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**SGA Election Packet**

**Fall 2024**

**Election Codes**

**Fall 2024**

*Edited and approved by the Judicial Council on August 28th.*

*Election Code Meetings: September 12th and 13th at 6:00 PM*

*Elections will be held on September 26th and 27th via TopNet.*

*Results will be released virtually on September 28th at 12:01 AM.*

1. **Authority**
   1. The Judicial Council shall enact and review election rules in accordance with Section 4.6.5 of the Student Government Association (SGA) Constitution.
   2. The following Election Codes apply to both Executive and Legislative Elections.
2. **Candidacy and Filing Procedures**
   1. The Chief Communications Officer or a designated appointee, pursuant to Section 2.7.4. of the SGA Constitution, shall publicize all filing dates.
   2. In order to run for an office, a student must file an application with the Chief Justice no later than Tuesday, September 17th at 8:00 PM.
   3. The candidate’s packet shall be distributed at the codes meeting and be made available on the SGA website. In the event of unordinary circumstances, the Chief Justice may assume a different route to receive candidate information.
      1. The candidate packet shall consist of a schedule of dates and events, a cost estimates sheet, campaign finance forms, the email of the Chief Justice, the candidate profile sheet, and any other pertinent information.
   4. Candidates will be required to sign an agreement affirming that they will abide by the Election Codes, SGA Constitution, SGA By-Laws, and Student Handbook. They must also agree to release their academic and disciplinary records to the SGA Advisor.
   5. Election Codes Meetings will be held on Thursday, September 12th at 6:00 PM and Friday, September 13th at 6:00 PM. All candidates must attend one of these meetings.
      1. Candidates who file but fail to attend one of these meetings shall be disqualified, unless an exemption has been granted by the Judicial Council.
      2. The Chief Justice, or a designated member of the Judicial Council, shall notify all candidates of and preside over the Election Codes Meetings.
3. **General Election Guidelines**
   1. The Judicial Council shall meet once a week during the election season.
   2. No Justice of the Judicial Council may advocate for the election or defeat of any SGA office. Additionally, no Justice may provide a candidate with an official opinion or interpretation of SGA policy without a ruling by the Judicial Council.
      1. Members of the Judicial Council will not show favoritism in any manner on social media. This includes “liking”, “retweeting”, “sharing”, “commenting”, and similar activities on any campaign posts.
   3. Mudslinging on social media, or any other avenue, is strictly prohibited.
   4. Any Judicial Council rulings will be sent through the University email to all candidates.
   5. The rules regarding the use of physical campaign materials (posters and other signage) are as follows:
      1. Campaign materials may only be placed on bulletin boards.
      2. Only one piece of campaign material per candidate may be placed per bulletin board.
      3. No more than 2 posters per candidate may be placed on each floor of every building.
         1. A floor is defined as one continuous flattened surface within a building.
      4. Placement of campaign materials on department-only or official-use bulletin boards is prohibited.
      5. Campaign materials placed on bulletin boards should not exceed 20 inches by 20 inches.
      6. There shall be no campaign materials distributed into or onto doors or doorways.
      7. There shall be no distribution or placement of campaign materials inside computer labs or classrooms.
      8. There shall be no posters in Cravens Library, Gary Ransdell Library, or the Commons.
      9. No campaign materials shall be placed in the SGA Office or SGA Chambers.
      10. Candidates must use 100% washable sidewalk chalk.
          1. Chalk is to be used on sidewalks only. It is not permitted on the side of buildings.
          2. No candidate shall use inappropriate language or depictions of any kind in chalking.
      11. Candidates may display yard signs on or around campus property.
          1. Yard signs must not deteriorate in the rain and must be immediately removed following elections.
      12. No unauthorized person shall be allowed to remove any material of any candidate.
      13. No person shall deface or alter any material of any candidate.
      14. All candidates shall remove all campaign material from university property no later than five (5) days after elections.
      15. WKU SGA is not responsible for any materials lost, stolen, or damaged.
   6. No candidate, or agent of a candidate, shall send or solicit any physical mail or email for self-promotion during the election or campaign period. Soliciting votes via email is strictly prohibited.
      1. This does not include contacting heads of official university-approved student organizations for the purpose of speaking at a regular meeting of said organization.
      2. This does not include the distribution of handbills to students around campus.
   7. There shall be no campaigning in classrooms while class is in session, unless with the consent of the instructor. There is to be absolutely no campaigning in classrooms within 48 hours of the election.
   8. There shall be no door-to-door campaigning in residence halls.
      1. This includes taping campaign material on doors, tying campaign material on door handles, and knocking on doors to solicit votes.
   9. If a candidate uses Instagram or other social media to campaign, they must utilize their personal account or create a new campaign account. Accounts from prior campaigns are not to be used.
   10. Distribution of perishable food items shall be prohibited within 48 hours of any election.
   11. No candidate, or agent of a candidate, shall solicit Social Security Numbers and/or Student ID Numbers to cast that student’s vote.
   12. Polling places used for campaigning purposes shall be prohibited.
       1. A polling place is defined as any publicly accessible computer with an internet connection.
4. **Candidate Finance Guidelines**
   1. Candidates shall be required to adhere to the following financial limitation (donations and purchases):
      1. Presidential candidates shall spend no more than $500.
      2. Vice Presidential candidates shall spend no more than $200.
      3. Chief Financial Officer candidates shall spend no more than $200.
      4. Senate candidates shall spend no more than $50.
   2. No single student or organization shall contribute more than 50% of the total per office to a candidate or per ticket.
      1. Donations made to a candidate must be included on the election expenditure sheet and be counted towards the total amount spent.
   3. Candidates running on a ticket will be allocated the amount from all offices ($900).
      1. Only individuals running for executive offices can run as a ticket. Legislative candidates may be removed from the ballot for attempting to run on a ticket.
         1. Running on a ticket includes listing multiple candidate names on campaign material and/or providing students with a list of candidates to vote for.
         2. Candidates are permitted to share other candidate’s campaign posts on their Instagram stories.
      2. A form documenting the choice to run as a ticket is attached to this form, in the applicable election cycle, and will need to be submitted with the election packet.
         1. Tickets will not be noted during voting. All candidates will be separated by their respective offices.
         2. All campaign materials must include all names on the ticket.
      3. An exact report of itemized expenditures and contributions shall be filed with the Judicial Council and sent via email by Monday, September 30th at 5:00 PM.
         1. A copy of all receipts must be turned in with the expenditure sheet.
5. **Election Results**
   1. The Chief Justice shall report the results of the election to the candidates once the votes have been verified at 12:01 AM on September 28th.
   2. The election results shall be posted online and made available to the media by the Chief Communications Officer within 24 hours of the election.
   3. In the event a candidate wins multiple seats, they will be selected for whichever seat occurs first according to the results provided from TopNet.
6. **Appeal Procedure**
   1. The following is the hearing and appeal procedure for violations of these Election Codes, as outlines in section 7.3 of the General Procedural Rules of the Judicial Council:

“The time frame for such a hearing shall be altered from the time frame as outlined in section 6.1. The hearing must take place within twenty-four (24) hours of the submission for a request for a hearing.

Hearings over election code violations may result in a change of the filed position being run for or a complete removal from the ballot, if the hearing occurs prior to the onset of voting.

Once the election starts on Top-Net, hearings regarding election code violations may not be heard to remove someone from the ballot.

Hearings over election code violations may be made after the election begins. These hearings would be grounds for removal from a position as they constitute a failure to uphold the duties of the elected office.”

* 1. The Chief Justice shall report the Judicial Council’s rulings regarding appeals, protests, and disqualifications at the next regular meeting of the Senate.

1. **Online Election Procedures**
   1. Internet polling will take place for two days via TopNet.
   2. The computer-based program will compile the results of the online elections. Results of these votes will be picked up from Information Technology by the SGA Advisor, or appointee, and the Chief Justice.

**Judicial Council Contact Information**

Chief Justice Ellen Henderson

[ellen.henderson345@topper.wku.edu](mailto:ellen.henderson345@topper.wku.edu)

SGA Office – 2046

If you have any questions, need clarification or assistance, or would like to file an appeal or complaint please contact the Chief Justice or visit https://www.wku.edu/sga/judicial/meetingrequest.php and provide as much information as possible so we can resolve your issue quickly and accurately.

**Election Expenditure Sheet**

**Fall 2024**

|  |  |  |
| --- | --- | --- |
|  | **Expenditures** | **Receipts** |
| **Total Amount Allowed** | Senator: $50 | |
| **Total spent on supplies** | **(Amount Spent)** | **(Receipt(s) Attached?)**  **Yes No** |
| **Total spent on advertising** | **(Amount Spent)** | **(Receipt(s) Attached?)**  **Yes No** |
| **Donations**  (Write in name and phone number for each donor/organization, if applicable) | **(Amount Given)** | **(Contact Information)** |
| **Total spent on election** | **$** | **(Please leave this box empty)** |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the above is correct and understand that any discrepancies will result in judicial review by the Judicial Council.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having read and fully understood the Student Government Association Fall 2024 Election Packet, do hereby agree to fully comply with the Election Codes. I also realize that any failure to follow these guidelines may result in judicial review, including disqualification.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fall 2024 SGA Election Application**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

800 Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WKU Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Year by Credit Hours (Freshman, Sophomore, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select the seat(s) that you will be running for (you may select multiple):

\_\_\_\_ Freshman Senator

\_\_\_\_ Graduate Senator

\_\_\_\_ Gatton Academy Senator

\_\_\_\_ International Student Senator

If you have questions or concerns, email Chief Justice Ellen Henderson at [ellen.henderson345@topper.wku.edu](mailto:ellen.henderson345@topper.wku.edu). This Application is due and should be emailed or handed to Ellen Henderson no later than **8:00 PM on Tuesday, September 17th**. You may begin campaigning immediately following the approval of the Election Codes and after you have attended one of the required Election Codes Meetings. Elections will be held on **September 26th and 27th** via TopNet.

By signing this document and running for a position in the WKU SGA Senate, you assert that you have read and will follow the Fall 2024 Election Codes. If you win a seat, you must **commit to attending weekly Senate Meetings in the DSU SGA Senate Chambers from 5:00 PM – 7:00 PM on Tuesdays**. Senate meetings are mandatory, and nonattendance may result in your expulsion from SGA.

**Signature** (if submitting electronically, just type your full name):

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Legislative Seats Available:**

Freshman Senators (3)

Graduate Senator (1)

Gatton Academy Senator (1)

International Student Senator (1)