2016
Saint Louis University
Student Government Association
Election Packet

2016 Election Commission
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POSITIONS AVAILABLE IN 2016 SGA ELECTIONS

Executive Board Seats

1 President
1 Vice President for Student Organizations
1 Vice President of Academic Affairs
1 Vice President of Finance
1 Vice President of Internal Affairs
1 Vice President of International Affairs
1 Vice President of Diversity and Inclusion

Senate Seats

4 College of Arts and Sciences
3 Doisy School of Allied Health Professions
2 College of Education and Public Service
3 John Cook School of Business and Administration
2 School of Medicine
2 School of Nursing
2 Parks College of Engineering, Aviation, and Technology
2 College of Philosophy and Letters
2 School of Professional Studies
2 College for Public Health and Social Justice
2 Commuter Students
1 Graduate Student
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*Note: two School of Law senators, two Black Student Alliance senators, four Diversity Leadership Cabinet senators, two Residence Hall Association senators, one Graduate Student Association senator, two First-Year senators, two International Student senators, and one Transfer Student senator will be selected via internal elections or alternative appointment procedures. Please contact the Vice President of Internal Affairs, Luella Loseille, (sga.internal@slu.edu) for more information if interested in one of the aforementioned Senate seats.

**ELECTION TIMELINE**

**Monday, January 25:** 6:00 p.m. – 7:00 p.m.: Candidate information session
(BSC Senate Chambers)

**Tuesday, January 26:** 6:00 – 7:00 p.m.: Candidate information session
(BSC Senate Chambers)

**Wednesday, January 27:** 4:00 – 5:00 p.m.: Candidate information session
(BSC Senate Chambers)

**Saturday, January 30:** 11:00 a.m. – 12:00 p.m.: Candidate information session
(BSC Senate Chambers)

**Monday, February 1:** 6:00 p.m. – 7:00 p.m.: Candidate information session
(BSC Senate Chambers)

**Friday, February 5:** Election packets and candidate bios for all candidates due by 5:00 p.m. (Drop Box outside SGA Office in the BSC)

**Monday, February 8:** The slate of candidates is announced (Election Commission will notify candidates of approval via email the night before). Candidates may begin publicizing campaigns at 8:00 am via indoor posting and visiting chartered student organizations.

**Wednesday, February 17:** Last SGA meeting for Executive Board candidates to attend

**Sunday, February 21:** First campaign finance report due to Commissioner by 5:00 p.m.

**Monday, February 22:** Outdoor posting begins at 8:00 a.m.

**Monday, February 22:** 7:00 – 8:00 p.m.: Presidential and Executive Board Debate (Center for Global Citizenship)
Friday, February 26: 10:00 a.m. – 4:00 p.m.: Person-to-person campaigning permitted.

Sunday, February 28: Final campaign finance report due to Commissioner by 5:00 p.m.
Individual Senate finance reports due by 5:00 p.m.

Monday, February 29: Election Day
6:00 a.m. – 8:00 p.m.: Polls open on SLU Groups
9:00 a.m. – 4:00 p.m.: Official polling place open (BSC)*
10:00 a.m. – 4:00 p.m.: Person-to-person campaigning permitted.

*Note: any student may choose to vote on their own personal computer at any time throughout election day; the official polling place will simply serve as a central location for students to vote quickly on university computers as they may be passing through the BSC on election day.

VOTER ELIGIBILITY

Any registered student of Saint Louis University (excluding 1818 students) is considered qualified and registered to vote in the SGA elections.

CANDIDATE ELIGIBILITY

Any registered student of Saint Louis University with a valid I.D. (excluding 1818 students) may become a candidate for any office for which they expect to become a constituent. The Student Government Association shall show no discrimination on the grounds of sex, gender, race, color, religion, national origin, ancestry, disability, age, sexual orientation, marital status, military status, veteran’s status, pregnancy, or any other protected classification is detrimental to its mission and values.

All candidates must obtain and complete the contents of the SGA Candidate Eligibility Packet. This packet shall include:

1) Good standing student affidavit
2) Petition form
3) Affidavit of eligibility
4) Candidate biographical information form
5) Short biography and picture
All Election Packets must be completed and turned in to the Commissioner by Friday, February 5th at 5:00 p.m. for all candidates.

All candidates must attend one mandatory election meeting. Refer to the timeline on page #3 for a list of available meeting times. If a candidate cannot make any of those meetings, they must consult the Election Commissioner prior to Monday, February 1st, 2016. All makeup meetings must be made in person with the Election Commissioner and at least one other member of the Election Commission. If a potential candidate does not attend one informational session or schedule a make-up meeting, they will be ineligible to run in the 2016 Elections.

- All Senate or Vice-presidential candidates must obtain at least 50 signatures from registered SLU students, including each student’s Banner ID number, on the official signature form included in this packet.

- All presidential candidates must obtain at least 100 signatures from registered SLU students, including each student’s Banner ID number, on the official signature form included in this packet.

- A candidate may not actively seek two positions concurrently.

- A senatorial candidate may only pursue a seat in a constituency of which they reasonably expect to be a part in the following academic year.

- If a senatorial candidate is elected to a position and does not remain and/or become a member of the consistency affiliated with that position in the following academic year, they will forfeit that position. The position will subsequently be filled by SGA’s Committee for Internal Affairs via an interview process.

- All presidential candidates must hold an executive office position in any Chartered Student Organization or Greek organization, or a voting seat on the Senate or on any University committee during the entirety of the campaign. The Election Commission reserves the right to judge whether or not any presidential candidate meets the qualifications to run for office.

- All candidates must obtain the signature of the Dean of their school or college to verify the student’s academic good standing (enrolled with a minimum GPA of 2.0) on the official registration form included in this packet.
In order to run for the Vice President of International Affairs position, the student must be registered as an international student as determined by the classification provided by the division of Enrollment and Retention Management, which can be confirmed by the Dean of Students Office.

All presidential and vice-presidential candidates MUST attend one Senate meeting in full on or before Wednesday, February 17th.

Presidential candidates must also attend one SGA Executive Board meeting and meet with the SGA Moderator, by Monday, February 22nd. A schedule of meetings can be obtained from the Vice President for Internal Affairs in the SGA office in BSC 236.

WRITE-IN CANDIDATE GUIDELINES

If a write-in candidate wins an elected position, they must fulfill eligibility requirements in order to assume that position.

A write-in candidate must also receive at least 25 write-in votes to win a senate seat for which they are eligible.

If an official candidate wins both the position for which they ran and a write-in position, that candidate will be able to choose which position they wish to assume.

Campaign Advertisement Rules and Regulations

POSTING TIMELINE

The following is an abbreviated timeline for campaign posting. Please see the sections that follow for detailed posting requirements.

Monday, Feb. 8th: 8:00 a.m.: Executive board and senatorial candidates may begin advertising their campaigns via indoor postings. Likely locations for indoor postings include classrooms, academic buildings, the Busch Student Center and residence halls. Executive board and senatorial candidates may also begin advertising via t-shirts, buttons, pens, etc. at this time, provided that such materials are not distributed using “person-to-person” campaigning.

Monday, Feb. 22th 8:00 a.m.: Executive Board candidates may begin advertising their campaigns via outdoor postings within the designated “campaign
alley” area. Posting of stake signs is NOT permitted. Outdoor postings are not permitted of individual senatorial candidates.

POSTING/MATERIAL APPROVAL

ALL designs for campaign materials (postings, pens, buttons, etc.) must be approved by the Election Commission before being displayed on campus. Required approval of materials for both executive board and senatorial candidates is as follows:

- **Election Commissioner Stamp.** Two copies of any potential posting must be submitted to the Election Commissioner. One copy of each posting/design must be stamped with approval by the Election Commissioner before it can be displayed or distributed on campus. The Election Commissioner will retain the second copy for comparison to subsequently posted/distributed materials.

  The stamp need only be displayed on items that will be posted on campus; i.e., posters to be hung in academic and residential buildings. On such materials, the dated stamp MUST be visibly displayed on the front of each posting displayed on campus. The stamp need not be visibly displayed on items for distribution on campus such as cups, pens, t-shirts, etc.

- **Dated Approval.** All election materials will be stamped for approved posting until Tuesday, March 1st, 2016, the day following elections.

- **Commissioner Availability.** The Election Commissioner’s availability to approve postings/designs are as follows:
  - Monday- 12:00-1:00PM
  - Tuesday- 1:00-2:00PM
  - Wednesday- 12:00-1:00PM
  - Thursday- 9:30-10:30AM
  - Friday- 12:00-1:00PM

  * You may drop off your materials at the SGA dropbox before of after these times, and they will be stamped and available for pickup at the SIC the next day. Candidates must email the Election Commissioner a minimum of 24 hours in advance with a notification for the pending approval check for postings/designs, and if anything has been left in the drop-box for approval.

Candidates are strongly encouraged to obtain the Election Commissioner approval stamp prior to making copies. The stamp should be affixed such that it will be visible and appear legibly on subsequent copies of the posting.
- **Removal of unapproved postings.** Any campaign materials, which do not meet the requisite approval standards, are subject to immediate removal and Election Commission sanctions.

- **Posting violations and sanctions.** If a candidate posts or distributes a campaign item that has not been approved by the Election Commissioner, they will face sanctions by the Election Commission. The Election Commission has the final authority on whether or not a campaign advertisement is in violation of the policies and procedures contained within this packet.

- **Defacing of candidate materials.** If any candidate (or anyone associated with that candidate’s campaign) is seen removing or defacing another candidate’s fliers, posters, etc., they will be subject to disqualification or other Election Commission sanctions.
POSTING REGULATIONS

The following posting regulations will be strictly enforced upon both executive board and senatorial candidates.

INDOOR POSTING-EXECUTIVE BOARD AND SENATORIAL CANDIDATES

- **Approved Indoor-Posting Areas.** Indoor postings may appear ONLY on bulletin boards and tack strips in academic buildings, the Busch Student Center, residence halls and other indoor locations. This requirement stands even if postings for other University events appear on other surfaces.

  Indoor postings may NOT appear on any of the following:
  - Bare walls where no bulletin board or tack strip is present
  - Doors or doorways*
  - Elevators
  - Glass surrounding doors/entryways
  - Windows*
  - Pay phone kiosks
  - Residence Hall front desks
  - Structural support columns/beams
  - Stairwells

  Please note that this list is not exhaustive, but is intended as further clarification for those areas in which indoor posting is strictly prohibited.

  * Individual student supporters may, at their own discretion, post campaign signage on any door/window which is a part of their own residence hall room/apartment. Instances where individual students choose to display campaign signage in this manner are the ONLY instances in which posting on doors/windows will be permitted.

- **Number of Postings Permitted- Classrooms.** A candidate’s name and/or likeness may appear on ONLY ONE posting in any individual classroom; this is true even if a classroom features multiple bulletin boards or tack strips. There are no exceptions.

- **Number of Postings Permitted- All Other Indoor Posting Areas.** A candidate’s name and/or likeness may appear on ONLY ONE posting on any individual bulletin board/ tack strip. There are no exceptions.

- **Size of Postings Permitted.** Postings may not exceed 11” x 17” in size.
Forbidden Types of Postings. No stickers or self-adhesive campaign postings are permitted at any time.

OUTDOOR POSTING- EXECUTIVE BOARD CANDIDATES ONLY

- Approved Outdoor-Posting Areas. Outdoor postings may appear ONLY on outdoor bulletin boards which are located in the designated “campaign alley.” On the North Campus, “campaign alley” is defined as the entire east-to-west, main stretch of West Pine Mall, from its start at the Hermann Soccer Stadium to its conclusion at Vandeventer Avenue. Posting areas must fall within 2 feet of the main stretch of West Pine Mall to be valid under the “campaign alley” designation.

On South Campus, “campaign alley” is defined as the entire east-to-west stretch of Caroline Mall. Posting areas must fall within 2 feet of the main stretch of Caroline Mall to be valid under the “campaign alley” designation.

Individual student supporters may, at their own discretion, post campaign signage on any door/window which is a part of their own residence hall room/apartment. Instances where individual students choose to display campaign signage in this manner are the ONLY instances in which posting on doors/windows will be permitted.

Candidates must use painter’s tape to hang posters so as to prevent damage to university property. Outdoor posting is NOT permitted on trash cans, ashtrays, exterior doors, statues, or any other outdoor surface. Any outdoor surface not listed in the “approved” section above is considered impermissible for posting.

- Number of Postings Permitted - Outdoor Posting Areas. An executive board candidate’s name and/or likeness may appear on ONLY ONE posting per outdoor bulletin board or trash can. Individual senate candidates are generally not allowed any outdoor postings.

- Size of Postings Permitted. Outdoor postings may not exceed 11” x 17” in size.

- Forbidden Types of Postings. Advertising via banners of any kind (on the side of the Busch Student Center, across West Pine Mall outside Griesedieck Hall) is prohibited by candidates and is reserved for general promotion of the election by the
Election Commission. Please also note that no stickers or self-adhesive campaign postings are permitted at any time.
OTHER METHODS OF ADVERTISING

In addition to the traditional campaign posting, several other advertising options are available to candidates. Other permissible methods of advertising are as follows:

- **Advertising on the SLU TV campus television network.** An executive board ticket is permitted no more than 30 minutes of total recorded advertising on the SLU TV campus television network. Documentary coverage of the election, as coordinated by the Election Commission and SLU TV network, will not count towards this 30-minute limit. The Election Commissioner must approve all advertising content prior to filming and airing. The Election Commissioner will also work with the SLU TV network to determine the recurrence of airing and to ensure that opposing tickets receive equitable treatment. Advertising on the SLU TV network is subject to the timeline for indoor posting. Individual senate candidates are not permitted to advertise on the SLU TV network.

- **Campaign Buttons.** If a candidate so desires, campaign buttons are available for purchase through the Student Involvement Center. The cost per button is 5 cents each (checks can be made out to Saint Louis University and must be given to Cheryl Kaufman in the Student Involvement Center). The cost of buttons must be paid before manufacturing the buttons, and the button machine MUST remain inside the Student Involvement Center or Campus Ministry Suites.

- **Campus mailbox stuffing.** An executive board ticket is permitted one single brochure/flier as a campus mailbox stuffing. A campus mailbox stuffing is subject to the timeline for indoor posting and must be approved by the election commission. Individual senate candidates are NOT permitted to advertise via a campus mailbox stuffing of their own.

- **Chartered Student Organization Visits.** Executive board and senate candidates are permitted to visit the meetings of Chartered Student Organizations in order to advertise their campaigns. Visits to Chartered Student Organizations may not be scheduled or take place until the candidate’s eligibility to run has been confirmed in writing by the Election Commission.

- **Emailing.** On the day preceding elections, the Election Commission will send an email to the entire University community regarding elections. The order by which candidates are presented in this email will be determined by the Election Commission. **This will be the only mode by which candidates may campaign via email prior to the day of elections.**
Each executive board candidate may submit up to 200 words of advertisement for inclusion in the University-wide election email; each individual senate candidate may submit up to 100 words of advertisement. Advertisements must be submitted to the Election Commissioner via email no later than, February 7th at 5:00 pm for inclusion in the University-wide announcement.

At no time may a University listserv ending in the domain “slu.edu” be used to advertise a candidate’s campaign or status as a candidate in the election. The one exception to this rule is as follows:

- **Unbiased mention of an executive board candidate’s name, position sought and ticket affiliation in the inclusion of a student organization’s meeting minutes**, where the candidate previously made presentation to that student organization. The mention may not include any information other than name, position sought and ticket affiliation.

  *Example: The Billiken, running for President on the ticket “Billiken for President,” spoke to the Student Activities Board last night. (included in the meeting minutes for the Student Activities Board).*

  The Election Commission shall be the final judge as to whether any University listserv announcement which is purported to fit this exception constitutes a violation of the email policy.

  Candidates are reminded that they may be held liable for emails sent out by other students and/or supporters.

- **Websites, Facebook, Twitter, gChat, Snapchat, Instagram, and/or any other social networking sites or Internet usage.** Executive board and senatorial candidates are permitted to operate a website which advertises their campaign and/or status as a candidate in the election. Campaign websites are subject to the timeline for indoor posting. The Election Commission reserves the right to enforce election policies and/or sanctions on website content.

  Although the use of Facebook, Twitter, and other social networking sites cannot be expressly regulated, the Election Commission reserves the right to enforce election policies and/or sanctions on content that is presented on any electronic medium. This is especially true if the content in question is thought to constitute libel. No mention of a candidate running for a position may be made on any electronic media before Monday, February 8th at 8:00 a.m. (indoor posting guidelines). This policy and timeline will be strictly enforced.
• **Videos.** All videos will be considered under the same realm as print advertising. Therefore, before any videos are allowed to be posted on Facebook, YouTube, any website, etc. they must be approved by the Election Commissioner. Any videos posted without the approval of the Commissioner will be subjected to sanctions at the discretion of the Election Commission.

• **Person-to-Person Campaigning.** Person-to-Person campaigning is defined as openly distributing campaign materials to individuals with whom the candidate is not personally acquainted. Person-to-Person campaigning is permitted ONLY on Friday, Feb 26th, and Monday, February 29rd (Election Day) from 10:00 a.m. – 4:00 p.m. All campaigning on Election Day must be done outdoors or in an academic building or residence hall lobby. Campaigning inside the Busch Student Center is not permitted.

In addition, no candidate or someone supporting a campaign may campaign within 30 feet of a polling place (as defined by the Election Commission), listed below:

- Any on-campus computer lab or room with computers available for public use
- Any on-campus library

• **Official BSC polling place.** The election commission will oversee an official polling place in the BSC throughout the duration of election day. Absolutely no campaigning by any candidate is permitted within the BSC on election day. Candidates and campaign managers may enter the BSC as regular students or to consult the Election Commission, but they may not openly campaign upon entering.
CAMPAIGN FINANCE PROCEDURES

Senatorial Candidates
A senatorial candidate is limited to $100 in total spending for their campaign. Spending shall include both items purchased by the candidates themselves and items donated to the candidates by outside parties. Senatorial candidates must provide a copy of all receipts and a completed Campaign Finance Report, which includes an itemized list of all expenses and sources of campaign income and the amount provided by each source. The completed Campaign Finance Report must be submitted to the Election Commissioner no later than 5:00 p.m. on Sunday, February 28th. Senatorial candidates are NOT required to submit weekly Campaign Finance Reports.

Vice Presidential Candidates
Each non-independent executive board candidate is limited to $200 in total spending for their campaign, unless running independently* in which case the candidate is limited to $500 in total spending for their campaign. Spending shall include both items purchased by the candidates themselves and items donated to the candidates by outside parties.
* An independent candidate is a person not running with a ticket or any other person. Those deemed to not be independent in nature or appearance will be subject to the non-independent guidelines.

Presidential Candidates
Each non-independent presidential candidate is limited to $300 in total spending for their campaign, unless running independently* in which case the candidate is limited to $500 in total spending for their campaign. Spending shall include both items purchased by the candidates themselves and items donated to the candidates by outside parties.
* An independent candidate is a person not running with a ticket or any other person. Those deemed to not be independent in nature or appearance will be subject to the non-independent guidelines.

Total Executive Board Spending
Total allowable spending for each executive board ticket is limited to an amount equal to the number of executive board candidates sponsored by that ticket, multiplied by $200 per vice presidential candidate plus $300 for a presidential candidate.
Executive board candidates must submit copies of all receipts for campaign expenditures and a completed Campaign Finance Report, which includes an itemized list of all expenses and sources of campaign income and the amount provided by each source. These campaign finance reports must be submitted to the Election Commissioner by the appropriate time on each of the following Sundays via email:

**Sunday, February 21:** First campaign finance report due to Commissioner by 5:00 p.m.

**Sunday, February 28:** Final finance report due to Commissioner by 5:00 p.m.

Any income or expenses incurred after 5:00 p.m. on Sunday, February 21st must be reported on a Modified Campaign Finance Report, to be submitted to the Election Commissioner no later than 5:00 pm on Sunday, February 28th.

Executive Board tickets may choose to submit Campaign Finance Reports as a group rather than individually.

**Fair Market Value Reporting**

The Election Commissioner shall be required to publish a list of common campaign items and their fair market value by the last meeting of the Senate in January. The Election Commissioner shall establish the prices of those items not found on this list but donated to candidates within three days of the candidate’s request.

If a candidate obtains a campaign item at a price that is not readily available to all other candidates and the price of that item is below the amount specified by the Election Commission as fair market value for that item, the candidate MUST report the item at the greater fair market value for the purpose of their campaign finance report.

**Availability of Financial Information**

The Election Commission will release a final report for public viewing within a week of the election’s conclusion. This information will be made available in whatever form the Election Commissioner deems appropriate.
CAMPAIGN PROBLEM/GRIEVANCE PROCEDURE

**Time Limit.** Any problems or grievances must be filed in **writing via email** with the Commissioner within 24 hours of the disputed occurrence. For the purposes of grievances, posting shall be considered an ongoing occurrence. A posting violation may be reported at any time without being subject to a 24-hour limitation. If the full details are not reported to the Commissioner (or, in their absence, the SGA Moderator) within 24 hours of the occurrence, no action will be taken.

**Hierarchy of Appeals.** Tier I violations will be decided upon by the Commissioner, with appeals going sequentially to the full Commission, followed by the SGA Moderator. Tier II and III violations will be first considered by the full Commission with the possibility of appeal(s) going sequentially to the full Commission, followed by the SGA Moderator.

**Sanctions.** The Commissioner (Tier I) and the full Election Commission (Tiers II and III) will impose sanctions based on the full evidence and their decisions shall be final unless appealed in writing within 24 hours of the announcement of the decision.

All appeals must be directed in writing to the Election Commissioner within 24 hours of the announcement of the sanction, who will then contact the necessary body of appeals (see Grievance Policy).

**Election Results.** All candidates will have 24 hours from the time when election results are announced to file a protest to the Election Commission and contest the election results.

CAMPAIGN PROBLEM/GRIEVANCE POLICY

The campaign grievance policy is imposed upon all registered and write-in candidates, as well as those campaigning on behalf of those candidates. All decisions are final and binding unless an appeal is made to the Election Commissioner within 24 hours of the announcement of the sanction.

Campaign problems/grievances are separated into three separate “tiers” based upon the severity of the offense. The following list, though not exhaustive, is provided as an example of possible offenses and sanctions so that candidates may understand what types of behavior are punishable as election violations.
Tier I Violations

Offenses. Slander [defined as a false oral report tending to injure the reputation of an opposing candidate(s)], illegal posting, disrespectful conduct, falsification of information in campaign literature, no formal endorsements from the current SGA Executive Board.

Sanctions. Correction of the illegal posting within a time limit set by the Election Commission; limiting campaign privileges (speaking to student groups, posting privileges, campaigning on Election Day, etc.); reduction of allowable campaign spending limit in an amount proportionate to the offense.

Appeal: Election Commission, SGA Moderator

Tier II Violations

Offenses. Libel [defined as a written defamatory statement or representation that conveys an unjustly unfavorable impression of opposing candidate(s)], removal of candidate’s posters, defacing of posters, illegal campaigning (ex. Email Policy), constitution violations, exceeding campaign limits, breaking finance regulations.

Sanctions. Limiting or loss of campaign privileges, reduction of allowable campaign spending limit in an amount proportionate to the offense, forfeiture of all funding related to the offense.

Appeal: SGA Moderator

Tier III Violations

Offenses. Altering voting outcome, tampering with online votes, unlawful conduct, falsification of information on a registration form, abuse of university e-mail list serves, illegal campaigning on Election Day, accepting non-approved funding from Chartered Student Organizations.

Sanctions: Removal from election, limiting or loss of campaign privileges, reduction of allowable campaign spending limit in an amount proportionate to the offense.

Appeal: SGA Moderator
Executive Board Responsibilities

(Found in the Associated Student of Saint Louis University Student Government Association Constitution and Bylaws, available at sga.slu.edu)

A) Executive Board Officers

1) The President shall:
   1.a) Serve as chair of all Senate meetings.
   1.b) Serve as the official representative of the Associated Students of Saint Louis University whenever appropriate.
   1.c) Serve as a fully participating member of the Saint Louis University Board of Trustees Committee for Student Development and the President's Coordinating Council.
   1.d) Have the authority to create and appoint sovereign members to all ad-hoc task forces, commissions, and committees of the Association with confirmation of the Senate.
   1.e) Have the authority to appoint Sovereign Members to University-wide Committees, to be completed by October 15, as well as ad hoc task forces and commissions as deemed necessary.
   1.f) Give a State of the Association no later than the third meeting of each semester.
   1.g) Present a nominee for Election Commissioner to the Senate for majority confirmation by the end of October.
   1.h) Administer the Official Oath of Office to all Senators immediately following their inauguration or confirmation.
   1.i) Meet regularly with committee chairs to oversee the activities of Association committees.
   1.j) Be responsible for the efficient operation of the Association office, including, but not limited to, the employment of the Executive Staff.
   1.k) Attend one meeting per semester of the Graduate and Professional Student Association Executive Board.
   1.l) Have regular meetings with the Vice President for Student Development.
   1.m) Maintain regular contact with the President of the Madrid Campus Student Government Association.

2) The Vice President for Student Organizations shall:
   2.a) Serve as Chair of the Committee for Student Organizations.
   2.b) Maintain contact with the Presidents of Chartered Student Organizations.
   2.c) Meet at least quarterly with the Presidents of Proxy Chartered Student Organizations.
   2.d) Keep an updated record of all Chartered Student Organizations’ Constitutions, Bylaws, bills of charter, officers and other pertinent documents.
   2.e) Coordinate with the Association Financial Vice President to organize a funding seminar.
   2.f) Maintain and annually distribute an updated handbook for Chartered Student Organizations by the end of August.
   2.g) Meet no less than once a month with the Director of the Student Involvement Center.
   2.h) Ensure that the CSO Control Panel is consistently up-to-date.
3) The Vice President of Academic Affairs shall:
   3.a) Serve as Chair of the Academic Affairs Committee.
   3.b) Serve as Co-Chair of the Upperclassmen Scholarship Selection Committee.
   3.c) Initiate and coordinate programs that will aid in the educational reforms that are in the best interest of the students and the University community.
   3.d) Maintain regular contact with the Vice President of Academic Affairs of the University.
   3.e) Regularly attend all meetings of the Undergraduate Academic Affairs Committee and the Graduate Academic Affairs Committee.
   3.f) Serve as a fully participating member of the Saint Louis University Board of Trustees Committee for Academic Affairs.
   3.g) Serve as a liaison to the Faculty Senate.

4) The Vice President of Finance shall:
   4.a) Serve as Chair of the Finance Committee.
   4.b) Serve as Chair of the Wellness Committee.
   4.c) Keep an accurate, detailed account of all receipts and disbursements of the Student Activity Fee and the Wellness Fee accounts.
   4.d) Give a summary report of the Student Activity Fee and the Wellness Fee accounts each semester, which shall include all revenues and transfers from the account, in addition to all other pertinent financial initiatives.
   4.e) Shall meet bi-weekly with the Financial Coordinator of the Student Involvement Center.
   4.g) Initiate and oversee all transfers from the Student Activity Fee account to individual Chartered Student Organization accounts as each allocation is approved by the Senate.
   4.h) Initiate and oversee all transfers from the Wellness Fee account to individual Chartered Student Organization accounts as each allocation is approved by the Senate.
   4.i) Maintain and regularly update the financial section of the Association Chartered Student Organization Handbook.
   4.j) Serve as Co-Chair of the Upperclassman Scholarship Selection Committee.
   4.k) Keep an accurate, detailed account of all receipts and disbursements of the Association internal operating account.
   4.l) Prepare the annual internal budget, subject to the approval of the President, for the Association in accordance with the financial guidelines established in the Chartered Student Organization Handbook and the Rules of Procedure for Financial Allocations.
   4.m) Initiate and coordinate programs that will aid in the financial reforms that are in the best interest of the students and the University community.
   4.n) Present, on behalf of Finance Committee, the recommended Funding Guidelines for the Assembly’s funding decisions, in the form of a Senate Resolution, by the third Senate of the year.

5) The Vice President of Internal Affairs shall:
   5.a) Serve as Chair of the Committee of Internal Affairs.
   5.b) Serve as the Chair of Senate meetings in the absence of the President.
   5.c) Be responsible for all non-financial records of the Association, including:
       (5.c.i) Internal communications
       (5.c.ii) Current membership roles, suspensions, and expulsions.
       (5.c.iii) Senate motions vetoed by the President.
   5.d) Make available all public, non-financial records of the Student Government Association for inspection by interested parties, including on the Association web page.
   5.e) Ensure the prompt and accurate electronic distribution of the weekly Association Agenda.
prior to the weekly meeting of the Association.

5.f) Be responsible for the tracking of attendance of Student Government Association appointees to University committees.

5.g) Be responsible for posting and maintaining executive board and senate office hours.

5.h) Be responsible for planning and organizing the semester goal-setting retreat.

6) The Vice President of Diversity and Inclusion shall:

6.a) Serve as co-chair of the Diversity Leadership Cabinet.

6.b) Voice issues of diversity and social justice.

6.c) Collaborate with administrators on initiatives concerning diversity and social justice, including, but not limited to:

(6.c.i) Meeting regularly with the Assistant Vice President of Student Development who oversees the Cross Cultural Center.

(6.c.ii) Meeting on an as needed basis with the director of the Office of Diversity and Affirmative Action, the Program Manager of the Cross Cultural Center, and both Program Coordinators of the Cross Cultural Center.

(6.c.iii) Serve as the student voice on the President’s Diversity Council.

6.d) Serve as the student voice on the University Sexual Assault Policy Review Board

6.e) Chair the Sexual Assault Prevention Assembly (hereafter “the Assembly”)

(6.e.i) The Assembly is charged with the following intent and purpose –

In efforts of creating a safer, more inclusive Saint Louis University campus community, the Sexual Assault Prevention Assembly is a means to inspire collaboration, communication, education, and empowerment. The Assembly will serve as an avenue for the Vice President of Diversity and Social Justice to gather student feedback and insight regarding sexual assault prevention and education. The Assembly has the ability to conduct programmatic efforts, but is not required to do such actions.

(6.e.ii) The Assembly shall meet no less frequently than once per month, but not more than biweekly

(6.e.iii) The assembly shall be composed accordingly:

(a) No more than two (2) student delegates from SHAPE
(b) No more than two (2) student delegates from Una
(c) No more than two (2) student delegates from Greek Life
(d) No more than two (2) student delegates from the Department of Athletics
(e) No more than two (2) student delegates from the Billiken Bystander Initiatives
(f) No more than two (2) student delegates from Billikens After Dark
(g) No more than two (2) student delegates from the Residence Hall Association
(h) No more than two (2) student delegates from Rainbow Alliance
(i) No more than two (2) delegates from Safe Connections
(j) No more than three (3) non-affiliated student delegates
(k) No more than two (2) representatives from the Student Government Association, not including the Vice President

(6.e.iv) The Vice President of Diversity and Social Justice shall report all concerns, suggestions, and feedback from the Assembly to the Sexual Assault Policy Review Board

(6.e.v) The Vice President of Diversity and Social Justice shall convene the Assembly no later than September of each academic year

(6.e.vi) The Vice President of Diversity and Social Justice shall meet regularly with the Chair of the University Sexual Assault Policy Review Board
7) The Vice President of International Affairs shall:
   7.a) Be an international student per the offices of the University Registrar and International Services.
   7.b) Serve as the chair of the committee for International Affairs.
   7.c) Voice issues and concerns of the international student population.
   7.d) Communicate with administrators on issues of international significance, including but not limited to the Office of International Services, the Cross Cultural Center and the University International Initiatives Committee.

8) All Executive Board Officers shall attend meetings of the Senate and Executive Branch. Failure to uphold the duties of office as spelled out in the Association Constitution and Bylaws shall result in a bill of impeachment at the next regular meeting of the Association as set forth in the Association Constitution, Article V, Section E, Number 1.

Senatorial Responsibilities

(Found in the Associated Student of Saint Louis University Student Government Association Constitution and Bylaws, available at sga.slu.edu)

A) Legislative Branch
   1) All members of the Senate shall:
      1.a) Uphold the Oath of Office.
      1.b) Attend all meetings of the Senate.
      1.c) Work with their respective constituencies to make changes and ensure accurate representation.
      1.d) Act as a liaison for their respective constituencies between the Association and the administration.
      1.e) Publicize their contact information and availability to their respective constituencies.
      1.f) Serve on at least one committee of the Association or an officially designated committee, board, or task force of the University.
      1.g) Coordinate the use of an email listing of their respective constituencies.
      1.h) Uphold and live out the Oath of Inclusion.

9) Senators representing academic divisions of the University shall additionally:
   9.a) Assist in the coordination of the appointment of students to school-wide committees.
   9.b) Meet on a regular basis with the Dean, department heads, and other relevant administrators of their college or school.
Eligibility and Verification Form

I. Biographical Information

Name (as it should appear on the ballot) _________________________________

Address __________________ Phone __________________ (home)

_____________________ __________________ (cell)

_____________________ E-mail __________________

Grade/Year __________________ Major __________________

Presidential Candidates Only – Please see Page 6 of the Election Packet, which states that all presidential candidates must hold an executive position in any Chartered Student Organization or Greek organization, or a voting seat on the Senate or university committee. Please list the current position held that ensures eligibility for the presidency.

_______________________________________

II. Application for Position

Position sought _____________________________________________________

III. Verification of Academic Good Standing

I, ___________________, am requesting of the Dean’s office of the school or college in which I am enrolled, verification that I am a student in good standing at Saint Louis University. A student in good standing shall be defined by SGA as one who is currently enrolled with a minimum of a 2.0 GPA at Saint Louis University.

Student is currently enrolled in this school or college with a minimum GPA of 2.0

_____________________ __________________ School or College

Signature of Dean Date

IV. Meeting and Attendance Verification (Presidential Candidates Only)
I, _____________________, certify that I have met with the moderator of the Student Government Association and have reviewed the job requirements of the SGA Executive Board, and that I have attended a meeting of the Executive Board in full and have made my presence at these events known to the SGA Vice-President of Internal Affairs.

______________________________
Signature of the SGA Moderator
Date

______________________________
Signature of SGA Internal VP
Date

V. Meeting and Attendance Verification  
(Presidential and Vice Presidential Candidates Only)

I, _____________________, certify that I have attended at least one regular weekly meeting of the Student Government Association Senate in full and have made my presence at these events known to the SGA Administrative Vice-President.

______________________________
Signature of SGA Internal VP
Date

VI. Waiver for computer check of eligibility

I, _____________________, do hereby authorize the Dean of Students Office of Saint Louis University to access my student records (including academic and disciplinary) to confirm the accuracy of the information contained within this document.

______________________________
Signature of the Candidate
Date

VII. Affidavit of Eligibility

I, _____________________, do hereby affirm that I have read, understood and met the criteria outlined for candidacy in the SGA elections. I understand that any falsification or misrepresentation of fact in this document is cause for my immediate disqualification as a candidate for office. Likewise, I recognize that any infraction of the election rules outlined within the SGA Constitution and Bylaws, by the Election Commission, and by University policies will be considered legitimate grounds for disqualification.

______________________________
Date
Signature of the Candidate  Date

In addition to completing these forms, you have the option of submitting a short biographical paragraph, which will be posted on-line for each voter to review. This paragraph may be 300 words for each Executive Board candidate and may be 150 words for all other candidates. This information must be submitted at the same time each candidate officially files for the election in an electronic format (i.e. through an e-mail attachment to the Commissioner) by 5:00 p.m. on Friday, February 5th. Biographical information received after the filing deadline will not be published.
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