



**Associated Students
Western Washington University**

**AS Vice President for
Academic Affairs
Candidate Packet**



Elections 2015

AS ELECTIONS 2015

Dear Candidates:

Thank you for your interest in running for the Board of Directors! I'm thrilled that you've chosen to participate so actively in student leadership. My job is to make sure that the elections run smoothly and are fair for everyone participating. This means that I work to help you. If you have any questions or concerns please contact me. My contact info is at the bottom of this page, and I'm also available to meet in my office during my office hours, which are posted on my office door (VU 435).

Here are a few tips for using this packet and running for office:

1) READ ALL OF THE INFORMATION IN THIS PACKET CAREFULLY!

There are a lot of documents in this packet, and many must be turned in by specific deadlines. For your convenience, a checklist is included in the packet that specifies deadlines. You are encouraged to turn in your petitions early, we will try to verify them and let you know in advance of the deadline if they are approved. If you turn them in after April 3rd we will not be able to provide this service. Candidate Statements **must** be turned in by the deadline, but do not need to be turned in with all the other documents if you would like to take a few more days to perfect your statement. Please email statement and turn in a paper copy to ensure there are no electronic mistakes.

2) READ THE ELECTION CODE!

Especially Section 1 and Section 3, clauses I-V. To see if you are eligible to run for office, see Section 3, clause I. For campaigning and advertising guidelines see Section 3, clause III. Remember, ***you are responsible for knowing and following the Election Code***. It's better to do a little reading now than face disqualification later. I'd also strongly recommend you read the AS Bylaws, Charter, and Strategic Plan, available at <http://www.vu.wvu.edu/policies/>.

3) MARK YOUR CALENDAR

There is a **mandatory** AS Election Meeting on **Thursday, April 9th**, from 6:00-9:00 pm in Viking Union 567. During this meeting, I will discuss some important issues regarding the Election Code and the election timeline. The **AS Review will be present to take publicity photos** for the ballot and printed voter's guide. The AS Review will also collect statements from all of the candidates.

4) REMEMBER, WE'RE ALL WESTERN STUDENTS

No matter who is elected, the odds are you'll be working with other candidates in some capacity next year. Any negativity you express towards someone else who is running will adversely impact what you're able to accomplish as a member of the Board of Directors. Remember, everyone running for office is doing so to serve students and make Western better.

Happy campaigning,

Mayra Guizar
AS Elections Coordinator

AS.Elections@wvu.edu

VU 435, (509) 305-5473

AS Elections Timeline: 2015

01/06/2015: WWU winter quarter begins. Verbal Campaigning is now permitted. Initiative campaigns may begin gathering signatures (if language of initiative has been approved by the Board)

03/10/2015: Candidate filing period opens; filing packets available at Board office. Online campaigning is now permitted.

04/07/2015: Election filing deadline-

- all paperwork must be submitted to Board office (VU 504) by 4 p.m.;
- filing fee (\$25) must be submitted to VU Finance Office (VU 538) by 4 p.m.

04/09/2015: Mandatory AS Election Meeting (6:00-9:00 p.m., VU 567). All candidates and sponsors of initiatives or referendums must attend.

04/11/2015: Campaign period opens at 9:00 a.m. Physical campaign materials may now be posted, distributed, and displayed on campus.

04/14/2015 by 4 p.m.: Deadline for "For and Against" Statements for Initiatives and Referendums: these must be submitted to the AS Elections Coordinator at AS.Elections@wwu.edu.

04/21/2014: AS VP Forum, more details to come

04/23/2014: AS Presidential Debate, more details to come

04/27/2015: The elections begin! Online voting available at 12:01 a.m.; polling station(s) open

05/01/2015: Voting ends. Online voting closes at 2:00 p.m. The Elections Coordinator, Election Board Chair and the REP advisor receive results. Candidates are notified of the results by the Elections Coordinator. All candidates and campaigns must submit financial disclosure statements and all receipts by 4:00 p.m.

05/04/2015: All candidates and campaigns must remove and clean up all physical and online campaign materials by 5:00 p.m.

AS ELECTIONS 2015

CANDIDATE PACKET CHECKLIST

(For candidate use only, to assist with the elections process and deadlines.)

Candidate's Name _____

Position Sought _____

Return the Following Forms to VU 504 by Tuesday, April 7th, at 4 PM

(Candidates must turn in forms in person and will need to present their Western Student I.D.):

_____ Candidate Registration Form.

_____ Candidate Statement (and e-mail to Sabrina.Romano@wwu.edu)

_____ Candidate Conduct Agreement.

_____ Request for Public Financing Form (optional).

_____ Spring Quarter Class Schedule

_____ Petition Form (with at least 150 signatures)

(Petitions can be submitted separately of the above forms. Petitions turned in by Friday April 3rd at 5 p.m. will be pre-verified for eligibility. If issues exist the candidate will be contacted. If turned in after April 3rd at 5:00 p.m. pre-verification may not be possible.)

Submit the Following to the Finance Office (VU 538) by Tuesday, April 7th, at 4 PM:

_____ \$25 Filing Deposit (payable by cash or check)

May be paid at any time after the open of filing. Must show receipt to AS Board Program Assistant by 4 p.m. Tuesday, April 7th, please keep the receipt after this.

Thursday, April 9th:

_____ Attend Mandatory Election Meeting from 6-9 pm, VU room 567.

_____ Bring copy of Election Code to meeting.

Friday, May 1st:

_____ Financial Disclosure Statement and original receipts turned in to the Finance Office, VU 538, by 4 pm.

Monday, May 4th:

_____ Campaign materials removed by 8 a.m., or forfeit \$25 deposit.

AS ELECTIONS 2015

CANDIDATE REGISTRATION

CANDIDATE'S NAME: (Exactly as you want it to appear on all election materials)

POSITION SOUGHT: _____

WWU STUDENT #: _____

PHONE NUMBER(S): _____

E-MAIL ADDRESS: _____

SPRING QUARTER CREDIT LOAD: _____

CURRENT CUMULATIVE G.P.A.: _____

CAMPAIGN MANAGER NAME: _____

Campaign Managers are optional, but we would like contact information if they are campaigning for you.

CAMPAIGN MANAGER PHONE NUMBER: _____

All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services (USCIS) before beginning work at WWU. If you have questions about employment eligibility, please contact Human Resources at 360-650-3774.

Are you currently eligible to work in the United States? (circle one) Yes No

If no, how do you plan to become eligible? _____

STATEMENT OF AGREEMENT:

I agree, if elected, to serve as an officer of the WWU Associated Students, to perform the duties as outlined in the current AS job description, and to intern the minimum of hours (as specified in the job description) with the outgoing position holder during Spring Quarter, 2015.

X _____

Candidate Signature

Return to the AS Board Office, VU 504
by Tuesday, April 7th at 4 pm.

CANDIDATE STATEMENT

CANDIDATE'S NAME

POSITION SOUGHT

CAMPAIGN WEBSITE URL (optional, if applicable)

Type or attach a 150-word (maximum) statement for voters to read. **Be sure to also e-mail this statement to Sabrina.Romano@wwu.edu by the filing deadline.** The subject line of the E-mailed statements should read "Candidate Statement for [Your Name] seeking [position sought]". Address the issues of your choice in the statement. Tell voters about your qualifications. The statement is distributed to the Western Front and the AS Review, but there is no guarantee that it will appear in both publications, as printing is at the discretion of the publisher of each medium. Statements may also be read by each candidate on KUGS FM. The statement will be provided to students during the online voting process. **Please print off your statement and attach to this sheet.**

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Return to the AS Board Office, VU 504
by Tuesday, April 7th at 4 p.m.

AS ELECTIONS 2015

Candidate Conduct Agreement

I, _____ , hereby state that I have read and understand the AS Election Code. In the event that I have a question or concern regarding the Code, I will address that question to the Elections Coordinator. I will conduct myself in a positive, honorable manner throughout the election. I will refrain from any malicious or unprofessional behavior towards any of the other candidates, the Elections Coordinator, the Election Board, WWU staff, or any other campaign participants.

(Violation of this agreement is grounds for a grievance in accordance with the AS Election Code Section 3, Clause II.)

(Signature) _____

(Date) _____

Return to the AS Board Office, VU 504
by Tuesday, April 7th at 4 pm.

AS ELECTIONS 2015

ELECTIONS GRIEVANCE FORM

This form is being provided in accordance with Section 3, clause **VI** of the AS Election Code. **You are strongly encouraged to try to resolve issues in a professional and calm manner *before* filing this form.** The AS Elections Coordinator is available to offer options, additional information, support in contacting the other party, etc. Please contact the AS Elections Coordinator at (509) 305-5473.

Complainant Name: _____

Phone number: _____ **Email:** _____

Signature: _____ **Date:** _____

Grievance Filed Against (name): _____

Who is running for the position of: _____

Specific Section of Code Violated: _____

State the specific violation of the ASWWU Election Code. Give details of when and how the violation was discovered (may attach additional materials):

Received by Election Board Chair: _____
Date: _____ **Time:** _____

**Submit Form to the AS Board Program Assistant
AS Board Office, VU 504 (open 10 a.m. - 5 p.m. Monday through Friday)**

AS ELECTIONS 2015

FINANCIAL DISCLOSURE STATEMENT

The AS Election Code states (Section 3, clause V): **All candidates and sponsors of initiatives must file a financial disclosure statement** with the VU Finance Office by 4:00 p.m. on the last day of the elections [05/01/2015]. Financial disclosure statements must include:

(1) an itemized listing of all campaign expenditures by candidates and campaigns, as well as those made on behalf of candidates and campaigns by third parties;

(2) original receipts for all campaign expenditures, unless they have already been submitted through the public financing process."

Please list all campaign expenditures, even those for which you have already received a refund.

Candidate Name: _____

Position Sought: _____

Candidate W#: _____

Itemized Expenses (A)	Quantity	Unit Price	Total Price
		Subtotal	\$

Itemized Donations (B)	Quantity	Unit Value	Total Value
		Subtotal	\$

Total Campaign Costs (A + B) = \$ _____

**Return to the Finance Office, VU 538
by Friday, May 1st at 4 p.m.**

Request for Public Financing

I, _____, hereby request public financing from the Associated Students for Running for Office or Campaigning for or Against a Ballot Measure. By signing below I am indicating that I have read and understood Section 3, clause V of the AS Election Code, and pledge to follow the campaign spending guidelines outlined in it. I understand that any violation of the Election Code may result in severe penalties, up to and including my disqualification from the elections.

Candidate W#: _____

(Signature) _____

(Date) _____

For office use only

Total amount to be reimbursed to candidate:

\$ _____

Approved by the
AS Elections Coordinator



Spring Qtd Pto? Schedule



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Please use pencil and fill out the times that you are unavailable. Use the following code or list details in the

C = In Class

W = Working

M = AS related meetings (Activities Council, Student Senate, etc.)

X = Other commitments, NOT available (other Jobs, club meetings, appointments)

	Mondag	Taesdag	Wednesday	Tharsdag	Fridag
8-9 CUB.					
9-10 CUB.					
10-11 CUB.					
11-12 pjB.					
12-1 pjB.					
1-2 p.iB.					
2-8 pjB.					
3-4 p JB.					
N-5 pjB.					
5-6 pjB.					
6-7 pjB.					
Evening					

CANDIDATE PETITION FORM: ASSOCIATED STUDENTS ELECTIONS 2015

Candidate's Name: _____

Position Sought: *AS Vice President for Academic Affairs*

The AS Election Code [Section 1, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

By signing below, you are indicating that:

- a. You are a student currently enrolled at the main campus of Western Washington University.*
- b. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.*

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

<u>Student's Name (Print)</u>	<u>Student ID#</u>	<u>Signature</u>
5.		
10.		
15.		
20.		
25.		

Elections 2015 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS Vice President for Academic Affairs*

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Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
30.		
35.		
40.		
45.		
50.		
55.		

Elections 2015 for the Associated Students WWU Board of Directors

Candidate's Name:_____ **Position:** *AS Vice President for Academic Affairs*

The AS Election Code [Section 1, clause I, (a) and (b)] states that before appearing on the spring ballot, prospective candidates for the Associated Students Board of Directors must file petitions with a minimum of 150 signatures from students enrolled at the main campus of WWU who are supportive of their candidacy.

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Student's Name (Print)	Student ID#	Signature
60.		
65.		
70.		
75.		
80.		
85.		

Elections 2015 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS Vice President for Academic Affairs*

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Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
90.		
95.		
100.		
105.		
110.		
115.		

Elections 2015 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS Vice President for Academic Affairs*

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By signing below, you are indicating that:

- a. You are a student currently enrolled at the main campus of Western Washington University.*
- b. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.*

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
120.		
125.		
130.		
135.		
140.		
145.		

Elections 2015 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS Vice President for Academic Affairs*

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By signing below, you are indicating that:

c. You are a student currently enrolled at the main campus of Western Washington University.

d. You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

Student's Name (Print)	Student ID#	Signature
150.		
155.		
160.		
165.		
170.		
175.		

Elections 2015 for the Associated Students WWU Board of Directors

Candidate's Name: _____ **Position:** *AS Vice President for Academic Affairs*

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- b. *You support the candidacy of the individual named on this form and wish to see their name appear on the ballot for the position indicated on this form.*

Please fill out all the information below. Illegible, duplicate or incomplete signatures will not be counted.

[illegible]

Candidates can make extra copies of this page if a petition page is lost or if they wish to get additional signatures above 150.

Replacement or extra signatures page = 25 available slots