

# ***2024 Student Body Election Candidate Packet***

This document contains important dates, information, candidate agreements, and the Election Guidelines. Please read through thoroughly and print and sign the pages that instruct you to do so. Thank you for your interest in serving the student body.

# **SPRING 2023 STUDENT BODY ELECTION**

## ***Student Body Election Timeline***

Monday, February 19, 8:00 AM – Filing for Student Body Officer Candidates opens on SGA website

Tuesday, March 5, 7:00 PM – Filing Closes; attend candidate orientation meeting, candidate packet and tabling draft due

Monday, March 18, 12:00 AM – Campaigning begins

Monday, March 25, 9:00 AM – 8:00 PM – Primary Election Voting Day

Wednesday, March 27, 9:00 AM – 8:00 PM – General Election Voting day

Thursday, March 28, 7:00 PM – Deadline to remove campaign materials

## ***Student Body Officer Filing Process***

1. Complete the online Candidate Interest Form (available at [www.sga.tcu.edu](http://www.sga.tcu.edu))
2. SGA advisor will certify eligibility requirements, including GPA, and conduct record
3. Candidate will meet with either current position holder, an Elections Board representative/Chair of elections board, or the SGA advisor at some point during election process
4. Elections Board Chair will verify SGA meeting attendance requirements and schedule a candidate meeting (completed Filing Packet (this document) must be brought to the meeting with E&R Chair/Committee)
5. Attend candidate orientation and turn in the candidate packet.

## ***DECLARATION OF INTENT***

I, \_\_\_\_\_, hearty declare that I am running for the office of Student Body at Texas Christian University for the 2024-2025 term.

By initialing below, I acknowledge the following:

I. \_\_\_\_\_ I am currently a full-time undergraduate student (12+semester hours) and will maintain full-time undergraduate student status throughout my term.

II. \_\_\_\_\_ I will have attended a minimum of three Student Government Association meetings before the start of the campaign period.

III. \_\_\_\_\_ I have read and fully understand the provisions set forth in the Election Guidelines.

IV. \_\_\_\_\_ I agree to abide by all the rules set therein and to contact the Elections Board Chair with any questions about requirements or restrictions that are unclear to me.

V. \_\_\_\_\_ I recognize that the Elections Board performs a regulatory role during the campaign.

VI. \_\_\_\_\_ I understand that the rules set in the Election Guidelines are binding and that any violation of the Guidelines or other SGA governing documents, will result in action being taken against me.

VII. \_\_\_\_\_ I agree to contact the Elections Board if I see or hear of any possible violations of the Election Guidelines by my campaign team and volunteers or volunteers of other candidates.

VIII. \_\_\_\_\_ I agree to educate my campaign team and campaign volunteers on all guidelines set forth in the Election Guidelines.

IX. \_\_\_\_\_ I understand that TCU Student Affairs will verify my credit hours, GPA, and University conduct record to determine my eligibility as a candidate.

X. \_\_\_\_\_ I understand the ballot position is selected randomly

XI. \_\_\_\_\_ I understand the responsibilities of the office I am running for, as set forth in the Student Government Code.

XII. \_\_\_\_\_ I understand that if my cumulative GPA or semester GPA falls below 2.50, or if I withdraw, or graduate from the University, or study abroad, I will be considered having resigned from my position.

**This Declaration of Intent must be printed and submitted to the Elections Board Chair by the deadline specified in the SBO Candidate Filing Packet.**

**Signature of Candidate:**

**Date:**

## ***ETHICAL CAMPAIGNING STATEMENT***

By initialing below, I, \_\_\_\_\_, do hereby promise to act to the best of my ability to campaign according to the guidelines set out herein.

I. \_\_\_\_\_ I will not violate the spirit of SGA documents, including the Election Guidelines and Student Government Code, in the course of campaigning.

II. \_\_\_\_\_ I will act in a manner befitting the office for which I am running at all times during the campaign period.

III. \_\_\_\_\_ I understand that, as a candidate for an SGA office, I am seen as emblematic of SGA and will represent the organization in a manner befitting its reputation.

IV. \_\_\_\_\_ I will act with respect towards other candidates for office and members of the Elections Board during the campaign period.

V. \_\_\_\_\_ I will conduct my campaign with the intention of furthering a fair, honest, and meaningful election for the members of the TCU student body.

VI. \_\_\_\_\_ I will conduct my campaign primarily with the intention of furthering the interests of the Student Body.

VII. \_\_\_\_\_ I take responsibility for the actions of my campaign team/volunteers and will hold them to the same standards set by this document.

VIII. \_\_\_\_\_ I will do my utmost to uphold the provisions outlined herein.

### ***Social Media Handles:***

Instagram: \_\_\_\_\_

TikTok: \_\_\_\_\_

Twitter: \_\_\_\_\_

Facebook: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

**This statement must be printed and submitted to the Elections Board Chair by the deadline specified in the SBO Candidate Filing Packet.**

**Signature of Candidate:**

**Date:**

## ***SBO MEETING VERIFICATION FORM***

By initialing below, I, \_\_\_\_\_, do hereby promise to act to the best of my ability to campaign according to the guidelines set out herein.

I. \_\_\_\_\_ I will not violate the spirit of SGA documents, including the Election Guidelines and Student Government Code, in the course of campaigning.

II. \_\_\_\_\_ I will act in a manner befitting the office for which I am running at all times during the campaign period.

III. \_\_\_\_\_ I understand that, as a candidate for an SGA office, I am seen as emblematic of SGA and will represent the organization in a manner befitting its reputation.

IV. \_\_\_\_\_ I will act with respect towards other candidates for office and members of the Elections Board during the campaign period.

V. \_\_\_\_\_ I will conduct my campaign with the intention of furthering a fair, honest, and meaningful election for the members of the TCU student body.

VI. \_\_\_\_\_ I will conduct my campaign primarily with the intention of furthering the interests of the Student Body.

VII. \_\_\_\_\_ I take responsibility for the actions of my campaign team/volunteers and will hold them to the same standards set by this document.

VIII. \_\_\_\_\_ I will do my utmost to uphold the provisions outlined herein.

**This Verification Form must be printed and submitted to the Elections Board Chair by the deadline specified in the SBO Candidate Filing Packet.**

**Signature of Candidate:**

**Date:**

## **Student Body Officer Elections**

### ***Eligibility***

I. At the time of filing, all candidates must:

- a. Be a full-time (12+ semester hours) member of the undergraduate student body.
- b. Be completing coursework on TCU's physical campus in Fort Worth.
  - i. Unless there is an unexpected and complete closure of the campus.
- c. Have completed a total of 36 semester hours, 24 of which must be completed at TCU.
- d. Have a cumulative GPA of 2.50.

II. At the time of the election, all candidates must:

a. Have served a minimum of one semester as a member of the Student Government Association as a voting member of the House of Student Representatives, member of the House Executive Board, Frog Aides member, Frog Aides Executive Board, or member of Cabinet

i. If a candidate has not fulfilled the above requirements, they must attend a minimum of three Student Government Association meetings before the start of the campaign period.

- 1. At least two of these meetings must be general House of Representatives meetings in the semester of filing, prior to the date of the election.
- 2. The third meeting can be either another general House of Representatives meeting or a legislative committee meeting in the semester of filing, prior to the date of the election.
- 3. Attendance will be verified by Elections Board Chair, in conjunction with the Speaker of the House and/or standing committee chair.

III. During the term of office, all student body officers must:

- a. Maintain full-time undergraduate (12+ semester hours) student status, with the exception of seniors in their graduating semester.
- b. Be completing coursework on TCU's physical campus in Fort Worth.
- c. Maintain a cumulative GPA of 2.50.
  - d. Uphold the Student Code of Conduct and remain in good standing with the University, as defined by the Dean of Students Office, including remaining off disciplinary probation.

IV. Students who have been, or currently are, on disciplinary probation with the University (as defined by the Dean of Students Office) are prohibited from running for office.

V. Student Affairs staff will verify the eligibility of candidates at the time of filing.

- a. In the event a candidate is ruled ineligible, the candidate will be notified by the SGA advisor.

### ***Filing***

I. All interested candidates must attend a candidate orientation meeting.

- a. The filing period will be set by the Elections Board and written into the SBO Candidate Filing Packet.

b. All required documents will be provided in the SBO Candidate Filing Packet.

II. Once the filing period has closed, candidates may not change the position for which they are seeking office.

- a. A candidate can only run for one Student Body Officer position.

III. As a requirement of the filing process, all candidates must meet with the current standing position holder or, in the event a candidate is seeking reelection, candidates in that election will meet with the SGA advisor.

IV. Candidates for Student Body Officer positions may not announce their intent to run for a Student Body Officer position, nor disclose their chosen position, until the filing period closes and the campaign period has begun.

- a. The only individuals that can be made aware of a candidate's intended office before the beginning of the campaign period are those assisting with the campaign, the Election Board Chair, and the SGA Advisor.

### ***Campaigning***

I. Campaigning is defined as any public action initiated by either a candidate or a member of the candidate's campaign team to persuade members of the student body to vote for or against one or more candidates.

II. No campaigning is permitted before the campaign period begins.

III. Candidates must submit the name and requested information of all the individuals assisting in campaigning to the Elections Board.

IV. Only TCU registered student organizations can endorse candidates.

- a. An endorsement is defined as public support by either the leadership or membership of a registered student organization for any candidate for Student Body Officer.
- b. No sitting SBO or the Speaker of the House may endorse or campaign for another candidate for an SBO office.

- c. TCU faculty and staff, Sodexo employees, and graduate students can not endorse a candidate.
- d. Any individual, department, departmental programs, TCU-branded affiliates, or group operated by TCU may not endorse a candidate (ex: TCU Dutchmen, TCU Showgirls, Political Science Department, TCU Football, John V. Roach Honors College, Neeley Fellows, ROTC, TCU Barstool, etc.)
- e. Registered student organizations may only endorse a candidate once the Organization Endorsement Form is submitted to and approved by the Elections Board
  - i. Candidates or campaign teams may not reach out to organizations seeking endorsement prior to the campaign period.
  - ii. For an organization endorsement to take effect, an endorsement requires either (1) a majority vote of the members of an organization, or (2) the signatures of two officers.
    - 1. If an organization endorses via option (1), the organization must be able to certify a vote of its members upon request.
    - 2. If an organization endorses via option (2), public communication of the endorsement must make clear that it is an endorsement only by the leadership.

V. A candidate can seek the use of a TCU student athlete's name, image, or likeness, hereinafter referred to as NIL, to aid in the candidate's campaign.

- a. Compensation provided to the athlete by the candidate may not be reimbursed from SGA-supplied campaign funding. However, it will be subtracted from the campaign budget.
- b. All NIL documentation requested by the Elections Board must be submitted to the Elections Board prior to the use of the athlete's name, image, or likeness.
- c. All uses of NIL must follow the NIL guidelines provided to the candidate by the Elections Board.

VI. Campaigning is allowed only on campus.

VII. Any of a candidate's social media account handles must be disclosed to the Elections Board prior to the election.

- a. Elections Board Chair and members must have full visibility of candidates' social media during the period of the election.

VIII. Coordination between campaigns for different SBO offices is not permitted.

IX. Campaign materials promoting multiple candidates will not be allowed.



X. Prior to campaigning:

- a. In residence halls, candidates, campaign team members, and volunteers must have the permission of the respective hall director.
  - b. In the BLUU, campaigning must be approved by the Union Office (Information Desk).
  - c. Any other University buildings campaigning must be approved by the appropriate entity.
- XI. Unsolicited spam or mass communication with members of the student body is prohibited.
- XII. Lottery-style giveaways and prize incentives are prohibited.
- XIII. Candidates are not permitted to create their own voting booths.
- XIV. Candidates may not ask to show proof of vote by a student for a particular candidate for any reason.
- XV. Candidates cannot take a position on student body referendums nor use them in their platforms.
- XVI. If a candidate endures an unexpected health or family emergency:
- a. The campaign team should act sensibly to carry out the responsibilities of the candidate and the campaign.
  - b. The situation will be evaluated on a case-by-case basis with the SGA Advisor, Dean of Students' Office, and Elections Board Chair.

***Campaign Violations and Appeal Process***

I. Campaign violations include, but are not limited to:

- a. Early campaigning
- b. Exceeding campaign spending limits
- c. Inaccurate report of campaign expenses
- d. Using campaign methods not permitted per the Election Guidelines
  - e. Violating the University Code of Student Conduct or other applicable university and SGA policies
  - f. Engaging in any form of negative campaigning, including, but not limited to, defamation of character, libel, slander, or altering an opponent's campaign materials

II. All violations will be assessed by the Elections Board, and the appropriate sanctions will be conveyed to the candidate.

- a. It is the responsibility of the Elections Board to notify the individual who submitted the violation once it has been received if an action has been taken.

III. The Judicial Board will act as an appellate board for election violation decisions contested by the sanctioned candidate. The candidate must appeal the decision within 24 hours after the

Elections Board notifies the candidate of the decision regarding the violation. The Judicial Board must meet to hear appeals within 24 business hours of the candidate contesting the sanction.

### ***Campaign Expenses***

I. All campaign expenses must be reported to the Elections Board using the Budget Tracking Form provided at the time of filing.

a. Candidates must report expenses within 72 hours of purchase,

II. Candidates will have a budget of \$500 in spending for the general election. SGA has set aside \$5,000 toward candidate funding, which will be split evenly among all candidates who wish to seek campaign reimbursement (as indicated at time of filing). In the event the reimbursement pool awards candidates less than \$500 in reimbursement funds, the maximum campaign budget is still \$500 per candidate. The difference between the SGA-reimbursed expenses and amount spent campaigning, should it exceed the SGA-allocated funds, will be the responsibility of the candidate.

A. If a candidate is in a race that requires a primary and they ultimately advance to the general election, then the candidate will be given an additional \$100 for the time between the primary and general election. These funds are reimbursable from SGA.

b. If a candidate is in an election that only has two candidates at the date of the primary, they will not receive the additional \$100 and no primary will be held for that race.

III. Candidates will not be provided with TCU's tax-exempt certificate. Any tax paid will count towards campaign spending limits.

IV. Candidates are not permitted to campaign with, and will not be reimbursed for, purchases that:

a. Do not meet TCU's receipt requirements

b. Purchases not disclosed to the Elections Board

c. Purchases made by anyone other than the candidate, campaign manager, or campaign team. Please note that only the person making the purchase will be reimbursed. TCU can only reimburse current students, faculty, and staff.

### ***Elections and Results***

I. The general election will be held on the date specified in the SBO Candidate Filing Packet.

II. On Election Day, each student will receive an email sent to their TCU email account with a unique voting link to vote for Student Body Officers.

a. All undergraduate students are eligible to vote.

III. If there are more than two candidates for any position, there will be a primary election a minimum of two days before the general election.

a. The two candidates who receive the most votes from the primary election will move on to the general election.

IV. If there are not more than two candidates, then the race will go straight to the general election.

V. For the general election, the candidate who receives the most votes wins.

VI. All candidates will be notified of the election results on the date and time outlined in the SBO Candidate Filing Packet.

### ***Student Body Officer Special Election***

I. In the event of the inability of an officer-elect to fulfill his/her duties, the Elections Board has the responsibility to:

a. Call a special election on dates to be set by the Elections Board Chair.

II. All other election provisions and rules in this document shall be enforced for this special election.

III. Expenditures for candidates in the special election are limited to \$250.

a. If there is a need for both a primary and general election, the two candidates who advance to the general election will be allocated an additional \$100.

### ***Oath***

I. The Speaker of the House or Chief Justice of the Judicial Board shall administer the oath of all newly elected Student Body Officers at the regular House meeting directly following the election.

The oath shall be as follows:

a. "I (state your name) do most solemnly and sincerely swear to faithfully serve the students of Texas Christian University, to execute the duties and responsibilities of the office I hold, to represent the interests of the student body as a whole, and to maintain and uphold the constitution of the student body, so help me God."

b. The religious reference may be omitted at the request of the student taking the oath.