



Associated Student Government
At-Large Vacancy Senate Election
Fall 2020

Welcome from the Chief Justice

Dear Candidate,

Congratulations on choosing to run in the **Fall 2020 Senate Vacancy Election**. This election is designed to fill at-large seats in the Senate. You are taking an important step to becoming a student leader and engaging in *Shared Governance* at the University of Arkansas. Joining the Associated Student Government was one of the best decisions I made at the University of Arkansas, and I hope it will be for you too.

My role as Chief Justice is to ensure everyone follows the procedures outlined in the elections packet and supporting materials. Please take time to review all election documents. If a violation occurs, it will be assumed that you were aware of this information and therefore, an excuse of having not read the material will not be accepted.

In addition, you must submit an Expenditures Report. The expenditure report must include an itemized budget, even if you did not spend any money on your campaign. If you did not spend any money during your campaign, an expenditure report is still required. In the boxes, please put the number zero if you did not spend any money on your campaign. It is crucial you fill out every box. An expenditure report form is enclosed inside this packet. If you do not fill out an expenditure report and provide all of the documents required (such as an itemized budget) you will be disqualified from the election. **Senate candidates may either attend a Candidate Orientation Session virtually or complete an online quiz that covers various election rules and regulations.** The packet gives you the date for the session, as well as the link for the quiz. You do not have to do both. If you opt for the quiz, you must receive a passing grade in order for your application to be complete. The passing grade will be 100 percent. This means that you cannot miss any questions on the quiz. Please make sure you take the quiz in a timely manner in case you need to take it multiple times before the deadline.

If you have any questions, please feel free to contact me at asgjcj@uark.edu or stop by the ASG Office. I would be happy to meet with you to go over questions you may have concerning the election process. Please do not hesitate to contact me for any reason. I will answer any question or concern within 24 hours. I am glad you have chosen to run in this election as ASG plays a vital role in being a voice for students on campus!

Sincerely,

Adam Hagler

Chief Justice

Welcome from the Chair of Senate

Candidate,

Congratulations on making the decision to run for Associated Student Government Senate at the University of Arkansas. I am thrilled that students at the University of Arkansas are excited about being involved on campus. In running for a seat in the ASG Senate, you'll find a whole new family here at the University of Arkansas and surround yourself with other student leaders who look to make a positive impact on our campus community.

The people we have to thank for this experience at the University of Arkansas are an excellent faculty and staff and a strong tradition. As student leaders at Arkansas, we need to create a strong legislative body which recognizes its obligation to uphold tradition while vigilantly looking for opportunities to improve our campus. Creating this legislative body begins with you making the choice to run for a seat in the ASG Senate.

ASG Senate is composed of 50 senators that represent the voice of all students. In addition, the Senate has a budget of over \$10,000 to appropriate for individual projects. Each senator has the power to propose bills and resolutions related to any area of campus life. The Senate meets every Tuesday night at 6:00 pm, and meetings are mandatory.

Obviously, life on campus is different this year, and we have to adjust to the changes as they come. With that, you should know that although we traditionally meet in person, there will be times when online meetings are necessary. This makes it more important than ever to have dedicated Senators who want to help our campus and are willing to serve in one of the most uncertain times this university has seen.

As you decide to run for a seat in the ASG Senate, please consider why you are a good candidate to represent your fellow students at the University of Arkansas. Your desire to run for Senate should be paired with ambition to better the lives of members of the Razorback community. While you campaign, get to know the students you will be representing, learn what their interests are, and gain an understanding of how you can best represent them. While campaigning, it is important to remember that being a Senator is ultimately about representing our fellow students. As you go through the process of running for ASG Senate, enjoy every second, and recognize that one way or the other, your gain will be larger than any loss.

Let's make this an exciting election and begin looking forward to a great year of service for the students at the University of Arkansas.

Best of luck,

Caleb Parker

Chair of Senate

Fall 2020 Election Timeline

- August 17th Applications for Senate made available at 9 a.m. Fill out and submit the application online at <https://hogsync.uark.edu/submitter/form/start/430452>. The Candidate Packet can be found at asg.uark.edu/elections.
- Senate candidates MUST either complete the online Candidate Orientation Quiz, found at: <https://hogsync.uark.edu/submitter/form/start/433697> or attend the orientation session listed below to be eligible to run for office. No exceptions will be made for late applications, missed orientation sessions, or failed quizzes.**
- August 27th Candidate Orientation Session
6-8PM via Zoom: <https://us02web.zoom.us/j/8270670667>
Meeting ID: 827 067 0667
- September 1st **Applications and quiz (if you did not attend the Session) must be submitted online by NOON.**
Late applications/quizzes will not be accepted.
- September 3rd Election Campaigning begins at 6PM and/or upon notification from the ASGJ Chief Justice
- September 4th **Senate Vacancy Election Begins at 9AM**
The voting website will be published or fill out a paper ballot in the Office of Student Activities (ARKU 665) to cast your votes!
- September 8th **Senate Vacancy Election Ends at 4PM**
Candidates' campaign materials MUST be removed by 4PM
Election results announced via ASG website & social media after ASGJ has reviewed all expenditure reports and confirmed results.
- September 9th **Election Violation Complaints MUST be received by the end of the day (5 PM) and Expenditure Reports MUST be received by NOON** to the Office of Student Activities (ARKU 665). Expenditure Reports may also be submitted online in place of a physical report by noon via HogSync at: <https://hogsync.uark.edu/submitter/form/start/430453>. Both forms are located at the end of this document, which is also accessible on the ASG website (<http://asg.uark.edu>). Failure to complete an expenditure report in its entirety, which will result in automatic disqualification from the election.

Important Contact Information

Office of Student Activities (OSA)

(Up the black staircase next to the Union Information desk. Left at the top of the stairs. Office will be on the right.)

Arkansas Union A665

Phone: 479.575.5255

Website: <http://osa.uark.edu>

Associated Student Government (ASG)

(Directly across from the Office of Student Activities. See above.)

Arkansas Union A669

Phone: 479.575.5255

Website: <http://asg.uark.edu>

Adam Hagler

ASG Chief Justice

Email: asgjcj@uark.edu

Caleb Parker

ASG Chair of Senate

Office Phone: 479.575.7372

Email: asgsen@uark.edu

Mary Skinner

Assistant Director of Student Activities

ASG Advisor

Phone: 479-575-4237

Email: marys@uark.edu

Voting Information

Online via Qualtrics, more details to follow as they are provided. Paper Ballots will also be made available in the Office of Student Activities, Arkansas Union A665.

Official Statement on Elections – Standing Rules Fall 2020 ASG Senate Election

I. Election Dates/Timeline

The Fall 2020 ASG Senate Election shall be conducted September 4th-8th, beginning at 9:00am on September 4th and ending at 4:00pm on September 8th. Election results will be announced via ASG website & social media after ASGJ has reviewed all expenditure reports and confirmed results.

II. Ballot Qualifying Procedures

- A. Candidates for any elective office of the Associated Student Government must be in good standing as defined by the University of Arkansas Code of Student Life (Article III, Section D). Any student not meeting these qualifications shall be excluded from the ballot.
- B. Candidates shall be required to accomplish the following tasks in order to qualify for the ballot:
 - 1. Submit an official online application no later than September 1st, at noon.
 - 2. Attend one candidate orientation meeting which is on the following date and time or submit a Candidate Online Quiz, with a passing grade (100%).
Thursday, August 27th, 6:00pm – 8:00pm, Zoom Meeting ID: 827 067 0667
Link to Quiz: <https://hogsync.uark.edu/submitter/form/start/433697>

III. Election Procedures

- A. This election shall be conducted via electronic vote arranged and administered by Computing Services and the Office of Student Activities.
- B. Qualified electors shall be defined as those students at the University of Arkansas, Fayetteville registered for at least one credit hour of 2020 Fall semester coursework.
- C. Qualified electors shall cast no more than one ballot in the Fall 2020 ASG Senate Election.
- D. All elections shall be decided by plurality vote of the students.
- E. All other questions shall be referred to the ASG Code and Constitution.
- F. If any student is unable to vote online, please refer them to the Office of Student Activities, ARKU A665 to pick up a paper ballot.

IV. Campaign Sanctions and Penalties

- A. In addition to adhering to this Statement on Elections – Election Code, candidates and their staffs are also expected to adhere to the Standards of Ethics listed in Article VII of the ASG Constitution.
- B. Any campaign violations filed will be adjudicated under the authority of the ASG Judiciary.
- C. Violations of the regulations as stated in this Statement on Elections – Election Code may include, but are not limited to:
 - C.a. Setting up a computer or laptop for the purpose of setting up a polling station.
 - C.b. Exchanging anything of value for a vote.
 - C.c. Libel/slander.
 - C.d. Interference with the orderly conduct of the election.
 - C.e. Falsification or nondisclosure of campaign or expense information.
 - C.f. Campaigning within a restricted polling area.
 - C.g. Posting campaign material in an improper location.
- D. Any member of the university community, affiliated with a campaign or not, wishing to file a complaint against a candidate, campaign, or multiple candidates/campaigns, must do so in person at the Office of Student Activities **within 24 hours** of the alleged violation or awareness of the violation.
- E. All complaints must be submitted in writing. An official form for this purpose must be used and will be made available at the Office of Student Activities.
- F. No anonymous complaints will be accepted.
- G. Once a complaint is received, it will be sent as soon as possible to the ASG Judiciary. Any questions concerning the complaint may then be directed to the Office of Student Activities.

H. Penalties for violations may include but are not limited to one or more of the following sanctions:

- H.a.1. Loss of votes.
- H.a.2. Written apology to offended party or parties.
- H.a.3. Disqualification from the election.
- H.a.4. Disqualification from any ASG elections for a period of one calendar year.
- H.a.5. Referral to the Office of Student Standards and Conduct.

V. **Campaign Finance**

- A. Full disclosure of all campaign finances shall be required of all Senate candidates, including all sources of campaign donations and revenue and all expenditures made by or on behalf of the campaign.
- B. No state or student fee monies shall be used to support or oppose any candidate.
- C. All financial statements are due in the Office of Student Activities or online via HogSync (<https://hogsync.uark.edu/submitter/form/start/430453>) no later than **noon on September 9th, 2020**. If there was no money spent during a campaign, a written statement or electronic expense report with the candidate's signature is ***still required***. Please be aware that members of the press may, and usually do, request that these reports be released, and that under Arkansas state law, the Office of Student Activities will be required to do so.

Elections within the ASG Constitution and Code

Excerpt from ASG Constitution, Article 6, Section 2

Article VI – Elections

Section 2 – Senate Elections

- A. All Senators shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by the OSA in conjunction with ASGJ. Registration for Senate candidacy shall follow the same timeline as the Executive Officer election.
- B. The initial Senate election shall be held in conjunction with the Executive Officer election.
- C. Vacant Senate seats are to be filled via an at-large election held no later than the end of the fourth (4th) week of fall semester classes and an at-large election held no later than the end of the fourth (4th) week of spring semester classes.
- D. The Senate may hold additional Senate vacancy elections provided that at least five (5) vacancies exist. A majority vote of Senate shall be required to call these additional vacancy elections.
- E. The at-large vacancy election shall be a general election in which all empty seats are opened up to candidates from any college. Senators will be elected by a plurality vote of the student body.

Excerpt from ASG Code, Title VII, Sections 1, 2, 5, 7, 8, 9, 10

Title VII. Election Code

Section 1 – General Guidelines for All Elections

- A. General rules governing all elections are as follows:
- B. Elections shall follow the specifications outlined in this Code and the ASG Constitution and shall be administered by the OSA.
- C. General ASG members are eligible to vote.
- D. Verification of an elector's identity must occur prior to their vote being counted. Electors must adhere to all policies outlined in the Code of Computing Practices, this Code and the ASG Constitution, the ASGJ Official Statement on Elections, and University Policy.
- E. No candidate may run for more than one position in any election.
- F. Write in candidates will not be accepted in any election.
- G. The order of candidates on any ballot for any election shall be chosen and assigned randomly.
- H. Campaign rules and regulations are defined as follows:

- a. Campaigning shall be defined as an attempt to influence the decision or opinion of a voter in regard to the election;
- b. All campaigning must comply with this Code and the ASG Constitution, the Standards of Ethics, University Policy, the Code of Student Life, the Election Rules, and the Code of Computing Practices;
- c. Candidates must follow all University policies concerning the use of trademarks and licenses the University maintains;
 - c.i. Specific to ASG elections, the university prohibits the use of trademarks (words or logos), for political campaigns, including campus elections. University trademarks include images of Old Main as well as its silhouette since that building is incorporated into the academic/administrative logos of the university. This protection regarding the image and silhouette of Old Main extends to variations of the image as well. Other university trademarks can be found in a presentation from the Licensing Office, available at <https://osa.uark.edu/registered-student-organizations/forms.php>
 - c.ii. Candidates may take pictures in front of Old Main, as it itself is not a trademark or silhouette;
 - c.iii. Candidates may use tents with the Razorback logo if purchased from an officially licensed vendor;
- d. All candidates for any ASG election may not begin campaigning until they have completed the registration process. The registration process includes submitting an application, attending candidate orientation, meeting the requirements for co-curricular activities, and meeting any other requirements as outlined in University Policy. **It is the responsibility of Senate candidates to be aware of their eligibility to run and/or campaign for ASG Senate;**
- e. Candidates for Executive Office may begin campaigning on a date specified by the ASGJ. This date shall be no sooner than the day after the Executive Officer candidate orientation session. Any campaigning prior to this date will be considered a campaign violation;
- f. During the official time when the election is being conducted, no campaigning shall occur within twenty-five (25) feet of any computer lab on campus, including the general access labs, any departmental labs, or any labs in residence halls, or Greek living units. Additionally, campaigning shall not occur within fifty (50) feet of the official ASG sponsored polling stations. Polling station locations shall be announced no later than the candidate orientation session. The twenty-five (25) feet rule shall only apply to computer labs on the same building floor or level that the candidate is campaigning on; it does not apply to the vertical plane;
- g. All candidates and campaign paraphernalia must comply with this Code and the ASG Constitution, the Standards of Ethics, ASGJ Official Statement on Elections, and University Policy;

- h. Candidates and members of campaign staffs are prohibited from setting up computers or laptops for the purpose of establishing a polling station. ASGJ shall sponsor 2 polling stations per election. Candidates will be notified of ASGJ polling stations no later than 2 weeks prior to the beginning of campaigning. No candidate or campaign staff member shall work the official polling station. A polling station shall be defined as any computer that accesses the University network for the purpose of casting a vote and/or submitting a ballot. QR codes are not considered a polling station.
- i. An elector cannot be asked or required to cast a vote for a candidate in exchange for any item or service of value;
- j. No state or student fee monies, including ASG monies, shall be used to support or oppose any candidate;
- k. Candidates may not use any ASG, RSO, or departmental property such as, but not limited to, phones, computers, copy machines, office space, printers, and any other supplies or equipment purchased with University funds, for the purpose of campaigning;
- l. No candidate or campaign staffer shall interfere with the campaigning or campaign materials of an opponent;
- m. Campaigning via the use of mass, unsolicited e-mails on University networks is strictly prohibited. Candidates must adhere to the Code of Computing Practices at all times;
- n. The use of the University mail system for campaigning is strictly prohibited;
- o. Campaigning door to door in any Housing-operated building (residence halls, on campus apartments, etc.) or any off campus living unit (Greek houses, etc.) is strictly prohibited; Candidates may campaign within campus living units if given written permission from University Housing.
- p. Candidates and campaigns must follow all University Policies and guidelines for posting and flyer distribution, including any policies which may exist within individual buildings and/or areas of campus;
- q. All campaign materials must be removed within twenty-four (24) hours of the conclusion of the election;
- r. Candidates are responsible for any litter that is created due to campaign activities;
- s. Only University of Arkansas students may serve as members of a campaign staff;
- t. Candidates will be held responsible for the actions and conduct of their campaigns, including the actions of individuals whom the candidate asked to actively campaign on their behalf;
- u. The use of electronic media by a candidate or agent of a candidate to campaign before the campaigning period begins is strictly prohibited;

- v. Candidates must follow all University Policies concerning use of buildings and sidewalks for campaigning; and
 - w. All electorate staff shall remove campaign paraphernalia before entering an official polling station.
- I. Guidelines for sitting Executive Officers shall be as followed:
- a. No Associated Student Government Executive member, currently in office, may publicly endorse one candidate/ticket election candidates with the exception of themselves. Executive members are able to give informed answers that are germane to the candidates and their positions, but under no circumstances shall they initiate/create such a conversation (on-campus, social networking sites, and email); and
 - b. The outgoing Associated Student Government Executive team can promote and advertise all the candidate(s)/ticket(s) running or the “vote.uark.edu” via on-campus, social networks, and email; and
 - c. This prohibition will not be considered to include (providing the officer does so as an individual) conversations of a personal nature between groups of five people or less where an officer is merely expressing an opinion.

Section 2 – The ASGJ and Elections

- A. The ASGJ shall only have jurisdiction over the elections outlined in Article 4, Section 9 of the ASG Constitution.
- B. The ASGJ shall be responsible for the enforcement of all rules and regulations contained in this Code and the ASG Constitution for all elections within Senate and during the Executive Officer Elections.
- C. The ASGJ shall author an Official Statement on Elections with expanded guidelines established in this Code and the ASG Constitution.
- D. The ASGJ shall set the date for all elections within its jurisdiction within the timeframe established in this Code and the ASG Constitution.
 - a. All Executive Officer Elections shall occur between Monday and Thursday of the week of the election as decided by the ASGJ.
 - b. All Executive Office Elections shall be open for voting for at least forty-eight (48) consecutive hours and not more than ninety-six (96) consecutive hours.
- E. No ASGJ member shall endorse or campaign in any manner for any ASG candidate other than himself or herself.
- F. The ASGJ shall organize and staff two ASG Polling Stations for the ASG Executive Elections, ASG Senate Elections, and ASG Sponsored Referenda. The ASGJ shall work in conjunction with Computing Services and the OSA to ensure the polling stations are run in a fair and efficient manner.

- G. The ASGJ shall have the authority to set the official election timeline as established in this code and the ASG Constitution.
- a. The Spring General Election will be comprised of periods of Soft Campaigning and Hard Campaigning.
 - a.i. Soft Campaigning will last no more than 2 weeks.
 - a.ii. Hard Campaigning will last no more than 1 week.
 - a.iii. Further description of Soft and Hard Campaigning shall be defined in the Official Statement on Elections.
- H. The ASGJ shall establish a promotions committee to aide in promoting each ASG Election
- a. The Promotions Committee shall be comprised of solely ASG Agents.
 - a.i. Campaign staffers and supporters of candidates are prohibited from serving as members of the promotions committee.

Section 5 – Election of Senators

- A. The Senate Elections shall be as follows:
- B. Senate Elections shall be administered by the OSA and facilitated by the ASGJ.
- C. All Senators shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by the OSA in conjunction with the ASGJ. Candidates shall be required to accomplish the following tasks in order to qualify for the ballot:
- a. Submit an official application packet, which must include the signed and dated application form, to the OSA within the given timeframes published by the OSA. The OSA may choose to accept these forms in person or online;
 - b. If a candidate is majoring in more than one (1) college or enrollment group, the candidate shall choose which enrollment group to run in as provided for on the application packet;
 - c. Attend a mandatory candidate orientation meeting held as specified on the application packet; and
 - d. All Senate candidates shall be verified by the Office of Student Activities for participation in co-curricular activities as outlined in the Student Handbook. Candidates not meeting these requirements will be removed from the ballot.
- D. In lieu of a vacated seat in the Associated Student Government Senate, the Chair of the Senate has the power to appoint an At-Large Senator from the pool of general election and first vacancy election candidates to fill the empty seat in order to maintain a full Senate body. The appointee will be a full and legitimate Senator, pending approval as determined by a vote of confidence within the Senate body five (5) senate meetings following his or her appointment and hold office for the duration of the academic year.

- E. The initial Senate election will be held in conjunction with the Executive Officer election.
- F. Electors will vote by enrollment group as established in this Code and Article III, Section 2 of the ASG Constitution.
 - a. Electors shall vote within their college or enrollment group according to the data on file with the Registrar's Office. If an elector is a member of multiple colleges or enrollment groups, he or she shall choose which college or enrollment group to vote in.
 - b. Electors within each enrollment group shall have the same number of votes as the number of Senate seats apportioned to that enrollment group.
 - c. The number of Senate seats allotted to each college shall be based on enrollment within that college, based on formulas in the ASG Constitution.
 - d. Electors may not cast multiple votes for the same candidate.
- G. The ASGJ shall coordinate significant advertisement outlining Senator Election candidate registration processes and Senator Election voting processes.
- H. Senators shall be elected by a plurality vote. In the case of a tie for the final open seat within an enrollment group, all candidates who tied shall be contacted and asked if they would like to participate in a run-off election in that enrollment group. If more than one (1) candidate still wishes to pursue the Senate seat, a run-off election between the tied candidates will occur within that enrollment group only. The run-off election shall occur at the earliest practicable time.
- I. Vacancies occurring in the Senate may be filled in accordance with this Code and Article VI, Section 2 of the ASG Constitution.

Section 7 – Election Expenditures

- A. No Presidential-Vice Presidential official ticket campaign may spend more than three thousand dollars (\$3,000.00) total, including donations, for the general election. No Treasurer or Secretary candidate's campaign may spend more than one thousand dollars (\$1,000.00) total, including donations, for the general election. In the case of a run-off election, each Presidential-Vice Presidential ticket will be allowed a total of one thousand dollars (\$1,000.00) in campaign expenses per run-off campaign, while each Treasurer and Secretary candidate will be allowed a total of five hundred dollars (\$500.00) in campaign expenses per run-off campaign.
- B. No Senate candidate's campaign may spend more than three hundred and ten dollars (\$310.00) total, including donations for the general election. In the case of a run-off, each candidate will be allowed a total of one hundred and fifty dollars (\$150.00) in campaign expenses per run-off campaign.
- C. A full, itemized report of all income and expenditures must be presented to the OSA as a matter of public record by 12:00 p.m. on the day after the general election. In the case

of a run-off, additional itemized spending reports will be required by 12:00 p.m. on the day after every run-off election. If no money was spent during a candidate's campaign, a written statement with the candidate's signature is still required.

- D. Campaigns for Executive Officer candidates and Senate candidates may not combine fundraising efforts and/or election expenditures for or with campaigns in another branch of the Associated Student Government in either the general election or in the case of a run-off election.
- E. ASGJ shall provide candidates with an example of a completed election expenditure report.

Section 8 – Election Violations

- A. Any member of the University community wishing to file a complaint against a candidate, an official ticket, a campaign, or multiple candidates, official tickets, or campaigns must do so in person with the OSA by the close of the first (1st) business day following the alleged violation.
- B. All complaints must be submitted in writing. An official form for this purpose must be used and will be made available by the OSA.
- C. No anonymous complaints will be accepted.

Section 9 – Elections Complaint Process

- A. Violations of Elections Rules during any election will be processed as follows:
 - a. The ASG Elections Commissioner shall convene the ASGJ no later than seventy-two (72) hours upon receipt of a complaint;
 - b. Upon convening to discuss the complaint, ASGJ shall determine if the complaint is valid by a 2/3 Quorum Vote
 - c. The ASGJ Elections Commissioner shall notify all parties in the complaint of the time and location of the hearing no less than twenty-four (24) hours preceding the hearing;
 - d. The ASGJ Elections Commissioner must notify the accused party or parties of their right to state their case before the convened ASGJ, as per due process, no less than forty-eight (48) hours preceding the meeting;
 - e. The ASGJ shall, after hearing relevant testimony, determine whether a violation of the Elections Rules has taken place;
 - f. The ASGJ shall, determine any action to take on the violation, as provided by the Statement on Elections and Title VII, Section 9 of this Code;
 - g. After the ASGJ has made a decision regarding the complaint, the ASG Elections Commissioner must notify all parties involved within twenty-four (24) hours of the decision;

- h. Any party wishing to appeal the decision of the ASGJ must present the request to the ASGJ Elections Commissioner no later than seventy-two (72) hours after the meeting; and
 - i. Appeals of an ASGJ decision on the elections violation shall be heard by the ASG Elections Commissioner and two (2) members of the OSA selected by the Director of the OSA; and
 - j. Appeals must be heard within seventy-two (72) hours of the request for appeal and the ASGJ Elections Commissioner must notify all parties involved no less than forty-eight (48) hours preceding the hearing;
 - k. The ASGJ Elections Commissioner shall notify all parties of the decision within twenty-four (24) hours of the close of the hearing;
 - l. All decisions of the ASGJ Elections Commissioner and the OSA are final and may not be appealed;
 - m. The ASGJ Elections Commissioner must report the actions of the ASGJ to the ASG Senate at the next viable Senate meeting.
- B. Additional rules concerning the complaint process must be written in a Statement on Elections to be passed by the ASGJ and given to the ASG Senate for informational purposes no later than the day prior to the beginning of the registration for the Executive Officer Elections and the day before registration and/or nomination for all other elections.

Section 10 – Powers of the ASGJ and Elections

- A. The ASGJ shall have the power to convene to hear complaints filed concerning elections.
- B. The ASGJ shall have the power to determine whether a complaint is a valid violation.
- C. The ASGJ shall have the power to determine a penalty for elections violations.
- D. The ASGJ shall only be able to establish penalties that are provided for in the Statement on Elections and in accordance with all University Policies and local, state, and federal law.
- E. All elections decisions of the ASGJ can be appealed to the ASGJ Elections Commissioner and the OSA.
- F. The ASGJ shall have the power to set up official polling stations during the Executive Elections, the Senate Elections, and ASG sponsored referenda.

Associated Student Government 2020-2021 Campaign Expenditure Report

All candidates must submit this form, an itemized budget and receipts for all of your expenses. This form is due by noon on September 9th, 2020 to the Office of Student Activities, ARKU A665. Candidates may also submit an electronic expense report instead of this form by noon via HogSync at <https://hogsync.uark.edu/submitter/form/start/430453>. Please review the ASG Code, Title 7, Section 7 for spending limits.

(A) No Senate Candidate's campaign may spend more than \$310.00 total, including donations, for the general election. In the case of a runoff, each candidate will be allowed a total of \$150.00 in campaign expenses per runoff campaign.

(B) A full, itemized report of all income and expenditures, including all receipts must be presented to the Office of Student Activities as a matter of public record by noon on the day after the general election. In case of a runoff, additional itemized spending reports will be required by noon on the day after every runoff. If no money was spent during a candidate's campaign, a written statement with the candidate's signature is still required.

(C) Failure to submit any of the three items (forms, itemized budget, receipts) will result in an incomplete Expenditure Report, and Reports will not be accepted, which will result in a disqualification.

Full Name: _____

Student ID: _____ E-Mail: _____

Cell Phone Number: _____ Optional Phone Number: _____

Expenditure Report Form Guidelines:

- **All boxes with a \$ must be filled out with a numerical amount. If you have a box that lists a type of income, expense, or estimated cost that does not apply to the expenditures of your campaign, please write "\$0" in the box. If you did not spend any money or receive any donated money or items for your campaign, please list "\$0" in every box. Your expenditure report will be considered incomplete if any boxes are left blank, which will result in your disqualification from the election.**
- **Remember: Total Expenses + Total Estimated Costs MUST = Total Income**
- Under **Income** in "Sponsors/Donations" documentation from sponsors and donors must be provided. Documentation is defined as a note/letter, copy/screenshot of an email or text from the sponsor or donor expressing that they have given money to your campaign. If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.
- All items listed in **Expenses** must have receipts turned in with them. Any report that lists an item in Expenses but does not provide a receipt as proof of purchase for that item will be considered incomplete, and will result in your disqualification from the election. The only exception to this rule is if an item or service is purchased through a transaction that does not generate a receipt. If you purchased an item through a transaction that did not generate a

receipt, please provide alternative documentation (such as a note/letter, copy/screenshot of an email or text from the individual that the item was purchased from).

- All items listed under **Estimated Costs** must have documentation either from yourself or the individual who donated a service or item to your campaign. Documentation is defined as a note/letter, copy/screenshot of an email or text from yourself or the individual who donated a service or item to your campaign, expressing that they have given this service or item to your campaign. If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.

Please answer the following regarding your campaign expenditures and attach all receipts/documents to this form:

| | |
|---|----|
| Income: (This is where you list <i>the sources</i> of the money you spent on your campaign) | |
| Sponsors/Donations (This is not an estimated cost, please list the exact monetary amount that was donated to your campaign.) | \$ |
| Personal contributions | \$ |
| Estimated Costs (Please see Estimated Costs table below- whatever is listed under “Total Estimated Costs” should be listed here”) | \$ |
| Total Income (Cannot exceed \$1500): | \$ |

| | |
|---|----|
| Expenses: (This is where you list <i>how</i> the income for your campaign was spent. You should list any item or service in Expenses that had an exchange of money associated with it.) | |
| Flyers | |
| Yard Signs | \$ |
| Promotional items (food, beverages, buttons, t-shirts, etc.) | \$ |
| Web development | \$ |
| Advertisements | \$ |
| Misc. | \$ |
| Total Expenses: | \$ |

*The following table should **only** be filled out if you had an item or service donated to your campaign (either by yourself or someone else) and there were **no transactions** involved for the item or service for the campaign. (Examples: Tents used in campaigns that were owned prior to campaigning, printing done on personal printers and computers, etc.)

- If you have questions about whether or not something should be listed in this table, please contact the ASG Chief Justice at asgjcj@uark.edu prior to the final deadline!

| Estimated Costs: | |
|--|----|
| Items Donated by Yourself or Someone Else | \$ |
| Services Donated by Yourself or Someone Else | \$ |
| Misc. | \$ |
| Total Estimated Costs: | \$ |

- **Remember: Total Expenses + Total Estimated Costs MUST = Total Income**

I hereby confirm that the above stated expenses are true and correct and that this is the total amount that I/others have spent on my campaign.

Candidate Signature: _____



Associated Student Government

ASGJ – General Complaint Form

Approved for use: 14 November 2012

Complainant's information:

Full Name (**Anonymous Complaints not accepted**): _____

Student ID: _____ E-Mail: _____

Phone Number: _____ Cell Number: _____

Name of Individual or Party Accused: _____

Section of ASG Constitution/Code/Elections Packet in Violation: (**Provide Section, Title, & Page No.**)

I hereby lodge an official complaint against (Name of Accused) _____, who engaged in behavior violating the ASG Constitution and/or Code and/or related Standing Rules/Guidelines as detailed below. If this is an Elections Violation Complaint, show how you believe the Campaign may have profited from the violation:

Complainant's Signature: _____