

# **The Standard Operating Procedures**

## **Drexel University Undergraduate Student Government Association**

**Current as of April 18, 2010**

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### **I. Purpose**

- A. The Purpose of this document is to serve as the procedural governance document for the Undergraduate Student Government Association, or USGA, at Drexel University

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### **III. Assembly Functions**

- A. Assemblies will usually work independently on goals and missions specific to the area they represent
- B. Each Assembly will elect both its own chair and its own secretary
- C. Assemblies are expected to meet at least five times each term at a date and time determined by the assembly chair
- D. All assemblies will come together to meet at Joint Sessions

### **IV. Meeting Attendance.**

- A. Definitions
  - A. Excused Absence
    - 1. An absence from a USGA meeting where the member notifies his or her Assembly chair (or the President if the member is unable to contact his or her chair) prior to the meeting time about missing a meeting for non-emergency reasons. Absences for emergencies will count as excused, and members missing for emergencies are encouraged to inform the Assembly chair of the emergency when the conditions stabilize.
    - 2. An absence resulting from an emergency
  - B. Unexcused Absence

1. Any absence that is not excused
- C. Emergency
1. An emergency includes, but is not limited to, hospitalization, serious illness, or serious injury of the student or death of an immediate family member. Further clarification shall be made by the Personnel Director as needed.
- B. Assembly Meetings.
- A. The Assembly chair shall create rules applicable to their respective assembly as long as the structure is defined and approved by the President. As a guide, the following is provided
1. Members are allowed two unexcused absences from Assembly meetings during any particular term.
  2. When an assembly member has an unexcused absence, the Assembly Chair shall report the incident to the Personnel Director.
  3. When any member incurs the maximum allowed number of unexcused absences, the Personnel Director will notify him or her about having reached the limit.
  4. When any member exceeds the maximum allowed number of unexcused absences, the Personnel Director will contact the offending member and request his or her resignation. If the member refuses to resign within five (5) business days, he or she is automatically removed from office.
- C. Joint Session Attendance
- A. Members are allowed to incur unexcused absences for no more than forty percent (40%) of the Joint Sessions in a particular term.
1. At the end of each term, the Personnel Director will review the Joint Session attendance records, provided by the Archivist, and notify the Vice President of all members who incurred more than the allowed limit of Joint Session absences.
  2. All members who exceed the limit of unexcused absences will be required to meet with the Vice President to discuss options for improving their attendance.
  3. Member misconduct proceedings ARE NOT automatically initiated when this policy is violated; however, the Vice President or Personnel Director may initiate proceedings in extreme cases.
- B. Summer Term Joint Sessions
1. Rising Sophomores, those students who were elected in their Freshman academic year, are automatically excused from meetings in the Summer Term, as they are not required to be on campus
  2. If the standard policy for obtaining quorum can not be reached in the Summer Term, quorum can be considered if

at least three representatives from each of the three assemblies are present.

- I. Any votes made using this quorum must be made in paper ballot to the Archivist who will contact all USGA members by email no more than 24 hours after the end of the Joint Session
  1. The President and the Archivist will tabulate the paper ballots and store them in a secure location in the USGA office until the end of the next Joint Session
- II. USGA members not in attendance of the Joint Session will be given one (1) week to cast a ballot on all items voted on at the Joint Session
- III. Final ratification of any items voted on at the Joint Session will occur after paper and absentee ballots have been tabulated

## V. Joint Sessions

- A. The Joint Sessions must be scheduled in the following manner:
  - A. One Joint Session during the first week of class
  - B. One Joint Session during the last week of class
  - C. Two Joint Sessions in weeks between the first and last week of class
- B. Voting must be conducted in the following matter
  - A. To make a motion, a voting representative must say “I motion,” followed by what they are motioning the Joint Session to do
  - B. Motions must be seconded before they can be acted on.
  - C. To second a motion, a voting representative must say “I second the motion,” followed by the name of the individual who made the motion or by repeating the motion they are seconding
- C. Minutes
  - A. Minutes of the previous Joint Session are to be approved at the start of the each Joint Session.
- D. If the University is closed on the day of a scheduled Joint Session, the Joint Session will be cancelled. In such cases, the President will reschedule the Joint Session and notify all USGA members about the change no less than twenty-four hours before the newly scheduled time.
- E. All Joint Session minutes and agendas must be archived for the current academic year and the previous academic year. These archives are to be in paper form, stored by the Archivist. Minutes should be posted to the USGA Web page no more than twenty-four hours after the conclusion of the Joint Session.
- F. If the President is unable to attend a Joint Session, the leadership of the Session follows the Presidential succession policies in the Constitution. In such cases, the member who chairs the Joint Session must relinquish his or her voting rights for the duration of the Session. In this case, the member who chairs the Joint Session shall cast a vote only to resolve a tie.
- G. Quorum for Joint Sessions is defined as half of the voting members plus one.

- A. Vacant positions will not be counted against quorum.
- B. Rising sophomores (those elected as freshman) who are not present will not be counted against quorum.
- C. Only elected or appointed USGA members and their designated alternates as defined by this document can be counted toward quorum.
- D. Alternates pending approval and the position they are to represent shall not count against quorum
- E. If at any time during a Joint Session, quorum is lost, any new business will be tabled until such time that quorum is reestablished.
- H. If more than five minutes are required to address concerns expressed at the five minute open period, additional time will be allotted at the end of the meeting with each person receiving no more than 60 seconds to speak.
  - A. Additional time can be allotted by the President or by approving a motion with a simple majority of the members present at the meeting

## **VI. Personnel Policies**

- A. Winter-Term Review
  - A. A review of the following shall be conducted some time near the beginning of Winter term, initiated by the President
    - 1. First-year members
    - 2. Goals
    - 3. Strategic Plan
  - B. It is suggested that first-year members meet with the President and Vice President to talk about what they have done, what they think of USGA and what they can do to improve their work in their target area
- B. Member Misconduct.
  - A. Misconduct Charges.
    - 1. Any USGA member may file formal misconduct charges against any other member or their alternate.
    - 2. All charges must be filed using official forms and submitted to the Personnel Director or, if the Personnel Director is the accused member or an accuser, to the Vice President.
    - 3. The Personnel Director (or Vice President) will notify the accused about the charges no less than five calendar days before the misconduct hearing is to take place.
  - B. Misconduct Hearings.
    - 1. The misconduct hearing will take place at the first Joint Session that is convened no less than five calendar days after the accused has been notified of the charges.
    - 2. Before a Misconduct Hearing takes place, a special role call will take place to ensure that there is quorum, and to verify the voting eligibility of all USGA members.
    - 3. Misconduct proceedings will be supervised by the President (or the Vice President if the President is the

accuser or the accused, following the standard chain of command past that) simply to maintain order.

4. During the hearing, the accuser will present the case against the accused. Similarly, the accused will present his or her own defense.
5. After each side has been presented, any USGA member may ask the presenter or the accused questions relating only to the facts of the situation. The supervisor of the proceedings may reject questions that are not fact-based.
6. After both sides have been presented and the resulting questions have been addressed, all voting members of the Joint Session besides the accuser, the accused, and the supervisor will cast a single vote indicating whether or not the accused is in violation of USGA member conduct protocols. No voting member may abstain from this vote. The accused is found in violation with a two-thirds majority of the vote.
7. If the accused does not contest the charges or does not respond to the Personnel Director (or Vice President), the accused will be automatically found in violation at the conclusion of the first Joint Session no less than five calendar days after the accused has been notified of the charges.

C. Reconciliation

1. If the accuser wishes to seek removal of the officer as the consequence for a conduct violation, this must be the first option considered. Removal may only occur if it is agreed upon by a three-fourths vote of the voting members of the Joint Session excluding the accuser, the accused, and the supervisor.
2. Less severe reconciliation options may also be considered and must be approved by a two-thirds majority of the voting members excluding the accuser, the accused, and the supervisor.
3. If there is an impasse in reconciliation, reconciliation may be tabled until the next Joint Session. In such a case, the accused member will continue to perform his or her duties until a decision is reached.

C. Inactive Members

- A. Article VII states that all members must meet with their respective counterpart once a term. In addition, members are to keep their assembly chair updated on their assigned items that they are following through on. If members do not adhere to this procedure then punitive actions will be taken. The SLA, AAA and EOA chairpersons must report any inactive members by week 4 or 8 to the Personnel Director. The President will report inactivity of

SLA, AAA or EOA chairs on weeks 4 or 8 to the Personnel Director. The Personnel Director and the Vice-President will meet weeks 5 and 9 of each term to discuss inactive members and punitive actions to be taken. If a member is not following procedures, the following actions will take place;

1. First Offense: The Vice-President is to approach the offending member and give him/her a verbal warning and to discuss any possible actions to resolve the problem. The warning must also be sent out via email to the member copying the President and the Personnel Director.
2. Repeated Offenses: The President and Vice-President are to meet with the offending member and will ask the member to resign. The resignation process will follow Article IV Section 2 Clause A.1. Notice must be given at least 5 business days before the next Joint Assembly Meeting. If no resignation occurs by the next Joint Assembly Meeting, the member will be impeached.

## **VII. Role Responsibilities.**

### **A. Academics and Administration Assembly.**

#### **1. Chair Responsibilities.**

- I. Coordinate efforts with the Office of the Provost, including scheduling and attending meetings with its staff.
  - II. Attend or delegate other AAA members to attend Faculty Senate meetings periodically.
  - III. Maintain contact with offices such as the Student Resource Center and Financial Aid.
  - IV. File AAA Chair Summary form for the USGA Annual Proceedings.
  - V. Review and approve USGA Annual Proceedings submissions from other assembly members.
  - VI. Provide meeting minutes to the Archivist
  - VII. Inform the Personnel Director of any unexcused absences from members of the assembly
- #### **2. General Responsibilities for all Representatives.**
- I. Meet at least once per term with the Dean of respective college/school.
  - II. Conduct at least two Fireside Chats (open forum meetings for college/school, preferably with Dean present) per year.
  - III. Serve as liaison between USGA and organizations within college/school.
  - IV. File an Office Summary form for the USGA Annual Proceedings.

### **B. Engagement and Operations Assembly.**

1. Chair Responsibilities.
    - I. Work with the Vice President to coordinate governance, policy, and member development initiatives.
    - II. Maintain contact with Judicial Affairs and other University offices as necessary.
    - III. File EOA Chair Summary form for the USGA Annual Proceedings.
    - IV. Review and approve USGA Annual Proceedings submissions from other assembly members.
    - V. Provide meeting minutes to the Archivist
    - VI. Inform the Personnel Director of any unexcused absences from members of the assembly
  2. Archivist Responsibilities.
    - I. Record minutes at all Joint Sessions and distribute within a reasonable amount of time.
    - II. Make arrangements for another member to record the minutes in the event of absence.
    - III. Compile and file the USGA Annual Proceedings.
    - IV. Maintain the USGA office, including supply levels.
    - V. Pick up orders from University purchasing agent (SAFAC advisor).
- C. Student Life Assembly.
1. Chair Responsibilities.
    - I. Meet frequently with the Senior Vice President for Student Life as well as the Dean of Students.
    - II. Maintain contact with offices such as the Student Resource Center and Financial Aid.
    - III. File SLA Chair Summary form for the USGA Annual Proceedings.
    - IV. Review and approve USGA Annual Proceedings submissions from other assembly members.
    - V. Provide meeting minutes to the Archivist
    - VI. Inform the Personnel Director of any unexcused absences from members of the assembly
  2. Representative Responsibilities.
    - I. Meet at least once per term with designated counterpart.
    - II. Conduct at least one Town Hall (open forum meeting, preferably with counterpart present) per year.
    - III. File an Office Summary form for the USGA Annual Proceedings.

## **VIII. Annual Proceedings**

- A. All members of the USGA will be required to submit an Annual Proceedings report to the Archivist no later than one week before the swearing in of new USGA officers.
- B. The Archivist shall compile all necessary and pertinent information for the Annual Proceedings and shall meet with the President, Vice President and Assembly Chairs to discuss and finalize the document
- C. The Annual Proceedings report shall be released to members of the USGA at the first joint assembly meeting of the summer term.
- D. The most recent Annual Proceedings report shall be retained in the USGA office, and all past reports are encouraged to be retained
- E. The Archivist is responsible for retention of the Annual Proceedings reports

## **IX. Vacancies**

- A. Vacant Positions must be advertised as vacant on the USGA Web site within one-week of the vacancy with the appropriate appointment applications
  - A. The Personnel Director and the Technical Director will work together to ensure the posting is accurate
  - B. The post should be made by the Personnel Director or the Assembly Chair of the impacted assembly
- B. Appointments.
  - A. Vacancies in Assemblies
    - 1. In the event that a position is vacant, regardless of reason, a Call for Applications will be made to the Student Body.
    - 2. All Calls for Applications will be advertised within one week of the position becoming vacant.
    - 3. Any student that meets the USGA membership requirements and the specific requirements of the position used to determine eligibility during elections may submit an application.
  - B. Call for Applications.
    - 1. A vacancy in either of these Assemblies will be filled by a recommendation and confirmation process. The Personnel Director will pass on the applications of all candidates to the Assembly, which will then select its first choice candidate. This candidate is then presented to the convened Joint Session. To be approved to fill the vacancy, the candidate must be confirmed by a simple majority of the voting members not in that Assembly. If the candidate is not confirmed, the process continues with the remainder of the candidates who applied for the position.
  - C. In the event that the Personnel Director position is vacant, the Vice President will accept the candidate applications. If the Vice President is unable to complete the task, the President shall appoint an individual to bear the responsibility.

- C. Representatives approved to fill a vacant position do not gain voting rights until the end of the Joint Session in which they were approved

## **X. Creating New Positions in USGA**

- A. Purpose
  - A. At times it may be necessary for USGA to create new positions to better carry out its mission. To ensure that positions meet a legitimate need, all new positions must be created as stated below
- B. Procedure for Proposing a New Position
  - A. Any USGA member can propose the creation of a new position
  - B. Any student can propose the creation of a new position
    - 1. Such proposals must have at least one USGA sponsor
    - 2. Such proposals should be discussed at the committee level for which the proposed position will belong before coming to Joint Session for ratification
  - C. To request a new position, a USGA member must submit the following
    - 1. A description of the position
      - I. Name of the position
      - II. Committee to which the position belongs
      - III. Need met by the position
        - 1. Description of how the need is currently being met (if at all)
        - 2. Scope of the need being met, in terms of students, colleges, processes, etc.
      - IV. Criteria for members seeking the Position (if necessary in addition to standard USGA membership requirements)
      - V. Counterpart to the proposed position
- D. Procedure for Creating a New Position
  - 1. All proposals to create new committees must be presented to the Joint Session at which the position is being voted on
  - 2. To create a new position, two-thirds of the Joint Session must be in agreement
  - 3. At such times that the Joint Session approves the new position, an Interim Position of the same name is created
  - 4. To make the Interim Position permanent, two-thirds of the Joint Session must approve to put the item on the ballot to be placed before the student body
  - 5. The Interim Position must exist for at least six months before constitutional changes formally adopting the position can be ratified by the Student Body
  - 6. After the Interim Position has existed for six months, the position must be approved for placement on the ballot, otherwise the position is dissolved
    - I. If two-thirds of the Joint Session is in agreement, the Interim Position may be extended for a period no more than six months.
      - 1. Such an extension can only occur once
      - 2. After such an extension, if the Interim Position is not placed on the ballot, the position is

dissolved and needs to be re-proposed following the above process for further consideration.

7. Interim Positions are filled by Appointment in the same manner used for other vacancies

## **XI. Removing Positions from USGA**

- A. Purpose
  - A. The nature of the University may change or other unforeseen circumstances may occur that result in a position no longer benefiting the government.
  - B. This process is for removal of a position from the organization, not for removing an individual.
- B. Procedure for removing a position
  - A. The Assembly Chair of the affected position or the President inform the Vice President that they would like to remove a position
  - B. The Vice President arranges a meeting with the Assembly Chair of the respective assembly and the President
  - C. The Vice President, Assembly Chair and President discuss the issue and make a decision. If all three agree for removal, the process continues, otherwise the position remains intact
  - D. At the next Joint Session, individual who initiated the process, either the Assembly Chair or President, shall speak to the convened Joint Session with their reasons for requesting the position be removed and shall make a motion as such. This motion will be seconded by the Vice President, but will not be voted on before the close of the meeting.
  - E. The Joint Session immediately following this presentation will have an open discussion about the motion and any member of the USGA may provide evidence and make claims that warrant keeping the position active.
  - F. Following discussions held at the second Joint Session, the Joint Session will act on the previous motion and vote on the removal of the position
  - G. The position will be when two-thirds of the votes are in favor of removal.
  - H. All positions voted to be removed will be removed at the end of the academic term and will be finalized when the student body ratifies the USGA constitution for the following year

## **XII. Committees**

- A. Purpose
  - A. At times it may be necessary for USGA to create committees to perform specific tasks that are not a part of normal governmental procedures or that require a collaboration effort outside the scope of the assemblies, which may or may not include non-USGA members
- B. Procedure for Creating a Committee
  - A. Any USGA member can propose the creation of a committee
    1. Any student can petition for the creation of a committee
      - I. Such proposals must have a USGA sponsor
      - II. Such proposals should be discussed at the assembly level with the appropriate assembly to gain feedback before coming to Joint Session for ratification

- B. Committee proposals should be discussed in Assembly, but all requests to establish a committee must be done in Joint Session
- C. To request a committee, a USGA member needs the following:
  - 1. A Purpose of the committee
    - I. Goals of the committee
    - II. Mission Statement of the committee
    - III. A list of members or potential members
    - IV. Minimum and Maximum operating size of the committee
    - V. Chair of the committee or a process to elect a chair when the committee is convened
  - 2. Recommendations containing the above information must be submitted to the President no later than twenty-four (24) hours prior to a Joint Session meeting to be included on the agenda
  - 3. When the Committee comes up on the agenda, the proposer may give remarks and may ask other persons to speak on behalf of the proposal.
    - I. These individuals need not be members of the USGA
    - II. These individuals should have a role in the proposed committee or be directly affected by its work
  - 4. After discussion closes, a vote may be called
  - 5. For a Committee to be created, a simple majority of the assembled Joint Session is required
- C. Composition
  - A. All USGA committees must have a designated liaison to the USGA Committee liaisons report directly to the Vice President who reads formal reports and provides updates at the convened Joint Session
    - 1. The Vice President may yield his time to any USGA member who is part of the committee or to the Chair of the Committee to provide the report on behalf of the committee
- D. Longevity
  - A. All USGA Committees that do not have a target dissolution date must be renewed annually by a simple majority vote of the convened Joint Session of USGA for that operating school year
  - B. No Committee shall have a target dissolution date longer than one year from the date of its creation.
- E. Budget
  - A. USGA may allocate funds for the operations of approved and sanctioned committees in good standing
  - B. A committee shall be in good standing if it has at least one USGA liaison on the committee and has provided updates to the Vice President no less than twice a term for the past two terms.

- C. To use part of the allocated budget, the Committee Chair and the USGA sponsor must approve the funding request
- D. Once approved, the request is then placed through the normal approval process to the Treasurer.
- E. Single Committee purchases exceeding \$100 require additional approval by the President.
- F. Standing Committees
  - A. Standing Committees are designated as a special committee for long term, goal-oriented projects or initiatives that may be part of USGA or the University's strategic plan
  - B. Standing Committees may have a target dissolution date of any length, not to exceed three years
  - C. Standing Committee Creation must be approved by a simple majority of the USGA Joint Session and subsequently by a simple majority of the voting student body
    - 1. Only approved and sanctioned committees can become Standing Committees
  - D. A vote to promote a Committee to a Standing Committee may occur during the same Joint Session as creation of the Committee
  - E. Standing Committees, and all members, are required to submit documentation as part of Annual Proceedings, even if they are not formally members of the USGA
    - 1. The contents of such documentation shall be the responsibility of the Committee Chair
  - F. To be considered in good standing, Standing Committees have the additional requirement that all members submitted Annual Proceedings in the previous fiscal year.
  - G. Standing Committees may be renewed by a simple majority vote of the USGA Joint Session and subsequently by a simple majority of the voting student body.
  - H. Standing Committee Chair is required to make a formal report, in person or via the Vice President, to the convened Joint Session once per academic term. Failure to make this report will result in the committee losing its "good standing"

### **XIII. Judicial Board Appointments**

- A. As per the University Student Handbook, at the request of the University's Judicial Officer, the USGA shall approve the appointment of undergraduate students to serve on the Judicial Board from applications received from the University's Judicial Officer
- B. SLA shall make nominations and alternate nominations
- C. The first Joint Session after SLA's nominations shall discuss and approve students to serve on the Judicial Board.
- D. If there is dispute about a particular student, the next ranking alternate can be selected.
- E. This portion of the SOP should be changed in coordination with the University's Judicial Officer

## **XIV. Annual Spring Elections.**

- A. Purpose
  - A. To provide a means for the student body to appoint officers to the Undergraduate Student Government Association (USGA)
- B. Elections Chair
  - A. Selection
    - 1. The Engagement and Operations Assembly shall select an Elections Chair during the first week of Spring Term
    - 2. The Elections Chair must be approved by a convened Joint Session of USGA
    - 3. The Elections Chair must meet the following criteria
      - I. An officer of USGA who is not running for any position
      - II. An officer of USGA who has been elected by the student body
      - III. An officer of USGA who has served full-time from the time of election to the initialization of elections proceedings
        - 1. This means no alternates were elected
        - 2. This means the individual was not appointed during the term they are serving
    - 4. The President and Vice President can not be the Elections Chair
    - 5. Ideally, the EOA should select an officer whose class standing is Senior and who will be graduating at the end of the current academic year, however this is not a requirement
  - B. Responsibilities
    - 1. The Elections Chair shall oversee all aspects of the Election Proceedings
    - 2. The Elections Chair shall organize the election timeline
    - 3. The Elections Chair shall make applications available and announce the availability of applications to the student body
    - 4. The Elections Chair shall make themselves available to receive complaints about election violations
      - I. It is not the Elections Chair's responsibility to police the campus and other areas to ensure adherence to policy
      - II. It is the Elections Chair's responsibility to follow up on all reported complaints as per Grievance Procedures
- C. Responsibility of Current USGA Officers
  - A. An officer shall not apply undue influence upon or otherwise intimidate fellow officers so as to cause them to make a decision or

- to commit or omit any action that they would not normally have intended
- B. An officer shall not intentionally damage another student's character by giving false or insupportable information about the student
  - C. USGA Officers shall not campaign for or endorse the candidacy of any student while acting in their official capacity as USGA Officers or at any event in which they are representing USGA
  - D. The President
    - 1. Since the President must represent the USGA at all times, the President is prohibited from publicly endorsing a candidate in any form
    - 2. The President shall have no jurisdiction over elections
- D. Grievance Procedures
- A. In the event that any individual feels that a violation of the election proceedings has occurred, including but not limited to campaign rule violations, they are to contact the Elections Chair in written form before contacting any other individual or party, even those mentioned as part of the Grievance Procedures
  - B. The Elections Chair shall respond to any incident within 24 hours after receipt of the complaint
  - C. In the event that the candidate wishes to appeal the decision of the Elections Chair, the matter will be brought before the USGA advisor and all members of EOA excluding the Elections Chair, the candidates in question and any candidates running for the same position as the candidate complaining,
  - D. In the event that the candidate wishes to appeal the decision of the EOA and USGA advisor, the matter shall be brought before the University Hearing Board
    - 1. The University Hearing Board is to be viewed as a non-biased third party
    - 2. The University Hearing Board shall treat this matter according to all of their rules and procedures with the stipulation that they have no authority to remove any candidate from elections proceedings
  - E. All grievances made, regardless of result or outcome, are to be noted. The reports and outcomes shall be made available to all candidates at the conclusion of elections proceedings
  - F. Outcomes of Grievance Procedures
    - 1. Dismissal from Spring Term Elections
      - I. Candidates can be dismissed from Spring Term elections based on judgment following the grievance for the reasons listed below
      - II. False information is present on an application form that directly impacts candidate eligibility

- III. Violation of campaigning policy at the discretion of the Elections Chair
        - IV. Defamation of any individual's character
      - 2. Public Retraction
        - I. Depending on the severity of the action, a candidate may be permitted to remain on the ballot after publicly retracting a statement or campaign item
        - II. Such retractions will be noted on the election's web page and will be presented before voting can occur
        - III. Such retractions will be circulated through all available on-campus media
      - 3. No action
        - I. If substantial evidence can not be established, no action will be taken but a record of the proceeding will be made available on the election's web page
- E. Phases of Elections
  - A. Phase One: Organization of Elections Timeline
    - 1. A timeline is to be developed to ensure that elections start the sixth week of the Spring term
    - 2. Applications shall be made available to the student body at least two weeks prior to the start of campaigning
    - 3. Information sessions must be scheduled for members of the student body to attend, both during the day and evening and on multiple days to ensure adequate coverage for those with class and co-op
    - 4. Information sessions can only be conducted prior to the start of campaigning
    - 5. Campaigning can officially begin one week prior to the start of elections
  - B. Phase Two: Applications
    - 1. Applications must collect, at minimum, the following information
      - I. Candidate's Full Name
      - II. Position Desired
      - III. Student ID Number
      - IV. Email Address
      - V. College/Major
      - VI. Grade Point Average
      - VII. Current Judicial Sanction
      - VIII. Class Standing for the Year Serving
      - IX. Campus Address
      - X. Contact Phone Number
      - XI. Signature
      - XII. Digital photograph of self from shoulders-up against neutral background in .jpg format

2. Application packets must include a copy of the USGA Constitution, the Annual Spring Election section of the Standard Operating Procedures and a list of the job descriptions of all members in USGA
  3. Applications must be submitted before campaigning can commence
  4. Candidate signature signifies the following
    - I. The Candidate has placed truthful information on the application
    - II. The Candidate has reviewed all documents included in the application packet
    - III. The Candidate has reviewed the University Handbook and is aware that any violations of University Policy related to elections are their sole responsibility
    - IV. The Candidate is aware that they can run for one and only one position
    - V. The Candidate is aware that they have to attend an information session prior to being eligible to campaign
- C. Phase Four: Eligibility Determination
1. From the information provided in the application, the Elections Chair must evaluate the eligibility of all candidates
  2. The following are requirements all candidates must meet
    - I. Cumulative GPA of 2.0 or greater
    - II. Be a full-time undergraduate student
    - III. Have no standing judicial sanctions
    - IV. Have attended a USGA Elections Information Session
  3. Additional requirements for membership are specific to the duties of the position and must be verified against requirements listed in the Constitution
- D. Phase Five: Campaigning
1. Candidates shall have at least one week to campaign for office
  2. All campaigns are expected to be in accordance with Drexel's policies stated in the University Handbook
  3. All campaigns are expected to adhere to the laws of the city, state or nation in which the candidate campaigns
  4. Candidates must have equal opportunity to campaign on Drexel property, including physical and electronic, even if Drexel only exercises partial ownership
  5. Candidates must receive prior consent before campaigning on private property

6. Candidates may not use USGA resources to assist in campaigning
    - I. This includes, but is not limited to, the following: USGA computers, USGA office supplies, USGA social networking groups, USGA office space, USGA logo or USGA monies
    - II. The USGA will not reimburse candidates for any campaign expenses
  7. Campaigns can not use sexually explicit material or material that is demeaning to others
  8. Digital Campaigning
    - I. Candidates may use any digital or online technology to campaign as long as prior consent has been received from the owner of the technology
    - II. In the event that a candidate has ownership, either full or partial, of technology, candidates may use the technology as they see fit as long as it does not violate University policy or any other laws of the city, state or nation in which they campaign
  9. Candidates are under no obligation to promote any other candidates on any private property on which they receive permission to campaign
  10. University faculty and staff can not promote, endorse or defame specific candidates. They must promote all candidates running for all positions equally
- E. Phase Six: Elections
1. Schedule
    - I. Polling shall take place at least one week after the official start of campaigning
    - II. Polling shall begin on a Thursday
    - III. Polling shall end on the following Thursday
    - IV. Students shall have one week to vote
    - V. Results will be made available to all candidates the day the polls close
  2. Rules for voting
    - I. All full-time undergraduate students, henceforth "students," shall be eligible to vote for members of USGA
    - II. Students can only vote once for each position
    - III. Students can only vote for positions that represent them specifically
    - IV. All students can vote for all EOA positions and the President
    - V. The only statistic that can be revealed during elections about elections is the total number of students who voted in the election

3. Logistics
  - I. Polling shall be entirely online
  - II. Polling shall be conducted on a server hosted and maintained by a trusted third party
  - III. The details of the third party shall be made available to students at the time of polling on the polling Web site
  - IV. The Technology Director and the Elections Chair must make a report to the Joint Session outlining the plan and procedure for conducting the election and the security issues, concerns and remediations
4. Results
  - I. The results of elections shall be made available to all candidates at the close of elections via email
  - II. The results of elections shall be made available to campus media as soon as possible
  - III. At the discretion of the Elections Chair, attempts to contact the candidates of results may be made by phone
  - IV. Candidates have five business days after the close of voting to contest, in writing, the election results by following the Grievance Procedures as found above

## **XV. Intergovernmental Relations: CPSG Appointments**

1. Membership in the Council of Philadelphia Student Governments
  - A. The USGA is a member of the Council of Philadelphia Student Governments (CPSG) and has ratified the Charter of the Council in so far as it does not conflict with current Bylaws, the Constitution of the Association, or relevant University regulations.
  - B. The USGA President is the “Student Body President” for the purposes of the Charter. The EOA is the “legislative council” of the USGA for the purposes of the Charter.
  - C. The USGA President is designated as one of the two (2) representative of the CPSG.
  - D. The EOA shall nominate one of its members to be a CPSG Representative. At that time the candidate will be voted on by the following Joint Assembly Meeting. If the CPSG Representative shall step down or be removed, they shall be replaced by the next Joint Session meeting.

- E. If the President shall hold the Chair of the Council and is unable to hold a representative position, the Vice-President shall hold the President's representative seat.
- F. It shall be the responsibility of the CPSG Representative to represent the views of the Drexel Student Body and its government and to keep both informed as to the actions of CPSG, and vice versa.