



CUSC E-Board Elections Manual

*Elections Committee of the
Clark Undergraduate Student Council,
110th Session
Spring '21*

ABOUT THE UNDERGRADUATE STUDENT COUNCIL

Clark Undergraduate Student Council (CUSC), also known as Student Council, is the student government at Clark University that is comprised of students who are willing to go above and beyond to serve their school and peers. Through programs, policies, events and making sure the student voice is heard, CUSC is here to make sure that students are able to engage themselves at Clark and make their college years the most memorable yet. Our aim is to make sure that every single one of our peers is able to engage with the university through a wide spectrum of involvement opportunities which include everything from funding opportunities to event planning and changing campus for the better.

Student Council's vision is to enrich the student experience by cultivating a campus community that develops leaders, promotes the wellness of the student body, and unites under one, strong voice. Our mission is to serve, engage and embolden the student body through informed advocacy and the provision of programs and resources.

Equal Opportunity: The CUSC advocates a policy of equal opportunity in that each qualified individual, regardless of race, color, gender, sexual orientation, religion, national origin, age, or handicap shall have equal opportunity to fully participate as members. The CUSC shall exhibit the spirit of this policy in all its decisions and actions.

CONTENTS

1. Timeline
2. Open Positions/Roles & Responsibilities
3. Petition Instructions & Important Information
 - a. How do I create a petition? How do I access my petition?
 - b. How many signatures do I need? When can I start collecting signatures?

CONTACT

- Chair of Elections, Ariana Afshar (AAfshar@clarku.edu)
- CUSC President, Eunice Dollete (Edollete@clarku.edu)
- Elections Committee of the Clark Undergraduate Student Council (Elections@clarku.edu)

FOR MORE INFORMATION

- Visit www.clarkusc.org or www.clarkusc.org/get-involved

Timeline

IMPORTANT DEADLINES AND INFORMATION

1. **Tuesday, April 13th at 5pm:** Petitions Open, Check email for details and instructions on running in the elections.
2. **Tuesday, April 27th at 5pm:** Petitions with 75 signatures are Due, Mandatory Meeting at 6:30pm on Zoom for ALL Candidates to learn about campaign rules, best practices. Campaigns officially start after the meeting.
 - a. *If you cannot attend this meeting, please notify elections@clarku.edu via email at least 24 hours in advance.*
 - b. *Campaigns cannot start until after this meeting.*
3. **Thursday, May 6th at 7pm:** Executive Board Debate with Candidates for President, Vice President, Secretary and Treasurer
4. **Tuesday, May 11th at 12:00am:** Campaigning ends, ELECTION DAY, Polls Open until 11:59pm on ClarkEngage. All candidates will be notified of the results thereafter.
 - a. *All Campaigning must end the day before Election Day, however you may still encourage folx to exercise their vote on the day of.*
5. **Thursday, May 13th at 7pm:** Ratification of Results during Thursday Council Meeting at 7pm over Zoom.
6. **Thursday, May 20th at 7pm:** Swearing in of Newly Elected Executive Board and newly elected candidates will run the final meeting.

Open Positions

EXECUTIVE BOARD POSITIONS

The Executive Board shall be composed of a president, a vice-president, a secretary, and a treasurer each elected from and by the Clark undergraduate student body at-large. There will also be three (3) optional appointment positions: Chief-of-Staff, Deputy of Local Constituencies, and Deputy of Broader Constituencies.

Members of the Executive Board shall:

- i. Provide leadership and guidance to the members of the CUSC and the Clark student body.
- ii. Ensure that the CUSC operates in a manner consistent with this constitution and any other legislation passed by the CUSC.
- iii. Ensure that the actions and decisions of the CUSC are regularly publicized and otherwise communicated to the Clark community.
- iv. Have the right to observe the proceedings of all Representative Council committees and advisory bodies.
- v. Work as a cohesive unit to complete all platforms that they run on.
- vi. Create lasting partnerships between administrative bodies and Council.
- vii. A majority plus one of the Executive Board must attend weekly general CUSC meetings.
- viii. The Executive Board must hold one office hour a week where at least 3 members of the Board are present and must meet on a weekly basis.
- ix. The President, Vice President, Treasurer and Secretary must each oversee a standing committee of CUSC to serve as an advisor alongside the Chief of Staff. The Executive Board will determine who oversees which committee based on availability and interest.
- x. The following duties are to be split amongst the President, Vice President and Secretary of the Executive Board as needed:
 - a. Oversee the Campus Programming Board (CPB)



- b. Oversee an ad hoc on transportation
- c. Oversee an ad hoc on constitutional reform
- d. Oversee an ad hoc on food insecurity
- e. Oversee the Student Sustainability Fund (SSF)
- f. Oversee an ad hoc that addresses menstrual equity
- g. Oversee an ad hoc addressing international student's needs
- h. Continue partnerships with administrative bodies: Office of Diversity and Inclusion, MFGSS, Clark Career Center, Dean of Students, President's Office, etc.
- i. Oversee the Equity and Inclusion Cabinet

Section 1.1: The Executive Board of the Clark Undergraduate Student Council shall have the power to set the agenda for each Student Council meeting.

Section 1.2: At the beginning of their term, the Executive Board will establish the procedure for having items placed on the agenda.

OFFICE OF THE PRESIDENT

The president of the CUSC shall:

- Represent the interests of the Clark student body and the CUSC.
- Chair the meetings of the CUSC and the Executive Board.
- Will serve as the Administrative and Board of Trustee Liaison. If they are unable to make this commitment, the Vice President must serve.
- Appoint, with a two-thirds (2/3) approval of the CUSC, the following:
 - Members of the CUSC to chair the various committees of the Representative Council via an interview process as deemed by the Executive Board.
 - Members of all CUSC affiliated advisory groups.
 - Members to fill vacancies of the CUSC.

These appointments shall be made in accordance with this constitution and all subsequent bylaws properly passed by the CUSC.

- Have the power to form ad hoc committees to advise the CUSC.
- Vote only to break a tie or otherwise change the outcome of a vote.
- Have the power, only when given expressed consent by the CUSC treasurer or a three-fourths (3/4) majority of the CUSC, to disburse Student Activities Fund monies during



Undergraduate vacation periods, in an emergency, or in a case of prolonged absence of the CUSC treasurer.

Bylaw 161: Be it enacted by the Clark Undergraduate Student Council that:

- **Section 1:** The President shall have the right, pursuant to the Student Council Constitution, to veto any legislation (whole or part), any motion, or any act of Student Council up to and including the next regularly scheduled meeting of the Student Council.
- **Section 2:** Any veto of the President must be put into writing, include specific justification and recommendations, and be circulated to all Council members by the next regularly scheduled Student Council meeting.
- **Section 3:** Student Council may vote with a supermajority to override a veto either within the next academic week (7 days) or during the next regularly scheduled Student Council meeting, whichever is first.

OFFICE OF THE VICE PRESIDENT

The vice-president of the CUSC shall:

- Oversee the functioning of all CUSC affiliated student organizations.
- Oversee the orientation of new members to the Representative Council.
- Represent the interests of the Clark student body and the CUSC in the absence of the CUSC president.
- Chair the meetings of the CUSC and the Executive Board in the absence of the CUSC president.
- Assume the office of president when that office becomes vacant as a result of resignation or removal.

OFFICE OF THE TREASURER

The treasurer of the CUSC shall:

- Maintain accurate records of all transactions of any monies derived from the Student Activities Fund.
- Have the power, only in accordance with this constitution and all binding legislation of the CUSC, to authorize disbursements, and transfers of all monies derived from the Student Activities Fund.
- Have the power, only in accordance with this constitution and all binding legislation of the CUSC, to sign contracts and other binding agreements that commit monies derived from the Student Activities Fund.
- Act only as an ex-officio member on the CUSC standing committee on budgets and finance, and grants.
- Present reports to all CUSC affiliated organizations updating the activity of their accounts.



- Appoint with two-thirds (2/3) approval of the CUSC two assistant treasurers to help fulfill the duties of this office.

Bylaw 162: Be it enacted by the Clark Undergraduate Student Council that:

- **Section 1.1:** The Treasurer of the Clark Undergraduate Student Council shall have signing rights on the Student Council Budget. They are required to report all spending of the Council budget to the General Council at the meeting that follows the purchase.
- **Section 1.2:** When the Treasurer spends money from the Clark Undergraduate Student Council Budget, they are required to furnish a record of what was purchased and for how much within ten (10) business days of the purchase. This can be kept in the Google Drive with all other Council documents and is a public document.
- **Section 2.1:** The Executive Board of the Clark Undergraduate Student Council shall have the power to spend the Student Council Budget monies with three-fourths (3/4) approval of the Executive Board.
- **Section 2.2:** If the Executive Board approved an expenditure of the Student Council Budget monies amounting to more than \$250, they are required to furnish a record of what was purchased and for how much within ten (10) business days of the purchase.
- **Section 3:** The Treasurer has the executive power to allocate Grants and PCFs with a concurring $\frac{3}{4}$ majority vote from CUSC.

Bylaw 195: Be it enacted by the Clark Undergraduate Student Council that:

- Section 1: The CUSC Treasurer shall have the power to break a tie vote of the Grants Committee and the Finance Committee.

Bylaw 007: Be it enacted by the Clark Undergraduate Student Council that:

- **Section 1:** The CUSC Treasurer shall have the authority to refuse to sign any financial document that explicitly violates the CUSC Constitution, Bylaws, or a decision by the CUSC Finance Committees, Grants Committee, or administrators of the Programming Co-Sponsorship Fund.
- **Section 2:** The CUSC Treasurer shall have the discretion to refuse to sign any request deemed an abuse of Student Activities Fee.
- **Section 2.1:** An abuse of Student Activities Fee shall be defined as any financial transaction that does not help meet the educational, recreational, and social demands of the current Clark undergraduate student body.
- **Section 2.2:** The following three criteria will be used to determine an abuse:
 - **Exclusivity-** If the nature of the event does not provide an opportunity for all Clark Undergraduate Students to participate. Space limitations shall not be taken into account when determining exclusivity. Simply because an event is open to members of one club

does not qualify it as exclusive because all Clark students have the opportunity to join the club if they so choose.

- **Excess**- If the expenditures of the event far exceed the normal cost of similar events that occur on a similar scale.
 - **Extraneous**- If the purpose of the expenditure is not related to the activity of the organization, its programs, events, or activities to raise awareness.
- **Section 3:** The CUSC Treasurer shall be required to submit in writing to both the individual filing the financial document and the Chair of the Finance Committee an explanation as to why the request was deemed an abuse of student activity fee.
 - **Section 4:** All students and student organizations have the right to appeal the Treasurer’s determination to a Joint Committee of the CUSC Finance and Grants Committees and a representative from the Committee that administers PCFs. A 2/3 vote of the Joint Committee is required to override the Treasurer’s decision.
 - **Section 5:** The CUSC Treasurer may investigate and look at any decisions made by the Grants and Finance Committee and the committee that allocates PCFs. The questions do not equate to a veto but instead are designed to spark conversation to ensure that decisions are made properly.

OFFICE OF THE SECRETARY

The secretary of the CUSC shall:

- Maintain accurate records of all CUSC activities.
- Maintain the record-keeping facilities of the CUSC, including but not limited to the CUSC archive and website.
- Oversee and enforce all CUSC attendance policies.
- Distribute a record of each meeting of the CUSC to all the members of that body, all CUSC affiliated media organizations on campus, and those bulletin locations that the CUSC may establish.
- Maintain and distribute, as needed, updated copies of the CUSC constitution and bylaws.
- Assist in the orientation of new members to the Representative Council.

Cabinet Positions

APPOINTED POSITIONS TO THE EXECUTIVE BOARD CABINET

The Executive Board may appoint the following (3) optional positions: Chief-of-Staff, Deputy of Local Constituencies, and Deputy of Broader Constituencies. They will support the Executive Board with relevant duties and responsibilities, along with serving as the bridge and liaison between the broader Representative Council and the Executive Board.

CHIEF OF STAFF

The Chief of Staff of the CUSC shall:

- Work with the Executive Board and Chairs of Committees to ensure that the weekly work of CUSC is accomplished.
- They will ensure that weekly Chair and Executive Board meetings occur, they must work with the President on this.
- They will be a part of the interview and selection process of the Chairs of the CUSC standing committees.
- They will be able to attend any CUSC standing, appointed, ad hoc or other type of committee meeting they see fit in order to ensure the work of Council is accomplished.
- They will be appointed by the CUSC Executive Board the Fall semester following the Executive Board's election. They must be unanimously appointed by the Board to the Greater Council, with approval from the Greater Council with a $\frac{3}{4}$ majority.
- The Executive Board rules and regulations apply to this position and this individual must attend all CUSC and Executive Board meetings.

DEPUTY OF LOCAL CONSTITUENCIES

The Deputy of Local Constituencies of the CUSC shall:

- Advise the members of the Representative Council in performing their duties and advancing the goals of the CUSC.
 - Local Constituencies is defined as any on campus dorm representative.
- Must hold weekly meetings with representatives and aid conversations with administrators to achieve those representatives' goals.
- They will be appointed by the CUSC Executive Board the Fall semester following the Executive Board's election. They must be unanimously appointed by the Board to the Greater Council, with approval from the Greater Council with a $\frac{3}{4}$ majority.
- The Executive Board rules and regulations apply to this position and this individual must attend all CUSC and Executive Board meetings.

DEPUTY OF BROADER CONSTITUENCIES

The Deputy of Broader Constituencies of the CUSC shall:

- Advise the Broader constituency Representative Council in performing their duties and advancing the goals of the CUSC.
 - Broader constituencies are defined as all non on campus dorm representatives.
- Must hold weekly meetings with representatives and aid conversations with administrators to achieve those representatives' goals.



- They will be appointed by the CUSC Executive Board the Fall semester following the Executive Board's election. They must be unanimously appointed by the Board to the Greater Council, with approval from the Greater Council with a ¾ majority.
- The Executive Board rules and regulations apply to this position and this individual must attend all CUSC and Executive Board meetings.

PETITION INSTRUCTIONS

PETITION PLATFORM

*In order to ensure the safety of our community members and candidates, this year we will be collecting Petition Signatures **electronically** using the **Qualtrics Survey System**. The electronic petition holds the same format as the physical copy typically used in CUSC Elections.*

THIS IS A SAMPLE PETITION:

By signing this petition, I agree that **Jessica Doe** should be placed on the CUSC Spring Executive Board Elections 2021 ballot for the position of **[President, Vice President, Treasurer or Secretary]**.

(If you are running for an Executive Board position, you need 75 signatures).

To learn more about the Elections Process and Candidate positions available please visit: <https://www.clarkusc.org/get-involved>

For any questions or concerns regarding the election, please contact Elections@Clarku.edu and CC Chair Ariana Afshar (AAfshar@clarku.edu) Thanks!

Name (First & Last)

Email (only @clarku.edu emails will be accepted)

RECEIVING YOUR PETITION

If interested in running, please send an email to elections@clarku.edu and CC Elections Chair Ariana Afshar (AAFshar@clarku.edu) with the position you would like to run for.

Once we receive your interest to run, we will email you with a unique link to your petition, so you may share it for students to sign, and view how many signatures you have in real time.

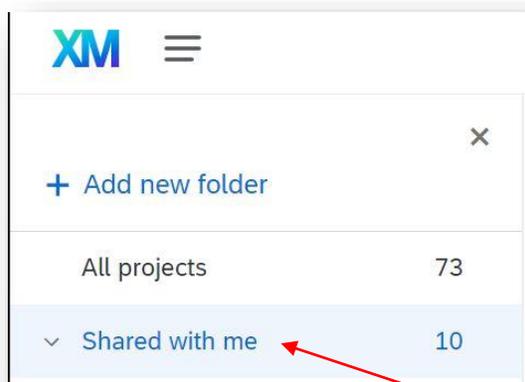
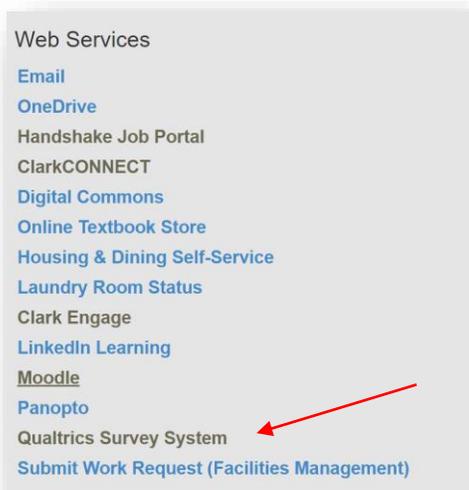
Your petition will be automatically shared with members of the Elections Committee who will be overseeing the election and candidate petitions.

Our access allows us to verify your petition signatures and assist with any questions and concerns regarding your petition.

ACCESSING YOUR PETITION

To access your petition:

- i. Check your email for an **'Invitation to Collaborate'** Link from CUSC which will take you directly to Qualtrics as long as you sign in with your @clarku.edu email.
- ii. Manually find your survey by logging into ClarkYOU portal and selecting **Qualtrics Survey System** on the left hand menu. Once signed in, you can view your petition by clicking the **'Shared With Me'** tab.
 - a. Your Petition will be titled **[Last Name] Petition for E-Board Elections Spring 2021**



Please plan ahead as **ALL CUSC Petitions** with the designated signatures to run in the E-Board Election are due on **Tuesday, April 27th at 5:00pm (EST)**.

VIEWING YOUR SIGNATURES

To view your signatures, click on the petition and select the tab, **'Data & Analysis.'** It will pull up the number of signatures, who signed, and will be timestamped for your records. The total number of signatures will appear in the number on the right next to **'Recorded Responses.'**

XM CUSC Spring Special Election Petition 2021

Survey Actions Distributions **Data & Analysis** Reports

Data Text iQ Crosstabs Weighting

Add Filter

With Selected Page 1 of 1

<input type="checkbox"/>	Recorded Date	Q3 - Name (First & Last)
<input type="checkbox"/>	Aug 31, 2020 12:45 PM	Facilisi sollicitudin sem vivamus commodo vivamus, porttitor pretium odio etiam porta? Praesent nec molestie.

Recorded Responses **4**

Responses in Progress **0**

Export & Import Edit Tools

Q4 - Email (only @clarku.edu emails will be accepted)	Actions
Sollicitudin molestie blandit donec facilisis pretium interdum dictumst. Odio? Gravida faucibus commodo ac sodales, viverra.	<input type="button" value="v"/>
imendoza@clarku.edu	<input type="button" value="v"/>
	<input type="button" value="v"/>
DCevallos@clarku.edu	<input type="button" value="v"/>