

# **By-Laws of the Association**

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These By-Laws were extracted from the old Senate By-Laws during February 1999.

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Chair, 3<sup>rd</sup> Graduate Student Council

Graduate Senator, Parliamentarian, 1<sup>st</sup> Senate of the Association

# Article I: General

## Section 1: Definitions

- A. For the remainder of these By-Laws, the Undergraduate Senate shall be abbreviated *US*.
- B. The *Association legislative bodies* shall be the US and GSC.
- C. The *undergraduate population* shall be those members of the Association who are registered as undergraduates, as well as those coterminal students who choose to be considered as undergraduates.
- D. The *graduate population* shall be all members of the Association in graduate or professional degree programs, as well as those coterminal students who choose to be considered as graduate students.
- E. An *Undergraduate Senate agency* shall refer to any administrative unit under the sole control of the Undergraduate Senate.
- F. An *Association agency* shall refer to any administrative unit under the joint control of the US and GSC.
- G. A *joint Association entity* shall refer to any body of the Association that affects both the graduate and undergraduate populations. This shall not include the US and GSC, considered as separate legislative bodies.
- H. The *elected members of the US* shall be the fifteen individuals elected by the undergraduate district.
- I. The *voting membership of the US* shall consist of the elected members plus the Vice President of the Association.
- J. The *membership of the US* shall be the voting members and all ex-officio members of the US.
- K. An *undergraduate student organization* shall refer to any student organization whose membership and/or audience is drawn substantially from the undergraduate population.
- L. A *graduate student organization* shall refer to any student organization whose membership and/or audience is drawn substantially from the graduate population.
- M. *Elected members* of the GSC shall be those who were selected in either a special or general Association election.
- N. *Appointed members* of the GSC shall be those who were chosen, in accordance with the Constitution and the GSC By-Laws, to fill vacant GSC seats.
- O. *Voting members* of the GSC shall be those who are eligible to vote in the votes mandated in the Constitution, these By-Laws, or the GSC By-Laws. They shall encompass both the elected and appointed members of the GSC.

- P. A *member* of the GSC shall be any member of the graduate population present at a GSC meeting.
- Q. Unless otherwise specified, a *vote* of the GSC shall be a vote by voting members of the GSC only.

## **Section 2: General Approval Requirements**

Unless otherwise specified in the Constitution or these By-Laws, for approval requirements the relevant Association legislative bodies shall be:

- A. The US, for those matters involving or affecting only members of the undergraduate population.
- B. The GSC, for those matters involving or affecting only members of the graduate population.
- C. Both the US and the GSC, for those matters involving or affecting members of both the graduate and undergraduate populations.

## **Section 3: Registered Students**

Registered students of Stanford University shall be defined to include all students of Stanford University who possess a valid Certificate of Registration for the current quarter, provided that a student who possesses such a registration for three consecutive quarters and who intends to register again after a lapse of one quarter shall be deemed a registered student for the intervening quarter. Only students with a valid Certificate of Registration or Terminal Graduate Registration for the current quarter shall be eligible to vote. Post-doctoral scholars shall not be considered members of the Association

## **Section 4: Officers of the Association**

### **A. Definition**

The *executive officers* of the Association shall consist of the President, the Vice-President, the Chair of the US, the Deputy Chair of the US, the Chair of the GSC, the Financial Officer of the GSC, the Chair of the Constitutional Council, and the Financial Manager. The *officers* of the Association shall consist of the executive officers plus the members of the US, the voting members of the GSC, and the members of the Constitutional Council.

### **B. Basic Qualification**

Officers of the Association, other than the Financial Manager, must be registered students of Stanford University, or possess an approved Permit to Attend.

## **Section 5: Calendar**

### **A. Opening of the Quarter**

The first day of the quarter shall be defined as the first day of registration. In counting days from the opening of the quarter, all days, including Saturdays, Sundays, and holidays, shall be included.

### **B. End of the Quarter**

The last day of the quarter shall be defined as the last day on which final examinations shall be scheduled. In counting days from the end of the quarter, all days, including Saturdays, Sundays, and holidays, shall be included.

## **Section 6: Non-Discrimination Statement**

In undertaking any authority granted to it by the Constitution of the Associated Students of Stanford University, these By-Laws, the US By-Laws, or the GSC By-Laws, the US, the GSC, the Presidency, the Constitutional Council, and all other Agencies, Service Organizations, and Committees of the Association, shall not discriminate against any individual or organization on account of race, gender, religion, ethnicity, nationality, sexual orientation, or physical or mental disability.

## **Section 7: Precedence of the Association By-Laws**

Unless otherwise stated in the Constitution of these By-Laws, these By-Laws shall take precedence over the US By-Laws and the GSC By-Laws.

## **Section 8: Association Policies**

### **A. Definition**

The Association Policies shall be the details of the organizational structure and specification of any joint Association entity. They shall contain information sufficiently important to require some form of joint US/GSC approval to change, but sufficiently malleable that the rigidity of the By-Laws modification procedure would be inappropriate. The Association Policies shall govern in all cases where they are applicable, and in which they are not inconsistent with the Constitution and these By-Laws. The Association Policies shall be set forth in a series of Appendices to these By-Laws, each containing the policies for a separate administrative subunit of the Association.

### **B. Modification**

1. Association Policies affecting the US and the GSC

The portion of the Association Policies that affect the US and the GSC may be adopted, amended, or repealed by a 2/3 vote of the US and the GSC.

2. Association Policies not affecting the US and the GSC

a. May be adopted, amended, or repealed by a 2/3 vote of the governing body of the affected Association entity and a majority vote of both the US and the GSC.

b. May be adopted, amended, or repealed by a 2/3 vote of both the US and the GSC, provided that consultation with the governing body of the affected Association entity has occurred.

**C. Minimum Content**

The minimum content of the Association Policies shall be contained in the section of these By-Laws pertaining to the relevant Association entities.

**Section 9: Association Rules of Order**

**A. Definition**

Association Rules of Order shall be the written rules of parliamentary procedure adopted by any joint Association entity. Examples of such entities include, but are not limited to the Executive branch, the Constitutional Council, the joint meetings of the Association legislative bodies, and joint Service Organizations. These Rules of Order shall govern their respective bodies in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, these By-Laws, the US By-Laws, or the GSC By-Laws.

**B. Modification**

1. The US and GSC shall jointly have the power to adopt, amend, or repeal Rules of Order for their joint meetings. These modifications shall be done by a 2/3 vote of each Association legislative body, provided that previous notice has been given.
2. The US and the GSC shall jointly have the power to adopt, amend, or repeal Rules of Order for a joint Association entity. These modifications shall be done by a 2/3 vote of each Association legislative body, provided that previous notice has been given.
3. A joint Association entity shall have the power to adopt, amend, or repeal Rules of Order for its respective operation. These modifications shall be done by a 2/3 vote, provided that previous notice has been given.

4. Once the US and the GSC have acted to adopt, repeal, or amend Rules of Order for a joint Association entity, that joint Association entity shall not be authorized to modify its Rules of Order in any manner inconsistent with the joint US/GSC action during the remainder of the current fiscal year.

### **C. Voting**

1. No item of business shall be transacted by a joint Association entity unless pursuant to a vote of that body during a properly called meeting at which a quorum is present.
2. Unless otherwise indicated, all votes by a joint Association entity shall be by a majority of those members present and voting.
3. Unless otherwise indicated, in those cases where a 2/3 vote is indicated for a joint Association entity, this shall be 2/3 of those members present and voting.
4. Unless otherwise stated in the Constitution or these By-Laws, all ex-officio members of a joint Association entity established under the Constitution or these By-Laws shall be without vote in that entity.
5. Previous Notice
  - a. Unless otherwise specified in the Constitution or these By-Laws, previous or prior notice shall consist of written notice distributed during the immediately previous meeting of the appropriate joint Association entity. Such notice must include enough information so as to clearly define the scope and degree of the proposed motion. Any modifications of the motion outside of this scope or degree shall invalidate the previous notice.
  - b. However, for proposed legislation arising spontaneously out of the business transacted at a meeting of a joint Association entity, which proposed legislation could not reasonably have been foreseen prior to that meeting, previous notice may consist of the announcement at that meeting of the proposed topic of legislation, provided that written notice meeting the above requirements is made available to all members of that body within 24 hours.

## **Section 10: Association Standing Rules**

### **A. Definition**

Association Standing Rules shall be the written rules of administration adopted by any joint Association entity, relating to the orderly details of administration and the duties of officers in that connection. Examples of such entities include, but are not limited to the Executive branch, the Constitutional Council, the joint meetings of the Association legislative bodies, and joint Service Organizations. These Standing Rules shall govern their respective bodies in all cases to which they are

applicable, and in which they are not inconsistent with the Constitution, these By-Laws, the US By-Laws, or the GSC By-Laws.

## **B. Modification**

1. The US and the GSC shall jointly have the power to adopt, amend, or repeal Standing Rules for their joint administration. Except as specified elsewhere, these modifications shall be done by a majority vote of each Association legislative body, provided that previous notice has been given.
2. The US and the GSC shall jointly have the power to adopt, amend, or repeal Standing Rules for a joint Association entity. Except as specified elsewhere, these modifications shall be done by a majority vote of each Association legislative body, provided that previous notice has been given.
3. A joint Association entity shall have the power to adopt, amend, or repeal Standing Rules for its respective operation. Except as specified elsewhere, these modifications shall be done by a majority vote, provided that previous notice had been given, or by the directors of an Office or manager of a Project.
4. Once the US and the GSC have acted to adopt, amend, or repeal Standing Rules for a joint Association entity, that entity shall not be authorized to modify its Standing Rules in any manner inconsistent with the US/GSC action during the remainder of the current fiscal year.

## **Section 11: The Usual Guidelines**

- A. Except as explicitly noted elsewhere, all of the usual guidelines shall be assumed to apply in the situations that they describe, even if not explicitly invoked in the governing documents in which those situations arise.

### **B. For Notification and Appeal**

1. Any individual or organization subject to possible disciplinary action by any Association entity must be given written notice of the intended action at least 72 hours before the meeting at which the disciplinary action would be approved. The relevant Association legislative bodies must also be informed of the proposed disciplinary action by the same deadline.
2. Any individual or organization subject to possible disciplinary action must be allowed to speak in her/his defense at the meeting at which the disciplinary action would be approved, except as otherwise stated in the Constitution, these By-Laws, the US By-Laws, or the GSC By-Laws.
3. If the disciplinary action is being imposed by an Association entity, other than the US or the GSC, that is subject to oversight by one or both of those



legislative bodies, the individual or organization subject to that disciplinary action may appeal it to the relevant Association legislative bodies.

4. Unless otherwise specified, if an imposition of disciplinary action is appealed to the relevant Association legislative bodies, those bodies may overturn the action by a 2/3 vote.

**C. For The Untimely Removal of an Appointed Officer**

1. For the purposes of this Guideline, "appointed officer" shall be taken to mean any position whose occupant must be approved by one or both Association legislative bodies. Only those officers falling under this category shall have the rights guaranteed in this Guideline.
2. The subject of such a removal must be given all rights listed in the Usual Guidelines for Notification and Appeal.
3. No appointed officer may be removed for political reasons.

## **Article II: Legislative Branch**

### **Section 1: Joint Meetings of the Association Legislative Bodies**

#### **A. Calling Joint Meetings**

1. The Executive Committee may call joint meetings of the Association legislative bodies by consensus.
2. The Chairs of the Association legislative bodies may jointly call joint meetings.
3. The Association legislative bodies may call joint meetings by a majority vote of each body.
4. Adequate public notice must be given of each joint meeting.
5. There shall be at least one joint meeting per quarter during the Fall, Winter, and Spring Quarters.

#### **B. Quorum for Joint Meetings**

Quorum for joint meetings of the Association legislative bodies shall consist of a majority of the non-vacant seats of each body.

#### **C. Presiding Officer**

The Vice President of the Association shall be the Presiding Officer of all joint meetings of the Association legislative bodies.

#### **D. Rules of Order**

The Rules of Order of the Association Legislative Bodies shall govern the proceedings of all joint meetings.

#### **E. Voting**

Unless stated otherwise in the Constitution or these By-Laws, all votes shall be taken by the Association legislative bodies as a whole. However, after any vote, either Association legislative body may, by a 2/3 vote, force a reconsideration of that item of business. In that case, that item of business must be approved by each Association legislative body separately in order to be approved.

### **Section 2: Joint Legislative Committees**

The US and the GSC shall jointly have the power to create joint legislative committees for specific purposes, to vest in them all appropriate powers of the US and the GSC, to determine their composition, and to designate the chair of each. All substantive actions of a joint legislative committee shall take the form of recommendations to the US and the GSC, except as otherwise provided herein.

### **Section 3: Coordination with Undergraduate Senate Standing Committees**

At US Standing Committee meetings where issues affecting the graduate population are discussed, there shall be present at least one representative of the GSC, and at most a number of GSC representatives equal to the number of members of the US on that US Standing Committee.

## **Section 4: Nominations Commission**

### **A. Composition**

1. Any interviews of applicants for positions on the Commission shall be held jointly by the US Committee on Committees, 1 or 2 GSC designee(s), and the President of the Association.
2. The President of the Association, the US Committee Staff Assistants, and a GSC designee shall serve as ex-officio members of the Commission.
3. No member of the Commission shall, during her/his term, hold an elected office of the Association.
4. No member of the Commission shall, during her/his term, apply for a position for which the Commission is responsible for nominating someone.
5. The US Committee on Committees and the President of the Association shall submit to the US their nominations of candidates to serve on the Commission no later than the fourth US meeting of Autumn Quarter.
6. The GSC (or its designee(s)) and the President of the Association shall submit to the GSC their nominations of candidates to serve on the Commission no later than the end of Autumn Quarter.
7. At that time that the nominations are submitted to the Association legislative bodies, the Executive Committee shall nominate one of the members to serve as Chair of the Commission.
8. Provided that they have been jointly confirmed by the US and the GSC, the newly-appointed members of the Commission shall be known as voting members and take office on the first day of Spring quarter, and shall serve a one-year term, ending on the last day of Winter Quarter.

### **B. Officers**

1. Chair
  - a. Shall be the Chief Executive Officer of the Commission.
  - b. Shall preside at meetings of the Commission, and shall vote only in cases where it would be decisive.
  - c. Shall meet at least once every month with Executive Committee.
2. Deputy Chair

- a. Shall serve for the term of the Commission, unless removed from office earlier.
  - b. Shall be chosen by the Chair of the Commission, and may be removed by the Chair at any time.
  - c. Shall perform any administrative tasks requested by the Chair.
  - d. Shall preside at meetings of the Commission in the absence of the Chair, and at those times shall vote only in cases where it would be decisive.
3. All officers of the Commission shall be paid a salary as specified in the Nominations Commission budget.

### **C. Meetings**

1. Before the middle of Winter Quarter, the Chair of the Commission shall present to the Association legislative bodies for their approval schedules of the undergraduate, graduate, and joint appointment processes for the term of the Commission. These schedules shall specify:
  - a. the dates on which notifications shall be mailed to eligible guests;
  - b. the dates on which committee positions shall be advertised;
  - c. the dates on which applications shall be due;
  - d. the dates by which the Commission shall hold interviews;
  - e. the dates by which the Commission's report shall be available to the members of the Association legislative bodies.
2. Each appointment process schedule need only be approved by the relevant Association legislative body.
3. Subsequent changes to either of these schedules shall be approved by the President before becoming effective.
4. Complete records of all actions taken by the Commission shall be filed with the Association Office in a timely manner and shall be available for public scrutiny in accordance with the ASSU Freedom of Information policy.

### **D. Nominations**

1. Any interviews of applicants for any position must be conducted by at least 3 members of the Commission of which at least 2 must be voting members. Members of the Commission shall be paid a wage if specified in the Annual Budget for the time spent in interviews.
2. All nominations of individuals must be made during a meeting of the Commission at which a quorum of the Commission is present and no guests are present. No nominations shall be made without the affirmative vote of 4 voting members of the Commission.

### 3. Guests

#### a. Eligibility

- i. Only those persons specified by these By-Laws shall be eligible to attend interviews as guests of the Nominations Commission.
- ii. Outgoing Student Members
  1. All outgoing student members of committees who were nominated by the Nominations Commission and who are not applying for re-appointment to the same committee will be requested to attend, as guests, the interviews for their successors.
  2. All student members of committees shall be informed of the request to attend interviews for their successors when they interview initially and when they are appointed, in addition to the other times when guests are notified of their eligibility to attend interviews.

#### b. Notification

- i. All eligible guests shall be notified of their eligibility and of the starting date of interviews in writing at least 2 weeks before interviews begin.
- ii. The schedule of interviews shall be posted at least 24 hours before the starting date of interviews in a place accessible to guests of the Nominations Commission

#### c. Rights

- i. Guests shall have the right to ask questions at the interviews when so recognized by the members of the Nominations Commission who are conducting the interview.
- ii. Guests shall have the right to speak in the ensuing discussion when so recognized by the members of the Nominations Commission who are conducting the interview.
- iii. Guests shall not speak at other times during the interview process.
- iv. The members of the Nominations Commission present may require that any guest leave if that guest's presence is in any way hindering the interview process.
- v. All guests shall leave while the Nominations Commission deliberates and votes on nominations.

### 4. The Commission shall give priority to those individuals seeking nominations based upon the following criteria:

- a. Individuals demonstrating a willingness and ability to communicate to the Association their actions in the position.
- b. Individuals demonstrating a willingness and ability to seek out from the Association information and opinion to guide them in the position.

- c. Individuals demonstrating a willingness and ability to strongly advocate the interests of the members of the Association.
- d. Individuals presently serving in that position, provided that they have served only one year.
5. The Commission shall make its nominations based upon additional requirements and criteria specified by the relevant Association legislative bodies.
6. The Commission shall make its nominations based upon additional objective requirements and objective criteria formally specified by the authority appointing the committee. All new requirements and criteria for nominations must be noted in the Commission's report to the Association legislative bodies before interviewing commences.
7. The Commission's nominations shall not be influenced by any informal suggestions or recommendations (especially from the target committee or members thereof), except those made by members and guests of the Commission.
8. No nomination shall be considered by an Association legislative body unless it was made available in writing to voting members of that body at least 48 hours before the commencement of the meeting at which it is to be considered.
9. A nomination of a member of the Association shall consist of her/his name, class, major (if an undergraduate) or department/school (if a graduate), student ID number, and a description of her/his relevant prior experience. All nominations that were made through the applicant pool for unadvertised positions, or through re-direction of an applicant to a committee other than the one to which s/he originally applied, shall be so indicated.
10. Though nominations must be made available to the public, in conformance with the Freedom of Information stipulations in the Constitution, they shall not be in any way deemed official prior to the approval of the nomination.
11. Should the Commission determine that there are not qualified applicants for one or more committee openings, or if one of more of the Commission's nominees are rejected by either Association legislative body, the Commission may decide to re-advertise the committee opening(s), or to solicit applications from specific individuals or groups.

#### **E. Terms of the Representatives of the Association**

1. The terms of all student representatives shall commence on September 1, except for those committees that the US Committee on Committees, or the GSC (or its designee(s)), determine require a different commencement date.
2. All terms of representatives shall be for one year.

#### **F. Appeal of Decisions**

Any member of the Association may petition the relevant Association legislative body to examine any decision of the Commission. Procedural violations shall be the sole grounds for such petitions. The relevant Association legislative body may then modify this decision of the Commission as it deems fit.

### **G. Interim Nominations Commission**

1. If the President of the Association, after polling the members of the Commission, determines that a majority of its voting members shall not be in the Stanford area and shall not be available for meetings during the time between quarters or during the Summer Quarter, and that the Commission may be required to meet to conduct business during this time, then all the duties and responsibilities of the Commission shall devolve onto the Interim Nominations Commission.
2. The voting membership of the Interim Nominations Commission shall consist of all the voting members of the Commission in the Stanford area and available for meetings, and members of the Association equal in number to that required to bring the voting membership of the Interim Nominations Commission to 7. These members must meet the same qualifications as those of the Commission, and shall be appointed by the US Committee on Committees and the GSC (or its designee(s)). The names of these appointees shall be reported to the US and the GSC at the earliest opportunity, at which time the US and the GSC reserve the right to reject them.
3. The ex-officio members of the Interim Nominations Commission shall be the same as those of the Commission.
4. The Chair of the Interim Nominations Commission shall be the Chair of the Commission. If that individual is either not in the Stanford area or is not available to fulfill the duties of the Chair, the Chair shall be designated by the Executive Committee from among the voting members of the Interim Nominations Commission. Absolute preference will be given to those who are also members of the Nominations Commission. Such designation shall be reported to the US and the GSC at the earliest opportunity, at which time the US and the GSC reserve the right to reject it and to designate another voting member as Chair.
5. The Interim Nominations Commission shall be considered dissolved, and the Commission shall resume its duties and responsibilities, at the beginning of the next regular academic quarter (Autumn, Winter, or Spring), or at a date jointly specified by the US and the GSC, whichever is sooner.

# **Article III: Executive Branch**

## **Section 1: President and Vice-President**

### **A. Duties of the President and Vice-President**

1. In addition to those duties described in the Constitution, the President shall:
  - a. Coordinate with the US Budget and Finance Committee and the GSC (or its designee(s)) the production of the Association Annual Report.
  - b. Make a quarterly State of the Association statement to the US and the GSC.
  - c. Oversee the operations of all Association Service Projects.
  - d. In conjunction with the Financial Manager, oversee the finances of the Association, including all Association Business Projects.
  - e. Work with the Nominations Commission to oversee the University committee system.
  - f. Serve as Chair of the Administrative Cabinet.
2. The President may delegate any of these duties to the Vice-President or to other members of the Association but ultimate responsibility lies with the President.

### **B. State of the Association Address**

The President of the Association shall outline the current status of the Association and summarize its goals for the upcoming quarter in an address to a joint meeting of the Association legislative bodies, to be given between the third and fifth week of Winter Quarter. Any changes in the operations or personnel of the Executive branch shall be announced at this time.

### **C. Association Annual Report**

The President of the Association shall be responsible for presenting an annual report of the Association activities by the sixth week of Spring quarter. This report should contain descriptions and explanations of actions or programs sponsored by the Association, as well as a financial statement for the Association and its affiliates.

### **D. Committees**

The President and Vice-President shall have the right to designate a representative to serve in their stead on all committees of which one of them is a member according to these By-Laws, the US By-Laws, and the GSC By-Laws.



### **E. ASSU Presidential Council**

The President and Vice-President shall also serve as the directors of the ASSU Presidential Council. The Presidential Council shall consist of first-year undergraduate members of the Association. The Council shall be selected by the President and Vice-President, confirmed by a vote of the US, and shall aid the President and Vice-President with all of their projects throughout the course of the year.

### **F. ASSU Web Projects Director**

The President shall select a Web Projects Director to facilitate and maintain the Internet resources of all of the various divisions/projects of the ASSU. The Web Projects Director shall be responsible for ensuring that the content on the ASSU web site is up-to-date, including current copies of ASSU Governing Documents and an archive of recently passed legislation. In coordination with the President, the Web Projects Director will annually select a group of students - the Web Project Development Team - to assist in the implementation of the online projects of the ASSU. The Web Projects Director shall also serve as a member of the Administrative Cabinet.

## **Section 2: Administrative Manager**

### **A. Duties**

Subject to the provisions of the Constitution of the Association and these By-Laws, the Administrative Manager shall be directly responsible to the President and the Association legislative bodies for the performance of the following duties:

1. Shall serve as the chief administrative officer of the Association, shall be responsible for the efficient functioning of the Association and its agencies on a day-to-day basis, and shall report on their condition to the Association legislative bodies. However, the Administrative Manager shall not have jurisdiction over the Financial Office, the Association Office, the Business Projects of the Association, or other entities reporting directly to the Financial Manager.
2. Shall oversee the administration of the Association Service Projects, the Nominations Commission, and the Elections Commission. However, such oversight shall only be with respect to the administrative aspects of the operation of those entities, and shall not interfere with the substantive decisions made by those entities in their specialized area of jurisdiction.
3. Shall regularly review the financial performance of all bodies of the Association under her/his control and shall ensure that each functions within its specific budget.

4. Shall provide administrative support for the Committees of the Association legislative bodies and activities undertaken by the executive officers of the Association in their official capacities. However, her/his major responsibilities shall be in connection with the routine on-going administration of the Association as described above.
5. Shall assume such additional responsibilities as are provided for by the relevant Association legislative bodies, which shall retain ultimate authority over the delegation of responsibilities to the Administrative Manager.

## **B. Selection**

1. For the remainder of this section, the Administrative Manager Selection Committee shall be referred to as the *AMSC*.
2. The AMSC shall consist of the current Administrative Manager or designee, the President, one member of the US (chosen by the US Chair), and a GSC designee (chosen by the GSC Chair). By the beginning of the sixth week of Winter Quarter, the AMSC shall nominate an individual to serve as Associate Administrative Manager. The US and the GSC approval requirements shall be specified in their respective By-Laws.
3. Once confirmed by the Association legislative bodies, the Associate Administrative Manager shall undertake such responsibilities as are assigned by the Administrative Manager, in order to become more familiar with the duties and responsibilities of the Administrative Manager and with the operations of the Association and its agencies. During this period, the Associate Administrative Manager shall be a non-voting ex-officio member of all bodies on which the Administrative Manager serves.
4. By the beginning of the sixth week of Spring Quarter, the AMSC shall reconvene and evaluate the performance of the Associate Administrative Manager. The AMSC shall then decide either to nominate the Associate Administrative Manager as Administrative Manager, or to interview additional candidates before making a nomination. The final nomination shall be transmitted to the current Association legislative bodies before they dissolve. The US and the GSC approval requirements shall be specified in their respective By-Laws.
5. On the Friday prior to Commencement, the new Administrative Manager shall take office, provided that her/his appointment has been confirmed by the Association legislative bodies. The Administrative Manager shall serve until a successor has taken office.
6. Interim Administrative Manager
  - a. In the event of a vacancy in the office of Administrative Manager, the AMSC (excluding the Administrative Manager or designee) shall convene and nominate a replacement for confirmation by the Association legislative

bodies. The US and the GSC approval requirements shall be specified in their respective By-Laws.

- b. During this process, the President of the Association may nominate an Acting Administrative Manager, who shall take office immediately upon nomination, but whose office shall terminate upon the adjournment of the next meeting of either Association legislative body unless confirmed at that meeting. The US and the GSC approval requirements shall be specified in their respective By-Laws.
  - c. Following confirmation by the Association legislative bodies, the Acting Administrative Manager shall serve for a period of no more than 30 days, not counting days between quarters. However, the Acting Administrative Manager may be re-appointed for an additional term of 14 days if no replacement has been found, such reappointment requiring the same approval process as the initial confirmation.
6. The Administrative Manager shall not, during his or her term of office, serve as the President or as a voting member of an Association legislative body. However, provided that s/he is not reapplying for the position of Administrative Manager, the current Administrative Manager may run in the Spring Quarter General Election for election as the new President or as a member of one of the new Association legislative bodies. If elected, s/he may serve on that body throughout the normal term of office.
  7. At the time that it approves the nomination of the Administrative Manager, the Association legislative bodies shall also approve a contract or letter of appointment specifying the terms and conditions under which s/he shall hold office.

### **C. Removal**

The Administrative Manager may be removed by a 2/3 vote of each Association legislative body. The Administrative Manager must be notified in writing of the intent to introduce such a motion not less than 48 hours prior to the opening of the meetings at which the motion will be considered, and must be given an opportunity to speak in opposition to the motion at that meeting.

### **D. Administrative Office**

1. The Administrative Manager shall supervise the Administrative Staff Assistants, as well as those appointed officers specified in the US and the GSC By-Laws.
2. The Administrative Manager shall have the power to appoint one or more assistants, subject to approval by the Association legislative bodies. This approval shall require a 2/3 vote of the US; the GSC approval procedure shall be specified in the GSC By-Laws.

### **E. Salary**

The Administrative Manager and other employees of the Administrative Office shall be paid a salary as provided in the Operating Budget of the Association.

### **Section 3: Administrative Staff Assistants**

#### **A. Appointment and Term of Office**

1. Shall not, during her/his term of office, serve as an elected officer of the Association.
2. Availability of these positions shall be advertised, and all members of the Association shall be given an opportunity to apply for them.
3. For the rest of this section the Administrative Staff Assistants' Selection Committee shall be referred to as the ASASC.
4. Shall be nominated by the ASASC, which shall consist of:
  - a. the Administrative Manager
  - b. the Associate Administrative Manager,
  - c. a current Administrative Staff Assistant (who is not applying for reappointment and who is selected to serve on the committee by the Administrative Manager)
  - d. the President of the Association
  - e. a member of the US
  - f. a GSC designee (chosen by the GSC Chair)
5. A quorum of the ASASC shall consist of 4 members of the ASASC.
6. All decisions of the ASASC, including the initial screening of applicants shall be by a quorum of the ASASC.
7. No decision of the ASASC shall be valid unless approved by 3 members of the ASASC.
8. Shall be nominated in the Winter Quarter and confirmed by both Association legislative bodies. The US and the GSC approval requirements shall be specified in their respective By-Laws.
9. Shall serve during the following Summer, Autumn, Winter, and Spring Quarters, or until their successors have taken office.
10. Any or all of the Administrative Staff Assistants may be removed by the President of the Association, subject to appeal to the either Association legislative body. At least 48 written notice of her/his removal shall be given to each Assistant being removed.
11. Any or all of the Administrative Staff Assistants may be removed jointly by the Association legislative bodies, by the procedures listed in their respective By-

Laws. At least 48 written notice of her/his removal shall be given to each Assistant being removed.

12. If a vacancy occurs due to the death, resignation, or removal of the one or more of the Administrative Staff Assistants, then the ASASC shall nominate a replacement approval by the Association legislative bodies. The US and the GSC approval requirements shall be specified in their respective By-Laws.

## **B. Salary**

The Administrative Staff Assistants shall be paid a salary as provided in the budget of the Association, which shall also specify the number of Assistants to be appointed.

## **C. Duties**

1. Under the supervision of the Administrative Manager, the Administrative Staff Assistants shall perform the routine administrative tasks of the Association that would otherwise be carried out by the Presidency. These shall include, but not be limited to:
  - a. elections;
  - b. the appointment of students to committees;
  - c. the allocation of funds to student organizations;
  - d. the recruitment of Association personnel;
  - e. the administration of those parts of the Association Operating Budget as are under the direct control of the Presidency.
2. The Administrative Staff Assistants may, at the direction of the Administrative Manager, provide staff support for special committees or task forces established by the President or either Association legislative body. However, their major responsibilities shall be in connection with the routine on-going administration of the Association as described above.
3. The Administrative Staff Assistants shall not, in their official capacity, advocate positions concerning, or express opinions regarding, any substantive issues coming before the Association legislative bodies, their Committees, or any University committee or agency of the Association

## **Section 4: University Committee Cabinet**

A Cabinet composed of Association representatives on University Committees shall be under the direction of the Presidency. Membership shall be left to the discretion of the President and any changes in the membership shall be announced to the Association legislative bodies. The President shall review the membership by the second week of Autumn Quarter. The US Committee Staff Assistants, the Chair of the Nominations Commission, a GSC designee, and the Chairs of the US Academics, Research, and Evaluation and US Student Affairs Committees shall be members of the

Cabinet. The Cabinet shall meet at least once a month to discuss and route issues and action items from the various committees into the Association.

## **Section 5: Vacancies**

A position in the Executive branch of the Association shall become vacant upon the death, resignation, removal or disqualification of the person otherwise entitled to hold such office.

### **A. Resignation**

A member of the Executive branch shall be deemed to have *resigned* upon submission to the Association legislative bodies of a written statement of resignation.

### **B. Disqualification**

A member of the Executive branch shall be *disqualified* from office upon failure to satisfy the qualifications provided by the Constitution and these By-Laws.

## **Section 6: Executive Committee**

In addition to the powers and composition detailed in the Constitution, the Executive Committee shall have those powers and responsibilities listed in these By-Laws. Unless otherwise specified, all decisions of the Executive Committee shall be made by consensus.

## **Article IV: Judicial Branch**

### **Section 1: General**

#### **A. By-Laws**

The Association legislative bodies shall jointly have the sole right to author or amend any By-Laws governing the Constitutional Council or its operations. During debate on any item that alters the By-Laws governing the Constitutional Council or its operations, all members of the Council shall be given ex-officio membership in the Association legislative bodies.

#### **B. Definitions**

1. Within this article, *Chair* shall refer to the Chair of the Constitutional Council, unless specified otherwise.
2. Within this article, *Council* shall refer to the Constitutional Council, unless specified otherwise.
3. Within this article, *Constitution* shall refer to The Constitution of the Associated Students of Stanford University, as amended, unless specified otherwise.

### **Section 2: Council Members, Officers, and Staff**

#### **A. Definition**

The *executive officer* of the Council shall be its Chair. The *officers* shall be all members of the Council. Officers of the Council shall be empowered to select staff to assist them in their duties.

#### **B. Vacancies**

An office on the Council shall become vacant upon the death, resignation, expulsion, or disqualification of the individual entitled to hold that office.

1. An officer shall be deemed to have *resigned* upon submission of a written statement of resignation to the Chair, or, in the case of the death of the Chair, to the President of the Association.
2. An officer shall be deemed to be *removed* upon passage of an order of removal, as specified in the Constitution. The removal shall take effect upon written notice from the President of the Association.
3. An officer shall be deemed to be *disqualified* upon violating the qualifications for Constitutional Council officers as laid down in the Constitution. The

disqualification shall take effect upon written notice from the President of the Association.

**C. Salary**

All officers and staff of the Council may be paid a salary if specified in the Association budget.

**D. Secretary**

1. Shall be appointed by the Chair and may be removed by the Chair at any time.
2. Shall keep all records of the Council and shall keep minutes of all meetings of the Council.

**Section 3: Timing of Review**

Days between quarters shall not be counted for the purpose of meeting timing requirements as specified in the Constitution, or these By-Laws, unless specified otherwise.

**Section 4: Judicial Advocates**

The representative offered to individuals (as specified in Article IV, Section 2, Subsection C, Paragraph 3 of the Constitution) shall not be a member of the Council, and may be paid a salary, if stipulated in the Association budget.

**Section 5: Opinions of the Council**

**A. Basis of an Opinion**

"When the Council makes a decision by a majority vote," shall mean that all decisions of the Council must be made by a majority to be binding.

**B. Delivery of Documentation**

The Chair of the Council shall ensure that the Secretary of the Council delivers all minutes, opinions, meeting times, and agendas of the Council, in writing, to the President of the Association, and all individuals who are a party in the case under the same constraints as specified in Article IV, Section 2, Paragraphs C.6,7 of the Constitution.



# **Article V: Elections**

## **Section 1: General**

### **A. Types of Election**

1. *General elections* are those in which all members of the Association are eligible to vote.
2. *Special elections* are those in which only a well-defined subset of the Association is eligible to vote.
3. General and special elections shall be collectively known as *Association elections* (referred to in this Article as “elections”).
4. *Runoff elections* are those resulting from a failure of an Association election to produce a winner (referred to in this article as a "runoff"). A runoff election can be a general election or a special election, depending on the type of the preceding election.

### **B. Times of Elections**

The timing of various elections shall be specified in the Policies of the Elections Commission, except as specified in the Constitution, these By-Laws, the US By-Laws, or the GSC By-Laws.

### **C. Calling of Elections**

1. Elections shall normally be held at the times and places, and in the manner specified, by the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and the Policies of the Elections Commission. If an election is not validated, then the relevant Association legislative bodies may call for an additional election to be held at the times and places specified in a Special Charge of the Commission. For the US, this shall require a 2/3 vote; the GSC procedure shall be specified in the GSC By-Laws.
2. The relevant Association legislative bodies may, by a 2/3 vote, call additional elections for recalling officers, filling vacancies in offices, and approving ballot measures.
3. The Elections Commissioner may call a runoff election. The relevant Association legislative bodies may overrule the calling of the runoff. For the US, this shall require a 2/3 vote; the GSC procedure shall be specified in the GSC By-Laws.

### **D. Special Charge of the Commission**

Shall be the resolution(s) approved by the Association legislative bodies calling for additional elections, specifying additional specific duties of the Commission, clarifying and interpreting the Constitution and these By-Laws for their benefit, and/or approving their actions or requests prior to an election.

#### **E. Election Timetable**

The details of the specification of the election timetable shall be included in the Policies of the Elections Commission.

#### **F. Election Surcharge**

Each Fee levied by the Association shall be charged a uniform percentage surcharge on the amount authorized for collection by the Association. This surcharge shall be computed as 75% of the budget of the Elections Commission for the previous fiscal year (adjusted by the expected rate of inflation) divided by the total amount of Fees authorized for collection. The monies collected from this surcharge shall be deposited in an account with the Students' Organizations Fund known as the Elections Surcharge account.

#### **G. Election Budget**

1. All expenses incurred, and all income received, by the Commission shall be specified in the budget of the Commission.
2. Expenses shall include, but need not be limited to, general administrative expenses, indirect cost recovery, salaries and wages of election officers, expenses of the Hearings Committee, general publicity, the Elections Handbook, polling, ballots, ballot counting, and a budget reserve.
3. Income shall include, but need not be limited to, an Association allowance, a University allowance, and funds in the Elections Surcharge account. All unexpected income shall be credited to the budget reserve.
4. The Commission may transfer funds from the budget reserve into any other expense category except Commission salaries, provided that prompt notice is given to the Association legislative bodies of all such transfers.

#### **H. Graduate Notification**

The Commission shall inform all members of the graduate population by mail as to the dates of an election open to them, locations of polling places, and the hours of operation. The mailing must also include information on obtaining ASSU Fee refunds.

## **Section 2: Election Officers**

## **A. General**

1. The members of the Commission, the staff of the Commission, and the members of the Hearings Committee shall be known as the election officers.
2. No election officer may be hindered by any member or officer of the Association in any way in the performance of her/his duties.
3. Election officers shall be compensated in the amount and manner specified in the budget of the Elections Commission.
4. The Elections Commission shall operate under the oversight of the Executive Committee in devising and implementing the procedures for carrying out elections and other purely administrative matters. However, subject to the provisions of the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and the Policies of the Elections Commission, the Commission shall exercise its independent judgment in:
  - a. determining the eligibility of candidates, slates, sponsors, Special Fee requests, and ballot measures;
  - b. the validity of nominating petitions;
  - c. the filing of charges against candidates, slates, and sponsors;
  - d. in making all other substantive decisions.
5. Interpretation of Elections Rules
  - a. The relevant Association legislative bodies shall not interpret or clarify any Constitutional or By-Laws provisions concerning elections, or supplement or amend the Charge to the Commission, unless requested to do so on an administrative matter by the Elections Commission or on a matter concerning campaign rules by the Hearings Officer. If not in response to such a request, the relevant Association legislative bodies may interpret or clarify such provisions by a 2/3 vote.
  - b. The Elections Commission or Hearings Officer may request an interpretation or clarification by posing a specific question in a letter to the President of the Association or the Chairs of the relevant Association legislative bodies. The procedure by which such questions are answered shall be specified in the By-Laws of the relevant Association legislative bodies. The relevant Association legislative bodies may subsequently issue a substitute answer, which shall supersede the previous answer, but shall not be retroactive.

## **B. Charge of the Commission**

1. To give proper notification to all the eligible voters of each election. This notification shall include, but need not be limited to, announcements of all elective offices, the times, places, and manner of voting, and the solicitation of Special Fee requests, ballot measures, and statements in opposition to them.
2. To provide complete information on how candidates can place themselves on the ballot and to ensure that petition forms, declaration of intent forms,

guidelines for submitting Special Fee requests, and copies of the Campaign Practices Code are available to candidates, slates, and sponsors through at least one well-advertised informational meeting during Winter Quarter.

3. To devise and implement the procedures for carrying out all elections, in accordance with the provisions of the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and the Policies of the Elections Commission.
4. To report to the relevant Association legislative bodies on the results of all elections, and to make recommendations as to the validation of the election and the certification of each of the results.

### **C. Composition of the Commission**

1. The Elections Commission (hereafter “the Commission”) shall consist of the Elections Commissioner, the Assistant Elections Commissioner in Charge of Operations, the Assistant Elections Commissioner in Charge of Media, the Technical Specialist, and the Hearings Officer.
2. Elections Officers' Selection Committee
  - a. For the remainder of this article, the Elections Officers' Selection Committee shall be referred to as the *EOSC*.
  - b. The *EOSC* shall consist of the following members:
    - i. The current Elections Commissioner, who shall chair the committee.
    - ii. The President of the Association.
    - iii. One member of the US.
    - iv. One GSC designee.
    - v. One current member of the Elections Commission.
  - c. Quorum for the *EOSC* shall consist of 3 voting members of the *EOSC*.
  - d. All decisions of the *EOSC*, including the initial screening of the applicants, shall be by a quorum of the *EOSC*.
  - e. No decision of the *EOSC* shall be valid unless approved by a majority of the *EOSC* present.
3. Appointment of the Elections Commissioners
  - a. Shall be nominated by the *EOSC*, in accordance with section V.2.C.2 of these By-Laws.
  - b. On the Friday prior to commencement, the new Elections Commissioner shall take office, provided that her/his appointment has been confirmed by the Association legislative bodies. The Elections Commissioner shall serve until a successor has taken office.

4. Appointment of the Elections Commission
  - a. Shall be nominated in the Autumn Quarter by the EOSC, in accordance with section V.2.C.2 of these By-Laws.
  - b. Shall be confirmed by the Association legislative bodies in the Autumn Quarter by a 2/3 vote.
  - c. Shall assume office upon confirmation, and serve until her/his successor has been confirmed.
5. If any member of the Commission has failed to discharge her/his duties responsibly and in a non-partisan manner, then the Association legislative bodies, by a 2/3 vote, may remove the member in question from the Commission, subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.
6. Any vacancies occurring on the Commission shall be filled by the Association legislative bodies by a 2/3 vote.
7. The details of the disbursement of the salaries of members of the Elections Commission shall be included in the Policies of the Elections Commission.

#### **D. Meetings of the Commission**

1. Meetings may be called by the chair of the Commission or any 2 members of the Commission.
2. All members of the Commission shall receive proper notification of these meetings.
3. Minutes taken at these meetings shall be filed with the Association Office in a timely manner.
4. All actions taken by the Commission shall be taken only after approval by a majority of the Commission during a meeting of the Commission, unless otherwise specified in these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, or the Policies of the Elections Commission.

#### **E. Duties of the Commissioners**

1. Elections Commissioner
  - a. Shall be the Commissions' principal spokesperson.
  - b. Shall prepare a general timetable of all Commission activities.
  - c. Shall devise the budget of the Commission.
  - d. On all issues regarding the interpretation of By-Laws related to the Campaign Practices Code, eligibility, supplemental rulings, campaign code

violations, and campaign conduct investigations, the Hearings Officer shall be the sole spokesperson.

2. Assistant Elections Commissioner in Charge of Operations

- a. Shall be in charge of all election operations.
- b. Shall devise the means and times of polling.
- c. Shall oversee the counting of ballots.
- d. Shall oversee off-campus campaign operations.
- e. Shall oversee any logistical operations having to do with these activities, including the hiring and training of any operations staff.
- f. Shall compile all information for and oversee the production of the Elections Handbook, including the hiring and training of any Elections Handbook staff.

3. Assistant Elections Commissioner in Charge of Media

- a. Shall oversee all publicity of the Elections Commission.
- b. Shall coordinate the communication of all campaigners with the Commission.
- c. Shall oversee the creation of the elections web page.
- d. Shall be the Commission's liaison with all campus media.
- e. Shall oversee any logistical operations having to do with these activities.

4. Hearings Officer

- a. Shall investigate any charges of campaign violations and to report all findings to the Elections Commission, the Hearings Committee Chair, and the Executive Committee.
- b. Shall be the principal spokesperson for the Commission on all issues regarding the interpretation of By-Laws relating to the Campaign Practices Code and eligibility, supplemental rulings, campaign code violations, and campaign conduct investigations.
- c. Shall ensure the legality of all campaign affiliations listed on the ballot and rule on the appropriateness of any unusual affiliations.
- d. Shall monitor the use of ASSU banner paper and markers by candidates to ensure its use in limited quantities for legitimate campaign activities.
- e. Shall determine the eligibility of candidates for elective office, of Special Fee requests, and of all ballot measures. This determination shall be made in accordance with the provisions of the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and the Policies of the Elections Commission.

## 5. Technical Specialist

- a. Shall acquire or arrange for the use of sufficient computing resources to run online elections.
- b. Shall design and implement the online version of the ballot.
- c. Shall maintain and/or modify any computer programming code required to run the elections.
- d. Shall run the code during the elections.
- e. Shall supervise the online elections process to prevent security breaches.
- f. Shall produce election results in a timely manner.

## F. Hearings Committee

### 1. Charge

To recommend to the relevant Association legislative bodies all disqualifications and other penalties against candidates, slates, Special Fee requests, ballot measures, and sponsors.

### 2. Composition

- a. One member of the Association familiar with election procedures, nominated by the Nominations Commission and confirmed by the Association legislative bodies, who shall chair the Committee.
- b. Two members of the Association nominated by the Nominations Commission and confirmed by the Association legislative bodies.
- c. The Elections Commissioner shall act in an advisory capacity to the Hearings Committee upon the Committee's request.

### 3. Term

Shall assume office upon confirmation during Winter Quarter and serve until their successors have been chosen.

## Section 3: Election Issues

### A. Special Fee Requests

1. In order for its Special Fee request to be placed on the ballot, a student organization must qualify under one of the following provisions:
  - a. Voluntary Student Organizations: organizations which are intended to be (and actually are) primarily composed of student members, require no student to join, are recognized by the University, and are either open to all students or open to only those students meeting certain criteria which

are established and evaluated in an objective manner by the organization. In order to qualify under this provision, the ultimate constitutional, budgetary, and policy-making authority of the organization must be vested entirely in its student members.

- b. Chartered Organizations: organizations which are intended to be (and actually are) primarily composed of student members, require no student to join, are recognized by the University, and are either open to all students or open to only those students meeting certain criteria which are established and evaluated in an objective manner by the organization, but where the ultimate constitutional, budgetary, and policy-making authority are vested in a University office or committee or any body other than its student membership.
  - i. Such an organization shall have a Special Fee request placed on the ballot only with the express consent of the relevant Association legislative bodies. This consent shall take the form of a resolution certifying that, in the opinion of the relevant Association legislative bodies, the organization and its finances are in fact essentially under the control of students, and shall require for approval a 2/3 vote. At the time that this resolution is approved, the relevant Association legislative bodies may specify additional criteria under which the Special Fee request is placed on the ballot, which shall be as binding on the organization as is its detailed budget. Approval of this resolution shall only determine the organization's eligibility to receive a Special Fee, and shall be independent of, and in addition to, any action by the relevant Association legislative bodies actually placing the request on the ballot.
  - ii. In the event that the constitution, structure, finances, policies, or operations of such an organization is substantially modified, as defined by the relevant Association legislative bodies, so as to impair student control and/or prevent the Special Fee funds from being used for the purposes for which they were originally intended, the relevant Association legislative bodies may by a 2/3 vote pass a resolution halting the disbursement of Special Fee funds to that organization. Upon the approval of such a resolution, any and all Special Fee funds already disbursed to the organization shall revert to the Association and shall be placed in the Special Buffer Fund.
- c. The Association and its agencies
  - 2. An agency of the Association shall have its Special Fee request placed on the ballot only with the consent of the relevant Association legislative bodies. This consent shall only determine the organization's ability to seek a Special Fee, and shall be independent of, and in addition to, any action by the relevant Association legislative bodies actually placing the request on the ballot.



3. An agency of the Association requesting a Special Fee must be financially independent of the Association proper.
4. If a Special Fee request which has met all Elections Commission deadlines is left off the ballot, then the request may be funded from the Special Buffer Fund by a 2/3 vote of the Association legislative bodies.

## **Section 4: Placement of Issues on the Ballot**

### **A. General**

1. *Placement on the ballot* shall refer to the qualification for election of the appropriate candidate or slate, or for approval of the appropriate Special Fee request or ballot measure. Appearance on the ballot shall refer to actual mention on the physical election ballot of the appropriate candidate, slate, Special Fee request, or ballot measure.
2. In borderline cases, the Elections Commissioner in consultation with the Hearings Officer shall allow election issues to proceed towards placement on the ballot.
3. A meeting shall be held at least 1 week prior to the beginning of campaigning or, in the case of the Spring Quarter General Election, during Winter Quarter, to orient all candidates, slates, and sponsors to election practices. The time and place of the meeting shall be announced to all individuals who have filed declarations of intent and shall be publicized by at least 2 display ads in The Stanford Daily.
4. Any candidate, slate, or sponsor may withdraw from the election by submitting to the Commission, at least 24 hours prior to the opening of the polls, a written declaration of withdrawal.

### **B. Declaration of Intent**

1. A declaration of intent shall be a signed statement certifying that a candidate, slate, or sponsor has fulfilled or intends to fulfill all appropriate requirements for placement on the ballot, and that they “have read or will read the Campaign Practices Code, and agree to abide by it and any rulings issued by the Elections Commission.”
2. The filing of a declaration of intent shall normally be the first step in seeking placement on the ballot.
3. The Commission shall approve a declaration of intent upon verification that all the requirements for placement on the ballot have been met.
4. A list of all candidates, slates, Special Fee requests, and ballot measures whose declarations of intent have been approved by the Commission shall be posted in

the Commission office, and this information shall be made available to student publications in a timely manner.

5. No declarations of intent for the Spring Quarter General Election shall be accepted before the start of Winter Quarter.
6. The Commission shall, with the approval of the relevant Association legislative bodies, specify other deadlines for the filing of declarations of intent for all other elections.
7. No candidate or slate shall be elected to office, and no Special Fee request or ballot measure approved, unless the appropriate candidate, slate, or sponsor has filed an approved declaration of intent with the Commission.

### **C. Petitions**

The Policies of the Elections Commission shall contain the following information regarding petitions:

1. The proper form for petitions, as well as the procedure for getting prior approval from the Elections Commission for planned petition forms.
2. The proper methods for circulating petitions.
3. The methods for appealing rulings that disqualify petitions.
4. The procedures by which the Elections Commission verifies and re-verifies petitions.
5. The portions of petitions that will be permanently archived, and those that will be destroyed.

### **D. Officers**

1. Any members of the Association declaring intent to become the President and Vice-President, and requesting to appear in the Elections Handbook and on the ballot, must submit to the Commission a petition of at least 200 members of the Association.
2. Other signature requirements will be listed in the By-Laws of the relevant Association legislative bodies.

### **E. Special Fee Issues**

The Policies of the Elections Commission shall contain the following information regarding Special Fee issues:

1. The proper form for Special Fee petitions.
2. The proper form for Special Fee budgets.
3. Guidelines for selecting the appropriate population for a Special Fee request.
4. The procedure for determining Special Fee refund rates.

5. The procedure for handling joint Special Fee requests that are approved by only one of the Association legislative bodies.
6. The procedure for dividing a Special Fee request.

#### **F. General Fee Issues**

Each existing General Fee will automatically have the options for setting its amount placed on the ballot, regardless of whether a declaration of intent was filed.

#### **G. Ballot Measures**

1. The relevant Association legislative bodies may transmit to the Commission any bill or resolution to be placed on the ballot as a ballot measure, in which case the author of the bill or resolution shall be considered the author of the ballot measure.
2. Any member of the Association seeking to place a ballot measure on the ballot must submit a petition of members of the relevant population of the Association to the Commission. The information pages in each petition packet shall contain the text of the ballot measure, as well as the population to which the ballot measure is addressed.

### **Section 5: Campaign Regulations**

#### **A. Campaign Practices Code**

1. The Campaign Practices Code (referred to in this section as “the Code”) shall be a concise and complete specification of all election guidelines pertaining to the expected conduct of members of the Association as outlined in the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and the Policies of the Elections Commission.
2. The Code shall be compiled by the Elections Commissioner, have its contents verified for authenticity by the Commission, and shall be reproduced by the Associate Commissioner in Charge of Publicity.
3. The Code shall be made available to each candidate, slate, and sponsor on or before the first day for filing a declaration of intent.

#### **B. Rulings of the Hearings Officer**

1. The Hearings Officer may issue supplemental rulings elaborating or clarifying the election guidelines as specified in the Code.
2. All proposed rulings shall be posted in a public place by the Hearings Officer. Each candidate, slate, and sponsor shall be notified as to where these rulings

shall be posted before any ruling is posted. All candidates, slates, and sponsors shall be assumed to have read the ruling within 24 hours after its posting.

3. In making these rulings it is expected that the Hearings Officer shall inform the Elections Commissioner, the Hearings Committee, and the Chairs of the relevant Association legislative bodies.
4. Although the Hearings Committee shall not be bound by these rulings, they shall give them substantial weight and shall, in conjunction with the provisions of the Code, consider violations of them grounds for disqualification.
5. The Hearings Officer is the only officer of the Association empowered to offer official advice to candidates, slates, and sponsors on matters pertaining to the Code. Such advice shall be posted as a ruling unless the Hearings Officer determines either that the advice offered was of minor importance and lacked general interest, or such a posting to be a violation of confidentiality.

### **C. Campaign Conduct**

The Policies of the Elections Commission shall contain the minimum following information concerning campaign conduct:

1. A definition of campaigning.
2. Rules regarding the allowable times & methods of campaigning.
3. Statements concerning what may be grounds for disqualification.

### **D. Campaign Expenses**

The Policies of the Elections Commission shall contain the minimum following information concerning campaign expenses:

1. A definition of what qualifies as a campaign expense.
2. Procedures for dealing with joint campaign expenses, as well as expenses incurred by proxies.
3. A specification of campaign expense limits.
4. The consequences of exceeding campaign expense limits.

### **E. Financial Disclosure**

The Policies of the Elections Commission shall contain the minimum following information concerning financial disclosure:

1. The requirement of a financial disclosure statement, as well as the consequences of failing to file one.
2. A specification of what constitutes a financial disclosure statement.
3. A deadline for submitting financial disclosure statements.

### **F. Disqualification and Other Penalties**

The Policies of the Elections Commission shall contain the minimum following information concerning disqualification and other penalties:

1. Procedures for the initiation and conduct of formal investigations of alleged violations of the Code.
2. Procedures for conducting hearings for the presentation of evidence relating to alleged violations of the Code.
3. Procedures governing the recommendation and approval of penalties for violations of the Code.

## **Section 6: Elections Handbook**

The Policies of the Elections Commission shall contain the specification of the contents of the Elections Handbook, as well as the requirements for its distribution.

## **Section 7: Ballots**

The Policies of the Elections Commission shall contain the specification of the content and format of the elections ballots.

## **Section 8: Voting**

The Policies of the Elections Commission shall contain the following minimum information concerning voting:

- A. The method of voting.
- B. The start and end of polling times.
- C. Voter qualifications.
- D. Paper ballot polling sites
- E. Signature sheets
- F. Procedures for voting from an unattended computer.

## **Section 9: Tabulation of Results**

The Policies of the Elections Commission shall contain the procedures for tabulating the results of elections, as well as the procedure for requesting a recount.

## **Section 10: Validation of an Election**

### **A. Definition of Validation**

1. An election shall be validated upon the approval of a recommendation of validation by the relevant Association legislative bodies. The recommendation shall take the form of a resolution submitted by the Commission. Validations may not be rescinded or reconsidered.
2. An election may only be validated at a regular meeting of the relevant Association legislative bodies. In addition, this meeting shall take place no more than 4 weeks after the polls have closed.
3. Should circumstances warrant, the relevant Association legislative bodies may validate a portion of an election. The portion so validated shall be subject to certification. The portion not validated by the relevant Association legislative bodies shall be null and void.

### **B. Grounds for Validation**

The relevant Association legislative bodies shall not validate an election which was conducted in a partisan manner by the elections officers, or which was not in accordance with the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, or the Policies of the Elections Commission. Grounds for not validating an election shall include, but need not be limited to, deviations that were avoidable and could possibly have affected the outcome of any issue in the election.

### **C. Contestation of an Election**

1. Any candidate, slate, or sponsor may contest the validity of an Association election by filing a contestation within 72 hours after the close of the polls.
2. Contestations shall contain the name of the contesting party, her/his local address and phone number, and the grounds upon which the contestation is being filed.
3. A contestation shall be considered filed upon receipt by the Chairs of the relevant Association legislative bodies of the contestation. The Chairs of the relevant Association legislative bodies must post and adhere to reasonable procedures for receiving contestations.
4. The Chairs of the relevant Association legislative bodies shall distribute copies of the contestation to all voting members of the relevant Association legislative bodies in a timely manner.
5. The relevant Association legislative bodies shall use the information contained within the contestation when considering whether to validate an Association election.

### **D. Suspension from Other Offices**

Upon the validation of an election, any candidate(s) whose name will be submitted to the relevant Association legislative bodies for certification as having been

elected an officer of the Association shall be suspended from any other official position within the Association that may not be held by such an officer, unless they formally decline their elective office in a written statement to the Chairs of the relevant Association legislative bodies. This suspension shall continue until their election is certified, at which time they shall be considered to have resigned such other official position; should their election not be certified, the suspension terminates. During such a period of suspension, except as prohibited elsewhere, alternates may be named to replace the suspended candidate(s) in their official position(s); these alternates shall become permanent replacements upon certification of the candidate(s)'s election.

## **Section 11: Certification of Election Results**

### **A. Definition of Certification**

1. A result of an election or portion thereof shall be certified upon the approval of a recommendation of certification by the relevant Association legislative bodies. Certifications may not be rescinded or reconsidered.
2. The recommendation shall take the form of a resolution submitted by the Commission specifying:
  - a. the appropriate office, Special Fee request, or ballot measure;
  - b. the number of votes cast for the appropriate candidate or slate, or the number of votes cast in favor of and in opposition to the appropriate Special Fee request of ballot measure;
  - c. the requirements for certification of this result as specified in the Constitution, these By-Laws, the US By-Laws, or the GSC By-Laws;
  - d. any other information deemed appropriate by the Commission.
3. An election result may only be certified on the basis of the results of the appropriate validated election.
4. An election may only be certified at a regular meeting of an Association legislative body after the election on which certification is based has been validated. In addition, this meeting shall take place no more than 4 weeks after validation has occurred. However, for special elections, an election result may be certified at the same meeting at which the election was validated, provided that there are no charges pending against any candidate, slate, or sponsor.
5. No candidate, slate, Special Fee request, or ballot measure may be certified if the an Association legislative body has approved an appropriate resolution of disqualification.
6. Resolution of Conflicts

- a. A conflict shall exist when two or more ballot measures contain sections which, if they were certified, could not be implemented.
  - b. The relevant Association legislative bodies shall divide the ballot measures in question by section, and shall then certify all sections which do not conflict before any conflict is resolved.
  - c. A conflict between a Constitutional amendment and a referendum shall be resolved in favor of the Constitutional amendment, which shall then be certified.
  - d. From each set of sections remaining in conflict the one whose ballot measure secured the highest percentage of votes shall be certified.
7. Resolution of Ties
- a. A tie shall exist when the relevant Association legislative bodies are unable to certify the appropriate election result(s) that are required to fill all offices.
  - b. The relevant Association legislative bodies shall certify all election results that do not involve ties before any tie is resolved.
  - c. Each candidate or slate involved in a tie shall be allowed to speak and answer questions before the relevant Association legislative bodies.
  - d. The relevant Association legislative bodies shall vote on each tied issue, the result resolving the tie.
8. No officer shall take office, no Special Fee shall be authorized for collection, and no ballot measure shall take effect unless and until the appropriate election result has been certified.
9. No Special Fee request or ballot measure shall be certified unless it appeared on the ballot. No Special Fee request or ballot measure shall be certified unless the detailed budget and summary of actual expenditures presented by the student organization requesting the Special Fee, or an approved summary thereof (for Special Fees), or text of a ballot measure and its estimated fiscal impact (for ballot measures), was included in the Elections Handbook or published in The Stanford Daily before the first day of voting.
10. The Commission shall verify the eligibility of each candidate and slate, and of each Special Fee request and ballot measure and their associated sponsors, before submitting a resolution of certification to the relevant Association legislative bodies.

## **B. Grounds for Certification**

1. In each Association legislative body district, a number of candidates with the greatest number of votes equal in number to the number of seats in that district shall be certified as having been elected as members of the corresponding Association legislative body. In making such certification, the relevant



Association legislative bodies shall include the effects of any resolution of displacement previously approved.

2. The grounds for certifying the myriad undergraduate Class Presidents shall be specified in the US By-Laws.
3. A Special Fee request that received a majority of the votes cast, provided that this majority constitutes at least 15% of the members of the relevant population of the Association, shall be certified as having been approved.
4. The grounds for certifying the new undergraduate General Fee base amounts, based on the range of percentage increases and decreases, shall be specified in the US By-Laws.
5. A proposal to create, change the base amount of, change the statement of purpose of, or abolish a General Fee will be certified if it receives at least 2/3 of the votes cast, and if those in favor constitute at least 15% of the relevant population of the Association. The new Fee amount will be certified as the base amount listed in the proposal, regardless of the other outcomes of setting the amounts of existing General Fees.
6. A referendum shall be certified as having been approved if it receives a majority of the votes cast, and those in favor constitute at least 15% of the relevant population of the Association. A referendum shall take effect upon certification, or at a later date if specified by the referendum.
7. A Constitutional amendment shall be certified as having been approved by the Association if it receives at least 2/3 of the votes cast, and those in favor constitute at least 15% of the relevant population of the Association. The President of the Association shall forward this amendment in a timely manner to the Board of Trustees and the University President for their approval.

# **Article VI: Finances**

## **Section 1: General**

### **A. Financial Policies**

1. After considering the advice of the Financial Manager, the relevant Association legislative bodies shall adopt and may amend such policies governing the budgetary and financial practices of the Association as are provided for in these By-Laws, and may adopt and amend such additional policies as may appear necessary for the sound governance of the Association's finances. These policies shall be known as the "Financial Policies" of the Association.
2. The procedure for the adoption or amendment of all such Financial Policies shall be specified in the By-Laws of the relevant Association legislative bodies.
3. Each year during the Autumn Quarter, the Financial Manager shall publish the texts of all such Financial Policies then in effect, and shall distribute copies to the relevant Association legislative bodies.

### **B. Funding Policies**

1. The relevant Association legislative bodies shall adopt and may amend such policies ensuring that funds derived from fees levied upon the members of the Association are expended and accounted for properly as are provided for in these By-Laws, and may adopt and amend such additional policies as may appear necessary to fulfill this purpose. These policies shall be known as the "Funding Policies" of the Association.
2. The procedure for the adoption or amendment of all such Funding Policies shall be specified in the By-Laws of the relevant Association legislative bodies.
3. Each year during the Autumn Quarter, the Financial Manager shall publish the texts of all such Funding Policies then in effect, shall distribute copies to the relevant Association legislative bodies. The Financial Manager shall also make copies available to the treasurers of all student organizations receiving Special Fees or funding from a General Fee upon their request.

### **C. Freedom of Information**

The relevant Association legislative bodies may not establish any Funding or Financial Policies which unduly restrict public access to the financial records concerning expenditure of ASSU-allocated money, whether that be by an ASSU organization, a Voluntary Student Organization receiving ASSU funding, or an individual exercising ASSU spending authority.

### **D. Financial Organization**

1. Every department or agency of the Association belongs to a sector that designates its primary operation. Other entities may also be classified as belonging to a sector.
2. The Governance sector shall consist of:
  - a. the Association Office;
  - b. the US Committee Staff Assistants;
  - c. the President and Vice President of the Association;
  - d. the Elections Commission;
  - e. the Financial Office;
  - f. the Nominations Commission
  - g. the Association legislative bodies;
  - h. those departments so specified by Acts of the Association legislative bodies.
3. The Service sector shall consist of the Service Organizations of the Association as specified in these By-Laws, the US By-Laws, and the GSC By-Laws.
4. The Service Affiliate sector shall consist of the myriad undergraduate Class Presidents and those agencies specified in these By-Laws, the US By-Laws, the GSC By-Laws, or by Acts of the Association legislative bodies which are associated with the Association.
5. The Business sector shall consist of the Business Projects of the Association as specified in these By-Laws, the US By-Laws, and the GSC By-Laws.
6. The Business Affiliate sector shall consist of all subsidiaries and partnerships specified in these By-Laws, the US By-Laws, and the GSC By-Laws.

#### **E. Financial Manager Selection**

1. For the rest of this section, the Financial Manager Selection Committee shall be referred to as the *FMSC*.
2. The current Financial Manager shall be responsible for advertising the position of Financial Manager in a manner designed to maximize the number of qualified applicants, and shall serve as Chair of the FMSC.
3. The FMSC shall nominate an individual to serve as Financial Manager during Winter Quarter. This nomination shall be submitted to the Association legislative bodies for approval at each regularly scheduled meeting held after the FMSC has made its nomination.
4. The relevant Association legislative bodies shall consider the nomination in closed session. The identity of the person nominated shall not be made public until after both Association legislative bodies have approved the nomination.
5. The new Financial Manager shall take office at the close of business on the Friday prior to Commencement.
6. The Financial Manager shall serve for one year unless reappointed by the normal selection process.

## **F. Assistant Financial Manager**

1. The Financial Manager shall be assisted in her/his duties by the Assistant Financial Managers as needed.
2. For the rest of this section, the Assistant Financial Managers' Selection Committee shall be referred to as the *AFMSC*.
3. Assistant Financial Managers shall be nominated in the Winter Quarter by the AFMSC, which shall consist of:
  - a. the Financial Manager (who shall chair the AFMSC);
  - b. the Associate Financial Manager;
  - c. the President of the Association;
  - d. one Undergraduate Senator (as an ex-officio member);
  - e. one GSC designee (as an ex-officio member)
4. A quorum of the AFMSC shall consist of 3 voting members of the AFMSC.
5. All decisions of the AFMSC, including initial screening of applicants, shall be by a quorum of the AFMSC.
6. No decision of the AFMSC shall be valid unless approved by 3 members of the AFMSC.
7. The Association legislative bodies shall confirm all Assistant Financial Managers. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.
8. The removal of Assistant Financial Managers shall require the approval of the Association legislative bodies. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies. All such removals shall be subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

## **Section 2: Association Operating Budget**

### **A. General**

1. No funds shall be expended, encumbered, or otherwise disbursed by the Association or the Students' Organizations Fund (except for funds withdrawn from the accounts of student organizations by their treasurers) other than in accordance with the procedures for the authorization of expenditures or investments contained in these By-Laws, the US By-Laws, and the GSC By-Laws.
2. All funds expended by the Association shall be used for the basic operating expenses of the Association, or for programs initiated by and under the control of the Association and its agencies.

3. No funds shall be expended as salaries or wages by any Association department or agency, except as specifically provided in the Association operating budget or the budget of that agency, or pursuant to the authority contained in these By-Laws, the US By-Laws, and the GSC By-Laws.

## **B. Budget Process and Timetable**

1. The Association shall formulate its request for the Operating Budget allowance from the University for the following fiscal year, and shall submit that request to the University. This request shall be formulated by a committee consisting of the Financial Manager (who shall chair the committee), the President of the Association, the Chairs of the Association legislative bodies, the Chair of the US Budget and Finance Committee, and the GSC Financial Officer.
2. By the third week of Winter Quarter, the Financial Manager shall prepare and present to the US Budget and Finance Committee and the GSC Financial Officer for their approval estimates of the Indirect Cost Recovery charges to be made to each Association agency for the following fiscal year. This information shall then be supplied to the appropriate agencies for use in preparing their budget requests.
3. By the third week of Spring Quarter, the Financial Manager shall in consultation with the President of the Association, the US Budget and Finance Committee, and the GSC Financial Officer prepare and issue a timetable for the preparation of the Operating Budget for the following fiscal year. This timetable shall meet all of the requirements contained in these By-Laws.
4. The Operating Budget shall be drafted by a committee consisting of the Financial Manager (who shall serve as chair), the Associate Financial Manager, the Chairs of the Association legislative bodies, the President of the Association, the Chair of the US Budget and Finance Committee, and the GSC Financial Officer. The incoming President Elect, US Chair Elect, and GSC Chair Elect shall be ex-officio members of this committee. This proposed budget shall be submitted for review and modification to the US Budget and Finance Committee no later than its last regularly scheduled meeting before the dissolution of the outgoing US during Spring Quarter, and to the GSC Financial Officer before her/his term of office expires.
5. The draft Operating Budget shall include appropriate budget detail for each income and expense line item, including but not limited to the line items for salaries (except for the salaries paid to the University employees in the Association Office), the expenses of the Association legislative bodies, Presidency, and Financial Manager, and all other expense line items (other than the basic office expenses of the Association Office and the Students' Organizations Fund). This budget detail shall be submitted to the Association legislative bodies for approval along with the Operating Budget and, once approved, shall be equally as binding as the Operating Budget itself. However, it shall not form part of the budget submitted to the President of the University for approval.

6. The US shall approve the proposed Operating Budget by the method specified in the US By-Laws.
7. The GSC shall approve the proposed Operating Budget by the method specified in the GSC By-Laws.
8. The Operating Budget approved by the Association legislative bodies shall be transmitted to the President of the University (or designee) for approval within fourteen days after it has been approved by the Association legislative bodies.

### **C. Budgetary Authority**

Once the Operating Budget has been approved, the Financial Manager shall be authorized to approve specific expenditures of funds in accordance with it, subject to the provisions of the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, and to the following requirements:

1. The Financial Manager shall report to the US Budget and Finance Committee and the GSC Financial Officer on the actual expenditures from each Operating Budget line-item according to the following schedule:
  - a. no later than the second regularly-scheduled Committee meeting of each quarter, on the actual expenditures as of the end of the previous quarter;
  - b. whenever the actual expenditures for a given detailed line item (or a line item, where no detail was approved) have exceeded the budgeted amount, or appear likely to exceed the budgeted amount before the next regularly scheduled report.
2. The Financial Manager shall report to the US Budget and Finance Committee and the GSC Financial Officer on any changes in circumstances which would cause total income to be less than budgeted, or total expenses to be greater than budgeted, as soon as such changes come to her/his attention, and shall suggest such corrective action as may be required for the fiscal soundness of the Association.
3. Upon the request of the Financial Manager, the relevant Association legislative bodies may approve modifications to the Operating Budget, where such modifications are in support of the program initially authorized by the Operating Budget approved by the Association legislative bodies. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies. Such modifications shall become effective 48 hours after approval, unless the President of the Association notifies the Financial Manager and the Chairs of the relevant Association legislative bodies in writing of her/his objections within that period of time.
4. The relevant Association legislative bodies may modify the Operating Budget. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.

5. The Financial Manager shall not approve any expenditure which would result in a detailed line-item (or a line-item, where no detail was approved) being overspent by more than either \$100 or 15% of the authorized amount, whichever is greater; nor any overspending of any salary or discretionary line-items; nor any overspending resulting from changes in the nature of the programs on which funds are being expended; unless and until an appropriate budget modification has been approved by the relevant Association legislative bodies, or their designee(s).
6. Any changes to any budget line item for salaries in the Association Operating Budget or the budget of any Association agency, and any payment of bonuses to any employee of the Association (except for incentive payments included in the regular compensation of Managers of Business Projects), shall require the approval of the relevant Association legislative bodies, or their designee(s) before becoming effective.
7. No salary or compensation shall be paid to any individual performing the duties of an office or position for which confirmation of the relevant Association legislative bodies is required, until that person has been confirmed by the relevant Association legislative bodies. All budget detail for line items involving salaries shall specify the time period for which the salary is paid and the salary per individual. Individuals shall be paid according to this detail for the time they actually perform the responsibilities of their office.
8. Except for the budget line items for the operating expenses of the Presidency, the Association legislative bodies, and the Nominations and Elections Commissions, the Financial Manager shall be directly responsible for authorizing all specific expenditures of funds from the Association Operating Budget. The Financial Manager may delegate this authority, but shall be responsible to the Association legislative bodies for all expenditures made under such delegated authority.
9. Funds from the Contingency line of the Operating Budget shall be available for reallocation by the relevant Association legislative bodies to other lines in the budget. No funds shall be directly expended from any Budget Reserve or Contingency line of the Operating Budget.

#### **D. Determination of Expendable Income**

The relevant Association legislative bodies shall adopt an appropriate Financial Policy specifying the degree to which income from various sources shall be considered expendable. This policy shall provide for such reinvestment of income as is required for the long-term financial soundness of the Association.

#### **E. Indirect Cost Recovery**

The Association shall make a charge against the funds of each Business and Service project or affiliate, and against the Fee system, to recover the indirect costs

which they impose upon the Operating Budget of the Association. The relevant Association legislative bodies shall adopt an appropriate Financial Policy providing for the calculation of such charges. No expenses in the part of the Operating Budget which are funded by the Operating Budget Allowance provided by the University shall be included in the calculation of such charge.

## **F. Income Smoothing**

The relevant Association legislative bodies shall adopt an appropriate Financial Policy providing for the smoothing of expected income from Association Business Projects and other sources of income, and for such contributions to reserves as are required to insulate the basic operating expenditures of the Association from short-term fluctuations in income.

## **G. Reserve Funds**

### **1. Reserve Accounts**

#### **a. Operating Reserve**

The Operating Reserve shall be maintained at an amount equivalent to 150% of the budgeted operating expenses for the current fiscal year.

#### **b. Special Discretionary Reserve**

Except as otherwise provided in these By-Laws, any excess of income over expenditures and transfers necessary to maintain the Operating Reserves at the levels provided herein shall be credited to, or any excess of expenditures and transfers to maintain the Operating Reserve income shall be charged to, the Special Discretionary Reserve. Funds from the Special Discretionary Reserve shall only be expended on major projects of the Association. All expenditures from this reserve shall be approved by the Association legislative bodies and by the President of the Association. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.

#### **c. Annual Discretionary Expense Account**

The amount in the Annual Discretionary Expense Account shall be determined at the time of budget negotiations, and shall be an amount equivalent to one-half of a percent of the Special Discretionary Reserve, but not greater than \$10,000. All expenditures from the Annual Discretionary Expense Account shall be approved by the Association legislative bodies, and shall be closed to the Special Discretionary Reserve at the end of each fiscal year. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.

### **2. The Operating Reserve shall be maintained at its prescribed amounts by crediting funds to, or transferring funds from, the Special Discretionary Reserve**



at the beginning of each fiscal year. No funds shall be directly expended from the Operating Reserve.

### **Section 3: Project and Capital Budgets**

#### **A. Service Projects**

1. Approval of the placement of a Special Fee request on the ballot, or approval of an allocation of funds from a General Fee, shall constitute approval of the budget of an Association Service Project for the appropriate year. However, this approval shall be null and void if the Special Fee request is defeated.
2. The budgets of the Undergraduate Program and Undergraduate Publications Boards shall be approved as provided in the US By-Laws.
3. For Service Projects not receiving budgetary approval under the foregoing provisions, the relevant Association legislative bodies shall approve a budget during Spring Quarter for the following fiscal year.
4. None of the unrestricted funds of the Association shall be expended by any Association agency that is classified by these By-Laws, the US By-Laws, or the GSC By-Laws as belonging to the Service Sector, except as provided in the Association Operating Budget, nor shall any agency so classified be allowed to incur a deficit.

#### **B. Business Projects**

1. The Manager of each Business Project, in consultation with the Manager-designate for the following year, shall draft a detailed budget for that Project for the following year. This budget shall be submitted to the Financial Manager by a date specified in the timetable for the preparation of the Association Operating Budget.
2. The Financial Manager, in consultation with the Associate Financial Manager, shall review and may modify the proposed budget for each Business Project, and shall then present each budget to the relevant Association legislative bodies (or their designee(s)) for approval.
3. The proposed budget for each Business Project, as presented by the Financial Manager, shall be approved by the relevant Association legislative bodies (or their designee(s)) prior to consideration of the Association Operating Budget.
4. The Financial Manager may modify the budget of a Business Project. All such modifications shall be reported to the relevant Association legislative bodies (or their designee(s)) at their next meeting. The relevant Association legislative bodies retain the ultimate authority to approve or disapprove such modifications.
5. The Financial Manager shall maintain on file an accurate copy of the budget of each Business Project as initially approved by the relevant Association

legislative bodies (or their designee(s)), and as subsequently modified by the Financial Manager. Copies of these budgets shall be made available to any voting member of an Association legislative body upon her/his request. Voting members of the Association legislative bodies shall not make the information contained in these budgets public without the consent of either the Financial Manager or the relevant Association legislative bodies.

6. The Financial Manager shall consult with the President of the Association and the Chairs of the Association legislative bodies (or their designee(s)) prior to approving any major changes in the finances or operations of any Business Project.

### **C. Capital Budget**

All capital expenditures of the Association and its agencies (including the Business Projects) shall be contained in the Capital Budget, along with the sources of funds required to finance those expenditures, unless they are either (1) contained in the Operating Budget of the Association, or (2) contained in the budget of a Business Project and fully financed by the current operating revenues of that Project, or (3) a capital expenditure by the GSC to further graduate programming, in which case it may be derived from the Graduate Student General Fee. The Capital Budget shall be approved by the relevant Association legislative bodies during Spring Quarter for the following fiscal year. If no Capital Budget is approved by the relevant Association legislative bodies by the beginning of the fiscal year, the Capital Budget for that year shall be zero; however, this shall not prevent the relevant Association legislative bodies from approving a subsequent modification to it. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.

## **Section 4: Financial Policy and Investments**

### **A. General**

The relevant Association legislative bodies shall adopt, upon the advice of the Financial Manager, an appropriate Financial Policy specifying the range of financial assets in which the Association's funds, and the funds of student organizations on deposit with the Students' Organizations Fund, may be invested, and the distribution of funds across such assets. Within the limitations of this policy, the Financial Manager shall be responsible for the investment of all such funds, provided that:

1. The Financial Manager may at her/his discretion extend short-term loans to student organizations, providing that appropriate guarantees are made for their repayment. The maximum amount that may be loaned to any one organization, and the maximum amount of such loans that may be outstanding at any one time, shall be specified in a Financial Policy. Such loans shall bear an

appropriate rate of interest that reflects the opportunity cost and high risk involved, as specified in this Financial Policy.

2. The relevant Association legislative bodies may authorize specific investments to be made in other activities, including projects or programs of the Association and its agencies, and corporations and partnerships in which the Association is an investor, on an individual basis. The requirements for making such authorizations shall be in the respective By-Laws of the Association legislative bodies.
3. The expenditure of funds on the purchase of capital equipment as provided in the Operating or Capital Budgets of the Association or its agencies, as authorized by the relevant Association legislative bodies, shall be exempt from the requirements of this section.

### **B. Signature Power**

Within the limitations of these By-Laws and the appropriate Financial Policies, the Financial Manager shall have the authority to establish and close deposit accounts, to withdraw funds from such accounts, and to purchase and sell financial instruments, in the name of the Association. The Financial Manager may delegate this authority, but shall continue to be responsible to the relevant Association legislative bodies for its exercise. The Financial Manager shall report to the relevant Association legislative bodies (or their designee(s)) each year during the Autumn Quarter on all such delegations in effect, and shall report any changes in such delegations on a timely basis.

### **C. Reporting**

The Financial Manager shall report to the Association legislative bodies (or their designee(s)) on the investments of the Association on a quarterly basis.

## **Section 5: Contracts, Agreements, and Borrowing**

### **A. Borrowing**

All borrowing by the Association must be approved in advance by the relevant Association legislative bodies, except for normal short-term trade credit extended by vendors.

### **B. Contracts and Agreements**

The Financial Manager shall be authorized to approve contracts and agreements involving no more than \$10,000, provided that the contract or agreement will cease to be in force no later than the end of the current fiscal year, or, for a contract or agreement made after June 15 of a fiscal year, no later than the end of the following fiscal year. The Financial Manager shall report to the Association legislative bodies

(or their designee(s)) on any contract or agreement approved under the authority of this section at the first meeting after the contract or agreement was approved. All other contracts and agreements shall require the approval of the relevant Association legislative bodies before becoming effective.

### **C. Consideration by the Association Legislative Bodies**

Approval of borrowing, and approval of contracts and agreements requiring action by the relevant Association legislative bodies, shall normally be considered by their designee(s) before being submitted to the relevant Association legislative bodies.

## **Section 6: Students' Organizations Fund (SOF)**

### **A. Operating Rules**

The rules and regulations governing the SOF shall be those published in the Treasurer's Handbook or otherwise established and promulgated by the Financial Manager, provided that they are consistent with the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, and any Financial Policies approved by the relevant Association legislative bodies.

### **B. Services Provided**

The relevant Association legislative bodies shall adopt, upon the advice of the Financial Manager, an appropriate Financial Policy specifying the types of accounts available to student organizations through the SOF, as well as the terms and the rate of interest for each type of account.

### **C. SOF Exemption Policies**

The relevant Association legislative bodies shall adopt an appropriate Funding Policy specifying the terms and conditions under which, and the process by which, a student organization receiving funds from a General or Special Fee may receive an exemption from the Constitutional requirement that it deposit all of its fund with the SOF. The relevant Association legislative bodies shall adopt an appropriate Financial Policy specifying the terms and conditions under which, and the process by which, a student organization not receiving funds from a General or Special Fee may receive Association endorsement for an exemption from the University requirement that it deposit all of its fund with the SOF.

## **Section 7: General and Special Fees**

### **A. General Provisions**

1. Umbrella Groups
  - a. Groups of Voluntary Student Organizations (henceforth referred to as VSOs) shall be recognized as Umbrella groups upon the approval of the relevant Association legislative bodies. The requirements for such approval shall be specified in the relevant By-Laws.
  - b. Umbrella Group Organization
    - i. Each Umbrella group shall, at the time of its application, identify one VSO that shall assume fiscal responsibility for the entire group, which shall be known as the principal organization.
    - ii. All member VSOs, including the principal, shall be known as constituent members.
    - iii. This certification shall last for a period of one year, corresponding to the annual funding cycle.
    - iv. By entering into an Umbrella group, every constituent member other than the principal agrees to forfeit its right to place a Special Fee on the ballot for the funding cycle for which the certification is valid.
    - v. The principal may disband its Umbrella group at any time provided that the Umbrella group is not at that time receiving any allocation from a Special or General Fee. Disbanding shall make all pending allocations null and void.
  - c. All rules that apply to VSOs shall apply to all constituent members of Umbrella groups, except as stated otherwise.
2. No organization receiving funds from a General or Special Fee may loan, grant, or otherwise distribute any of its restricted funds to another organization, with the following exemptions, as well as the exceptions listed in the US By-Laws and the GSC By-Laws:
  - a. The Club Sports Council may distribute funds to the various clubs belonging to the Club Sports program. Any organization receiving funds from the Club Sports Council shall not be eligible for General or Special Fee funding from any other source.
  - b. The principal of an Umbrella group may fund constituent groups via monies received from a Special or General Fee, but may not transfer such funds, in accordance with the approved budgets.
3. Organizations receiving funds from a General or Special Fee may co-sponsor events with other organizations, provided that all co-sponsoring organizations shall have actual involvement in the planning and implementation of the co-sponsored event. Except as specified elsewhere, organizations and publications may not be co-sponsored.
4. No organization may receive funds from both a Special Fee and a General Fee from the same population of the Association during the same fiscal year. For

the purposes of this provision, organizations receiving funds from a Special Fee levied on the Association population shall be considered to have received a Special Fee from both the graduate and undergraduate populations.

5. Non-Association organizations which are eligible to apply for a Special Fee or funds from a General Fee may not receive any unrestricted funds from the Association Operating Budget, except in the form of loans.
6. The relevant Association legislative bodies shall approve Schedules for the Collection, Disbursement, and Refunds, of the General and Special Fees for the following fiscal year no later than the final meeting of each outgoing Association legislative body before it dissolves during Spring Quarter.
7. At the time that it approves these Schedules, the relevant Association legislative bodies shall set the amounts of the following surcharges, and approve line-item budgets for their expenditure where appropriate:
  - a. Refund Cost surcharge — shall cover the direct and indirect costs of providing refunds of the General and Special Fees.
  - b. Rounding surcharge — shall cover any excess of the amount to be refunded per student for a given Fee (as provided in the Refund Schedule) over the amount to be collected per student for that Fee (as provided in the Collection Schedule).
  - c. Election Cost surcharge — shall reimburse the Association Operating Budget for an appropriate fraction of the budgeted cost of Association elections, as provided by these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Elections Commission, and the Policies of the Elections Commission, including interest from the time the election costs are incurred until the time the surcharge funds are received.
  - d. Advance Disbursement surcharge — shall reimburse the Association for the opportunity cost of making available General and Special Fee funds to student organizations in advance of the receipt of those funds from the University.
  - e. Administrative Cost surcharge — shall cover the direct and indirect costs incurred in the processes of the approval and disbursement of the General and Special Fees, and in enforcing compliance by the recipients of such funds with their authorized budgets.
8. At the end of the fiscal year, any balance in the Refund Cost, Rounding, and Administrative Cost surcharge accounts shall be debited or credited to the Special Buffer Fund.
9. The Disbursement Schedule shall provide that each student organization receiving a Special Fee shall receive 1/3 of the net amount of that Fee at the beginning of each of the Autumn, Winter, and Spring Quarters.
10. The Disbursement Schedule for each General Fee shall be specified in the By-Laws of the relevant Association legislative body.

11. The Financial Manager shall disburse less than the scheduled amount if the actual refunds for a given Special Fee appear likely to exceed the amount budgeted for refunds. If the actual refunds for a given Special Fee are less than the amount budgeted for refunds, the remaining funds shall be transferred to the budget reserve of the organization receiving the Special Fee at the end of the fiscal year.
12. The Financial Manager shall disburse less than the scheduled amount if the actual refunds for a given General Fee appear likely to exceed the amount budgeted for refunds. If the actual refunds for a given General Fee are less than the amount budgeted for refunds, the remaining funds shall be transferred to the budget reserve of the organization administering the General Fee at the end of the fiscal year, unless otherwise specified in the relevant By-Laws.
13. Disbursements of funds to student organizations receiving a Special Fee in advance of the disbursement authorized by the appropriate Schedule, to student organizations receiving annual allocations from a General Fee in advance of the disbursement authorized by these By-Laws, the US By-Laws, the GSC By-Laws, and the budget of the appropriate Board, may be authorized by the Financial Manager at her/his discretion. Such advances shall bear an appropriate rate of interest to compensate for the opportunity cost involved, as specified in an appropriate Financial Policy.
14. Approval by the relevant Association legislative bodies, the Financial Manager, or the Association of any particular line item of a Special Fee request or allocation from a General Fee does not commit the Financial Manager to approval of any particular expenditure at the time it is requested by the organization.
15. Any student organization requesting or receiving funds from a General or Special Fee shall prepare its budget in a manner that complies with the requirements of the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, and any Funding Policies adopted by the relevant Association legislative bodies.
16. Any student organization receiving a Special Fee or funds from a General Fee during the current fiscal year, or having unexpended funds originally derived from such a source, shall be required to expend all funds of that organization in accordance with its budget as authorized by the members of the Association (when its Special Fee request was approved) or by the relevant Association legislative bodies (when an allocation of funds from a General Fee was approved), unless and until a budget modification has been approved. The process by which budget modifications may be approved shall be specified in a Funding Policy adopted by the relevant Association legislative bodies. No funds shall be disbursed to a student organization not satisfying this requirement.
17. At the close of a fiscal year, any unexpended funds (including budget reserve funds) in the account of a student organization which were originally derived from a General or Special Fee shall remain subject to the budgetary supervision

of the Association. The process by which a budget for the expenditure of such funds is authorized shall be specified in a Funding Policy adopted by the relevant Association legislative bodies. No such funds shall be expended except in accordance with an authorized budget.

18. Any student organization requesting a Special Fee or funds from a General Fee and which has been exempted from banking with the SOF (and which has not done all of its banking with the University) must submit a report to the Financial Manager from an independent auditor approved by her/him which fully accounts for the finances of said organization for the previous fiscal year, and which especially emphasizes the uses to which any previously received General or Special Fee funds have been put.

### **B. Special Fees**

The procedures by which each Association legislative body considers and approves Special Fee requests for placement on the ballot shall be specified in the By-Laws of each Association legislative body.

### **C. General Fees**

The procedures by which each Association legislative body considers and approves General Fee allocations, as well as the procedures by which each Association legislative body places measures to create, change the base amount of, change the statement of purpose of, or modify General Fees on the ballot, shall be specified in the By-Laws of each Association legislative body.

### **D. Refunds**

1. The Fee Refund Coordinator shall ensure that Fee refunds are made available in a timely and efficient manner to eligible members requesting them and that all such persons are informed of the procedure to obtain refunds. These procedures shall specifically include the following:
  - a. All eligible students who file a Fee refund request prior to 5:00 P.M. on the third Friday of any quarter shall be mailed a refund check for that quarter and all subsequent quarters during the fiscal year for which the student remains enrolled. All checks must be mailed by the seventh week of the quarter.
  - b. Students may alter their Fee refund requests at any time during the year. The modified request will take effect during the quarter submitted if submitted before 5:00 P.M. on the third Friday of the quarter, or else it shall take effect during the following quarter(s).
  - c. Exceptions to this policy will be allowed if and only if authorized by a 2/3 vote of the relevant Association legislative bodies, provided that previous notice has been given.



- d. The Financial Manager shall make available to any student group receiving a Special Fee a list of the student identification numbers of all students who requested Fee refunds from that group. This list shall be made available no later than noon on the Monday following the Fee refund deadline.
2. The Financial Manager shall advertise deadlines as appropriate to ensure students are aware of these procedures.
3. Additional refund policies, specific to either the graduate or undergraduate population, shall be included in the By-Laws of the relevant Association legislative body. In the event that the specific refund policies conflict with these general refund policies on a matter affecting members of either the graduate or undergraduate population only, the specific refund policies shall take precedence.

#### **E. Enforcement**

The Financial Manager is hereby instructed and empowered to ensure that all requirements pertaining to funds derived from General and Special Fees contained in the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, and Funding Policies enacted by the relevant Association legislative bodies are strictly enforced.

### **Section 8: The Three-Year Plan**

- A.** The Financial Manager will present a revised Three-Year plan to the Association legislative bodies no later than the last regularly scheduled meeting of the year.
- B.** The Three-Year plan will outline goals and timelines for the financial operation of the Association. The areas included shall be: staff, Business Projects, the banking service, Fee refunds, the Operating Budget, and other services the Financial Manager deems important to operation of the Association.

## **Article VII: Stanford Student Enterprises**

Stanford Student Enterprises shall manage the Association Endowment and Operating Fund under the terms of its corporate charter.

## **Article VIII: Business Affiliates**

### **Section 1: Definition of a Partnership**

A partnership of the Association shall be a non-corporate business entity in which the Association holds an equity position.

### **Section 2: Individual Partnerships**

The Concert Network promotes and co-promotes campus entertainment events. Its structure and operations are specified in its Charter. The Association representative to any meeting of the investors of the Concert Network shall be the Financial Manager.

# Article IX: Service Organizations

## Section 1: General

- A.** The ASSU has a commitment to improving the quality of student life by supporting both the academic and non-academic endeavors of its members. To better fulfill this commitment, the ASSU shall charter semi-autonomous organizations, hereafter referred to as *Service Organizations*.
- B.** A Service Organization must make its services available to all members of the population of the Association it serves, except as noted elsewhere.
- C.** A Service Organization may be funded by either General or Special Fees. Such Fees must be requested from the population of the Association that the Service Organization serves.
- D.** There shall be two types of Service Organization:
1. *Service Projects*, which are intended to be semi-autonomous student-run agencies, subject to the oversight of the President of the Association and the relevant Association legislative bodies. The primary function of each shall be to support the student organizations, activities, and/or services specified in its charge, in the manner outlined in these By-Laws, the US By-Laws, and the GSC By-Laws.
  2. *Service Partnerships*, which are intended to be agencies jointly run by students and non-students, subject to the oversight of the President of the Association and the Association legislative bodies. The primary function of each shall be to provide the service listed in its charge, in the manner outlined in these By-Laws, the US By-Laws, and the GSC By-Laws.
- E. Authority**
1. Service Organizations shall be created by a 2/3 vote of the relevant Association legislative bodies to fulfill a specific charge, which shall be listed in the relevant By-Laws. Only Service Organizations so listed shall be considered to have the authority and responsibilities described in this section.
  2. Service Organizations shall be overseen by the President of the Association, or her/his designee. The President and Vice-President shall be ex-officio members of all Service Organization governing bodies.
  3. Each Service Organization's dealings with the relevant Association legislative bodies shall be coordinated in a manner described in the relevant By-Laws.
  4. Each Service Organization shall be vested with the specific authority of the relevant Association legislative bodies to conduct, on behalf of the Association,

all business within that Service Organization's proper charge, and only such business, subject to the oversight of the relevant Association legislative bodies.

5. The relevant Association legislative bodies shall resolve all conflicts of jurisdiction between Service Organizations.

#### **F. Meetings**

1. Quorum for a Service Organization meeting shall consist of a majority of the voting membership. The voting membership of each Service Organization shall be specified in the relevant By-Laws.
2. Unless otherwise specified in the relevant By-Laws or the Service Organization's Policies, all decisions of a Service Organization's governing body shall be by a majority.
3. All members of the Association shall be allowed to attend any meeting of any Service Organization.

### **Section 2: Separate Service Projects and Organizations**

Each Association legislative body shall have the separate power to create Service Projects and Organizations to serve needs of either the graduate or the undergraduate population alone. The procedures for doing so shall be specified in the respective By-Laws of the Association legislative bodies.

### **Section 3: Joint Service Projects**

- A.** Joint Service Projects shall be created jointly by the Association legislative bodies to serve some need to the Association population.
- B.** A Joint Service Project shall have the responsibility for providing the service described in its charge, which shall be listed in these By-Laws.
- C.** A Joint Service Project shall have primary budgetary authority for the execution of its charge, subject to the oversight of the Financial Manager and the President of the Association, and subject to constraints imposed by the Association legislative bodies.
- D.** In addition to the authority granted to a Service Project by virtue of section IX.1.E of these By-Laws, each Joint Service Project shall also be bound by the following provisions:
  1. The Association legislative bodies may jointly revoke any action of a Service Project, subject to any legally binding contracts that the governing body of the Service Project may have entered into under the authority granted to it by the

charge of that Service Project. The requirements for doing so shall be specified in the respective By-Laws of the Association legislative bodies.

2. The Association legislative bodies retain ultimate authority over, and responsibility for any action of, a Joint Service Project.

#### **E. Officers and Governance**

1. For the remainder of this Article, *Joint Project Officer* shall refer to either a Senior or Junior Officer of a Joint Service Project.
2. Unless otherwise specified, each Joint Project Officer shall have one vote in all decisions of the Joint Service Project to which s/he is appointed.
3. For the remainder of this Article, a *Joint Project member* shall be any individual who can vote on the governing body of that Project. Any such individuals who are not Joint Project Officers must be specified in the section of these By-Laws describing the Joint Service Project on whose governing body s/he would serve.
4. Restrictions on Joint Project Officers
  - a. Shall not, during her/his term of office, serve as an elected officer of the Association.
  - b. Shall not, at the time of her/his nomination and throughout her/his term of office, serve as an officer of an organization subject to the authority of that Joint Service Project.
5. Joint Service Project Officers' Selection Committee
  - a. Henceforth, a Joint Service Project Officers' Selection Committee shall be referred to as a JSPOSC.
  - b. There shall be one JSPOSC for each Joint Service Project, responsible for nominating the Senior Officers of that Joint Service Project.
  - c. Each JSPOSC shall consist of the following 5 voting members:
    - i. The President or Vice-President of the Association, who shall Chair the SPOSC and be responsible for ensuring that all SPOSC deadlines are met.
    - ii. The US Liaison to the Project.
    - iii. A GSC designee.
    - iv. The Financial Manager, or her/his designee.
    - v. The current Director of the Project. If s/he is seeking reappointment, this position shall be filled by either the Vice-President (if the President is already serving on the JSPOSC) or the President (if the Vice-President is already serving on the JSPOSC).
  - d. A quorum for a JSPOSC meeting shall consist of 4 voting members.

- e. Unless otherwise specified, all decisions of a JSPOSC shall be by consensus.
  - f. Each JSPOSC shall convene at least once before the end of Winter Quarter, or before the end of the quarter in which a vacancy on a Project occurs.
  - g. Each JSPOSC shall present its nomination(s) by the second regular meeting of each Association legislative body of Spring Quarter, or at any Association legislative body meeting within one month of when a vacancy on a Project occurs. At that time, the nomination(s) may be approved. The requirements for doing so shall be specified in the respective By-Laws of the Association legislative bodies.
  - h. For the purposes of the above JSPOSC deadlines, if a vacancy on a Project occurs at any point during the Summer Quarter, it shall be considered to have occurred at the start of the following Fall Quarter.
6. Senior Officers
- a. Shall be nominated in Spring Quarter, or whenever there is a vacancy, by a JSPOSC and confirmed by the procedure specified in section IX.3.E.5 of these By-Laws.
  - b. Shall serve as an ex-officio Senior Officer during the quarter in which s/he is confirmed.
  - c. Shall have a term of office of one year, starting on the first day of the quarter following the quarter in which s/he is confirmed, or until a successor has been chosen.
  - d. May have her/his term of office extended or shortened by the Association legislative bodies. The requirements for doing so shall be specified in the respective By-Laws of the Association legislative bodies. The latter action shall be subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.
  - e. Under extraordinary circumstances, may be suspended by the President of the Association. This suspension shall last only until the first meeting of each Association legislative body at which the issue can be considered, at which time the each Association legislative body may act as it sees fit. If no action is taken, the Senior Officer shall be removed.
  - f. General Senior Officer Responsibilities
    - i. Shall submit a line-item budget to the Association legislative bodies by the deadline specified in these By-Laws. No funds may be expended or received by the Joint Service Project unless authorized in such a budget, unless otherwise specified in these By-Laws.
    - ii. Shall maintain financial records for the Joint Service Project available for public scrutiny, in accordance with the Freedom of Information policies of the Constitution and these By-Laws.

iii. Other duties shall be specified in the sections of these By-Laws listing the responsibilities specific to each type of Senior Officer, as well as the section of these By-Laws pertaining to each Joint Service Project.

g. Types of Senior Officers

i. Director

1. Shall be responsible for ensuring the fulfillment of her/his Project's charge.
2. Shall have responsibility for the actual management of her/his Project, including additional duties specified in the Policies of her/his Project.
3. Shall nominate the Junior Officers of her/his Project. Any such Junior Officers shall be listed in the section of these By-Laws discussing her/his Project.
4. Shall set the agenda of, call, and preside over all meetings of the governing body of her/his Project, and shall vote only in those cases where her/his vote would be decisive.
5. Shall be the primary spokesperson for her/his Project.
6. Shall ensure the enforcement of the Constitution, these By-Laws, Acts of the Association legislative bodies, and the Policies, Rules of Order, and Standing Rules of her/his Project.
7. Shall be responsible for maintaining and providing the Association legislative bodies, as well as the US Liaison Committee for her/his Project, with current copies of her/his Project's Policies, Rules of Order, and Standing Rules by the end of Winter Quarter.
8. Failure to fulfill any of the above responsibilities shall be grounds for dismissal.

ii. Deputy Director

1. Shall perform those duties delegated to her/him by the Director, as well as those stated in the section of these By-Laws describing her/his Project, and those stated in the Policies of her/his Project.
2. Shall perform the duties of the Director in the Director's absence or if the Director has been suspended or removed and a successor has not yet been confirmed. In the event that a Deputy Director has not been appointed, the By-Laws specific to each Service Project shall state who shall fulfill these obligations.

iii. Other Senior Officers: shall be listed in these By-Laws in the section describing the Project to which s/he is responsible, along with her/his duties.

7. Junior Officers



- a. Unless otherwise specified, shall be nominated by the Joint Service Project Director and confirmed by the Association legislative bodies.
- b. Shall be a provisional Junior Officer with all relevant powers subsequent to notification of the Association legislative bodies.
- c. Shall serve until the end of the term of office of the Director who appointed her/him.
- d. May be removed by the Director who appointed her/him, or by the Association legislative bodies, subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer. The requirements for doing so shall be specified in the respective By-Laws of the Association legislative bodies.
- e. Shall have those responsibilities listed in the section of these By-Laws discussing the Project to which s/he is appointed, as well as those listed in the Policies of her/his Project.

#### **D. Service Project Policies and Standing Rules**

- 1. Each Joint Service Project shall have a set of Policies (as defined by section I.8 of these By-Laws) and Standing Rules (as defined by section I.10 of these By-Laws).
- 2. The minimum content, if any, of each Joint Service Project's Policies and Standing Rules shall be stipulated in the section of these By-Laws pertaining to each Project.

### **Section 4: Joint Service Partnerships**

#### **A. Authority**

In addition to the authority granted to each Joint Service Partnership by virtue of section IX.1.E of these By-Laws, shall have whatever additional authority is specified in the section of these By-Laws discussing each Partnership.

#### **B. Officers and Governance**

Each Joint Service Partnership shall have the organizational structure assigned to it by the section of these By-Laws discussing that Partnership.

- C. In the interests of avoiding a profusion of terminology, concepts and structures defined for Joint Service Projects in section IX.3 of these By-Laws may be borrowed when specifying the organizational structure of Joint Service Partnerships. In such cases, "Project" should be taken to be replaced by "Partnership" in the referenced concept or structure.

## **Section 5: Speakers Bureau**

### **A. Definitions**

For the remainder of this Section, the Speakers Bureau shall be referred to as the *Bureau*.

### **B. Charge**

1. Shall be a Joint Service Project of the Association, as defined in section IX.3 of these By-Laws.
2. The Bureau shall have the sole authority to invite, on behalf of the entire Association, individuals to speak at Stanford.
3. The Bureau shall select speakers so as to promote intellectual, political, social, and cultural awareness of differing viewpoints in the Stanford community. On controversial issues, every attempt shall be made to provide a balanced presentation of speakers to the community, although this balance need not be present in each individual event.

### **C. Officers and Governance**

1. The Senior Officers of the Bureau shall consist of:
  - a. The Director, who shall be chosen in accordance with section IX.3.E.6 of these By-Laws.
  - b. The Deputy Director, who shall be chosen in accordance with section IX.3.E.6 of these By-Laws.
2. There shall be three Junior Officers of the Bureau, known as *Area Directors*. Their exact authority and responsibilities shall be specified in the Policies of the Bureau.
3. In addition to the Joint Project Officers, the voting members of the Bureau shall also include volunteer members, whose number and method of selection and confirmation shall be specified in the Bureau Policies.
4. All decisions of the Bureau shall require the approval of a majority of the members present and voting, with the proviso that a majority of the Project Officers can veto any Bureau decision.
5. The ex-officio members of the Bureau shall consist of the President, the Vice-President, and the US Liaison, and a GSC designee.
6. The US Liaison Committee for the Bureau shall be specified in the US By-Laws.

### **D. Budget**

1. The Association legislative bodies shall approve, reject, or modify the budget of the Bureau. The requirements for approval or modification shall be specified in the respective By-Laws of the Association legislative bodies.
2. The Bureau budget shall consist of the following parts:
  - a. The Operating Budget, which shall be used for the basic operating expenses of the Bureau, including, but not limited to, indirect cost recovery charges, compensation to Bureau Project Officers, publicity, and payments to individuals/organizations for work done assisting the Bureau in the development of speaking programs.
  - b. The Discretionary Fund, which shall be allocated to specific programs and/or types of speaking expenses.
3. The Bureau may solicit funds from any source except from unrestricted funds of the Association (endowment, interest income, Business Project profit, indirect cost recovery charges), subject to the guidelines of the Association and the University. However, no funds may be accepted from non-VSO or non-Association entities and used by the Bureau unless mention of such funds is made in the budget. For other sources of funds, the Bureau shall be required to submit quarterly reports listing the funds received and used.
4. If an honorarium of 20% or more of the Discretionary Fund is to be paid to a speaker, prior approval of the Association legislative bodies is required before signing a contract or paying the speaker. If the Executive Committee determines that the Association legislative bodies cannot meet in a timely manner to consider a proposed honorarium, then the Executive Committee may act on behalf of the Association legislative bodies in approving such a proposal.
5. All events organized or financed, in whole or in part, by the Bureau shall be open to all members of the Association without charge, except those members of the Association who request a fee refund from the Bureau, who may be charged an admission fee. The Association legislative bodies, or the Executive Committee, may grant exceptions to this.

**E. The Bureau Policies must contain at least the following:**

1. A description of the powers and responsibilities of the Junior Officers of the Bureau.
2. A specification of the number of voting volunteer members, the procedure by which they are selected and confirmed, and a description of their powers and responsibilities.
3. Guidelines by which speakers are chosen.
4. Guidelines for co-sponsoring events with VSOs.

## **Section 6: Legal Counseling Office Policy Board**

## **A. Definitions**

1. For the remainder of this Section, the Legal Counseling Office Policy Board shall be referred to as the *Policy Board*.
2. The Legal Counseling Office shall be referred to as the *Office*.

## **B. Charge**

1. Shall be a Joint Service Partnership of the Association, as defined in section IX.4 of these By-Laws.
2. The Policy Board shall govern the functioning, and review the operations of, the Office.
3. Shall select the attorney or law firm to staff the Office and set the pay and hours of the attorney.
4. Shall promulgate and review from time to time both the policy guidelines and the clients the Office will handle.
5. Shall ensure the confidentiality of legal counseling that takes place between a client and attorney under the auspices of the mechanisms established by the Policy Board.

## **C. Officers**

1. The voting members of the Policy Board shall consist of:
  - a. One member of the Association who shall be neither an officer of the Association nor a law student. This member shall be chosen by the procedure described in section IX.3.E.6 of these By-Laws.
  - b. One member of the Association who shall not be an elected member of the Association but who shall be a law student. This member shall be nominated by the President of the Law School Legal Aid Society and approved by the Association legislative bodies during the Spring Quarter, or whenever a vacancy occurs. This individual shall serve for one year, or until a successor is chosen.
  - c. The President of the Association, who shall chair the Policy Board. In the absence of the President, the President's designee shall chair the Policy Board.
  - d. One member of the Palo Alto Bar Association, who shall be appointed by the President of the Palo Alto Bar Association.
  - e. One Law School faculty or staff member, who shall be appointed by the Dean of the Law School.
2. The ex-officio members of the Policy Board shall consist of:
  - a. The US Liaison.

- b. A GSC designee.
  - c. A representative of the Dean of Student Affairs Office.
  - d. The Financial Manager, or her/his designee.
  - e. The Office attorney, who shall not be present in matters relating to her/his firing and/or replacement, except as the Policy Board shall provide.
3. All newly-appointed Policy Board members shall serve on the Policy Board as ex-officio members during the quarter in which they are appointed.
  4. Policy Board members shall have a term of office of one year, starting the quarter after the quarter in which they are confirmed, or until a successor takes office.
  5. A Policy Board member may be removed by the agency appointing her/him. If the Policy Board member was appointed by the Association legislative bodies, her/his removal shall be subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.
  6. A Policy Board member may be removed by a 2/3 vote of both Association legislative bodies upon the recommendation of either the Policy Board or the Executive Committee, subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.
  7. The US Liaison Committee for the Policy Board shall be specified in the US By-Laws.

#### **D. Governance**

1. Chair
  - a. Shall ensure the enforcement of the Constitution, these By-Laws, Acts of the Association legislative bodies, and the Policies, Rules of Order, and Standing Rules of the Policy Board.
  - b. Shall be the primary spokesperson for the Policy Board.
  - c. Shall set the agenda of, call, and preside over all meetings of the Policy Board, and shall vote only in those cases where her/his vote would be decisive.
2. Deputy Chair
  - a. Shall be a member of the Policy Board, nominated by the Chair and confirmed by the Policy Board.
  - b. May be removed at any time by the Chair, with the consent of the Policy Board.
  - c. Shall assist the Chair in the performance of her/his duties.
  - d. Shall perform the duties of the Chair in her/his absence

3. The Policy Board shall meet at least quarterly during the academic year.
4. Proper notification of a meeting of the Policy Board shall require written notification of all members of the meeting time and place, at least 72 hours before the meeting.

#### **E. Office Budget**

1. All disbursements shall be made in accordance with the budget of the Office as approved by the Policy Board.
2. The Office may solicit funds from any source, except from the unrestricted funds of the Association (endowment, interest income, Business Project profit, indirect cost recovery charges), subject to the guidelines of the Association and the University. However, no funds may be accepted and used by the Office unless mention of them is made in the approved budget of the Office.
3. The Policy Board shall approve the salaries of all staff members of the Office, including that of the attorneys.

#### **F. Office Manager**

1. The Office Manager shall be nominated by the Office Manager Selection Committee (hereafter referred to as the *OMSC*) and confirmed by a 2/3 vote of the Policy Board.
2. The OMSC shall consist of the following 5 members:
  - a. The President of the Association, who shall chair the OMSC.
  - b. The US Liaison to the Policy Board.
  - c. The GSC designee to the Policy Board.
  - d. The attorney, or representative of the law firm, staffing the Office.
  - e. The current Office Manager, who shall be an ex-officio member of the OMSC.
3. Quorum for an OMSC meeting shall consist of a majority of the voting membership.
4. Unless otherwise specified, all decisions of the OMSC shall be by majority.
5. The Office Manager shall serve until her/his resignation or removal by a 2/3 vote of the Policy Board.

#### **G. Grievances**

1. The Chair shall receive all complaints concerning the Office.
2. The Chair shall convene a meeting of the Grievance Subcommittee of the Policy Board (hereafter referred to as the *Subcommittee*), composed of the student

members of the Policy Board, to consider those grievances the Chair deems require immediate action.

3. The Subcommittee shall report the disposition of each grievance reported to it to the Policy Board for ratification or disapproval at each regular meeting of the Policy Board.
4. The Chair shall report all other grievances to the Policy Board.
5. The decision of the Policy Board shall be conclusive unless shown to have been obviously contrary to the Policy Board's guidelines.
6. All reports shall maintain the confidentiality of the client, except where the client wishes otherwise.

#### **H. Interaction with the Association Legislative Bodies.**

In no case shall the Association legislative bodies interfere with the day-to-day operations of the Office, or violate any of the ethical guidelines for attorneys.

#### **I. Access to Information**

Legal counseling that takes place under the auspices of mechanisms established by the Policy Board must remain confidential between the client and attorney. All other records of the Office fall under the jurisdiction of the Freedom of Information policies of the Constitution and these By-Laws.

# **Appendix I: Policies of the Elections Commission**

## **Section 1: General**

### **A. Times of Elections**

1. Except as otherwise provided herein, all elections shall be held on 2 consecutive school days during an academic quarter, except that overseas campuses shall hold elections at times specified by the Commission.
2. The Spring Quarter General Election shall be held during the third week of Spring Quarter. The Spring Quarter General Election shall be the only election during which Special Fee requests be considered or reconsidered during any subsequent elections that may result from the Spring Quarter General Election.
3. Runoff elections shall be held within 14 days of the preceding election, provided that validation of the preceding election has occurred, and unless otherwise noted.

### **B. Election Timetable**

1. The Commission shall present to the relevant Association legislative bodies for their information a timetable specifying completion goals for all aspects of an election at least 8 weeks before the Spring Quarter General Election, or one week after an Association legislative body has called an election.
2. Where the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, or these Policies specify a deadline for an aspect of an election, the Elections Commission may impose an earlier deadline only with the approval of the relevant Association legislative bodies. The requirements for doing so shall be specified in the respective By-Laws of the Association legislative bodies.

## **Section 2: Election Officers**

### **A. Salary Disbursement**

1. Election Commissioner salary disbursement
  - a. 1/2 shall be paid before validation of the Spring Quarter General Election.
  - b. 1/4 shall be paid after the validation of the Spring Quarter General Election but before the end of Spring Quarter for administering a well-run election.
  - c. 1/4 shall be paid after the end of Spring Quarter but before the end of the following Autumn Quarter for participation in the selection and training of her/his successor.



2. Elections Commission salary disbursement
  - a. 2/3 shall be paid before validation of the Spring Quarter General Election.
  - b. 1/3 shall be paid after the validation of the Spring Quarter General Election but before the end of Spring Quarter.
3. Hearings Officer salary disbursement
  - a. 1/2 shall be paid before validation of the Spring Quarter General Election.
  - b. 1/4 shall be paid after the validation of the Spring Quarter General Election but before the end of Spring Quarter for assisting in the good policing of the election.
  - c. 1/4 shall be paid after the end of the Spring Quarter but before the end of the following Autumn Quarter for participation in the selection and training of her/his successor.

### **Section 3: Election Issues**

#### **A. General**

1. Any member of the Association seeking to be elected to an Association legislative body shall be referred to as a *candidate*. Candidates may not form slates.
2. A *slate* shall be construed to mean a grouping of candidates to be voted for collectively on the ballot.
3. Nothing in this section shall be construed to prohibit or regulate the endorsement of a candidate by any person, organization, or Voluntary Student Organization, including political parties.
4. Any members of the Association seeking to be elected as the President and Vice-President or as Class Presidents shall be referred to as a slate.
5. Any student organization requesting a Special Fee shall designate a member of the Association to be referred to as the *sponsor*. Actions taken by any member of the student organization shall be considered actions of the sponsor where such actions were explicitly or implicitly authorized by that organization or its officers.
6. Any member(s) of the Association or student organization(s) wishing to campaign against a Special Fee request shall designate a member of the Association to be referred to as the *sponsor*.
7. Any member of the Association wishing to campaign for a General Fee issue, whether to increase or decrease an undergraduate General Fee by one of the options for setting the amount of a General Fee, or to create, change the base amount of, change the statement of purpose of, or abolish a General Fee, will be

referred to as the *sponsor*. A person may be the sponsor of only one option for setting the amount of a General Fee.

8. Any member of the Association wishing to campaign against one of the options for an undergraduate General Fee level may seek to be a sponsor of an alternate fee level option. Any member of the Association wishing to campaign against a proposal to create, change the base amount of, change the statement of purpose of, or abolish a General Fee will be referred to as the *sponsor*.
9. The author(s) of a ballot measure shall designate a member of the Association to be referred to as the *sponsor*.
10. Any member(s) of the Association or student organization(s) wishing to campaign against a ballot measure shall designate a member of the Association to be referred to as the *sponsor*.
11. No actions may be taken by any member of the Association on the behalf of any candidate, slate, or sponsor without her/his consent. Actions taken by any member of the Association with the consent of the candidate, slate, or sponsor shall be considered actions of that candidate, slate, or sponsor.
12. No candidate, slate, sponsor, or any officer of a student organization seeking a Special Fee, shall be an elections officer.
13. The original sponsor may be replaced by a substitute sponsor by action of the appropriate student organization, author of a ballot measure, or member(s) of the Association, provided that the Elections Commissioner consents to such replacement. The substitute sponsor shall sign a declaration of intent. The substitute sponsor shall continue to be bound by all actions taken by the original sponsor before her/his replacement.

#### **B. Coterminal Students**

Coterminal students shall be eligible to vote and seek election as either a member of the undergraduate or a member of the graduate body, but not both.

#### **C. Presidential Slates**

Each slate for the Presidency shall consist of two members of the Association; one a candidate for President, one a candidate for Vice-President, in accordance with the provisions of the Constitution.

#### **D. General Fee Issues**

General Fee issues consist of setting the amount of an existing Fee and of creating, changing the base amount of, changing the statement of purpose of, or abolishing a Fee.

#### **E. Ballot Measures**

1. Any referendum must take the form of a bill or resolution and shall follow the form used by the relevant Association legislative bodies in the construction of bills and resolutions.
2. Any Constitutional amendment must take the form of a bill and shall follow the form used by the relevant Association legislative bodies in the construction of bills.
3. All ballot measures must be divided by section. No section may be dependent upon another section of the ballot measure for its implementation.

## **Section 4: Placement of Issues on the Ballot**

### **A. Petitions**

1. Form
  - a. A petition packet must be securely bound during circulation and submission.
  - b. The informational pages shall contain the name of the appropriate candidate, slate (and the names of its members), or sponsor (and the organization requesting the Special Fee or the title of the ballot measure); their mailing address; their telephone number; and any additional information specified by the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, or these Policies.
  - c. Any missing informational pages shall invalidate a packet.
  - d. The signature pages shall consist of a series of signatures, associated with the appropriate printed name and student identification number of each petitioner.
  - e. The top of at least one side of each signature page of a packet shall state the name of the proposed candidate (and the district which they are a candidate from, if appropriate), slate (and its members), sponsor of and organization making a Special Fee request (and the amount requested), or sponsor and title of the ballot measure, whichever is appropriate, as well as the population to which the petition is addressed.
  - f. At the bottom of the first page of each packet the appropriate candidate, slate members, or sponsor, along with any member of the Association responsible for circulating the petition, shall attest that “the signatures obtained in this packet were obtained in accordance with the letter and spirit of the Campaign Practices Code, and, to the best of my knowledge, all petitioners are members of the Association and have signed this petition only once.”
2. Prior Approval
  - a. Candidates, slates, and sponsors shall have the option of submitting a sample petition packet to the Commission for its approval as to form.

- b. The Commission shall examine any sample petition packets thus submitted for their compliance with all relevant provisions of the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and these Policies within 48 hours of their submission (72 hours if over a weekend), and shall either approve such petition packets as to form or shall state what modifications would be necessary in order to receive such approval. Any such approval, or any statement of necessary modifications, shall be made in writing. Before making such a determination, the Elections Commission shall seek the advice of the US Appropriations Committee, the GSC Financial Officer (or her/his designee(s)), and the Financial Manager concerning all Special Fee budgets which have not previously been approved by the relevant Association legislative bodies for placement on the ballot.
- c. Any petition packets which have been approved by the Commission as to form, or which were modified before their circulation so as to meet the requirements specified by the Commission and subsequently resubmitted and given final approval in writing by the Commission, shall be deemed to have met all relevant specifications of the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and these Policies. No such petition packet shall be invalidated for failure to meet these specifications, even if such failure is subsequently discovered, unless the petition is later ruled to have been addressed to an inappropriate choice of population.
- d. The Commission shall retain on file a copy of all petitions submitted or resubmitted for approval, and of all statements of necessary modifications.

### 3. Circulation

- a. Only members of the Association may circulate a petition packet. The member of the Association circulating a packet must be easily and immediately available to answer questions from potential petitioners, and is responsible for ensuring that each petitioner signs the petition correctly and legibly.
- b. No petitions shall be circulated before the first day on which declarations of intent for the relevant election may be filed.
- c. The member of the Association circulating a petition packet, or the sponsor, candidate, or slate for whom the petition is being circulated, may strike the name of any petitioner. No printed names or student identification numbers may be added or amended except if provided by the petitioner, provided that no such additions or amendments shall be made after the deadline for filing petitions.
- d. Any member of the Association may withdraw her/his name from a petition before its verification by notifying the appropriate candidate, slate, or sponsor, and by notifying the Commission.

- e. No petition packets shall be circulated in any University class; in lecture halls, or libraries (excluding lobby areas); in the public computer terminal areas of any building; or in the laboratory areas of any buildings (except with the consent of the occupants).
- f. Petition packets may be circulated at public events on the Stanford campus, provided that the member(s) of the Association circulating the petitions are available to answer any questions, and that the process of collecting signatures does not disrupt the planned event.
- g. No petition packets shall be circulated in any manner that impedes the normal operations of the University.
- h. The Commission shall have the authority to impose additional regulations governing the circulation of petitions only in extraordinary circumstances.
- i. Circulation of petitions in violation of these rules shall be grounds for the invalidation of such petitions. The Commission shall use its discretion in determining whether or not to invalidate a petition when an act constituting grounds for disqualification has occurred.
- j. For any petition that is believed to have been circulated in violation of these rules, the Commission shall determine whether or not to invalidate that petition. Notice of any such invalidation(s) shall then be posted in a public location announced in advance by the Commission. The Commission shall also make a reasonable effort to notify any candidate, slate, or sponsor whose petition was invalidated of that fact in a timely manner.
  - i. For the Spring Quarter General Election, this determination shall be made, and the required notice posted, no later than 7 days after the final deadline for the submission of petitions.
  - ii. For all other elections, this determination shall be made, and the required notice posted, by a deadline specified in the Special Charge of the Commission, or, failing that, in the Election Timetable to be presented by the Commission to the relevant Association legislative bodies.
- k. No petition shall be invalidated by the Commission for violation of these rules unless an appropriate determination has been made, and the required notice posted, by the deadline specified.

#### 4. Appeals

- a. Any candidate, slate, or sponsor whose petition has been invalidated by the Commission for violation(s) of the rules governing petition circulation may appeal such a decision to the Hearings Committee.
- b. Any candidate, slate, or sponsor wishing to appeal the invalidation of a petition shall file a written notice of appeal with the President of the Association no later than 72 hours after notice of the invalidation has been posted.

- c. Once such an appeal has been filed, the Commission shall proceed with the verification of the contested petition, and shall take all actions required to protect the rights of the appealing candidate, slate or sponsor to appear in the Elections Handbook and on the ballot, pending resolution of the appeal. However, should the petitions be found invalid for reasons other than violation(s) of the rules governing petition circulation, the appeal shall be declared moot and no hearing need be held.
- d. The President of the Association shall then notify the Chair of the Hearings Committee, who shall convene the Hearings Committee to hear the appeal. The relevant candidate, slate, or sponsor shall be given at least 24 hours advance notice of the time and place of the hearing.
- e. At the hearing the appropriate candidate, slate, or sponsor may be in attendance. Otherwise all hearings shall be closed to the public, unless the defendant requests an open hearing. If a hearing is closed to the public, an accurate transcript of all proceedings shall be kept by a secretary appointed for this purpose by the Hearings Committee.
- f. At the hearing, the Elections Commissioner shall present the Commission's reasons for invalidating the petition, including the specific act(s) constituting violation(s) of the circulation rules alleged to have been committed and the reasons for believing they constitute grounds for invalidation.
- g. At the hearing, the candidate, slate, or sponsor appealing may present whatever evidence desired to the Hearings Committee. All members of the Association shall cooperate with any reasonable request for information made by this candidate, slate, or sponsor.
- h. Members of the Hearings Committee shall have the right to request any and all information they deem appropriate, including additional testimony, and all parties shall receive such information and have the right to challenge it.
- i. At the conclusion of the hearing, the Hearings Committee shall meet and determine whether or not a violation of the Campaign Practices Code or of a ruling of the Hearings Officer which justifies invalidation of the petition has occurred. However, the Hearings Committee shall have the discretion to determine the applicability and enforceability of rulings of the Commission. Only the 3 voting members of the Committee shall be present at this meeting.
- j. In making this determination, the Hearings Committee shall consider whether or not the alleged acts were in fact committed, whether or not they constitute a violation of the Campaign Practices Code or a ruling of the Hearings Officer, and whether or not they are sufficiently serious or affect a significant enough number of petition packets to justify invalidation.
- k. Should the Hearings Committee determine that invalidation was not justified, then the appeal shall be granted and the appropriate candidate, slate, Special Fee request, or ballot measure shall appear in the Elections Handbook and

on the ballot, provided that all other requirements for appearance on the ballot have been satisfied. If the invalidation is found to have been justified, then the appeal shall be rejected and appearance on the ballot shall not occur.

- l. Should the Hearings Committee fail to conclude a hearing and make a determination as to whether to grant or reject an appeal in a timely fashion, responsibility for hearing the appeal shall devolve on the President of the Association. The President of the Association shall then be responsible for conducting a hearing and making a determination following the procedures outlined above.
  - i. For the Spring Quarter General Election, responsibility for hearing the appeal shall devolve on the President of the Association if the Hearings Committee has not granted or rejected the appeal by 5:00 P.M. on the last day of exam week, Winter Quarter.
  - ii. For all other elections, responsibility for hearing the appeal shall devolve on the President of the Association if the Hearings Committee has not granted or rejected the appeal by a deadline specified in the Special Charge of the Commission or failing that, in the Election Timetable presented by the Commission to the relevant Association legislative bodies.
- m. Should both the Hearings Committee and the President of the Association fail either to accept or reject an appeal on a timely basis, then the appropriate candidate, slate, Special Fee request, or ballot measure shall appear on the ballot, and in the Elections Handbook, provided that all other requirements for appearance on the ballot have been satisfied.
  - i. For the Spring Quarter General Election, the deadline for the President of the Association either to accept or reject the appeal shall be 5:00 P.M. the first day of Spring Quarter.
  - ii. For all other elections, the deadline for the President of the Association either to accept or reject the appeal shall be specified in the Special Charge of the Commission or failing that, in the Elections Timetable presented by the Commission to the relevant Association legislative bodies.
- n. The party being investigated shall enjoy all other judicial rights granted in the Constitution.
- o. Any decision by a candidate, slate, or sponsor to expend funds on campaign expenses in anticipation of the granting of an appeal shall be at the risk of that candidate, slate, or sponsor.

## 5. Verification

- a. The Commission shall verify all petitions as they are submitted, provided that an appropriate declaration of intent is on file.

- b. All petition packets that do not meet the specifications detailed in the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and these Policies shall first be declared invalid. All other petition packets shall be declared valid. The Commission shall have the authority to waive any defects in the form of a petition, if in its opinion the defects were not so serious as to prevent members of the Association from making an informed decision as to whether or not to sign that petition.
- c. The number of signatures submitted in support of the petition shall be the total number of signatures submitted in each valid petition packet, less any signatures not clearly associated with a printed name and student identification number.
- d. Petitions supported by fewer than the number of signatures required shall be declared invalid; otherwise the signatures shall be verified.
- e. Petitions of candidates and slates supported by no more than 25 signatures shall have all of the signatures verified. Petitions of candidates and slates supported by more than 25 signatures shall have a random sample of 25 signatures verified. Petitions for Special Fee requests and ballot measures shall have a random sample of 50 signatures verified.
- f. Verification of a signature shall consist of looking up both the associated printed name and student identification number in a list of registered students prepared by the Registrar. If the exact student identification number is in the list and the printed name reasonably matches the corresponding name in the list, or the exact printed name is in the list and the student identification number reasonably matches the corresponding number in the list, and if the individual in question is a member of the appropriate district or class, then that signature shall be considered valid. Otherwise, it shall be considered invalid. An “exact match” of a name shall consist of a last name, and either a first name or a middle name which exactly match those found in the printed list.
- g. In determining whether names or numbers “reasonably match”, those verifying shall, within the limits of the relevant rules, err on the side of accepting a signature that seems to have been made in good faith by someone entitled to sign the petition. In particular, poor but legible handwriting, different word orders, and use of informal names shall not necessarily prevent names from “reasonably matching”, and differences in up to two digits do not necessarily prevent student identification numbers from “reasonably matching”. If the Registrar is in the process of changing student identification number format, either format shall be considered valid.
- h. If the fraction of valid signatures in the sample, multiplied by the total number of signatures supporting the petition, exceeds the number of signatures required for that petition, then the petition shall be declared valid; otherwise the petition shall be declared invalid.



- i. The Commission shall prepare a written report stating, for each petition submitted, the number of signatures submitted, the number of signatures verified, the number found to be invalid, and whether or not the petition as a whole was valid or invalid. For the Spring Quarter General Election, this report shall be transmitted to the President of the Association and the Chairs of the relevant Association legislative bodies no later than the last day of Dead Week during Winter Quarter.
6. Reverification
  - a. Any candidate, slate, or sponsor may request a reverification of a petition by filing a reverification request within 72 hours after the announcement by the Commission of the results of the initial verification of the petition.
  - b. All reverification requests shall contain the name of the requesting party, her/his local address and phone number, and either a \$50 bond (for candidates and slates) or a \$250 bond (for sponsors), to be placed on deposit with the Students' Organizations Fund.
  - c. A request shall be considered filed upon receipt by the Elections Commissioner of the request and by the Students' Organizations Fund of the bond.
  - d. The Commission shall then verify each signature submitted in support of the petition.
  - e. If there are fewer valid signatures in support of the petition than required, then the petition shall be declared invalid and the bond credited to the budget reserve of the Commission; otherwise the petition shall be declared valid and the bond refunded.
  - f. If on the basis of the reverification a petition is declared valid, when it was initially declared invalid, or if a petition is declared invalid when it was initially declared valid, then the bond shall be refunded by the Students' Organizations Fund; otherwise the bond shall be forfeit, and shall be credited to the budget reserve of the Commission.
7. All petitions shall be kept for 3 months, after which time they shall be destroyed. However, one or more sample copies of the information pages for each petition submitted for a Special Fee request or ballot measure shall be retained as a permanent record.

## **B. Special Fee Requests**

1. Any student organization seeking a Special Fee may submit a petition of members of the Association to the Commission. The information pages in each petition packet shall contain:
  - a. the detailed budget for the organization submitted for the following fiscal year;
  - b. the original detailed budget for the current fiscal year;
  - c. the most recently modified budget for the current fiscal year;

- d. an accounting of the expenses of the current fiscal year to date;
  - e. an estimate of the expenses for the remainder of the current fiscal year
  - f. the population from which the fee is being sought (i.e., undergraduate students, graduate students, or both).
2. A detailed budget shall be a line item estimate of all planned expenditures and expected revenues, and their particular sources, to be generated by activities of the student organization during a fiscal year. This budget must contain line items for gross Fee assessment income and Fee assessment refunds, the latter to be a percentage of the former, this percentage being referred to as the budgeted refund rate.
  3. As part of its declaration of intent, Special Fee application, and detailed budget each student organization seeking a Special Fee must declare from which population it is seeking its Special Fee. This decision should be based on consideration of the demographics of the student organization's membership, audience, users of services provided, or other criteria as determined by the relevant Association legislative bodies or their designee(s). The designee(s) of the Association legislative bodies shall advise student organizations as to which population would be appropriate for funding given the particular student organization's characteristics
  4. Special Fee Refund Rates
    - a. The budgeted refund rate shall be based upon estimates prepared by the Financial Manager of the actual refund rates incurred during the current fiscal year for each Special Fee.
    - b. If the Special Fee request is not placed on the ballot by the action of the relevant Association legislative bodies, then the budgeted refund rate shall be approved by a procedure specified in the respective By-Laws of the relevant Association legislative bodies, provided that this rate shall not be less than either the actual refund rate for that organization during the current fiscal year (if there was a Special Fee collected for that organization during the current fiscal year) or that the lowest actual refund rate incurred of any Special Fee during the current fiscal year (if no such Special Fee was collected during the current fiscal year).
    - c. The relevant Association legislative bodies shall approve a budgeted refund rate for a student organization by either the Friday of the sixth week of Winter quarter, or at the meeting which occurs at least 48 hours after the student organization presents their budgetary and other financial information to the Elections Commission, Financial Manager, and the relevant Association legislative bodies, whichever occurs later.
    - d. If the relevant Association legislative bodies fail to approve a budgeted refund rate on a timely basis, then this rate shall be either the actual refund rate for that organization's Special Fee during the current fiscal year (if there was a Special Fee collected for that organization during the current fiscal year), or the median of the actual refund rates incurred for all Special Fees

during the current fiscal year (if no such Special Fee was collected during the current fiscal year).

5. The required budget information shall be presented in the following form:
  - a. A numerical table, the columns of which shall represent the organization's detailed budget proposed for the following fiscal year, the original detailed budget for the current fiscal year, the most recently modified budget for the current fiscal year (if it differs from the original budget), the actual expenditures for the current fiscal year to date, and an estimate of expenditures for the remainder of the current fiscal year. Each row of the table shall represent one particular income or expenditure line item from the organization's detailed budget, and the appropriate entries shall be made for that line item under each of the column headings. For line items which apply only to the budget for the current fiscal year or the proposed budget for the following fiscal year, the entries under the columns referring to the year to which they do not apply shall be zeros. Line items may represent either types of expenditures or specific programs.
  - b. A narrative text, which shall describe each line item and may contain more detailed information supporting the amounts of the proposed line items; commenting on differences between the organization's current budget, its actual and projected expenditures for the current fiscal year, and its proposed budget for the following fiscal year; or any other information deemed relevant.
  - c. An explanation of which criteria the student organization used to determine its funding population.
  - d. Organizations which receive at least half of their expected income from non-Special Fee sources shall have the option of dividing their budget into Special Fee funded and non-Special Fee funded portions.
6. The Special Charge of the Commission may specify additional requirements that the required budget must meet.
7. Any student organization seeking and receiving approval from the relevant Association legislative bodies for its Special Fee request must use the same detailed budget as was approved by the relevant Association legislative bodies on its petitions.
8. All expenditures must be for the organizational and basic programming expenses of the student organization requesting the Special Fee. This student organization shall be responsible for the spending of all funds, including those used in a co-sponsored event.
9. The Commission shall determine if any given budget meets these requirements. Before making such a determination, the Elections Commission shall seek the advice of the designee(s) of the relevant Association legislative bodies and the Financial Manager concerning all Special Fee budgets that have not previously been approved by the relevant Association legislative bodies for placement on

the ballot. Only if these requirements are met may a Special Fee request be placed on the ballot. However, the budget of any Special Fee request which has been approved for placement on the ballot by an appropriate action of the relevant Association legislative bodies shall be considered to have met these requirements.

10. Any student organization seeking placement on the ballot of a Special Fee request on the basis of a previous Special Fee request as specified in the Constitution must satisfy the following requirement: the gross amount requested may not exceed the gross amount received in the organization's most recent Special Fee request, as adjusted for inflation, plus ten per cent.
11. No Special Fee request shall be placed on the ballot except in accordance with the provisions of Article V, Section 2 of the Constitution, and unless its budget meets all specifications detailed above. No Special Fee request whose placement on the ballot requires the submission of petitions shall be placed on the ballot unless the petitions submitted meet all of the above requirements.
12. In the event that a student organization's Special Fee request requires the approval of both Association legislative bodies in order to be placed on the ballot, but only receives the approval of one, that student organization may resubmit a revised budget to the Association legislative body that had approved its initial request. Any petitions circulated in support of the initial Special Fee request shall remain valid despite the potentially changed budget, provided that the initial petitions were found to be valid.
13. Division of a Special Fee Request
  - a. All budgetary and other financial information required for a Special Fee request to be placed on the ballot shall be presented by the student organization requesting the Special Fee to the Elections Commission, the Financial Manager, and the relevant Association legislative bodies at least 2 weeks before the last regularly scheduled meeting during Winter Quarter.
  - b. Prior to this deadline, the budgetary and other financial information may be altered by the student organization requesting the Special Fee by so notifying the Elections Commission, the Financial Manager, and the relevant Association legislative bodies. After this deadline, the budgetary and other financial information may not be altered except with the consent of the relevant Association legislative bodies or of their designee(s).
  - c. The relevant Association legislative bodies may divide a Special Fee request at any time after this budgetary and other financial information has been presented. The student organization requesting the Special Fee shall be given at least 48 hours prior notice that such a motion may be introduced, and the sponsor of the Special Fee (or her/his designee) shall be allowed to speak before the relevant Association legislative bodies on this issue.
  - d. The mechanism by which each Association legislative body divides a Special Fee request shall be specified in the By-Laws of that body.

- e. If both Association legislative bodies divide a student organization's Special Fee request, but the divisions are not coincidental, then the final division of the request shall reflect the complete set of divisions.
- f. The student organization requesting the Special Fee shall either adopt as its request one of the sets presented in the bill of division, or, if the deadline for submission of budgetary and other financial information has not yet passed, may submit a new request before that deadline. If a student organization submits a new Special Fee request after the relevant Association legislative bodies have divided a Special Fee request for that organization, then the designee(s) of the relevant Association legislative bodies may act for the relevant Association legislative bodies and divide the new request.

In making such a division, the relevant designee(s) shall consider itself bound by the policy decisions of the relevant Association legislative bodies, especially those made when the request was divided. The President of the Association concurring, such a division by the designee(s) shall be rendered invalid, and the question of division brought to the relevant Association legislative bodies for final resolution. The relevant Association legislative bodies reserve the right to act upon the question of division on their own initiative.

- g. The Elections Commission shall consider valid those petitions containing either (1) the budget and associated financial information of any single section, these petitions being applicable to the placement on the ballot of only this section, or (2) the budget and associated financial information of all sections of one of the sets approved by the relevant Association legislative bodies, these petitions being applicable to the placement on the ballot of all sections, even if they do not make note of the division of the Special Fee request.
- h. If not all of the sections of the divided Special Fee request are approved, then the relevant Association legislative bodies and the student organization requesting the Special Fee may agree to whatever budget modifications are necessary to provide for the support of essential administrative functions of the student organization whose absence would prevent the implementation of the activities specified in the approved section's proposed budget.

## **Section 5: Campaign Regulations**

### **A. Campaign Conduct**

1. *Campaigning* shall be defined as the dissemination of printed material (excluding editorial matter in student publications), commercial ads in student publications, and public speeches and displays for or against any candidate, slate, Special Fee request, General Fee issue, or ballot measure. The seeking of signatures for a petition shall not be considered campaigning. The actions of any officer of the Association, done in the course of discharging her/his duties,

shall not be considered campaigning. Private conversations, letters, or messages shall not be considered campaigning.

- a. An undergraduate student publication shall be defined by the Undergraduate Publications Board.
  - b. A graduate student publication shall be defined by the GSC.
  - c. The Hearings Officer shall rule on whether or not portions of a student publication constitute editorial matter.
2. No candidate, slate, or sponsor shall substantially violate University rules while campaigning, even if the conduct in question would otherwise appear to be permissible under this Code. This would include, but not be limited to, the Campus Disruption Policy, phone harassment, or misuse of academic and informational resources (including computer resources). The Hearings Officer shall investigate alleged violations.
  3. Unless otherwise specified, campaigning shall begin 168 hours before the start of the election. Campaigning at any other time shall be grounds for disqualification.
  4. No candidate, slate, or sponsor shall use any Association resources for campaigning purposes unless all candidates, slates, and sponsors have equal access to these resources and such access is announced in the Code or by ruling of the Commission. Banner paper and markers shall be made available for free by the Elections Commission under the supervision of the Hearings Officer to candidates, slates, and sponsors for legitimate campaign uses in reasonable quantities. Failure to obey this provision shall be grounds for disqualification.
  5. No candidate, slate, or sponsor shall interfere with the campaigning of any other candidate, slate, or sponsor, nor shall they interfere with the dissemination of information by any student publication. Failure to obey this provision shall be grounds for disqualification.
  6. All campaign materials must bear the name of the candidate, slate, or sponsor which has published it. Failure to obey this provision shall be grounds for disqualification. However, campaign material issued by a student organization in support of its request for a Special Fee and which is clearly identified with the name of the issuing organization need not also bear the sponsor's name.
  7. No campaigning consisting of public speeches or displays shall take place in, immediately before, or immediately after, any class; in any library in the public computer terminal areas of any building (provided however that this shall not be interpreted to prohibit the sending of private, individually composed electronic mail transmissions to acquaintances of the sender); or in the laboratory areas of any building. No campaigning consisting of the dissemination or posting of printed material (excluding editorial matter in student publications) shall take place in any classroom, library (excluding lobby areas), lecture hall, or public computer terminal area.

## 8. Posting of Campaign Material

- a. No campaign material may be affixed in any manner to trees, shrubs, lights, or signs.
- b. No campaign material may be affixed in any manner to any building, wall, or pillar that is part of the Inner or Outer Quad.
- c. The Commission shall request, in a timely manner, from all residences, academic departments, and Schools any limitations on the placement of campaign material in their area. Any limitations approved by the Commission and prominently posted by the concerned residence/department/School in the appropriate area shall be issued as a ruling of the Commission.
- d. All candidates, slates, and sponsors are responsible for removing their campaign materials by 5:00 P.M. 3 days after the polls have closed unless involved in a contested or otherwise unresolved election.
- e. A pattern of repeated, intentional violations of these provisions shall be grounds for disqualification.

## 9. Campaigning on Election Days

- a. Prior to the opening of any of the paper ballot polling sites, the poll watchers shall remove all campaign materials from within 15 meters of the polling sites. The Commission shall have the power to remove campaign materials from a larger radius as its discretion.
- b. No person on election days, shall, within 15 meters of any of the paper ballot polling sites:
  - i. Circulate an initiative, referendum, recall, or nomination petition or any other petition relating to ASSU activities.
  - ii. Solicit a vote or speak to a voter on the subject of marking her/his ballot.
  - iii. Place any material relating to candidates' qualifications or speak to a voter on the subject of the candidates' qualifications.

10. Any action of a candidate, slate, or sponsor to influence the casting of votes at an overseas campus once the results of the preliminary tally have been announced shall be grounds for disqualification.

11. Any attempt by a candidate, slate, or sponsor to subvert or unethically influence the election shall be grounds for disqualification.

12. Any actions of a candidate, slate, or sponsor that impede an elections officer in the discharge of her/his duties shall be grounds for disqualification.

13. Any actions of a candidate, slate, or sponsor that impedes the normal operations of the University shall be grounds for disqualification.

14. Any deliberate violation of any ruling of the Commission shall be grounds for disqualification.
15. A plea of ignorance shall not be considered a valid defense to an infraction of any rule as specified in the Code or as a ruling of the Commission.
16. Disqualifications may only be based on rules specified in the Code or on rulings of the Commission. However, the Hearings Committee shall have the discretion to determine the applicability and enforceability of rulings of the Commission.

## **B. Campaign Expenses**

1. Campaign expenses shall be defined as all costs, including sales taxes, incurred during the election involving any candidate, slate, or sponsor, including all costs, at fair market value, of all materials used in campaigning or whose purchase was necessary for campaigning (no pro rating of material costs are allowed).
2. Campaign Expense Limits
  - a. Slates for the Presidency may spend up to \$300 on their election plus an additional \$60 if a run-off election must be held.
  - b. Expense limits, if any, for races open only to members of the undergraduate population shall be specified in the US By-Laws.
  - c. Expense limits, if any, for races open only to members of the graduate population shall be specified in the GSC By-Laws.
3. The use of other campaign materials shall be supervised by the Hearings Officer.
4. Organizations and associations of students shall not campaign for any candidate or slate without the written approval of that candidate or slate. All campaign materials used in such campaigning shall be charged, at full value, to the campaign of that candidate or slate.
5. The value of the expenses of any publicity produced for the benefit of 2 or more candidates shall be increased by a factor of 1.5. This larger value shall be divided and charged in equal portions to the campaigns of each of the candidates.
6. The Commission may waive specific expenses from these campaign expense limits if they are incurred in the promotion of general election activity, but all such waivers must be in writing and be made before the expense is incurred.
7. No candidate or slate shall exceed their campaign expense limit. Failure to obey this provision shall be grounds for disqualification.

## **C. Financial Disclosure**



1. A *financial disclosure statement* shall be an accurate and complete accounting of all campaign expenses and campaign income (including the sources of any income) of any candidate, slate, or sponsor.
2. Each candidate, slate, and sponsor must file with the Hearings Officer a financial disclosure statement within 48 hours after all polls have been declared closed by the Commission. Candidates, slates, and sponsors incurring no election expenses must still file a financial disclosure statement. Failure to file a financial disclosure statement shall be grounds for disqualification.
3. All financial disclosure statements must be accompanied by receipts documenting the expenses and income listed on the statement.
4. Any substantial inaccuracies in a financial disclosure statement shall be grounds for disqualification.
5. Each financial disclosure statement shall be verified by the Hearings Officer as to its accuracy, such verifications being presented to the Hearings Committee and the relevant Association legislative bodies in a timely manner.
6. No candidate, slate, Special Fee request, General Fee issue, or ballot measure shall be certified by the relevant Association legislative bodies as elected or approved unless a financial disclosure statement is filed with the Hearings Officer and a verification by the Hearings Officer is presented to the relevant Association legislative bodies.

#### **D. Disqualification and Other Penalties**

1. General
  - a. No candidate, slate, or sponsor may be subjected to a hearing twice for a violation stemming from the same act.
  - b. No information gathered in the course of a formal investigation shall be made public knowledge by members of the Commission, the Hearings Officer, or any individual whose assistance is requested in the course of the hearing process.
  - c. The term “grounds for disqualification” shall mean that the Commission, Hearings Officer, or Hearings Committee may use the act(s) so specified as reasons for disqualification, but they shall have the discretion to decide whether to initiate or continue disqualification proceedings. Specification of an act as grounds for disqualification does not mean that disqualification is automatic, even if a candidate, slate, or sponsor is found to have committed such an act, nor shall any elections officer be required to recommend disqualification in such a case.
2. Formal Investigation
  - a. Any member of the Association, including election officers, may bring to the attention of the Hearings Officer a violation of the Code or of a ruling of the Commission by a candidate, slate, or sponsor.

- b. The Hearings Officer shall then gather evidence concerning the possible violation. All members of the Association shall avail themselves to the Hearings Officer for any reasonable request for information.
- c. The Hearings Officer shall then determine if the evidence is sufficient to merit consideration by the Hearings Committee. If it is, then the Hearings Officer shall initiate a formal investigation and notify the Hearings Committee of this action.

### 3. Hearings

- a. The Hearings Officer shall make all reasonable attempts to notify the appropriate candidate, slate, or sponsor of the initiation of a formal investigation within 24 hours.
- b. The Chair of the Hearings Committee may convene the Hearings Committee at any time 48 hours after the initiation of a formal investigation (or earlier if either the Hearings Officer wishes to recommend the abandonment of the investigation, or the party being investigated so requests).
- c. At the hearing the appropriate candidate, slate, or sponsor may be in attendance. Otherwise all hearings shall be closed to the public, unless the defendant requests an open hearing. If a hearing is closed to the public, an accurate transcript of all proceedings shall be kept by a secretary appointed for this purpose by the Hearings Committee.
- d. At the hearing, the Hearings Officer shall present whatever evidence concerning the charge s/he has been able to gather to the Hearings Committee.
- e. At the hearing, the candidate, slate, or sponsor charged may present whatever evidence desired to the Hearings Committee. All members of the Association shall avail themselves to this candidate, slate, or sponsor for any reasonable request for information.
- f. Members of the Hearings Committee shall have the right to request any and all information they deem appropriate, including additional testimony, and all parties shall receive such information and have the right to challenge it.
- g. The burden of proof shall be borne by the Hearings Officer.
- h. The party being investigated shall enjoy all other judicial rights granted in the Constitution.

### 4. Recommendation of Penalties

- a. The Hearings Committee shall conduct at least one hearing, and as many additional hearings concerning a formal investigation as it deems desirable. At any time during this process the Hearings Committee may meet in closed session, at which only the 3 members of the Hearings Committee and the Hearings Officer shall be present. During these closed meetings, and only at these times, the Hearings Committee may terminate a formal investigation

with the finding that either a violation of the Code meriting disqualification or other penalty has occurred or has not occurred, or probably has occurred but cannot be punished for lack of evidence. The standard of evidence used shall be that of beyond a reasonable doubt.

- b. If such a violation has occurred, then the Hearings Committee may recommend the disqualification of or imposition of other penalty against the candidate, slate, Special Fee request, General Fee issue, or ballot measure in question. Other penalties which may be recommended shall include reprimand, censure, fines of \$25 or \$50, suspension from office for one of more quarters, and displacement by a specified number of places in the ranking of members of Association legislative bodies. Suspension and displacement may be imposed only against candidates for Association legislative bodies.
- c. The candidate, slate, or sponsor under formal investigation shall be notified of all such recommendations within 24 hours.

#### 5. Approval of Penalties

- a. A candidate, slate, Special Fee request, General Fee issue, or ballot measure shall be considered disqualified upon the ruling of disqualification by the Hearings Committee. A candidate, slate, sponsor, or student organization shall be considered reprimanded, censured, or fined (fines are to be deducted from any Special Fees or funds received through ASSU Boards, or ASSU salaries, or any other financial resources determined applicable), and a candidate shall be considered suspended or displaced, upon the ruling of the Hearings Committee. Such rulings may not be rescinded, except by a 2/3 vote of the relevant Association legislative bodies prior to certification of the election. Rulings regarding disqualification or other penalties shall only originate in the Hearings Committee.
- b. The relevant Association legislative bodies may question any party or the members of the Hearings Committee, but shall consider the factual findings to be valid except in extraordinary circumstances.
- c. The transcripts of all hearings which were held pertaining to the recommended disqualifications or other penalties shall be made available to the relevant Association legislative bodies. The relevant Association legislative bodies may also require that additional transcripts be made available to its members.
- d. The relevant Association legislative bodies may refer to the appropriate University officer for possible University disciplinary action any candidate, slate, or sponsor found guilty of campaign violations.
- e. The relevant Association legislative bodies may impose any additional sanctions that they may deem reasonable against a student organization whose associated sponsor was found guilty of campaign violations.

- f. Any candidate, slate, sponsor, or student organization fined for campaign violations must submit a bond of the amount of the fine, to be deposited with the Students' Organization Fund, within 7 days of the issuing of the fine by the relevant Association legislative bodies. Failure to do so may be grounds for additional action by the Hearings Committee and the relevant Association legislative bodies.

## **Section 6: Elections Handbook**

### **A. General**

1. The Associate Commissioner in Charge of Media shall serve as the editor of the Elections Handbook.
2. For each general election, the Elections Handbook may take the form of a tabloid pamphlet inserted into The Stanford Daily, or be independently produced and distributed separately. For each special election, the Elections Handbook may take the same form, or such other form as will allow for adequate publicity for the candidates and slates and for adequate distribution to those members of the Association eligible to vote.
3. The Elections Handbook shall contain information on the issues to be decided during the appropriate Association election.
  - a. No candidate, slate, Special Fee request, or ballot measure for the Spring Quarter General Election shall appear in the Elections Handbook unless the appropriate declaration of intent and any necessary petitions have been filed and the appropriate material for the Elections Handbook submitted to the Elections Commission by 5:00 P.M. the Friday before Dead Week during Winter Quarter. The Commission shall have the authority to extend this deadline.
  - b. For other elections, the declaration of intent and any necessary petitions must be filed and the appropriate material for the Elections Handbook submitted to the Editor by 4:00 P.M. one week before the election, or at a time specified by the Commission, whichever is sooner. The Commission shall have the authority to extend this deadline.

### **B. Contents**

1. A summary table of all recommendations of the relevant Association legislative bodies on Special Fee requests and ballot measures.
2. A summary table of all polling times and places.
3. A complete and concise set of voting instructions, including appropriate notices with respect to voter qualifications for each office.
4. A sample ballot to be used for practice and illustration.

5. Statements by each candidate. Statements shall consist of the following information:
  - a. The name of the candidate.
  - b. The candidate's major and class (if a member of the undergraduate population) or her/his department/School and degree program (if a member of the graduate population).
  - c. All offices of the Association, all offices of student organizations whose governing documents are on file with the Association Office, and all positions on committees of the University held by the candidate, and the term of service, listed in reverse chronological order from the beginning of service. Graduate students and transfer students may list corresponding positions held at any other University.
  - d. A position statement submitted by the candidate.
6. Position statements from each candidate for seats on an Association legislative body may not exceed one 100 words each.
7. Statements by each slate and definition of the protest vote. The protest vote and the effects of the protest vote for the Presidency race shall be described. Statements by each slate shall consist of the following information:
  - a. The name of the slate.
  - b. The name of each member of the slate.
  - c. Each member's major and class (if a member of the undergraduate population) or her/his department/School and degree program (if a member of the graduate population).
  - d. All offices of the Association, all offices of student organizations whose governing documents are on file with the Association Office, and all positions on committees of the University held by each member, and the term of service, listed in reverse chronological order from the beginning of service. Graduate students and transfer students may list corresponding positions held at any other University.
  - e. A position statement submitted by the slate.
8. Position statements from slates for the Presidency may not exceed 400 words each; those from slates for the Class Presidents may not exceed 200 words each.
9. Statements on each Special Fee request. Statements shall consist of the following information:
  - a. The name of the student organization making the request.
  - b. The amount of money requested.
  - c. The population from which the Fee is being sought.

- d. The name(s) of the sponsors in favor and opposed (if any) to the Special Fee request.
  - e. A position statement submitted by each sponsor, not to exceed 400 words each. However, if there is more than one sponsor opposing the request, only the first to submit a statement shall be entitled to have it published. However, such a statement submitted by a voting member of an Association legislative body shall take absolute precedence over statements submitted by other members of the Association, even if those other statements were submitted before that of the voting member of an Association legislative body. The Commission shall be charged with ensuring that any statement filed by a sponsor in opposition is indeed one in opposition, and shall be empowered to disregard it otherwise.
  - f. A summary of the Special Fee request, presented by the student organization requesting the fee, and limited to:
    - i. a subtotal of each event
    - ii. a line-item summary
  - g. The budget request summary must be approved by the Elections Commissioner and the Financial Manager. The complete documentation of the Special Fee request shall be on file at the Association office and at each polling site for public inspection, and this fact shall be noted in the summary.
10. The information required for statements setting the amount of each existing undergraduate General Fee shall be specified in the US By-Laws.
11. The information required for each existing graduate General Fee shall be specified in the GSC By-Laws.
12. Statements on creating, changing the amount of, changing the statement of purpose of, or abolishing General Fees. Statements consist of the following information:
- a. The title, current statement of purpose, current base amount of the General Fee, and the population on which the Fee would be assessed, if the Fee currently exists.
  - b. A statement of what is being changed: the proposed new base amount of the Fee, expressed as dollar amounts, amount per student per quarter, and percentage change from the current base amount (if any); the proposed new title and statement of purpose (if any); the proposed population on which the Fee would be levied.
  - c. For linked proposals, the title assigned by the relevant Association legislative bodies, followed by the current and proposed information for each General Fee issue that makes up the proposal, as specified above.
  - d. For proposals involving existing General Fees, a warning that this proposal, if it succeeds, overrules the vote on setting the amount of those Fees.

- e. The name(s) of the sponsors in favor of and opposed (if any) to the ballot measure.
  - f. A position statement submitted by each sponsor, not to exceed 400 words each. If there is more than one sponsor opposing the General Fee issue, only the first to submit a statement will be entitled to have it published. However, such a statement submitted by a voting member of an Association legislative body takes absolute precedence over statements submitted by other members of the Association, even if those other statements were submitted before that of the voting member of an Association legislative body.
  - g. Background information on each Fee. For existing Fees, this consists of the current overall Fee budget, and the list of groups funded in the current year. For new Fees, this consists of whatever information is approved by the relevant Association legislative bodies. Information on existing Fees that is already being included in the Elections Handbook need not be repeated here, except where needed for clarity.
13. Statements on each ballot measure. Statements shall consist of the following information:
- a. The title of the ballot measure.
  - b. The text of the ballot measure.
  - c. The population eligible to vote on the ballot measure.
  - d. The name(s) of the sponsors in favor and opposed (if any) to the ballot measure. In those cases where the ballot measure was placed on the ballot by the relevant Association legislative bodies, this fact shall be noted.
  - e. A position statement submitted by each sponsor, not to exceed 400 words each. However, if there is more than one sponsor opposing the ballot measure, only the first to submit a statement shall be entitled to have it published. However, such a statement submitted by a voting member of a relevant Association legislative body shall take absolute precedence over statements submitted by other members of the Association, even if those other statements were submitted before that of the voting member of a relevant Association legislative body. The Commission shall be charged with ensuring that any statement filed by a sponsor in opposition is indeed one in opposition, and shall be empowered to disregard it otherwise.
  - f. A clear and concise estimate of the financial impact of the ballot measure prepared by the Financial Manager for the Commission.
14. A summary table, listing each Special Fee request, the amount requested, and the estimated number of dollars per student per quarter to be collected if the request is approved, plus an estimate of the total number of dollars per student per quarter to be collected if all requests on the ballot are approved. This table shall include a statement noting that, in addition to the Special Fees, the Association Fee and surcharges will also be collected, and estimating their

amount and the resulting number of dollars per student per quarter to be collected.

15. Any material supplied by the Commission to make the Elections Handbook easier to read and use.
16. After the submission of a statement to the Commission, but prior to its being typeset, the author may make non-substantive modifications, or substantive modifications to correct statements of fact whose veracity have been publicly challenged.

### **C. Layout**

1. The Commission shall present to the relevant Association legislative bodies for its approval at least 4 weeks before the Spring Quarter General Election and at least 1 week before all other elections a plan for the organization of the Elections Handbook. This plan shall present the information contained in the Elections Handbook in a manner easy for the average voter to understand and use.
2. All voting members of Association legislative bodies, candidates, slates, and sponsors shall be accorded the opportunity to examine the proofs of the Elections Handbook before it is printed, and at that time may call attention to any errors, which shall be corrected. However, errors resulting from the failure of a candidate, slate, or sponsor to supply correct information to the Associate Commissioner in Charge of Media before the appropriate deadline shall be corrected only with the consent of the Associate Commissioner in Charge of Media, and at the expense of that candidate, slate, or sponsor.
  - a. For the Spring Quarter General Election, the Commission shall publicly announce the time and place at which the opportunity to examine the proofs of the Elections Handbook shall be made available at least 48 hours in advance of that opportunity, but in any case no later than the last day of Winter Quarter.
  - b. For other elections, the Commission shall publicly announce the time and place at which the opportunity to examine the proofs of the Elections Handbook shall be made available at least 24 hours in advance.

### **D. Distribution**

1. The Elections Handbook shall be distributed during the week before the Association election, except for those copies sent to overseas campuses.
2. For each general election, enough copies of the Elections Handbook shall be distributed to ensure that every member of the Association who desired to obtain a copy received a copy, except that overseas campuses shall receive at least one copy for every five members at that campus. For each special election, enough copies shall be distributed to ensure that every member of the Association eligible to vote in that election that desires a copy receives a copy.



3. Additional copies shall be made available at the Association Office and at each polling site.

## **Section 7: Ballots**

### **A. Ballot**

Different classes of ballots shall exist. Each class of ballots shall list only those candidates, slates, Special Fee requests, General Fee issues, and ballot measures for which a well-defined subset of the Association is eligible to vote. Any class of ballots which is intended to be used by members of the Association from more than one district shall be designed so that a member's votes will be tallied only if cast for candidates in the district in which s/he is eligible to vote.

### **B. Contents**

1. The first section shall contain instructions on how to fill out the ballot.
2. The second section shall contain a set of demographic questions devised by the Commission. Answering these questions shall be optional, and their answers shall not affect the validity of the ballot.
3. The next sections shall list the candidates, slates, Special Fee requests, General Fee issues, and ballot measures in the following order: Constitutional Amendments, Referenda, Special Fee requests, General Fee issues, Presidency, the relevant Association legislative bodies, and, if appropriate, the Class Presidents.
  - a. No candidate, slate, Special Fee request, or ballot measure for the Spring Quarter General Election shall appear on the ballot unless the appropriate declaration of intent and any necessary petitions have been filed by 4:00 P.M. the Friday before Dead Week during Winter Quarter. The Commission shall have the authority to extend this deadline, but to no later than the last day of Winter Quarter.
  - b. For other elections the declaration of intent and any necessary petitions must be filed by 4:00 P.M. one week before the election, or at a time specified by the Commission, whichever is sooner. The Commission shall have the authority to extend this deadline.
  - c. A Special Fee request whose sponsor has not completed all the requirements specified in the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and these Policies for placement and appearance on the ballot by the deadline indicated above shall appear on the Spring Quarter General Election ballot only if all of the following conditions are satisfied:

- i. The relevant Association legislative bodies authorize such an appearance by approving a resolution specifying the extenuating circumstances by the procedures specified in the Constitution and their respective By-Laws, and the President of the Association approves this resolution.
    - ii. The student organization requesting the Special Fee agrees to pay for all costs associated with its appearance on the ballot, such costs to be determined by the Commission with the approval of the Financial Manager.
  - d. If a sponsor submits a petition to place on the ballot a ballot measure after the deadline indicated above, then the Commission may authorize it to appear on the ballot.
  - e. The Commission shall verify the eligibility of each candidate and slate, and of each Special Fee request and ballot measure and their associated sponsors, before authorizing their appearance on the ballot.
4. For each candidate, slate, Special Fee request, and ballot measure, the following information shall be made available on the ballot.
- a. Candidates shall be listed by name.
  - b. A sufficient number of spaces shall be designated for write-in candidates.
  - c. The name of one voluntary student organization may appear next to a candidate's name on the ballot. This is subject to the following provisions:
    - i. The candidate must specify a desire to the Elections Commission to be affiliated on the ballot with a specific voluntary student organization. The chief executive officer of that voluntary student organization must similarly inform the Elections Commission that it wishes to endorse the candidate.
    - ii. Only one affiliation per candidate will be listed on the ballot.
    - iii. The name of the voluntary student organization must be relatively short and free from confusion. The Elections Commissioner shall have the authority to abbreviate the organization's name.
    - iv. Candidates without affiliation shall either be listed as *independent* on the ballot or no affiliation shall be indicated by leaving the field blank.
  - d. Slates shall be listed by the name of the slate, with the names of the members of each slate included in parenthesis. A sufficient number of spaces shall be designated for write-in slates in the Presidency race. These spaces shall be sufficient in number and format to allow voters to write in the name of the write-in slate or the names of the individual members of the slate. In addition to the option to abstain, an option for the voters to cast a vote in protest of the selection of the slates shall be provided in the ballot section for the Presidency race.

- e. Special Fee requests shall be listed by the name of the appropriate student organization, the total gross Fee requested and the Financial Manager's estimate of the per-capita Special Fee request (i.e. the amount to be levied on each member of the funding population if the Fee is passed) included in parenthesis.
  - f. The ballot format for the setting of each undergraduate General Fee shall be specified in the US By-Laws.
  - g. Proposals for creating a new General Fee must be listed as "To Create the <Fee Title> General Fee (<Base Amount>)". Proposals to change the base amount of an existing General Fee must be listed as "To (increase/decrease) the <Fee Title> General Fee by <Change in Base Amount>". Proposals to change the statement of purpose of an existing General Fee must be listed as "To Change the Statement of Purpose of the <Fee Title> General Fee", followed by the old and proposed new statements of purpose for that Fee. Proposals to abolish an existing General Fee must be listed as "To Abolish the <Fee Title> General Fee". In all cases, the population on which the General Fee would be levied must be listed. Linked proposals must be listed by the title assigned by the relevant Association legislative bodies.
  - h. Ballot measures shall be listed by the title of the measure.
  - i. All relevant material from the Elections Handbook regarding that candidate, slate, Special Fee request or ballot measure.
5. Sub-classes
- a. For each class of ballots, a number of sub-classes shall be generated which shall be equal to the smallest integer greater than or equal to the number of all the candidates for the relevant Association legislative body appearing on the ballot divided by ten.
  - b. On the ballots of the first sub-class all candidates, slates, and Special Fee requests shall be listed in alphabetical order.
  - c. On the ballots of each succeeding sub-class, all candidates, slates, and Special Fee requests shall be listed in the same order as that of the immediately previous sub-class, except that for each electoral race and for the Special Fee requests collectively, the "n" candidates, slates, or Special Fee requests appearing first on the ballots of the immediately previous sub-class shall appear at the bottom of the list of candidates in this succeeding sub-class, where "n" equals the smallest integer greater than or equal to the number of candidates or slates in that race, or the number of Special Fee requests, divided by the total number of sub-classes that exist.
  - d. The total number of ballots printed for each class shall be apportioned as equally as possible among their subclasses.
  - e. The ballots shall be marked to distinguish the appropriate class and sub-class in order to facilitate the tallying of the ballots.

6. All other ballot measures shall be listed in alphabetical order on all ballots.
7. The Commission shall supply connective material to make the ballot easy to read and use.

### **C. Ballot Security**

1. The technical staff of the Commission shall be responsible for ensuring the security of all electronic election material, including safeguarding the security of all electronic election data.
2. The Elections Commissioner shall be responsible for ensuring the security of all paper ballot election materials, including safeguarding the security of all paper ballot election data.
3. The technical staff of the Commission shall ensure that only members of the Commission discharging their duties as specified in the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and these Policies shall have access to any of the computers used in administering any elections, and to any data generated as a result of any election.
4. The identity of each voter shall only remain associated with their vote in a computer database while eligibility verification is being performed. Once an election is certified, any information that would reveal the identity of any individual voter shall be removed from any databases.
5. The computer program used to administer the election shall not log any passwords used for eligibility verification purposes, and shall be designed so as to ensure that passwords are not compromised during the election process.
6. After the election, all unmarked extra paper ballots shall be destroyed, except for those retained as records.

## **Section 8: Voting**

### **A. Method**

Voting shall primarily take place through the use of a computer program. This program shall be designed to function on as wide a variety of computer platforms as is reasonable, and to allow as many students as possible to access the election program from their rooms, residences, offices, or laboratories. The program shall be designed to allow for unattended voting from any suitable computer. Paper ballot polling sites shall also be made available.

### **B. Start of Polling**

Polling at unattended computers shall begin at midnight on the first day of the election. Polling at paper ballot polling sites shall open at a time specified by the Commission and approved by the relevant Association legislative bodies.

### **C. Voter Qualifications**

1. Any member of the Association possessing a valid Stanford student identification number is eligible to cast a ballot in a general election.
2. Any member of the Association possessing a valid Stanford student identification number and belonging to the appropriate subset of the Association is eligible to cast a ballot in a special election.
3. Voter eligibility shall be determined during voting through the use of an appropriate identification/password pair, and shall ultimately be based on possession of a valid student identification number. Eligibility at the paper ballot polling sites shall be determined through presentation of a valid student identification card. Procedures shall be established to ensure coherency between eligibility verification during unattended voting and voting from a paper ballot polling site.
4. No member of the Association shall vote for candidates in a district other than the one to which s/he belongs. Other restrictions on voting eligibility shall be listed in the By-Laws of the relevant Association legislative bodies.

### **D. Paper Ballot Polling Sites**

1. Paper ballot polling sites and their hours of operation shall be specified on the basis of the voting patterns of all members of the Association or any well-defined subset of the Association, in such a manner as to supplement the availability of unattended voting, and to allow those members of the Association who do not have access to a computer to vote.
2. The Commission shall present to the relevant Association legislative bodies for approval a list of polling sites and times for each election. Only a complete list of proposed polling sites and times shall be approved by the relevant Association legislative bodies. Any subsequent modifications of these places or times must be approved by the relevant Association legislative bodies. The requirements for doing so shall be specified in the respective By-Laws of the relevant Association legislative bodies.

### **E. Signature Sheets**

1. Signature sheets may be used in all elections at the discretion of the Elections Commissioner.
2. A signature sheet shall consist of a series of lines, one per voter. Each line shall contain sufficient blank space for the voter's printed name, signature, and student identification number.

3. All signature sheets shall be kept for three months, after which they shall be destroyed.

#### **F. Voting from an unattended computer**

1. The voter shall execute the election program on an appropriate computer platform
2. The program shall present each section of the ballot to the voter, in the appropriate manner, as required by the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the Commission, and these Policies.
3. The program shall request an appropriate identification/password pair to verify the eligibility of the voter.
4. The program shall provide interactive access to all the material in the Elections Handbook during the voting process.

#### **G. Absentee Ballots**

1. Any member of the Association eligible to vote in an Association election but unable to vote due to illness, absence from a University campus containing a polling site, physical handicap, or religion, may request an absentee ballot.
2. Such requests, including the member's full name and student identification number, must be received in writing by the Commission at least 2 working days before the opening of the polls.
3. Upon verification of the member's full name and student identification number and the approval of the request by the Commission, the voter shall be sent an unmarked paper ballot and a copy of the Elections Handbook. For all elections, the Commission shall record the voter's name and student identification number on a signature sheet used only for absentee ballots and so marked.

#### **H. Closing of the Polls**

The paper ballot polling sites shall be declared closed at a time specified by the Commission and approved by the relevant Association legislative bodies as specified in the relevant By-Laws. Voting through unattended computers shall end at 11:59 PM on the second day of the election, at which time all polling shall cease.

### **Section 9: Tabulation of Results**

#### **A. General**

1. The results of an election shall be tabulated through the use of a computer program. The election technical staff shall be responsible for the operation, accuracy, and security of the tabulation procedure.
2. Only members of the Commission and the technical staff shall be involved in the tabulation process, or have access to the computer(s) being used for tabulation.
3. No less than 1 member of the Commission shall be present with the technical staff at all times while results are being tabulated and reported.

#### **B. Absentee Ballots**

1. In order to be included in the final tally of ballots cast, an absentee ballot must be mailed to the Election Commission with a postmark no later than the second day of voting, or delivered in person to the Commission no later than the close of the polls on the second day of voting. The Commission shall not be responsible for absentee ballots which do not reach the Commission or are not returned in time to be tallied by virtue of delay in the postal system.
2. Any ballot incorrectly marked shall not be tallied.

#### **C. Write-in Votes**

1. Only write-in votes attributable to a single, eligible write-in candidate or slate shall be tallied for that candidate or slate.
2. In the race for the Presidency, a protest vote shall constitute a vote by a member of the Association and shall be tabulated as a vote cast, but shall not be attributed to any slate. A protest vote shall be tabulated as such if and only if the protest option is selected by the voter.
3. All votes for write-in slates that have not declared their slate names in a declaration of intent before the opening of the polls must contain the names of the individual members of that slate to be attributed to that slate.

#### **D. Final Tally**

1. No individuals other than members of the Commission shall be informed of the results of any tally until all polls have been declared closed. The Commission shall, at its discretion, provide periodic information during the election as to the number of ballots cast.
2. After the polls have been declared closed, the Elections Commissioner shall make a reasonable attempt before the deadline for filing declarations of intent to contact all candidates who have a reasonable chance of being elected to office and who have not filed such a declaration.
3. The preliminary tally shall consist of a complete tally of all those ballots cast electronically or at a paper ballot polling site, plus all absentee ballots which were returned to the Commission and tallied by the time that the electronic tally

was finished. The preliminary tally shall be completed and announced as soon as possible after the close of the polls.

4. The final tally shall consist of the complete tally of all ballots cast electronically or at a paper ballot polling site and all absentee ballots, provided that no absentee ballots received by the Commission less than 4 days prior to the day on which the relevant Association legislative bodies will consider the resolution(s) of certification, shall be included in the final tally. Under no circumstances shall ballots be tallied, or the final tally altered, after this deadline.
5. The undergraduate final tally shall consist of that subset of the final tally involving issues on which members of the undergraduate population were eligible to vote.
6. The graduate final tally shall consist of that subset of the final tally involving issues on which members of the graduate population were eligible to vote.
7. No result may be certified except on the basis of the relevant final tally.

#### **E. Recount of Votes Cast**

1. Any candidate, slate, or sponsor may request a recount of the results of an Association election by filing a recount request within 72 hours after the announcement by the Commission of the final tally.
2. All recount requests shall contain the name of the requesting party, her/his local address and phone number, and a \$250 bond, to be placed on deposit with the Students' Organizations Fund. No bond shall be required if the requested recount is limited to races decided by less than 1%.
3. A request shall be considered filed upon receipt by the Elections Commissioner of the request and by the Students' Organizations Fund of the bond.
4. The Commission shall initiate a recount of all ballots, obtaining a new tally of votes. No election result shall be certified until this recount is completed. The party requesting the recount may be present during the recount.
5. If the candidate, slate, or sponsor requesting the recount is elected to office, has the Special Fee request or ballot measure approved (if the sponsor in favor), or has the Special Fee request or ballot measure defeated (if the sponsor opposed) on the basis of the new tally, then the bond shall be refunded by the Students' Organizations Fund; otherwise the bond shall be forfeit, and shall be credited to the budget reserve of the Commission.