A Message from the ASI Elections Commissioner, Justin Klyczek

Thank you for your interest in running in the Associated Students, CSUF, Inc. Student Body Elections! Congratulations on taking the first step in becoming a catalyst for change on campus. If elected, you will have the opportunity to make a difference on campus, gain valuable leadership skills, and be a voice on behalf of the student body. Elected ASI leaders have access to tools and resources needed to create change on campus, enhance the lives of students, and be an advocate for fellow students.

Before going into detail about the 2017 Elections, there are a few changes to the elections everyone should be aware of. For the first time, student members of the Titan Student Centers Governing Board will be elected rather than appointed! This means that nine (9) new elected positions will be added to this year’s elections! The Titan Student Centers is a major program operated as part of the Associated Students, CSUF, Incorporated, and an on-campus non-profit organization serving the needs of CSU Fullerton students. The Titan Student Centers provides a host of programs and services, including: study and social lounges; computer access areas; campus service facilities (i.e. food services, ATM banking); meeting and conference spaces; games and recreation programs; and a comprehensive recreation/intramural sports program. The Titan Student Centers delivers programs and services are delivered primarily at the Titan Student Union and the Student Recreation Center facilities on the Fullerton campus and the CSUF Irvine Campus. In addition, the elections ballot has been restructured to eliminate run-off elections between President and Vice President candidate teams. Under the new system of Instant-Runoff Voting (IRV), voters will rank executive candidate teams in order of most preferred to least preferred on the ballot. If no candidate team receives a majority of the vote, then the candidate team with the fewest votes is eliminated. That candidate team’s votes are transferred amongst the remaining candidate teams according to each voter’s preference on their ballot. This method simulates an election with multiple run off rounds without having to have another round of voting. With the IRV method, voters don’t have to worry about wasting their votes and every winner is elected by a majority vote.

The 2017 ASI elections will be held from Tuesday, March 14th through Thursday, March 16th to fill one-year terms for the Associated Students President, the Executive Vice President, sixteen Associated Students CSUF, Inc., Board of Directors positions, and nine Titan Student Centers Governing Board positions. To prepare for the elections, I highly encourage you to review the ASI bylaws found on the ASI website (asi.fullerton.edu). I have included articles VII through XIV of the ASI Bylaws, which pertain to the general student body election, qualifications for candidates and officeholders, campaign conduct and responsibilities, and enforcement, as well as the University posting policies for you to review. It may also be beneficial for you to review articles IV and VI of the ASI Bylaws as they detail the duties and
responsibilities of the President and Executive Vice President, the Board of Directors, and the Titan Student Centers Governing Board. Please be advised that the ASI Bylaws can be amended by the ASI Board of Directors up to the sixth week of the semester. Any changes to the bylaws that are approved will be announced and covered at the mandatory Candidate Orientation.

In order to be considered an eligible candidate in the ASI elections, a student must first meet three requirements. First, a student must fill out the Petition for Candidacy form by February 16th at 5PM, which can be found on the ASI website. This form will be open from the first week of the Spring semester to February 16th at 5pm. Upon filling out the form, the Dean of Students will verify that the candidate is in good academic and judicial standing with the University. The last step in becoming an eligible candidate is to attend the mandatory Candidate Orientation on February 17th from 3-5pm in Housing Pine 140. If you are not able to attend this meeting, you must request an exception from me 24 hours in advance via email. If approved, you will be allowed to send a representative on your behalf. Be advised that one person can represent both a President and Vice President candidate team. As soon as this meeting has concluded, all eligible candidates will become certified and will thereby be allowed to begin campaigning to the CSUF student body. **Any candidates that do not complete these three requirements will not appear on the ballot. No exceptions.**

Following the Candidate Orientation, there will be a little over 3 full weeks of campaigning before voting begins at 8am on Tuesday, March 14th. During this period of campaigning, several events have been planned, detailed in the next section, that will give you the opportunity to present your platform to the general student body and make a case for why you deserve their vote. I highly advise you to take these events seriously and come prepared to share your ideas and engage the platform of your opponent(s). If students are to make an informed decision on who to cast their vote for, they must first understand the differences between each candidate and the vision they have for the future. After voting has concluded at 8pm on Thursday, March 16th, the results will be revealed at a small gathering in the Titan Student Union for all candidates and friends to attend. All campaign materials must be removed from campus locations, including signage posted on steaks on campus, by 8pm on Thursday, March 16. Following the election, all expense reports will be due and all campaign materials must be removed by Thursday, March 23rd at 5pm.

Again, thank you for participating in the 2017 ASI elections! Please review these documents thoroughly and feel free to reach out to me if you have any questions, concerns, or individual requests.

Good luck, and I wish you the best!

Justin Klyczek, Elections Commissioner, TSU 263

Email: aselections@fullerton.edu
2017 ASI Elections Schedule

Monday, January 16  **FILING OPENS** – Candidate Packets and Petition of Candidacy Available online at asi.fullerton.edu

Thursday, February 16  **FILING CLOSES** – Online Petition of Candidacy Forms **must submitted by 5 PM** online at asi.fullerton.edu

Friday, February 17  **Mandatory Candidate Orientation**
3 PM in Student Housing, Pine 140. Attendance is mandatory. Campaigning officially begins after this meeting.

Wednesday, February 22  Elections Kickoff Event
TSU Pavilion C, 6 – 8 PM

Monday, February 27  Candidate Coachella
Central Quad, 11 AM – 1 PM

Tuesday, February 28  Arts Debate
Becker Amphitheater, 12 – 1 PM
Mihaylo College of Business and Economics Debate
SGMH Quad, 1 – 2 PM

Wednesday, March 1  Humanities and Social Sciences Debate
Humanities Quad, 12 – 1 PM
Communications Debate
Humanities Quad, 1 – 2 PM

Thursday, March 2  Education Debate
Humanities Quad, 12 – 1 PM
Health & Human Development Debate
Tuffy Lawn, 1 – 2 PM

Monday, March 6  Natural Sciences and Mathematics Debate
Central Quad, 3 – 4 PM

Tuesday, March 7  Engineering and Computer Science Debate
ECS Quad, 3 – 4 PM

Wednesday, March 8  Student Housing Debate
Housing Piazza, 6 – 8 PM

Monday, March 13  Titan Student Centers Governing Board Debate
TSU South Plaza, 12 – 1 PM

Tuesday, March 14  **ELECTION BEGINS**—Voting opens at 8 AM

Thursday, March 16  **ELECTION ENDS**—Voting closes at 8 PM

Thursday, March 16  Elections Results Event at 8 PM in the TSU, Location TBD

Thursday, March 23  **Election Expense Report Due by 5 PM** to aselections@fullerton.edu

All events listed above are mandatory unless cleared with the Elections Commissioner. Additional optional events TBD. Campaign materials MUST be taken down by Thursday, March 23.
ARTICLE IX

ELECTIONS: GENERAL

Section 1. ELECTIONS’ SCHEDULE

Clause 1. Election of the President, Executive Vice President, Board of Directors, and Titan Student Center Governing Board Members shall be held Tuesday through Thursday, two weeks prior to Spring Recess.

Clause 2. Public notice of an election must be given to members no later than ten (10) legal days prior to the election. The notice shall specify the place(s), the legal day(s), the hours of such elections, and the general nature of the issue(s) to be decided.

Section 2. FILING FOR CANDIDACY

Clause 1. The “Petition of Candidacy” forms will open exactly one month before and is due at 5 P.M. the day before the mandatory candidate orientation. All deadlines, meetings, and events will be listed on the candidacy form. The mandatory candidate orientation must occur at least three weeks prior to the general election. Failure to meet all deadlines listed on the Petition for Candidacy form, including the mandatory candidate orientation, will result in removal from the ballot.

Clause 2. The meeting time, date, and location shall be stated on the Petition for Candidacy forms.

Clause 3. All candidates are required to attend the orientation meeting either in person or through a personal representative. A personal representative is allowed to represent only one candidate or candidate team at the meeting.

Clause 4. Each candidate shall sign an ASI Conflict of Interest Agreement before campaigning may begin. Failure to sign and submit the conflict of interest agreement form prior to campaigning will result in removal from the ballot.

Clause 5. Candidates may run for only one office during a single election.

Section 3. VOTING PROCEDURES

Clause 1. Voting will open 8:00 A.M. to 8:00 P.M. each day of the election. The Voting System (System) refers to all polling stations and all internet-connected computers generally available to all students located on the CSUF main and satellite campuses, all of which may be used during elections to process votes. Personal devices may be used to vote on or off campus between the above times.

Clause 2. There shall be election polling stations on campus with internet-connected computers in locations selected by the Elections Commissioner, which are solely dedicated to voting during the hours indicated and posted. The Elections Commissioner shall report to the ASI Board of Directors in accordance with ASI Policy Statement #506.
Clause 3. A candidate must use their legal first and last name on record with the University on the ballot. The order of the candidates appearing on the ballot shall be determined by a random drawing of names that shall occur at the candidate orientation.

Clause 4. Each student shall be required to authenticate their eligibility to vote by one of the following means:

a. present a valid CSUF student ID card (applicable only at polling stations) and input their CSUF TitanCard number and CSUF PIN number, or
b. input their CSUF student identification number and her CSUF PIN (applicable for the entire System), or
c. input their CSUF student email username and CSUF PIN (applicable for the entire System).

Clause 5. When voting for a candidate for the ASI Board of Directors in an election, voters shall be limited as follows:

a. A student with a single declared major or multiple declared majors within the same academic college shall be allowed to cast a single ballot in the academic college in which they are currently eligible to vote.

b. A student with multiple declared majors in different academic colleges shall be allowed to cast a single ballot in the academic college in which they are declared.

c. An undeclared student shall be allowed to cast a single ballot in only one academic college of their choice.

d. Students in any phase of the STEP Program, any active member of a club that is a member of the EICC affiliated with the College of Education, or any member of Freshman Future Teachers within Freshman Programs that is not declared in the College of Education shall not be able to cast a ballot in the College of Education.

e. A student will vote on a single ballot for two candidates from the academic college in which they are enrolled. Any Board of Director candidate who officially or unofficially campaigns together with another Board of Director candidate from the same college will automatically receive a second violation in accordance to Article XIII.

Clause 6. When voting for the Titan Student Centers Governing Board Student-At-Large Members, a student will vote on a single ballot for up to nine positions on the board.

Clause 6. At the end of the last day of voting, the votes shall be tallied by the Elections Commissioner and all write-in ballots shall be verified and counted.

Clause 7. After votes have been counted, the Elections Commissioner shall announce the winner(s) of each race.
a. The names of the winners shall be posted outside the ASI Executive Offices and the results shall be released to the public once finalized. Interim results will not be released to the public.

b. The posting of the results shall constitute notification of the results to all candidates.

Clause 8. The Instant Run-Off Voting method stimulates an election with multiple run off rounds until a candidate receives majority. The Instant-Runoff Voting method will be used to count the votes. On the ballot, voters will rank each executive candidate team and Board of Director candidate in order of most preferred to least preferred.

Section 4. WRITE-IN CANDIDATES

Clause 1. A write-in candidate may run for any one office of their choice for which an election is being held. A write-in candidate must inform the Elections Commissioner of the office for which they intends to run by completing an Elections Packet and an ASI Conflict of Interest Agreement. These documents must be submitted to the Elections Commissioner before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 2. Write-in candidates are responsible for complying with all provisions of this code except Article VIII, Section 2, Clauses 1-3.

Clause 3. Write-in candidates must meet all the qualifications for the office they are running for.

Clause 4. Write-in candidates first and last name must be spelled correctly by the voter for that vote to count.

Clause 5. Write-in candidates will have the same deadline as all other candidates to submit a photo and statement to the Elections Commissioner to be posted on the information page of the ballot as defined in ASI Policy Statement #506.

Section 5. RECOUNTS

Clause 1. Recounts may be requested by any candidate for the race in which they are running if they have reason to believe the count was inaccurate.

Clause 2. Recounts must be requested within one (1) legal day of the final vote count for that election.

Clause 3. The Elections Commissioner shall recount the votes of the specific race requested within two (2) legal days of the request.

Section 6. WINNERS

Clause 1. President and Executive Vice President
a. The winners shall be the candidate team who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one individual vote of the total votes cast.

b. If no candidate team receives a majority of votes in the regular election, the candidate team with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant-Runoff Voting method. The eliminated candidate team’s votes are transferred to the other candidate team(s), depending on each voter’s preference as stated on their ballot. A runoff election will be simulated with the new vote totals. This process will repeat until a candidate team receives a majority of votes.

Clause 2. ASI Board of Directors

a. The winners shall be the two candidates who receive the most votes.

b. If two candidates tie for second place, the candidate(s) with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant-Runoff Voting method. The eliminated candidate(s) votes are transferred to the other candidates, excluding the candidate that received the highest vote total, depending on each individual voter’s preference as stated on their ballot. The winner shall be determined by a simulated election based on the new voting totals.

Clause 3. Titan Student Centers Governing Board

c. The winners shall be the nine candidates who receive the most votes.

d. If multiple candidates tie for ninth place, the candidate(s) with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant-Runoff Voting method. The eliminated candidate’s votes are transferred to the other candidates, depending on each individual voter’s preference as stated on their ballot. The winners shall be determined by a simulated election based on the new voting totals.
ARTICLE X

ELECTIONS: SPECIAL

Section 1. SPECIAL ELECTIONS will only be held as determined by the ASI Board of Directors. They will be held during a general election whenever possible.

Clause 1. Special elections may be called by the Chair and held at such times as designated. Such special elections shall be subject to approval by a majority vote of the ASI Board of Directors. Voting for special elections shall normally take place the week designated for the general election.

Section 2. SPECIAL ELECTIONS When a special election is held separate from a general election, the following conditions shall apply:

Clause 1. The availability of the Voting System including location and hours of operation of polling stations will be identical to that of the most recent previous general election.

Clause 2. Eligibility requirements shall not change.

Clause 3. Winners shall be determined by the same method as noted in Article VIII, Section 6, and in Article X.

Clause 4. Candidates shall have the seven (7) consecutive calendar days before voting to campaign.

Clause 5. Campaigning materials shall still apply as noted in Article XII, Section 3.
ARTICLE XI

INITIATIVE, REFERENDUM, AND RECALL

Section 1. INITIATIVE Legislation from the Association at large may be submitted to the ASI Board of Directors in the form of a petition signed by at least 10% of the total membership of the Association. An initiative can either enact new legislation or repeal existing legislation.

Clause 1. The Vice President for Student Affairs shall verify through the Dean of Students Office the enrollment status of all the students whose signature appears on the petition.

Clause 2. After verification, a special election shall be called by the President within fifteen (15) legal days.

Clause 3. A majority vote in favor of the proposed legislation shall be sufficient to adopt any initiative legislation.

Clause 4. A two-thirds vote shall be required to ratify changes in the Articles of Incorporation.

Section 2. REFERENDUM The ASI Board of Directors will be empowered to direct the Elections Commissioner to place certain matters, including constitutional changes or business, before the ASI electorate.

Clause 1. A majority vote shall be sufficient to enact referenda.

Clause 2. A majority vote shall be required to ratify changes in the Articles of Incorporation.

Clause 3. The ASI Board of Directors must designate that a referendum is either binding or non-binding at the time the ASI Board of Directors proposes the referendum to the electorate.

Section 3. RECALL A member of the ASI Board of Directors, the President, Executive Vice President, or Titan Student Centers Student-At-Large may be removed from the remaining term of office when the following conditions are met:

Clause 1. A petition stating the desire to remove a Director must be signed by ten percent (10%) of the headcount of the Director’s respective academic college. In the case of the President or Executive Vice President or Titan Student Centers Student-At-Large, a petition stating the desire to remove that officer must be signed by ten percent (10%) of the entire headcount of the University. The petitions must include each petitioner’s printed name, CWID#, and signature to be considered valid.

Clause 2. Prior to the gathering of signatures, the leader of the recall drive must state in a letter or in person at an ASI Board of Directors meeting the intent to recall an officer. The petition drive has thirty (30) calendar days from announcement to gather the necessary signatures or the recall fails.
Clause 3. If the correct number of signatures is gathered, they must be verified by the Office of the Vice President of Student Affairs.

Clause 4. If the appropriate number of signatures is verified, the President must call a special election within fifteen (15) legal days.

Clause 5. The availability of the Voting System including the location and hours of operation of the polling stations shall be identical to that of a general election.

Clause 6. Two-thirds of students voting in a special election must vote to recall the officer for the officer to be removed.

Clause 7. The Elections Commissioner shall be in charge of special elections.

Section 4. **ALL INITIATIVES, RECALLS, AND REFERENDA** shall be considered binding if done in coordination with the above processes unless they contradict Federal, State, or local law, The Articles of Incorporation, the ASI Bylaws, or the purpose of the Corporation.
ARTICLE XII

QUALIFICATIONS

Section 1. **GENERAL** The following qualifications are required of all ASI candidates and officers both elected and appointed:

Clause 1. **Incumbent Unit Load** Undergraduate student officers must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office; and

Clause 2. **Incumbent Maximum Allowable Units** Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units. Students holding over that number of units will no longer be eligible for office; and

Clause 3. **Candidate Unit Load** Undergraduate student candidates must maintain at least six (6) semester units per term while running for office. Graduate student candidates must maintain at least three (3) semester units per term while running for office; and

Clause 4. **Candidate Residency** Undergraduate student candidates for office must have been enrolled at CSUF for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible; and

Clause 5. **Grade Point Average** All student candidates for or current student officers serving in an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their candidacy, and must maintain these standards; and

Clause 6. **Faculty/Staff** A student candidate for office may not be a member of the faculty or staff at CSUF. Graduate assistants shall not be considered faculty or staff. This does not apply to faculty or staff appointed positions.

Section 2. **SPECIFIC QUALIFICATIONS**

Clause 1. **Students with Undeclared Majors**

a. A student with an undeclared major may serve on the ASI Board of Directors representing any academic college of their choice. When running in an election, a candidate for the ASI Board of Directors with an undeclared major must declare by the election filing date the academic college for which they intend to run.
b. A student with an undeclared major may not run as a write-in candidate for more than one academic college. A student with an undeclared major running as a write-in candidate must inform the Elections Commissioner in writing of the academic college for which they intend to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 2. Students with Multiple Majors

a. A student with multiple declared majors in different academic colleges may serve on the ASI Board of Directors representing only one of their academic colleges. When running in an election, a candidate for the ASI Board of Directors with multiple declared majors must declare by the election filing date the academic college for which they intend to run.

b. A student with multiple declared majors in different academic colleges may not run as a write-in candidate for more than one of their academic colleges. A student with multiple declared majors running as a write-in candidate must inform the Elections Commissioner in writing of the college for which they intend to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 3. Students with Minors

a. A student with a minor in an academic college different than the academic college of their declared major may be appointed to represent the academic college of the minor on the ASI Board of Directors. An appointment of this nature would be due to a vacancy on the ASI Board of Directors as described in Article IV, Section 4 of these Bylaws.

Clause 4. Students Interested in Representing the College of Education

A student interested in representing the College of Education does not have to be enrolled in the College but qualifies as a candidate if they meet the general and/or specific qualifications and is part of one of the following groups or programs:

a. any phase of the STEP program,

b. an active member of a club that is a member of the EICC affiliated with the College of Education, or

c. a member of Freshman Future Teachers within Freshmen Programs.

Clause 5. Presidential and Executive Vice Presidential candidates must run as a team. Individual candidates for either office shall not be allowed.

Clause 6. No member of the ASI Board of Directors, the ASI Executive Officers, or the Titan Student Centers Governing Board shall serve on any of the ASI funding councils or programs in a position that receives a financial award or scholarship.
Section 3. **VERIFICATION** The Dean of Students or a designated representative will verify the qualifications of candidates running for office or submitted for approval. The Dean of Students or a designated representative will report to the ASI Executive Director concerning the qualifications of officers, candidates, and ASI Board of Directors. The ASI Executive Director will have the responsibility to report any ineligible officers, candidates, and ASI Board of Directors who don’t meet qualifications set forth in these Bylaws and/or directives from the Chancellor’s Office.
ARTICLE XIII

CAMPAIGN CONDUCT AND RESPONSIBILITY

Section 1. EXPENSES

Clause 1. All candidates must submit an Election Expense Report to the Elections Commissioner listing all expenses and donations.

   a. Copies of all candidates’ campaign materials and receipts for expenses (not including donated material) must be submitted with the Election Expense Report.

   b. Donated material will be reported at fair market value for the items or services.

   c. Election Expense Reports will be due by 5:00 P.M. on the Tuesday after the election unless otherwise arranged with the Elections Commissioner. These reports shall be placed in a locked box in the Elections Advisor’s office area which will be specified in the elections packet.

   d. Election Expense Reports will be considered public information.

Section 2. CAMPAIGNING

Clause 1. Campaigning shall be defined as the posting or distribution of campaign materials and/or speaking to CSUF classes, CSUF-recognized student organizations, and/or a CSUF student in order to influence their vote.

Clause 2. Violation of the following will result in a penalty as set forth in Article XIII, Section 2.

   a. Campaign materials may not be posted at any on- or off-campus locations or distributed until after the orientation meeting has adjourned. This does not include special elections.

   b. The University Posting Policy must be followed when posting any campaign materials.

   c. No food, beverage, tobacco, or tobacco-related product shall be used to promote a candidate with the exception of prepackaged snacks and bottled water.

   d. A candidate or candidate’s team is not allowed to use internet enabled devices to acquire votes from students. These types of devices are also not allowed to be present at any campaign table.

   e. Property of the Corporation and the University with the exception of that which is openly accessible to all students shall not be used to produce copies of any campaign material or promote an individual candidate.
f. No campaign materials shall contain the name of any person without prior written consent of that individual. Any materials in violation will be seized and destroyed by the Elections Commissioner.

g. There will be no active campaigning within 50 feet of the polling stations, in any place where campaigners block access to a building or room, nor in the Pollak Library.

h. There will be no active campaigning toward voters to influence their decisions once the voters have entered the 50-foot perimeter of an official ASI polling station.

i. No candidate or issue-driven campaign material shall be posted in any campus computer lab or classroom containing computers provided by the university nor shall any campaigning block student access to computers normally accessible to students.

Clause 3. Candidates and other campaigners cannot block walkways, interfere with voting, or harass voters. This includes impeding traffic when tabling.

Clause 4. No support may be solicited for candidates or special issues from the faculty, staff, administration, or non-student employees of the University. This does not prohibit asking permission to speak in front of a class.

Clause 5. Endorsement of individual candidate(s) is allowed.

a. Individuals may not endorse a candidate until after campaigning has begun.

b. ASI student leaders may support individual candidates but not while engaged in official ASI business.

Clause 6. Clubs and organizations may endorse candidates.

a. Clubs and organizations may not endorse a candidate until after campaigning has begun.

b. The club or organization shall determine how it authorizes the endorsement of candidates. The president, chair, or highest ranking officer shall notify the candidate of the endorsement.

c. ASI, its programs, and its standing committees shall not as a collective body endorse candidates.

Clause 7. All posted campaign materials must be removed within seven (7) calendar days after the announcement of the election winners.

Section 3. **CAMPAIGN CONDUCT**

Clause 1. Violation of the following will result in a penalty as set forth in Article XIII, Section 2.

a. All university conduct policies must be followed when campaigning.
b. All campaigners will run a clean campaign and not destroy or remove other campaign materials. Proven cases of destroying or removing campaign materials could result in disciplinary action by the Elections Commissioner and/or the ASI Board of Directors.

Clause 2. Candidates and their supporters shall use the highest standards of ethics when campaigning and discussing other candidates.

ARTICLE XIV

ENFORCEMENT

Section 1. COMPLAINTS

Clause 1. Any individual having knowledge of a violation of these Bylaws may make a written complaint to the ASI Board of Directors.

Clause 2. Formal complaints will be made in written form and submitted to the ASI Elections Advisor who will forward the complaint to the Elections Commissioner for review.

a. Paper forms may be picked up at the Student Organization Resource Center or in the ASI Elections Office. Forms are available to print out online through the ASI Elections website.

b. A complaint must state the who, what, where, when, and how of the violation.

c. The complaint must be signed and have a contact phone number. Anonymous complaints will not be considered.

d. Incomplete forms will not be accepted.

Clause 3. Election complaints must be submitted within 24 hours of the infraction. Issues arising after this time should follow the guidelines for recalling an officer as stated in Article X, Section 3 of these Bylaws.

Clause 4. Upon request of the Elections Commissioner, the ASI Board of Directors shall investigate a complaint within forty-eight (48) hours and determine if action is needed.

Clause 5. With or without formal complaint, the ASI Board of Directors will act on violations it is aware of within five (5) legal days after investigation is concluded.

Clause 6. Complaints must be proven at a special meeting of the ASI Board of Directors with the burden of proof being on the complainant.
Clause 7. All eligible complaints must be reviewed and investigated before the election can be certified.

Section 2. PENALTIES

Clause 1. If a candidate violates any provision of the Bylaws or a directive of the Elections Commissioner, the Elections Commissioner may refer the violation to the ASI Board of Directors for action. Disqualification is a last resort; other disciplinary action should be tried first.

Clause 2. Any violation of Article XII of these Bylaws may result in a consequence including suspension or revocation of any publicity, posting, campaigning privileges, and/or automatic disqualification and shall be administered at the discretion of the Elections Commissioner. Consequences are appealable to the ASI Board of Directors.

a. A violation shall be defined as a formal complaint that has been filed with and validated by the Elections Commissioner.

b. All violations shall be thoroughly documented by the Elections Commissioner as all violations are subject to appeal to the ASI Board of Directors.

c. Each candidate or candidate team who has accrued three violations of any offense will automatically be disqualified. The recommended penalties left to the discretion of the Elections Commissioner are as follows:

(1) The first violation shall result in a verbal warning.

(2) The second violation shall result in consequences as described in Clause 2 of this section except removal from the ballot and a public notice at polling stations that describes the violation.

(3) The third violation shall result in automatic disqualification.

d. A violation of the Campaign Materials Bylaws as stated in Article XII, Section 3 will need to be corrected within six (6) hours of a verbal warning from the Elections Commissioner.

(1) The Elections Commissioner, Elections Staff, and Elections Commission reserve the right to remove any campaign materials in violation of Article XII, Section 3 of the Bylaws.

Clause 3. Failure to adhere to the direction of the Elections Commissioner will result in public notice of the failure and the details of the violation to which the failure applies.

a. Public notices shall be printed on brightly colored paper and shall be posted at polling stations in a manner that forces voters to physically move the notice in order to see the ballot.
b. The public notices at polling stations as described in Clause 2 of this section shall read the following prior to the name of the candidate(s) and a description of the violation(s):

“The following are violations of the ASI Bylaws and are seen as an unfair advantage to other candidates. This notice is a result of multiple violations. A continuation of violations by the candidate may result in automatic disqualification from the election. Violations are determined by the Elections Commissioner and appealable to the ASI Board of Directors by the candidate(s). Please take them into full consideration when making your decision.”

Section 3. **AUTOMATIC DISQUALIFICATION**

Clause 1. Although disqualification may be appropriate for other reasons, automatic disqualification will result for the following reasons:

a. The candidate failed to meet eligibility requirements including grade point qualifications as stated in Article XI.

b. The candidate failed to submit an Election Expense Report.

c. The candidate has accrued three validated election violations.

d. A student candidate for office may not run in an election in which they have served as the Elections Commissioner at any point of the fiscal year in which they wish to run.

Section 4. **AUTOMATIC REMOVAL FROM BALLOT**

Clause 1. Automatic removal of a candidate from the ballot of any election will result should any of the following occur:

a. The potential candidate running for ASI office fails to attend the orientation meeting unless evidence of dire circumstances is provided and approved by the Elections Coalition.

b. The potential candidate running for ASI office fails to submit a completed petition for candidacy by the scheduled due date and time.

c. The potential candidate fails to sign and submit the conflict of interest agreement form at the time of filing for candidacy.
Guidelines for the Posting of Printed Materials: Flyers

For **ASI ELECTIONS ONLY**

Candidates for ASI elections may post an unlimited number of campaign materials (including flyers, handbills, and stakes) on campus. These flyers may be up for a **maximum of one (1) month**, and may only be posted in designated areas (detailed below). All campaign materials posted by an ASI candidate **must be approved** by Student Life and Leadership. Approved materials will be designated by a prominent “Post Til” stamp, and will be initialed at Student Life and Leadership’s discretion.

For flyers and posters (8 ½" x 11" up to 11" x 17"):
Candidates must obtain a “Post Til” stamp from the Student Life & Leadership Office (SLL).

Please remember:

- For flyers/posters, the "Post Til" date will be a month from the date SLL received the initial request.

This stamp will indicate to particular locations (ie., buildings, schools, etc.) that you can post in this area. In addition, this stamp will indicate the length of time this flyer/poster should remain posted in the designated area. Please remember, flyers/poster may be taken down before your "Post Til" date due to circumstances outside of our control.

- For handbills (flyers smaller than 8.5 x 11), a "Post Til" stamp is not required as long as they are not being posted in a location.
**Do...**

- Bring your original flyer to Student Life and Leadership for approval
- Completely spell out your name and the position for which you are running
- Clearly show the event name (i.e., ASI Elections for…), date, time and location if applicable...

**Hang the poster in an approved location**

- Provide a contact name and phone number or email address.
- Remove expired items, unstamped items, or items which exceed more than one posting per open board.
- Use tape, thumb tacks, staples on appropriate surfaces (bulletin boards).
- Remove your campaign materials from school grounds by March 23.

**Don’t...**

- Post more than one (1) flyer/poster per bulletin board, planter area, dirt spots or bush locations.
- Use an acronym/initials instead of your full name or the full name of your organization...
- Forget to show all necessary details
- Put up flyers for events more than one month away (flyers can only be up for 1 month at a time!)
- Use inappropriate methods to attach flyers (tape over painted surfaces)

**Use an A-Frame (sandwich board)**

- Remove or post over another group’s flyers if the approval stamp has not expired.

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Note: Any flyers found posted lacking the appropriate stamp of approval or found posted in an unapproved location will be removed immediately. Individuals or organizations found posting in an unapproved location or without proper approval by Student Life and Leadership will be considered in violation of the CSUF Posting Policy, and subject to the penalties therein.

For more information on the University’s Policy on Posting, please visit [http://president.fullerton.edu/directives/directive4.aspx](http://president.fullerton.edu/directives/directive4.aspx)
**Approved Posting Locations**

### Indoors

- **On the numerous open bulletin boards** located inside campus buildings for a 1-month period (i.e., McCarthy Hall, University Hall, Humanities, Titan Student Union, etc.).

- **Having procured prior department permission** to post on departmental or club office bulletin boards

*Note: ASI candidates are responsible for removing all expired flyers*

### Outdoors

- **Post information in conjunction with a table set up in the Central Quad or on Titan Walk to distribute information, promote an event, etc.**

- **Post on wooden stakes that are driven into dirt locations** in campus landscape areas with adherence to the following:
  - Stakes must be no taller than 3 feet and must not damage roots of a tree.
  - The name of the candidate must be printed on the stakes.
  - Stakes must be driven into dirt surfaces only, any grass-covered surface or dirt area within a grass location is **not** allowed.
  - Candidates must provide their own stakes.
  - No more than one poster per planter/landscape area.

### Prohibited Posting Locations

- **On union related bulletin boards, Departmental or Office bulletin boards without procuring prior permission from the department/office.**

- **Titan Walk, Performing Arts Promenade, Mihaylo Hall and the Student Recreation Center.**

- **All CSUF Parking Structures and Parking Lots.**

- **On wooden stakes into any grass-covered surface.**

- **On walls, glass, doors, plywood barriers at construction sites, trees, light poles, permanent signs, ATM machines, atop other signs, telephone booths, vending machines, tables, benches, or any location not listed above.**

- **Sandwich Boards**

  Unfortunately, the Dean of Students Office cannot allow the placement of temporary and/or movable structures (sandwich boards) to be used to post flyers or posters due to following issues: safety and aesthetic concerns; they provide a location for unauthorized postings; and because of the potential for the increase in the number of these boards on campus. Club and organization sandwich boards are not allowed with the exception of an easel placed temporarily in conjunction with an event or information table in the Central Quad or Titan Walk. An exception is being made to allow the boards located at the Langsdorf Patio location, provided that they are properly maintained.

**Removal of Materials**

Anyone may remove expired items, items which exceed more than one posting per open board (indoors and outdoors), and/or items that have not been stamped by Student Life and Leadership to make room for new materials. Please report postings that are in violation to Student Life and Leadership. **Otherwise, students are expected to remove all expired flyers and stakes.**
Guidelines for the Posting of Printed Materials: Banners
For ASI ELECTIONS ONLY

Candidates for ASI elections may post banners on campus. Banner space must be reserved by completing a Banner Space Request Form and submitting it to Student Life and Leadership. All banners must be approved for content prior to display, and may not be hung for more than two (2) weeks (Monday-Sunday). Banners may only be posted in designated areas (detailed below). Candidates may reserve no more than 2 banner space locations. Banner space reservations are available on a first come first served basis which may be determined by lottery if necessary. Every banner posted by an ASI candidate must be approved by Student Life and Leadership. Students whose banner space request is approved will receive a Confirmation of Banner Space Reservation sent via email from Student Life and Leadership. This confirmation will include the name of the location and the dates for which the banner was approved.

For banners (up to 4’ x 8’):

<table>
<thead>
<tr>
<th>Do…</th>
</tr>
</thead>
<tbody>
<tr>
<td>… Get all banner content approved by Student Life and Leadership</td>
</tr>
<tr>
<td>… Completely spell out your name and the position for which you are running</td>
</tr>
<tr>
<td>… Clearly show the event name (i.e., ASI Elections for…)</td>
</tr>
<tr>
<td>… Hang the banner on an approved location</td>
</tr>
<tr>
<td>… Hang the banner with string or twine only</td>
</tr>
<tr>
<td>… Reinforce the banner edges with masking or other thick tape</td>
</tr>
<tr>
<td>… Compose the lettering/images on the banner with non-water soluble paint (otherwise the graphics and text will run if it rains)</td>
</tr>
<tr>
<td>… Only hang the banner in your approved location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Don’t…</th>
</tr>
</thead>
<tbody>
<tr>
<td>… Hang the banner for more than (2) weeks</td>
</tr>
<tr>
<td>… Hang the banner on any exterior wall, window or door</td>
</tr>
<tr>
<td>… Hang the banner on any interior wall, window, or door (i.e. student organization campus office)</td>
</tr>
<tr>
<td>… Hang the banner on any tree, plant, light standard, utility pole, overhead support column …</td>
</tr>
<tr>
<td>Attach the banner to any sidewalk or ground area</td>
</tr>
<tr>
<td>… Hang the banner on any railing or fence not described in your approved location</td>
</tr>
<tr>
<td>… Hang more than one banner per approved location</td>
</tr>
<tr>
<td>… Hang the banner on top of any pre-existing banner, poster or flyer</td>
</tr>
</tbody>
</table>
Banner Hanging Locations:

1. Education Classroom Building: Southwest Railing
   On the southwest railing leading to the main entrance of the Education Classroom Building, to be hung as large anchored banners. Only six (6) banners are allowed at this location at any given time.

![Education Classroom Building](image1.png)

2. Humanities Building: 2nd and 3rd Floor Balconies
   On the Quad-facing railings of the Humanities Building, to be hung as large anchored banners. Only six (6) banners are allowed at this location at any given time.

![Humanities Building](image2.png)

3. McCarthy Hall Building: North and East facing railings
   On the Quad-facing railings of the McCarthy Hall Building, to be hung as large anchored banners. Only six (6) banners are allowed at these locations at any given time.
NOTE: ALL BANNERS MUST BE REMOVED FROM THIS LOCATION BY 8AM MARCH 14TH

4. Kinesiology and Health Science Building: South West railing
   On the railing at the South West side of the Kinesiology and Health Science building. Only five (5) banners are allowed at any given period.

For questions contact:
Student Life and Leadership
California State University, Fullerton
TSU 234
Fullerton, CA 92834-6830
(657) 278-7622
sllstudentassistant@fullerton.edu
CSUF Housing and Residence Life
ASI Election Posting Guidelines

Please refer to our website at www.fullerton.edu/housing/event_services/marketing.php for information regarding the distribution of flyers and other election material in the Student Housing community.

Poster Guidelines
California State University, Fullerton
Irvine Campus

The Student Affairs Office at the Irvine Campus wishes to assist student organizations and off campus vendors in publicizing events on campus, asking only that the best possible use be made of available space in order to avoid unsightly, or damaging displays and to allow space for the number of activities which occur at CSUF, Irvine Campus.

For specific information about posting at the Irvine Campus or additional information on the CSU Fullerton, Irvine campus posting guidelines, please contact the Student Affairs Office at 657-278-1650 or in Irvine Campus room 115 or contact Rob Flores, Assistant Dean for Student Affairs for the Irvine Campus at 657-278-1658, rflores@fullerton.edu or in Irvine Campus room 117.
Student Life & Leadership
ASI Elections Campaign Promotion Protocol

The following campaign promotion protocol must be followed during the days of ASI Elections. Prior to the days of voting, candidates should follow the current Student Life & Leadership Office guidelines for posting materials, reserving space and distributing materials.

1. All campaign materials (including posters, stakes, etc.) must be stamped by the Office of Student Life & Leadership.

2. All candidates must complete the appropriate reservation request form in order to reserve facilities through the Office of Student Life & Leadership. Facilities cannot be reserved until the conclusion of the candidate orientation meeting. All facilities are available on a first-come first-served basis.

3. Banner space (maximum of two (2)) cannot be reserved until the conclusion of the candidate orientation meeting. The space is available on a first-come first-served basis.

4. During the days of ASI voting, candidates are allowed to choose five (5) campaigning locations on campus and are limited to one (1) table per location.

6. During the days of ASI voting, the central quad, humanities courtyard, and Becker Amphitheater and other large-scale programming spaces are not available for reservation by individual candidates but can be reserved by ASI in order to host election events.

Reservations for spaces can be completed online through TitanLink through the ASI Elections Candidate Reservation Request Form found here: https://fullerton.collegiatelink.net/form/start/93568