



**WASHU  
STUDENT  
UNION**

# **Student Union**

**Fall 2018 Election Packet**

*ArtSci Council*

*Senate*

*Treasury*

# **IMPORTANT DATES**

## **Election Packets and WUGO Candidacy Form Released**

Monday, October 22, 2018, 5 pm

## **Info Session**

Tuesday, October 23, 2018, 7:30-8:30 pm, Bear's Den Private Dining Room

## **WUGO Candidacy Form Due**

Wednesday, October 31, 12:00pm

## **Candidate's Meeting (Mandatory)**

Wednesday, October 31, 6:00pm – 7:00pm, Seigle 304

## **Campaign Period**

Wednesday, October 31, 7:00pm – Tuesday, November 6, 11:59pm

## **Candidates' Forum (Senate & Treasury Candidates)**

Sunday, November 4, 7:30pm – 9:30pm, Goldberg Formal Lounge

## **Election Day**

Tuesday, November 6, 12:00am – 11:59pm

## **Expenditure Reports Due (via e-mail)**

Thursday, November 8, 5:30pm

## **A Message from the Election Commissioner**

Welcome to your 2018 fall elections for Arts & Sciences Council, Senate, and Treasury! The ArtSci Council, Senate, and Treasury operate as parts of Student Union, the organization that advocates to the administration on behalf the undergraduate student body, allocates the \$3.4 million student activities budget across over 300 student groups, and plans campus-wide programming.

As a Student Union official, you will be working with your peers to represent and serve the Washington University community. You will be empowered to make a difference by grappling with issues that directly relate to you and your classmates on a regular basis. You will work with many leaders – students, faculty, and administrators – throughout your term and will grow as an individual and as a leader along the way.

Before officially committing to running for office, be sure to consider your other obligations. Becoming a Student Union official is a commitment – to you, to your fellow officers, and to your school. If you feel you are up for the time, work, and thought that this demands, you are in the right place. I am delighted that you are considering joining Student Union, and I hope that this packet may serve as a resource as you navigate the election process.

Above all, the people that bring diversity in their identities, thoughts, and experiences to the Student Union organization are just what makes it so special. Each person reading this letter has their own set of reasons for running for office – to learn, to advocate, to make a difference – and so many more. As you go through this process, I hope that you find yourself achieving the goals you set out to fulfill, and most importantly, that you always remember why you're in this.

For more information about any of the positions, as well as for any questions, please do not hesitate to e-mail me at [elections@su.wustl.edu](mailto:elections@su.wustl.edu). I will promptly answer all questions or forward them to the applicable officer. I am also happy to schedule an in-person appointment with you if you wish.

Best of luck,

**Achint Rai**

Election Commissioner

## DESCRIPTIONS: **ARTS & SCIENCES COUNCIL**

### **President**

The President of ArtSci Council is tasked with overseeing council meetings and coordinating with Vice Presidents to ensure the execution of academic, social and career programming for students in the College of Arts and Sciences. The president is responsible for meeting with the Dean of the College of Arts & Sciences to offer ongoing correspondence on council business and receive feedback from faculty members. The president also sits on faculty boards, such as the curriculum committee, to stay apprised of changes within the College of Arts & Sciences. An ideal candidate for ArtSci president would excel in a leadership capacity and have previous experience in a supervisory role of some sort on campus or in an exterior organization.

### **Vice President of Academic Outreach**

The Vice President of Academic Outreach is tasked with understanding and explaining existing academic policy to undergraduate students and staying apprised of academic changes within the college. This often requires presence on an ArtSci faculty board, such as the course evaluation committee or the curriculum committee. An ideal candidate for this position should have an interest in the inner workings of ArtSci administration and a desire to improve relations between students and faculty.

### **Vice President of Administration**

The Vice President of Administration serves in tandem with the ArtSci Council President to ensure the fulfillment of the council agenda. This involves coordinating with the VP Programming and VP Finance to contact vendors and secure venues for council events, heading council meetings in the absence of the president, and sitting on committees with the VP Academic Outreach to provide the council information regarding ongoing changes to curriculum and faculty interests. An ideal candidate for VP Administration would preferably have previous leadership and task management experience to aid in coordination with the council's other vice presidents in planning and enacting council decisions/programs.

### **Vice President of Finance**

The Vice President of Finance is responsible for drawing up the budget for council programming in tandem with the president and other members of the

council. The VP Finance serves as treasurer for the council, keeping its members apprised of existing funds for guest speakers, resource fairs and social events and ensuring the allocation of these funds according to the budget approved by the Student Union Budget Committee. The treasurer works with the VP Administration to coordinate with vendors and venue professionals in planning and covering the cost of ArtSci Council events. An ideal candidate for this position has previous experience in the management of a group financial account with the capacity for financial responsibility.

### **Vice President of Programming**

The Vice President of Programming is tasked with organizing and executing programming events for students in the College of Arts and Sciences. Working with the VP Administration and VP Finance, the VP Programming would work to contact vendors and venue hosts in planning career guest speakers and social spaces for ArtSci students, and work with the VP Academic Outreach to coordinate resource fairs and similar events. An ideal candidate for VP Programming would have an interest in developing events to engage with students and faculty in the College of Arts and Sciences, preferably with past experience in program planning/coordination.

### **Vice President of Public Relations**

The Vice President of Public Relations is tasked with designing infographics and attractive promotional items (in the form of campus flyers and social media content) intended to deliver constituents to relevant academic resources and on-campus programming. This can include Facebook event pages, charts demonstrating changes to Core Curriculum, and similar materials. An ideal candidate for VP Public Relations would have past experience in event promotion and graphic design.

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## **DESCRIPTION: SENATOR**

*The top vote-getter from each of the (5) undergraduate schools and the (6) overall top vote-getters excluding the (5) school-specific seats will be elected*

The Student Union Senate is comprised of (21) 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. Senate aims to link the student body to the administration to address issues on campus. Each senator serves a one-year term; approximately half of the Senate seats are elected in the fall, the other half are elected in the spring.

Senators strive to better the Washington University community by serving as a channel for student opinions and concerns. In past years, some of the Senate's work has included working to improve late night transportation to off-campus apartments, recycling improvements, online course evaluations, and more. 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 university 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 Outreach Committee, the Projects Committee, and the Resolutions 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 inauguration after this election until the inauguration after next fall's election.

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

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## DESCRIPTION: **TREASURY REPRESENTATIVE**

*The top (11) vote-getters will be elected*

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 (21) 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 responsible for the allocation of funds each semester to student groups. The 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 from inauguration following this election to inauguration following next fall's election.

**\*\*Candidates running for Treasury are encouraged to schedule a meeting with the current Speaker of the Treasury, Alia Nahra (treasury@su.wustl.edu), to learn more about the position's duties and responsibilities.\*\***

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## **ELIGIBILITY**

### **SENATE AND TREASURY**

Candidate eligibility is explicitly outlined in the Student Union Statutes, Article IV, Section 4. Emphasis is placed on these points in particular:

- Point C (SENATE AND TREASURY ONLY): *Candidates for legislative office must be available to complete the entire term of office for which they are running.*
- Point D (ARTSCI COUNCIL ONLY): *Candidates for School Council office must be Student Union constituents enrolled in the school they seek to represent. School Councils shall have the power to establish any additional candidate qualifications for council officer candidates.*
- Point F: *No person who has been found in violation of University policy pertaining to violence against other persons or actions that harm student groups, as determined by the Office of Student Conduct and Community Standards, and who has not fully met the University-determined sanctions for their actions may run for office.*

As outlined in Article XII of the Statutes, there are expectations for a Student Union officer's academic standing:

- *When any Student Union officer falls below a 2.5 cumulative grade point average, a Campus Life staff member will schedule a regular check-in meeting with the officer to assist the officer with utilizing academic resources available at Washington University in St. Louis.*

All candidates will be notified if ineligible prior to the mandatory Candidates' Meeting on October 31, 2018 by a representative of the Campus Life Staff.

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## **ELECTION RULES**

### **CAMPAIGN RULES**

1. All candidates must submit their candidacy form on WUGO prior to the mandatory candidates' meeting.
2. Herein "candidates" refers to all candidates for office, the campaign members/staff of all candidates for office, and all student groups petitioning for block funding.
3. No form of campaigning, campaign advertising, or direct solicitation of votes may be publicly 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. (See Appendix: "Official Campaign Period")
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. When going to dorms, candidates may talk to people who have their doors open, but may not knock on closed doors.
7. Any food products used for campaigning purposes must be pre-packaged.
8. All campaign events must be open to all undergraduate students, meaning that no candidate can turn a member of the undergraduate student body away from any campaign event. (See Appendix: "Campaign Events")
9. Candidates must run individually. Any campaign collaboration or coordination is strictly prohibited and is subject to immediate disqualification. (See Appendix: "Collaboration and Endorsements")
10. No elected representative may endorse a candidate for office within their same body. SU executive officers may not endorse candidates for any SU office.
11. SU legislative and judicial bodies, executive entities, class councils, and school councils may not endorse candidates for office.

12. Any fraudulent activity on the part of one candidate to discredit or incriminate another candidate during the campaign period shall result in the immediate disqualification of the offending candidate.
13. Candidates must respect the dignity of all individuals and parties while campaigning. This policy extends to all discriminatory remarks or actions on the basis of race, religion, gender identity, sexual orientation, or other types of discrimination deemed inappropriate by the Election Commissioner.
14. Incumbent status will not be noted on the ballot by the Election Commissioner, but can be noted in any way a candidate wishes in the candidate's statement. The first (20) words of the candidate's statement will be visible immediately upon opening the ballot, and the full candidate's statement will be available in a pop-up for each candidate. Falsifying any part of a candidate's statement will result in disqualification.
15. Tables, booths, and other reasonable types of physical spaces may be set up by candidates and/or campaign staff in order to campaign, however, when election polls are open, no voting may actually occur in or around these spaces. Candidates and campaign staff may not under any circumstances put voters in a position where the voter is voting in front of or near the candidate or campaign staff member.
16. In the event of a tie, the Election Commissioner shall hold a run-off election to determine the winner of the contested position. Such a run-off election will be on a new ballot and polling will last (24) hours. Polling will open no earlier than (24) and close no later than (72) hours after the conclusion of the original election. All of the normal regulations on voting, ballots, and campaigning will apply to the run-off election.

## EXPENSES AND EXPENDITURE REPORTS

1. Candidates for office may spend up to \$100 in support of their candidacy. Student Union will not reimburse any candidate for money spent on campaigning.
2. All candidates for office must submit an expenditure report by the date and time determined by the Election Commissioner. The expenditure report shall itemize all expenses, including those for advertisements, posters, paid staff, events, supplies, and all other expenses. Original itemized receipts are required for all expenses. If the expenditure report is not submitted by the determined time, the candidate can be disqualified from the election. (See Appendix: "Expenditure Reports")
3. 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.
4. Endorsements by students, faculty, or staff of Washington University shall have no monetary value.

5. Print media, radio messages, word-of-mouth, and the like that are not paid for have no monetary value, are not considered campaigning or advertising, and are not subject to the posting rules specified elsewhere in this packet.
6. Any candidate for office who exceeds the maximum expenditure limit will be disqualified.
7. Submitting a fraudulent, incomplete, or otherwise falsified expenditure report will result in disqualification.

## POSTING RULES

1. Candidates must place their preferred first and last name on any advertisements used by their campaign.
2. A maximum of (1) flyer per public posting bulletin board or kiosk is allowed on the South 40. A maximum of (2) flyers per public posting bulletin board or kiosk is allowed on main campus. Postings may only be attached to public posting boards and no other surface. Candidates must adhere to all University posting policies.
3. All postings must be attached with tacks or staples. Tape is strictly prohibited. Posting over other flyers is prohibited. No stickers are allowed. No permanent adhesives may be used on any surface. Nothing may be placed on the floor of any building or under the doors of residents.
4. No school property may be painted.
5. No form of advertisement may be placed on or in the physical ground of University property except for chalking on uncovered sidewalks as described in Posting Rule #9.
6. Advertisements may not promote or advertise drugs or alcoholic beverages.
7. The maximum size for all postings is 8.5 inches by 14 inches.
8. Table tents may be placed on tables in dining areas only with the permission of the management of Dining Services in Dains and Bear's Den. Table tents may not be used at all in Tisch Commons.
9. Chalking is only allowed on uncovered sidewalks. No other surfaces including trees, sculptures, barriers, ledges, vertical surfaces, sloped surfaces, 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 as well as from the Election Commissioner. (See Appendix: "Chalking")
10. 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.
11. Candidates may not use the Student Union or University logos on any campaign materials.

# APPENDIX

## I. Official Campaign Period

The campaign period begins at a time set by the Election Commissioner and published in the official election packet for a given election cycle. The campaign period ends at the exact time when ballots close on election day.

Candidates for office may not, under any circumstances, officially announce their candidacy or begin campaign activities before the prescribed start time of the official campaign period. Candidates are allowed to prepare for the campaign, however, no public action may be taken until the start of the official campaign period.

### *Examples*

- A candidate may create a private social media event/page visible only to them and get it set up for their campaign prior to the start of the official campaign period, but they may not share it with anyone including potential campaign staff until the official campaign period begins.
- A candidate may design posters for their campaign prior to the start of the official campaign period, but no posters can be printed or posted prior to the start of the campaign period.
- No candidate may announce their candidacy publicly – verbally, in written form, or otherwise – until the start of the official campaign period.

## II. Campaign Events

Campaign events may be hosted by any individual candidate, but must never be co-hosted with another candidate for any Student Union office, and must always be open to all students.

Candidates are not required to make special efforts to publicize campaign events beyond word-of-mouth, however, when a campaign event is in progress, at least one sign must be posted outside of the building, room, or area in which the event is being held to note that a public campaign event for a specific candidate (who must be named on the sign) is being held. No undergraduate student may be turned away from a campaign event by a candidate or campaign staff member for any reason. If a candidate believes that they have a viable reason to ask a member of the student body to leave a campaign event, they must contact the Election Commissioner immediately and take no further action until the Election Commissioner makes a decision.

Under no circumstances can alcohol be served nor may any other University policy be violated at a campaign event.

### III. Collaboration and Endorsements

Endorsements are strictly to take the form of verbal endorsements or written testimonials. Verbal endorsements may occur casually, at campaign events, or recorded with the consent of the endorser. Written testimonials may be used and excerpted for any purpose with the consent of the endorser.

No two candidates, regardless of body, may endorse one another in any way beyond a verbal endorsement or written testimonial. No candidates may co-host events, create joint posters or advertisements, or otherwise campaign together in any way.

Although Student Union legislative and judicial bodies, executive entities, class councils, and school councils may not endorse candidates, individuals within these bodies may endorse candidates.

### IV. Expenditure Reports

*Example:*

<b>ITEM</b>	<b>QUANTITY</b>	<b>PRICE</b>	<b>TOTAL</b>
Black & White Posters	50	\$0.04	\$2.00
Color Posters	12	\$0.25	\$3.00
Chalk	1 pack	\$3.50	\$3.50
Paid video editing services	2 hours	\$30.00	\$60.00
<b>TOTAL</b>			\$68.50

*\*The prices in this table are not based on actual prices of any of the goods or services listed.*

### V. Chalking

*Specific regulations pertaining to chalking:*

- Only dry (talc) chalk may be used
- Only main sidewalk surfaces (concrete and the common poured sidewalk surface on campus) may be chalked; under no circumstances can brick sidewalk edges or limestone (particularly found in the South 40) be chalked

- Chalking on ledges, barriers, vertical surfaces, or sloped surfaces of any kind, including the sloped barriers outside of Lee and Beaumont Halls and like sloped surfaces, regardless of the material of the surface, is prohibited
- Slightly sloped surfaces that are clearly meant to be mainstream walkways (i.e. slight ramps) may be chalked
- No part of any chalk advertisement may be on a portion of the sidewalk covered by trees, roofs, overhangs, or covered in any other way

## VIOLETIONS

Type	Penalty	General Criteria
Warning	Warning with attached time frame for remedy	<ul style="list-style-type: none"> <li>• All first-time offenses that are not egregious or flagrant</li> <li>• There will be a maximum of 1 warning allowed per candidate for the entire campaign period</li> </ul>
Level 1 Deduction	-25 votes	<ul style="list-style-type: none"> <li>• Petty non-first-time violations</li> <li>• Failure to remove or remedy first-time violations, which started as warnings, during the allotted time frame</li> </ul>
Level 2 Deduction	-50 votes	<ul style="list-style-type: none"> <li>• Petty violations that are particularly public in nature or could reasonably affect more than a handful of voters</li> </ul>
Level 3 Deduction	-100 votes	<ul style="list-style-type: none"> <li>• Automatic penalty for any repeated violation of the same rule</li> <li>• Serious violations, potentially involving foul play, but do not warrant disqualification</li> </ul>
Disqualification	Disqualification	<ul style="list-style-type: none"> <li>• Egregious or flagrant violations</li> <li>• Violation of a rule that enumerates disqualification as the consequence for violation</li> <li>• Automatic penalty for 4th total violation in a given campaign period</li> </ul>

*Please report violations to [elections@su.wustl.edu](mailto:elections@su.wustl.edu). Do not remove any posting violations; the Election Commissioner will determine the appropriate*

*action after viewing the complaint. The Election Commission makes all final determinations about penalties for violations.*

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## 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; a write-in candidate who obtains that most votes in a race will be considered the legitimate winner upon a minimum threshold of (75) votes.
  4. Elections will be completed on WUGO and tabulated by computer.
  5. The order of candidates per race will be randomized on each individual ballot.
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## 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 WUGO, formatted, and uploaded upon their receipt. At the end of the voting period, all candidates will receive a phone call beginning at 12:00 am and will have 24 hours to accept position if elected.

If there are any questions about elections, rules, or SU, please contact the Election Commissioner at [elections@su.wustl.edu](mailto:elections@su.wustl.edu).