

Southern Utah University Student Association

2024 Candidate Election and Appointment Packet

SUUSA Elected and Appointed Position Breakdown

There are some positions within SUUSA that are elected by campus at large, and some that are appointed by a selection committee.

Elected Positions:

- SUUSA Student Body President (Executive Council: EC)
- SUUSA Academics Vice President (Executive Council: EC)
- SUUSA Finance Vice President (Executive Council: EC)
- SUUSA Clubs and Organizations Vice President (Executive Council: EC)
- SUUSA College of Humanities and Social Science Senator (Academic Senate)
- SUUSA College of Health Sciences Senator (Academic Senate)
- SUUSA College of Performing and Visual Arts Senator (Academic Senate)
- SUUSA College of Science Senator (Academic Senate)
- SUUSA College of Education and Human Development (Academic Senate)
- SUUSA School of Business Senator (Academic Senate)
- SUUSA College of Engineering and Computational Sciences (Academic Senate)

Appointed Positions:

- SUUSA Judicial Vice President (Executive Council: EC)
- SUUSA Diversity, Equity, and Inclusion Vice President (Executive Council: EC)
- SUUSA Programming Vice President (Executive Council: EC)
- SUUSA Marketing Vice President (Executive Council: EC)
- SUUSA Spirit and Community Vice President (Executive Council: EC)

Elected Positions: If you are running for an elected office, please read fully through this packet as it will serve as a guide as you navigate through the election process. Questions regarding the election process, contact the Election Commission at elections@suu.edu or Heather Garcia at heathergarcia1@suu.edu.

Appointed Positions: If you are declaring to apply for an appointed position, you will **not** be running an election campaign. You do not need to attend any election meeting. **A separate timeline and communication will be sent to you once you have submitted your declaration for a position.** Questions regarding the appointment process, contact the following for each position:

- **SUUSA Judicial Vice President:** Heather Garcia heathergarcia1@suu.edu
- **SUUSA Marketing Vice President:** Susan Hunter susanhunter@suu.edu
- **SUUSA Programming Vice President:** Bayli Alexander baylialexander@suu.edu
- **SUUSA Diversity, Equity, and Inclusion Vice President:** Bayli Alexander baylialexander@suu.edu
- **SUUSA Spirit and Community Vice President:** Bayli Alexander baylialexander@suu.edu

Executive Council Positions: *Below you will find a brief description of each of the Executive Council positions for both elected and appointed.*

- **SUUSA Student Body President:** The Student Body President is popularly elected during the SUUSA election cycle. Their role is to act as the official representative of SUUSA on and off campus. Approve or veto all SUUSA budget and allocation decisions made by the Vice President of Finance and the Budget and Finance Committee. Review all bills and resolutions from the Student Senate. The Student Body President may exercise veto power pursuant to Section IV.H. (Presidential Vetoes and Veto Override). Serve as a member of the Southern Utah University Board of Trustees. Manage all staff members employed by SUUSA Student Government. Assume additional duties and responsibilities as determined necessary by the Executive Council, Student Senate, Southern Utah University policy, or the SUU President's Council. Ensure that the governing bodies and officers of SUUSA comply with all record-keeping provisions and applicable state law; and serve on the General Student Fee Committee.
 - *Have questions about the SUUSA President position, contact the current student leader in this position at suusa_president@suu.edu*
- **SUUSA Academics Vice President:** The Vice President of Academics is popularly elected during the SUUSA election cycle. Their role presides over the Student Senate. The Vice President will not vote, except in the case of a tie. Propose bills on behalf of the Student Senate during the summer semester. Serve as a non-voting member of the Southern Utah University Deans Council. Assume additional duties and EC responsibilities as assigned by the Student Body President, Executive Council,

and Student Senate; and assume the office of Student Body President if the President is removed from office or vacates.

- *Have questions about the SUUSA Academics Vice President position, contact the current student leader in this position at suusa_academicsvp@suu.edu*

- **SUUSA Clubs and Organizations Vice President:** The Clubs and Organizations Vice President is popularly elected during the SUUSA election cycle. Their role is to serve as the Chair of the Clubs and Organizations Committee. Train Clubs and Organizations Committee members. Enforce the bylaws, rules of order, and policies established to govern the operations of the Clubs and Organizations Committee and recognized student clubs and organizations. Appoint new Committee members in the event of a vacancy. Coordinate training for registered SUUSA student clubs and organizations. Maintain the official club calendar in concert with the Clubs and Organizations Committee. Manage the Clubs and Organizations Committee budget; and assume additional duties and responsibilities by the Student Body President, Executive Council, and Student Senate.
 - *Have questions about the SUUSA Clubs and Organizations position contact the current student leader holding this position at suusa_clubsvp@suu.edu*

- **SUUSA Finance Vice President:** The Vice President of Finance is popularly elected during the SUUSA election cycle. Their role is to serve as the Chair over the Budget and Finance Committee. Train Budget and Finance Committee Members. Enforce the bylaws, rules of order, and policies established to govern the funding and accounts of Clubs and Organizations. Appoint new committee members in the event of a vacancy. Oversee the SUUSA budget and provide monthly reports to the Student Senate as well as the Executive Council during the summer semester. Recommend how student fees should be used for the academic year. Serve as a member of the General Student Fee Committee. Managing all SUUSA funds; and assume additional duties and responsibilities as assigned by the Student Body President, Executive Council, and Student Senate.
 - *Have questions about the SUUSA Finance Vice President contact the current student leader holding this position at suusa_financevp@suu.edu*

- **SUUSA Programming Vice President:** The Vice President of Programming is an appointed position within the Executive Council. Their role is to act as an official representative of SUU on and off campus. Preside over the Student Programming Board. Approve all student activities and confirm that they comply with all University and State codes. Manage all staff employed by the Student Programming Board. Ensure SPB is represented in the weekly Event Scheduling Meeting. Serve on

the SPB Director Selection Committee. Assign Event Directors their individual duties and responsibilities. Oversee the SPB budget and all allocations. Hold regular meetings with all Event Directors and any additional staff. Ensure that all officers of SPB comply with all record keeping provisions and applicable state law. Use SUU student fees to create a fun and social atmosphere at Southern Utah University; and hold the power to veto decisions made by the SPB Board of Directors.

- *Have questions about the SUUSA Programming Vice President contact the current student leader holding this position at suusa_programmingvp@suu.edu*

- **SUUSA Marketing Vice President:** The Vice President of Marketing is an appointed position within the Executive Council. Their role is to assist in hiring, training, and leading Marketing Directors and Marketing Assistant Directors. Assist in planning Marketing retreats, training, and team functions. Plan and coordinate marketing meetings at large. Work closely with the VP of Finance to establish the marketing budget and allocate funding accordingly. Attend all Executive Council meetings. Serve as a positive liaison and partner with SUU's main marketing communications office. Strive to represent the student voice through all marketing mediums; and other duties assigned by the SUUSA President and the Student Involvement and Leadership Advisors.

- *Have questions about the SUUSA Marketing Vice President position contact the current student leader holding this position at suusa_marketingvp@suu.edu*

- **SUUSA Diversity, Equity, and Inclusion Vice President:** The SUUSA Diversity, Equity, and Inclusion Vice President is an appointed position within the Executive Council. Their role is to represent the students of Southern Utah University in the interest of diversity, equity, and inclusion. Work with the rest of SUUSA to ensure that initiatives are seen from a diversity, equity, and inclusion perspective. Chair the Diversity Council. Attend all Executive Council meetings. Sit on SUUSA Senate meetings. Serve on the Student Fee Advisory Board, and all other duties as deemed necessary to represent the students of Southern Utah University.

- *Have questions about the SUUSA Diversity, Equity, and Inclusion Vice President contact the current student leader holding this position at suusa_deivp@suu.edu*

- **SUUSA Judicial Vice President:** The SUUSA Judicial Vice President is an appointed position within the Executive Council. Their role is to preside over the Supreme Court during their regular meetings, and during the review and hearing processes

unless they are the subject of review or have an active grievance filed against them. Act as the spokesperson for the Supreme Court. Preside over the impeachment and/or removal of any elected or appointed officials unless they are the individual being impeached and/or removed. Review all proposed summer legislation proposed by the Vice President of Academics for constitutionality. The Judicial Vice President appoints Associate Justices to the Supreme Court; and serves as Parliamentarian of the Student Senate.

- *Have questions about the SUUSA Chief Justice position contact the current student leader holding this position at suusa_judicialvp@suu.edu*

- **SUUSA Spirit and Community Vice President:** The Vice President of Spirit and Community is an appointed position within the Executive Council. Their role is to act as an official representative of SUU on and off campus. Preside over the Student Spirit Board. Approve all student activities and confirm that they comply with all University and State codes. Manage all staff employed by the Student Spirit Board. Ensure the Student Spirit Board is represented in the weekly Event Scheduling Meeting. Oversee the Student Spirit Board budget and all allocations. Hold regular meetings with all Directors and any additional staff. Ensure that all officers of the Student Spirit Board comply with all record keeping provisions and applicable state law. Use SUU student fees to create a fun and social atmosphere at Southern Utah University.

- *Have questions about the SUUSA Student Spirit Board Vice President contact the current student leader holding this position at suusa_spiritvp@suu.edu*

SUUSA Academic Senators: Academic Senators are popularly elected during the annual SUUSA election, or in subsequent special elections as deemed necessary. They will serve on the Student Senate as well as on SUUSA Committees as appointed by the Executive Council. Each Senator shall serve as a member of the Academic Senate, chaired by the Vice President of Academics.

The Student Senate shall meet once a week during the fall and spring semesters and as prescribed by the Vice President of Academics. All voting must be conducted within this allotted time period.

The role of the SUUSA Academic Senate is to commit to at least one (1) Senate meeting a week as prescribed by the Vice President of Academics as well as one (1) meeting a week within their appointed Committees. Vet, review, and discuss all bills sent by the Committeeman Academic Senate. Once the review process is over the Student Senate shall vote to ratify or reject the reviewed bill. If a bill does not meet the requisite votes from

the Student Senate it is sent back to the Committees for revision. Approve all implemented policies and procedures for the fair and orderly use of identified student space, equipment, and resources within SUUSA jurisdiction. Ratify all SUUSA budgets at the beginning of each fall semester for the next academic year. Approve funding requests from SUUSA student clubs and organizations that are above \$200. All funding requests from non-registered student groups or individuals must be brought to the Student Senate. Ratify all appointed Executive Council members in the event of a vacancy; and. Participate in campus-wide committees, as needed.

Available Student Senate Positions:

- SUUSA College of Humanities and Social Science Senator
 - suusa_hss_senator@suu.edu
- SUUSA College of Health Sciences Senator
 - suusa_healthsciences_senator@suu.edu
- SUUSA College of Performing and Visual Arts Senator
 - suusa_cpva_senator@suu.edu
- SUUSA College of Science Senator
 - suusa_cos_senator@suu.edu
- SUUSA College of Education and Human Development
 - suusa_coehd_senator@suu.edu
- SUUSA School of Business Senator
 - suusa_business_senator@suu.edu
- SUUSA College of Engineering & Computational Sciences
 - suusa_cecs_senator@suu.edu

Overall SUUSA Student Leader Requirements

Students seeking elected or appointed offices in the Southern Utah University Student Association must be willing to fulfill the following requirements.

In order to be eligible to apply for an appointed position, run for an elected office, and/or hold and maintain any elected or appointed position or office within SUUSA Student Government, an individual must:

1. Be matriculated as a student at SUU;
2. Be enrolled in and complete at all times a minimum of twelve [12] semester hours as an undergraduate student or six [6] semester hours as a graduate student.
3. Possess a minimum cumulative GPA of 2.5 on a 4.0 scale to apply for and/or run for an elected or appointed position. During the academic year they are in office, elected and appointed officials shall maintain a 2.5 minimum cumulative GPA.

4. Be in good standing with University Conduct.
5. Read all Election Bylaws and the SUUSA Constitution prior to running.
6. Candidates running for an Academic Senator must be enrolled in the college or school they seek to represent before they declare candidacy.
7. Candidates who are elected or appointed to office may not participate in other activities or leadership positions that prevent them from performing their elected duties.
8. Candidates elected to an Executive Office must reside in Cedar City during the summer (April - September).
9. Candidates elected to an Executive Office who wish to hold a job during their term in office must work with the Student Involvement and Leadership Professional Staff Member to ensure there is no time conflict with their elected duties.

Overall SUUSA Student Leader Expectations

The following serve as guidelines and expectations that each student involved in the Student Involvement and Leadership Center (STIL) needs to understand and agree to in order to apply and maintain their position within STIL. Additional guidelines and expectations may be placed on the students.

STIL exists to help all students get involved, make connections, and develop the leadership skills necessary to succeed beyond the classroom and after college. STIL also advocates for and provides a voice to each student to ensure successful and meaningful experiences, both inside and outside the classroom. STIL is dedicated to helping all students find success, retain, and accomplish their goals.

Work Ethic and Purpose:

- We are here to serve, serve, serve, serve, serve, and serve some more. If you are not interested in serving students, this probably isn't for you.
- We make our decisions based on the following:
 - First, what's best for students.
 - Second, what's best for SUU
 - If we satisfy both of these, we can then ask ourselves:
 - Third, what's best for my department/area
 - Fourth, what's best for me
 - If you are inclined to make your decisions based on what's best for you or your area, working within STIL might not be for you.
- We seek out three random students each day (M-F) to check in on them and to let them know we are here to help. Be ready to get out of your comfort zone.

- We look out for lost students, 'wallflowers', those who are struggling to fit in, and make sure they know they have a friend within STIL.
- We welcome and help every student who enters the STIL center. We will not pass the buck. If we don't know the answer, we will help the student find the answer, even if that means walking them across campus.
- We serve as a team and see things through until they are completed. We have a lot of long days. It is expected that you jump on board even if it is not in your area. We support all areas within STIL.
- We don't clump. It's impossible to get others involved when we only stick to our friends. While it's great to have close friends, we are inclusive of all.
- We support our campus partners with tabling efforts and other initiatives.
- We know and practice the 'SUU Way' in all things - speech, behavior, work ethic, service, etc.
- There will be things you may not like doing. Don't complain. Welcome to the real-world.

Professionalism and Office Etiquette:

- We respect all other organizations (PA's, ACES, ISA, etc.). We are all one team trying to accomplish the same goal: helping students succeed. Badmouthing, gossiping, backbiting will not be tolerated.
- We communicate, communicate, communicate, and communicate some more. Your advisors and colleagues can't read minds. When something isn't going right, we speak up.
- We understand that grudges can severely damage an organization.
- You are expected to meet with your assigned advisor (at a minimum once a month if you are an EC member and twice a semester for all other leaders).
- We attend Center socials and get-togethers.
- We practice professional email etiquette and follow SUU's email policy; we respond to emails within 24 hours and check emails three times a day.
- We work directly with various offices across campus; therefore, professionalism is expected.
- We are present and intentional in all meetings; we put our phones in your pocket/backpack to ensure we are not distracted.
- We understand that not all decisions will be unanimous. Welcome to the real-world. Once your leader/advisor decides, it is expected that you fully support that decision.
- We attend all leadership training, retreats, meetings, ULA, etc.
- We practice the highest level of professionalism. This includes, but is not limited to: not using profanity or inappropriate language, wearing appropriate attire, speaking positively of others, working hard, being honest and demonstrating integrity, etc.

- We respect our space and other spaces around campus. Clean the office and take care of your stuff; clean up after yourself - your peers and staff members in the STIL office are not your personal maids; respect others property; be proactive and clean up messes, even if not your mess.
- We do not tolerate discrimination in any form.
- We know the school fight song and sing along at games.
- We wear SUU red every Friday and wear our polo and name tags on designated days.
- We value honesty. Lying about or stretching the truth about your hours worked, projects performed, tasks accomplished, taking credit for others, etc. will not be tolerated.
- We keep our commitments. If we say we are going to be somewhere, we are there.
- Consistently being tardy will not be tolerated.
- We praise publicly and criticize privately. If there is an issue we have with someone else, we speak in private with them. We do not intentionally hide or withhold information; if the information can help others make better decisions, we share it.
- We practice humility in all that we do.
- We know that we will be privy to special information and should therefore be selective in when, where, to whom we share it. Welcome to leadership.
- We have meetings with purpose; if the meeting can be said in an email, we don't have the meeting. We read each and every email knowing that this is how most of the information will be disseminated. We believe that loyalty is highly important. We are loyal to each other and to SUU; do what you say you are going to do.
- We communicate with each other and especially with your advisors. No one should be left in the dark. Over communication is better than no communication at all.
- We own our mistakes and learn from them.
- We embrace failure. Be ready to fail. Learn to love failing. Try to fail. If we are not failing, we are not trying hard enough. We challenge ourselves to think outside of the box, in the box, around the box, under the box, on top of the box. We are not scared to try new things. We are ready to charter new territory. Into the unknown is where success is found.

Important Mandatory and Optional Dates

If you are elected to the Student Association, it is expected that you attend and be available for the following dates. For all elected and appointed positions additional commitments will be given based on the position you are elected into:

SUUSA Elected and Appointed 2024 Timeline				
Day	Date	Event	Time	Location
Wednesday	01/17/2024	Elections Info Drop By <i>(optional)</i>	2:00 - 3:00 PM	STIL Center (ST 177)
Wednesday	01/24/2024	Elections Info Drop By <i>(optional)</i>	2:00 - 3:00 PM	STIL Center (ST 177)
Wednesday	01/31/2024	Elections Info Drop By <i>(optional)</i>	2:00 - 3:00 PM	STIL Center (ST 177)
Thursday	02/15/2024	Declaration Forms Due	3:00 PM	STIL Center (ST 177)
Thursday	02/15/2024	Mandatory Elections Candidate Meeting	5:00 - 6:00 PM	Church Auditorium
Thursday	02/22/2024	Mandatory Elections Candidate Meeting	5:00 - 6:00 PM	Church Auditorium
Thursday	03/07/2024	Mandatory Elections Candidate Meeting	5:00 - 6:00 PM	Church Auditorium
Thursday	03/14/2024	Mandatory Elections Candidate Meeting	5:00 - 6:00 PM	Church Auditorium
Monday	3/18/2024	Campaigning Open	12:00 AM	-
Tuesday	3/19/2024	R1 Appointed EC Interviews	-	-
Wednesday	3/20/2024	R1 Appointed EC Interviews	-	-
Wednesday	3/20/2024	Platforms and Pizza	1:00 - 2:00 PM	Ballroom
Wednesday	3/20/2024	Primary Election Voting Open	8:00 AM	Online + SUU App
Wednesday	3/20/2024	Primary Election Tabling Begins	11:00 AM - 2:00 PM	Student Center
Friday	3/22/2024	Primary Election Voting Closes	5:00 PM	Online + SUU App
Friday	3/22/2024	Primary Election Tabling Ends	11:00 AM - 2:00 PM	Student Center
Friday	3/22/2024	Primary Election Results Posted	5:00 PM	STIL Center (ST 177)
Friday	3/22/2024	R1 Appointed EC Results Posted	5:00 PM	STIL Center (ST 177)
Friday	3/22/2024	Mandatory Elections Candidate Meeting	5:30 - 6:30 PM	BUS 242
Monday	3/25/2024	Resident Hall Apartment Walks	3:00 - 5:00 PM	SUU Residence Halls
Tuesday	3/26/2024	R2 Appointed EC Interviews	-	-
Wednesday	3/27/2024	R2 Appointed EC Interviews	-	-
Wednesday	3/27/2024	General Election Debate	10:30 am - Noon	Starlight Room
Wednesday	3/27/2024	General Election Voting Open	8:00 AM	Online + SUU App
Wednesday	3/27/2024	General Election Tabling Begins	11:00 AM - 2:00 PM	Student Center
Friday	3/29/2024	General Election Voting Closes	5:00 PM	Online + SUU App
Friday	3/29/2024	General Election Tabling Ends	11:00 AM - 2:00 PM	Student Center
Friday	3/29/2024	Election Results Announcement	5:00 PM - 6:30 PM	Church Auditorium
Friday	3/29/2024	Mandatory Meeting	6:30 - 7:00 PM	STIL Conference Room

In addition to the ates listed above the Executive Council (EC) must commit to the following dates:

- EC: EC Overnight Retreat: May 2024 (dates to be determined)
 - EC: EC Bootcamp Week: May 2024 (dates to be determined)
 - EC: May Weekly Hours (10 hours weekly)
 - EC: June Weekly Hours (10 hours weekly)
 - EC: July Weekly Hours (10 hours weekly)
 - EC: August Weekly Hours (10 hours weekly)
 - EC: Thunder U Training: August 2024 (dates to be determined)
 - EC: Thunder U (all day): August 2024 (dates to be determined)
 - EC: EC Winter Retreat (all day): January 2025 (date to be determined)
 - EC: Fall 2024 Semesterly Hours (20 hours weekly)
 - EC: Spring 2025 Semesterly Hours (20 hours weekly)
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Campaigning

As a declared candidate you cannot begin your campaign until the official campaigning opening date listed in the Election Bylaws. Until the opening of the official campaigning date **Monday, March 18th, 2024**, you must be very careful you do not violate any election bylaws. In the meantime until the campaigning date opens, you can begin preparing for your campaign to ensure you are ready to hit the ground running once campaigning opens. Start thinking about colors, brands, logos, sayings, flyers, T-Shirts, handouts, events, and your overall campaign team that will help educate students on your campaign.

What is Next?

Submit your Candidate Declaration Form to the Student Involvement and Leadership Center (Student Center 177) before 3 PM on February 15, 2024. Any declaration forms submitted after the prescribed deadline will not be considered to be placed on the election ballot.

Questions

Student Involvement and Leadership Center
Student Election Director
elections@suu.edu

Heather Garcia
Director for Student Involvement and Leadership
heathergarcia1@suu.edu