

Dear ASUPS Candidate,

Thank you for your interest in becoming an ASUPS Executive or Senator! The ASUPS Leadership Team is excited for your enthusiasm and interest in ASUPS and we're looking forward to hearing your ideas and vision for ASUPS and your Executive or Senate position.

This packet contains important information and necessary election materials. Please note the election timeline, which outlines several important dates for you to be aware of. **Of particular interest is the mandatory interest meeting on February 17th, 2022 at 8:00pm.** If you have a conflict with this meeting, please reach out to me ahead of time; otherwise, you will not be able to run.

I would recommend looking through the ASUPS Constitution, By-Laws, and Financial Code that can all be found in the ASUPS Office as well as online.

Being elected as an ASUPS officer is a great privilege. You will be a part of an organization whose purpose is to serve the student body and holds a large amount of power in representing student voices to the administration and Board of Trustees. That is why we ask that as a candidate, you take this election and your respective responsibilities seriously. Being a part of ASUPS is a yearlong obligation, and as an elected official you are expected to treat this opportunity with a serious and steadfast work ethic.

Finally, one quick reminder is necessary: **until the required amount of signatures on the votes of confidence form is submitted, campaigning in any form is strictly forbidden.** If you have any questions that you feel cannot be thoroughly answered by reading the Elections Guidelines, please email me personally at asupsvp@pugetsound.edu.

Please don't hesitate to reach out with any questions during the election process.

Best of Luck!

Grant Konkel, ASUPS Vice President
asupsvp@pugetsound.edu
(253) 879-3274

Spring 2022 Election Overview

The following positions are open for election:

- ASUPS President and Vice President
- Two Senators At-Large: elected by the general membership of the ASUPS
- Sophomore Senator: elected by members of the freshman class
- Junior Senator: elected by members of the sophomore class
- Senior Senator: elected by members of the junior class

Elections Timeline

January 28th, 2022: Election packets available in the ASUPS Office (asupsdepr@pugetsound.edu). *Candidates must be cleared by the ASUPS Vice President before they are able to begin campaigning.*

January 28th, 2022 - February 22nd, 2022

- Attend an ASUPS Senate Meeting in the Murray Boardroom on a Thursday at 7pm
- Meet with the Executive or Senator currently holding the position you are running for
- Get your signatures – the sooner you get them in the sooner you can begin campaigning!

February 22nd, 2022 Election Packets Due by 5 pm to the ASUPS Office (Wheelock 210) or to asupsdepr@pugetsound.edu

This includes:

- Signatures
- Conduct Clearance Form
- Senate Attendance Form
- Senator Interview Verification Form
- An email sent to asupsvp@pugetsound.edu with
 - A picture for the ballot and social media page (in jpg format)
 - 60 word bio (for the ballot)
 - 125 word bio (for campus email, the Trail and/or Social Media)

Mandatory candidate interest meeting on Thursday, February 17th, 2022 at 8:00pm in the ASUPS Office, Wheelock 210. If you cannot attend, please email asupsvp@pugetsound.edu before the meeting in order to remain eligible for election.

February 22nd, 2022 Executive Debate for President and Vice President candidates

February 24th, 2022 Elections Day! Polls open at 12:00 am and close at 11:59 pm.



February 26th, 2022 Turn in your campaign spending report to Wheelock 210.

April 21st, 2022 Inauguration Day! Please make sure you are available for this evening at 5:30.

What do ASUPS Executives and Senators even do?

If you ask nearly any of the student leaders in ASUPS what they do, they may not have a definitive answer for you. This is because most of your responsibilities as an elected representative of the student body, are somewhat flexible and most of the work is what you make of it.

The best resource for you is the person currently holding the position you're running for. They're going to know what needs to be done and what can be done within your position. You, of course, have some freedom in what you actually do, but they will be able to tell you the day-to-day responsibilities and the power you actually have in your position. That being said, there are some time commitments that are required of Senators and Executives.

To help you get a sense if you're even interested in the position, we have assembled a general overview of the positions. Again, this is just a snapshot of the position. For more information, reach out the current senator or executive holding the position.

ASUPS President

The ASUPS President is the "Chief Executive Officer" of ASUPS as an Organization. The responsibilities of the President include working closely with Administration and the Board of Trustees. The President is largely responsible for the vision of ASUPS for the year, so this may include working with students on projects or initiatives that align with the vision of ASUPS. Much of the work includes meetings and carrying out larger projects. The President and the Vice President must work closely to make many of the hiring, financial, and operational decisions in ASUPS.

ASUPS Vice President

The ASUPS Vice President is the "Chief Operations Officer" of ASUPS as an organization so their responsibilities are more administrative-based. The Vice President is responsible for the ASUPS budget, which entails working closely with Club leaders, ASUPS Programmers, and ASUPS Media Heads. ASUPS This position involves the hiring and supervising of many student staff members and works closely with the Office of Finance and Human Resources. The Vice President must work closely with the President to make many of the hiring, financial and operational decisions in ASUPS.

ASUPS Senators

ASUPS Senators make up the legislative branch of ASUPS. Senators are responsible for attending weekly Formal and Informal Senate meetings and also are responsible for Senate Projects. These have included the advocating for the University paying for DACA Renewal Fees, the Self-Help Station at the Info Desk and advocating for merit aid to be applied to Study Abroad. Senators also sit on ASUPS committees.

ASUPS Spring 2022 Election Guidelines

In order to ensure this election is fair and of high quality, the ASUPS Senate and the Elections Committee have enacted the following procedural guidelines. These guidelines provide a minimum standard for campaign practices.

I. Requirements to Run

- A. **Recognition of Candidacy** – Each candidate must have a petition that includes a certain number of signatures in order to run for that office. The petition will include the signatures and names of each signee, and *must be turned in before campaigning*. The number of required signatures depends on the position for which the candidate is running as outlined below.
 1. The signing of a petition merely indicates support for the petitioner’s candidacy and it is not a pledge to vote for that individual. Students can sign as many petitions as they want.
 2. Signature Requirements for Recognition of Candidacy.
 - a. **Class Senators (Sophomore, Junior, Senior)** – 30 signatures from members of their class.
 - b. **Senators at Large** – 30 signatures total.
 - c. **Executives** – 50 signatures total
- B. **Interviews** – Each candidate must formally interview the person who is currently holding or has held their position for candidacy in order to better understand the position for which they are running. A verification form, signed by the Senator interviewed, must be turned in along with other materials by (February 22nd) in order for the candidate’s name to appear on the ballot.
- C. **Affirmation of Understanding** – All Senatorial candidates must affirm that they have read and understood these Elections Guidelines before they may be eligible to participate in the Spring 2022 Elections.
- D. **Eligibility** – All Senatorial and Executive Candidates must be full-time students, as defined by the University of Puget Sound, at the time of the general election. Candidates must have a cumulative GPA of 2.0 or higher and must be verified by the Dean of Students office.
- E. **Write-in Candidates** – If the requirements as outlined in Section I are not met by the given deadlines, a student has the option to run as a write-in candidate. In addition to all of the above stated requirements, a write-in candidate must further comply with the following guidelines.
 1. Write-in candidates may speak at scheduled specific speaking times, but will be announced at the speaking events only by their name and not by the position they are running for.
 2. Write-in candidates must follow the same rules (below) and are subject to the same consequences of all other candidates (below).

II. Publicity

- A. All campaigning must be conducted in accordance with all applicable University rules and regulations.
- B. Definitions
 1. Flyers – flyers shall be designated as distributed campaign materials not affixed to a surface and 8 ½” x 11” or smaller.
 2. Posters – posters shall be designated as posted campaign materials affixed to a surface and 11” x 17” or smaller.
 3. Signs – signs shall be designated as posted campaign materials affixed to a surface and larger than 11” x 17”.
 4. Social Media – Facebook, Twitter, Instagram, Blogs, Snapchat, and any other forms of social media may be used for campaigning and must be used with respect and in accordance with the Student Integrity Code.
 5. KUPS and other Media may be used to campaign; Media Heads can choose to support candidates; KUPS one-liners can be a type of campaigning; Wetlands blogs can be used to promote issues in the campaign.
- C. Flyer, poster, and sign placement
 1. Any candidate or ticket is allowed one sign of a size not to exceed six feet in length and three feet in width, and three additional signs not larger than three feet by three feet in Marshall Hall/Loft/Rotunda of the Wheelock Student Center. All signs must in addition comply with the Wheelock Student Center Sign and Ladder Use Policy.
 2. Signs may be placed only on WSC approved surfaces in the Student Union and must be turned in at the Information Center for posting.
 3. Candidates may place flyers/posters in Residence Halls, Greek Houses, or University-owned houses as long as the following criteria are met:
 - a. Flyers/Posters must be stamped by the Residence Life Office.
 - b. Candidates may not post or distribute flyers/posters in Residence Halls, Greek Houses, or University-owned houses unless:
 - i. The poster is affixed on the candidate’s own door; or
 - ii. The poster is affixed on the door by the resident to whom the door belongs; or
 - iii. The Resident Assistant, Greek House Coordinator, or Community Coordinator puts up the poster.
 - c. Candidates cannot campaign door-to-door in residence halls, on-campus houses, Greek houses, or off-campus residences.
 - d. A candidate may not put posters on the doors of other residents without their consent.
 - e. Residents may put posters on their own doors.
 4. Sticky Tack is the only adhesive allowed for affixing posters to cork board surfaces.
 - a. Posters may be posted only on designated surfaces across campus; and

- b. Only two (2) posters per candidate or ticket may be placed on an individual bulletin board.
 5. Posters, flyers, and signs for the Wheelock Student Center must be stamped and approved by the Information Center.
 6. ASUPS will distribute poster free of charge for candidates to Academic Buildings, however ASUPS is not responsible if posters are not up in the desired location or the timeliness in which posters are distributed.
 7. Posters for other academic buildings must be approved by the ASUPS office with the official ASUPS stamp ASUPS Director of Marketing and Outreach, or ASUPS Office Manager.
 8. No flyers are to be distributed on tables in the Wheelock Student Center.
 9. Candidates must remove all campaign materials from Marshall Hall within 24 hours of the close of polls and academic buildings within 3 days.
- D. A candidate may not spend more than their allotted budget. Any and all donations to campaign must be subtracted from that campaign's budget.
1. Campaign spending includes all cash, goods, and services at the fair market value, as determined by the Elections Committee, provided for and utilized in support of a candidate's election. This is to include all new materials at the purchased rate and/or fair market value on all previously owned materials used in support of the candidate during the campaign. See attachment for a list of current fair market value prices for many basics as determined by the Vice President.
 2. Senate candidates may spend no more than fifty (50) dollars; and
 3. Executive candidates may spend no more than one hundred (100) dollars, when running on a ticket or \$50 if running separately.
 - a. Each member of that ticket must remain within their joint \$100 spending limit.
 - b. Any parties involved must account for any spending on their behalf in their budget (e.g. If two executive candidates on a ticket buy one poster for \$20, the candidate's joint budget will be reduced to \$80 remaining)
 4. All candidates are required to submit a complete accounting sheet of campaign expenditures within 24 hours of the close of polls in order to validate the elections.
 5. Any non-print based publicity (i.e. websites, KUPS announcements) must be approved by the Elections Committee and value placed by the committee prior to action.
 6. ASUPS will reimburse candidates up to half of allotted promotional budget (i.e. \$25 for all Candidates).
- E. The Elections Committee shall regulate and enforce the election proceedings in accordance with the ASUPS Constitution and By-Laws (See Article IV, Section 4).
- F. The Elections Committee requires that each candidate or ticket submit each publication or poster to the committee for review. The Elections Committee

retains the right to not allow posters with vulgar content to be used in the election. Each poster collected will not be counted as an expense in the candidate's budget.

III. Role of the Committee

- A. If, at any time, a candidate has a question concerning the validity of another candidate's publicity, or of their own publicity, they are encouraged to immediately contact the ASUPS Vice President, Grant Konkel (asupsvp@pugetsound.edu), who will contact the Elections Committee to deal with violations or questions of validation.
- B. Complaints
 1. Any complaint about campaign practices of a candidate should be written and submitted to the Committee, under care of the ASUPS Vice President, for review at any time during the election process. These complaints may be submitted after three weeks have elapsed following the election; afterwards no complaints will be received by the ASUPS Vice President or the Elections Committee.
 2. All complaints will be addressed equally by the criteria outlined below.
 3. The Committee will determine the validity of any election complaint, basing its decision on the ASUPS Constitution, By-Laws, Election Guidelines, and the discretion of the committee, and may decide whether or not to call an emergency meeting to handle complaints based on the severity of the complaint. The levels of severity are as follows:
 - a. A Level One violation constitutes a breach of campaign finance, breach of Integrity Code during active campaigning, de-facing or removing another candidate's material; and
 - b. A Level Two violation constitutes a breach of publicity guidelines.
 1. A verified violation is determined by a two-thirds (2/3) vote of the Elections Committee.
- C. Consequences
 1. A complaint involving a Level One issue requires a physical meeting of the Elections Committee.
 - a. Upon one (1) verified level one violation, a candidate will lose their right to maintain any publicity in the WSC.
 - b. Upon two (2) verified violations, a candidate's name will be removed from the ballot.
 - c. Upon three (3) verified violations, a candidate will lose their right to maintain any publicity, and the Elections Committee may levy additional penalties at its discretion, including disqualification.
 2. A complaint involving a Level Two violation requires a visual verification of the alleged violation by two (2) members of the Elections Committee.
 - a. Upon one (1) verified Level Two violation, a candidate will lose their right to maintain any publicity in Marshall Hall.

- b. Upon two (2) verified violations, a candidate will lose their right to maintain any publicity in the Wheelock Student Center.
 - c. The consequence(s) of a subsequent level two violation falls under the discretion of the Committee, and may, among other things, involve the loss of any and all publicity rights.
3. The Elections Committee reserves the right to punish any violators as deemed necessary.

D. Election Results

1. Candidates have twenty-four (24) hours to accept nomination and must submit a written statement of acceptance in that time to the Elections Committee through the ASUPS Vice President.
2. If the popular vote winner does not accept the nomination, the nomination will be offered to the person who receives the next most votes. If no candidate accepts the nomination, the vacancy will be filled per Article X, Section 5 of the ASUPS Constitution.
3. Before the election results are announced, the ASUPS Honor Court Chief Justice or their honor court student justice designee will validate the results.

E. Polling Station

1. ASUPS Polling Station: Candidates may not operate the polling station. No publicity that can be seen or heard by Elections Committee is allowed near an official ASUPS Polling Station.
2. Candidates are not allowed to run voting booths. Candidates cannot have computers present at tables to collect votes while the polls are open. Candidates cannot have supporters run voting booths on their behalf. Capturing votes by roaming campus with a laptop is also prohibited and will be punished by the committee. Candidates are however free to campaign within the guidelines stated above while the polls are open.

IV. Campaigning

- A. Candidates must submit signatures to the ASUPS Vice President before participating in campaigning activities including but not limited to: posters, chalk, radio, social media, or other mediums of publicity.
- B. Candidates cannot appear on the formal ballot and simultaneously run a write-in campaign for a different Senate position.

V. Balloting

- A. To have their name appear on ballot, the candidate must submit all required materials by February 22nd to the elections committee through the ASUPS Vice President.
- B. A written biography, not to exceed 120 words, identical to the biography published at The Trail's discretion, submitted to the ASUPS Vice President will be posted on the ballot following the candidate's name.

- C. The official ballot cannot be modified, in any form, after the polls have opened.

VI. Voting

- A. Voting will occur online using the University of Puget Sound's Qualtrics system. A unique link will be sent to University of Puget Sound Students. It is each student's responsibility to check their Puget Sound email. If problems occur during the voting process, a student can contact the Office of Information Services to reset their Puget Sound domain password.
- B. Voting will occur on Election Day, Thursday, February 24th, 2022, 12:00 am-11:59 pm.

VII. ASUPS Endorsements

- A. Elected Officials and Inter-Office Personnel
 - 1. The ASUPS elected officials and inter-office personnel, as described in Article III of the ASUPS By-Laws, are restricted from using their elected or appointed title to endorse candidate(s).
- B. Elections Committee members
 - 1. Members of the Elections Committee are restricted from publicly endorsing any candidate(s).



Interview Verification

On ___/___/2022, I, (Senator or Exec) _____

interviewed (candidate) _____ for the

position of ASUPS _____. I have made them aware of the

responsibilities of my position and feel that they understand those responsibilities.

Signature of Senator/Exec: _____ Date _____

Signature of Candidate: _____ Date _____

** Please record three or more points of information you have gained to better understand the position you are running for, on the back of this sheet.

1.

2.

3.

Senate Meeting Attendance Verification

On ___/___/2022, _____ attended an ASUPS Senate meeting.

Signature of Senator/Exec: _____ Date _____

Transcript & Conduct Clearance Form

I authorize ASUPS to receive copies of my University transcripts and a conduct report for the purpose of validating my full-time status and my 2.0 minimum GPA at the time of this appointment. All information is strictly confidential in keeping with the Privacy Act legislation and University confidentiality requirements

Printed Name: _____

Address: _____

UPS Student ID number: _____

Signature: _____

Recognition of Candidacy

Candidate: _____

Position Running For: _____

General Instructions: The number of required signatures is dependent upon the position for which the candidate is running. A signature on this form means that someone believes this candidate will make a positive contribution to the Spring 2022 Election. It is not a pledge to vote for that candidate. People may sign any number of petitions, but may only sign any particular petition once. Signatures are only valid if they contain a printed name, signature, and valid campus address.

Prohibition on Campaigning: The nomination period is to express to people that you are interested in running and to inform them about general issues you are interested in or basic qualifications. Any attempt to campaign (which includes making comparisons to other candidates, pressuring people for votes, wearing any campaign materials, or displaying any campaign publicity) before materials are turned in and approved by the ASUPS office, should be reported to the Elections Committee by contacting the ASUPS Vice President at asupsvp@pugetsound.edu or by telephone at extension 3274.

Please pay special attention to these requirements. Violations of this code may result in elimination from the election.

Housing Senators – 30 signatures from members of their respective housing location

Class Senators (Sophomore, Junior, Senior) – 30 signatures from members of their class.

Senator at Large – 30 signatures total.

Executives – 50 signatures total

Recognition of Candidacy -- Signatures

Candidate: _____, Running For: _____

Name	Signature	Phone Number	Class Year	Campus Living Space*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

(*Not your CMB. Res. Hall, Off-campus, On-campus house, Greek house, etc.)

Spring 2022 Executive and Senate Elections



Name	Signature	Phone Number	Class Year	Campus Living Space*
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				

(*Not your CMB. Res. Hall, Off-campus, On-campus house, Greek house, etc.)

Spring 2022 Executive and Senate Elections



Name	Signature	Phone Number	Class Year	Campus Living Space*
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				
46.				
47.				
48.				
49.				
50.				

(*Not your CMB. Res. Hall, Off-campus, On-campus house, Greek house, etc.)

Senator Interview Contact Information

Name	Position	Email
Grant Konkell	ASUPS Vice President	asupsvp@pugetsound.edu
Kayden Diodati	ASUPS President	asupspresident@pugetsound.edu
Taj Herzer-Baptiste	Senator at Large	therzerbaptiste@pugetsound.edu
Jack Simermeyer	Senator at Large	jsimermeyer@pugetsound.edu
Jackson Dennis	Senator at Large	jtdennis@pugetsound.edu
Mateo Friedenbach Condon	Senior Senator	mfriedenbachcondon@pugetsound.edu
Grace Stensland	Junior Senator	gstensland@pugetsound.edu
Lupe Barazza	Sophomore Senator	lbarazza@pugetsound.edu
Bella Sanchez	Freshman Senator	basanchez@pugetsound.edu
Soren Kloepfer	Off Campus Senator	skloepfer@pugetsound.edu
Lily Yatskowitz	Residence Hall Senator	lyatskowitz@pugetsound.edu

If you cannot contact the person listed for the position you are running for please reach out to Grant Konkell, at asupsvp@pugetsound.edu, the current Vice President.

Campaign Spending Form

Please submit form to ASUPS Office 1 business day after polls close with receipts. The ASUPS Office Manager will assist you in filling out a disbursement, if necessary.

Senate Candidates can spend \$50 and ASUPS reimburse \$25 or half, whichever is greater.

Item	Quantity	Amount
	Total Spent	