USUSA Elections Packet 2021

AGGIES

VOTE

vote.usu.edu
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### Stay Connected

Stay up-to-date with election happenings by following the USU Student Association and by using the hashtag #USUSAElections

@UtahStateSA

involvement.usu.edu
Dear Candidate,

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 USUSA Elections Committee is available to answer any questions or concerns you have about the elections process.

All questions and correspondence will need to be submitted to elections.ususa@usu.edu.

A filing fee of $20 must be paid upon submitting your Declaration of Candidacy form. Please contact us if you wish to appeal this fee. Declaration of Candidacy forms will be submitted completely online this year at www.involvement.usu.edu/elections. Declaration can be submitted starting now, but must be received no later than Monday, Jan. 25, 2021, at 5 p.m. Submission of candidate profiles should be completed prior to Declaration of Candidacy.

The USUSA Elections Committee will produce a 30-second video of your campaign platform and take your photo to include in elections advertising. You may sign up for your video and photo time online after you turn in your official declaration of candidacy form. Shoots will take place on January 22, 26, 27. You can also reserve your A-frame spots upon form submission.

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

A mandatory election orientation meeting will be held Tuesday, Jan. 26, 2021, at 7 p.m. in the Taggart Student Center East Ballroom. If you plan on running for any position, you must attend this meeting. Absence may result in disqualification of candidacy, unless the candidate has received prior approval of the Election Co-Chairs. Please note that a campaign manager or committee member may not attend in your place, but may attend the meeting with you.

Most importantly, remember to be respectful of other candidates and our campus community. Also, no fun allowed! (Just kidding, we hope this is the most fun experience) The purpose of USUSA Elections is to produce civic-minded students.

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

Sincerely,

Rachel Arner, USUSA Elections Co-Chair
Candidate/Officer Eligibility

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

• Carrying a minimum of 12 credits per semester or be considered a full-time student by the School of Graduate Studies (Including the semester candidates seek for office).

• Have a USU cumulative G.P.A. of 2.75 or above.

• Free from academic warning, probation, or suspension.

• Payment of the $20 filing fee due upon candidate declaration.

• Senatorial candidates must be a declared major in the college they wish to represent.

For further clarification, reference Article III, Section 3 of the USUSA Constitution below:

Section 3. Eligibility

A. No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.

Good Standing shall be defined as:

1. Carrying a minimum of 12 credits per semester, or considered a full-time student by the School of Graduate Studies during their entire term of office, including the spring semester of election or appointment. Regional Campus and Distance Education students are in good standing if carrying a minimum of six credits per semester as an undergraduate, or a minimum of three credits per semester as a graduate student during the academic year.

2. Maintaining 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, then the student’s overall college cumulative GPA must be at or above 2.75.

3. Maintaining a GPA of 2.75 or higher, for all semesters while in office, including the spring semester of election or appointment. The summer semester shall only count for or against an officer’s good standing if nine or more credits are taken. However, all summer classes will be calculated into the cumulative GPA.

4. Free from academic warning, probation, or suspension.
# Pre-Elections Timeline

<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>Monday, Dec. 21</td>
<td>8 a.m.</td>
<td>involvement.usu.edu</td>
</tr>
<tr>
<td>Candidate Filing Deadline</td>
<td>Monday, Jan. 25</td>
<td>5 p.m.</td>
<td>involvement.usu.edu</td>
</tr>
<tr>
<td>Mandatory Candidates Meeting</td>
<td>Tuesday, Jan. 26</td>
<td>7 p.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>Photo/Video Shoot</td>
<td>January 22, 26, 27</td>
<td>TBA</td>
<td>TSC 333</td>
</tr>
<tr>
<td>Write-in Candidate Filing Deadline</td>
<td>Thursday, Feb. 11</td>
<td>4:30 p.m.</td>
<td>TSC 326</td>
</tr>
</tbody>
</table>

- $20 fee must be paid when Declaration of Candidacy form is submitted
- Candidates should submit their profile online prior to Declaration of Candidacy
- Sign-ups for A-Frame location and photo/video shoot will be available upon Declaration of Candidacy and are first-come, first-serve
- Mandatory Candidates Meeting is mandatory for all candidates. Campaign managers or committee members are welcome to attend
- Photos are published on the Student Involvement website and in The Utah Statesman

*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>Elections Setup</td>
<td>Sunday, Feb. 21</td>
<td>3 p.m.</td>
<td>A-frame Placement Area</td>
</tr>
<tr>
<td>Primary Elections Begin</td>
<td>Monday, Feb. 22</td>
<td>9 a.m.</td>
<td></td>
</tr>
<tr>
<td>Primary Town Hall</td>
<td>Monday, Feb. 22</td>
<td>5-7 p.m.</td>
<td>TBD</td>
</tr>
<tr>
<td>Primary Financial Audits Due</td>
<td>Tuesday, Feb. 23</td>
<td>2 p.m.</td>
<td>TSC 326</td>
</tr>
<tr>
<td>Primary Elections End</td>
<td>Tuesday, Feb. 23</td>
<td>3 p.m.</td>
<td>TSC 326</td>
</tr>
<tr>
<td>Primary Elections Announcement</td>
<td>Tuesday, Feb. 23</td>
<td>5 p.m.</td>
<td>TSC Hub</td>
</tr>
<tr>
<td>Primary Elections Cleanup Deadline</td>
<td>Tuesday, Feb. 23</td>
<td>10 p.m.</td>
<td></td>
</tr>
<tr>
<td>Final Elections Begin</td>
<td>Wednesday, Feb. 24</td>
<td>9 a.m.</td>
<td></td>
</tr>
<tr>
<td>Statesman Debate</td>
<td>Wednesday, Feb. 24</td>
<td>11:30 a.m.</td>
<td>TSC Hub</td>
</tr>
<tr>
<td>President’s Debate</td>
<td>Wednesday, Feb. 24</td>
<td>6-7 p.m.</td>
<td>Sunburst Lounge</td>
</tr>
<tr>
<td>Final Financial Audit Due</td>
<td>Thursday, Feb. 25</td>
<td>2 p.m.</td>
<td></td>
</tr>
<tr>
<td>Final Elections End</td>
<td>Thursday, Feb. 25</td>
<td>8 p.m.</td>
<td>TSC 326</td>
</tr>
<tr>
<td>Candidate Breakfast</td>
<td>Friday, Feb. 26</td>
<td>9 a.m.</td>
<td>Colony Rooms</td>
</tr>
<tr>
<td>Final Announcement</td>
<td>Friday, Feb. 26</td>
<td>11 a.m.</td>
<td>Sunburst Lounge</td>
</tr>
<tr>
<td>Newly Elected Officer Meeting</td>
<td>Friday, Feb. 26</td>
<td>11:30 a.m.</td>
<td>Gruwell Senate Chamber</td>
</tr>
<tr>
<td>Final Elections Cleanup Deadline</td>
<td>Friday, Feb. 26</td>
<td>8 p.m.</td>
<td>TSC 336</td>
</tr>
<tr>
<td>Appointed Officer Application Deadline</td>
<td>Monday, March 8</td>
<td>5 p.m.</td>
<td>Online</td>
</tr>
</tbody>
</table>

- Election materials must be fully removed by designated times or fines may be incurred
- Candidate Breakfast is for all final election candidates and one campaign manager/committee member from each campaign
- All newly elected officers will meet for a brief meeting immediately following the final announcement on Friday, Feb. 26
- Appointed Candidate interviews will take place March 9-11 and March 12 if necessary
- Appointed officers are required to attend the mandatory officer retreat on March 19-20

*This timeline is subject to change. All changes will be announced to candidates as needed.*
# Officer Positions & Compensation

## USUSA Executive Council

<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>$3,750/Semester</td>
<td>$1,000/Month (10 months total)</td>
</tr>
<tr>
<td>Executive Vice President*</td>
<td>Elected</td>
<td>$3,250/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Student Advocate Vice President</td>
<td>Elected</td>
<td>$3,250/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Student Events Vice President</td>
<td>Elected</td>
<td>$3,250/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Athletics &amp; Campus Recreation Vice President</td>
<td>Elected</td>
<td>$3,250/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Organizations &amp; Campus Diversity Vice President</td>
<td>Elected</td>
<td>$3,250/Semester</td>
<td>$300/Month (8 months total)</td>
</tr>
<tr>
<td>Graduate Studies Senator*</td>
<td>Elected</td>
<td>$3,250/Semester</td>
<td>$225/Month (8 months total)</td>
</tr>
<tr>
<td>Public Relations &amp; Marketing Director</td>
<td>Appointed</td>
<td>$3,150/Semester</td>
<td>$225/Month (8 months total)</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Appointed</td>
<td>$3,150/Semester</td>
<td>$225/Month (8 months total)</td>
</tr>
</tbody>
</table>

*Officers are members of both the Executive Council and the Academic Senate.

## USUSA Academic Senate

<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>$3,050/Semester</td>
</tr>
<tr>
<td>Caine College of the Arts Senator</td>
<td>Elected</td>
<td>$3,050/Semester</td>
</tr>
<tr>
<td>Jon M. Huntsman School of Business Senator</td>
<td>Elected</td>
<td>$3,050/Semester</td>
</tr>
<tr>
<td>College of Engineering Senator</td>
<td>Elected</td>
<td>$3,050/Semester</td>
</tr>
<tr>
<td>Emma Eccles Jones College of Education &amp; Human Services Senator</td>
<td>Elected</td>
<td>$3,050/Semester</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences Senator</td>
<td>Elected</td>
<td>$3,050/Semester</td>
</tr>
<tr>
<td>S.J. and Jesse E. Quinney College of Natural Resources Senator</td>
<td>Elected</td>
<td>$3,050/Semester</td>
</tr>
<tr>
<td>College of Science Senator</td>
<td>Elected</td>
<td>$3,050/Semester</td>
</tr>
</tbody>
</table>

## USUSA 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>$3,050/Semester</td>
</tr>
<tr>
<td>Series Director</td>
<td>Appointed</td>
<td>$3,050/Semester</td>
</tr>
<tr>
<td>Traditions Director</td>
<td>Appointed</td>
<td>$3,050/Semester</td>
</tr>
</tbody>
</table>

To view official officer charters, go to [www.usu.edu/legislation](http://www.usu.edu/legislation)
Appointed Officer Information

Several appointed officer positions exist within the USUSA. Generally, these positions require a more specialized skill set than those of elected positions. Appointed positions include:

- Administrative Assistant (appointed by the President-elect)
- Public Relations & Marketing Director (appointed by the President-elect)
- Activities Director (appointed by the Student Events Vice President-elect)
- Series Director (appointed by the Student Events Vice President-elect)
- Traditions Director (appointed by the Student Events Vice President-elect)

Responsibilities and charters for appointed positions can be viewed at [www.usu.edu/legislation](http://www.usu.edu/legislation).

**Application and Appointment Details**

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 8 at 5 p.m.** via online submission.

Interviews for appointed positions will take place **March 9-11** and **March 12** if necessary.

Appointed officers are **required** to attend the mandatory officer retreat on **March 19-20**.
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 charter.
- A working knowledge of your university committee assignments.

Behavior Expectations

- Be Professional in all your dealings.
- Complete job responsibilities as listed in officer’s charter 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 p.m. Weekly
- Executive Council Meetings: Tuesdays 4 p.m. Weekly
- Officers Committee/Council: TBD TBD Weekly
- Assigned University Committees: TBD TBD As Required

Office Hours:

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
Student Events Directors: 1 Hour/Day for a total of 5 hours per week
## Mandatory Officer Dates/Events

### Mandatory Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Officer Meeting (directly after announcement)</td>
<td>February 26, 2021 — 11:30 a.m.</td>
</tr>
<tr>
<td>Dean’s Breakfast*</td>
<td>TBA</td>
</tr>
<tr>
<td>New Officer Retreat</td>
<td>March 19-20, 2021</td>
</tr>
<tr>
<td>USUSA Officer Trainings</td>
<td>March 23 &amp; 30, April 6 &amp; 20, 2021</td>
</tr>
<tr>
<td>USUSA Office Joint Budget Meeting</td>
<td>April 6, 2021 — 8-10 p.m.</td>
</tr>
<tr>
<td>USUSA Officer Inauguration</td>
<td>April 9, 2021 — 6 p.m.</td>
</tr>
<tr>
<td>Robins Awards</td>
<td>April 10, 2021 — 6 p.m.</td>
</tr>
<tr>
<td>USUSA Programming Retreat**</td>
<td>April 24, 2021 — 9 a.m.</td>
</tr>
<tr>
<td>Fall Officer Retreat</td>
<td>Aug. 27-28, 2021</td>
</tr>
<tr>
<td>Spring Officer Retreat</td>
<td>Jan. 14, 2022 — 2-6 p.m.</td>
</tr>
<tr>
<td>USUSA Final Election Announcements</td>
<td>March 4, 2022 — 11 a.m.</td>
</tr>
<tr>
<td>USUSA Awards Banquet</td>
<td>April 6, 2022 — 6 p.m.</td>
</tr>
<tr>
<td>USUSA Officer Inauguration</td>
<td>April 8, 2022 — 6 p.m.</td>
</tr>
<tr>
<td>Robins Awards</td>
<td>April 9, 2022 — 6 p.m.</td>
</tr>
<tr>
<td>Outgoing Officer Banquet</td>
<td>April 11, 2022 — 6 p.m.</td>
</tr>
<tr>
<td>Utah Leadership Academy (at USU this year!)</td>
<td>May 19-21, 2021</td>
</tr>
<tr>
<td>Aggie BLUE Facilitator Training</td>
<td>Aug. 20-21, 2021</td>
</tr>
<tr>
<td>Aggie BLUE Fall Leadership Conference</td>
<td>Aug. 23-24, 2021</td>
</tr>
<tr>
<td>USUSA, SAA, A-Team &amp; Ambassador Social</td>
<td>TBA (Fall and Spring)</td>
</tr>
</tbody>
</table>

### Highly Recommended Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>Weekly, Mondays at 4 p.m.</td>
</tr>
<tr>
<td>Executive Council</td>
<td>Weekly, Tuesdays at 4 p.m.</td>
</tr>
</tbody>
</table>

### Weekly Meetings

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Senate</td>
<td>Weekly, Mondays at 4 p.m.</td>
</tr>
<tr>
<td>Executive Council</td>
<td>Weekly, Tuesdays at 4 p.m.</td>
</tr>
</tbody>
</table>

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

**The USUSA Programming Retreat date only applies to the Programming Board, which consists of the following officers: Student Events VP, Athletics and Campus Recreation VP, Organizations and Campus Diversity VP, Service VP, Student Alumni VP, Public Relations & Marketing Director, Activities Director, Traditions Director, and Series Director.
I, [Print your name as it should appear on the ballot], do hereby declare my official candidacy for the office of [List of the office that you would like to run for] within the Utah State University Student Association.

A DECLARATION OF CANDIDACY FOR AN OFFICE IN THE UTAH STATE UNIVERSITY STUDENT ASSOCIATION

Declaration of Candidacy

Utah Code 63G-12-402 requires the University to verify the lawful presence in the United States of individuals who apply for any scholarships, fellowships, grants or other aid administered by the University. Individuals who apply for these benefits are also required to certify under penalty of perjury that they are lawfully present in the United States.

I certify under penalty of perjury that:

☐ I am a United States citizen [ ] Yes [ ] No  □ Student Signature

This section for office use only

☐ College has been verified ☐ Overall GPA _______ ☐ Current Credits _______  Citizenship  □ Y | N

☐ The above-named student is in compliance with Article III, Section 3, of the USUSA Constitution, which reads: No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.

☐ I do further declare that I have read and I do understand the provisions of the USUSA Constitution and the current Elections Bylaws, and that I am willing to comply with them.

☐ I do further declare that I understand that the dates listed on the Mandatory Officer Dates/Events page of the elections packet are part of the duties of the elected position, and should I be elected, I will be available on these dates as part of my commitment to the office.

☐ I hereby authorize the Student Involvement and Leadership Center at Utah State University to check my grades for eligibility to run for USUSA office; and if elected, during the term of my office.

☐ I understand the $20 fee is non-refundable

☐ I do further declare that I have read and I do understand Article V of the USUSA Constitution (USUSA Hearing Board) and Article VII of the Election Bylaws (Violations and Penalties), and agree to comply with any decisions made by the USUSA Hearing Board.

Utah Code 63G-12-402 requires the University to verify the lawful presence in the United States of individuals who apply for any scholarships, fellowships, grants or other aid administered by the University. Individuals who apply for these benefits are also required to certify under penalty of perjury that they are lawfully present in the United States.

I certify under penalty of perjury that:

☐ I am a United States citizen [ ] Yes [ ] No  □ Student Signature

Date: ___________________________  Student Signature: ___________________________

It is the responsibility of the candidate to certify eligibility with a SILC staff member in the Student Involvement Office, TSC 326.

This section for office use only

☐ The above-named student is in compliance with Article III, Section 3, of the USUSA Constitution, which reads: No student shall be eligible to run or apply for any USUSA office if not in good standing. Once in office, any officer who fails to maintain good standing will immediately be placed on probation.

☐ College has been verified ☐ Overall GPA _______ ☐ Current Credits _______  Citizenship  □ Y | N

☐ I do further declare that I have read and I do understand Article V of the USUSA Constitution (USUSA Hearing Board) and Article VII of the Election Bylaws (Violations and Penalties), and agree to comply with any decisions made by the USUSA Hearing Board.

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Utah Code 63G-12-402 requires the University to verify the lawful presence in the United States of individuals who apply for any scholarships, fellowships, grants or other aid administered by the University. Individuals who apply for these benefits are also required to certify under penalty of perjury that they are lawfully present in the United States.

I certify under penalty of perjury that:

☐ I am a United States citizen [ ] Yes [ ] No  □ Student Signature

Date: ___________________________  Student Signature: ___________________________

It is the responsibility of the candidate to certify eligibility with a SILC staff member in the Student Involvement Office, TSC 326.

This section for office use only

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Candidate Profile

The Candidate Profile will be published in The Utah Statesman and on the USUSA website.

Candidate profiles must be filled out at www.involvement.usu.edu/elections. This form should be filled out BEFORE the student files for candidacy, which closes on Friday, Jan. 25, at 5 p.m.

Below is an outline of profile questions for your convenience to prepare. DO NOT fill out this form by hand. You should submit your profile via the link provided.

Submit your profile at www.involvement.usu.edu/elections

Office for which you are running:______________________________________________________

Name:_________________________________________ Email: ____________________________

Cell Phone: ___________________________ Class Rank: F So J Sr

Hometown: ___________________________ Years at USU: _____ Twitter Handle: __________

Major(s): ___________________________ Minor(s): ____________________________________

Campaign Platform
In 30 words or less, state your campaign platform. Failure to comply with word limit may result in editing.

Qualifications
Please list qualifications that will help you in the office for which you are running. (Limit to most relevant.)
1. 
2. 
3. 
4. 
5. 

Goals and/or Plans for Office
Please list your top 5 goals and/or plans you wish to accomplish in office. (Limit to most relevant.)
1. 
2. 
3. 
4. 
5. 

*All submitted content may be edited for clarity and length.
**Primary Financial Statement**

Each primary candidate must submit this audit on **Feb. 23, 2021, by 2 p.m.** to TSC 326. Audits must be conducted by the current officer in the position for which you are running. This statement should include all expenditures and donations used for primary elections. Receipts for items must be attached to this form. Donation requests must be sent to the USUSA Elections Committee at elections.ususa@usu.edu at least 48 hours prior to your audit. The appointed committee member will then establish a Fair Market Value for said donation and add it to this sheet upon submission. This statement need not include readily available items such as tape, markers, screws, paint brushes, etc. Failure to stay within the spending limit will result in candidate disqualification. **Election Spending Limit:** $200 for Senatorial candidates, $400 for Executive Council candidates.

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Donated Items Total

| Total Purchased & Donated Items | |
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**Candidate Name (Print)**

**Candidate Signature**

**Current USUSA Officer Signature**

**Election Co-Chair Signature**

*Please Note: All information provided on this form is public information.*
Each primary candidate must submit this audit on **Feb. 25, 2021, by 2 p.m.** to TSC 326. Audits must be conducted by the current officer in the position for which you are running. This statement should include all expenditures and donations used for primary elections. Receipts for items must be attached to this form. Donation requests must be sent to the USUSA Elections Committee at elections.ususa@usu.edu at least 48 hours prior to your audit. The appointed committee member will then establish a fair market value for said donation and add it to this sheet upon submission. This statement need not include readily available items such as tape, markers, screws, paint brushes, etc. Failure to stay within the spending limit will result in candidate disqualification. **Election Spending Limit:** $200 for Senatorial candidates, $400 for Executive Council candidates.

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Donated Items Total

Total Purchased & Donated Items

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Candidate Name (Print)  
Candidate Signature  
Current USUSA Officer Signature  
Election Co-Chair Signature

*Please Note: All information provided on this form is public information.*
Utah State University Student Association (USUSA)
Election Bylaws – Logan Campus

This document is ancillary to the USUSA Constitution.

All USUSA Election Bylaws are subject to evolving COVID-19 regulations and protocols. The Election Co-chairs, in consultation with university administration, may change these bylaws as necessary to ensure compliance with COVID-19 regulations and protocols. When such changes are made, the Election Co-chairs will notify candidates of the changes.

The Utah State University Student Association election bylaws govern the election of both USUSA Candidates and referenda affecting the USU student body. These bylaws derive their authority from the USUSA Constitution Article III, Section 7. These bylaws and decisions made or not made pursuant to these bylaws are the sole responsibility of the student body and the individual student actors involved therein. Likewise, responsibility for compliance with these Bylaws rests solely with the student body and the individual student actors involved therein. Any assistance offered by USU employees, including without limitation assistance offered by USU employees serving USUSA, with the processes described in these bylaws is gratuitous and is offered solely for purposes of pedagogy. Additionally, the proper functioning of any hearings, reviews, appeals, or similar functions is the sole responsibility of the student body and the individual student actors involved therein. Notwithstanding any participation in these processes by a USU employee, which participation is gratuitous and for pedagogical purposes, USU disclaims any review, endorsement, or approval of these bylaws, the functions described therein, or decisions made or not made pursuant to these bylaws.

Candidates, Campaign Committee Members and supporters, proponents, and opponents of referenda must follow all university policies, as well as local, state, and federal law.

Definitions:
Actual Cost: is defined as the cost presented on an official sales receipt.
A-frames: are defined as a freestanding object that must fit in an 8-foot by 8-foot by 8-foot (8'x8'x8') square.
Bribery: is defined as the act of offering, giving, receiving or soliciting any item of value that may influence the actions of a person. Nominal items such as candy, hot chocolate, etc. do not constitute bribery.
Campaign Committee Members: are any people who are helping Candidates campaign.
Campaign Materials: are any item, tangible or digital, with the purpose of garnering attention and increasing awareness for a specific Candidate or ballot item.
Candidate(s): are registered USU students at the Logan campus that are in Good Standing and have filed a Declaration of Candidacy.
Donations: are defined as any monetary contributions or physical goods used as Campaign Materials.
Elections Week: is defined as Sunday, Feb. 21, 2021, at 2 p.m. through Thursday, Feb. 25, 2021, at 8 p.m.
Fair Market Value: is an estimate of the value of property and services based on what an average buyer would pay to an average seller in the market.
Good Standing (behavioral and academic):
  • Carrying a minimum of 12 credits per semester, or considered a full-time student by the School of Graduate Studies during their entire term of office, including the spring semester of election or appointment.
  • Free from academic warning, probation, or suspension.
  • Free from USU Student Code violations and/or student conduct probation, including any pending issues.
Handbill: is a small printed advertisement or other notice distributed by hand.
Poster(s): are printed or other types of Campaign Materials on paper to be hung in appropriate buildings on campus. This includes digital signage within appropriate campus buildings.
Reception: a meeting organized by the Elections Committee where students meet the Candidates and ask the Candidates questions about their platform and goals.
Signs: are publicly displayed notices providing information.
Slander: is defined as the spreading of an untruth about other Candidates or their campaigns in a way that may hurt their campaign or reputation.

I. Candidate Requirements
   A. All Candidates must be in Good Standing.
      a. Eligibility: Any appeals to the eligibility criteria may be submitted to the Office of the Vice President for Student Affairs. Extenuating circumstances may be cause to appeal Candidate eligibility. Those wishing to appeal Candidate requirements must visit TSC 326.
      b. The Vice President for Student Affairs may grant exception to Candidate requirements based on extenuating circumstances. Any decisions made by the Vice President for Student Affairs regarding an appeal of Candidate are final.
   B. Candidates must be at the mandatory campaign meeting held by the Elections Committee to review the election policies and procedures. Absence may result in forfeiture of candidacy. Requests to miss the mandatory meeting must be submitted to elections@usu.edu prior to the start of the mandatory meeting and will be handled on a case-by-case basis. Requests for emergency absences may be submitted after the start of the meeting. While campaign managers are encouraged to attend the meeting, they cannot take the place of the Candidate.
   C. College Senatorial Positions: Candidates for the office of a college Senator must be registered in the college they wish to represent as of the filing deadline for Declaration of Candidacy. Graduate students may run for a senatorial position in their respective college.
   D. Graduate Studies Senator: Candidates running for Graduate Studies Senator must be current, fully matriculated graduate students in the School of Graduate Studies by the filing deadline. Matriculation requires the student to be in Good Standing and taking graduate courses.
   E. Write-In Candidates:
      a. Will only be included on the final election ballot if:
         i. A Candidate comes in either first or second in total vote count, is eligible to hold office; and
         ii. reaches or exceeds 10 percent of the vote total in the respective election. (See EC Bill 2014-06).
         iii. Write-in candidates will let the Student Involvement and Leadership Center (SILC) staff check their eligibility prior to being on the final ballot and must follow all USUSA Election rules or Bylaws.
      b. If a write-in candidate qualifies for the final election only their name will be placed, in alphabetical order, on the ballot.
         i. If a new write-in candidate wins the popular vote, they must meet the eligibility requirements prior to inauguration.

II. Timeline
   A. Deadlines:
      a. A Candidate must sign a Declaration of Candidacy. The current USUSA officer holding the position should sign the form. This allows the Candidate to discuss the position with the incumbent officer and to more fully understand the position for which they are applying.
      b. A Candidate may only declare candidacy and run for one position. This does not include, however, applying and interviewing for committee director positions post-general elections.
      c. If the current officer is unavailable, or is running for the same position again, then the USUSA advisor that advises the Candidate’s position may sign the form.
      d. The Declaration of Candidacy form and $20 non-refundable filing fee are due in TSC 326 on the
i. Any student may apply for a waiver of this $20 fee through a written appeal to the SILC.
ii. The $20 filing fee is for processing purposes and publicity by the Elections Committee.

e. To withdraw a Declaration of Candidacy, Candidates must submit a document in writing to the Election Co-Chairs prior to the announcement of final election results. After the Election Co-Chairs have received the withdrawal, the Candidate cannot be reinstated after the declaration deadline.

f. If after the filing deadline, there are no constitutionally qualified Candidates for an office(s), the Elections Committee shall reopen the filing process for that particular office(s), accepting Declaration of Candidacy forms at the date(s) set by the Elections Committee. Notice of the secondary deadline shall be advertised in The Utah Statesman.

III. Voting

A. Plurality to Elect:
   a. The two Candidates that receive the greatest number of votes shall advance to the final election.
   b. In final elections and special elections, the Candidate or ballot item that has the greatest number of votes will be declared the winner.

B. Ballots:
   a. Ballots will be accessed via www.vote.usu.edu
   b. The names of all Candidates for each office shall be placed on the ballot in alphabetical order by last name, along with a space(s) for write-in Candidate(s). Permanent nicknames (e.g. Bob for Robert, Sue for Susan, etc.) may be approved by the Elections Committee.

C. Eligibility to Vote:
   a. All registered students
      i. The USUSA Presidential election and select referenda will be open to all Statewide Campus students.
   b. In Senatorial races, students are only eligible to vote for Senators of their respective college(s).
      i. If a student has declared a major in two or more separate colleges, they are eligible to vote for the senatorial candidates running to represent each college.
      ii. Statewide Campus students are also eligible to vote for the Senators in their respective college(s).
   c. Only matriculated graduate students can vote for the Graduate Studies Senator.
   d. Proxy voting is prohibited.

D. Counting Votes:
   a. Votes shall be tabulated following the closing of the polls.
   b. No ballots will be accepted after the published time of closing. Votes are tabulated and verified by a committee of two Student Involvement advisors, one staff member of the Information Technology (IT) department, Election Co-Chairs, and the USUSA President.
      i. In the event the current USUSA President is running for office, the officer following the line of authority shall take their place.
   c. Primaries: Should an exact numerical tie for second place occur between any candidates running for a USUSA elected position during the primary election, the tied candidates will both advance to the final election ballot along with the first-place candidate.
   d. Finals: Should an exact numerical tie occur between any candidates running for a USUSA elected position, the tied candidates will be informed – via email & phone – by the Elections Co-chairs prior to the public announcement of the elections results.
   e. If a tie occurs in the final election, a special one-day election will be held to break the tie. This election will be coordinated by the Elections Committee and must occur within two weeks of the final election announcement. It will be on a selected day from 9 a.m. to 3 p.m., and all
Election Bylaws shall apply (including remaining within the given budget allotment).

f. If a second numerical tie should occur between the same candidates, the tie-breaking procedure will be a coin toss by the SILC Director with all affected candidates and the Elections Co-chairs present as witnesses.

g. 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.

E. On-Campus Voting Locations

a. The Elections Co-Chairs will have voting locations throughout campus for the convenience of students.

b. Candidates and their Committee Members may not offer any devices to students for voting.

c. No campaigning or campaign related activities shall take place within 50 feet of a polling station.

F. Results:

a. All results are final after votes are tabulated and verified. This extends to Candidates, initiatives, referenda, or any other matter submitted to the USU student body for a vote.

IV. Money and Finance:

A. Campaign Value:

a. The campaign value limit is $400 for Executive Council Candidates and $200 for Senatorial Candidates. Candidates violating the campaign value limit (overspending) will be disqualified.

i. Any money spent towards a campaign or campaign materials prior to Declaration of Candidacy must be documented and will count towards the campaign value limit.

b. Audits

i. Candidates must submit to the Elections Committee by the specified audit deadline, original receipts and a complete list of all campaign expenditures, Donations and the Fair Market Value of materials purchased or used in their campaign. This is done using the Financial Statement forms provided in the Election Packet. If a receipt for a campaign expenditure is not available, or if the item has been donated, it will be assessed a Fair Market Value by the Elections Committee.

ii. Candidates will be audited twice: once during primary elections and once during final elections.

iii. All financial statements must be signed by the current USUSA corresponding officer position, Student Involvement & Leadership adviser, or by a designee of the Elections Co-Chairs prior to submittal of the form to TSC 326. After submittal, financial statements are subject to final approval by the Elections Committee. Candidates may be required to provide clarification or more information if deemed necessary by the Elections Committee.

iv. Candidates failing to submit their Financial Statement by the specified audit deadline will be disqualified.

c. Fair Market Value (FMV)

i. It is the responsibility of the Candidate to obtain from the Elections Committee a FMV for any Campaign Material not appearing on a FMV list provided at the mandatory Candidate meeting.

ii. Should a Candidate feel that FMV has been determined inaccurately or unfairly, they may submit a written appeal to the SILC Director and the Student Advocate VP who will then decide the FMV. All decisions by the SILC Director and Student Advocate VP will be final. The FMV will be communicated to the Election Co-Chairs.

iii. If the Student Advocate VP is running for office, the SILC Director will select an elected student body officer to take their place.

V. Campaign Rules:
A. Neutrality
   a. USUSA Hearing Board members are not allowed to wear Campaign Materials or endorse any candidate.

B. Campaign Committee and Meetings
   a. Social and electronic media may be used for the purpose of communicating with Campaign Committee Members but must follow Election Bylaws.

C. Campaigning within on-campus buildings
   a. Campaigning in or around the Taggart Student Center must be in compliance with the Taggart Student Center Policy Manual (available at tsc.usu.edu).
   b. Campaigning within campus buildings is subject to the approval and reasonable limitations of the appropriate colleges, departments, and/or resident halls. It is the Candidate’s responsibility to receive permission prior to any campaign-related activity within campus buildings.

D. Signs, Literature and Structures
   a. General Policy
      i. The University shall provide reasonable space outdoors for the posting of signs, notices and posters by Candidates and Campaign Committee Members. Such signs, notices and posters may deal with any subject matter including, but not limited to, notices of meetings or events and expressions of positions and ideas on social or political topics, and must clearly identify the author or sponsor of the materials.
      ii. Further information can be found by visiting usu.edu/facilities and reading the "Signage Standards" document.
   b. Time, Place and Manner Restrictions
      i. Signs, literature and structures are not to be distributed, placed or otherwise erected on campus property prior to Elections Week
      ii. Candidates and Campaign Committee Members may post signs, notices and posters on bulletin boards and kiosks maintained by the University and located on the campus. Signs, notices and posters shall not be attached to trees, buildings, walls or other University structures unless otherwise expressly authorized by University Facilities.
      iii. Messages or slogans of any kind shall not be painted or otherwise written on trees, buildings, grounds, fountains, walls or other University structures or surfaces, or on the personal property of others.
   c. Candidates and Campaign Committee Members may also post signs, notices and posters on designated bulletin boards and kiosks maintained by the academic and administrative departments of the University subject to the approval and reasonable limitations of the appropriate departments. Colleges and departments may adopt reasonable time regulations limiting the time for display of signs, notices and posters on bulletin boards maintained by colleges and departments to maximize everyone’s opportunity to use designated areas for signs, notices and posters and may prohibit attaching signs, notices or posters to walls and other surfaces in order to prevent damage to walls and other surfaces.
   d. Any sign, notice or poster must be removed by the appropriate time set forth by the Election Committee. Failure to comply may result in a fine.
   e. Responsibility for Content of Signs, Notices or Posters
      i. Candidates and Campaign Committee Members shall be personally responsible for any signs, notices or posters they sponsor or post on campus. By posting the sign, notice or poster on campus, the person or organization agrees to hold the University harmless for any assessed damages or liabilities incurred as a result of the sign, notice or poster.

E. Distribution of Handbills, Fliers, Petitions, Stickers and Other Written Material
   a. General Policy
      i. Candidates and Campaign Committee Members may hand out and distribute non-commercial handbills, petitions, stickers or other written material on campus without
prior approval, so long as such distributed materials clearly identify the author or sponsor of the materials.

a. Stickers must not be affixed to any university grounds or property. The Candidate is responsible for removal of any sticker affixed to university grounds or property. Failure to comply with this rule could result in a fine.

b. Time, Place and Manner Restrictions
   i. Distribution of materials on campus property is not permitted prior to Elections Week
   ii. Distribution outside of University buildings is permissible but must not interfere with the entrances to the University buildings or the normal flow of pedestrian or vehicular traffic and must not occur within 50 feet of a polling station.
   iii. Distribution inside buildings is permissible so long as those distributing handbills or other written materials do not disrupt the functioning of the University or interfere with the rights of other members of the University community.
   iv. The Candidate is responsible for learning and following all building-specific rules and regulations.
   v. Handbills, stickers or other written material may not be attached or affixed to private property without the owner's permission.

c. Responsibilities Associated with the Distribution of Handbills
   i. Candidates and Campaign Committee Members distributing handbills, fliers, petitions, stickers or other written material shall be personally responsible for the content of the material and hold the University harmless for any assessed damage or liability incurred as a result of the distribution of the material.

F. A-frames On Campus
   a. Assigned areas for two (2) A-frames will be granted to Candidates during primary elections. These same A-frame locations will be permitted during final elections.
   b. A-frame locations will be assigned in the order of candidacy declaration. Please see the map included in the Elections Packet for designated A-frame areas.
   c. If there is snow, A-frames must be on grass areas to ensure that facilities can clear walkways.
   d. A-frames cannot be moved to a different location without Election Co-Chairs approval.
   e. A-frames must be completely freestanding (i.e. no stakes or signs stuck into the ground).
   f. A-frames must be constructed so they are not a hazard.
   g. The University is not responsible for any lost, stolen, or damaged A-frames during the course of Elections.
   h. Candidates must respect each other and not vandalize A-frames or other campaign material. This also applies to Campaign Committee Members, as well as those affiliated with the Candidate.
   i. Candidates and their respective Committee Members are not allowed to provide electronic devices to students for the purpose of voting.
   e. Responsibility for Content and Safety of A-frames
      i. Candidates and Campaign Committee Members shall be personally responsible for the content and use they make of the A-frames they erect on campus. By erecting any structure on campus, the Candidate or their representatives agree(s) to hold the University harmless for any assessed damages or liabilities caused by the structure itself or caused by libel or slander in the message it conveys.

G. Clean-Up
   a. Primary Candidates not advancing into final elections are responsible for removal of all Campaign Materials by the appropriate time set by the Elections Committee on the second night of Elections Week following primary elections.
b. Final election Candidates are responsible for the removal of all Campaign Materials by 8 p.m. on Friday, February 26, 2021.

c. Any Candidate who does not clean up all of their Campaign Materials by the designated time set by the Elections Committee will receive a bill from University Facilities for the cost of cleaning up the materials.

d. The USUSA Hearing Board will investigate any charges of vandalism. USU is not responsible for any acts of vandalism committed by Candidates, their campaigns, or their supporters.

H. Copyright and Trademark Infringement
   a. Use of USU, USUSA, and all affiliated organizations copyrighted or trademarked material is prohibited.
   b. USUSA, USU SILC, and/or USU claim no responsibility for the illegal use of copyrighted or trademarked materials by Candidates.

I. Bribery and Slander
   a. The foundation of USUSA elections rests on campaign ethics. Therefore, Candidates, campaign committees and supporters, 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:
      i. Bribery, in any form, either to voters or other Candidates. Nominal items such as candy, hot chocolate, etc. do not constitute bribery.
      ii. Slander.

J. Off-Campus Campaigning
   a. Candidates and Campaign Committee Members must have the permission of the building or apartment owner/landlord/manager prior to door knocking, displaying or distributing any Campaign Materials.
      i. The policy for off-campus banners and signs comes directly from the Logan City Land Development Code Section 17.40 (this policy is subject to change).

VI. Social and Electronic Media:
   A. Social Media
      a. Candidates and Committee Members may use social media platforms to promote their candidacy. Use of any official university affiliated or departmental social media accounts is prohibited.
   B. Mass messaging
      a. Use of USU mailing lists (e.g. Canvas or class contact information) is strictly prohibited.

VII. Violations and Penalties:
   A. Fines
      a. Any fines levied against the Candidate and/or Campaign Committee Members – either by a University or city entity – count towards the Candidate's Campaign Value Limit and must be reflected on the Candidate's Financial Statement if the fine is received before the statements are due.
   B. Hearing Board
      a. Jurisdiction
         i. Pursuant to Article V of the USUSA Constitution, the USUSA Hearing Board will hear all Election grievances. The USUSA Hearing Board will render a decision on each grievance, and will assess a penalty if necessary.
      b. The Violation Process will be as follows:
         i. During Elections Week, any charges of violation of campaign regulations will be submitted via the USUSA Election Grievance form to the USUSA Hearing Board within 24 hours of the incident, but no later than the closing of the polls.
ii. If an elections bylaw violation comes to light after the final election results have been announced, a complainant may file a grievance until noon on the day of inauguration.
   a. Prior to Election Week, there is no time limit, although the USUSA Hearing Board will not meet regularly, and will hear cases on an as-needed basis.

iii. In the event of a violation, or a grievance being filed, both the accuser and accused must be called before the USUSA Hearing Board together. Upon hearing both sides, the USUSA Hearing Board will render a decision and assess a penalty if necessary.

iv. Election results for the office(s) in question will not be made public until all grievances have been heard by the USUSA Hearing Board, ruled upon penalties assessed, and the Candidate(s) notified of the decision.

v. Candidates will be responsible for submitting grievances for their own campaign.
   a. Any student who was affected by, or a direct witness to, any violation of election bylaws by campaigns or those campaigning for ballot issues is requested to file a campaign grievance.

vi. The burden of proving that a bylaws violation occurred is on the person filing the grievance.

vii. Explanation of how to file a grievance will be discussed at the mandatory elections meeting.

C. Penalties
   i. Penalties from which the USUSA Hearing Board may choose are as follows:
   ii. Confiscation and/or restriction of Campaign Materials (e.g. only one sign as opposed to two);
   iii. Restrictions on campaign times (e.g. not being allowed to attend town hall meetings or campaign on campus during certain times);
   iv. Budget restrictions;
   v. Ordering a new election for a particular office pursuant to Article III, Section 1 of the USUSA Constitution;
   vi. Disqualification of Candidate(s);
   vii. Or fines to be paid if the violation is discovered after the election has already taken place.
   viii. Fines shall not exceed the respective Candidate’s Campaign Value Limit (see Article IV.A.a.).
Senatorial candidates may place A-Frames near their respective college if prior permission is granted.

See Section V, Article F 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.

Elections Contact Information

**Elections Committee Co-Chairs**
Rachel Arner  
Email: elections.ususa@usu.edu  
Office: TSC 326  
Phone: (435) 797-7308

**Elections Advisors**
Linda Zimmerman  
Email: linda.zimmerman@usu.edu  
Office: TSC 326  
Phone: (435) 797-2911

Kevin Webb  
Email: kevin.webb@usu.edu  
Office: TSC 326  
Phone: (435) 797-3124

Timothy Olsen  
Email: timothy.olsen@usu.edu  
Office: TSC 326  
Phone: (435) 797-1716

Spencer Bitner  
Email: spencer.bitner@usu.edu  
Office: TSC 326  
Phone: (435) 797-3242

Sophia May  
Email: sophia.may@usu.edu  
Office: TSC 326  
Phone: (435) 797-0917