

Student Government

The University of Tampa



[2012 ELECTION PACKET]

Welcome from the Chief

Hello,

First off, I want to thank you for expressing an interest in holding a Student Government office. Your eagerness to help us represent the student body is an admirable quality in itself. With your help, I am sure we will be able to create the University we all want to see.

As the Chief of the Judicial Advisory Board, it is my job to ensure a free and fair election. I am available to answer any questions you may have along the way.

Please follow the guidelines in this election packet as well as University policies regarding posting. I ask that each of you act in a professional and respectful fashion throughout the campaign. I also challenge you to consistently bring up the rhetoric of your campaign, talk about how you are best suited to represent the students, and how you plan to do so. The Student Government Constitution and By-Laws can be located on our website utstudentgovernment.weebly.com.

Good luck in your campaign!

Abbey Ray
Chief of Judicial Advisory Board
Student Government
ara@spartans.ut.edu



THE UNIVERSITY OF TAMPA
STUDENT
GOVERNMENT

Election Procedures and Guidelines

Election Procedures:

The University of Tampa Student Government will hold their annual elections in the beginning of April for President, Vice President, Speaker of the Assembly and six senator campus wide senators. Academic class senators will be elected in the beginning of September. The election results will be kept confidential and monitored by the Chief of the Judicial Advisory Board, Student Government Advisor, and Dean of Students until the official announcement. The candidates will be able to inspect the results of the election following the announcement. All challenges to the elections, including campaign offenses, must be made in writing or in email and presented to either the Office of Student Leadership and Engagement or the Student Government Office by 11:30 a.m. on the business day after the results are announced.

All violations of election rules and procedures witnessed by or made aware to the Office of Student Leadership and Engagement or Student Government Office shall be reported to the Judicial Advisory Board for appropriate action. The Judicial Advisory Board will meet and decide on appropriate actions. Any decision the Judicial Advisory Board determines can be appeal to an appeals board. The appeal must be written and presented to the Dean of Students office by 11:30 a.m. the following business day. The appeals for election purposes only shall be comprised of the Dean of Students, Associate Dean of Students, Student Government Advisor, and two (2) staff members from the Office of Student Leadership & Engagement. The appeals board will be chaired by the Chief of the Judicial Advisory Board. The board will then meet and rule strictly from what is on the written appeal no candidate may be present or speak. (Resolution 1013)

Election Requirements:

The following disciplinary sanctions will disqualify a student from becoming elected or holding a Student Government officer position. This would put the Student Government officer in poor standing.

1. Pending termination of residency/restricted access from all residential areas.
 - a. Depending on when sanction(s) occur(s), a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
2. Termination of residency and/or restricted access from all residential areas.
 - a. Depending on when sanction(s) occur(s), a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
3. Pending suspension.
 - a. Depending on violation(s) and when sanction(s) occurs, a student may be eligible to be elected or serve on Student Government the semester after pending termination/restricted access from all residential areas has been lifted and all sanctions have been satisfactory completed.
4. Suspension from The University of Tampa.
5. Expulsion from The University of Tampa.
6. Unsatisfactory completion of all sanctions.

Qualifications of Student Government Officers

Officers of Student Government subject to the following qualifications shall be the President and Vice President.

1. A student eligible to be a candidate for an office must:
 - Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
 - Have a cumulative grade point average of 2.75 as determined by the Registrar.
 - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02
 - Only declare candidacy to a single office in the election.
 - Previously attend The University of Tampa for at least two full consecutive semesters at the time of the election.
2. A student eligible to hold an office must:
 - Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
 - Have a cumulative grade point average of 2.75 as determined by the Registrar.
 - Be in good standing at The University of Tampa outlined in the By-Laws. Please see Article IX Section 9.02
 - Not be a president or editor of any other campus organization, unless expressly outlined in this constitution.
 - Diligently carry out the duties of their respective office.

Officers of Student Government subject to the following qualifications shall be the Speaker of the Assembly.

1. A student eligible to be a candidate for an office must:
 - Be regularly enrolled at The University of Tampa and carry at least 12 semester hours.
 - Have a cumulative grade point average of 2.75 as determined by the Registrar.
 - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02
 - Only declare candidacy to a single office in the election.
 - Previously attend The University of Tampa for at least two full consecutive semesters at the time of the election.
2. A student eligible to hold an office must:
 - Be regularly enrolled at The University of Tampa and with at least 12 semester hours.
 - Have a cumulative grade point average of 2.75 as determined by the Registrar.
 - Be in good standing at The University of Tampa as outlined in the By-Laws. Please see Article IX Section 9.02
 - Diligently carry out the duties of their respective office.

Qualifications of Student Senators

1. A student eligible to be a candidate for a Student Senate seat must:
 - Be in good standing and regularly enrolled at The University of Tampa and carry at least 12 semester hours.
 - Have a cumulative grade point average of 2.50 as determined by the Registrar.
 - Senators elected to represent their class must have the appropriate number of credit hours when elected.
 - This requirement can be waived by the Judicial Committee for incoming freshmen with sophomore standing.
2. A student eligible to hold a Student Senate seat must:

- Be in good standing and regularly enrolled at The University of Tampa and with at least 12 semester hours.
- Except for a first-year students, have a cumulative grade point average of 2.50 as determined by the registrar. First-year students must have a 2.50 at the end of the first semester, in order to continue in office for the remainder of the year.
- Diligently carry out the duties expected of a Student Senator.

Election Guidelines:

- The President and Vice President shall run on a single ballot.
- Candidates must not act in such a manner that it places a voter under duress with regard to their vote, as decided by an election committee investigation.
- Candidates must not take down or tamper with other candidates' campaign materials.
- Candidates should campaign positively. Candidates are representing The University of Tampa.
- Use of The University of Tampa mass/global email system is prohibited. This includes email sent through and UT system (i.e. UT E-mail and BlackBoard Systems).
- Candidates may campaign on only the dates provided by the Judicial Advisory Board.
- Candidates must obey the University Posting Policy. This includes removing campaigning materials after the election. The Judicial Advisory Board reserves the right to remove any campaign items that violate the University Posting Policy.
- Prior to posting items in the Ultimate Dining (aka the Café) or any other food service location, candidates must speak with Sodexo employees for approval.
- Candidates must submit a complete Elections Packet in order to be recognized on the ballot.
- If a candidate is found to not meet the GPA or good standing requirements, he/she will be removed from the ballot as a candidate.
- A candidate may not change the position that he/she is running for after the Election Packet deadline has passed.
- A candidate must notify the Judicial Advisory Board if he/she plans to withdraw from the election either in writing or an email to the Chief of the Judicial Advisory Board.
- Senators representing the various classes can only be elected by members of those classes.
- Campus wide senators shall be subject to the vote of the entire student body.
- Violation of any one of the Election Guidelines may result in a disqualification from position.

Campaign Offenses:

The following offenses are punishable with disqualification from all positions elected during the current election period not to include appointed by The University of Tampa Student Government or positions elected during a different time period.

1. Each candidate, or their non-candidate representative (any person who is not a candidate for the same position as the person he/she is representing), must attend the first candidates' meeting. Failure to do so will result in that candidate's withdrawal from the election.

Formal Campaign material (posters, campaign speeches, and letters to organizations, website posts, FaceBook/MySpace, Twitter and other digital presentation) may not begin until after the first candidates' meeting or when the Judicial Advisory Board advises.

Campaign Contract

I, _____, running for a seat on The University of Tampa Student Government, understand and am knowledgeable of all the guidelines concerning campaign expenditures, and realize that any diversion from the rules will result in loss of candidacy. I understand that ignorance will not be an excuse for diversion from campaign guidelines. I am aware that the seat I am running for is for the entire 2011-2012 academic year, and I am willing and able to fulfill my obligations to the student body.

Signature

Date

Campaign Timeline

13 March	Packets Due (Vaughn 220) or Email SG@ut.edu by 5:00 p.m.
20 March	Candidates meeting: Student Government Office – 6 p.m. Campaigning begins after meeting is adjourned
27 March	Candidate Speeches at General Assembly – 7p.m. in Reeves Theater
27 March - 1 April	Voting Online (Blackboard)*
3 April	Winners announced at General Assembly

* Voting begins at 9 p.m. on the 29th and lasts until midnight on the 1st.

Candidate Information

Name(s):

Student ID #(s):

Please circle what position you are running for.

Position: President & Vice President
 Speaker of Assembly
 Senate Campus-Wide (6 positions)
 Sophomore Senate** (2 positions)
 Junior Senate** (2 positions)
 Senior Senate** (2 positions)

**Please note: The Senate class-specific positions are based off of your class standing during the 2011-2012 academic year.

Phone:

E-mail:

GPA (will not be disclosed):

Credit hours earned:

The following will be posted on the Student Government website/Facebook during the election period.

Why are you running for this position?

Why should someone vote for you?

What separates you from your fellow candidates?

Release of Information*

Name:

Student ID:

Judicial Release:

I hereby authorize the release of my judicial records to the Student Government Elections Committee for the purpose of determining the standing at The University of Tampa.

I understand that such information will be used to determine whether or not I am eligible to run for, or hold a Student Government position, according to the Student Government Constitution.

Signature

Academic Release:

I hereby authorize that the Dean of Students and/or the SG Advisor may verify my class standing and/or grade point average that is required for the Student Government Elections.

Please Note:

1. A minimum 2.75 cumulative GPA is required for President, Vice President, and Speaker of the Assembly candidate eligibility.
2. A minimum 2.50 cumulative GPA is required for all Senate positions candidate eligibility.
3. My GPA must remain above the 2.50 cumulative GPA for both semesters.
4. Class standing is determined by the Registrar.
5. Please note: Candidates must:
 - a. Presidential candidates must be available on Tuesdays from 7-11 p.m. during the 2011-2012 academic year.
 - b. Vice President candidates must be available on Tuesdays from 8-9 p.m. during the 2011-2012 academic year.
 - c. Speaker of the Assembly candidates must be available on Tuesday nights from 7-8 p.m. during the 2011-2012 academic year.
 - d. Senator candidates must be available on Tuesdays from 8-9 p.m. during the 2011-2012 academic year.

Signature

*This information is to verify eligibility and will not be publicly disclosed.

Petition for Candidacy

	Name	ID Number	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Fifty signatures are needed to run for any position.

Petition for Candidacy Continued

	Name	ID Number	Signature
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

Fifty signatures are needed to run for any position.

Campaign Expenditures

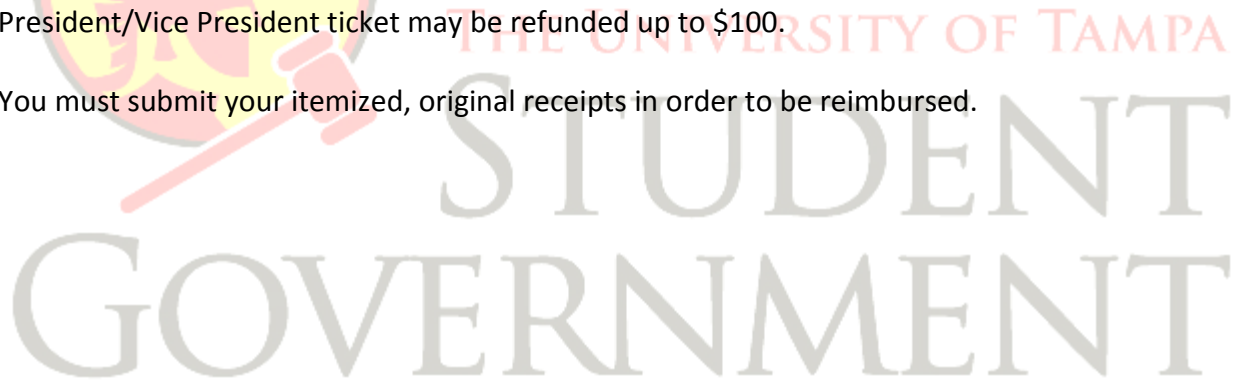
Name: _____

Date: _____ [DUE: (4|9|12) by 5 p.m. to SG Treasurer, Paul Patterson, Vaughn 220]

ITEM	QUANTITY	VALUE
TOTAL :		


Student Government will fund your campaign up to \$50 per individual candidate. The President/Vice President ticket may be refunded up to \$100.

You must submit your itemized, original receipts in order to be reimbursed.



**MAKE SURE TO HAND
IN PAGES 6-12!**

**PLEASE KEEP PAGES
13-19 TO MAKE SURE
YOU ARE AWARE OF
THE UNIVERSITY
POSTING POLICY!**

A large, semi-transparent watermark of the University of Tampa Student Government logo is centered in the background. The logo features a red and yellow circular emblem with a sunburst design, and the text 'THE UNIVERSITY OF TAMPA' and 'STUDENT GOVERNMENT' overlaid in a light red and grey font respectively.

The University of Tampa Posting Policy

General Campus Posting

All non-academic posters, table tents, flyers, banners, signs, etc. must be approved and stamped by the Office of Student Leadership and Engagement (OSLE) before being posted anywhere on campus with the exception of the residence halls (posting within the residence halls must be approved by Residence Life). Any such materials posted on campus that are not approved and stamped will be removed.

Banners must not impede the flow of traffic and provide a minimum of 6'6" clearance.

Only registered UT organizations and students selling individual goods (books, furniture, etc.) can post on campus.

Due to limited space, posting is not permitted for any organization not affiliated with UT. *The Minaret* and WUTT are available for advertising of this nature.

Material presented may not be of any offensive nature as determined by the Office of Student Leadership and Engagement (sexist, racist, obscene, etc.).

Posters for any event where alcohol is present must comply with the university alcohol policy and the Student Organization Events with Alcohol policy (p. 6).

The Office of Student Leadership and Engagement has full discretion in approving posters.

Materials may NOT be placed on painted surfaces or any glass windows/doors (including wood and/or plaster finishes).

Flyers and banners may not be posted more than two weeks before the event.

No duct tape, masking tape, or strapping tape may be used. Thumb tacks, scotch tape, and staples are to be used only where appropriate.

Chalking must be a minimum of 10 feet from entrances and may not be done on steps.

If you are looking to post in other areas not specified in this policy, please ask OSLE for permission.

Posting is not permitted on trees, benches, trashcans, rocks, telephones, banisters, or campus exteriors.

Nothing may be taped to the walls or doors in the building.

Important Information

When UT hosts an Admissions Open House (the Sunday around the 15th of each month), all flyers, banners, and other advertisements will be taken down for these events and disposed of by Facilities. We recommend you postpone your advertising until after these events, if possible.

Banner paper and markers are available for registered student organizations to use. These supplies are provided by Student Government (SG) and are available in the Student Organizational Suite.

The OSLE approval stamp is valid for two weeks. After this time, advertisements will be taken down. All flyers and banners will be checked for violations throughout the week.

The Office of Student Leadership and Engagement has a professional poster maker available for organizations. Please note that there is a CHARGE for the poster maker. \$2 for a 17" poster, \$3 for a 23" poster.

Plant Hall Posting

Only one banner per organization is allowed to be hung up in Plant Hall Lobby and ten flyers per organization may be hung up on the marble columns or bulletin boards.

Banners may not exceed the length of lobby or hallway columns. Organizations may post flyers

- Around the marble columns in Plant Hall Lobby
- On the 2nd, 3rd, and 4th floor Bulletin Boards (at the top of the stairs)
- The Science Wing Bulletin Board
- In the Hazel Ward Lounge (the area next to Fletcher Lounge)

Organizations may hang banners:

- Between the columns in Plant Hall Lobby
- Between the columns in Hazel Ward Lounge

Banners may NOT be hung between the columns outside of the President's office.

Vaughn Center

There is no posting allowed on the first floor of the Vaughn Center or the Spartan Club.

Posting is only allowed in designated areas (one flyer per area):

- Bathroom Lobby (2nd floor)
- Hallway by the PEACE Volunteer Center
- Student Organization Suite
- Hallway by OSLE and Student Conduct Office
- Spartan Club Game Room
- Commuter Lounge

If the flyer involves an event that has multiple dates, the two week time period for advertisements is based on the first date.

All posters, flyers, signs, etc. must be approved and stamped by the Office of Student Leadership and Engagement.

Vaughn Center Building Managers will be in charge of removing posters/flyers daily.

Posters may be no larger than 22 inches high and 17 inches wide unless approved by the Office of Student Leadership and Engagement.

Only thumbtacks or pushpins are allowed in designated posting areas, no staples, tape, etc.

Painting the Vaughn Center windows is not permitted.

All other posting policies under the Office of Student Leadership and Engagement are still in effect.

John H. Sykes College of Business

Flyers may be hung:

- On the first floor Bulletin Board located in the vending machine area.
- On the second and third floor Bulletin Boards located around the faculty offices.

The College of Business and the Office of Student Leadership and Engagement have full authority to take down any flyers that they feel are inappropriate, not hung in the correct manner, have been up for an unreasonable amount of time, or any other reason we see fit.

Various Other Areas Around Campus

Flyers may be posted in the following areas:

- Macdonald-Kelce Library-Bulletin Board inside the front door
- Information Technology-Bulletin Board outside of Room 113 in the Computer Center
- Military Science-Bulletin Board outside of the ROTC building
- Health and Counseling Center-only one flyer at a time may be hung up on the back of the door at the Health Center
- Speech, Theater, and Dance-Bulletin Board located on B Street
- Music Center-Bulletin Board in the Furman Music Center in front of room 110
- Communications and Nursing Building-Bulletin Board
- In the Post Office in Riverside Center on the bulletin board.

There is to be no posting of any kind on the 1st floor of Stadium Center without the approval of dining services.

Table Tents

Table tents for UT events/activities will be allowed in the Cafeteria and Spartan Club.

Please contact Wade Burghardt-Culp for more information at wade.burghardt@sodexo.com.

A-Frame Boards

Student Organizations/Departments can post posters on A-Frame boards and place them in the VC Plaza only.

The Office of Student Leadership and Engagement will not be in charge of making the poster for the board. Banner and markers are available in the Student Organization Suite.

All posters must be stamped in the Office of Student Leadership and Engagement.

In case of inclement weather, a-frame boards will be put away and not be displayed inside.

Table Registration

Organizations must obtain permission to reserve a table in the Vaughn Center or Plant Hall by filling out the Program Request Form found in OSLE or the Facilities Scheduling link on SpartanWeb.

Please allow at least five business days for a response to your request.

IMPORTANT: A Program Request Form is **ONLY A REQUEST** for a table, just because it is filled out does not mean it has been approved.

Tables may be reserved from 7 a.m. to 1 a.m.

Tables and chairs cannot be moved from their designated spots in the Vaughn Center or Plant Hall Lobby.

Organizations must remove their material at the end of each day.

Any damage to the tables, chairs, or surrounding areas will result in a charge for repairing damages or replacing tables/chairs and a loss of table privileges.

If an organization/department leaves any material behind, posting policy sanctions are applied.

Flyer and Banner Stipulations**Location Quantity**

Plant Hall 10 Flyers, 1 Banner

Cafeteria 25 Table Tents

Rathskellar 30 Table Tents

Vaughn Center 6 Flyers

John H. Sykes College of Business 2 Flyers

Macdonald-Kelce Library 1 Flyer

Information Technology 1 Flyer

Military Science 1 Flyer

Health and counseling center 1 Flyer

Speech, Theater, and Dance 1 Flyer
Music Center 1 Flyer
Communications and Nursing 1 Flyer
Post Office 1 Flyer

Vending Policy

Organizations may wish to sponsor an approved company, person, etc. to come on to campus and sell their goods or services. In exchange for sponsoring, the organization usually receives 10-15% of the vendor's gross sales, or at least \$50 a day. There is a list of approved vendors available in OSLE. There is a required Vendor/Organization Contract that must be filled out and turned in to OSLE by the scheduled date of the vendor coming onto campus. The organization is completely responsible for the vendor and the vendor's actions. For more information on the OSLE vendor policy, please call us at x6233.

Violations

Failure to comply with this posting policy will result in the loss of the following posting privileges:

1st Offense:	Written warning from the Office of Student Leadership and Engagement
2nd Offense:	4 weeks revocation of posting privileges
3rd Offense:	8 weeks revocation of posting privileges
4th Offense:	16 weeks revocation of posting privileges
5th Offense:	May lose their organization status as determined by the Office of Student Leadership and Engagement

- Sanctions carry over from one academic year to the next.
- Forgery or intentional misuse of the Office of Student Leadership and Engagement stamp will result in an automatic semester long suspension (the organizations loses all posting privileges).
- All warnings and sanctions will be sent to the organization president. It is his/her responsibility to notify the group about the sanction.

Other Advertising Contacts

- Ad in the Minaret (x2462)
- Table in the Rathskellar (x2752)
- Advertise in the Residence Halls (x6239)
- Sponsor a vendor in Plant Hall (x6233)
- OSLE Weekly Update (marketing@ut.edu)
- Marketing Screens in Vaughn Center behind Information Desk and next to elevators (marketing@ut.edu)

Please contact the appropriate number to check on Policies.

Helpful Phone Numbers**Services**

Kinko's Copies

Discount Signs

Advance Signs and Designs

Black Dog Signs and Graphics

Just Signs

Phone

876-7011

243-1598

931-4500

659-3606

800-840-894

