

SUUSA 2022 Candidate Election Packet

Southern Utah University

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 2.75 for Senators and appointed positions and a 3.0 for Executive Council 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 2.75 for Senators and a 3.0 for Executive Council minimum semester 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 - August).
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.

SUUSA Election Bylaws

Preamble: Pursuant to Article II, Section 4 of the Constitution of the Southern Utah University Student Association (SUUSA), the SUUSA Annual Election shall be governed by the SUUSA Constitution and SUUSA Election Bylaws that are created, reviewed, and revised by the Academic Senate.

Article I - Definitions

- A. Staff Directors: The staff members who oversee the election process at Southern Utah University.
 - a. Assistant Vice President of Student Affairs

- b. Student Involvement and Leadership (STIL) Staff Director: A STIL staff member(s) appointed by the Assistant Vice President of Student Affairs.
- B. Election Director: A student appointed via interview by a panel of STIL members at the recommendation of the STIL Staff Director(s) to lead the Election Commission.
- C. Election Commission: The Election Director and additional students appointed via interview by a STIL panel at the recommendation of the STIL Staff Director(s). The Commission shall consist of an odd number of members, not to exceed five in total.
- D. Grievance Committee: Joint committee consisting of all SUUSA Judicial Branch members not running for elected office, the Election Commission, and the STIL Staff Director(s).
- E. Appellate Administrator: A university official that adjudicates appeals filed during the grievance process and renders the final decision therein.
 - a. Assistant Vice President of Student Affairs: The university official to whom appeals may be initially filed.
 - b. Dean of Students: The university official to whom appeals may be secondarily filed should the Assistant Vice President of Student Affairs be unavailable or otherwise unable to provide adjudication.
- F. Campaigning: Campaigning includes any action where a candidate or candidate's campaign team directly solicits students for votes. This can include but is not limited to: distributing flyers, surveys, shirts, gifts, and food; knocking on doors, talking with student clubs and organizations, hosting events, making announcements in classes, and launching social media campaigns.
- G. Party: A party is a group of candidates formed for the purpose of collaborating in the election/campaigning process.
- H. Candidate: A student who has officially declared themselves to be running for office by filing the proper paperwork with the STIL Center front desk and is qualified for candidacy based on the requirements described in the SUUSA Governing Bylaws.
- I. Campaign Team: One or more students who solicit votes for a Candidate.
- J. Supporters: Persons such as students, community members, and family members who support a Candidate but are not a member of the Campaign Team.
- K. Campaign Season: A specific period of time determined by the Election Commission for on-campus campaign activity.
- L. Fair Market Value: The price at which goods/services would change hands between a willing buyer and a willing seller, as determined by the Election Commission.
- M. Removal from the Ballot: The termination of a Candidate's campaign and removal of the Candidate's name from the voting ballot.
- N. Endorsement: An act of giving one's public approval or support to a Candidate in a SUUSA election.

Article II - Election Director

Section 1: Selection and Ratification

- A. Applications for the position of Election Director will be made available to all current students after which the final selection will be made via interview by a panel of ~~five~~ STIL members, who shall be current students, convened by the STIL Staff Director(s) or their designee. The STIL Staff Directors(s) shall also sit on the selection panel. The total number of panelists must be an odd number. The candidate selection must be completed by the end of the fall semester prior to the upcoming spring election cycle.
- B. The Election Director shall be independent from any election candidates, impartial, must not be running for SUUSA office, and shall not support any candidate running for SUUSA office.

Section 2: Duties

The Election Director shall:

- A. Organize an Election Calendar.
 - a. The Election Calendar shall include the deadline for Declaration of Candidacy filing, the dates of Campaign Season, the Primary Election date, and the General Election date.
 - b. The Election Calendar shall include a mandatory meeting to distribute the Election Bylaws and answer candidate questions at least fourteen (14) days before the start of Campaign Season. A Declaration of Candidacy Form shall be made available at this meeting and online to all students desiring to run for office.
- B. Chair the Election Commission meetings.
- C. Coordinate with Information Technology (IT) to prepare and provide electronic ballots and voting booths/areas in neutral locations with laptops and/or computers as the Election Director sees fit to provide students with easy access to vote on election days.
- D. Review any unclear and/or contested ballots.
- E. Certify and publish election results.
- F. Evaluate the campaign expenses of all candidates. Ensure budgets do not exceed the designated limits.
- G. Receive grievances for violations of the Election Bylaws and file them with the Grievance Committee.
- H. Facilitate Grievance Committee meetings and communicate consequences decided therein to the appropriate party.
- I. Coordinate campaign-related activities with the Staff Director(s) or their designees prior to the start of Campaign Season.
- J. Oversee scheduling of all rooms and/or locations, tables, and chairs for all election related activities.
- K. All other duties and responsibilities necessary to operate a fair election cycle as approved by advisors.

Article III - Election Commission

Section 1: Purpose and Composition

- A. The purpose of the Election Commission is to ensure an orderly election process for both the candidates and the student body.
- B. The Election Commission consists of the Election Director and currently enrolled students who will be enrolled in the semester of the election and who meet the following conditions:
 - a. Are not on academic probation;
 - b. Are not running for SUUSA office;
 - c. Are impartial to any candidate running for SUUSA office.
- C. The Election Commission must comprise either three or five total members. The Election Director shall be considered one of these members. Following the prescribed application process, all remaining members shall be appointed by a panel of STIL members, including the STIL Staff Director(s).
- D. Election Commission appointments are not considered appointed positions as defined by the SUUSA Constitution.

Section 2: Duties

The Election Commission shall:

- A. Assist the Election Director with official duties.
- B. Publicize the deadline for filing Declaration of Candidacy forms.
- C. Members of the Election Commission will:
 - a. Report candidates' financial expenditures to the Election Director.
 - b. Answer election-related questions from Candidates.
 - c. Ensure all campaign materials and actions align with the Election Bylaws.
 - d. Ensure that all campaign material is removed by the designated time.

Article IV - Candidate Procedures

Section 1: Candidate Eligibility

- A. A student must meet the requirements for office as outlined in the SUUSA Governing Bylaws to be considered for candidacy.
- B. Candidates must read the SUUSA Election Bylaws, Constitution, and Governing Bylaws prior to running.
- C. Candidates running for an Academic Senator must be enrolled in the college or school they seek to represent before they declare candidacy.
- D. The Dean of Students will check candidate eligibility and standing, as outlined above, within one week after the closing date for applications.

Section 2: Declaration of Candidacy

- A. Eligible students may declare candidacy for one office to the Election Director by filing a Declaration of Candidacy form. Prior to submitting a Declaration of Candidacy form, each candidate shall meet with the current SUUSA officer holding that position and the respective SUUSA advisor who oversees the branch of student government for which the candidate is running. If the present officer is a candidate or the office is vacant, then meeting with the respective SUUSA advisor will be sufficient.
- B. The Declaration of Candidacy form should be signed by the current SUUSA officer holding the position, and the respective SUUSA advisor. If the present officer is a candidate or the office is vacant, then the respective SUUSA advisor's signature will be sufficient.
- C. Candidates wishing to withdraw their Declaration of Candidacy may do so at any time by notifying the Election Director in writing. After the Election Director has received the withdrawal, the candidate shall not be reinstated for the previously withdrawn position or any other elected SUUSA position after the Declaration of Candidacy submission deadline has passed.
- D. The Declaration of Candidacy form will be made available at the start of Spring Semester in the STIL Center and on the STIL website. The deadline to file Declaration of Candidacy forms will be determined by the Election Director at the start of Spring Semester and publicized by SUUSA and STIL Marketing. All Declaration of Candidacy forms must be filed in the STIL Center by 5:00 PM on the day of the deadline.

Section 3: Insufficient Candidates

- A. If there are no eligible candidates for an office after the official filing deadline, the Election Commission shall extend the filing deadline for the available offices.
- B. The Election Commission and the STIL Center shall publicize notice of the second deadline.

Section 4: Write-In Candidates

- A. Write-in candidates must meet the eligibility requirements to hold office as outlined in the SUUSA Governing Bylaws.
- B. The Election Director will contact the write-in candidate to require that a Declaration of Candidacy form be submitted prior to the announcement of the General Election results.
- C. Write-in candidates will not be included in any ads, pictures, biographies, or debates paid for or sponsored by either the Election Commission or the STIL Center.
- D. Write-in candidates will not be listed on the Primary or General Election Ballot.

Article V - Election Procedures

Section 1: Election Timeline

- A. Elections for officers of SUUSA will be held in the time frame outlined by the Election Commission. Primary and General Elections will be held in the Spring Semester as determined by the Election Commission. The Election Commission and the STIL Center must publicize when Primary and General Elections take place.
- B. Declared candidates must attend the mandatory campaign meetings held by the Election Commission to review the election policies and procedures. Absence will result in automatic forfeiture of candidacy.
 - a. On rare occasions, exceptions for non-attendance may be granted by the Election Commission.
 - b. If necessary, a candidate may send a representative to a mandatory meeting with the prior approval of the Election Commission.
- C. The Election Commission will facilitate candidate meet-and-greets and debates.
 - a. All candidates will be required to attend these events.
 - b. If necessary, a candidate may send a representative in their place to these events with the prior approval of the Election Commission.

Section 2: Clean Up

- A. Primary candidates not advancing into the General Election are responsible for removal of all individual campaign materials by 6:00 AM the morning following the announcement of the Primary Election results.
- B. General Election candidates are responsible for the removal of all campaign materials by 6:00 AM the morning following the announcement of the General Election results.
- C. Fees or other penalties may be assessed to any candidate who does not clean up all of their campaign materials by the appropriate time set by these bylaws.

Section 3: Primary Election Procedures

- A. Primary Elections will be held if three or more candidates are competing for the same office.
- B. The two candidates for each contested office receiving the highest number of Primary Election votes shall advance to the General Election.
- C. In the event a candidate prevails in the Primary Election and subsequently withdraws or is disqualified prior to the start of voting for the General Election, the candidate with the next highest number of votes will advance to the General Election.
 - a. In the event the next highest vote-getter does not accept the spot in the General Election, the offer will be extended to the other primary candidates, in order of votes received, until either one accepts or the candidate pool is exhausted.

Section 4: General Election Procedures

- A. The candidate that receives the highest number of General Election votes will win the contested office.

- B. In the event there is a tie for the highest vote count between two candidates running for a contested office in the General Election, a Special Election will be held between tied candidates as designated by the Election Commission.
- C. Any exceptions to the election process must be approved by the Election Commission.
- D. In the event a candidate withdraws or is disqualified after voting for the General Election has begun, the sole remaining candidate in the General Election will be the de-facto winner unless defeated by a write-in candidate.

Article VI - Voting

Section 1: Voter Eligibility

- A. Any enrolled student at SUU may cast one vote for each Executive Office and one vote for an Academic Senator from his or her respective college.
 - a. Students with declared majors in two different academic colleges will get one vote for each college's Academic Senators.
- B. The student must have a valid SUU login to vote.

Section 2: Ballots

- A. The Information Technology (IT) department will prepare the electronic ballots at the direction of the Election Director.
- B. All electronic ballots will include the candidate's name, as written on their Declaration of Candidacy form.
- C. All electronic ballots will allow the voter to write in the name of another person whose name does not appear on the ballot.

Section 3: Election Results

- A. Votes will be tabulated immediately following the closing of the polls.
- B. The Election Commission will tabulate, certify, and publish the election results.
- C. Election results will be posted in the STIL Center.
- D. After the votes are tabulated and verified, all results are final.

Article VII - Campaign Rules

Section 1: Campaigning

- A. Candidates and Campaign Teams are prohibited from campaigning before Campaign Season begins. There are two exceptions to this rule:
 - a. A Candidate may participate in one-on-one interaction with individual students to verbally declare candidacy and learn about the issues facing students in order to gain insight on how to address those issues and concerns in their platform.
 - i. The one-on-one interactions with individual students cannot be scheduled and must happen naturally.

- b. The Election Commission may coordinate events designed to allow all Candidates to speak to groups or organizations on campus prior to the start of Campaign Season.
- B. Each Candidate shall maintain a current list of their Campaign Team and provide it to the Election Commission. Any changes to the Campaign Team must be submitted to the Election Commission within 24 hours of the change.
- C. Candidates are responsible for the conduct of their Campaign Team. Penalties assessed against the Campaign Team will apply to the Candidate.
- D. A Candidate/Campaign Team shall NOT publicize, advertise, or verbally campaign (i.e. the distribution of physical materials or the spoken word) within campus computer labs.
 - a. If a computer lab is used as a classroom, then a Candidate may seek prior written approval from the class instructor to campaign. Upon request the Candidate shall provide this written approval to the Election Commission.
- E. Campaigning in the Gerald R. Sherratt Library, Testing Center, Tutoring Center, Leavitt Center, and the STIL Center is strictly prohibited. This includes the computer lab, classrooms, and study group rooms in the library.
- F. Any and all campaigning within University Housing shall be done on the specific day(s) designated by University Housing and comply with University Housing policies.
- G. A Candidate may campaign in classrooms if the instructor has given prior written approval. Upon request the Candidate shall provide this written approval to the Election Commission.
- H. The use of email to campaign is subject to University Policy #5.58. 1. Policy #5.58 Article V, Section E.5 states: “SPAM: Sending unwanted email messages to a large population abuses the email system and results in fewer resources for University purposes. Sending email messages to more than 10 users, whether as a single message or as a series or related messages, is expressly prohibited by this policy, except for communication detailed in section D, mass email.”
 - a. A violation of this policy will result in removal from the ballot.
- I. A Candidate/Campaign Team shall not petition, seek, request, ask, or otherwise solicit endorsements from active candidates, faculty, staff, administrators, and selected University Sponsored Organizations (USO) at Southern Utah University. A list of selected USOs will be provided to all candidates.
- J. Candidates shall not give or receive endorsements to/from candidates in other elections.
 - a. This includes posting the campaign material of another candidate on social media
- K. A Candidate/Campaign Team shall not provide means for students to vote via tablet, laptop, phone, paper, or any other voting modality. The Election Commission will provide, if needed, the means for all student voting.
- L. A Candidate/Campaign Team shall not use any STIL resources to campaign. This includes the use of computers, printers, newsletters, office supplies, and marketing

resources with the exception of STIL bulletin boards and digital signage with a limit of one ad on digital signage per candidate.

- M. A Candidate/Campaign Team may wear shirts, hats, wristbands, pins, and other candidate apparel in the STIL Center as long as they are not actively campaigning.
- N. A Candidate/Campaign Team/Supporters must conduct campaign activity in a manner consistent with the SUUSA Constitution, SUUSA Election Bylaws, University Policy, federal, state, and local laws, and campus and community standards.
- O. Candidates/Campaign Teams who are found bribing or intimidating students with regard to voting, endorsement, or any campaign activity shall receive penalties, such as fines and termination of the candidacy, as determined by the Grievance Committee.
- P. Any candidate caught making a quid pro quo deal, a favor or advantage granted or expected in return for an endorsement, with an ex-candidate shall receive penalties, such as fines and/or termination of the candidacy, as determined by the Grievance Committee.

Section 2: Candidate Code of Conduct

- A. By submitting the proper paperwork for candidacy, one agrees to abide by the SUU Student Code of Conduct and all other University policy, as well as local, state, and federal laws.
- B. Any Candidate/Campaign Team in violation of the Student Code of Conduct will result in an immediate removal from the ballot.

Section 3: Parties

- A. Candidates are prohibited from forming parties for any and all SUUSA elections.

Article VIII - Publicity, Advertising, and Media

Section 1: On Campus

- A. Candidate/Campaign Teams may post signs, posters, flyers, handbills, and digital signage in the Sharwan Smith Student Center and on SUUSA bulletin boards provided that they are consistent with Student Center policy and they have been approved by the Election Commission and stamped by the STIL Center.
 - a. Senate campaign posters may not be posted on specific department boards without written permission from the department head. A copy of the written permission must be given to the Election Commission prior to the posters being posted.
- B. Exterior campaign signs must:
 - a. Be anchored and secured to the ground, except for A-frames;
 - b. Be made of materials that can withstand being wet;
 - c. Be placed more than 36 inches from any sidewalk;
 - d. Not exceed 8ft x 8ft x 8ft (does not include materials used to secure sign);

- e. Not be supported by, affixed to, or leaned against rocks, trees, buildings, light posts, garbage cans, or other university property.
- C. Campaign advertisements, regardless of form or medium, may not be placed on the exterior of campus buildings, statues, or structures.
- D. Candidates/Campaign Teams must not draw, paint, or write on campus buildings, statues, or structures. Sidewalk chalking must be approved for a specific time and place in advance by the Election Commission.
- E. Handbills and flyers may be distributed on campus after they have been approved by the Election Commission and have the STIL approval stamp.
- F. The content of campaign publicity, communications, advertisements, and/or messages, regardless of the medium, must:
 - a. Not display the image, likeness, or name of an individual or character unless written permission has been obtained from the appropriate party or owner.
 - b. Not display a trademark, logo, marking, likeness, image, or insignia unless prior written permission has been obtained from the appropriate registered party, entity, or owner. This includes the images, trademarks and logos of SUU.
 - c. Remain consistent with campus and community standards.

Article IX - Campaign Finance

Section 1: Campaign Budgets

- A. All expenditures, donations, goods, and services used for campaigning materials and supplies are subject to the provisions outlined below and must not exceed \$500 for each candidate per election cycle.
- B. All campaign expenditures, donations, and goods and services, both on and off campus, must be included in a Candidate's budget.
- C. Materials/cost of campaign materials cannot be shared between candidates.
- D. A donation is defined as contribution of goods and/or services by a person, charity, or organization.
 - a. All tangible donations of goods and services, including graphic design, shirts, photography, videography, musicians, performers, clothing, pens, food, signs, advertisements, vouchers, coupons, and similar, shall be reported to the Election Commission.
 - i. Donations or other non-purchased material reported to the Election Commission must be assigned a fair market value before being used.
 - b. Donations of intangible services, such as assisting with the placement of campaign signs, helping distribute t-shirts, and similar -- will not be considered a donation and are therefore not required to be reported.
- E. The Election Commission may choose to deem certain campaign resources of no importance. In this case funds will not be deducted from a Candidate's total budget.

- F. In the event a Candidate/Campaign Team member is found in violation of University Policy or the Election Bylaws, fines may be assessed and deducted from the Candidate's budget. An equal fine shall be assessed to all candidates involved in the same violation.
 - a. If a fine causes a Candidate's budget to exceed the allotted amount, the Candidate will be removed from the ballot.
- G. Each Candidate must submit a daily budget report to the Election Commission.
 - a. Budget reports must include an updated list of campaign expenditures, donations, and documentation of expenditures (itemized receipts, invoices, contracts).
 - b. Budget reports are due by 5:00 PM each day during Campaign Season. If the budget has not changed from the previous day's budget report, a written submission of "No Change" must be submitted.
 - c. All Candidates must submit a complete set of receipts for all campaign expenditures and donations to the Election Commission upon request. If a receipt for an item is not available, it will be assessed a fair market value by the Election Commission.
 - d. Failure to submit daily budget reports by the deadline shall be subject to a fine as determined by the Election Commission.

Article X - Grievances

Section 1: Grievances

- A. A grievance may be filed by any student reporting a violation of the Election Bylaws.
- B. The Election Commission will make grievance forms publicly available.
- C. The Election Director will notify the Grievance Committee when a grievance has been filed.
- D. A grievance must contain the name and contact information of the submitter.
- E. Grievances against members of Campaign Teams must be submitted against the Candidate.

Section 2: Grievance Process

- A. A grievance may be filed against a Candidate for perceived violation(s) of Election Bylaws.
- B. Grievances will be resolved within twenty-four (24) hours of the time of submission.
 - a. In the event that a grievance requires more information and cannot be resolved within 24 hours, a Grievance Hearing will be scheduled by the Grievance Committee. Minutes of Grievance Hearings are to be taken and kept by the Election Director until seventy-two (72) hours after the completion of the General Election.
- C. A copy of the grievance will be provided to the Candidate against which the grievance was filed. All grievances will remain confidential until resolved.

- D. The Grievance Committee shall determine if the Election Bylaws were violated. If a violation is identified, the Grievance Committee will determine the appropriate penalty. If no violation is identified, the grievance shall be considered resolved.
- E. The Election Director will notify the accused and accuser of the final decision on the grievance.
- F. Penalties may include, but are not limited to, any of the following:
 - a. Fines
 - b. Campaign restrictions
 - c. Campaign suspensions
 - d. Removal of campaign material
 - e. Disqualification from the election
- G. Penalties may not include anything that takes away from the student voice such as removing a Candidate's acquired votes or denying any student the right to vote.
- H. A Candidate must comply with the penalty determined by the Grievance Committee.
- I. If a Candidate feels the penalty is unjust, an appeal may be initially filed to the Assistant Vice President of Student Affairs. If the Assistant Vice President of Student Affairs is unavailable or otherwise unable to provide adjudication, the appeal may then be filed to the Dean of Students. The acting appellate administrator is required to render a decision regarding the appeal within 24 hours of its submission.
- J. The decision of the acting appellate administrator shall be final.

Article XI - Ratification

- A. The Election Bylaws must be ratified with a 2/3 vote of the Academic Senate. The Election Bylaws must be ratified by the end of Fall Semester so that they are in effect for the Spring Semester.

Important Mandatory 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 positions additional commitments will be given based on the position you are elected into:

- ALL SUUSA: Utah Leadership Academy (ULA) May 11 - 12, 2022
- ALL SUUSA: ALL STIL Retreat - August 31st, 2022 (All Day)
- ALL SUUSA: Thunder U - September 2-6, 2022
- ALL SUUSA: ALL STIL Meeting - Wednesday, October 5th, 2022 4 - 5 pm
- ALL SUUSA: ALL STIL Meeting - Wednesday, November 2nd, 2022 4 - 5 pm
- ALL SUUSA: Fall Class Registration Efforts TBD.
- ALL SUUSA: ALL STIL Meeting - Wednesday, December 7th, 2022 4 - 5 pm
- ALL SUUSA: ALL STIL Meeting - Wednesday, January 11th, 2023 4 - 5 pm
- ALL SUUSA: ALL STIL Meeting - Wednesday, February 1st, 2023 4 - 5 pm

- ALL SUUSA: Casino Night - Saturday, March 10th, 2023
- ALL SUUSA: Spring Class Registration Efforts TBD
- ALL SUUSA: ALL STIL Meeting - Wednesday, April 5th, 2023 4 - 5 pm

In addition to the all elected position dates listed above the Executive Council must commit to the following dates:

- EC: Black Out Dates (No working) May 2 - May 6, 2022
- EC: EC Overnight Retreat May 6 - 8, 2022
- EC: Black Out Dates (No working) May 9 - 10, 2022
- EC: EC Bootcamp Week May 16 - 20, 2022 8:00 am - 5:00 pm
- EC: May Weekly Hours, 2022 9 am - Noon daily (10 hours weekly)
- EC: June Weekly Hours, 2022 9 am - Noon daily (10 hours weekly)
- EC: July Weekly Hours, 2022 9 am - Noon daily (10 hours weekly)
- EC: August Weekly, 2022 Hours 9 am - Noon daily (10 hours weekly)
- EC: Thunder U - September 2-6, 2022 (all day)
- EC: Thunder U - January 6-7, 2022 (all day)
- EC: EC Winter Retreat - January 7th, 2023 (All Day)
- EC: Fall, 2022 Semesterly Hours (20 hours weekly)
- EC: Spring, 2023 Semesterly Hours (20 hours weekly)
- EC: April, 2023 Transition Retreat and training (tbd)

2022 SUUSA Student Election Timeline

Candidates running for office are expected to attend and be available for the following dates.

Primary Elections MANDATORY Dates:

- Wed. 2/16 Candidate Declaration forms **DUE** by 5 pm (ST 177)
- Wed. 2/16 Mandatory Elections Meeting at 7:30 pm (Starlight Room)
 - **Election photos will be taken at this meeting, please dress in business attire**
- Wed. 2/23 Mandatory Elections meeting at 7:30 pm (Starlight Room)
- Mon. 3/7 Mandatory Elections meeting at 7:30 pm (Starlight Room)
- Mon. 3/7 Candidate Platforms **DUE** by 7:30 pm (emailed to elections@suu.edu)
- Mon. 3/7 Election Campaigning **OPEN** at 8:30 pm
- Wed. 3/9 **PRIMARY VOTING OPENS** at 8:00 am (Student Portal)
- Fri. 3/11 **PRIMARY VOTING CLOSE** at 5:00 pm (Student Portal)

Primary Elections OPTIONAL Dates:

- Thurs. 2/17 Election Workshop at 7:30 pm (Starlight Room)
- Thurs. 2/24 Election Workshop at 7:30 pm (Starlight Room)

- Tues. 3/8 Candidate Kickoff Doughnut Drop By 9 - 11 am (STIL Center)
- Wed. 3/9 -Fri. 3/11 Primary Election Campaign Tabling (Mall Hallway)
 - *Assignments will be given prior to this date on when your tabling hours will take place*
- Wed. 3/9 Meet your SUUSA, Meet your Candidates at 4 - 6 pm (Ballroom)
- Fri. 3/11 Primary Election Results Posted 5:30 pm (STIL Center)

General Elections MANDATORY Dates:

- Mon. 3/14 Mandatory Elections Meeting at 7:30 pm (Starlight Room)
- Tues. 3/15 OR Thurs. 3/17 Candidate Debate 11 am - 1 pm (Living Room)
- Wed. 3/16 **GENERAL VOTING OPENS** at 8:00 am (Student Portal)
- Fri. 3/18 **GENERAL VOTING CLOSE** at 5:00 pm (Student Portal)
- Fri. 3/18 Election Results Announcement 5:30 pm (Living Room)

General Elections OPTIONAL Dates:

- Tues. 3/15 Resident Hall Apartment Walks 5:00 pm (University Housing)
- Wed. 3/16 -Fri. 3/18 General Election Campaign Tabling (Mall Hallway)
 - *Assignments will be given prior to this date on when your tabling hours will take place*

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 through SUUSA, SPB, or STIL Marketing.

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:

1. 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.
2. We make our decisions based on the following:
 - a. First, what's best for students.
 - b. Second, what's best for SUU
 - c. If we satisfy both of these, we can then ask ourselves:
 - d. Third, what's best for my department/area
 - e. Fourth, what's best for me

- f. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. We support our campus partners with tabling efforts and other initiatives.
9. We know and practice the 'SUU Way' in all things - speech, behavior, work ethic, service, etc.
10. There will be things you may not like doing. Don't complain. Welcome to the real-world.

Professionalism and Office Etiquette

1. 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.
2. 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.
3. We understand that grudges can severely damage an organization.
4. 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).
5. We attend Center socials and get-togethers.
6. 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.
7. We work directly with various offices across campus; therefore, professionalism is expected.
8. We are present and intentional in all meetings; we put our phones in your pocket/backpack to ensure we are not distracted.
9. 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.
10. We attend all leadership training, retreats, meetings, ULA, etc.
11. 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.

12. 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.
13. We do not tolerate discrimination in any form.
14. We know the school fight song and sing along at games.
15. We wear SUU red every Friday and wear our polo and name tags on designated days.
16. 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.
17. We keep our commitments. If we say we are going to be somewhere, we are there.
18. Consistently being tardy will not be tolerated.
19. 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.
20. We practice humility in all that we do.
21. 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.
22. 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.
23. 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.
24. We own our mistakes and learn from them.
25. 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.

Before you start:

1. Please know that there will be online orientation modules, advisor meetings, transition training, checklists, etc. before you fully begin with your position. Be prompt in completing these tasks.

2022 SUUSA Activities and Initiatives

The Center for Student Involvement and Leadership (STIL) has two key groups:

1. **The Student Association** (SUUSA, SPB, Marketing, often collectively referred to as SUUSA). This group comprises of elected and appointed SUU students and is advised by the director and assistant director of STIL.
2. **Student Involvement and Leadership**, is responsible for implementing involvement and leadership initiatives and programs across campus. The director and assistant director will hire student Involvement Captains to help with these initiatives and to help SUUSA accomplish their tasks.

Below are just a few of the great things the Student Association can be involved with this next year:

- See through and execute your own campaign platform on which you ran on.
- Represent and advocate the student voice and concerns by serving as a liaison between the student body and administration. This can be done through T-Bird Squawks, meeting with your college representatives (Deans, Department Chairs, etc.), tabling, visiting with students, senate meetings, surveying, etc.
- Serve as the key player for your academic college. Develop and create senator open hours and roaming systems to seek out student input and concerns with colleagues in their college; staffing tables in their buildings, help educate the student body on important dates and upcoming events within your college, sit on committees, etc.
- Serve as the student representation on search committees for the campus at large.
- Sit in on administration meetings to serve as the student voice and advocate for student needs.
- Develop new and support current programming for students who are unsure of their major/exploring their options such as choose your Major Fair, Exploration Workshops, Grad Nights, etc.
- Develop and serve as a visible beacon for student concerns and questions through roving signs during the first weeks of the semester, midterms, finals week, and other retention campaigns and initiatives.
- Support and lead out on class registration pushes, calling campaigns, events, tabling, etc. efforts to ensure all students are educated and supported during class registration.
- Serve as the expert in your college on class registration. Become a liaison for your academic college for class registration questions and concerns. Calling campaigns per major for registration etc.
- Develop and facilitate all SUUSA Open forums to gauge student concerns and needs.
- Communicate the state of initiatives and updates for the student body through mailers, newsletters, State of SUU events, and other campaigns to be as transparent as possible.
- Serve as the student voice and advocacy on the Student Fee Review Committee to vote on student fees that impact the entire student body at large.

- Create ways to be more visible around campus and at events by supporting other organization's initiatives and activities.
- Serve on university committees or task forces for energy conservation committees, etc.
- Develop and creating the brand of SUUSA
- Define what a student representatives' role is as they serve on the SUUSA senate. Create and facilitate representatives on boarding and training.
- Work with the Student Programming Board to find unique college events and programming for different pockets of students/demographics that are underrepresented.
- Find more ways to be the voice for students and to advocate for them across campus
- Meet regularly with deans and department chairs to discuss specific college issue
- Support and help facilitate the Student Involvement and Leadership Office events such as leadership workshops, connect days, leadership weekends, guest speakers, etc.
- Attend the Student Programming events and look for wallflowers and get them connected with other students.
- Be more visible on campus and walk around campus to connect with at least three students a day.
- Develop and oversee student and club funding requests and the approving process.
- Facilitate and advocate club training and ongoing workshops.
- Support and promote club events and other campus wide initiatives.
- Create and follow through on senate initiatives, presidential initiatives, etc.
- Become cross trained as Involvement Captain.
- Create task committees and side projects that enhance the student experience and request access to the Involvement Captains.
- Partner on planning and facilitating Service Saturday.
- Conduct apartment walks during peaks of the semester to gauge student needs and inform students on upcoming dates and deadlines such as registration.
- Create and facilitate campus meet ups for all upper-class students. Create and facilitate the Meet your Student Reps formally known as Meet your SUUSA) event that connects students to their reps.
- Create and hold open forums for students to voice their current concerns.
- Partner with the First Year Experience Office for Campus Connect events and initiatives.
- Facilitate Meet your Club events to introduce students to clubs throughout the year.
- Help with assignments from STIL and projects STIL are working on.
- Create a high school graduation cheering program where members of the Student Association attend highschool graduation ceremonies and cheer on incoming-T Birds and welcome them to the Thunderbird Family.
- Create and conduct Summer sendoff socials across the state that introduces students to the Thunderbird experience remotely and in their hometown.
- Facilitate and partner on large campus events like Food and Faith, Thunder U, Graduation, etc.

- Develop and facilitate mentorship programming for upper class students.
- Partner and create alumni connections round table weekly discussions that prepare students for life beyond SUU.
- Support and partner with Health and Wellness initiatives on campus such as Wellness walks and other Health and Wellness events and programs.
- Serve as an ambassador for Student Involvement over the summer by welcoming students to STIL, Thunder U, and during Personalized Visits for all incoming students.
- Find ways to better the student experience by developing new branding, programming, and other initiatives to instill pride in the students.
- Help host information tables at Red Riots, Leadership Weekends, Parent and Family Weekend, etc. that gives students a chance to find out more about getting involved at SUU.
- Etc., etc., etc.

Submit your Candidate Declaration Form to the Student Involvement and Leadership Center (Student Center 177) before **5 PM on Wednesday, February 16, 2022**. Any declaration forms submitted after the prescribed deadline will not be considered to be placed on the election ballot.

Additional Questions regarding the elections, please contact:

STIL Student Election Director

elections@suu.edu

Heather Garcia - Assistant Director for Student Involvement and Leadership

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