills, dependability, role modeling, and approachability.

2. By submitting the Portfolio registration form, candidates agree to have read and understood the position description and requirements and agree to abide by all terms if accepted. Furthermore, candidates acknowledge that the information contained in this application is factual and is a realistic assessment of their abilities. Since this position carries with it both privileges and responsibilities, candidates hereby give permission to Campus Life staff and their designees to access my academic and judicial records with Washington University. This information will be used for the sole purpose of determining my personal attributes and suitability for this position.

3. Elected Executive Officers must attend the following events: Exec Retreat on March 26 10:00 am to 3:00 pm, weekly meetings Tuesdays at 9:30 pm (Spring 2017), weekly meetings Tuesdays at 8:00 pm (Fall 2017 onwards), SU Fall Retreat on September 2, 2017 (all day).
All individuals running for the SU President should be expected to commit more than 40 hours per week to their position. Individuals for the other SU exec positions should be expected to commit more than 30 hours per week to their positions. It is highly encouraged that all candidates schedule a meeting with the current officer to receive more information about the position and the responsibilities these positions entail. Please reach out to the current officers (shown below) or refer to su.wustl.edu for the office hours of each member of Exec.

**SU President:** Kenneth Sng, president@su.wustl.edu

**Vice President of Administration:** Cary Chang, administration@su.wustl.edu

**Vice President of Finance:** Vikram Biswas, finance@su.wustl.edu

**Vice President of Programming:** Richard Wu, programming@su.wustl.edu

**Vice President of Public Relations:** Amelia Fong, pr@su.wustl.edu
DESCRIPTION: SENATORS

The Student Union Senate is comprised of 27 people representing the five undergraduate academic divisions of Washington University; it constitutes one house of the Legislative Branch of Student Union and makes many official Student Union decisions. There are currently 13 seats up for election. Each senator serves a one-year term; approximately half of the Senate seats are elected beginning in the spring, the other half are elected beginning in the fall.

Senators strive to better the Washington University community by serving as a channel for student opinions and concerns. In past years, one of the Senate's goals was to increase communication between students and Student Union and between students and the University Administration. Some of the Senate’s work included working to improve late night transportation to off-campus apartments, recycling improvements, online course evaluations, the creation of a Task Force to evaluate resources for LGBT students, improvements to the Freshmen Residential Life Questionnaire, and surveying the student body to determine what kinds of food should be in the new Danforth University Center Dining Hall. Each year, the Senate strives to continue to improve campus life and advocate for issues concerning their fellow students.

Each Senator is required to work on a senate project, and to serve on one of the three standing committees. Projects range in size and scope: from increasing student voter turnout, to getting the school to increase the use of recycled paper, to rerouting the shuttle system. Senators work with student groups, school administrators and the local community to find the best solution to students’ concerns. The standing committees of the Senate include the Academic Affairs Committee, the Campus Services Committee, and the University Initiatives Committee. The committees serve to guide senate projects and act as a sounding board for potential resolutions. The term of office for Senate spans the first Wednesday after the election until the Wednesday after next year’s spring election.

**Candidates running for Senate are highly encouraged to schedule a meeting with the current Speaker of the Senate, Ben Hauser (senate@su.wustl.edu), to learn more about the duties and responsibilities of an SU Senator**
DESCRIPTION: TREASURY

The Student Union Treasury is the primary body responsible for the allocating the student activity fee, as well as all additional Student Union monies and resources. Treasury’s main tasks include approving the Student Union General Budget, approving new student groups, and hearing appeals from student groups. As one of the two houses in the Legislative Branch, it consists of twenty-one students representing the entire undergraduate student body.

There are two standing committees in Treasury; each Treasury Representative is required to serve on one of the two committees. Budget Committee is in charge of the allocation of funds each semester to student groups. The Student Groups Activities Committee serves as Student Union’s liaison to student groups, and is responsible for approving new group and category change applications, programming for activities fair, and de-registering student groups.

The term of office for Treasury spans the first Tuesday after inauguration to inauguration the following Spring. For this election, there are 13 vacancies in Treasury. Please note that as per the SU Constitution, the top-vote getter from each school will win a seat.

**Candidates running for Treasury are encouraged to schedule a meeting with the current Speaker of the Treasury, Iliana Ragnone (treasury@su.wustl.edu), to learn more about the position’s duties and responsibilities.**
DESCRIPTION: CLASS COUNCIL OFFICERS

Class Council responsibilities include building class unity and identity, programming, and representing the concerns of their class. The Freshman, Sophomore, Junior, and Senior Class Councils meet regularly as a Joint Class Council. Class Councils will be responsible to the Student Union Vice President of Programming.

President: The class President is responsible for presiding over class council meetings, and serving as the official representative of the class. When leading over the class council the President is expected to set and present the agenda and direct discourse throughout the meetings. The president will set the vision for programming in order to unify their class.

Vice President of Administration: The class Vice President of Administration (VP Admin) focuses on affairs within the class, and Washington University as a whole. The position handles contact with Washington University entities. In addition, the VP Admin must attend Senate meetings weekly.

Vice President of Finance: The class Vice President of Finance (VP Finance) is responsible for disbursement and accounting of revenues and expenditures, and authorization of all expenditures. The VP Finance also must complete the Student Union Treasurer’s Training at the beginning of the school year. In addition, the VP Finance must attend Treasury meetings weekly.

Vice President of Programming: The class Vice President of Programming (VP Programming) acts as the class representative to external entities. The VP of Programming is the contact for all on and off campus vendors related to Class Council programming.

Vice President of Public Relations: The class Vice President of Public Relations (VP PR) coordinates publicity of class events, and prepares a report to present to the class regarding Class Council activities at least once per semester. The VP PR should work to keep the student body informed of events on campus.
DESCRIPTION: OLIN BUSINESS COUNCIL

President: The position of President shall be held on a yearly basis. The President shall be expected to oversee the Olin Executive Board as well as lead the organization by planning, executing and reviewing OBC initiatives in coordination with the OEB, OEC, and OBC Delegates. The President shall also be expected to ensure that the OEB is conducting their duties to fullest degree. Lastly, the President shall be expected to serve as the primary point of contact for OBC and maintain regular relations with administrators of the Olin Business School.

Vice President of Finance: The position of VP of Finance shall be held on a yearly basis. The VP of Finance shall be expected to procure and manage sufficient funds in order to ensure the continued operation and success of the Olin Business Council. The VP of Finance shall also create and maintain the annual budget and be responsible for submitting it to Student Union and the BSBA Office. Lastly, the VP of Finance shall be expected to lead the Olin Business Council in acquiring additional funding from various on-campus organizations, as well as through fundraising efforts.

Vice President of Government Initiatives: The position of VP of Government Initiatives shall be held on a yearly basis. The VP of Government Initiatives shall be expected to implement OBC policy recommendations and programs based on the collection and aggregation of Olin undergraduates’ preferences. The VP of Government Initiatives shall also be responsible for running OBC’s general body meetings. Lastly, the VP of Government Initiatives shall be responsible for maintaining and updating the Olin Business Council Constitution.

Vice President of Marketing: The position of VP of Marketing shall be held on a yearly basis. The VP of Marketing shall be expected to lead OBC promotional and publicity efforts for all OBC events and initiatives, to maintain all of OBC’s marketing and operational channels, which include the OBC Website, the OBC Bulletin Board, the OBC Newsletter, the OBC Facebook page, and the OBC Campus Group page, and to keep track of OBC general body attendance.

Vice President of Academic Initiatives: The position of VP of Academic
Initiatives shall be held on a yearly basis. The VP of Academic Initiatives shall be responsible for facilitating open communication between the undergraduate student body and professors, deans, and other school administrators. The VP of Academic Initiatives shall also be responsible for heading a Student Curriculum Board comprised of undergraduate students from various majors and years. Any academic issues including but not limited to curriculum material, academic integrity, AP credits, etc. shall be directed to the Vice President of Academic Initiatives.

**Vice President of Professional Initiatives:** The position of VP of Professional Initiatives shall be held on a yearly basis. The VP of Professional Initiatives shall be expected to plan all OBC career events such as, but not limited to, trips, case competitions, and career weeks. The VP of Professional Initiatives shall also be responsible for heading a Student Advisory Board for the Weston Career Center.

**Vice President of Social Initiatives:** The position of VP of Social Initiatives shall be held on a yearly basis. The VP of Social Initiatives shall be expected to manage the planning and execution of all OBC social events such as, but not limited to, OlinPalooza, Casino Night, Olin Week, BSBA happy hours, and OBC fall and spring socials. The VP of Social Initiatives shall be responsible for maintaining a positive and consistent OBC culture with a series of informal events and formal events throughout the semester.

**Vice President of Service Initiatives:** The position of VP of Service Initiatives shall be held on a yearly basis. The VP of Service Initiatives shall be expected to ensure that the Olin community is educated on the importance of being involved in the campus community and surrounding area. The VP of Service Initiatives shall be expected to develop and implement community service programs and promote participation in any local or national service projects.
DESCRIPTION: BLOCK FUNDING

According to the Student Union Constitution, the constituency of the Student Union (undergraduate students of Washington University in St. Louis) shall have the power to initiate the allocation of funds to any student initiative or Student Union student group, provided that fifteen percent (15%) of the constituents sign a petition calling for an election on the allocation, which shall be submitted in writing to the Election Commissioner for approval no less than ten (10) days before the fall election.

Block Funding petitions shall only appear on spring election ballots. These allocations will replace all other sources of funding from the Students Activities Fee for a period specified in the petition of either one (1) or two (2) fiscal years, to be allocated evenly on an annual basis. The vote requires two-thirds (2/3) of the votes cast.

In addition, all those seeking Block Funding must receive the approval of the Vice President of Finance to be on the ballot. Approval will be based on the conditions of good financial standing, defined as having an amount greater than or equal to zero in all accounts, and a budget proposal or process in which the fund shall determine the allocation of its resources in accordance with Student Union policies. Please email the VP of Finance at finance@su.wustl.edu to schedule a time to meet and receive approval.

Any election petition for block funding must include a mission statement detailing the purpose of the funding request as well as a budget proposal providing an outline of the planned expenses of the fund or the process by which the fund shall determine the use of its requested funding. Fraternities and sororities are ineligible to receive block funding. A fund may not submit a budget request to the Budget Committee or an appeal to the Treasury or the Executive Council for additional funding.
GENERAL RULES

1. All candidates MUST submit the candidates’ form on Portfolio prior to the mandatory candidates meeting.

CAMPAIGN RULES

1. Herein “candidates” refers to all the campaign members of all candidates for office and all student groups petitioning for block funding.

2. Candidates must place their name on any advertisements used by their campaign.

3. No form of campaign advertising as listed in the Posting Rules, nor any form of direct solicitation of votes, may be published, posted or distributed prior to the official campaign period. This clause does not limit the free speech of any individual to discuss issues concerning this campus.

4. No candidate may use the Student Union office or any of its equipment or technological resources (including ListServs, SU Finance contact information, SU-provided email accounts, or other means of student communication) for campaign-related activities.

5. No student group funds may be used for any campaign-related activities.

6. No baked goods (University policy).

7. Candidates must run individually. Any campaign collaboration or coordination is strictly prohibited and subject to immediate disqualification.

8. No elected representative may endorse a candidate within their same branch. SU executive officers may not endorse any candidates.
9. Any fraudulent activity on the part of one candidate to discredit or incriminate another candidate or in any way circumvent the spirit of the election shall result in the immediate disqualification of that candidate.

10. Incumbent status will be noted on the ballot for candidates running for the same position in the same branch.

11. In the event of a tie, the Election Commission shall hold a run-off election to determine the winner of the contested position.

**EXPENSES AND EXPENDITURE REPORTS**

1. Candidates for office may spend up to $100 in support of their candidacy.

2. Any candidate for office who exceeds the maximum expenditure limit will be disqualified.

3. All candidates for office must submit an expenditure report by the date determined by the Election Commissioner. If the expenditure report is not submitted by the determined time, the candidate can be disqualified from the election.

4. The expenditure report shall itemize all expenditures, including those for advertisements, posters, paid staff, parties, supplies (paper, markers, paint, etc.) and all other expenses. Original itemized receipts are required for all expenditures.

5. In the event that goods or services are donated to a candidate, the estimated value of the goods or services shall be included in the expenditure report. All materials and services shall be valued at fair market price. No value shall be placed on donated unskilled labor, but all other labor shall be valued at fair market price. If you have any questions about this provision, contact the Election Commissioner.

6. Endorsements by students, faculty, or staff of Washington University shall
have no monetary value.

7. Print media and radio messages that are not paid for, as well as word-of-mouth have no monetary value, are not considered campaigning or advertising, and are not subject to the posting rules specified elsewhere in the packet information.

8. Submitting a fraudulent or incomplete expenditure report will result in disqualification.

**POSTING RULES**

1. A maximum of one flyer per public posting bulletin board or kiosk is allowed on the South 40. A maximum of two flyers per public posting bulletin board or kiosk is allowed on main campus. All postings must be attached with tacks or staples. Tape is strictly prohibited.

2. No posting may be attached to, hung, or written on, outer building walls, classroom walls, beams, glass, trees, hallways, printed surfaces, floors, ceilings, RA and other designated bulletin boards, lamp posts, sidewalks, elevators, bathrooms, mirrors, etc.

3. No posting over other flyers. No stickers are allowed. No permanent adhesives may be used on any surface. Nothing may be placed under the doors of residents.

4. No painting school property.

5. No form of advertisement may be placed on or in the grounds of the University.

6. Advertisements may not promote nor advertise drugs or alcoholic beverages.

7. When going to dorms, you may talk to people who have their doors open,
but you may not knock on closed doors.

8. The maximum size for all postings is 8.5 inches by 14 inches.

9. Table tents may be placed on tables in dining areas only with the permission of the management of Bon Appétit.

10. Chalking is only allowed on uncovered sidewalks. No other surfaces including trees, sculptures, barriers, ledges, or sidewalks covered by any form of roof or overhang may be chalked. Only dry (talc) chalk may be used. Chalking on any prohibited surface or with any other form of chalk may be subject to serious fines or penalty from a university administrator.

11. The dignity of all individuals and parties must be respected. This includes the prohibition of any sexual or discriminating depictions of individuals.

12. The Election Commissioner must be made aware of any online resources used to campaign and must be invited to any internet social networking groups or events used to campaign (i.e. Facebook, Google Groups, Twitter). All events must be open to all undergraduate students.

Any additional publicity, event, or space reservation rules imposed by any department of the University, including Residential Life, Campus Life, or school administrations must be followed. Websites to consult include, but are not limited to, reslife.wustl.edu, getinvolved.wustl.edu, and bearings.wustl.edu.

Please report violations to elections@su.wustl.edu. Do not remove any posting violations; the Election Commission will determine the appropriate action after viewing the complaint.
VIOLATIONS

If any violation by a candidate or students involved in the campaign are observed by the election commission, this will result in a verbal warning to the candidate. If the infraction is not remedied within 1 hour of the first warning, a penalty ranging from 1-25 votes (at the discretion of the Election Commissioner) will be applied. If a second infraction occurs, the infraction will be removed immediately and a second and more significant penalty (not to exceed 50 votes) will be applied. After the 2nd infraction, it will be up to the judgment of the Election Commissioner if the violators can continue to run for office. In the event of an egregious violation, the Election Commission reserves the right to fine or disqualify a candidate regardless of the number of prior infractions. Infractions involving multiple posting violations will be considered together or in parts at the Election Commission’s discretion.

The Election Commission is empowered to interpret these rules and their applicability to any specific situation before, during, or after the campaign period.
VOTING AND BALLOTS

1. No person may cast more than one (1) ballot per election.

2. There shall be no proxy voting.

3. Write-in candidates are permitted.

4. Elections will be completed on Big Pulse and tabulated by computer.

RESULTS NOTIFICATION

Full election results will be posted on the Student Union website in the news section as soon as they are available. The results are exported from Big Pulse, formatted, and uploaded upon their receipt.

If there are any questions about elections, rules, or SU, please contact the Election Commissioner at elections@su.wustl.edu.