



General Elections Packet Fall 2022

A letter from ASCLU President Gregory Pimentel:

Dear Candidates,

Thank you for taking the first step! ASCLUG stands for the Associated Students of California Lutheran University Government and is arguably one of the most fulfilling and demanding leadership positions on campus. As a member of ASCLUG, you become the formal voice of the student body, an advocate for the student experience, diversity, inclusion and the connection between students and the administration. You will gain valuable leadership experience that will benefit you not only in the classroom, but in any future group, clubs or organizations, and ultimately in your professional careers beyond CLU.

Part of the responsibilities required of you, if elected, is your mandatory attendance at the ASCLU Senate Fall Retreat (September 16 - 18), your attendance at all official board meetings on Monday evenings, attendance at weekly office hours, a presence at ASCLUG events, and your constant passion to help build connection, support, and community for CLU.

If you believe everything above is right for you, I wish you the best of luck, because you have a campaign to win! Please read this packet in its entirety, sign the acknowledgement page, and bring it with you to the MANDATORY Elections Meeting on Tuesday, September 6th at 5:00pm at the student union patio.

Thank You,

*Gregory Pimentel '23
ASCLU President*

ASCLUG Preamble

We, the Associated Students of California Lutheran University, in order to provide for student organization, to encourage academic and social development, to provide a forum for student expression, and to encourage critical inquiry into matters of both faith and reason, do establish this constitution.

All ASCLUG terms are from the date elections are finalized until April 30th, 2023. Each member is required to uphold their student government position as defined in the ASCLU Constitution and Bylaws. It is also mandatory for each member elected to attend the ASCLU Senate Fall Retreat. A running candidate will only be listed on the ballot for a single position in any given election.

The following positions are available for this election period:

Senate

4 Freshman Senators

1 Sophomore Senator

Purpose and Duties of Senate

The ASCLU Senate is a board that has the power to evoke a great amount of action on the CLU campus. Through the use of both bills and resolutions, Senate examines the student needs and makes sure they are met. Each year, Senate receives a capital expenditure budget from student fees allocated by the ASCLU Constitution.

Past Senate projects include: purchasing patio furniture for the Student Union, bringing gluten free and vegan options to Ullman Commons, AEDs in the Residence Halls and Academic Buildings, water refill stations in the Residence Halls and Academic Buildings, and discount cards.

Please contact Senate Director Zaria Opara, at zopara@callutheran.edu with any questions regarding official duties.

Revised 9/5/22

Eligibility for ASCLUG Office

To be eligible for an ASCLUG position, you must meet the following requirements:

- Be a full-time undergraduate student (at least 12 credits per semester)
- Maintain a cumulative GPA of 2.5 or higher
- Be able to attend weekly board meetings on Monday evenings (5:20 Senate)

Candidates shall:

- Attend the **mandatory** Candidate Info Meeting on Tuesday, September 6th, 2022 promptly by 5:00pm.
- Failure to join on time can result in immediate disqualification or sanctions.
- Be held ultimately responsible for all aspects of their campaign.
- Follow all rules and procedures contained within this packet, the ASCLU Constitution and Bylaws, the University's Student Handbook, and the relevant Student Life policies.
- Respect all decisions of the Elections Committee and Judicial Board.

Statement of Candidacy

All running candidates are encouraged to submit a statement of candidacy reflecting why you are qualified and/or running for your desired position. The statement shall not exceed 75 words and must be submitted in Microsoft Word format through email. Please email your statement to the ASCLU Relations Director Ariana Gamble at asclurelationsdir@callutheran.edu no later than 9:00pm on Tuesday, September 6th, 2022. (Write-in candidates are not eligible for a statement of candidacy.)

In your email, please include your name, phone number, expected graduation year, and the position for which you are running. Please use Times New Roman font, size 12.

Upon receipt, the ASCLU Relations Director will confirm they have received the document.

If your statement of candidacy is not received by ASCLU Relations Director by 9:00pm on Tuesday, September 6th, 2022, your statement will not be accepted or displayed on the voting site.

Candidate Picture

If you would like a picture to be posted on the voting website then we can take a photo of you after the conclusion of the Candidate Info Meeting or you can email a photo of yourself to the ASCLU Relations Director at asclurelationsdir@callutheran.edu by Tuesday, March 22nd, 2022 at 9:00pm. The Candidate must be alone in the picture and must not contain any obscene gestures or references to violence, alcohol, and/or drugs.

Revised 9/5/22

Time and Duration of the Campaign

Campaigning begins Tuesday, September 6th, 2022 at the conclusion of the mandatory candidate meeting. Any campaigning prior to September 6th, 2022 must only be verbal.

Attendance at the Mandatory Candidate Info Meeting with the Elections Committee (September 6th, 2022) is mandatory for all running candidates. If you cannot be in attendance, a proxy must be present on your behalf. They are required to have the signed acknowledgement form, signed by the candidate that they will be representing. Failure to attend or to send a proxy to the Candidate Info Meeting, could result in removal of a candidate from the Fall 2022 ASCLUG General Election ballot (however, this would not remove one's eligibility to campaign as a write-in candidate).

All publicity (with the exception of social media) must be removed by 3:00pm on Wednesday, September 14th, 2022. The Elections Committee has the authority to levy sanctions and possible disqualification to candidate(s) that do not have their campaign materials removed by 3pm on Wednesday, September 14th, 2022.

There will be no campaigning allowed inside or in front of the following campus areas on the days of election voting (Tuesday, September 13th, 2022 through Wednesday, September 14th, 2022): residence halls, Pearson Library, or computer labs. There will be no campaigning within 50ft of any ASCLUG voting table on the days of the election. Candidates shall also not be allowed to vote at the ASCLUG voting tables on the days of the election, and shall use a laptop, computer, tablet, cell phone, or other electronic device to vote outside of the 50ft radius of the voting tables.

There will be no aggressive campaigning allowed on the days of election voting. An example of aggressive campaigning is: chasing people down and yelling at people. It is acceptable to ask people to vote for a candidate.

Candidates and campaigns are not allowed to carry around a laptop, tablet, cell phone, or any other device with Internet capabilities and have people vote for them on this device.

Content of Campaign Literature All publicity to be posted on campus must be approved and stamped by the front desk of the Student Union and meet the standards that are outlined in the Student Handbook 2022-2023. (The Student Handbook can be found on the CLU website.)

- Any reference to violence, alcohol, or drugs, including verbally, will result in immediate disqualification of the candidate.
- All publicity and campaign materials **shall be in good taste and in the spirit of healthy competition**. Any campaigning materials directly slandering other candidate(s) will be subject to review by the Elections Committee and could result in possible sanctions or disqualification.

Location of Campaign Materials

Campaign materials may only be posted/displayed in the areas listed below. Any campaign materials posted in areas not included in the following section that have not been approved via alternative marketing will be removed, and the candidate is subject to the proper sanctions (see below).

The Echo: Candidates may contact the Editor-in-Chief of The Echo and place publicity in the newspaper as long as they follow the guidelines of this election packet and any rules by which The Echo operates, and ensure that newspaper edition is not distributed to the general student body until after the conclusion of the mandatory Candidate Information Meeting on Tuesday, September 6th, 2022. Please contact The Echo office for more information (echo@callutheran.edu).

The Internet: The use of personal websites and social networking sites (e.g., Facebook, Twitter, Instagram, etc.) is permitted. However, you are not responsible for ensuring that the content on these sites matches the guidelines set forth by Content of Campaign Literature, stated above.

Snapchat: The use of Snapchat geo-filters is allowed anywhere on campus, including areas where there is an ASCLUG voting table(s).

Private Property: Publicity may be displayed in/on private property (e.g., clothes, cars) with the consent of the proper owner. (This publicity does not require approval from Student Life but must comply with campaign guidelines.)

Purple Student Life Boards: Posters may be displayed on purple Student Life boards around campus but are limited to one piece of publicity per board. No poster can have a perimeter larger than 68 inches.

Residence Halls: Publicity may be displayed on the doors and/or windows of individuals living on campus with the consent of all individuals living in the room. (This publicity does not require approval from Student Life.) It is required that approval is received from the Graduate Resident Director/Coordinator for the complex you wish to post campaign material before material can be posted. Again, all publicity placed in Residence Halls not on resident's doors or windows must be stamped by the front desk of the Student Union. This publicity does not need to be taken down by 3:00pm on September 14th, 2022.

Special Requests: Per University policy, any special request marketing should be directed to the Associate Director of Student Life for approval in email from (mpfischer@callutheran.edu). Please include information about location(s), time/date, and form of marketing. Actual postings must still also be approved.

Note: Posting can take up to three (3) days for approval.

Specific campaign posting locations are as follows:

Mt. Clef	Janss
Pederson	Rasmussen
Thompson	Conejo
Kramer	Peters Hall
North	Ahmanson Science Center Soiland
South	Humanities Center Swenson Center for
West	Social and Behavioral Sciences
Trinity	Swenson Science Center
Grace	Starbucks
Mogen	Pearson Library
Afton	Gilbert Sports and Fitness Center

Revised 3/10/22

Other Publicity

- Use of mass phone or email distribution lists acquired via on campus employment are prohibited.
 - Use of University list processor e-mail communication means (e.g., Blackboard, WebCT, etc.) by candidates and others are prohibited. Personal generated lists are permitted.
 - The use of computer or internet virus software is prohibited.
 - Chalking in any area is against University Policy and is prohibited.
 - Taping to glass in public areas is against University Policy and is prohibited. (Private Property does not apply.)
 - Removal of any postings other than your own is strictly prohibited. This includes other candidates' marketing and any other postings in approved areas.
 - Note that any location not listed in this packet is not approved, except through a special exception, as garnered using the instructions above. (See: Alternative Marketing)
 - Gifts (such as candy, bracelets, pens, etc.) are allowed, but must be accounted for in the Spending Review envelope of all running candidates (See: Spending Review).
 - Bribery is prohibited.

Campaign Finances

Each running candidate will be limited to the use of \$200 when campaigning for an ASCLUG position. These funds are not provided by ASCLUG. All funds provided, either through personal or other means, must be accounted for. (Campaign Spending Limits do not apply to write-in candidates.)

Spending Policy:

Each running candidate will be limited to the use of \$200 when campaigning for an ASCLUG position. Failure to comply with this rule will result in immediate disqualification from the election. In the case of a runoff election, a candidate may reuse existing campaign materials without incurring any additional costs; however, the use of these materials must be recorded on the runoff election spending packet. An additional limit of \$100 will be allowed in the case of a runoff election.

Candidate Responsibility:

The current Elections Committee will hold candidates personally responsible for their campaign materials and the costs associated with those materials. This means that each candidate must keep track of the expenses and receipts that are associated with their campaign. These materials must be provided by each running candidate for a mandatory spending review. (Spending Review Envelopes do not apply to write-in candidates.)

Spending Review:

All running candidates must provide itemized original receipts from all purchases pertaining to their campaign. Please leave your Spending Packet in ASCLU President Gregory Pimentel's box located in the ASCLU-G office on the first floor of the Student Union. Your spending packet should include your receipts and total amount spent. If no funds were spent during the election, please indicate so in your email. If there is no receipt available for purchased goods, please make a record of your purchase, and a fair market value will be assigned to these goods. Each candidate's Spending Packet must be received by Wednesday, September 14th, 2022 at 3:00pm. If your packet is not received on Wednesday, September 14th, 2022 by 3:00pm, you will be automatically disqualified.

Spending Review Classifications:

The categories below define the qualifications for different types of campaign materials.

Tangibles - This category includes all posters, t-shirts, buttons, candy, other food items, or any other physical materials. This also includes the cost associated with signs, such as printing. These materials should be accounted for on dated and itemized receipts that are provided in the spending review envelope required by the spending review policy.

Donations - This includes all tangible donations that were used to campaign. All donations must be accounted for in the way of receipts, or given a fair market value, in the spending review envelope. (For example: a candidate's uncle is a carpenter who wants to donate a Campaign House for the candidate. In this case, the actual materials of the donations must be accounted for through receipts and a specific dollar amount, while the actual time and labor does not need to be accounted for.”

Run-Off Election

A run-off election is held only if there is a tie for an elected position, which does not allow the position to be filled. This tie must be between candidates receiving the exact same number of votes, and eligible for election (example, if there are 4 positions to be filled, and the top 3 are clearly filled, but position 4 has a tie between two candidates). Only the tied candidates will be allowed in the run-off election. No write-in votes will be allowed during any run-off election.

If a candidate violates any campaign policies included in this packet or violates University posting policy during or before the run-off election, the candidate may be sanctioned and/or

disqualified from the run-off election and the other candidate will be awarded the elected position.

Complaints

Throughout the campaigning period, it is the right of any member of the ASCLU to inquire about possible infractions made by other candidates or file official complaints. To file a complaint, the ASCLU member should email the Elections Committee Chair ASCLU President Gregory Pimentel at asclupresident@callutheran.edu. Please note that any infraction, or subsequent sanctions, will be at the discretion of, and will be enforced by the Elections Committee.

- Suspected violations of the Elections Packet, the ASCLU Constitution and/or Bylaws, or University Policy by a candidate shall be submitted to the Elections Committee. Persons making such referrals are required to provide evidence pertinent to the case and may be asked to appear before the Elections Committee and/or Judicial Board.
- When a member of the Elections Committee, or the Elections Committee as an entity, is accused of a conduct violation, the complaint shall be adjudicated by the Judicial Board.
- Alleged violations may be reported to the Elections Committee at any time between the Candidate officially declaring their candidacy and the Elections Period concluding.
- Complaints against the Elections Committee or any Elections Committee member can be reported to the ASCLU President at [asclupresident@callutheran](mailto:asclupresident@callutheran.edu) or the ASCLUG Executive Cabinet Advisor.
- The burden of proof shall be upon the complainant, who must establish the responsibility of the respondent by preponderance of the evidence.

Sanctions

- The majority vote of the Elections Committee shall determine the sanction most appropriate to an affirmed violation.
 - The nature and degree of the sanctions may be recommended by any member of the Committee.
- Each action violating the rules and policies governing the General Election shall be sanctioned separately, but multiple violations stemming from a single act shall be sanctioned singularly.
- Factors to be considered when determining sanctions shall be:
 - The severity of the violation(s).
 - The nature of the offense(s).
 - All previous violations and sanctions issued against a given candidate.
 - In order to discourage multiple violating activities, sanctions levied against repeat-violators may be more severe.

Revised 9/5/22

- Possible sanctions may include
 - An official warning.
 - The temporary or permanent removal of campaign materials.
 - A requirement that the Candidate cease:
 - The campaign activity that is most closely related to the violating act.
 - Multiple campaign activities.
 - The length and timing of the activity restrictions are at the discretion of the Elections Committee.
 - No candidate may be removed from the official ballot until the closing of all formal ASCLUG appeals relating to the issue in question.
 - Disqualification of the candidate.
 - No candidate may be disqualified until the closing of all formal ASCLUG appeals relating to the issue in question.
 - Other sanctions or course of action.
 - The Elections Committee retains the right to impose additional sanctions or course of action according to the specific needs of a situation.
 - Sanctions mandating specific behaviors of a respondent are immediately binding subsequent to the notification of the respondent by the Chair.

Any individual (running candidate or write-in candidate) disqualified from the Fall 2022 General Elections cannot be elected to any available elected position in this election.

Appeals

Candidates have the right to appeal any decision made by the Elections Committee to the Judicial Board.

- Candidates must notify the Chair of the Elections Committee that they are appealing a decision made by the Elections Committee. The appeal will be made to the Chair of the Judicial Board, Vice President of Student Affairs Melinda Roper.
- Upon receipt, the Judicial Board Chair will provide confirmation that they have received the appeal and shall notify the Elections Committee of the appeal.
- The plaintiff or a designee on behalf of the plaintiff shall appear before a meeting of the Judicial Board to present their case. The Chair of the Elections Committee will represent the Elections Committee in this meeting.
- The Judicial Board will deliberate whether or not they will uphold the decision of the Elections Committee or if they will accept the appeal, thus revoking the ruling in question made by the Elections Committee.

- Election results shall not be finalized for the office in question of any open Judicial Board appeal until the case has been resolved.

Results

The results from all elections shall be made available to the public once the election has been finalized by the Elections Committee and there are no pending Judicial Board cases pertaining to the Elections. Results from the ASCLU Senate Elections shall be announced at the conclusion of the Elections Committee meeting on Wednesday, September 14th, 2022 upon completion of all pending Elections Committee and Judicial Board cases

Important Contact Information

ASCLU Elections Committee			
Contact	Position	Phone	Email
Gregory Pimentel	Committee Chair	(805) 341-7560	asclupresident@callutheran.edu
Zaria Opara	Committee Member	(480) 200-4686	asclusenatedir@callutheran.edu
Melanie Masson	Committee Member	(805) 603-2339	ascluprogdir@callutheran.edu
Chanelle Labrador	Committee Member	(714) 926-3748	asclufinancedir@callutheran.edu
Ariana Gamble	Committee Member	(818) 426-2692	asclurelationsdir@callutheran.edu
Lavleen Sandhu	Committee Member	(559) 284-8815	lsandhu@callutheran.edu
Taryn Gaulke	Committee Member	(253) 259-5323	gaulke@callutheran.edu
Pierre Meleka	Committee Member	(818) 416-0638	pmeleka@callutheran.edu
Andrea Layne	Advisor	(805) 341-6529	Alayne@callutheran.edu

Revised 9/5/22



Required Acknowledgement of Election Packet Materials for Running Candidates

I, _____, have read the Election Packet and the campaign policies in its entirety. I understand the rules, including, but not limited to, the following:

My attendance at the Mandatory Elections Meeting on Tuesday, September 6th, 2022 at 5:00pm with the Elections Committee is mandatory.

If I do not submit my statement of candidacy as a Word document to ASCLU Relations Director at asclurelationsdir@callutheran.edu by Tuesday, September 6th, 2022 at 9:00pm, my statement will not be accepted or displayed.

If I do not leave my Spending Packet in ASCLU President Gregory Pimentel’s box located in the ASCLU-G office of the Student Union by 3:00 pm on Wednesday, September 14th, 2022 I will be disqualified.

Failure to comply with Election Packet posting guidelines, or University posting policies, could result in sanctions and/or disqualification determined and enforced by the Elections Committee.

Verification of my eligibility to hold a position on ASCLUG will be performed by a member of Student Life to verify my GPA, as indicated in the University data system, through Spring 2023.

By signing below, I wish to officially enter the ASCLUG Fall 2022 General Elections and acknowledge all consent stated in this Elections Packet.

Signature Date

of Candidate (Printed) Desired Position Name

FOR OFFICE USE ONLY:

Date/Time received:

Received by: