2023

USUSA ELECTIONS PACKET

Stay Connected

Follow the USU Student Association on social media and enroll in our USUSA Elections 2023 Canvas course.

@usustudentassociation

Involvement.usu.edu
# TABLE OF CONTENTS

- Elections Introduction ........................................... 3
- Candidate/Officer Eligibility .................................. 4
- Elections Deadlines .............................................. 5
- Elections Timeline ................................................. 6
- USUSA Officer Positions/Compensation ..................... 7-8
- Appointed Officer Information ................................. 9
- USUSA Officer Expectations .................................... 10
- USUSA Officer Mandatory Events .............................. 11-12
- Elections Bylaws .................................................. 13-19
- A-Frame Placement Map ......................................... 20
- Candidate Checklist ............................................... 21
- Contact Information ............................................... 22
USUSA ELECTIONS INTRODUCTION

Congratulations on your decision to participate in this year’s student body officer elections at Utah State University. We are excited for the weeks ahead of you and wish you the best of luck with your campaign.

The Utah State University Student Association (USUSA) Elections Committee is available to answer any questions or concerns you have about the elections process. All questions and correspondence should be submitted to elections.ususa@usu.edu.

Declaration of Candidacy forms will be submitted completely online via the USUSA Elections 2023 Canvas course. You can self-enroll by visiting https://usu.instructure.com/enroll/HF8M3T. Declarations open January 9, 2023 at 9:00 a.m. and must be submitted no later than Monday, Jan. 30, 2023, at 7:00 a.m. Candidates must also submit their profiles via the USUSA Elections 2023 Canvas course in addition to the Declaration of Candidacy form.

For Logan candidates, the USUSA Elections Committee will take your photo to include in elections advertising. Candidates will be responsible for filming their own videos if they choose to submit one. Please refer to the Canvas course for more information on video submission. You may sign up for your photo time online via the USUSA Elections 2023 Canvas course after you turn in your official Declaration of Candidacy form. Photoshoots will take place on the following dates:

Thursday, January 19: 4 p.m. - 6 p.m.
Tuesday, January 24: 4 p.m. - 5 p.m.
Thursday, January 26: 4 p.m. – 6 p.m.
Saturday, January 28: 3 p.m. - 4 p.m.
Tuesday, January 31: 4 p.m. - 5 p.m.

Statewide Campuses students may also sign up for a photo shoot if they wish to travel to Logan. Otherwise, they can upload their own photos and videos via the USUSA Elections 2023 Canvas course. Please refer to the Canvas course for more information on photo and video submission.

You can also reserve your A-frame spots upon submission of your Declaration of Candidacy. A-frames are available only for Logan Campus elections.

Please familiarize yourself with the USUSA Constitution and Elections Bylaws. Candidates are expected to adhere to the bylaws or face the risk of penalty or disqualification.

A mandatory election training must be completed via the USUSA Elections 2023 Canvas course by January 30, 2023 at 11:59 p.m. If you plan on running for any position, you must complete this training. Failure to complete the course may result in disqualification of candidacy.

Most importantly, remember to be respectful of other candidates and our campus community.

Again, we congratulate you on your decision to run for office. Good luck!
CANDIDATE/OFFICER ELIBILITY

In compliance with the Constitution of the Utah State University Student Association, Article III, Section 3 & 4, candidates for office must adhere to the following requirements:

**Eligibility to Declare or Apply**

- A fully matriculated student at the campus or service region corresponding to the office they seek. Senatorial candidates must be a declared major in the college they wish to represent
- Have a USU cumulative G.P.A. of 2.75 or above
- Free from academic warning, probation, or suspension
- Free from any active USU Student Code violations that resulted in a sanction of probation or higher

There is no appeal process for eligibility requirements, other than appeals concerning which campus or service region a USUSA member is eligible to hold office in.

**Eligibility to Hold Office Once Elected**

- A fully matriculated student at the campus or service region corresponding to the office they seek. Candidates must also be able to assume all responsibilities of the office once inaugurated in April
- For Logan Campus and USU Eastern Service Region, carrying a minimum of 12 credits per semester or be considered a full-time student by the School of Graduate Studies during their entire term of office (including the semester candidates seek for office). For the remaining Statewide Service Regions, carrying a minimum of 6 credits per semester, or be a fully matriculated student in the School of Graduate Studies taking at least 3 credits during their entire term of office. Statewide students running for USUSA Executive Leadership positions must meet the 12-credit per semester minimum
- Must maintain a USU cumulative G.P.A. of 2.75 or above
- Free from academic warning, probation, or suspension
- Free from any active USU Student Code violations that resulted in a sanction of probation or higher

For further clarification, reference Article III, Section 3 & 4 of the USUSA Constitution.
# ELECTIONS DEADLINES

This timeline is subject to change. All changes will be announced to candidates as needed.

<table>
<thead>
<tr>
<th>Event/Deadline</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declaration of Candidacy Begins</td>
<td>Mon, Jan 9</td>
<td>9:00 am</td>
<td>Canvas</td>
</tr>
<tr>
<td>Candidate Filing Deadline</td>
<td>Monday, Jan 30</td>
<td>7:00 am</td>
<td>Canvas</td>
</tr>
<tr>
<td>Mandatory Candidate Training</td>
<td>Offered Jan 9 – Jan 30</td>
<td>11:59 pm</td>
<td>Canvas</td>
</tr>
<tr>
<td>Candidate Photoshoot Times</td>
<td>January 19</td>
<td>4 p.m. – 6 p.m.</td>
<td>TSC 333</td>
</tr>
<tr>
<td></td>
<td>January 24</td>
<td>4 p.m. - 5 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 26</td>
<td>4 p.m. - 6 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 28</td>
<td>3 p.m. - 4 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>January 31</td>
<td>4 p.m. – 5 p.m.</td>
<td></td>
</tr>
<tr>
<td>Candidate Profile/Video Submission Deadline</td>
<td>Monday, Jan 30</td>
<td>11:59 pm</td>
<td>Canvas</td>
</tr>
<tr>
<td>Executive Leadership Board (ELB) Financial Statements Due</td>
<td>Thurs, Feb 23</td>
<td>3:00 pm</td>
<td>Canvas</td>
</tr>
<tr>
<td>ELB Financial Statements Due (Run-off)</td>
<td>Fri, Feb 24</td>
<td>3:00 pm</td>
<td>Canvas</td>
</tr>
<tr>
<td>ELB Elections Clean-up</td>
<td>Fri, Feb 24</td>
<td>12:00 pm</td>
<td></td>
</tr>
<tr>
<td>ELB Run-off Elections Clean-up</td>
<td>Fri, Feb 24</td>
<td>8:00 pm</td>
<td></td>
</tr>
<tr>
<td>Senate &amp; Region Financial Statements Due</td>
<td>Tues, Feb 28</td>
<td>3:00 pm</td>
<td>Canvas</td>
</tr>
<tr>
<td>Senate &amp; Region Financial Statements Due (Run-off)</td>
<td>Wed, March 1</td>
<td>3:00 pm</td>
<td>Canvas</td>
</tr>
<tr>
<td>Senate &amp; Region Elections Clean-up</td>
<td>Wed, March 1</td>
<td>12:00 pm</td>
<td></td>
</tr>
<tr>
<td>Senate &amp; Region Run-off Elections Clean-up</td>
<td>Wed, March 1</td>
<td>8:00 pm</td>
<td></td>
</tr>
<tr>
<td>Appointed Applications Due</td>
<td>Mon, March 13</td>
<td>5:00 pm</td>
<td>Involvement.usu.edu</td>
</tr>
</tbody>
</table>

Candidates should submit their profile via the USUSA Elections 2023 Canvas course after completing their Declaration of Candidacy.

If you sign up for a photo/video shoot through Blue Light Media you **DO NOT** need to upload those photos to Canvas.

Sign-ups for A-Frame location and photo/video shoot will be available upon Declaration of Candidacy and are first-come, first-serve.

All candidates must complete the [Mandatory Candidates Canvas Training](#).

Election campaign materials for Executive Leadership Board must be fully removed by 12:00 pm on Friday, February 24th, or by 8:00 pm in the case of a run-off.
Election campaign materials for Senate & Region elections must be fully removed by 12:00 pm on Wednesday, March 1st, or by 8:00 pm in the case of a run-off.

Photos and videos will be published on the Student Involvement website and in The Utah Statesman.

**ELECTIONS TIMELINE**

This timeline is subject to change. All changes will be announced to candidates as needed.

<table>
<thead>
<tr>
<th>Event/Deadline</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Leadership Board (ELB) Elections Setup</td>
<td>Tues, Feb 21</td>
<td>6:00 pm</td>
<td>Designated A-frame areas</td>
</tr>
<tr>
<td>ELB Elections Voting Opens</td>
<td>Wed, Feb 22</td>
<td>9:00 am</td>
<td>Vote.usu.edu</td>
</tr>
<tr>
<td>ELB Statesman Debate</td>
<td>Wed, Feb 22</td>
<td>11:30 am – 1:00 pm</td>
<td>TSC Hub Stage</td>
</tr>
<tr>
<td>ELB Voting Ends</td>
<td>Thurs, Feb 23</td>
<td>11:59 pm</td>
<td></td>
</tr>
<tr>
<td>ELB Elections Announcement</td>
<td>Fri, Feb 24</td>
<td>9:00 am</td>
<td>TSC Hub Stage</td>
</tr>
<tr>
<td>ELB Run-off Election (if needed)</td>
<td>Fri, Feb 24</td>
<td>10:00 am – 5:00 pm</td>
<td>Vote.usu.edu</td>
</tr>
<tr>
<td>ELB Run-off announcement</td>
<td>Fri, Feb 24</td>
<td>6:00 pm</td>
<td>TSC Hub Stage</td>
</tr>
<tr>
<td>Senate &amp; Region Elections Setup</td>
<td>Sun, Feb 26</td>
<td>3:00 pm</td>
<td>Designated A-frame areas</td>
</tr>
<tr>
<td>Senate &amp; Region Voting Opens</td>
<td>Mon, Feb 27</td>
<td>9:00 am</td>
<td>Vote.usu.edu</td>
</tr>
<tr>
<td>Logan Executive Council Statesman Debate</td>
<td>Mon, Feb 27</td>
<td>11:30 am – 1:00 pm</td>
<td>TSC Hub Stage</td>
</tr>
<tr>
<td>Elections Voting Ends</td>
<td>Tues, Feb 28</td>
<td>11:59 pm</td>
<td></td>
</tr>
<tr>
<td>Elections Announcement</td>
<td>Wed, March 1</td>
<td>9:00 am</td>
<td>TSC Hub Stage</td>
</tr>
<tr>
<td>Elections Run-off (if needed)</td>
<td>Wed, March 1</td>
<td>10:00 am – 5:00 pm</td>
<td>Vote.usu.edu</td>
</tr>
<tr>
<td>Elections Run-off announcement</td>
<td>Wed, March 1</td>
<td>6:00 pm</td>
<td>TSC Hub Stage</td>
</tr>
</tbody>
</table>

Any other local programming will be communicated to candidates within their region.

Some in-person events will be available remotely.
## OFFICER POSITIONS & COMPENSATION

### USUSA EXECUTIVE LEADERSHIP BOARD (ELB)

All Logan and Statewide students are eligible to run for ELB positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>President*</td>
<td>Elected</td>
<td>Full Tuition/Fees</td>
<td>$1,000/Month (12 months)</td>
</tr>
<tr>
<td>Executive Vice President*</td>
<td>Elected</td>
<td>$3750/Semester</td>
<td>$300/Month (8 months)</td>
</tr>
<tr>
<td>Student Advocate Vice President*</td>
<td>Elected</td>
<td>$3750/Semester</td>
<td>$300/Month (8 months)</td>
</tr>
<tr>
<td>Chief of Staff*</td>
<td>Appointed</td>
<td>$3250/Semester</td>
<td>$300/Month (8 months)</td>
</tr>
</tbody>
</table>

### USUSA LOGAN EXECUTIVE COUNCIL

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logan Vice President</td>
<td>Elected</td>
<td>$3250/Semester</td>
<td>$300/Month (8 months)</td>
</tr>
<tr>
<td>Athletics &amp; Campus Recreation Executive Director</td>
<td>Elected</td>
<td>$3250/Semester</td>
<td>$300/Month (8 months)</td>
</tr>
<tr>
<td>Diversity &amp; Organizations Executive Director</td>
<td>Elected</td>
<td>$3250/Semester</td>
<td>$300/Month (8 months)</td>
</tr>
<tr>
<td>Student Events Executive Director</td>
<td>Elected</td>
<td>$3250/Semester</td>
<td>$300/Month (8 months)</td>
</tr>
<tr>
<td>Public Relations Director</td>
<td>Appointed</td>
<td>$3150/Semester</td>
<td>$225/Month (8 months)</td>
</tr>
</tbody>
</table>

### USUSA STATEWIDE CAMPUSES EXECUTIVE COUNCIL

<table>
<thead>
<tr>
<th>Region</th>
<th>Status</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanding Region Vice President</td>
<td>Elected</td>
<td>$2000/Semester</td>
</tr>
<tr>
<td>Brigham City Region Vice President</td>
<td>Elected</td>
<td>$2000/Semester</td>
</tr>
<tr>
<td>Eastern Region Vice President</td>
<td>Elected</td>
<td>$2237.50/Semester</td>
</tr>
<tr>
<td>Moab Region Vice President</td>
<td>Elected</td>
<td>$2000/Semester</td>
</tr>
<tr>
<td>Southwest Region Vice President</td>
<td>Elected</td>
<td>$2000/Semester</td>
</tr>
<tr>
<td>Tooele Region Vice President</td>
<td>Elected</td>
<td>$2000/Semester</td>
</tr>
<tr>
<td>Uintah Basin Region Vice President</td>
<td>Elected</td>
<td>$2000/Semester</td>
</tr>
<tr>
<td>Wasatch Region Vice President</td>
<td>Elected</td>
<td>$2000/Semester</td>
</tr>
</tbody>
</table>

### USUSA ACADEMIC SENATE

All Logan and Statewide students are eligible to run for Academic Senate positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Agriculture &amp; Applied Sciences Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>Caine College of the Arts Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>Jon M. Huntsman School of Business Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>College of Engineering Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>Emma Eccles Jones College of Education &amp; Human Services Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>S.J. &amp; Jesse E. Quinney College of Natural Resources Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>College of Science Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>Graduate Studies Senator</td>
<td>Elected</td>
<td>$3050/Semester</td>
</tr>
</tbody>
</table>

*Officers are members of both the Executive Leadership Board, Logan Executive Council and Statewide Campuses Executive Council*
### USUSA Logan Student Activities, Series and Traditions Board

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Director</td>
<td>Appointed</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>Series Director</td>
<td>Appointed</td>
<td>$3050/Semester</td>
</tr>
<tr>
<td>Traditions Director</td>
<td>Appointed</td>
<td>$3050/Semester</td>
</tr>
</tbody>
</table>

### USUSA Statewide Campuses Region Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanding Campus Representative (3)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Brigham City/Tremonton Campus Representative (2)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Kaysville Campus Representative (2)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Orem Campus Representative (1)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Roosevelt Campus Representative (1)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Salt Lake Campus Representative (1)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Southwest Service Region Representative (1)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Tooele Campus Representative (1)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
<tr>
<td>Vernal Campus Representative (1)</td>
<td>Appointed</td>
<td>$1500/Semester</td>
</tr>
</tbody>
</table>

### USUSA Eastern Campus Region Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
<th>Scholarship</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern Region Vice President</td>
<td>Elected</td>
<td>$2237.50/Semester</td>
<td>$500/Month (12 months)</td>
</tr>
<tr>
<td>Director of Diversity, Equity &amp; Inclusion</td>
<td>Elected</td>
<td>$2000/Semester</td>
<td>$350/Month (12 months)</td>
</tr>
<tr>
<td>Director of Activities</td>
<td>Elected</td>
<td>$2000/Semester</td>
<td>$350/Month (12 months)</td>
</tr>
<tr>
<td>Student Advocate</td>
<td>Elected</td>
<td>$1600/Semester</td>
<td>$275/Month (8 months)</td>
</tr>
<tr>
<td>Public Relations Representative</td>
<td>Appointed</td>
<td>$1400/Semester</td>
<td>$200/Month (8 months)</td>
</tr>
<tr>
<td>Chief of Staff</td>
<td>Appointed</td>
<td>$1600/Semester</td>
<td>$275/Month (12 months)</td>
</tr>
<tr>
<td>Diversity Representative</td>
<td>Appointed</td>
<td>$1400/Semester</td>
<td>$200/Month (8 months)</td>
</tr>
<tr>
<td>Athletics &amp; Campus Recreation Representative</td>
<td>Appointed</td>
<td>$1400/Semester</td>
<td>$200/Month (8 months)</td>
</tr>
<tr>
<td>Clubs &amp; Organizations Representative</td>
<td>Appointed</td>
<td>$1400/Semester</td>
<td>$200/Month (8 months)</td>
</tr>
<tr>
<td>Bachelor/Non-Traditional/Alumni Representative</td>
<td>Appointed</td>
<td>$1400/Semester</td>
<td>$200/Month (8 months)</td>
</tr>
<tr>
<td>Operations Manager</td>
<td>Appointed</td>
<td>$1400/Semester</td>
<td>$200/Month (8 months)</td>
</tr>
<tr>
<td>Events Representative</td>
<td>Appointed</td>
<td>$1400/Semester</td>
<td>$200/Month (8 months)</td>
</tr>
</tbody>
</table>

**Eastern Region Vice President also sits on Statewide Campuses Executive Council**

To view official officer position descriptions visit [https://www.usu.edu/legislation/index.cfm?y=24](https://www.usu.edu/legislation/index.cfm?y=24)
APPOINTED OFFICER INFORMATION

Several appointed officer positions exist within USUSA. Appointed positions include:

Logan Campus

- Chief of Staff (appointed by the President-elect)
- Public Relations Director (appointed by the President-elect)
- Activities Director (appointed by the Student Events Executive Director-elect)
- Series Director (appointed by the Student Events Executive Director-elect)
- Traditions Director (appointed by the Student Events Executive Director-elect)

Statewide Campuses

- Statewide Campuses Region Representatives (appointed by each of the 8 service regions’ Vice President-elect)

Application and Appointment Details (Logan and Statewide Campuses)

- Responsibilities and position descriptions for appointed positions can be viewed at [https://www.usu.edu/legislation/index.cfm?y=24](https://www.usu.edu/legislation/index.cfm?y=24)
- Appointed officers must meet the same eligibility requirements as elected officers
- Applications will be available online at [involvement.usu.edu](http://involvement.usu.edu), beginning the first week of February
- Applications for all appointed positions are due by Monday, March 13 at 5:00 pm via online submission
- Interviews for appointed positions will be determined by each region
- Appointed officers will be expected to attend all mandatory events as outlined in this packet

Application and Appointment Details (Eastern Service Region)

- Students wishing to apply for an appointed position for the Eastern Service Region must first register for the “Student Leadership Summit” by March 10, 2023
- Interviews for appointed positions will be determined by each region
- Appointed officers will be expected to attend all mandatory events as outlined in this packet
OFFICER EXPECTATIONS

KNOWLEDGE EXPECTATIONS
A solid understanding of the purpose of the USUSA
A working knowledge of the USUSA Constitution
A working knowledge of the Student Code of Conduct
A solid understanding of your officer position description
A working knowledge of your university committee assignments

BEHAVIOR EXPECTATIONS
Be professional in all your dealings
Complete job responsibilities as listed in officer’s position description and/or assigned
Be a role model for the USU student body
Support USUSA events and activities
Do what you say you will do
Treat the office staff with professionalism and courtesy
Provide appropriate and timely information to your advisor and the office staff
Do whatever is in your power to enhance the quality of life for students
Meet with your advisor on a regular basis and provide feedback on individual, council and university issues

FISCAL RESPONSIBILITY EXPECTATIONS
Have a working knowledge of your budget(s)
Monitor your budget(s) and regularly track your budget balance
Remember you are stewards of student fee funds
Have a working knowledge of university fiscal procedures

TIME EXPECTATIONS
Academic Senate Meetings Mondays 4:00 pm Weekly
Executive Council Meetings Tuesdays 4:00 pm Weekly
Statewide Campuses Executive Council Tuesdays 5:00 pm Bi-weekly
Executive Leadership Board Meetings TBD TBD TBD
Regional Council Meetings TBD TBD Varies by Region
Officers Committee/Council TBD TBD Weekly
Assigned University Committees TBD TBD As Required

Logan Executive Council Members: 2-3 hours/day for a total of 10 hours per week
Academic Senate Members: 2-3 hours/day for a total of 10 hours per week
Statewide Campuses Council Members: Refer to your position description for regional time expectations
# MANDATORY OFFICER EVENTS

## LOGAN

## MANDATORY EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean’s Breakfast*</td>
<td>March 28, 2023</td>
<td>7:30 am</td>
</tr>
<tr>
<td>Logan &amp; Senate New Officer Retreat</td>
<td>March 23-24, 2023</td>
<td>12:00 pm to 12:00 pm</td>
</tr>
<tr>
<td>USUSA Officer Trainings</td>
<td>March 28, 2023</td>
<td>7:00 pm to 9:00 pm</td>
</tr>
<tr>
<td></td>
<td>April 4, 2023</td>
<td></td>
</tr>
<tr>
<td>USUSA Joint Budget Meeting</td>
<td>April 18, 2023</td>
<td>7:00 pm</td>
</tr>
<tr>
<td>USUSA Officer Inauguration</td>
<td>April 21, 2023</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>USUSA Joint Officer Meeting</td>
<td>April 21-22, 2023</td>
<td>TBA</td>
</tr>
<tr>
<td>USUSA Programming Retreat**</td>
<td>April 22, 2023</td>
<td>12:00 pm to 4:00 pm</td>
</tr>
<tr>
<td>Fall Officer Retreat</td>
<td>Aug 24-25, 2023</td>
<td>TBA</td>
</tr>
<tr>
<td>Spring Officer Retreat</td>
<td>Jan 12, 2024</td>
<td>2:00 pm to 6:00 pm</td>
</tr>
<tr>
<td>USUSA Awards Banquet</td>
<td>April 3, 2024</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>Outgoing Officer Banquet</td>
<td>April 8, 2024</td>
<td>6:00 pm</td>
</tr>
</tbody>
</table>

## HIGHLY RECOMMENDED EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah Leadership Academy</td>
<td>May 10-12, 2023</td>
<td>TBA</td>
</tr>
<tr>
<td>Aggie Blue Facilitator Training</td>
<td>Aug 17-18, 2023</td>
<td>TBA</td>
</tr>
<tr>
<td>Aggie Blue Leadership Conference</td>
<td>Aug 21-22, 2023</td>
<td>TBA</td>
</tr>
<tr>
<td>Robins Awards</td>
<td>April 5, 2024</td>
<td>TBA</td>
</tr>
</tbody>
</table>

## WEEKLY MEETINGS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>Weekly, Mondays</td>
<td>4:00 pm</td>
</tr>
<tr>
<td>Executive Council</td>
<td>Weekly, Tuesdays</td>
<td>4:00 pm</td>
</tr>
</tbody>
</table>

*The Dean’s Breakfast is for Academic Senate members only

**The following members are required to attend the USUSA Programming Retreat, however all are welcome to attend:

- Student Events Executive Director
- Athletics & Campus Rec Executive Director
- Organizations & Diversity Executive Director
- Public Relations Executive Director
- Activities Director
- Traditions Director
- Series Director
# MANDATORY OFFICER EVENTS

## STATEWIDE CAMPUSES

### MANDATORY EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>USUSA Officer Inauguration</td>
<td>April 21, 2023</td>
<td>6:00 pm</td>
</tr>
<tr>
<td>New Officer Retreat/Joint Officer Meeting</td>
<td>April 21-22, 2023</td>
<td>TBA</td>
</tr>
<tr>
<td>Fall Officer Retreat</td>
<td>Aug 11-12, 2023</td>
<td>TBA</td>
</tr>
<tr>
<td>Fee Board Training</td>
<td>Oct 11, 2023</td>
<td>4:00 pm</td>
</tr>
<tr>
<td>Statewide Campuses Fee Board</td>
<td>Jan 12, 2024</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Campus/Region Specific *</td>
<td>Varies by Region</td>
<td></td>
</tr>
</tbody>
</table>

* As outlined by position description or required by advisor

### HIGHLY RECOMMENDED EVENTS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah Leadership Academy</td>
<td>May 10-12, 2023</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### WEEKLY MEETINGS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statewide Campuses Executive Council</td>
<td>Bi-Weekly, Tuesdays</td>
<td>5:00 pm</td>
</tr>
<tr>
<td>Regional Council Meetings</td>
<td>Varies by Region</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Utah State University Student Association
Election Bylaws

Article I. Scope and Purpose of USUSA Elections

These Utah State University Student Association (“USUSA”) election bylaws (the “Bylaws”) govern the election of both USUSA Candidates and referenda affecting the USU student body. These Bylaws support the Utah State University Student Code of Conduct and The Constitution of the Utah State University Student Association.

The authority of these Bylaws comes from Article II, Section 5 of the USUSA Constitution. Maintenance, compliance, and interpretation of these Bylaws are the sole responsibility of the student body. USU employees, including employees serving USUSA, may assist with the review of these Bylaws and assist with the processes described in these Bylaws for educational purposes and such review or assistance is not an official endorsement.

Any hearings, reviews, appeals or similar functions called for in these Bylaws are the sole responsibility of the student body and the individual student actors involved therein.

Candidates, Campaign Committee Members and supporters, proponents, and opponents of referenda must follow all university policies, as well as local, state, and federal law. Per the Student Code of Conduct, “all interactions between Candidates and university faculty members, staff members, and other students shall be conducted with courtesy, civility, decency, and a concern for personal dignity” (Article II, Section ii-1).

Article 2. Definitions

1. Actual Cost: the cost presented on an official sales receipt.
2. A-frames: a freestanding object that must fit in an 8-foot by 8-foot by 8-foot (8’x8’x8’) square.
3. Bribery: the act of offering, giving, receiving or soliciting any item of value that may influence the actions of a person. Offerings that do not exceed a sum total of $1.99 per individual such as candy, or hot chocolate, do not constitute Bribery.
4. Campaign Committee Members: any individuals expressly campaigning for a Candidate in coordination with that Candidate.
5. Campaign Manager: an individual whose role is to coordinate a political campaign’s operations. Campaign Managers must be current Utah State University students.
6. Campaign Materials: any item, tangible or digital, with the purpose of garnering attention and increasing awareness for a specific Candidate or ballot item.
7. Campaign Expenditures: costs and materials to run a campaign, including direct purchases, in-kind Donations, and existing resources.
8. Campaign Expenditure Report: a complete summary of the expenditures made related to your campaign, other than travel expenses. This report will include: (1) the name of every item (2) whether it was donated or purchased (3) the quantity of the item (4) cost/value of the item (5) the source of all Donations and (6) a grand total line.
9. Candidate(s): prior to the closing of the declaration period, Candidates are registered USU students. Once the declaration period is closed, Candidates become those who have declared and meet all eligibility requirements.

10. Commonly Available Items: tape, markers, paint brushes, pencils, tables, chairs, and/or speakers.

11. Defamation: the act of making false statements that have the result of damaging the good reputation of someone; slander or libel.

12. Donations: any monetary contributions used to procure Campaign Materials or physical goods used as Campaign Materials or to create Campaign Materials.

13. Elections Commission: a body of students tasked with monitoring and enforcing election bylaws. This body is also tasked with investigating any filed grievances.

14. Elections Committee(s): students tasked with administering and promoting elections. The committee will be co-chaired by the USUSA President and Student Advocate.

15. Fair Market Value: an estimate of the value of property and services based on what an average buyer would pay to an average seller.


17. Flyer: a small, printed advertisement or other notice distributed by hand.

18. Poster(s): Campaign Materials on paper to be hung in appropriate buildings on campus. This term can also include digital signage within appropriate campus buildings.

19. Reception: a meeting organized by the Elections Committee where students meet the Candidates and ask the Candidates questions about their platform and goals.

20. Referendum: an issue or question not relating to the election of a USUSA student government position, or the call for review of legislation passed by the USUSA student government.

21. Runoff: an additional election to decide an earlier one that did not result in a decision in favor of any one competitor.


23. Travel-Related Expenses: anything included under the IRS definition of travel expenses.

24. USUSA Hearing Board: the adjudicating body for alleged violations of the applicable USUSA election bylaws. (USUSA Constitution Article VI).

**Article 3. Eligibility to Declare or Apply**

**Section 1. Candidate Requirements**

The Constitution of the Utah State University Student Association defines the rules regarding eligibility to declare and apply to hold USUSA Offices (Article III, Section 3).

A. To be eligible for any USUSA Student Government office, Candidates must be in good standing and meet USUSA Student Government eligibility requirements. Any officer who fails to maintain good standing and USUSA eligibility requirements will immediately be placed on probation and potentially be removed from office. Good Standing applies to academic and behavioral conduct, which shall be defined as:

1. A fully matriculated student at the campus or Service Region corresponding to the office they seek and admitted to the appropriate college, where applicable.
2. A USU cumulative GPA at or above 2.75 if the student has completed two or more semesters at USU. If the student has not completed two semesters at USU, the student’s overall college cumulative GPA must be at or above 2.75.

3. Free from academic warning, probation, or suspension.

4. Free from any active USU Student Code violations that resulted in a sanction of behavioral warning, probation or higher.

5. Being able to assume all responsibilities of the office once inaugurated in April.

B. There is no appeal process for eligibility requirements, other than appeals concerning which campus or service region a USUSA member is eligible to hold office in. If class load is separated equally between two Service Regions, the location of historical credits earned will be strongly considered in any appeals. Appeals concerning campus or service region eligibility shall be submitted in writing to the office of the Vice President for Student Affairs within 24 hours of being notified of ineligibility.

C. Candidates must complete elections training through Canvas before the declaration of candidacy period closes. Any Candidate who fails to complete the Canvas course by the deadline will be referred to the USUSA Hearing Board.

**Article 4. Elections Timeline**

**Section 1. Declaration of Candidacy Process Timeline**

A. Opens January 9, 2023, at 9:00 am and must be fully completed by January 30, at 11:59 pm.

B. Candidates running for an Executive Leadership Board position may also declare candidacy and run for one other non-Executive Leadership Board position. Candidates not running for an Executive Leadership Board position may only declare candidacy and run for one position. This does not include applying and interviewing for any appointed USUSA officer positions.

C. Once a Candidate has finished the declaration process their name will be added to the online roster.

D. If a Candidate wishes to withdraw their candidacy they must submit a notice to the Election Committee via the Canvas course.

**Section 2. Declaration Timeline Extensions**

A. If after the filing deadline, there are no constitutionally qualified Candidates for an office(s), filing process for that particular office(s) shall re-open requiring full completion of the Canvas course by a new deadline set by the election’s co-chairs.

**Section 3. Elections Timeline**

A. Executive Leadership Board polls open Wednesday, February 22, 2023, at 9:00 am and close on Thursday, February 23, at 11:59 pm. Results will be announced the next day at 9:00 am.

1. If a tie occurs, a Runoff will be held Friday, February 24, at 10:00 am and close at 5:00 pm. Results will be announced later that evening.

B. All other positions and referenda polls open Monday, February 27, at 9:00 am and will close on Tuesday, February 28, at 11:59 pm. Results will be announced the next day at 9:00 am.

1. If a tie occurs, a Runoff will be held Wednesday, March 1, at 10:00 am and will close at 5:00 pm. Results will be announced later that evening.
**Article 5. Elections Procedures:**

Section 1: Elections Procedures

A. Any Candidate or Referendum that receives more than 50% of the total votes shall win the election.

B. If a tie occurs, a special one-day election will be held to break the tie.

C. If a second numerical tie should occur between the same Candidates, the tie-breaking procedure will be a coin toss between the affected Candidates and the Elections Co-Chairs present as witnesses. In the event of a coin toss, the Candidate who submitted their declaration of candidacy first shall have the option to call heads or tails.

D. Ballots will be submitted online via www.vote.usu.edu.

E. The names of all Candidates for each office shall be placed on the ballot. The order of the names will be randomized. Preferred names may be used.

Section 2: Ballot Procedures and Voting Eligibility

A. All members of USUSA (USUSA Constitution Article I. Section 1) are eligible to vote.

1. The voting in a USUSA Executive Leadership Board election and requisite referenda will be open to all members of USUSA.

B. USUSA members are only eligible to vote for Senators of their respective college(s).

1. If a USUSA member has declared a major in two or more separate colleges, they are eligible to vote for all applicable senatorial Candidates.

C. Only matriculated graduate students can vote for the Graduate Studies Senator.

D. USUSA members are also eligible to vote for the officers assigned to their region.

E. Candidates and their respective Campaign Committee Members who choose to provide electronic devices to students or who wish to view a student’s ballot are responsible for ensuring they have proper consent to do so. However, proxy voting under any circumstance is expressly forbidden.

F. Votes shall be electronically tabulated through a ranked choice voting system and reviewed following the closing of the polls by a representative committee of sitting officers, USUSA advisors, and a member of Information Technology. This committee will include one student and one advisor from USU Eastern, one additional student and one additional advisor from within the statewide system, and one student and one advisor from Logan.

**Article 6. Campaign Finance, Rules and Enforcement:**

A. Campaign Expenditures:

1. The Campaign Expenditure limit is:

   a. $400 for Executive Leadership Board Candidates
   b. $400 for Logan and Statewide Executive Council Candidates
   c. $200 for Statewide non-Executive Council Candidates
   d. $200 for Senatorial Candidates
2. Candidates are restricted to these amounts based on the position for which they are currently campaigning. Any materials, Donations or other expenses from ELB elections must also be reported again for another position the second week of elections.

3. Any money spent towards a campaign or Campaign Materials prior to declaration of candidacy must be documented and will count towards the Campaign Expenditure limit.

B. Candidates exceeding the Campaign Expenditure limit or failing to submit their Campaign Expenditure Report will be referred to the USUSA Hearing Board.

C. Campaign Expenditure Report and Audit

1. Candidates must submit a Campaign Expenditure Report for each round of voting via Canvas by the time the polls close, including a copy of all receipts, a complete list of Campaign Expenditures, Donations, and the Fair Market Value of materials purchased or used in their campaign. Items without a receipt and Donations will be assessed a Fair Market Value. The source of all Donations will be included in the Campaign Expenditure Report.

D. After submittal, Campaign Expenditure Reports are subject to audit by the Elections Committee. Candidates may be required to provide clarification or more information if deemed necessary by the Elections Committee. Campaign Expenditure Reports will be published online following the deadline.

E. A list of the Fair Market Value of commonly used items will be provided to all Candidates. It is the responsibility of the Candidate to obtain from the Elections Committee a Fair Market Value determination for any other items used.

Section 2: Campaign Rules

A. Neutrality

1. USUSA Hearing Board members and Elections Commission members are not allowed to wear Campaign Materials or endorse any Candidate.

2. Elections Committee members shall certify their ability to discharge their duties and responsibilities in a fair and unbiased manner.

B. Distribution of Printed Materials, Digital Materials, and Structures

1. General Policy-- Candidates and Campaign Committee Members may distribute non-commercial Flyers, petitions, stickers or other written material on campus without prior approval, so long as such distributed materials clearly identify the author/spONSor. The University shall provide reasonable space for the posting of printed materials, which includes but is not limited to, Signs, notices Posters Flyers, petitions, and stickers, by Candidates and Campaign Committee Members. Such printed materials may deal with any subject matter and must clearly identify the author or sponsor of the materials.

2. Further information can be found by visiting www.usu.edu/facilities and reading the "Signage Standards" document.

C. Time, Place, and Manner Restrictions

Candidates are responsible for learning and following all building-specific rules and regulations.
1. Signs, literature and structures are not to be distributed, placed or otherwise erected on university property prior to Elections Week.

2. Candidates and Campaign Committee Members may post printed materials and digital content inside or outside university facilities after receiving authorization from the applicable person or group. These materials must not interfere with the normal flow of pedestrian, vehicular traffic, and must not disrupt the functioning of the university or interfere with the rights of other members of the university community.

3. Messages or slogans of any kind shall not be placed, painted or otherwise written on trees, buildings, grounds, fountains, walls or other University structures or surfaces, or on the personal property of others.

4. Candidates and Campaign Committee Members are solely responsible for any printed materials they sponsor or post on campus. Candidates and Campaign Committee Members are liable for any damages caused by their postings. Additionally, Candidates and Campaign Committee Members will follow the University policy on free speech on campus and the USU Student Code of Conduct.

D. Campaigning within university facilities

1. Campaigning within university facilities is subject to the approval and reasonable limitations of the applicable person or group. It is the Candidate’s responsibility to receive permission prior to any campaign-related activity within university facilities.

E. A-frames On Logan Campus

1. Assigned areas for two (2) A-frames will be granted to Candidates during General Elections. These same A-frame locations will be permitted during Runoff elections.

2. A-frame locations will be assigned in the order of candidacy declaration. A map of A-frame locations will be provided.

3. A-frames cannot be placed in a different location without the election co-chairs’ approval.

4. A-frames must be completely freestanding (i.e. no stakes or Signs stuck into the ground). A-frames must be constructed so they are not a hazard.

5. The University is not responsible for any lost, stolen, or damaged A-frames.

6. Candidates and Campaign Committee Members shall be solely responsible for the content of the A-frames they erect on campus, including any damage or injury caused by their A-frame.

F. Campaign Material Removal

1. Candidates not advancing into Runoff elections are responsible for removal of all Campaign Materials by 8:00 pm on the day of announcement for their applicable election.

2. Runoff election Candidates are responsible for the removal of all Campaign Materials by 8:00 pm on the day of announcement of their applicable election.

3. Any Candidate who does not clean up all of their Campaign Materials by the designated time set by the Elections Committee will be referred to the USUSA Hearing Board.
G. Copyright and Trademark Infringement

1. Use of Utah State University’s intellectual property, including logos, symbols, images, or trademarks is not allowed by Candidates in any campaign efforts.
   a. Students engaged in campaign activities are allowed to wear USU branded gear that has been purchased from a retail location or otherwise properly licensed.

2. USUSA, and/or USU claim no responsibility for the illegal use of copyrighted or trademarked materials by Candidates.

H. Campaign Ethics

1. Candidates, campaign committees, and proponents and opponents of referenda must follow all university policies and local, state and federal laws. This includes, but is not limited to, a prohibition of Bribery and/or Defamation.

I. Off-Campus Campaigning

1. The University and USUSA do not support or endorse any off-campus campaigning efforts. Candidates and Campaign Committee Members who choose to engage in campaigning off-campus are subject to all federal, state, and local laws and regulations and shall be solely responsible for any damage or injury that may be traceable to their off-campus campaign activity.

J. Social Media and Mass Messaging:

1. Use of any official university affiliated or departmental social media accounts by Candidates and their Committee Members for campaign purposes is prohibited.

2. Use of USU software or contact lists for campaign purposes will be regulated by each region as outlined in their university communication policies.

Section 3: USUSA Hearing Board

A. Pursuant to Article VI of the USUSA Constitution, the USUSA Hearing Board will hear and rule on charges against a Candidate regarding a violation(s) of the applicable USUSA Election bylaws. The USUSA Hearing Board will render a decision on each violation, and may assess a sanction(s) as necessary.

B. Operating Procedures

1. A full explanation of the USUSA Hearing Board operating procedures is outlined in the USUSA Hearing Board bylaw that can be found online.

2. Hearings will be public meetings. A record of each hearing and the outcome will be published.

3. The USUSA Elections Violation Form can be found at https://www.usu.edu/involvement/elections/.

The University reserves all rights afforded to it under applicable law. Nothing in these Bylaws or related policies, procedures, and practices of the University or the University’s governing institutions shall be read to offer or constitute a legal agreement or be subject to legal jurisdiction of the law courts of any kind. The University’s policies, procedures, and practices are subject to change at any time.
A-FRAME PLACEMENT MAP

Candidate A-frames may be placed in the numbered areas of the map below:

Senatorial candidates may place A-Frames near their respective college if prior permission is granted.

See Article VI, Section 2E of the USUSA Election Bylaws for A-Frame specifications.

Space is allocated on a first-come, first-served basis according to Declaration of Candidacy.

Locations in the light-red shaded area are subject to change due to construction and space availability.

OFF-CAMPUS SIGN PLACEMENT

Candidates who place signs or banners off-campus should comply with the City of Logan Land Development Code. Due to length reasons, the applicable section of the code is not listed in the elections packet.
CANDIDATE CHECKLIST

Below is a list of tasks candidates must complete as part of the declaration process.

☐ Complete the Declaration of Candidacy form
☐ Submit your Candidate Profile
☐ Sign up for photoshoot
☐ Sign up for an A-frame location (Logan only)

All candidate declarations and tasks will be submitted digitally this year via Canvas. Enroll in the USUSA Elections 2023 Canvas Course to complete your declaration.

URL: https://usu.instructure.com/enroll/HF8M3T
Scan the QR code below to enroll in the course
ELECTIONS CONTACT INFORMATION

In an effort to be equitable, all elections communication must be sent via email to elections.ususa@usu.edu.

All inquiries will be recorded and responded to promptly.

USUSA Advisors

Blanding Campus
Shilo Martinez
Email: shilo.martinez@usu.edu
Phone: 435-678-8160

Brigham City/Tremonton Campus
Lauri Merrill
Email: lauri.merrill@usu.edu
Phone: 435-919-1253

Eastern Campus
Allie Chamberlain
Email: allie.chamberlain@usu.edu
Phone: 435-613-5284

Kaysville Campus
Melissa Thomas
Email: melissa.thomas@usu.edu
Phone: 801-499-5120

Logan Campus
Linda Zimmerman
Email: linda.zimmerman@usu.edu
Phone: 435-797-2911

Moab Campus
Shanda Thompson
Email: shanda.thompson@usu.edu
Phone: 435-797-4198

Salt Lake/Orem Campus
Jana Beckstead
Email: jana.beckstead@usu.edu
Phone: 435-797-4230

Southwest Region
Spencer Kohler
Email: spencer.kohler@usu.edu
Phone: 435-393-5122

Tooele Campus
Melissa Lawrence
Email: melissa.lawrence@usu.edu
Phone: 435-797-9888

Vernal/Roosevelt Campus
Tauna Allan
Email: tauna.allan@usu.edu
Phone: 435-722-1756