

Spring 2012 Student Senate Election Packet (Executive Officer)

Spring 2012 Elections Committee Chair:

Katie Yarnelle Katie.Yarnelle@valpo.edu

For Complete Information and Rules Visit: www.valpo.edu/studentsenate

- Find application packet online at www.valpo.edu/studentsenate/committees/elections.php
- Obtain the Necessary Signatures and Read the Election Bylaws (30 for Class and Minority Seat & 50 for At---Large Seat)
- Return the Petition to the Student Senate Office by 5:00 p.m. on Tuesday, March 27, 2012
- Attend the Organizational Meeting in the Student Organization Suite Harre Union at 5:00 p.m. on Tuesday, March 27, 2012. If you are not able to attend at this time you must send a campaign representative in your place.
- The Campaign Period will run from Tuesday, March 27, 2012 at the conclusion of the Organizational Meeting through the close of the elections.
- Elections for the Student Body President and Vice President will be held on Tuesday, April 10, 2012.

Student Senate 2011-2012

Executive Members

Student Body President
Student Body Vice-President
Executive Treasurer
Assistant Treasurer
Associate Treasurer
Executive Secretary
Parliamentarian
Public Relations Coordinator

Brad Lubeck
Emma Fischer
Matt Tiemann
Alec Roberts
Kurt Gutfrucht
Katie Croft
Erik Carroll
Alex Moulchin

Brad.Lubeck@valpo.edu
Emma.Fischer@valpo.edu
Matt.Tiemann@valpo.edu
Alec.Roberts@valpo.edu
Kurt.Gutfrucht@valpo.edu
Katie.Croft@valpo.edu
Erik.Carroll@valpo.edu

Moulchin Alexandria.Moulchin@valpo.edu

Senators

Freshman Class Senator Freshman Class Senator Freshman Class Senator Freshman Class Senator

Sophomore Class Senator Sophomore Class Senator

> Junior Class Senator Junior Class Senator Junior Class Senator Junior Class Senator

> Senior Class Senator Senior Class Senator Senior Class Senator Senior Class Senator

At-Large Senator At-Large Senator At-Large Senator At-Large Senator At-Large Senator

Minority Senator

International Senator

Maria Wagenhofer Ashley Hornung Trevor Richardson Alex Uryga

Nick Goodman Michaela McCarthy

> Catherine Kus Ben Macy Justin Dunn Caleb Steele

Schuyler Dailey Paul Albers Ashley Richardson Katie Yarnelle

Tony Lyza Luke Easterday Gideon Litherland Katie Genereux Connor Lott

Mark Bonick

Ali Alneaimi

Maria.Wagenhofer@valpo.edu Ashley.Hornung@valpo.edu Trevor.Richarson@valpo.edu Alexander.Uryga@valpo.edu

Nicholas.Goodman@valpo.edu Michaela.McCarthy@valpo.edu

Catherine.Kus@valpo.edu Ben.Macy@valpo.edu Justin.Dunn@valpo.edu Caleb.Steele@valpo.edu

Schuyler.Dailey@valpo.edu Paul.Albers@valpo.edu Ashley.Richardson@valpo.edu Katie.Yarnelle@valpo.edu

Tony.Lyza@valpo.edu Luke.Easterday@valpo.edu Gideon.Litherland@valpo.edu Katie.Genereux@valpo.edu Connor.Lott@valpo.edu

Mark.Bonick@valpo.edu

Ali.Alneaimi@valpo.edu

Faculty Senate & University Council Members 2011-2012

Randa Duvick Eric Johnson Sarah DeMaris Virginia Shingleton Laurie Eberhardt Patrick Sullivan John Bernthal Stanley Hughes Peter Venturelli Steven Engerer Lanie Steinwart Jennifer Bjornstad Maryann Dudzinski Martin Buinicki James Kingsland Gregory Hume Mark Bartusch Donna Guydan David Schroeder Alan Kraft **Daniel Hart** Carole Pepa Nola Schmidt **David Welter** Mary Persyn Judith Miller **David Scupham** Donna Bartusch Jason Paupore John Ruff Zsuzsanna Szaniszlo **Amy Cory** Paul Kohlhoff Kathleen Sevener

Randa.Duvick@valpo.edu Eric.Johnson@valpo.edu Sarah.DeMaris@valpo.edu Virginia.Shingleton@valpo.edu Laurie Eberhardt@valpo.edu Pat.Sullivan@valpo.edu John.Bernthal@valpo.edu Stanley.Hughes@valpo.edu Peter.Venturelli@valpo.edu Steven.Engerer@valpo.edu Lanie.Steinwart@valpo.edu Jennifer.Bjornstad@valpo.edu Maryann.Dudzinski@valpo.edu Martin.Buinicki@valpo.edu James.Kingsland@valpo.edu Gregory.Hume@valpo.edu Mark.Bartusch@valpo.edu Donna.Guydan@valpo.edu Dave.Schroeder@valpo.edu Alan.Kraft@valpo.edu Dan.Hart@valpo.edu Carole.Pepa@valpo.edu Nola.Schmidt@valpo.edu David.Welter@valpo.edu Mary.Persyn@valpo.edu Judith.Miller@valpo.edu David.Scupham@valpo.edu Donna.Bartusch@valpo.edu Jason.Paupore@valpo.edu John.Ruff@valpo.edu Zsuzsanna.Szaniszlo@valpo.edu Amy.Cory@valpo.edu Paul.Kohlhoff@valpo.edu

Kathleen.Sevener@valpo.edu

TO: Student Senate Presidential & Vice Presidential Candidates

FROM: Katie Yarnelle, Elections Chair

DATE: February 18, 2012

SUBJECT: Spring 2012 Executive Elections

Student Senate is a vital part of the student body at Valparaiso University. If you would like to join Student Senate as a Senator, this is your opportunity to take part in addressing issues with policies, funding and student activities. This legislative body determines which student organizations get recognized and funded along with recommends policies to better the student experience on campus.

The available Student Senate Seats are: President of the Student Body Vice President of the Student Body

Enclosed in this packet are the materials necessary to become a Student Senator. It is imperative for each candidate to become familiar with all election guidelines as well as the timeline to ensure a successful campaign.

Candidates for Student Senate must at be a member of the constituency group the seat represents (see bylaws below) and must have a minimum 2.500 cumulative GPA, and must have completed at 24 credit hours. All applicants, with the signed petition, must be turned in to the Student Senate Office by **Tuesday, March 27, 2012, at 5:00 p.m.** in order to become a candidate. Applicants should photocopy their signed petitions for their own records.

All applicants must attend the organizational meeting on **Tuesday**, **March 27**, **2012** at **5:00 p.m.**, which is **MANDATORY** for all candidates, in the **Student Organization Suite Harre Union**. If you are unable to attend this meeting, you **must send a representative and/or campaign manager** to take your place. Formal campaigning cannot start before this meeting. Only after this meeting may candidates start their formal campaigns.

Formal campaigning will last until the end of the election, **Tuesday**, **April 17**, **at 5:00 p.m**. All campaign materials must be cleaned up before the counting of the ballots. No campaign materials are allowed within sight of the voting areas.

Please contact me if you have any questions about Student Senate or the election process at Katie. Yarnelle@valpo.edu.

Good luck with your Student Senate campaign!

Student Senate Executive Elections Timeline

Student Senate Executive Elections Timeline

TUESDAY, MARCH 27

- Petitions Due by 5:00 p.m. outside of the Senate Office
 - Petitions available starting Thursday, March 1, 2012 online at www.valpo.edu/studentsenate/committees/elections.php
 - Required signatures
 - 100 Undergraduate Students
 - Student Senator signature (list included in packet above)
 - ◆ Faculty Senator signature (list included in packet above)
 - Transcript or DataVU print out to verify qualifications
- Organizational Meeting, 5:00 p.m. Student Organization Suite Harre Union
 - Required for all candidates. If unable to attend, find a representative/campaign manager to go in your place.
- Campaigning
 - o Formal campaigning may begin at the conclusion of the Organizational Meeting. Word-of-mouth (Informal) campaigning is allowed before the Organizational Meeting.
 - Candidates may only spend a maximum of \$75 on campaign materials. The Elections
 Chair will collect receipts prior to ballot counting.
 - Campus resources, such as printers in computer labs for flyers, may not be used for mass production of campaign materials.

TUESDAY, APRIL 10

- Election Day from 8:00 a.m. to 5:00 p.m. in Chapel View Hallway for all contested positions
 - No campaign materials may be in view of the ballot box.
 - o Ballot-counting will be the night of the election in the Student Organization Suite Harre Union. All candidates or their designated representative must be present.

FUTURE MEETINGS:

Last Student Senate Meeting of the Year: Monday, April 23, 2012 @ 8:00 pm Required for transition to new Student Body Executives.

STUDENT SENATE PETITION FOR CANDIDACY

Personal Information

Name:	Phone	e:University Class S	tanding: Junior Senior
Current Address:			
Date you obtained petition: From Date petition submitted: Subm		nere:	
		mitted:	
*********************	Statement o	++++++++++++++++++++++++++++++++++++++	********
,	, am running for the po	osition of	of the Student Body.
********************	Required S		********
	Student Senator	Faculty Senator	
Campaign	Cand		etativo (antional)
	n Representative (optional)	Campaign Represer	
1)			
2)			
3)			
4) 5)			
5) 6)			
7)	23/ 24)	41)	
8)	25)	42)	
9)	26)	43)	
10)	27)	44)	
11)	28)	45)	
12)	29)	46)	
13)	30)	47)	
14)	31)	48)	
15)	32)	49)	
16)	33)	50)	
17)	3/1)	Icor	ntinued on next nage)

51)	68)	85)
52)	69)	86)
53)	70)	87)
54)	71)	88)
55)	72)	89)
56)	73)	90)
57)	74)	91)
58)	75)	92)
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60)	77)	94)
61)	78)	95)
62)	79)	96)
63)	80)	97)
64)	81)	98)
65)	82)	99)
66)	83)	100)
67)	84)	

BYLAW XXIV STUDENT SENATE ELECTIONS

Section A Not Applicable

Section B Candidacy for President and Vice President of the Student Body

- Clause 1 Nominees shall submit to the Elections Committee a petition requesting candidacy. The petition shall be signed by a Student Senator, a faculty member of University Council or a member of Faculty Senate, and at least 100 undergraduate students and the candidate.
- Clause 2 Petitions shall be available for at least one week and must be turned in to the Committee by the deadline established in Section G.
- Clause 3 Candidates for Executive offices may select and declare up to two (2) official campaign representatives. These representatives shall be named no later than the organizational meeting outlined in Section G. Each representative shall be subject to and accountable for stipulations set forth in Section D of this bylaw.
- Clause 4 A candidate may revoke his or her representatives' official status, but may not declare additional representatives after the organizational meeting. Candidates must notify the Elections Committee Chair of the revocation of a representative's official status. Candidates are to be considered in control of their representatives' actions.

Section C Informal Campaigning

Clause 1 Informal campaigning may be done at any time. This is defines as verbal and /or spoken campaigning and may not include organized speeches.

Section D Formal Campaigning

- Clause 1 Formal campaigning shall be defined as any activity conducted or written material distributed with the endorsement of the candidate and/or the candidate's official representatives. This is defined as giving speeches, displaying posters, stuffing mailboxes, advertising in the campus media, use of electronic listservs, campaign letters or memos, sidewalk chalk, formation of websites or web-based groups, membership of these groups, and/or apparel.
- Clause 2 The Elections Committee shall set the period of formal campaigning to at least one week for senators and at least two weeks for executive officers.
- Clause 3 All formal campaigning in residence halls shall be subject to the approval of the Residential Learning Coordinator.
- Clause 4 Senate candidates may spend up to \$50.00 on campaign costs. Candidates for President and Vice President may spend up to \$75.00 on campaign costs.
- Clause 5 Vouchers, with receipts, shall be turned in to the Elections Committee.
- Clause 6 All formal campaigning materials within the control of the candidate at the time of distribution must not be within sight of a ballot box.

- Clause 7 Ballot counting shall not commence until such time as each candidate has disposed of his or her campaign materials.
- Clause 8 Elections Committee members may not be involved in campaigning (formally or informally) for any candidate.
- Clause 9 Neither Student Senate equipment, nor the equipment of an organization substantially (defined as having a majority of its total annual budget) funded by Student Senate, may be used by a candidate in his or her campaign.
- Clause 10 Each candidate is responsible for the fairness of his or her campaign. Infractions of regulations may warrant disqualification of the candidate by the Elections Committee.
- Clause 11 In regards to IT and residence hall multimedia equipment, these resources may be used in the drafting and/or printing no more than ten copies of campaigning materials, but may not be used for the mass production of said campaign materials.
- Clause 12 All formal campaigning shall cease at the closing of the ballot boxes.
- Clause 13 All formal campaigning materials placed in mailboxes must be submitted to the RLC and distributed at least two days prior to Election Day.

Section E Campaign Fairness

- Clause 1 Infraction of regulations by a candidate or official representative may warrant disqualification of the candidate by the Elections Committee pursuant to violating the stipulations set forth in Section D.
- Clause 2 Misuse of formal campaigning constitutes an infraction of the bylaws. Misuse of formal campaigning shall include:
 - a) Destruction or alternation of another candidate's formal campaign materials.
 - b) Formal campaigning with the intent of defamation of character of an opposing candidate, such as 'smear campaign.'
- Clause 3 In order to ensure that the polling locations are neutral and free of undue influence upon the voters, all campaigning; both informal and formal, shall not be conducted by any candidate or representative within sight of the ballot box. Violation of this section shall be grounds for immediate disqualification of the candidate by the Elections Committee.

Section F Petitions

- Clause 1 The Committee shall make petitions available as stated in Section A of this bylaw.
- Clause 2 A copy of the Student Senate Election bylaw and copies of the Faculty Senate Membership Roster, the Student Senate Membership Roster, the Elections Timeline, and the Election Chair Contact Information shall be appended to the petition.

Clause 3 The Committee shall release information of the petition process to all campus news media entities one week prior to the date petitions will be available.

Section G Organizational Meeting

- Clause 1 The meeting shall be held on a date and at a time to be determined by the Elections Committee, but must occur before the commencement of formal campaigning.
- Clause 2 At the meeting the candidates shall:
 - a) Receive the opportunity to ask questions regarding the Elections bylaw.
 - b) Have a list of deadlines to be complied with.
 - c) Have a formal announcement of candidates running in each district.
- Clause 3 A candidate or his/her official representative must be present at the organizational meeting in order to be considered a candidate. If there is a failure to appear, the candidate can only remain as a write-in candidate.

Section H Time of Elections

- Clause 1 Elections for Student Body Executives shall be held before the last five weeks of classes in the spring. Elections for At-Large, Class Senators (except Freshmen), and Minority Senators shall be held before the last four weeks of classes in the spring. Elections shall be held on a date to be chosen by the Elections Committee.
- Clause 2 Elections for all of the Freshmen Class, International Senator, and any remaining open Senator seats from the previous spring semester elections shall be held no later than the fourth week of classes in the fall on a date to be chosen by the Elections Committee.

Section I Method of Elections

- Clause 1 The specific time, place and method of voting shall be at the discretion of the Elections Committee. Elections for all other Student Senate seats will be held at the location decided by the elections chair. Voting shall be by Student ID and only undergraduate students may vote. Ballot Boxes shall be secure during the voting hours and sealed at the conclusion of the election and until the tallying begins. Poll workers must certify that they have run the polls in accordance with this bylaw by signing a prepared document to be placed in the ballot box after the final vote is cast in each election.
- Clause 2 Absentee ballots shall be accepted at the discretion of the Elections Committee.
- Clause 3 If a candidate submits a petition after the initial deadline, that Candidate is considered a write-in candidate. Write-in candidates must satisfy all eligibility requirements of regular candidates. However, the write-in candidate is not considered a "regular candidate", as his or her name shall not appear on the ballot. Write-in candidates must comply with the same rules as regular candidates. It is the responsibility of the write-in candidate to inform voters of his or her candidacy. A blank line shall be provided on the ballot for each write in candidate. The write-in candidate must notify the Committee and submit their petition at least seventy-two hours before the election.

- Clause 4 Information regarding any and all students' candidacies shall be released at the discretion of the Elections Committee Chair.
- Clause 5 If only one candidate from a district files a petition for candidacy, and no write-in candidates file a petition by the final seventy-two hours prior to the conclusion of the election, the Committee shall cancel the election in that district, and seat the candidate. If no petitions for candidacy are received from a district, and exactly one write-in candidate files a petition by the final seventy-two hours prior to the election, the Committee shall cancel the election in that district, and seat the candidate.
- Clause 6 A meeting of the Elections Committee and all of the candidates shall be held after the closing of the polls to tabulate the votes. Each candidate or designate must be present at the tabulation of the ballots in order to be declared the winner.
- Clause 7 Prior to the counting of the ballots, each candidate shall submit receipts of campaign expenditures to the committee. The Elections Committee Chair, the President of the Student Body, and all candidates are then given the opportunity to sign a statement in regards to the election process up until that point, reading "I hereby agree that all election procedures have been in accordance with the elections rules." If any person feels that any of the candidates may have violated this bylaw, he or she may decline to sign the statement and shall submit a written objection to the Elections chair within twenty-four hours. In the event that a candidate does not sign the statement, the votes will still be counted. However, the election will not be made official and the results will not be made public until either the candidate signs the statement or the objection has been addressed. The Committee shall meet in closed session to rule on those possible violations.
- Clause 8 If the Committee decides by a three-fourths (3/4) vote of the members that a candidate intentionally violated the bylaws, the candidate shall be disqualified.
- Clause 9 Any appeals regarding disqualification of a candidate shall be immediately referred to the Elections Grievance Committee.
 - a) Both the candidate and the Elections Committee Chair shall present the appeal.
 - b) A simple majority shall be required to overturn the decision of the Elections Committee.
 - c) The Elections Grievance Committee shall have met and made a decision regarding the appeal within forty-eight hours.
 - d) The decision of the Elections Grievance Committee shall be final.
- Clause 10 In districts with multiple seats, any ballot will be counted as long as the number of votes cast is not greater than the number of seats being filled.
- Clause 11 Senators and Executive Officers shall be elected by a plurality of votes from their respective constituency.
- Clause 12 At the conclusion of ballot counting, the President of the Student Body, the Elections Committee Chair, and all of the candidates shall sign a statement indicating that the elections procedures since the signing of the first document were done in

accordance with this bylaw. This statement will read "I hereby agree that all election procedures since the signing of the first document have been in accordance with the elections bylaw."

- Clause 13 The Committee shall release results of district elections on conclusion of ballot counting and resolution of any complaints in each district. The committee shall also maintain a record of the results and voter turnout. The chairman shall release unofficial results to the campus news media in the Presidential and Vice-Presidential races at the conclusion of ballot counting and the resolution of any complaints.
- Clause 14 Upon signing of the second statement of the Election Committee Chair shall prepare a "Certificate of Elections" form stating that the student was elected by his or her constituents to the office they were a candidate of for the specific term that will begin on a certain date. The form shall be signed by the Elections Committee Chair and the President of the Student Body. This form must be submitted to the Executive Secretary of the Student Senate before the student takes the oath of office. The form shall be written in the following for the President and Vice President of the Student Body:

"Certificate of Election for the Office of (insert title here) of the Student Body

To the Executive Secretary of the Valparaiso University Student Senate:

This is to certify that on the __ day of ___, 20___, (name) was duly chosen by the students of the Valparaiso University to be (name of office) to represent said constituents as an Executive Officer of the Student Senate for the term of one academic year, beginning on the __day of __, 20__."

The form shall be written in the following for the Student Senators:

"Certificate for the Election of the (insert name of seat here) Seat of the Valparaiso University Student Senate

To the Executive Secretary of the Valparaiso University Student Senate:

This is to certify that on the __ day of ___, 20__, (name) was duly chosen by the students of the Valparaiso University a Student Senator to represent all (name of constituency) students in the Valparaiso University Student Senate for the term of one academic year, beginning on or after the 20__ Fall Organizational Meeting. "

Section J Term of Office

- Clause 1 The term of office for the President and Vice President of the Student Body shall begin upon taking the oath of office as outlined in Bylaw III, Section A during the end of the last Student Senate meeting of that term and last until their successor takes the same oath in the following year.
- Clause 2 The term of office for the Senators of the Student Senate shall begin upon their taking of the oath of office as outlined in Bylaw III, Section B at the beginning of

the Fall Organizational Meeting and last until the Student Senate adjourns sine die at the end of the following Spring Semester.