Candidate Packet
ASI Elections

Associated Students, Inc.
California State University, Fullerton

Please submit by
Tuesday, March 19, 2013
Before 5:00 PM in TSU-207

Must be submitted by Tuesday, March 19, 2013 in order to be included on the ballot
Dear Prospective Candidate:

Thank you for your interest in running in the Spring Elections! The Spring 2013 ASI election will be held on Wednesday, April 10 and Thursday, April 11 to fill one-year terms for sixteen Associated Students, CSUF, Inc., Board of Directors positions and President and Vice President.

Articles VI through XIII of the ASI Bylaws govern the election process. I have included articles VIII, XI, XII and XIII, which are the ASI Elections Campaign Promotion Protocol as well as the University Posting Policy for you to review. Complete sets of the ASI Bylaws may be obtained at the ASI Executive Offices located in TSU-207 or through the ASI website (asi.fullerton.edu). It may also be beneficial for you to review Article IV of the ASI Bylaws as it governs the Board of Directors. **Campaigning may not begin until after the candidate orientation meeting, on March 20, has concluded.**

To be eligible as a candidate on the ballot, you must submit the following documents:

- **CERTIFICATION OF ACADEMIC PROGRESS AND DISCLOSURE (p. 29)**
- **PETITION OF CANDIDACY (p. 30)**
- **AUTHORIZATION FOR EDUCATIONAL RECORD DISCLOSURE (p. 31)**

These documents must arrive in the receiving box in the Associated Students, CSUF, Inc. office, TSU-207 no later than 5:00 PM on Tuesday, March 19, 2013. **ABSOLUTELY NO EXCEPTIONS WILL BE MADE FOR THIS DEADLINE**

You or a representative must also attend the:

**Candidate Orientation Meeting**  
8:00 AM, Wednesday, March 20, 2013  
in the Legislative Chambers of the Titan Student Union

**Attendance is mandatory and late arrivals are not permitted. Either of these infractions will result in being removed from the ballot.** Each candidate must be represented. If you cannot attend the orientation meeting, you are permitted to send a representative in your place; however, **no individual may attend on behalf of more than one candidate.**

If you are elected into office, you must be available on Tuesdays and Thursdays from June 1, 2013 through May 31, 2014 between 1:15 PM and 3:45 PM in order to attend Board of Directors and ASI Committee meetings. Additionally, you are required to attend a mandatory ASI Retreat (dates to be announced by the ASI Board of Directors Chair). Please be sure that this time requirement will fit in your schedule before participating in the election.

Again, thank you for participating in the Spring 2013 ASI election! If you have any questions, you may visit my office in TSU-263, or feel free to email me at aselections@fullerton.edu. You may also contact the ASI Elections Advisor, Dr. Esiquio Uballe, by email at euballe@fullerton.edu or at (657) 278-4941.

I wish you the best!

Megan Martinez  
ASI Elections Commissioner  
aselections@fullerton.edu  
(657) 278-3296
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Spring 2013 ELECTION
Calendar of Events

Wednesday, March 6
**FILING OPEN**
Candidate Packets
Available in TSU-207.

Tuesday, March 19
**FILING CLOSED**
Petition of Candidacy, Certification of Academic Progress, and Authorization for Educational Record Disclosure
Due by 5:00 PM in TSU-207.

Wednesday, March 20
**Candidates’ Orientation Meeting**
8:00 AM in TSU-201 (Legislative Chambers).
Attendance is mandatory. Campaigning officially begins after this meeting.

Wednesday, April 10
**ELECTION DAY**
8:00 AM – 8:00 PM

Thursday, April 11
**ELECTION DAY**
8:00 AM – 8:00 PM
Results announced at 8:00 PM in TSU-201 (Legislative Chambers).

Tuesday, April 16
**Election Expense Report**
Due by 5:00 PM in TSU-246.

IN THE EVENT OF A RUN-OFF ELECTION THE SCHEDULE WILL BE AS FOLLOWS:

Wednesday, April 17
**ELECTION DAY**
8:00 AM – 8:00 PM

Thursday, April 18
**ELECTION DAY**
8:00 AM – 8:00 PM

Tuesday, April 23
**Election Expense Report**
Due by 5:00 PM in TSU-246.
ARTICLE VIII

ELECTIONS: GENERAL

Section 1. ELECTIONS’ SCHEDULE

Clause 1. The ASI general elections will be held Wednesday and Thursday of the 10th week of the semester.

Clause 2. Run-off elections will be held on Wednesday and Thursday of the 11th week of the semester.

Clause 3. Election of the President and Executive Vice President shall be held during the spring semester.

Clause 4. Public notice of an election must be given to members no later than ten (10) legal days prior to the election. The notice shall specify the place(s), the legal day(s), the hours of such elections, and the general nature of the issue(s) to be decided.

Section 2. FILING FOR CANDIDACY

Clause 1. The period for filing Petition of Candidacy forms will be from 8:00 A.M. on Wednesday of the 6th week of the semester through 5:00 P.M. on Tuesday of the 8th week of the semester. Failure to file the Petition for Candidacy form will result in removal from the ballot.

Clause 2. Each candidate shall sign an ASI Conflict of Interest Agreement before he or she begins campaigning. Failure to sign and submit the conflict of interest agreement form prior to campaigning will result in removal from the ballot.

Clause 3. All candidates are required to attend the orientation meeting either in person or through a personal representative. A personal representative is allowed to represent only one candidate at the meeting. This meeting will take place on Wednesday of the 8th week of the semester. The Elections Commissioner will designate and keep the time of the meeting. Failure to attend the orientation meeting by the said and kept time will result in removal from the ballot.

Clause 4. The meeting time, date, and location shall be stated on the Petition for Candidacy forms.

Clause 5. Candidates may run for only one office during a single election.

Section 3. VOTING PROCEDURES

Clause 1. Voting will begin at 8:00 A.M. on the Wednesday of the week of the election and shall be continuous until 8:00 P.M. on the Thursday of the week of the election. The Voting System (System) refers to all polling stations and all internet-connected computers generally available to all students located on the CSUF main and satellite campuses, all of which may be used during elections to process votes. Personal computers may be used to vote.

Clause 2. There shall be election polling stations on campus with internet-connected computers in locations selected by the Elections Commissioner, which are solely dedicated to voting during the hours indicated and posted. A report shall be given to the ASI Board of Directors no later than the 8th week of the semester in accordance with ASI Policy Statement #506.
Clause 3. For run-off elections, the locations and hours of polling stations and on-campus internet-connected computers will be identical to those for the general elections (Clause 2 preceding).

Clause 4. A candidate must use his or her legal first and last name on record with the University on the ballot. The order of the candidates appearing on the ballot shall be determined by a random drawing of names that shall occur at the orientation meeting. In the event of a run-off election, a new ballot order will be determined by a random drawing of names that shall occur after the results are announced.

Clause 5. Each student shall be required to authenticate his or her eligibility to vote by one of the following means:

a. present a valid CSUF student ID card (applicable only at polling stations) and input his or her CSUF TitanCard number and CSUF PIN number, or

b. input his or her CSUF student identification number and his or her CSUF PIN (applicable for the entire System), or

c. input his or her CSUF student email username and his or her CSUF PIN (applicable for the entire System).

Clause 6. When voting for a candidate for the ASI Board of Directors in an election, voters shall be limited as follows:

a. A student with a single declared major or multiple declared majors within the same academic college shall be allowed to cast a single ballot in the academic college in which he or she is currently eligible to vote.

b. A student with multiple declared majors in different academic colleges shall be allowed to cast a single ballot in the academic college as determined by the CSUF student information system.

c. An undeclared student shall be allowed to cast a single ballot in only one academic college of his or her choice.

d. Students in any phase of the STEP Program, any active member of a club that is a member of the EICC affiliated with the College of Education, or any member of Freshman Future Teachers within Freshman Programs that is not declared in the College of Education shall not be able to cast a ballot in the College of Education.

Clause 7. At the end of the last day of voting, the votes shall be tallied by the Elections Commissioner and all write-in ballots shall be verified and counted.

Clause 8. After votes have been counted, the Elections Commissioner shall determine the winner(s) of each race.

a. The names of the winners shall be posted outside the ASI Executive Offices and the results shall be released to the public once finalized. Interim results will not be released to the public.

b. The posting of the results shall constitute notification of the results to all candidates.

Section 4. WRITE-IN CANDIDATES
Clause 1. A write-in candidate may run for any one office of his or her choice for which an election is being held. A write-in candidate must inform the Elections Commissioner of the office for which he or she intends to run by completing an Elections Packet and an ASI Conflict of Interest Agreement. These documents must be submitted to the Elections Commissioner before 5:00 P.M. on Monday prior to the start of the election.

Clause 2. A write-in candidate is responsible for complying with all provisions of this code except Article VIII, Section 2, Clauses 1-3.

Clause 3. A write-in candidate must meet all the qualifications for the office he or she is running for.

Clause 4. A write-in candidate’s first and last name must be spelled correctly by the voter for that vote to count.

Clause 5. A write-in candidate will have until the same deadline as all other candidates to submit a photo and statement to the Elections Commissioner to be posted on the information page of the ballot as defined in ASI Policy Statement #506.

Section 5. RECOUNTS

Clause 1. Recounts may be requested by any candidate for the race in which he or she is running if he or she has reason to believe the count was inaccurate.

Clause 2. Recounts must be requested within one (1) legal day of the final vote count for that election.

Clause 3. The Elections Commissioner shall recount the votes of the specific race requested within two (2) legal days of the request.

Section 6. WINNERS

Clause 1. President and Executive Vice President

a. The winners shall be the candidate team who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one individual vote of the total votes cast.

b. If no candidate team receives a majority of votes in the regular election, the two candidate teams receiving the most votes shall participate in a run-off election.

Clause 2. ASI Board of Directors

a. The winner(s) shall be the candidate(s) receiving the most votes.

b. If two candidates have tied for the most votes, they shall participate in a run-off election.

c. If there are two seats open for one academic college, the candidate receiving the most votes shall be elected to the seat with a full-year term, and the runner-up candidate will be elected to fill the vacant seat and serve until June 30 if elected during the fall General Election and until December 31 if elected during the spring General Election. (See Article IV, Section 3, “Term of Office”.)
ARTICLE XI
QUALIFICATIONS

Section 1. GENERAL  The following qualifications are required of all ASI candidates and officers both elected and appointed:

Clause 1. Incumbent Unit Load  Undergraduate student officers must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office; and

Clause 2. Incumbent Maximum Allowable Units  Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units. Students holding over that number of units will no longer be eligible for office; and

Clause 3. Candidate Unit Load  Undergraduate student candidates must maintain at least six (6) semester units per term while running for office. Graduate student candidates must maintain at least three (3) semester units per term while running for office; and

Clause 4. Candidate Residency  Undergraduate student candidates for office must have been enrolled at CSUF for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible; and

Clause 5. Grade Point Average  All student candidates for or current student officers serving in an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their candidacy, and must maintain these standards; and

Clause 6. Faculty/Staff  A student candidate for office may not be a member of the faculty or staff at CSUF. Graduate assistants shall not be considered faculty or staff. This does not apply to faculty or staff appointed positions.

Section 2. SPECIFIC QUALIFICATIONS

Clause 1. Students with Undeclared Majors

a. A student with an undeclared major may serve on the ASI Board of Directors representing any academic college of his or her choice. When running in an election, a candidate for the ASI Board of Directors with an undeclared major must declare by the election filing date the academic college for which he or she intends to run.

b. A student with an undeclared major may not run as a write-in candidate for more than one academic college. A student with an undeclared major running as a write-in candidate must inform the Elections Commissioner in writing of the academic college for which he or she intends to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.
Clause 2. Students with Multiple Majors

a. A student with multiple declared majors in different academic colleges may serve on the ASI Board of Directors representing only one of his or her academic colleges. When running in an election, a candidate for the ASI Board of Directors with multiple declared majors must declare by the election filing date the academic college for which he or she intends to run.

b. A student with multiple declared majors in different academic colleges may not run as a write-in candidate for more than one of his or her academic colleges. A student with multiple declared majors running as a write-in candidate must inform the Elections Commissioner in writing of the college for which he or she intends to run. Notification must be made before 5:00 P.M. on Tuesday prior to the start of the election.

Clause 3. Students with Minors

a. A student with a minor in an academic college different than the academic college of his or her declared major may be appointed to represent the academic college of the minor on the ASI Board of Directors. An appointment of this nature would be due to a vacancy on the ASI Board of Directors as described in Article IV, Section 4 of these Bylaws.

Clause 4. Students Interested in Representing the College of Education

A student interested in representing the College of Education does not have to be enrolled in the College but qualifies as a candidate if he or she meets the general and/or specific qualifications and is part of one of the following groups or programs:

a. any phase of the STEP program,

b. an active member of a club that is a member of the EICC affiliated with the College of Education, or

c. a member of Freshman Future Teachers within Freshmen Programs.

Clause 5. Presidential and Executive Vice Presidential candidates must run as a team. Individual candidates for either office shall not be allowed.

Clause 6. No member of the ASI Board of Directors or the ASI Executive Staff shall serve on any of the ASI funding councils or programs in a position that receives a financial award or scholarship.

Section 3. VERIFICATION The Dean of Students or a designated representative will verify the qualifications of candidates running for office or submitted for approval. The Dean of Students or a designated representative will report to the ASI Executive Director concerning the qualifications of officers, candidates, and ASI Board of Directors. The ASI Executive Director will have the responsibility to report any ineligible officers, candidates, and ASI Board of Directors who don’t meet qualifications set forth in these Bylaws and/or directives from the Chancellor’s Office.
ARTICLE XII

CAMPAIGN CONDUCT AND RESPONSIBILITY

Section 1. EXPENSES

Clause 1. All candidates must submit an Election Expense Report to the Elections Commissioner listing all expenses and donations.

a. Copies of all candidates’ campaign materials and receipts for expenses (not including donated material) must be submitted with the Election Expense Report.

b. Donated material will be reported at fair market value for the items or services.

c. Election Expense Reports will be due by 5:00 P.M. on the Tuesday after the election unless otherwise arranged with the Elections Commissioner. These reports shall be placed in a locked box in the Elections Advisor’s office area, Student Organization Resource Center, TSU-246.

d. Election Expense Reports will be considered public information.

Section 2. CAMPAIGNING

Clause 1. Campaigning shall be defined as the posting or distribution of campaign materials and/or speaking to CSUF classes, CSUF-recognized student organizations, and/or a CSUF student in order to influence his or her vote.

Clause 2. Violation of the following will result in a penalty as set forth in Article XIII, Section 2.

a. Campaign materials may not be posted at any on- or off-campus locations or distributed until after the orientation meeting has adjourned. This does not include special elections.

b. The University Posting Policy must be followed when posting any campaign materials.

c. No food, beverage, tobacco, or tobacco-related product shall be used to promote a candidate with the exception of prepackaged snacks and bottled water.

d. A candidate or candidate’s team is not allowed to use internet enabled devices to acquire votes from students. These types of devices are also not allowed to be present at any campaign table.

e. Property of the Corporation and the University with the exception of that which is openly accessible to all students shall not be used to produce copies of any campaign material or promote an individual candidate.

f. No campaign materials shall contain the name of any person without prior written consent of that individual. Any materials in violation will be seized and destroyed by the Elections Commissioner.

g. There will be no active campaigning within 50 feet of the polling stations, in any place where campaigners block access to a building or room, nor in the Pollak Library.
h. There will be no active campaigning toward voters to influence their decisions once the voters have entered the 50-foot perimeter of an official ASI polling station.

i. No candidate or issue-driven campaign material shall be posted in any campus computer lab or classroom containing computers provided by the university nor shall any campaigning block student access to computers normally accessible to students.

Clause 3. Candidates and other campaigners cannot block walkways, interfere with voting, or harass voters. This includes impeding traffic when tabling.

Clause 4. No support may be solicited for candidates or special issues from the faculty, staff, administration, or non-student employees of the University. This does not prohibit asking permission to speak in front of a class.

Clause 5. Endorsement of individual candidate(s) is allowed.

a. Individuals may not endorse a candidate until after campaigning has begun.

b. ASI student leaders may support individual candidates but not under the title of ASI leadership.

Clause 6. Clubs and organizations may endorse candidates.

a. Clubs and organizations may not endorse a candidate until after campaigning has begun.

b. The club or organization shall determine how it authorizes the endorsement of candidates. The president, chair, or highest ranking officer shall notify the candidate of the endorsement.

c. ASI, its programs, and its standing committees shall not as a collective body endorse candidates.

Clause 7. All posted campaign materials must be removed within seven (7) calendar days after the announcement of the election winners.

Section 3. CAMPAIGN CONDUCT

Clause 1. Violation of the following will result in a penalty as set forth in Article XIII, Section 2.

a. All university conduct policies must be followed when campaigning.

b. All campaigners will run a clean campaign and not destroy or remove other campaign materials. Proven cases of destroying or removing campaign materials could result in disciplinary action by the Elections Commissioner and/or the ASI Board of Directors.

Clause 2. Candidates and their supporters shall use the highest standards of ethics when campaigning and discussing other candidates.
ARTICLE XIII
ENFORCEMENT

Section 1. COMPLAINTS

Clause 1. Any individual having knowledge of a violation of these Bylaws may make a written complaint to the ASI Board of Directors.

Clause 2. Formal complaints will be made in written form and submitted to the ASI Elections Advisor who will forward the complaint to the Elections Commissioner for review.
   a. Paper forms may be picked up at the Student Organization Resource Center or in the ASI Elections Office. Forms are available to print out online through the ASI Elections website.
   b. A complaint must state the who, what, where, when and how of the violation.
   c. The complaint must be signed and have a contact phone number. Anonymous complaints will not be considered.
   d. Incomplete forms will not be accepted.

Clause 3. Election complaints must be submitted by 5:00 P.M. on the Tuesday following the election. Issues arising after this time should follow the guidelines for recalling an officer as stated in Article X, Section 3 of these Bylaws.

Clause 4. Upon request of the Elections Commissioner, the ASI Board of Directors shall investigate a complaint within forty-eight (48) hours and determine if action is needed.

Clause 5. With or without formal complaint, the ASI Board of Directors will act on violations it is aware of within five (5) legal days after investigation is concluded.

Clause 6. Complaints must be proven at a special meeting of the ASI Board of Directors with the burden of proof being on the complainant.

Clause 7. All eligible complaints must be reviewed and investigated before the election can be certified.

Section 2. PENALTIES

Clause 1. If a candidate violates any provision of the Bylaws or a directive of the Elections Commissioner, the Elections Commissioner may refer the violation to the ASI Board of Directors for action. Disqualification is a last resort; other disciplinary action should be tried first.

Clause 2. Any violation of Article XII of these Bylaws may result in a consequence including suspension or revocation of any publicity, posting, campaigning privileges, and/or automatic disqualification and shall be administered at the discretion of the Elections Commissioner. Consequences are appealable to the ASI Board of Directors.
   a. A violation shall be defined as a formal complaint that has been filed with and validated by the Elections Commissioner.
b. All violations shall be thoroughly documented by the Elections Commissioner as all violations are subject to appeal to the ASI Board of Directors.

c. Each candidate or candidate team who has accrued three violations of any offense will automatically be disqualified. The recommended penalties left to the discretion of the Elections Commissioner are as follows:

(1) The first violation shall result in a verbal warning.

(2) The second violation shall result in consequences as described in Clause 2 of this section except removal from the ballot and a public notice at polling stations that describes the violation.

(3) The third violation shall result in automatic disqualification.

d. A violation of the Campaign Materials Bylaws as stated in Article XII, Section 3 will need to be corrected within six (6) hours of a verbal warning from the Elections Commissioner.

(1) The Elections Commissioner, Elections Staff, and Elections Commission reserve the right to remove any campaign materials in violation of Article XII, Section 3 of the Bylaws.

Clause 3. Failure to adhere to the direction of the Elections Commissioner will result in public notice of the failure and the details of the violation to which the failure applies.

a. Public notices shall be printed on brightly colored paper and shall be posted at polling stations in a manner that forces voters to physically move the notice in order to see the ballot.

b. The public notices at polling stations as described in Clause 2 of this section shall read the following prior to the name of the candidate(s) and a description of the violation(s):

“The following are violations of the ASI Bylaws and are seen as an unfair advantage to other candidates. This notice is a result of multiple violations. A continuation of violations by the candidate may result in automatic disqualification from the election. Violations are determined by the Elections Commissioner and appealable to the ASI Board of Directors by the candidate(s). Please take them into full consideration when making your decision.”

Section 3. AUTOMATIC DISQUALIFICATION

Clause 1. Although disqualification may be appropriate for other reasons, automatic disqualification will result for the following reasons:

a. The candidate failed to meet eligibility requirements including grade point qualifications as stated in Article XI.

b. The candidate failed to submit an Election Expense Report.

c. The candidate has accrued three validated election violations.

d. A student candidate for office may not run in an election in which he or she has served as the Elections Commissioner at any point of the fiscal year in which he or she wishes to run.
Section 4. **AUTOMATIC REMOVAL FROM BALLOT**

Clause 1. Automatic removal of a candidate from the ballot of any election will result should any of the following occur:

   a. The potential candidate running for ASI office fails to attend the orientation meeting either in person or via a representative.

   b. The potential candidate running for ASI office fails to submit a completed petition for candidacy by the scheduled due date and time.

   c. The potential candidate fails to sign and submit the conflict of interest agreement form at the time of filing for candidacy.
### Spring 2013 ELECTION
#### Breakdown of Undergraduate Majors by College

1. **COLLEGE OF THE ARTS**
   - Art
   - Dance
   - Music
   - Theatre

2. **COLLEGE OF BUSINESS AND ECONOMICS**
   - Accounting
   - Business Administration
   - Economics
   - Information Systems and Decision Sciences
   - International Business

3. **COLLEGE OF COMMUNICATIONS**
   - Communications
   - Communicative Disorders
   - Speech Communications
   - Radio-TV-Film

4. **COLLEGE OF EDUCATION**
   - Education
   - Instructional Design and Technology
   - *ASI Bylaws, Article IV, Section 3, Allows students to run for the College of Education if they are part of one of the following groups/
     - Programs:
       - STEP Program
       - EICC Club Affiliate Active Member
       - Freshman Future Teachers Program

5. **COLLEGE OF ENGINEERING AND COMPUTER SCIENCE**
   - Computer Engineering
   - Computer Science
   - Civil Engineering
   - Electrical Engineering
   - Mechanical Engineering
   - Software Engineering

6. **COLLEGE OF THE HEALTH AND HUMAN DEVELOPMENT**
   - Child and Adolescent Development
   - Counseling
   - Health Science
   - Kinesiology
   - Nursing
   - Public Health
   - Athletic Training

7. **COLLEGE OF THE HUMANITIES AND SOCIAL SCIENCES**
   - American Studies
   - Anthropology
   - Comparative Literature
   - Criminal Justice
   - English
   - Environmental Studies
   - Ethnic Studies (Afro, Asian American, Chicano)
   - European Studies
   - French
   - Geography
   - German
   - Gerontology
   - History
   - Japanese
   - Latin American Studies
   - Liberal Studies
   - Linguistics
   - Philosophy
   - Political Science
   - Psychology
   - Public Administration
   - Religious Studies
   - Sociology
   - Spanish
   - Teaching English to Speakers of Other Languages
   - Women’s Studies

8. **COLLEGE OF THE NATURAL SCIENCES AND MATHEMATICS**
   - Biological Science
   - Chemistry
   - Geology
   - Mathematics
   - Physics
ON-LINE STATEMENT AND PHOTOS:

All candidates will have the opportunity to submit a one or two paragraph statement (which should include a brief bio, past leadership experience(s) and goals for ASI) and a photo to be posted on the website for students to access before voting. All statements must be submitted to the ASI Elections Commissioner via email by Tuesday, March 22, 2013, in order to be included on the site. The ASI Elections Commissioner will take a digital photo of each candidate at the Candidate Orientation on Wednesday, March 20, 2013. If you would like to submit your own photo, please send it via email in a .bmp, .gif or .jpg format with your statement by the due date. If your photo and statement are not received by March 22, they may not be included on the candidate information website. The website will be available to preview your photo and statement on March 27. If there are any changes to be made, they must be submitted to the elections commissioner via email by 2 p.m. on March 29.
Guidelines for the Posting of Printed Materials: Flyers

For ASI ELECTIONS ONLY

Candidates for ASI elections may post an unlimited number of campaign materials (including flyers, handbills, and stakes) on campus. These flyers may be up for a maximum of one (1) month, and may only be posted in designated areas (detailed below). All campaign materials posted by an ASI candidate must be approved by the Student Organization Resource Center (SORC). Approved materials will be designated by a prominent “Approved – Dean of Students” stamp, and will be initialed at the SORC’s discretion.

For flyers and posters (8 ½" x 11" up to 11" x 17"): (this includes half or quarter sheets)

**Do…**

- Bring your original flyer to the SORC for approval
- Completely spell out your name and the position for which you are running
- Clearly show the event name (i.e., ASI Elections for…)
- Clearly show the date, time and location if applicable
- Provide a contact name and phone number or email address.
- Remove expired items, unstamped items, or items which exceed more than one posting per open board.
- Use tape, thumb tacks, staples on appropriate surfaces (bulletin boards).

**Don’t…**

- Post more than one (1) flyer/poster per bulletin board, planter area, dirt spots or bush locations.
- Use an acronym/initials instead of your full name or the full name of your organization
- Forget to show all necessary details
- Put up flyers for events more than one month away (flyers can only be up for 1 month at a time!)
- Use inappropriate methods to attach flyers (tape over painted surfaces)
- Use an A-Frame (sandwich board)
- Remove or post over another group’s flyers if the approval stamp has not expired.

Note: Any flyers found posted lacking the appropriate stamp of approval or found posted in an unapproved location will be removed immediately. Individuals or organizations found posting in an unapproved location or without proper approval by the SORC will be considered in violation of the CSUF Posting Policy, and subject to the penalties therein.

For more information on the University’s Policy on Posting, please visit http://www.fullerton.edu/policies/presdir/dir4.htm
Approved Posting Locations

**Indoors**

- **On the numerous open bulletin boards** located inside campus buildings for a 1-month period (i.e., McCarthy Hall, University Hall, Humanities, Titan Student Union, etc.).

- **Having procured prior department permission** to post on departmental or club office bulletin boards

*Note: ASI candidates are responsible for removing all expired flyers*

**Outdoors**

- **Post information in conjunction with a table set up in the Central Quad or on Titan Walk to distribute information, promote an event, etc.**

- **Post on wooden stakes that are driven into dirt locations** in campus landscape areas with adherence to the following:
  - Stakes must be no taller than 3 feet.
  - The name of the organization must be printed on the stakes.
  - Stakes must be driven into dirt surfaces only, any grass-covered surface or dirt area within a grass location is **not** allowed.
  - Organizations must provide their own stakes.
  - No more than one poster per planter/landscape area.

Prohibited Posting Locations

- **On union related bulletin boards, Departmental or Office bulletin boards without procuring prior permission from the department/office.**

- **Titan Walk, Performing Arts Promenade, Mihaylo Hall and the Student Recreation Center.**

- **Nutwood and State College Parking Structures.**

- **On wooden stakes into any grass-covered surface.**

- **On walls, glass, doors, plywood barriers at construction sites, trees, light poles, permanent signs, ATM machines, atop other signs, telephone booths, vending machines, tables, benches, or any location not listed above.**

- **Sandwich Boards**

  Unfortunately, the Dean of Students Office cannot allow the placement of temporary and/or movable structures (sandwich boards) to be used to post flyers or posters due to following issues: safety and aesthetic concerns; they provide a location for unauthorized postings; and because of the potential for the increase in the number of these boards on campus. Club and organization sandwich boards are not allowed with the exception of an easel placed temporarily in conjunction with an event or information table in the Central Quad or Titan Walk. An exception is being made to allow the boards located at the Langsdorf Patio location, provided that they are properly maintained. Please direct any questions or concerns regarding sandwich boards to Dr. Esiquio Ubalde, Associate Dean of Student Life at euballe@fullerton.edu or call (657) 278-7622.

Removal of Materials

Anyone may remove expired items, items which exceed more than one posting per open board (indoors and outdoors), and/or items that have not been stamped by the Student Organization Resource Center to make room for new materials. Please report postings that are in violation to the SORC. **Otherwise, students are expected to remove all expired flyers and stakes.**

Posting Violations

Student organizations that violate the posting policy will be subject to the following. The first two violations will result in warnings that will be issued through letters sent to the president and advisor. A third posting violation will result in
Guidelines for the Posting of Printed Materials: Banners

For ASI ELECTIONS ONLY

Candidates for ASI elections may post banners on campus. Banner space must be reserved by completing a Banner Space Request Form and submitting it to the Student Organization Resource Center (SORC). All banners must be approved for content prior to display, and may not be hung for more than two (2) weeks (Monday-Sunday). Banners may only be posted in designated areas (detailed below). Candidates may reserve no more than 2 banner space locations. Banner space reservations are available on a first come first served basis which may be determined by lottery if necessary. Every banner posted by an ASI candidate must be approved by the SORC. Students whose banner space request is approved will receive a Confirmation of Banner Space Reservation sent via email from the SORC. This confirmation will include the name of the location and the dates for which the banner was approved.

For banners (up to 4’ x 8’):

**Do…**

- Get all banner content approved by the Student Organization Resource Center
- Completely spell out your name and the position for which you are running
- Clearly show the event name (i.e., ASI Elections for…)
- Hang the banner on an approved location
- Hang the banner with string or twine only
- Reinforce the banner edges with masking or other thick tape
- Compose the lettering/images on the banner with non-water soluble paint (otherwise the graphics and text will run if it rains)
- Only hang the banner in your approved location

**Don’t…**

- Hang the banner for more than (2) weeks
- Hang the banner on any exterior wall, window or door
- Hang the banner on any interior wall, window, or door (i.e. student organization campus office)
- Hang the banner on any tree, plant, light standard, utility pole, overhead support column
- Attach the banner to any sidewalk or ground area
- Hang the banner on any railing or fence not described in your approved location
- Hang more than one banner per approved location
- Hang the banner on top of any pre-existing banner, poster or flyer
Banner Hanging Locations:

1. Langsdorf Hall: North Entrance, 2nd Floor
   In the glass area above the 2nd floor north entrance to Langsdorf Hall, to be hung as large anchored banners. Only one (1) banner is allowed at this location at any given time.

2. Education Classroom Building: Southwest Railing
   On the southwest railing leading to the main entrance of the Education Classroom Building, to be hung as large anchored banners. Only six (6) banners are allowed at this location at any given time.

3. Humanities Building: 2nd and 3rd Floor Balconies
   On the Quad-facing railings of the Humanities Building, to be hung as large anchored banners. Only six (6) banners are allowed at this location at any given time.
4. McCarthy Hall Building: North and East facing railings

On the Quad-facing railings of the McCarthy Hall Building, to be hung as large anchored banners. Only six (6) banners are allowed at these locations at any given time.
5. **Performing Arts and McCarthy Hall Bridge: East and West facing railings**

On either railing of the bridge connecting the Performing Arts and McCarthy Hall buildings, to be hung as large anchored banners. Only two (2) banners are allowed at this location at any given time.

6. **Kinesiology and Health Science Building: South West railing**

On the railing at the South West side of the Kinesiology and Health Science (formerly Physical Education Building) building. Only four (4) banners are allowed at any given period.
7. Computer Science Building: South stairwell railings
On the outside face of the south stairwell of the Computer Science Building. Only three (3) banners are allowed at this location at any given time.

For questions contact:
Student Organization Resource Center
Dean of Students Office
California State University, Fullerton
PO Box 6830 – TSU 247
Fullerton, CA 92834-6830
(657) 278-7622
(657) 278-5194 (fax)
sorc@fullerton.edu
CSUF Housing
ASI Election Posting Guidelines

1. Flyers size (8.5 x 11) must be taken to the RA Office for posting.

2. No more than 21 flyers per candidate.

3. Individual candidates should not post flyers themselves.

4. Chalking, banner or staking anywhere in housing is prohibited.

5. All items must be approved by SORC before posting.
Poster Guidelines
California State University, Fullerton
Irvine Campus

The Student Affairs office wishes to assist student organizations and off campus vendors in publicizing events on campus, asking only that the best possible use be made of available space in order to avoid unsightly, or damaging displays and to allow space for the number of activities which occur at CSUF, Irvine Campus. The following has been adopted to assure success in these regards:

Posters
Approval
- The Student Affairs Office must approve all posters. Posters cannot be displayed without an approval stamp. A Fullerton campus Dean of Students office stamp is acceptable.

Format
- All posters must be designed in a clean, professional format.
- Posters must clearly provide all necessary information for the public.
- Posters may be no larger than 3’x2’ (typical poster-board size).

Location
- Posters can be hung in any glass enclosed bulletin board with the prior permission of the Coordinator for Student Affairs.
- Posters may not exceed the background against which they are attached.
- Only two posters for the same event per floor are allowed.

Flyer Guidelines
Approval
- The Student Affairs Office must approve all flyers (8½” x 11” or 11” x 17”). Flyers cannot be displayed without an approval stamp. A Fullerton campus Dean of Students office stamp is acceptable.

Location
- Flyers may only be posted in the enclosed glass display cases. No flyer shall exceed 11” x 17 and only one board (does not include front/black).
- Flyers can be posted on the outdoor patio umbrellas adjacent to the TSU, not to exceed two flyers per table.

Format
- It is required that flyers be hung using blue painters tape.
- Tape should be folded in the back of the flyer on all fours corners or as a border around the flyer.
Banners

Approval

• The Student Affairs Office must approve banners.

Format

• Blue painters tape must be used.
• Banner size cannot exceed 8 feet long by 4 feet high.
• All writing on banners must be done with a non-water soluble paint.
• The banner must legibly identify its sponsor and/or source.
• The banner is intended to publicize a scheduled event on or off campus and is allowed to hang for no more than ten days.

Location

• The Titan Student Union wall above the computer laptop counter area or in front of a glass bulletin board (may not be posted for more than 48 hrs in front of any bulletin board).

Additional Guidelines

 Posters, flyers or banners written in a language other than English must indicate the name of the sponsoring organization in English. In addition, the group must provide the Coordinator for Student Affairs with an English translation of the information being posted prior to being granted approval for posting.
 Materials not posted in accordance with the above will be removed. Anyone may remove expired items to make room for new materials, items which exceed more than one posting per location, or items that have not been approved by the Coordinator for Student Affairs.
 Organizations that are not officially recognized, such as off-campus organizations, including those that are non-profit or commercial in nature, are permitted to post on campus as follows:
   Flyers for bulletin boards (4 locations) approved by the Coordinator for Student Affairs, provided the material has first been approved and stamped by the Student Affairs staff official. Posting(s) will remain for a two-week period only. Banners and handbills are not permitted on campus from non University recognized organizations.

Implementation of these guidelines shall be the responsibility of the Coordinator for Student Affairs and/or his/her designated representatives in consultation, when necessary, with the appropriate authorities.

Additional information on the CSU Fullerton, Irvine campus posting guidelines may be obtained by contacting the Coordinator for Student Affairs, IRVC-159 or (657) 278-1658.
Dean of Students Office
ASI Elections Campaign Promotion Protocol

The following campaign promotion protocol must be followed during the days of ASI Elections. Prior to the days of voting, candidates should follow the current Dean of Students Office guidelines for posting materials, reserving space and distributing materials.

1. All campaign materials (including handbills, poster, stakes, etc.) must be stamped and on file with the Dean of Students Office.

2. All candidates will participate in an information workshop during the candidate orientation in order to be eligible to reserve facilities on campus. Facilities cannot be reserved until the conclusion of the candidate orientation meeting. All facilities are available on a first come first served basis.

3. Banner space (maximum of two (2)) cannot be reserved until the conclusion of the candidate orientation meeting. The space is available on a first come first served basis.

4. During the days of ASI voting, candidates are allowed to choose five (5) campaigning locations on campus and are limited to two (2) tables per location.

5. Tables can be reserved using the ASI Elections account at the TSU Information and Services desk located in the lobby of the TSU. However, in order to do so, candidates must sign the proper paperwork with the ASI Elections Commissioner.

6. During the days of ASI voting, the central quad and Becker Amphitheater are not available for reservation by individual candidates but can be reserved by ASI in order to host election events.
**Spring 2013 ELECTION**

**Election Expense Report**

THIS STATEMENT MUST BE COMPLETED ACCURATELY AND SUBMITTED NO LATER THAN 5:00 PM ON TUESDAY, April 16, 2013 (or Tuesday, April 23, 2013 in the event of Run-offs) IN TSU-246. IT MUST BE TURNED IN EVEN IF NO FUNDS WERE SPENT. A LOCKED BOX WILL BE PROVIDED FOR THE FORMS. REFER TO THE ASI BYLAWS FOR RULES GOVERNING THIS STATEMENT.

NAME: ____________________________ DATE: ________________

CWID: ____________________________ COLLEGE: ________________

ITEMIZE ALL DONATIONS AND EXPENSES. ATTACH ORIGINAL RECEIPTS AND COPIES OF ALL CAMPAIGN MATERIALS.

1. PLEASE LIST DONATIONS AND THEIR ESTIMATED VALUE (if applicable).

<table>
<thead>
<tr>
<th>Description of Donation and Donor’s Name, Address</th>
<th>Value:</th>
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<tbody>
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**TOTAL DONATIONS $_________**

2. PLEASE LIST ALL EXPENSES

<table>
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<th>QUANTITY:</th>
<th>COST:</th>
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<tbody>
<tr>
<td>Handbills</td>
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</tr>
<tr>
<td>Banners/Posters</td>
<td>$_________</td>
</tr>
<tr>
<td>Other</td>
<td>$_________</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES $_________**

**TOTAL DONATIONS & EXPENSES $_________**

CANDIDATE’S SIGNATURE_____________________________________________________________
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Candidates for office in the Associated Students, CSUF, Inc. must meet academic requirements to be eligible to be Candidates and to hold office after being elected. The form below is intended to present the majority of these requirements and to expedite the procedure whereby the Election Commissioner and Dean of Students Office can verify your candidacy and can verify your continuing eligibility. For a complete statement of requirements, please see Article XI of the ASI By-Laws.

REQUIREMENTS OF CANDIDACY:

All candidates must have been enrolled at CSUF for at least one semester, must be in good standing, must not be on probation, and must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their consideration or candidacy. In addition, all candidates must be enrolled in the college for which they are running by the orientation meeting.

ACADEMIC REQUIREMENTS WHILE HOLDING OFFICE:

|                     | Minimum GPA | Minimum Overall | Current
|---------------------|-------------|-----------------|--------
| per semester        | Required    | CSUF GPA        | Units  |
| Undergraduate       | 2.0         | 2.5             | 6 or more |
| Graduate Student    | 2.0         | 2.5             | 3 or more |

(The maximum units allowed while in office are 150 semester units, or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units.)

CERTIFICATION:

I certify that I am an eligible candidate based on the academic requirements listed above and that I will complete the required 6 units of credit for undergraduate student candidates or the required 3 units of credit for graduate student candidates while running for office.

I also certify that I fully understand the academic progress regulations and that I will be disqualified from candidacy or office upon failing to meet these requirements.

SIGNATURE:________________________

DATE:____________________________

CWID:____________________________

1 of 3 documents to be turned in by Tuesday, March 19, 2013
NAME (print): 

CWID: ___________________________ MAJOR: ___________________________

SEMESTERS COMPLETED AT CSUF: ____________ OVERALL CSUF GPA: ____________

UNITS COMPLETED AT CSUF: ____________ UNITS IN PROGRESS: ____________

ADDRESS (street/city/zip): __________________________________________________________________________________________

HOME PHONE #: ___________________________ CELL PHONE #: ___________________________

E-MAIL ADDRESS: __________________________________________________________________________________________

CANDIDATE FOR THE FOLLOWING OFFICE: __________________________________________________________________________

******************************************************************************

I agree that any campaigning pertaining to my candidacy, both posting and distribution, will not begin until after the Mandatory Candidate Orientation Meeting on Wednesday, March 20, 2013.

I agree that I will attend the Mandatory Candidate Orientation Meeting on Wednesday, March 20, 2013 at 8:00 AM in the Titan Student Union Legislative Chambers. I understand that if I do not attend or send a representative, I may be disqualified. (Please note: Attendees may sign in for only one candidate.)

I agree to submit my Election Expense Report form(s) by 5:00 PM on Tuesday, April 16, 2013. I understand that an Election Expense Report form must be submitted even if no money was spent.

I agree to notify the Elections Commissioner if any of the information I provided above changes.

I agree to the best of my ability, to be responsible for removing all campaign materials pertaining to my candidacy following the election.

ANY INFRACTION OF THIS AGREEMENT MAY RESULT IN MY IMMEDIATE DISQUALIFICATION

I agree, if elected, to be available on Tuesdays and Thursdays from June 1, 2013 through May 31, 2014 between 1:00 PM and 4:00 PM in order to attend Board and committee meetings.

I agree, if elected, to be available for mandatory ASI Retreats to be held over summer and winter sessions.

ANY INFRACTION OF THIS AGREEMENT MAY RESULT IN MY IMMEDIATE REMOVAL

SIGNATURE: ___________________________

DATE: ___________________________

2 of 3 documents to be turned in by Tuesday, March 19, 2013
University Policy

University policy prohibits the release of personally identifiable information for educational records of students without their prior written authorization. Exemptions to this policy include: a) release of such information to a specified list of officials with a legitimate educational interest in the record, b) the release of such information in response to a court order, health, or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the students.

Associated Students, CSUF, Inc. Officers

I authorize Associated Students, CSUF, Inc., to access my academic transcript to verify my Cal State Fullerton and overall grade point average, unit totals, and number of semesters at Cal State Fullerton. I understand that this information will be obtained by the Dean of Students Office or the Office of the Vice President for Student Affairs, and released only to the Associated Students, CSUF, Inc. Advisor.

I understand the purpose of this disclosure is to ensure that I comply with the minimum academic requirements established by the Corporation’s By-Laws. I understand that this release will remain in effect as long as I remain an officer/director of the Corporation, unless I submit a written relocation of this authorization to the Dean of Students Office.

Signature ___________________________ Date ________

Print Full Name (first, middle, last) ___________________________ CWID ________

Verified by ___________________________ Date ________
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