

Dear Prospective Senator:

Thank you for your interest in the Troy University Student Government Association. SGA is one of the best ways to get involved on campus and to make a difference at TROY. We are looking for MOTIVATED and COMMITTED students to run for the senate. Before you turn in your senate application, please carefully read over the following points, which outline the obligations you will assume as a senator.

- The grade qualification is an overall average of 2.25. During your term you must maintain a 2.25.
- To qualify for elections you must pay a \$5.00 application fee and return the registration form to the SGA office by the qualification deadline August 12,2009.
- Senate meetings are held every Tuesday at 6:30 p.m. in the Hawkins Adams Long building. If you are elected, you are to place first priority on keeping this time period open for the meetings. Please do not schedule class, other extracurricular activities, or work during this time. If this will be a conflict for you, please consider serving the SGA in other ways.
- If you have never attended a SGA meeting, we suggest you attend a meeting on any Tuesday at 6:30 p.m. to observe how the senate operates (this is not a requirement).
- Senators must work one hour per week in the SGA office and plan to attend SGA sponsored events.
- You may run for at-large positions, academic seats, or residence hall seats. Please note anyone can run for an at-large position, but to run for an academic seat you must be majoring in that area, or if running for a residence hall, you must live in the building for which you are running for. To keep that academic or residence hall seat, you must maintain a major in that area, or continue living in that particular residence hall.
- If elected, you will be required to pay a \$20.00 fee to cover the cost of an SGA polo shirt and other supplies. This fee must be paid at the orientation senate meeting.
- Please read and follow the campaign rules carefully. Any rules that are not followed will result in disqualification.
- This year, we will be putting candidate's information on the ballot for students to see who they would like to vote for. This will give you an extra edge to have your information accessible on the ballot! You must send me a picture via email to be used on the ballot, and this along with your 200 word biography should be turned into me by August 21,2009 at 4:00 pm.. Applications must be on time, both the biography and picture should be sent to sgavote@troy.edu.

The election will be held on Wednesday August 26,2009 from 8-5 in the SGA office. Thank you once again for your interest, and I hope your campaign is successful. Please take advantage of the campaign tips attached to ensure a successful campaign. If you have any questions feel free to contact any SGA officer or the SGA advisor, Barbara Patterson, in the SGA office, TC 110 ext 3212. Good luck Trojans!!

With Trojan Pride,

Liz Dowe

Student Government Association Clerk

SGA Senate Application

Student Information

Print name as to appear on ballot: _____

Full Name _____

Birth date: _____

Current Mailing Address: _____

City: _____ State _____ Zip _____

Classification: _____ Phone # _____ Cell Phone # _____

Major: _____

E-mail: _____

Is this your first term to attend TROY? _____

Statement of Intent

I, _____, do hereby file intent to run for a Senate seat for the Student Government Association at Troy University. The Senate seat I am running for is _____ (At-Large, Residence Hall, Academic Seat—**If Residence or Academic, please specify which one**). I have received and understand the campaign rules. I understand that if any of these rules are broken, I will be disqualified upon investigation by the SGA Clerk and the Director of Student Involvement and Leadership. Furthermore, if elected I will place a high priority on my responsibility to the Student Government Association.

This is also to authorize the release of information pertaining to my academic/personal records for the purpose of determining eligibility for scholastic/social recognition or membership. This information may be released to the Student Government Association upon request. I understand I must have a 2.25 grade point average and must maintain a 2.25 if elected.

Signature: _____ Date: _____

(By signing the above, you give the SGA permission to publish any information on this application on the SGA website)

Troy University
News Release Information Form

By completing this form, you give permission for the Office of University Relations to release the following information to the media. We cannot assure when, if, or in what form the media will use the information.

Name: _____

Class and

Major: _____

Name of Scholarship/Award/Honor/ or Organization inducted/elected in to: _____

Local Phone: _____

Local Address: _____

Home/Permanent Address: _____

HometownNewspaper: _____

Activities/Achievements/Involvement at TROY:

Parents (Include Titles, Dr., Sgt., etc) Indicate if deceased:

Father: _____

Address: _____

Mother: _____ Address if different: _____

If you would like any other information included in your news release, please print it on the back of this sheet. If you are married please give spouse's maiden name, hometown, and connection to TROY.

TITLE VII ELECTION LAWS

CHAPTER 700 – Elections

700.1 All Executive Officers of the Student Government Association shall be elected on the Wednesday that is four weeks prior to Spring Break. If circumstances are such that the election cannot be held on this date, a new date may be set with approval of the Student Senate by a two-thirds (2/3) vote.

700.2 All Senators shall be elected on the Wednesday that is two weeks after Spring Break to serve the following academic year. Elections for vacant senate positions shall be held in the semester following the vacancy on a date to be set by the Clerk.

700.3 The individual receiving a plurality of votes in the Senate election shall be awarded the concerned seat. In the event a vacancy shall occur the individual receiving the next highest number in the election shall be awarded the concerned seat. In the event the seat was uncontested, the seat will be available in the next vacancy election. The Clerk of the Student Government Association shall be responsible for maintaining these records. This clause applies to Senate seats only; Executive Officer vacancies shall be filled according to Article IV, Section H of the Constitution.

700.4 All elections sponsored by the Student Government Association shall be held by secret ballot. The time, place, and date of such elections shall be publicly announced seven (7) calendar days in advance.

700.5 In the Student Government Association Executive Election candidates must receive a majority of votes cast to be elected. If no majority is received in the initial ballot, a run-off election between the two (2) candidates receiving the most votes shall be held within one (1) calendar week after the initial election. In all other elections sponsored by the Student Government Association, candidates must receive a plurality of votes cast to be elected.

700.6 The advisor to the Senate and the Clerk shall secure the ballots and all other election records for seven (7) calendar days after the election, after which they shall destroy and or delete the ballots and all other election records, unless a member of the Student Government Association reports a violation of any Election Law. This report must be made in writing to the SGA Clerk within seven (7) calendar days after the election in which the alleged violation occurred.

700.7 There shall be no candidates added to the ballot after the application deadline has passed in any Student Government Association election.

700.8 In all elections, two members of the Senate and one of the following individuals shall be present at all times at the polling place: President, Vice President of Campus Activities, Vice President of Legislative Affairs, Clerk, Secretary, Supreme Court justice or Director of Elections.

700.9 In General Elections there shall be an absentee ballot box located in the Student Government Association office seven calendar days before Election Day. All absentee votes must be cast the day prior to the election.

700.10 To cast a vote in any Student Government Association sponsored election, each Troy University student must present the requested identification information at the polling place. Refusal to comply will result in the student not being allowed to vote.

700.11 The voting procedure shall be as follows:

a. The student will present their own Trojan ID card to the SGA member working the

polling place outside of the polling place doors.

- b. The SGA member will verify the student's name and ID number in the Troy University student roster by initialing next to the student's name.
- c. The student will sign their name next to the initials of the SGA member.
- d. The student will receive a voting pass, which they must take into the polling place.
- e. The student will turn in the voting pass to the SGA member inside of the polling place, and in turn will be granted permission to use one of the computers specifically designated for on-line voting.
- f. The student must leave their backpack, purse or any other personal affects at the outer boundary of the polling place. SGA members will monitor this area.
- g. The student's ID card must remain visible during the entire voting process.
- h. The student may not speak to anyone in the polling place or remainder of the room while voting.
- i. The student may not use their cellular phone while voting in the polling place.
- j. The student will enter the required information to log in to the voting system.
- k. After completing the voting process, the student will pick up their personal affects left at the outer boundary of the polling place and directly leave the polling place.
- l. The student may not remain in the polling place following completion of the ballot for any reason.

700.12 Fraudulent voting is strictly prohibited. It is illegal for any student to assume the identity of another student for any purpose. If a student is caught partaking in fraudulent voting practices, the SGA will pursue the case. Fraudulent voting activity is defined as but not limited to:

- a. Voting with a student ID number, student ID card, social security number, email address or any other piece of information requested at the polling place that does not belong to the student presenting it.
- b. Voluntarily giving your student ID number, student ID card, social security number, email address or any other piece of information requested at the polling place to any other individual.
- c. One individual voting multiple times.
- d. Tampering with the outcome of the election results.
- e. Violating a single or multiple guideline illustrated in the Oracle, University Technology Policy, or any other standard set forth by Troy University.
- f. Unethical conduct, which shall be determined by the SGA Executive Council and the university administration.

700.13 If an individual or organization is caught partaking in fraudulent voting activity during Homecoming elections, the punishment will include but not be limited to the following:

- a. That individual will be banned from participating in any competitive Homecoming activities during their tenure at Troy University.
- b. That individual will not be considered eligible to run for Homecoming Court during his or her tenure at Troy University.
- c. The organization participating in fraudulent voting activities will be disqualified from the Homecoming competition and the organization in question will not be allowed to compete in Homecoming the following year, or length of time determined by the Supreme Court.

d. Members of the organization who are currently on the Homecoming Court ballot will be removed from the ballot. No member of the organization in question will be able to be nominated for Homecoming court year following the offense, or a length of time determined by the Supreme Court.

e. The SGA Supreme Court will hold a hearing and will determine whether further action needs to be taken.

f. The matter may be referred to the Troy University Judicial Affairs Committee for further discussion and appropriate action.

700.14 If an individual or organization is caught partaking in fraudulent voting activity during an Executive Officer Election, Senate Election, or Vacancy Election, the punishment will include but not be limited to the following:

a. That candidate and any individuals involved will be banned from any type of membership in the SGA, elected or appointed, during his or her tenure at Troy University.

b. The SGA Supreme Court will hold a hearing and will determine whether further action needs to be taken.

c. The SGA Executive Council will write a referral to the SGA Supreme Court of suggested punishments.

d. The matter may be referred to the Troy University Judicial Affairs Committee for further discussion and appropriate action.

700.15 In sections 700.13 and 700.14, the term ‘organization’ is defined as two or more individuals working together in fraudulent voting activities that are members of a single organization.

CHAPTER 701 – Campaign Laws

701.1 All campaign laws and violations are subject to the regulation of the Clerk who shall be assisted by the Director of Elections.

701.2 There shall be no campaigning of any form within the building in which the polling place is located on the day of the election. This includes any of the campaign materials listed in sections 701.7-701.22. This rule will be enforced at the discretion of the Clerk and Director of Elections.

701.3 It is the candidate’s responsibility to make sure that no one is wearing a candidate’s campaign material or distributing a candidate’s campaign material on the day of the election inside the building where the polling place is located.

701.4 The Clerk is responsible for removing all signs posted in the building where the election is being held prior to the opening of the polls.

701.5 All campaigning may begin the day that applications are due at 4:00 p.m. No campaigning may occur prior to this time. If campaigning occurs prior to this time, the candidate will be disqualified.

701.6 Candidates may not use any form of campaigning other than those approved by the SGA, which are outlined in sections 701.7-701.22.

701.7 Candidates may distribute flyers through the Troy University Post Office. Post Office flyers may be the size of half of a sheet of standard 8 ½ by 11 inch typing paper or smaller. If mailing through the Post Office is done, it must be distributed in the Post Office boxes no less than forty-eight (48) hours prior to the election with permission from the Office of Student Involvement, the Clerk or the Director of Elections.

701.8 Candidates may have up to two (2) professional banners made or printed to hang on campus. These banners may be placed in the ground using stakes or may be hung

from surfaces on campus. If a banner is hung from a building or fixture on campus, the administration reserves the right to request that it be moved. Candidates must comply promptly with the administration's wishes.

701.9 Candidates may paint car windows and place magnets on cars. The owner of the car must agree to have these forms of campaign material placed on their vehicle. The car paint should in no manner obstruct the driver's vision.

701.10 Candidates may distribute flyers to students living in dorms. These flyers may be the size of half of a sheet of standard 8 ½ by 11 inch typing paper or smaller.

701.11 Candidates may make appointments with organizations to speak at meetings. Candidates may not distribute any items other than those listed in sections 701.7-701.22.

701.12 Candidates may use social networks such as Facebook or MySpace or YouTube to campaign. Facebook flyers and similar advertisements are permitted.

701.13 Candidates may have campaign signs that are the size of a standard 8 ½ by 11 inch sheet of typing paper or smaller. These signs may only hang in designated circulation areas.

701.14 Candidates may purchase or make up to 10 yard signs, no larger than 24 x 12 inches to place on campus.

701.15 Candidates may print stickers to distribute.

701.16 Candidates may make up to three (3) large handmade signs or banners, no larger than a twin size sheet, or 66 x 96 inches. These signs or banners may be placed in the ground using stakes or may be hung from surfaces on campus. If a sign or banner is hung from a building or fixture on campus, the administration reserves the right to request that it be moved. Candidates must comply promptly with the administration's wishes.

701.17 Candidates may have a Web site promoting their candidacy. The Web site may not allude to other candidates in any way, shape or form.

701.18 Candidates may have posters, no larger than 11 x 18.

701.19 Candidates must participate in the SGA televised debates. The SGA will facilitate the debates and provide moderators. Format and questions are to be determined by the SGA Executive Council and Director of Elections.

701.20 Candidates may choose to participate or not participate in the SGA Brag Board Day. Candidates will be allowed to set up a campaigning station for a designated time period in a designated area. The SGA will provide each candidate with a table, and will coordinate all logistics. The candidate may have the following at their Brag Board Day table:

- a. One brag board with information about the candidate. No other candidate may appear on a brag board except for the candidate to whom the brag board belongs.
- b. 250 flyers, no larger than ¼ sheet of regular 8 ½ x 11 inch paper.
- c. A laptop computer used to display a Web site, Facebook group, Power Point slides, or any other form of technological campaigning. The laptop computer may emit no sound or music.
- d. A query sheet to take up interested student's email addresses for an emailing list. Candidates may email the students who voluntarily sign up. Students must fully understand what they are signing up for. A student may at any time request to be added or removed from the list.
- e. One tablecloth.
- f. One assistant to help the candidate field questions, hand out materials, etc. No more than one assistant will be allowed per table.

701.21 Candidates may order t-shirts only if approved by the Executive Officers. The t-shirts may only feature one color of ink. The request to order t-shirts must be submitted by the application deadline. The Executive Officers will vote at the SGA Executive Council meeting following the application deadline as to whether t-shirts will be allowed.

701.22 Candidates may make campaign suggestions to the Executive Council. The suggestion must be submitted in writing by the application deadline. The Executive Council will vote at the SGA Executive Council meeting following the application deadline as to whether the campaign suggestions will be allowed.

701.23 Candidates are required to remove all campaign materials within the twentyfour (24) hour period following the closing of the election polls. Failure to do so will result in appropriate action, which will be determined at the discretion of the Clerk.

701.24 The destruction of campaign materials prior to or on Election Day or on Election Day will be strictly prohibited. Violations will be punished at the discretion of the Clerk.

701.25 Falsifying information or submitting false information on the application. (For example, grades, signatures, classification) will be strictly prohibited. Violations will be punished at the discretion of the Clerk. The candidate who submitted the falsified application will be ineligible.

701.26 Any Troy University student shall have the right to report campaign and election violations to an Executive Officer. Any violations must be reported within seven (7) days after the election in which the supposed violation has occurred. Complaint forms are available in the SGA office.

701.27 Any slanderous or libelous action must be reported to the SGA Director of Elections or Clerk immediately. These actions will not be tolerated. If such actions occur, the matter will be dealt with at the discretion of the Executive Council and the Director of Elections. The Supreme Court will hold a hearing. The issue may be submitted to the Troy University Judiciary Committee for further action.

701.28 Any candidate who is a member of the SGA will relieved of their SGA election-related duties during the election period and on Election Day.

701.29 If any Executive Officer is a candidate, he or she will forfeit all electionrelated responsibilities. In this scenario, the Executive Officer will hold no executive powers related to the election, nor hold any discretionary power. The following will assume the aforementioned powers for each office:

President – Executive Assistant

Vice President of Campus Activities – Sergeant at Arms

Vice President of Legislative Affairs – President Pro Tempore

Secretary – Chief of Staff

Clerk – Director of Elections

701.30 All candidates will be required to abide by any additional regulations that may be imposed at the time that candidate files intent or during the campaigning period or on Election Day.

701.31 Any candidate found in violation of the aforementioned rules and regulations will be subject to punishment including disqualification. The Executive Committee shall decide if a violation has occurred and what punishment, if any, shall be prescribed.

701.32 The SGA Executive Council and Director of Elections, as well as director of the event in question, reserve the right to investigate candidate and campaign conduct at any

time for any reason.

701.33 The SGA Executive Council and Director of Elections, as well as director of the event in question, reserve the right to issue punishment for any conduct deemed unethical or any conduct that does not portray Troy University in a positive manner not mentioned or outlined in this Code of Laws.

Tips for Campaigning for the Senate:

Campaigning for a collegiate office can be something very different for many students. Here are a few tips that will hopefully aid you in your journey into office.

- Face to face is always the best method for doing anything, but especially when it comes to elections. Utilize the opportunities you have to talk to fellow students in the Trojan Center, SAGA and especially during class or just simply walking through campus. Ask them to vote for you one on one.
- Facebook is probably the easiest way to get the word out about your running. Create a group and let them know the dates, and make sure they know where they can go to vote.
- Use catchy slogans. You want your potential voters to be able to distinguish you from the rest of your competition.
- Every academic building on campus has bulletin boards that can be used to display flyers and things of that nature. The campaign rules specifically identify places that signs cannot be hung, so please abide by the guidelines set. 40 posters maximum.
- Also take advantage of the other campus organizations on campus. Most organizations don't mind visitors, and with their permission wouldn't mind if you came and spoke with them about the election and to ask for their vote. Every organization is different; therefore YOU must approach the organization to ask for this favor.
- **ALSO REMEMBER THAT IF YOU ARE HANGING CAMPAIGN MATERIALS OUTSIDE, MAKE SURE THEY ARE SOMEWHAT WEATHERPROOF.**

If you have any further questions regarding elections or campaigning in general please feel free to contact myself or any other SGA member, and we will certainly do our best to assist you because that is why we are here