

UC Rules with Campaigning

1. No literature may be distributed inside the UC, except from a reserved, contact table (i.e., it is not permissible to stand in the lobby and hand out literature, ask for signatures, etc...)
2. All spaces for tables and events must be requested at least 2 business days in advance, and are available on a first-come, first-served basis. All reservation requests must be made through SGA, using VEMS (unless a desired space is not available to student schedulers in VEMS, in which case a paper request may be submitted UC 255). Events requiring an AV technician must be requested at least one week (7 days) in advance.
3. Reservation requests may be submitted beginning on Monday before election starts. Every effort will be made to be equitable, but space assignments are subject to availability and made on a first-come, first served basis.
4. Each campaign must designate a scheduler. This person will be responsible for making reservation requests for any and all space requests for your party during the duration of the election season. Each campaign may also designate one back-up scheduler. Only designated schedulers will have access to requesting space. It would be helpful if these individuals are already online-EMS schedulers for other student organizations. To reserve any and all space requests for your party, please come to the Scheduling Office in UC 255. The office can also be contacted through email or phone at scheduling@memphis.edu or (901) 678-2042. Schedulers will need to request space under the UofM Student Government Association client in VEMS.
5. One contact table inside the UC and one outdoor table may be requested each day per party. Tables are assigned on a first-come, first-served basis.

6. Each party will be allowed to request to hang one banner from the west terrace of the UC. Neither party will be allowed to request the space over the door. These requests must be made at least one week in advance and the banner must be weather-proof and no larger than 5' wide (vertically) and 20' Long (horizontally). In addition, one regular, interior banner space, per party, may also be requested inside the UC, pending space availability, for the duration of the election period. Interior banners may be no larger than 8' wide (vertically) and 3' long (horizontally)
7. Signs, posters, and fliers may be posted on UC bulletin boards with appropriate approvals. In the UC, approval for one item (not larger than 11x17) will be granted for each of the four bulletin boards located in the building. No items may be posted on interior walls, doors, overhangs, exterior doors and walls, building columns, fences, utility poles, benches, newspaper and other distribution racks, waste receptacles, signs, signposts, trees, shrubbery, or on automobiles. Permission to post on other campus bulletin boards must be granted by the authorized authority for that board or building.
8. Each party will be responsible for the removal of all campaign materials (stickers, posters, banners, fliers, signs, etc.) by Monday after election. Failure to do so could lead to violations outlined in Section II: Disciplinary Offenses of the Code of Student Rights and Responsibilities and could subject candidates and/or parties to disciplinary sanctions outlined in Section IV: Disciplinary Sanctions of the Code of Student Rights and Responsibilities.
9. Paint or chalk may not be used on campus sidewalks or buildings.
10. Requests to display banners on any campus building other than the UC must be directed to Physical Plant.

11. Each party will be allowed to run one ad on the digital screens in the UC beginning March 17. In order, to run the ad, the party will be required to submit a graphic image at least one week prior to when you want the add to run. It must be formatted as an 8.5"x11" (portrait-style) image.

- a. Failure to follow these directions may result in your ad not running on time, or at all. Please direct any questions to any UC staff Member. Additional information and the University Policy on the Use of Campus Property and Facilities may be found at: <http://policies.memphis.edu/UM1741.htm>. Questions can also be directed to any UC Staff Member in UC 255 (901-678-2042).

Access to and Use of Campus Property and Facilities

Bulletin Boards, Posting of Signs/Banners, and Food/Catering

1. Bulletin Boards/Posting

- a. University may establish bulletin boards or approved areas for posting for specific uses and/or entities,
- b. University may identify individual boards/areas and specify or limit the authorized uses and/or entities for such boards/areas as well as the types of materials which may be posted on a board or area, the maximum size and duration of any notice, and any other special conditions on use,
- c. Such limits shall be conspicuously posted on each board or posting area, and shall control the use of the board when posted,
- d. University requires prior approval for the use of any or all bulletin boards or posting areas on campus, and if required, the name of the official authorized to approve use of the board shall be posted on the board. Use of a board may be denied on the basis of one or more of the following:
 - i. The person or group is not authorized to use the board in question;
 - ii. The material is not the type authorized for the board in question, or fails to meet any special conditions as posted on the board;
 - iii. The material is obscene or otherwise violates any federal or state law or regulation of University; or
 - iv. There is insufficient space available for the material on the board in question due to the previous posting of other materials,
- e. Areas not specifically identified and/or authorized for posting are not available for such purpose for any individual or entity, whether affiliated or unaffiliated,

- f. Exceptions to this policy can be made upon approval of the Vice President of Business and Finance.

2. Posting of Signs/Banners

- a. The placement of signs, banners, posters, and other materials on campus is limited to University departments and activities, registered campus organizations and others as approved pursuant to these guidelines.
- b. The University retains the right to control and approve the time, manner, and place for all signs, banners, posters, and other materials.
- c. Signs, banners, posters, and other materials may only be used to provide general information, promote and advertise an on-campus activity or event, advertise student elections and candidates, or serve as a temporary direction or location of an activity or event on campus.
- d. Commercial advertising signs and solicitation are limited to approved activities on campus or services related to University contracts with vendors, i.e. food service and bookstore. Subject to these guidelines, businesses and outside vendors participating in approved activities on campus may display names and services on banners and signs within the activity area only.
- e. Advertising or publicity cannot be misleading in purpose or content. While the names of commercial sponsors or brand names may appear on signage and other materials, they must be secondary and not be the main theme or purpose of the signage or other materials.
- f. All materials must clearly identify the group, organizations, or person responsible for producing and posting the materials.

- g. Approved signs, publicity materials, and other non-commercial literature may be posted only on bulletin boards.
- h. Materials may not be posted on interior walls and doors, overhangs, exterior doors and walls, building columns, fences, utility poles, benches, newspaper and other distribution racks, waste receptacles, signs, signposts, trees, shrubbery, or on automobiles. Exceptions are permitted only for posting on departments and activities entrance doors informational notices concerning hours or operation, special events, cancellations and similar information.
- i. Paint or chalk may not be used on sidewalks or buildings.
- j. The posting of materials in the residence halls is permitted only with the advance approval of the Office of Residence Life and in accordance with these guidelines.
- k. The posting of materials in the University Center is permitted only with the advance approval of the University Center Director's Office and in accordance with those guidelines.
- l. Materials encouraging the consumption of alcohol or use of tobacco products is prohibited. Information on the posting of advertisements by students and/or organizations may be obtained from the Office of Student Conduct.
- m. Banners may be displayed over the west entrance of the University Center by registered campus organizations. Permission is granted on a first-come, first served basis. Information, scheduling, and procedures may be obtained at the Information Desk in the University Center.
- n. Display of banners inside or outside of residence halls is permitted only with the approval of the Office of Residence Life.

- o. Display of banners on the outside of other University buildings is generally not permitted. Exceptions may be approved by Physical Plant.

ELECTION LAWS

Article I. Applicability of Election Laws and Voter Eligibility

Section A -- Applicability of Election Laws

Elections which shall be governed by the Student Government Association (SGA) Election Laws shall include all elections and referenda conducted on behalf of the SGA, including but not limited to the SGA General Election.

Section B -- Voter Eligibility

All University of Memphis students who have paid registration fees and are currently enrolled are eligible to vote in all SGA elections and referenda. This includes all members of the SGA as defined by the SGA Constitution.

Article II. The Election Commission

Section A -- Enabling Clause

All elections and referenda conducted on behalf of the SGA shall be administered and executed by the SGA Election Commission.

Section B -- Powers and Responsibilities

1. The Election Commission shall investigate all alleged violations of the SGA Election Laws, University of Memphis policy, and all other applicable laws of the SGA.
2. The Election Commission shall have the power to obtain evidence concerning violations of the SGA Election Laws, University of Memphis policy, and all other applicable laws of the SGA.
3. The Election Commission shall issue election sanctions upon determining a violation to have occurred.
4. The Chair of the Election Commission shall be responsible for calling and conducting

Election Commission meetings as necessary.

- a. Election Commission decisions will be made upon a majority vote.
 - b. In the event of a tie, the Chair of the Election Commission shall serve as the tiebreaker.
5. The Election Commission must create an election calendar that outlines all event dates, times, places, and deadlines pertaining to the SGA elections.
 - a. Said calendar must be completed by the last day of January preceding the elections.
 - b. After the election calendar is completed it must be made available on the SGA website.

Section C – Structure

1. The Election Commission shall consist of the Chair of the Election Commission, the appointed election commissioners, and an optional administrative assistant if deemed necessary by the commission.
 - a. The term “election commissioner(s)” shall refer to the Chair of the Election Commission and the other voting members of the Election Commission unless otherwise noted.
2. The Election Commission shall be selected by the following process
 - a. The Advisor to the Student Government Association shall select the Chair of the Election Commission through an application and interview process.
 - b. Election Commission members shall be approved by the Advisor to the Student Government Association with recommendations from the Chair of the Election Commission.

- c. The duties of the Election Commission shall be outlined in the Election laws.

Section D -- Qualifications for Membership

1. In order to serve in any capacity on the Election Commission, one must be a student at the University of Memphis with at least twelve (12) completed hours of coursework.
2. All election commissioners must have a cumulative GPA of at least 2.5 and must maintain said GPA throughout the duration of their term in office.
 - a. Any commissioner who does not meet these requirements or fails to maintain these requirements shall immediately forfeit his or her position.
3. All election commissioners must be in good disciplinary standing with the University of Memphis.

Section E – Limitations

1. Election commissioners shall not run for any position in any branch of the SGA while serving as a commissioner.
2. Election commissioners shall not campaign for any candidate or party involved in a student body-wide election conducted on behalf of the SGA.

Section F -- Resignation or Removal from Office

1. Should any member of the Election Commission wish to resign before the end of their term, a letter of resignation must be given to the SGA President.
2. New appointments to fill the vacant seat(s) must be made within fourteen (14) days of the resignation of the previous office holder.

3. The Chair of the Election Commission or an election commissioner may be removed from office by the Student Court if found to have substantially disrupted, improperly conducted, or compromised the integrity of the election.

Article III. Qualifications for Candidacy

Section A -- General Requirements for Office

All candidates must meet the requirements for their intended office pursuant to the SGA Constitution.

Section B -- Candidate Registration with the Election Commission

1. In order to declare candidacy for any SGA office an official registration must be filed with the Election Commission.
2. All candidates must complete a registration form, in its entirety, as is relevant to the office being sought.
 - a. All forms will be posted on the SGA website in accordance with the election calendar.
 - b. Registrations are due on the date specified by the election calendar.

Section C -- Party Registration with the Election Commission

1. Any person(s) wishing to form a party must register the party with the Election Commission.
2. All parties must include, at minimum, a Presidential candidate, a Vice Presidential candidate, and five (5) Senate candidates.
3. An official party formation request must be filed with the Election Commission to register as a party.

- a. Said form must contain the desired name of the party, as well as names and contact information for the party's designated agents.
- b. The official form shall be available via TigerZone.
- c. Any candidates seeking office under a party must still complete all requirements under Article III, Section B.

Article IV. Campaign Regulations and Provisions

Section A -- Campaign Materials

1. Campaign materials shall be defined as any material used exclusively for the promotion of one's candidacy in the public sphere.
2. All campaign materials must be submitted to the Election Commission for approval before they may be utilized.
 - a. This includes all items in the budget disclosure as outlined in Article V, Section A (1)(b) and Section B(2)(a).
 - b. A maximum of one hundred fifty (150) wall posters (8½ x 11 or larger) are allowed for each party or independent candidate.
 - c. If campaign materials are approved by the Election Commission, a stamp will be affixed in the lower right hand corner and the materials will be available for pick up in the Student Leadership & Involvement office the next business day.
 - d. If campaign materials are in violation of any rule of the Election Code or in violation of any University of Memphis policy they will be returned and the items in questions may be corrected. Materials may be resubmitted for approval when the issues outlined by the Election Commission have been resolved.

Section B – Provisions

1. The SGA shall provide newspaper advertisements in The Daily Helmsman.
 - a. Said advertisements will contain party rosters, election details, and anything else deemed relevant to the election by the Election Commission.
2. The Election Commission shall provide a forum in order to represent all candidates.
 - a. Said forum shall occur the Monday immediately preceding the election.
3. The University of Memphis shall provide all voting software.
 - a. This includes space for candidate biographies prior to the elections, and the ballot that will be used during voting days.

Section C – Social Media Usage

1. All social media usage regarding campaigns must not begin before active campaign.

Active campaign will be the last two weeks of the election cycle.
2. Digital and Physical posts must be specific to your campaign.

Article V. Campaign Finance

Section A -- Regulations and Spending Limits

1. Definitions:
 - a. Campaign funds shall be defined as money from personal or party funds used to directly or indirectly fund the promotion of one's candidacy or party.
 - b. Total funding for each individual party is not to exceed \$2,000. If one's party exceeds the limitation of the budget, the violation could be subject to disciplinary sanctions within the Student Government Association.

- c. Donations shall be defined as any money, item, or material given to a candidate or party by any third party for the purpose of promoting the recipient's candidacy.
 - d. Fair market value shall be defined as the price at which buyers and sellers with a reasonable knowledge of the value of an item, who are not acting under any unusual circumstances or with any ulterior motives, are willing to do business.
- 2. Campaign funds and donations are to be used solely for the SGA elections as is pertinent to the promotion of one's party or personal candidacy, so long as it is in accordance with these Election Laws.

Section B -- Budget Disclosure

- 1. A campaign budget that does not exceed the limit of \$2,000 must be submitted to the Election Commission by each party or independent candidate at least two weeks prior to the beginning of active campaigning.
- 2. Said budget must include any and all expenditures made by the party or any candidate of the party which are used as campaign materials.
 - a. This includes but is not limited to: signs, banners, posters, fliers, newspaper advertisements, hand bills, cards, buttons, shirts, edible items, etc.
- 3. Said budget must include the presidential candidate's signature if running as a party, or the sole candidate's signature if running independently.

Article VI. Election Regulations

Section A -- Election Dates and Times

- 1. The SGA Election shall take place during the last week of March and adhere to the following timeline:
 - a. Voting opens Tuesday
 - b. Voting closes Thursday and results released Friday
 - c. Newly elected officers inaugurated fourteen (14) days after voting closes

Section B -- Campaigning During Elections

1. No candidate shall provide, or allow any other person to provide, laptops or any other voting device to potential voters during the elections.

Article VII. Post-Election Procedures

Section A – Procedures

1. Once the SGA General Election has ended, the results shall not become final until all grievances have been addressed by the Election Commission.
 - a. Grievances must be filed no later than noon on the last day of voting.
2. Once the election results become final the Election Commission shall sign and certify them.
3. The presentation of the election results shall take place the Friday immediately following the election
4. If an elected candidate decides to withdraw from their elected position before they have been sworn in, the candidate with the next highest number of votes shall be granted the position.
5. In the event that all candidates withdraw from their elected position before they have become officially sworn in, a special election must take place within two (2) weeks.
6. All newly elected officials must be sworn in no later than two (2) weeks from the end of the election.
7. All newly elected persons officially assume office upon being sworn in.

Article VIII. Enforcement and Adjudication of Election Laws

Section A – Grievances

1. If any person believes that a candidate has violated any of these Election Laws a grievance must be filed with the Election Commissioner via online submission.
2. All grievances will be reviewed by the Election Commission.
3. If a grievance has been deemed a violation of these Election Laws, a sanction will be issued by the election commission and the candidate will be given the option to appeal the result to the Student Government Association Court.

Section B – Procedure

1. If a grievance has been deemed a violation, the Election Commissioner must inform the affected candidate(s) of their sanction within twenty-four (24) hours.
 - a. The Election Commission shall determine whether or not an investigation into the alleged violation(s) is necessary.
2. If the Election Commission decides to pursue the alleged violation(s), a decision must be rendered by the Election Commission in accordance with these Election Laws within twenty-four (24) hours of the conclusion of the investigation.
3. The Election Commission shall be tasked with carrying out the enforcement of the Election Laws.
 - a. Upon consideration of facts of a grievance, the Election Commission shall have the authority to declare the actions described as a violation of the Election Laws and will issue an appropriate sanction.
 - b. For any violation of these Election Laws which is malicious in nature and substantially disrupts the overall integrity of the election, the Election

Commission and the Student Court shall have the power to completely disqualify the candidate(s) in question from the election. Behavior that could be deemed malicious in nature can include but is not limited to:

- i. Using social media as platforms as harassment, manipulation, lies, abuse, etc.
- ii. Destruction or removal of any other party's campaign materials.
- iii. Physical or verbal confrontations.

Section C – Sanction

1. The Election Commission shall assign each campaign violation upheld against a candidate or party a certain number of points. A point guide is specified below. In considering the number of points to assign for any given campaign violation, the Election Commission shall consider:
 1. the severity of the rule violation,
 2. whether the candidate has prior violations of that rule,
 3. whether the candidate knowingly or negligently violated the campaign rule, and
 4. the effect which the campaign rule violation may have had on the campaign, on other candidates, and to the campus.
2. The Election Commission may not assign points at any level other than whole numbers or half-integers.
3. In addition, assigning a certain number of points to a campaign for rule infractions, the Election Commission shall determine a punishment appropriate to impose on the candidate or party. The Election Commission must impose a sanction upon finding that a candidate or party had indeed violated a campaign rule. The Election Commission may impose only one

(1) punishment per individual candidate or party violation. The sanctions the Election Commission may impose are as follows:

1. Once a candidate or party has been assigned at least five (5) points, the Election Commission may limit campaigning.
2. Once a candidate or party has been assigned at least seven (7) points, the Election Commission may temporarily permanently prohibit campaigning
3. One a candidate or party has been assigned ten (10) or more points, the Election Commission will remove the campaign from the ballot.

1 Point	3 Points	5 Points	10 Points
<ul style="list-style-type: none"> • Tables and/or space not requested 2 days in advance • Unapproved material • More than one digital ad in the UC 	<ul style="list-style-type: none"> • Using social media before active campaigning • Use of paint, chalk or any permanent or semi-permanent materials 	<ul style="list-style-type: none"> • Overspending • Destruction or removal of other candidates campaign materials • Providing voting devices to potential voters 	<ul style="list-style-type: none"> • Behavior malicious in nature

Section D -- Adjudication of the Election Laws

1. The Student Court shall hear all appeals involving these Election Laws.
2. If it has been determined by the Election Commission that a candidate violated these Election Laws, the candidate found in violation can request a hearing with the Student Court within twenty-four (24) hours of the Commission's decision to issue a sanction.

- a. In the event an appeal is requested, the Student Court shall have the responsibility to obtain and review the original grievance along with all evidence, facts, and statements from the original dispute.
 - b. Upon reviewing the evidence, the Student Court shall have sole discretion in deciding whether or not an appeal hearing is necessary.
- 3. Should the Student Court decide to hear an appeal, it must:
 - a. Set a date, time, and place for a hearing that is within three business days of their decision to grant the appeal.
 - b. Notify the Election Commission, the accused party (if any), and the protesting party of said hearing at the earliest available opportunity.

- c. Once the hearing is over, the Student Court shall notify the Chairman of the Election Commission and all parties involved in the dispute within twenty-four (24) hours of a decision being reached.
- 4. If any student believes that the Election Commission has conducted the SGA General Election improperly and in violation of these Election Laws, a grievance may be filed with the Student Court.
 - a. The Student Court shall have the power to investigate any allegations inappropriate action(s) or neglect of duty by the Election Commission.