I. Candidacy Eligibility Requirements

The following requirements apply to candidates for ASSP positions. A candidate must:

A. Be a member of the ASSP (undergraduate student)
B. Have successfully completed at least 30 credits at SPU
C. Have a cumulative GPA of at least 2.5 at declaration of candidacy
D. Be in good disciplinary standing with the University
E. Register for a minimum of 10 credits for the Spring Quarter of candidacy
F. Anticipate upper division academic standing at beginning of term of office (only applies to officer candidates)
G. Exhibit a lifestyle consistent with the institution’s statement of faith, as found in the University Catalog under the section “Our Mission.” (only applies to officer candidates)

II. Candidacy Route

No applicant is an official candidate for office until declared as such by the Elections Task Force. A qualified individual may become a candidate through one of the following procedures:

A. Official Candidacy: In order to appear on the Primary and General Election ballot, official candidacy requires the submission of a completed application and campaign deposit by the specified date. The name of the official candidate will appear on the ballot and their applications made public to the student body. Candidates’ GPAs will remain confidential.

B. Write-in Candidacy: In order to appear on the General Election ballot, write-in candidates are required to submit all above materials. Write-in candidates’ GPAs will remain confidential.
Elections regulations apply to all candidates, whether write-in or official.

Upon declaring official candidacy, candidates may not switch to another position unless approved by ETF.

III. Primary and General Election

A. The Primary Election shall consist of all official candidates for each officer position.
B. In the event a write-in candidate is one of the top two vote receivers in a position in the Primary Election, the candidate will be officially recognized by ETF and appear on the General Election ballot, provided they submit a completed application and comply with election guidelines. No additional write-in candidates will be recognized for the General Election.
C. The General Election shall consist of the two official candidates in each position that receive the most votes in the Primary Election.
D. In the event one of the top two vote receivers withdraws their candidacy following the Primary Election, the third place candidate will be placed on the ballot for the General Election.

IV. Candidate Responsibility

A. Each candidate shall be responsible for the whole of his or her campaign, including and not limited to his or her staff and campaign practices. ETF reserves the right to make decisions on a case-by-case basis.
B. Candidates are expected to take an active role in retaining the professionalism of campaigning done by, or on behalf of, the candidate.

V. Campaign Deposits

A. To ensure each candidate adheres to election regulations, a $40 deposit in check form made out to Seattle Pacific University is required when the completed application is submitted. The deposit, minus accrued fines, will be returned one week after the general election, provided the candidate satisfactorily complies with all Election Regulations.
B. Candidates who fail to attend mandatory ETF meetings will be disqualified and lose their deposit. Written appeals will be considered by ETF.
C. Candidates will automatically be disqualified if their cumulative fines exceed their deposit.
D. Any candidate who is disqualified for any reason shall forfeit their campaign deposit.

VI. Campaign Spending Limits

A. Spending Guidelines
1. A maximum total of $150 may be spent in the combined Primary and General campaigns for executive offices. A maximum total of $50 may be spent in all Senate campaigns. Candidates may choose how to divide their spending between the campaigns.

2. Materials donated to a candidate must be listed and assigned wholesale value on the candidate’s financial statement and be deducted from the available balance. ETF reserves the right to change the listed value of donated items and will contact the candidate regarding any changes made.

B: Reporting: Candidates are required to submit receipts for all purchased items as well as a financial statement with detailed listings of campaign expenses, including purchased and donated items, and income to the ETF Chair by 1:00 PM of the day before Primary and General Elections.

C: Evidence of over-spending or fraudulent financial reporting is grounds for immediate disqualification from the election.

D: Spot checks of candidate financial statements may be called for at any time.

VII. Campaign Material Guidelines*

A. Campaign material must meet ETF guidelines and regulations. Materials will also be judged on size limitations and tastefulness. ETF reserves the right to disapprove any campaign material, both physical and electronic.

B. Campaign material may only be posted inside the Student Union Building (SUB), Water Hall, Gwinn Commons, Eaton Hall, Otto Miller, the Art Center, Bertona Classrooms, Cremona Classrooms, the Crawford Music Building, Demaray Hall, and residence areas upon approval. No campaign material may be posted in other academic buildings, which includes all campus buildings not aforementioned.

C. Campaigning in the SUB: posters may be located in areas designated by ETF and as approved by the Uni-Com manager.

D. Campaigning in Gwinn Commons: No campaign material is to be posted in Gwinn Commons (table trees, pamphlets, etc.). But, one poster (up to 11”x17”) may be placed on the cork board near the entrance to the dining hall as approved by the Uni-Com desk.

E. Campaign material in Residence Halls: posters are subject to Hall Council approval and regulations. Ashton Hall Balcony location will be designated by ETF, assigned by lottery. Postings inside of Campus Apartments must be approved by Residence Life. All other exterior posting on Residence Halls and Apartments is prohibited.

F. Exterior signs may not be made of paper products, unless adequately prepared for outdoor weather. Signs may not cover more than the balcony railing. Ashton balcony signs are the only approved exterior posting on campus.

G. Candidates eliminated in the Primary Election must remove all campaign materials by 5:00 PM on the day following the election. Candidates in the General Election must have all of their campaign posters removed by 5:00 PM on the day following the General Election.
H. ETF supports the use of social networking sites and the use of multiple media in the campaigning process. Whether campaigning is done through physical or electronic means, ETF expects candidates to campaign with respect for other candidates and integrity as you represent the university at large.

*see the attached 2014 ETF Posting Guidelines, which specifies the posting regulations for each building

VIII. Conversational Campaigning Guidelines

A. Door-to-door campaigning is only allowed from noon to 11:00 PM, *even on same sex floors.*

B. Absolutely no unsolicited voicemails, group emails or stuffing mail stops is allowed with or without candidate knowledge.

C. Any candidate-sponsored gathering of more than 25 people for campaign purposes (e.g., rally, debate, speech, etc.) must be submitted to ETF 2 days beforehand for approval by ETF. The sponsoring candidate shall notify all candidates for his or her office of the gathering at least 24 hours in advance. The gathering must be open to all students.

D. Actively campaigning during any class is strictly prohibited, unless initiated by the professor.

E. There is absolutely no active campaigning on the Primary and General Election Days.

IX. Endorsements

Candidates may not be endorsed by: University administration, faculty, staff, ETF Members, Constitutional Advisory Board members, or any ASSP officer.

X. Withdrawal of Candidacy

Candidates who choose to withdraw from official candidacy must notify the ETF Chair in writing. Candidates are responsible for abiding by all ETF regulations, including attendance at all mandatory meetings, until notified their withdrawal has been accepted.

XI. Polling Procedures, Locations, Times and Posting of Results

A. Voting will take place electronically through the Banner Information System between 12:01 AM and 11:00 PM on each Election Day. Votes will be secretly recorded within Banner and the results will be sent electronically to the ETF Chair at the end of the election.

B. ETF reserves the right to dismiss results and call for re-election in the event that technical difficulties disrupt voting. The new election must occur within two academic days of the original election.

C. Election results will be immediately posted at the ASSP Office.
XII. Grievance Process

A. Members of the ASSP may file a grievance against unfair campaign practices to ETF during the elections and/or may request a re-election.
B. Grievances must be made to ETF within two days after the Primary Election or General Election.
C. Grievances must be emailed to ASSP-ETF@spu.edu in order to be considered by ETF. Grievances should include the date, parties involved, and a thorough explanation of the grievance. ETF reserves the right to request more information before making a binding decision.
D. In the event that a CAB member is campaigning for a position and a grievance is not able to be resolved in ETF, the matter will be referred to a closed session of ASSP Senate.
E. ETF retains authority in matters regarding the election. All decisions regarding grievances are final and will be provided in writing to the candidate within two academic days of receipt of the grievance.

XIII. Violation of Regulations

A. If ETF determines that a violation has occurred, ETF retains the right to levy fines or disqualify candidates, based on the pre-established guidelines. Candidates will be automatically disqualified if their cumulative fines exceed their deposit.
B. Guidelines in this document supersede previously approved guidelines and are retroactive to the date of their confirmation by the ASSP Senate. All guidelines must be adhered to in order to become an official candidate.

XIV. Approval and Amendments

A. This statement of elections has become effective by approval of the ASSP Senate.
B. This statement of elections may be amended by a majority vote of the ASSP Senate. Approved amendments shall become effective immediately.

By signing this, I hereby agree to these terms and regulations.

___________________________________________________  ____________________________  ________
Printed Name  Signature  Date

*Please print, sign, and date this page and submit with your application.*