



## **The Student Government Association (SGA) Election Rules and Regulations**

Amended: 11/08/2017

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These Election Rules will expire at the conclusion of the 2018 University of Maryland, College Park Student Government Association Election.

### **ARTICLE I – ELECTED OFFICES**

#### **Section 1 – Executive**

1. Executive positions are as follows:
  - a. Student Body President
  - b. Vice President of Academic Affairs
  - c. Vice President of Financial Affairs
  - d. Vice President of Student Affairs
2. All undergraduate students at the University of Maryland, College Park are eligible to vote for candidates for each of the Executive positions.

#### **Section 2 – Legislative**

##### **Subsection A – Academic Representatives**

1. Academic districts in the Legislature and their corresponding allotted representation (in parentheses) are defined as follows:
  - a. College of Agriculture and Natural Resources (1)
  - b. School of Architecture (1)
  - c. College of Arts and Humanities (2)
  - d. College of Behavioral and Social Sciences (3)
  - e. Robert H. Smith School of Business(2)

- f. College of Computer, Mathematical, and Natural Sciences (3)
  - g. College of Education (1)
  - h. A. James Clark School of Engineering (2)
  - i. Philip Merrill College of Journalism (1)
  - j. School of Public Health (1)
  - k. Undergraduate Studies (2)
  - l. School of Public Policy (1)
  - m. School of Information Studies (1)
2. All undergraduate students are eligible to vote for the Academic candidate(s) for the district that includes their major.

**Subsection B – Residential Representatives**

1. The Residential districts in the Legislature and their corresponding allotted representation (in parentheses) are defined as follows:
- a. Cambridge Community (1)
  - b. Courtyards Community (1)
  - c. Denton Community (1)
  - d. Ellicott Community (1)
  - e. Greek Residential Community (1)
  - f. Leonardtown Community (1)
  - g. North Hill Community (1)
  - h. Off-Campus – Neighboring (3)
  - i. Off-Campus – Outlying (5)
  - j. South Campus Commons Community (1)
  - k. South Hill Community (1)
2. All candidates running for Residential Representative-must intend to reside in that residential district for the duration of the following academic year.
3. All undergraduate students are eligible to vote for the residential candidate(s) for the community where they currently reside.

**Subsection C– Other Representatives**

1. The communities in the Legislature and their corresponding allotted representation are defined as follows
- a. International Student Representative
2. All candidates running for International Student Representative must be an International Representative as considered by University Admissions and be staying for the duration of the following academic year.
3. All international students are eligible to vote for the International Student representative.

**ARTICLE II – CANDIDATE AND TICKET REQUIREMENTS**

**Section 1 – Candidate Eligibility**

**Subsection A – Individual Requirements**

1. Each candidate for elected office in SGA must:
  - a. Be an undergraduate student in good financial, judicial, and academic standing at the University of Maryland, College Park.
  - b. Have a minimum GPA of 2.0.
  - c. Intend to be enrolled for both the upcoming fall and spring academic semesters.
2. All potential candidates for Academic Representative positions must have declared a major within the college they seek to represent or intend to declare a major in the college they intend to represent in the subsequent academic year prior to the deadline established in Art. II §1(C1) for candidate registration in order to be eligible to run for that position.
3. All potential candidates for Residential Representative positions who sign a lease or housing agreement prior to March 1, 2016 must notify the Election Board by May, 1 2016 and provide documentation of their lease in order to be eligible to run for that position.

### **Subsection B – Participation Requirements**

1. No candidate may run for more than one office in SGA.
2. All candidates are required to:
  - a. Consent to verification by the Election Board and SGA Advisor that they meet all requirements stipulated by these rules.
  - b. Acknowledge that they:
    - i. Understand the formal commitment they are making to SGA.
    - ii. Understand and agree to abide by the Election Rules and Election Calendar.
    - iii. Understand and agree to abide by the SGA governing documents.
  - c. Attend all applicable mandatory meetings as laid out in Art. II §3.
3. Each candidate must be certified as eligible by the Election Board in order to participate in the election.

### **Subsection C – Registration Requirements**

1. All candidates must register for the election through application with the Election Board by Friday, March 25, following this procedure:
  - a. The Election Board will distribute applications at Mandatory Information Sessions and make them available online and in the SGA office in the Stamp Student Union.
  - b. Applications must be submitted online or to the SGA office.
  - c. A completed application shall include the candidate's:
    - i. Name
    - ii. Contact Information (Email and phone number)
    - iii. Local and permanent addresses
    - iv. Major(s)
    - v. University Identification Number (UID)
    - vi. Position sought
    - vii. Ticket affiliation
    - viii. Intended date of graduation
    - ix. Certification of conformity to Art. II §1(B2) of the Election Rules

- d. Upon submission, candidates shall receive a receipt for their application by a member of the Election Board.

#### **Subsection D – Eligible Candidates**

1. The Election Board shall:
  - a. Post a list of all eligible candidates to the SGA website by Wednesday, March 28.
  - b. Inform all in-eligible candidates of their status and the reason(s) they were deemed ineligible.
  - c. Create and manage a Facebook page and other relevant social media, or website where they can publicly distribute all information concerning information sessions, candidate eligibility, election and voting information, and all other information pertaining to the election one week before the first information session.
2. Candidates declared ineligible by the Election Board shall have an opportunity to perform the following actions by Friday, March 30:
  - a. Rectify or otherwise solve any problem found during the verification process.
  - b. Present a written appeal with relevant documentation to the Election Board
3. The Election Board shall be required to review and issue formal decisions on all written appeals, and must do so in a timely manner.
4. Previously ineligible candidates can only be made eligible through certification by the Election Board or through successful appeal to the Governance Board.

### **Section 2 – Ticket Eligibility**

#### **Subsection A – Defining Tickets**

1. A ticket is defined as a group of individuals containing at least one eligible candidate that exhibits the following properties:
  - a. The group displays common stylization or branding.
  - b. The group's intent is to promote the election of its own members.
  - c. The group's existence is based on the SGA election cycle.
2. Tickets are the only election-based group dynamic authorized by these rules.
3. There is no cap on the number of ticket members, or the number or type of candidates in a ticket.
4. Tickets, while recognized formally by the Election Board, are not considered student groups.

#### **Subsection B – Ticket Formation**

1. Candidates wishing to form a ticket must register the ticket through application to the Election Board by Sunday, March 25, following this procedure:
  - a. The Election Board shall make applications available at Mandatory Information Session, online, and in the SGA office in the Student Involvement Suite of the Stamp Student Union. The online information session shall not be completed by prospective candidates until after the final in-person information session.
  - b. Applications must be submitted by email to the Election Board.
  - c. A completed ticket application shall do the following:
    - i. Establish the ticket name.

- ii. Name and provide contact information for the Ticket Chair.
    - iii. List the names of all candidates on the ticket.
    - iv. List the names of all non-candidate ticket members.
  - d. Upon submission, the submitter of the ticket application shall receive a receipt for their application by a member of the Election Board.
2. Candidates must abide by the following regulations relating to tickets:
- a. Candidates and their associates intending to exhibit any property of a ticket in Art. II §2(A1) must register as a ticket, and may not purport to be a ticket unless registered as such.
    - i. Individuals and tickets may support other candidates or tickets, but the supporter and supported may not engage in any activities together that could be construed as forming a ticket.
    - ii. The Election Board may mandate that the individuals or tickets involved form a ticket, if it deems a group has violated this sub-clause.
  - b. Resources shall not be shared between multiple tickets or between tickets and individual candidates
3. Tickets shall have the right to appeal a denial of their ticket name, so long as the appeal is submitted to the Election Board by Friday, April 7.

#### **Subsection C – Ticket Membership**

- 1. The following rules govern the addition of candidates to a ticket, removal from a ticket, or change in position within a ticket:
  - a. A candidate will only be placed on a ticket if they have filed a candidate application indicating the ticket, and their name is included on that ticket's application.
  - b. The Ticket Chair will be able to add, change, or remove candidates and candidate information on the ticket by submitting a request to the Election Board by April 11, 2016.
  - c. The Election Board will remove a candidate from a ticket upon that candidate's request, prior to April 12, 2016.
  - d. The Election board shall notify a candidate of a change in ticket status within 24 hours of approval of a request for addition or removal from a ticket.
- 2. Non-candidate ticket representatives are still considered ticket members, and tickets are therefore held accountable for the actions of non-candidate ticket members and candidate members alike, even as it may relate to fines or sanctions.

#### **Subsection D – Ticket Chair**

- 1. Each ticket must designate a Ticket Chair whom the Election Board shall contact with news affecting their ticket, specifically: date changes, sanctions or fines, decisions of eligibility, and other pertinent information.
- 2. The Ticket Chair is:
  - a. Required to be an undergraduate student enrolled in classes at the University of Maryland, College Park during the spring semester.
  - b. Not required to be a candidate for an SGA office.
- 3. Duties of the Ticket Chair include:

- a. Serving as the point of contact between the Election Board and the ticket.
  - b. Overseeing campaign finance for the ticket and submitting finance reports.
  - c. Organizing the ticket membership and submitting the ticket application and updated candidate rosters.
  - d. Ensuring ticket members are aware of their candidacy requirements.
4. The Ticket Chair may be changed or removed from the ticket upon request by the Ticket Chair, or petition of two-thirds of the candidate ticket members to the Election Board.

### **Section 3 – Mandatory Meetings**

#### **Subsection A – Candidate Information Sessions**

1. All candidates are required to attend a Candidate Information Session.
  - a. Candidates may choose to attend the in-person session or an equivalent online training which the elections board will provide as an alternative option.
2. Candidate Information Sessions shall be held on March 3, March 22, March 23.
3. Each Candidate Information Session shall include:
  - a. General SGA information
  - b. Specific Executive/Legislative duties and responsibilities
  - c. A review of the accountability and ethics standards
  - d. General recommendations on how effective campaigns have been run in the past and what outreach methods are useful for tickets to use
4. All individuals attending Candidate Information Sessions, including those who ultimately decide not to run, shall include their names on a sign-in sheet provided by the Election Board.

#### **Subsection B – Executive Meeting Requirements**

1. All those running for an Executive position must also attend an Executive Board meeting, in addition to the aforementioned Candidate Information Session.
2. The Election Board shall determine and advertise the exact dates, times, and locations of the Executive Board meetings that satisfy the requirement.

#### **Subsection C – Campaign Finance Meetings**

1. All Ticket Chairs, and independent candidates, must meet with the Election Board at an individually scheduled time, prior to the deadline of the preliminary financial report in Art. VII §2(A3a).
2. The Election Board shall review all pertinent campaign finance rules, forms, and procedures through meeting individually with Ticket Chairs and independent candidates.

#### **Subsection D – Legislative Meeting Requirement**

1. All candidates are required to attend one of the following SGA legislative meetings in its entirety: March 9, March 23.
2. The Election Board shall publicly advertise the time and location of each legislative meeting when the agenda for that meeting is released.

#### **Subsection E – Contingencies**

1. If a candidate cannot attend a mandatory meeting, and missing that meeting will result in the ineligibility of their candidacy, they must provide written notice in advance to the Election Board.
  - a. Written notices should:
    - i. Always be submitted at least 24 hours prior to the meeting
    - ii. Explain the candidate's circumstances, as well as any issues of the timeliness of the submission of the notice itself.
  - b. The Election Board may, at their discretion, grant an excused absence and require the individual to attend a make-up meeting.
2. Undergraduate students studying abroad during the SGA Election will be exempt from any mandatory meetings.
  - a. Potential candidates must notify the Election Board of their interest in participating in the election.
  - b. The Election Board Chair shall make a reasonable effort to inform all candidates studying abroad of the information conveyed during mandatory meetings.
3. The Election Board, if confronted with unforeseen and unavoidable circumstances, may change the times and dates or number of mandatory meetings.

## **ARTICLE III – ELECTION PROCEDURES**

### **Section 1 – General Election Information**

#### **Subsection A – Election Dates**

1. The SGA Election will be held on the following dates:
  - a. Wednesday, April 20, 9am-8pm.
  - b. Thursday, April 21, 9am-8pm.
  - c. Friday, April 22, 9am-8pm.

#### **Subsection B – Official Polling Site**

1. The official polling site shall be located in the main lobby of the Stamp Student Union.
2. The official polling site will be open starting at 9:00am and closing at 8:00pm on each day of the election.

#### **Subsection C – Voting Methods**

1. Undergraduate students can use any device with internet access to vote online at [www.testudo.umd.edu](http://www.testudo.umd.edu).
2. Electronic voting is the only approved method of voting for the SGA election.
  - a. At the discretion of the Election Board, if a student is unable to vote electronically, they may be permitted to vote using an absentee ballot.
    - i. Absentee ballots must be obtained from the Election Board, and must be returned in paper form to the Election Board, official polling station, or SGA office by the close of voting on the final day of the election.

- ii. A voter using an absentee ballot must show their Student ID in order to submit it, and the individual accepting the ballot on behalf of SGA must sign the ballot to verify its authenticity.
- b. Absentee ballots shall be included in the final vote count even if they do not affect the outcome.

## **Section 2 – SGA Election Promotion**

### **Subsection A – Advertisement**

1. Beginning of the academic year, the Election Board shall publicize and advertise:
  - a. The Candidate Information Sessions in order to reach as many potential candidates as possible.
  - b. The election and Executive debate in order to reach as many voters as possible.
  - c. Any changes to the dates, times, or locations of the mandatory meetings, Executive debate, announcement of winners, and swearing in ceremony, or to the election itself.
2. The Election Board shall ensure the publicly posted Election Rules, Election Calendar, and Election Rules of Practice, are always up to date, and shall apprise relevant stakeholders of any updates.
3. The Election Board shall work with the University of Maryland Vice President of Student Affairs to send out an email to all students to remind them to vote on the first day of the election period.
4. The Election Board shall work with the Student Organization Resource Center to send out an email to all students affiliated with a student group to remind them to vote on the XXX day of the election period.

### **Subsection B – SGA Sponsored Executive Candidate Debate**

1. SGA shall sponsor a debate, between all Executive candidates wishing to participate, on Thursday, April 14.
  - i. The time and date of the Executive debate shall be publicly advertised by SGA and the Election Board.

## **Section 3 – Election Ballot**

### **Subsection A – Appearance**

The Election Board may set a reasonable deadline for submission of the candidate statement and may reject any statement if the statement slanders or harasses any person, or uses obscene language, as determined by a majority vote of the elections board. Black's Law Dictionary defines obscene as: extremely offensive under contemporary community standards of morality and decency; grossly repugnant to the generally accepted notions of what is appropriate.

1. For each position, the name of each candidate shall appear on the ballot in alphabetical order based on last name.
2. The ballot shall show the ticket affiliation of each candidate alongside their name.
3. The ballot shall show all of the candidates for the offices that the voter is eligible to elect.



4. Each candidate may have a 100 word statement displayed below their name.

#### **Subsection B – Ballot Review**

1. The Election Board will provide an opportunity for Ticket Chairs and independent candidates to review the accuracy of the election ballot.
2. The Election Board shall conduct a mock election with current SGA members to ensure the system works correctly.

#### **Section 4 – Computer Voting Procedures**

1. A valid University of Maryland, College Park Student ID or Directory ID number is required to vote.
2. The computer program shall allow a student to vote only once, and it is a violation of the University of Maryland Code of Student Conduct to vote more than once.
3. The computer program shall determine the residency and official college affiliation of the student.
  - a. Based on the voter classification established in the SGA Bylaws and this document, the program shall identify the legislative representatives the student is permitted to elect.
  - b. It is the responsibility of every student to provide their most updated information to the Office of the Registrar.
  - c. Reports of glitches or other system issues should be reported immediately to the Election Board.
4. Students shall vote by clicking in the boxes corresponding to the name(s) of the appropriate candidate(s).
5. The computer program used to conduct the election shall tally the votes, signal double voting, and provide a printout of the election results.
6. The computer program shall permit students to vote at any time in the day during the voting period.

#### **Section 5 – Election Outcomes**

##### **Subsection A – Determining Winners**

1. The winners of the elections for all positions shall be those candidates who receive the most votes.
2. For districts where more than one candidate may be elected, the winners are those candidates who receive the most votes and their immediate runner-ups, ordered by vote total, that satisfy the district representation requirements
3. A runoff election will occur for any position where the number of individuals receiving the most votes exceeds the allotted number of available seats.

##### **Subsection B – Results Verification**

1. The SGA Advisor, the Election Board Chair, the current SGA President, the Speaker of the Legislature, and one Governance Board Member shall verify election results.

2. If any of the individuals responsible for election results verification are participating in the election, the Election Board Chair shall appoint a comparable replacement, subject to confirmation by the Legislature.

### **Subsection C – Post-Election**

1. The Election Board shall announce the election results publicly within 24 hours of confirming the results.
2. All newly elected Representatives are required to attend a Swearing-In Ceremony at a time and location to be decided and announced by the Election Board.
3. Should any candidate or ticket fail to submit its final financial report, or submit its final financial report so late as to obtain a fine that puts the campaign over the spending cap, that candidate or ticket's candidates shall be removed from their elected offices.

## **ARTICLE IV –ELECTION AUTHORITY**

### **Section 1 – Compliance**

1. All candidates, ticket members, and students affiliated with a campaign but not meeting the requirements of a ticket must comply with University policies, as well as state, federal, and municipal laws.
2. All candidates, ticket members, and SGA members must abide by all relevant provisions in the SGA governing documents.

### **Section 2 – Jurisdiction**

1. Once a candidate or ticket registers with the Election Board, that individual or ticket's membership explicitly agrees to abide by the Election Rules and recognize that the Election Board has the authority to enforce the Election Rules.
2. Pursuant to Art. II §2(B3) and Art. II §2(C3), the Election Board has authority to regulate campaigns as a result of the actions of unofficial collaborators or outside actors.
  - a. Any individual acting as an agent of a candidate or ticket shall be construed as campaigning for that individual or ticket, at the discretion of the Election Board, and any violation of the Rules shall be applied to the benefitting campaign.
  - b. Election Board cannot regulate the actions of campaign staff or volunteers, so long as said support does not establish an ineligible ticket or otherwise violate the Rules.

## **ARTICLE V – LIMITATIONS ON CAMPAIGN ACTS**

### **Section 1 – Rule Clarification**

1. If candidates are unsure of the legitimacy of certain actions, they can contact the Election Board for clarification or to report a potential violation.
2. Any time the Election Board clarifies a Rule, it must notify all tickets and independent candidates of the clarification, as well as other appropriate members of SGA.

## **Section 2 – Campaign Regulations**

### **Subsection A – Campaigning**

1. Campaigning shall be defined as encouraging or discouraging any level of participation in the SGA election by any potential voter through soliciting support, discussing the election, discussing viewpoints, providing background information, or otherwise performing any action that a reasonable person could construe as intending to impact the election.
2. Campaigning may not occur in any way, shape, or form prior to the official start of campaigning on Monday, April 13, 12:00am.
3. The initial act of privately asking an individual to create a ticket or join as a candidate shall not constitute campaigning.
4. Candidates and tickets are permitted to spend campaign funds to purchase campaign materials prior to the start of official campaigning, so long as the materials are not distributed or used for campaigning until the official start of campaigning.

### **Subsection B – Advertising and Promotion**

1. All promotional materials must contain the words “SGA Elections” and the election dates.
2. In accordance with Dining Services’ policy, campaign materials may not be posted in the Dining Halls or the dining area in Hillel.
3. Campaign materials to be posted in the Residence Halls must be approved by the Department of Resident Life
4. Posting materials or advertisements off-campus is prohibited, except in private businesses/residences with the explicit consent of the owner.
5. Advertising is permissible in the University Courtyard complex as long as it follows the rules and regulations established by the management of University Courtyards.
6. No campaign material may be posted in, attached to, or distributed in the Stamp Student Union.

### **Subsection C – On-Person Materials**

1. On-person materials shall be defined as materials worn on, displayed by, or attached to your person.
2. On-person materials are permitted in the dining halls and residence halls, but campaigning in other forms is not permitted.
3. On-person materials are not permitted in:
  - a. The SGA office or Student Involvement Suite.
  - b. The Stamp Student Union during election dates.

### **Subsection D – Guidelines**

1. A violation of any of these guidelines constitutes a violation of the Election Rules:
  - a. University Guidelines on chalking, found at [www.president.umd.edu/legal/chalking.html](http://www.president.umd.edu/legal/chalking.html).
  - b. University Guidelines on demonstrations and flyering or leafleting, found at [www.president.umd.edu/legal/demonstrations.html](http://www.president.umd.edu/legal/demonstrations.html).

- c. Guidelines for advertising in the Event Management Handbook, found at [http://thestamp.umd.edu/event\\_guest\\_services/policies](http://thestamp.umd.edu/event_guest_services/policies) under "Advertising."
2. The Election Rules of Practice for the SGA Election shall serve as basic operating procedures for the Election Board to carry out its functions and election monitoring authority.

### **Subsection E – Prohibitions**

1. The following acts in relation to campaigning or campaign planning are prohibited at all times:
  - a. Bribery
  - b. Distributing alcohol to any individuals while campaigning.
  - c. Providing or purchasing alcohol for the purpose of campaigning
  - d. Defacing or removing University or personal property, though personal property may display campaign material with the owner's permission
  - e. Defacing or removing the campaign materials of other candidates or tickets.
  - f. Campaigning or electioneering in the Stamp Student Union.
  - g. On Election days, posting or distributing campaign material, or otherwise campaigning, within a 100-foot radius, as marked by the Election Board, of any official polling station.
2. No computer terminal owned by or under the effective control of any candidate or ticket member may be used to cast any ballot, except by that same member.
3. No materials or resources owned by SGA may be used as, or employed in the production of, campaign material for any candidate or ticket.
4. SGA election campaigns or campaign activities may not be referenced within the confines of the SGA office.

## **ARTICLE VI – RULES VIOLATIONS**

### **Section 1 – Discretion and Responsibilities**

#### **Subsection A – Authority**

1. Perpetrating any activity that violates the Election Rules is prohibited, and can result in a fine or sanction at the discretion of the Election Board
2. Perpetrating any activity, campaign related or otherwise, that violates the governing documents of SGA is prohibited.
  - a. Should a participant in the election cycle, SGA member or otherwise, have a claim raised that they violated the SGA governing documents, the Election Board shall consult the SGA Committee on Accountability & Ethics, and the committee will advise the Election Board whether that violation would result in a sanction and what that sanction could be.
  - b. The Election Board has the discretion to fine or sanction any individual or ticket as appropriate, but only if the SGA Committee on Accountability & Ethics determines that individual(s) would receive some form of sanction were they already members of SGA.

3. Anyone may bring a potential violation to the Election Board, including Election Board members and non-students.
4. A candidate who is knowingly the recipient of any votes cast improperly under Art. 4 §3 is liable for action up to and including dismissal as a candidate, at the discretion of the Election Board.
5. The Election Board reserves the right to dismiss any individual or group violator from the election due to the number or severity of their violations.

### **Subsection B – Rights and Responsibilities**

1. The Election Board is responsible for:
  - a. Monitoring the election for potential violations.
  - b. Responding to all inquiries and violation claims in a timely manner.
  - c. Notifying the accused and the accuser of any action taken on a claim.
  - d. Maintaining confidentiality during deliberations and notification of parties, in the event that the Election Board determines a claim does not meet the criteria for a fine or sanction.
  - e. Ensuring appeals and claims do not become moot and that recourse exists for every successful appeal, even if it means altering the Rules or the Calendar.
2. Individuals and tickets maintain the following rights:
  - a. To due process, to the extent that Election Board shall review claims, hear appeals, and notify relevant parties of any resolution in a reasonable timeframe.
  - b. To confidentiality, to the extent that the Election Board shall ensure a campaign is not adversely affected by an unresolved or insufficiently supported claim.
  - c. To appeal any decision of the Election Board to the Governance Board.

### **Section 2 – Fines**

1. All fines resulting from a violation of the Rules shall be deducted from the spending cap of the campaign(s) found in violation.
  - a. In the case that these deductions cause a campaign to exceed its spending cap, the campaign will have violated the campaign finance rules, and as such, shall be subject to disqualification.
  - b. Fines resulting from violations are purely intangible spending cap deductions, and are not physically paid in cash, but may be paid out in kind through materials purchased for the campaign..
2. While individual fines are elaborated upon in the Election Rules of Practice, the Election Board, faced with unforeseen circumstances or a unique situation, may install a new fine that shall be equitably enforced for the duration of the election.

## **ARTICLE VII – CAMPAIGN FINANCE RULES**

### **Section 1 – Fundraising and Spending Cap**

1. The maximum fundraising and spending cap is \$2,000.00.
2. Independent Candidates

- a. If running as an independent, a candidate, a candidate may fundraise and spend no more than \$450.00.
3. Tickets
  - a. Tickets are able to pool and share the resources of their members.
  - b. A ticket may fundraise and spend no more than:
    - i. The summation of the independent caps for each candidate on the ticket, if the summation is less than the maximum cap.
    - ii. The maximum cap if the summation of the independent caps for each candidate on the ticket is greater than the maximum.
  - c. A single non-candidate source may contribute to the ticket no more than 7.5% of that ticket's fundraising cap.
  - d. A Legislative candidate may contribute no more than 7.5% of their independent fundraising cap to their own ticket cap.
  - e. An Executive may contribute no more than 30% of their independent fundraising cap to their own ticket cap.
4. The presence or number of non-candidate ticket members do not impact the fundraising and spending cap of a ticket.
5. All campaign contributions received must be included in the financial report.
6. Direct donations for elections shall only come from candidates seeking an office or other individual donors. No organizations or 501(c)(3) groups, shall contribute any financial support for candidate or ticket election materials or candidate or ticket election funding.
7. A candidate may totally fund their campaign, or the campaign of their ticket, within the current campaign budget rules as outlined by the SGA Election Rules.
8. The maximum amount a candidate may receive in direct donations from any one unaffiliated individual is to be set at 25 dollars.
9. The maximum amount any one ticket may receive in direct donations from any one unaffiliated individual is to be set at 100 dollars.
10. The elections board is required to release campaign finance reports submitted by candidates and tickets within a reasonable time after the submission deadline established by the election calendar.

## **Section 3 2 – Financial Reports**

### **Subsection A – General Rules**

1. Financial reports are required for all tickets and unaffiliated candidates.
2. All financial reports must include the name; and contact information of the person who compiled the report, and the ticket name if submitted by a ticket.
3. All tickets and independent candidates must submit:
  - a. A preliminary financial report outlining fundraising and spending by Sunday, April 3, 12:00pm.
  - b. A final financial report outlining total fundraising and spending for the entirety of the campaign, including those items in the preliminary report, by Friday, April 22, 8:00pm.

4. Proper documentation must accompany all financial reports, and is subject to review by the Election Board.
  - a. The Election Board may amend the value of all items on any financial report if the amount paid is not reasonably within fair market value.
    - i. The Election Board, through the SGA Finance Committee guidelines, shall determine the fair market value of any item in question.
    - ii. The Election Board shall consider the adjusted total in any determination of Rules violations.
    - iii. Any candidate or ticket adversely affected by an adjustment may appeal.
  - b. The Election Board may request additional documentation if documentation is lacking or insufficient.
5. The Election Board shall be responsible for verifying the authenticity of all financial reports.
6. A member of the finance committee, who is not seeking election and is not affiliated with any individual candidate or ticket, shall participate in the review of all financial reports.

#### **Subsection B – Items in a Report**

1. All contributions to a campaign must be included on that campaign's financial reports, and each element listed must include the name and address of each contributor and the date they made that contribution.
  - a. For monetary contributions, the report must include the dollar amount of the contribution.
  - b. If multiple contributions are made over time by the same entity, each contribution must be reported separately.
  - c. For contributions of goods or services, the report must include a description of the contribution and an estimate of its fair market value.
    - i. Time expended campaigning by any individual candidate or non-candidate ticket member shall not be considered in the calculation of fundraising.
    - ii. The same procedures for documentation and the assessment of fair market value in Art. VI, §2(A4) apply.
2. All campaign expenditures by a campaign must be included on that campaign's financial reports, and each element listed must include the date of the expenditure, the purpose of the expenditure, the total expense, and to whom it was paid.
3. A preliminary financial report must include all campaign contributions and expenditures up to two days prior to the start of campaigning-
4. A final financial report must include all information contained in the preliminary report, as well as any additional contributions and expenditures since the preliminary report was prepared.

#### **Subsection 3 – Transparency**

1. The Election Board Chair must ensure that all financial reports are posted on the SGA website within within all deliberate speed after the time of their submission.
  - a. The Election Board shall provide relevant information and documentation for any financial report upon request, within reason and in a manner that ensures confidential material is not compromised.

- b. The Election Board shall update the online postings of the financial reports in the event that a report has been amended.
2. Any falsifications, omissions, or fabrications of items in a financial report constitute a violation of the Election Rules.
3. If a ticket or independent candidate fails to turn in a financial report on time, then the ticket or candidate may be fined or sanctioned at the discretion of the Election Board.