

## **STUDENT GOVERNMENT OF WENZHOU-KEAN UNIVERSITY ELECTIONS CODE**

### CHAPTER 500: PURPOSE and DEFINITIONS

500.1 This Code shall be the governing document in regards to all aspects of the elections process for the Student Government of Wenzhou Kean University.

#### 500.2 "Candidate"

- a. A candidate is defined as an individual who has submitted an election application and attended the candidates meeting.
- b. A candidate must meet eligibility requirements at time of application and throughout the election process.

#### 500.3 "Election Application"

- a. An Election Application is defined as the official application made available to students via Cougarlink.
- b. The Student Affairs Office will be responsible for creating, updating, and maintaining the application.
- c. The Election Application shall include the official election timeline.

#### 500.4 "Campaigning"

- a. Campaigning is defined as the distribution or strategic positioning of literature or materials; the posting of advertisements in any media outlet; and public speaking or written publication, designed to directly influence the electorate's choice.

#### 500.5 "Campaign Materials"

- a. Campaign materials are defined as physical objects, including, but not limited to signs, handouts, and posters, used to advertise for a candidate.

500.6 The Elections Committee, in consultation with the Student Affairs Office, has the right to clarify the definition or interpretation of the listed definitions or any additional terms through written communication with the candidates.

### CHAPTER 501: REQUIREMENTS FOR OFFICE

### 501.1 General Requirements

- a. Candidate must be registered and recognized as a full-time, matriculated undergraduate student by the Office of the Registrar.
- b. Candidate must have an institutional cumulative GPA of at least a 3.0 on a 4.0 scale at the time of application, as determined by the Office of the Registrar.
- c. Developmental courses do not count towards credit hour totals.
- d. Candidate must be free of probation with restrictions in residence, University-wide disciplinary probation or higher-level disciplinary sanctions (University-wide probation with restrictions, suspension, or dismissal).
- e. Candidate must be capable of fulfilling obligations of the office.
- f. Candidate must file an Election Application.
- g. Candidate may only file an application for one position.
- h. Candidate must not have resigned or been removed from a Student Government office within the same election year.
- i. Candidate may not hold an executive position in any other student group.
- j. Candidate may not be full-time employee of Wenzhou Kean University.
- k. Must meet the Student Leadership Criteria, as listed in Student Handbook of Wenzhou Kean University.

### 501.2 Presidential Candidates

- a. Must have completed a minimum of twelve (12) credits at Wenzhou Kean University.
- b. Must be a sophomore or junior student.
- c. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester.
- d. Shall be elected by the full-time, undergraduate student body in a secret ballot.

### 501.3 Executive Vice Presidential Candidates

- a. Must have completed a minimum of twelve (12) credits at Wenzhou Kean University.
- b. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester
- c. Shall be elected by the full-time, undergraduate student body in a secret ballot.

### 501.4 Vice President of Student Groups Candidates

- a. Must have completed a minimum of twelve (12) credits at Wenzhou Kean University.
- b. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester.
- c. Shall be elected by the full-time, undergraduate student body in a secret ballot.

### 501.5 Vice President of Programming Candidates

- a. Must have completed a minimum of twelve (12) credits at Wenzhou Kean University.
- b. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester.
- c. Shall be elected by the full-time, undergraduate student body in a secret ballot.

### 501.6 Vice President of Public Relations Candidates

- a. Must have completed a minimum of twelve (12) credits at Wenzhou Kean University.
- b. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester.
- c. Shall be elected by the full-time, undergraduate student body in a secret ballot.

### 501.7 Vice President of Human Resources Candidates

- a. Must have completed a minimum of twelve (12) credits at Wenzhou Kean University.
- b. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester.
- c. Shall be elected by the full-time, undergraduate student body in a secret ballot.

#### 501.8 Treasurer Candidates

- a. Must have completed a minimum of twelve (12) credits at Kean University.
- b. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester.
- c. Shall be elected by the full-time, undergraduate student body in a secret ballot.

#### 501.9 Assistant Vice President of Human Resources Candidates

- a. Must have completed a minimum of twelve (12) credits at Kean University.
- b. Must work in Student Government for at least one semester or work in other student groups as president for at least one semester.
- c. Must assume the office of Human Resources the year following his or her election, and cannot run for another office.
- d. Shall be elected by the full-time, undergraduate student body in a secret ballot.

#### 501.10 Senior Class Representatives Candidates

- a. Must have completed a minimum of twelve (12) credits at Kean University.
- b. Must be a senior student.
- c. Shall be elected by full-time, undergraduate students, with at least ninety (90) credits, in a secret ballot.

#### 501.11 Junior Class Representatives Candidates

- a. Must have completed a minimum of twelve (12) credits at Kean University.

- b. Must be a junior student.
- c. Shall be elected by full-time, undergraduate students, with at least fifty-six (56) but no more than eighty-nine and a half (89.5) credits, in a secret ballot.

#### 501.12 Sophomore Class Representatives Candidates

- a. Must have completed a minimum of twelve (12) credits at Kean University.
- b. Must be a sophomore student.
- c. Shall be elected by full-time, undergraduate students, with at least twenty-nine (29) but no more than fifty-five and a half (55.5) credits, in a secret ballot.

#### 501.13 Freshman Class Representatives Candidates

- a. Must be a freshman student.
- b. Shall be elected by full-time, undergraduate students, with no more than twenty-eight and a half (28.5) credits, in a secret ballot.

501.14 The official @wku.edu.cn email address that is provided by the university to every enrolled student is considered the official form of communication between Student Affairs Office and candidates.

### CHAPTER 502: ELECTIONS TIMELINE

502.1 Shall be the official timeline of the elections process, detailing all deadlines and restrictions outlined in the Election Application.

502.2 Shall be distributed to all candidates at the Candidate Meetings.

502.3 Shall be determined by the Student Affairs Office.

### CHAPTER 503: CANDIDATE MEETINGS

503.1 Shall be scheduled by the Student Affairs Office to occur within three (3) business days of the application deadline.

- 503.2 It is the duty of the Elections Committee to use the Candidate Meeting to inform potential candidates of all policies within the Elections Code, as well as presenting the Elections Timeline and answering any questions candidates might have.
- 503.3 The Elections Committee shall be responsible for thoroughly informing candidates of their duties of office.
- 503.4 All candidates must attend the Candidate Meeting.
- 503.5 If extenuating circumstances, as determined by the Student Affairs Office, prevent a candidate, or an authorized designee, from attending the Candidate Meeting, an individual meeting with a staff member from the Student Affairs Office must be arranged.

#### CHAPTER 504: FILING OF REQUIRED DOCUMENTATION

##### 504.1 Election Application

- a. All candidates shall file the Election Application with the Student Affairs Office, via Cougarlink.
  - b. All candidates shall sign a grade release statement (FERPA) enabling the Student Affairs Office to check grade qualifications of the candidate.
  - c. A candidate may change the office he or she seeks to run for by notifying the Director of Student Affairs Office via email up until the application deadline at which time changes will be prohibited.
- 504.2 Any tampering of election documents may result in the disqualification of the tampering person or the candidate they represent.

#### CHAPTER 505: CAMPAIGNS

- 505.1 Candidates are responsible for any individual(s), organization(s), or organization representative(s) campaigning on his or her behalf.
- 505.2 Guidelines for On-Campus Campaigning
- a. Candidates will be eligible to post and distribute campaign materials on-campus after they file all necessary documents, attend a candidate meeting, and are notified of eligibility by the Student Affairs Office.

- b. Candidates must abide by current University posting/distribution policies.
- c. Only approved materials may be posted on-campus.
- d. Table tents are not allowed.
- e. Chalking and all other forms of defacing University property are prohibited.
- f. Door-to-door campaigning in residence halls is prohibited.
- g. Campaigning is not permitted, nor may campaign materials be placed in any computer lab.
- h. Campaigning is not permitted in the Wenzhou Kean library.
- i. Hand-distributed campaign materials must be distributed person-to-person and may not be placed in any central location for pick-up by voters.
- j. Each candidate is responsible for seeing that his or her campaign materials are removed by 5:00 PM the day following the announcement of the election results. The Elections Committee will discard items not removed.

### 505.3 General Regulations

- a. No person other than a member of the Elections Committee, Student Affairs Office staff, the respective candidate, or those campaigning for the respective candidate shall willfully destroy, deface, obscure, move, or remove campaign materials.
- b. In the case of a violation of this Elections Code, the Elections Committee and/or Student Affairs Office staff shall have the authority to handle campaign materials of a candidate, prior to an election, and shall alert the respective candidate within one business day.
- c. The logos of Wenzhou Kean University (including Kean branding, Student Government, divisions, departments, and offices) shall not be used in any candidate's printed campaign materials.
- d. No candidate or any individual working on a campaign may publicly state any false or misleading information about a candidate.

### 505.4 University Resources

- a. Divisional, departmental, and/or office resources, including but not limited to printers, copiers, computers, and office supplies, shall not be used by any candidate for the advancement of his or her campaign.
- b. Candidates cannot seek or accept exclusive individual benefits from university vendors.
- c. Candidates may reserve rooms through the Student Affairs Office to use for campaign planning.
- d. Candidates may not use or accept university money designated to student groups.

#### 505.5 Promotional Videos

- a. Student Government executive board candidates will have the opportunity to participate in a professional style promotional video.
- b. The Student Affairs Office shall set a time and place for the video production.
- c. Participation in the promotional video is optional.
- d. The format of the video shall be determined by the Elections Committee and the Student Affairs Office.
- e. It is the responsibility of the Elections Committee to publicize the promotional video.

### CHAPTER 506: ELECTIONS

#### 506.1 Elections Period

- a. Elections will be held twice a year. Once in the Fall semester and once in the Spring semester.
- b. Candidates and staff shall respect the voters' right to a secret ballot by not exerting any undue influence over a voter.
- c. The Elections Committee and Student Affairs Office shall supervise the elections and be available for assistance and ruling in any and all matters during the elections process.



## 506.2 Voting

- a. Only full time, matriculated, undergraduate students of Wenzhou Kean University are eligible to vote in the Student Government elections.
- b. Submitting a vote using the identity of another voter, regardless of the willingness of the voter, is prohibited.
- c. All voting will be conducted via Cougarlink.
- d. The counting of votes shall be under the supervision of Student Affairs Office.
- e. The location of elected office positions and candidate names on any ballot will be arranged according to the highest ranking positions first and followed by the candidate's last name in alphabetical order.
- f. Candidates will be listed on the ballot by last name and his or her preferred first name, as indicated on his or her Election Application.
- g. Write-in candidates are not permitted.
- h. Candidates, or their representatives, may not coordinate opportunities for voters to vote. This includes, but is not limited to using an internet abled device to approach eligible voters to aid them in casting a ballot.

## 506.3 Results

- a. The winner of each office will be determined by a plurality of the votes cast.
- b. Results of the election will be announced following the close of the polls at a time specified by the Student Affairs Office.
- c. The results of any election will become official twenty-four (24) hours after announced results, provided there are no outstanding complaints and/or appeals.
- d. In any given election, if the candidate elected to fill a position becomes disqualified or resigns prior to taking office, the candidate who received the next highest number of votes for the same position, in the same election will fill the position.
- e. If all eligible candidates withdraw or are disqualified from the election, prior to taking office, a special election shall be held for the vacant position.

- f. In the event of a tie, the election shall be decided by a simple majority of the current Student Government members.
- g. Any Student Government executive board position still open immediately following the election shall be filled by a majority vote of the Executive Board, based on recommendation of a qualified individual from the President and Director or Director's Designee.

#### 506.4 Irregularities

- a. The Elections Committee shall have the power to withhold the certification and results of an election in which it finds substantial evidence that irregularities may have occurred and such irregularities may have influenced the outcome or results of the election.
- b. The Elections Committee shall have three business days to investigate and rule on the irregularity.
- c. The Elections Committee may, if deemed necessary, nullify an election and call a new election to be held within the limits of this Elections Code at the earliest convenient time.

#### 506.5 Taking of Office

- a. Elected candidates shall take office on June 1 for Spring elections and by October 31 for Fall elections.

### CHAPTER 507: COMPLAINTS OF VIOLATIONS

#### 507.1 Submitting a Complaint

- a. Any Wenzhou Kean University student may bring a complaint of an alleged Elections Code violation to the Student Affairs Office until the announcement of the election results.
- b. All complaints must be submitted via the complaint form on Email to Student Affairs Office.

- c. The complaint should contain all relevant facts regarding the alleged violation, including but not limited to, specific rule(s) violated, when and where violation occurred and whom, if any, additional witnesses observed the violation.

#### 507.2 Processing a Complaint

- a. The Assistant Director of the Student Affairs Office (ADSAO), or designee, shall review all complaints.
- b. If enough information is available to substantiate a violation, the ADSAO, or designee, will contact the candidate alleged to have violated the code (the “respondent”) to arrange a meeting or, in the case of a minor infraction, notify the respondent of action taken.
- c. The respondent will have up to two (2) business days to schedule a meeting.
- d. If necessary, the ADSAO, or designee, will arrange for witnesses and/or the student that filed the complaint (the “complainant”) to meet to discuss the incident.
- e. The ADSAO, or designee, will decide if the respondent is in violation of the election code, and will assign appropriate sanctions, if necessary.
- f. If the respondent accepts the outcome, as determined by the ADSAO, or designee, the case will be closed.
- g. If the respondent does not accept the outcome, as determined by the ADSAO, or designee, the respondent may request the Elections Committee hear the case.
- h. If the ADSAO, or designee, deems a case as serious, he or she may refer the case directly to the Elections Committee.

#### 507.3 Elections Committee Hearing

- a. Requires at least three (3), but no more than five (5) Elections Committee members to be in attendance with the chair presiding. In his or her absence, the responsibility shall fall to a designated Elections Committee member.
- b. The Chair shall set the time and place of the hearing.
- c. The Chair shall notify the involved parties of the time and place of the hearing.
- d. The Chair shall determine the format for the hearing in such a manner where all parties are represented equally and the information necessary to make a decision is provided.

- e. The presentation by witnesses or expert testimonies is allowed.
- f. The Elections Committee will decide if the respondent is in violation of the Elections Code and will determine appropriate sanctions, if necessary.
- g. All hearings will be recorded.

#### 507.4 Final Review

- a. The Director of the Student Affairs Office (DSAO), or designee, will review all cases of the Elections Committee to assure adherence to applicable policies and procedures.
- b. If the respondent is found to not be in violation, the case is closed.
- a. If the respondent is found to be in violation, the DSAO, or designee, may affirm, affirm with modifications, or reverse the decision of the Elections Committee.
- b. The DSAO, or designee, cannot impose a more severe sanction.
- c. The decision of the DSAO, or designee, is final.

#### 507.5 Sanctions

- a. Provide a written warning of violation with notification that future violations may result in disqualification.
- b. Restrict candidate campaigning before elections are over.
- c. Disqualify the candidate.

#### 507.6 Grounds for Automatic Disqualification

- a. Falsification of any document submitted to the Student Affairs Office and/or to the Election Committee.
- b. Falsification of testimony to the Elections Committee.
- c. Failure to abide by Student Code of Conduct.
- d. Misuse of university funds.

- e. A serious and intentioned violation that is shown to be the clear responsibility of the candidate.

507.7 Ignorance of the Elections Code shall not be an acceptable defense in response to any alleged violation committed in any election governed by the Elections Code.

507.8 The standard of proof for all cases shall be a preponderance of the information.

#### 508: ELECTIONS COMMITTEE

508.1 The Election Committee shall consist of five (5) members. One (1) Vice President of Student Government, the VP of Human Resources and/or Assistant VP of Human Resources, and three (3) additional members selected by the Student Affairs Office. Members may be current Student Government members or any other full-time undergraduate matriculated students. No individual who is a candidate for a Student Government office and/or is participating in the campaign of any other individual shall serve on the Elections Committee.

508.2 The Vice President shall serve as the Chair of the Elections Committee.

508.3 The Director of the Student Affairs Office, or designee, shall serve as the advisor to the Elections Committee.