



# CLUBS

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UTAH VALLEY UNIVERSITY

**2021-2022**

## **Inter-Club Council President Candidate Election Packet**

**Due: FEBRUARY 5, 2021 at Noon**  
**(LATE APPLICATIONS WILL NOT BE ACCEPTED)**

Return to the Clubs Office, SL 122

Questions? Please contact Chelsey Reay at 801-863-6754 or email [ChelseaR@uvu.edu](mailto:ChelseaR@uvu.edu)

**PLEASE NOTE THIS IS A SEPARATE ELECTION FROM THE GENERAL STUDENT BODY OFFICER ELECTION**

## ELECTION TIMELINE

February 5, 2021 @ Noon	Election Packet Due-SL 122
February 9, 2021 @ 11am	Campaign Orientation and Rule Meeting, Candidate Photos, and Campaign Videos-SL 122
February 11, 2021	Club Rush Campaign Video Uploaded
February 22-February 26, 2021	Candidate Instagram Take-Overs
March 2, 2021 @ Noon	ICC Meeting: Meet the Candidate-Zoom
March 3, 2021 @ 2pm	ICC Meeting: Meet the Candidate-Zoom
March 2-4, 2021	Election Link Active to Voting Members
March 5, 2021 @ Noon	ICC President Announcement- Social Media

## 2021-2022 MANDATORY EVENTS

Training Meeting(s)	Determined upon election and availability
Ambassador Application Review & Interviews	April 12-16, 2021   TBA   SL 122
Clubs Closing & Transition Banquet	April 22, 2021   TBA   TBA
Utah Leadership Academy (ULA)	May 18-21, 2021   TBA   All Day/Overnight
ICC Board Training Retreat	Determined upon availability of board
Wolverine Summit	August 20, 2021   UVU Student Center   3pm-10pm
Summer ICC Board Meetings	Determined upon availability of board

## 2021-2022 MANDATORY MEETINGS/OFFICE HOURS

	Day of the Week	Time	Re-occurrence
Office Hours	Tuesday, Wednesday, Thursday	10am-1pm or Noon-3pm	Weekly
ICC Executive Board Meeting	Wednesday	Noon-1pm	Weekly
ICC General Assembly Meeting	1 <sup>st</sup> Tuesday, 1 <sup>st</sup> Wednesday	TBA	Monthly

Note: The mandatory meeting/office hours listed above is limited to regularly standing meetings. Additional meeting, appointments, etc. may be required.

For questions regarding the election timeline or the mandatory officer dates, please contact current ICC President, Chelsea Reay at 801-863-6754 or [ChelseaR@uvu.edu](mailto:ChelseaR@uvu.edu), or Clubs Office Coordinator, Andrea Betts at 801-863-8820 or [Andrea.Betts@uvu.edu](mailto:Andrea.Betts@uvu.edu)

# WHAT DOES THE INTER-CLUB COUNCIL PRESIDENT DO?

## **Duties of Office:**

- Serves as the President of the Inter-Club Council.
- Chairs the ICC Funding Board and ICC Executive Board.
- Oversees Club Ambassadors who oversee a select category of clubs.
- Resolves club disputes and identifies solutions for clubs to be more successful.
- Coordinates semester events for the Inter-Club Council such as Club Rush, Training Sessions, Annual Closing Banquet, ICC Meetings, Clubs Opening Social, etc.

## **Are there other ways to be involved in Clubs?**

Yes! The ICC Executive Board is also comprised of eight Club Ambassadors. Club Ambassadors work with about 20 clubs each and help clubs with scheduling, event promotions, forms in Connect, and other issues they may have. Applications for the Club Ambassador positions will be open soon! If you're interested, don't hesitate to ask questions or apply.

# CANDIDATE ELIGIBILITY

The election process of the ICC President is found in Article II, Section III of the Constitution of UVU Clubs: The Inter-Club Council of Utah Valley University.

## ARTICLE II - ORGANIZATION

### SECTION III – INTER-CLUB COUNCIL PRESIDENT

- A. The Inter-Club Council shall be chaired by the ICC President.
- B. The ICC President will be elected by the General Assembly of the ICC.
- C. To file as a candidate, the following requirements must be met:
  - 1. Be nominated and/or sponsored by a club by submitting a signed statement from a club. The statement must be signed by a club representative other than the candidate themselves.
  - 2. Be an active member of a club for at least one (1) semester prior to the election.
  - 3. Possess a minimum cumulative GPA of 3.0 at time of declared candidacy and maintain a 2.5 minimum GPA each semester while holding the position.
- D. The election of the ICC President will be overseen by the current ICC Executive Board and conducted in accordance with the rules set forth in the ICC Elections Packet. Any changes to the Elections Packet must receive a two-thirds vote from the ICC Executive Board.
- E. The ICC President shall retain the powers associated with being a member of the ICC Executive Board as outlined in Article II, Section V.
- F. The term of office for the ICC President shall be one full year, beginning the day of spring graduation.

# CANDIDATE PROFILE

Completed Candidate Profiles will be published in the Meet the Candidates booklet distributed during the ICC General Assembly meeting, on the Clubs Office website: [uvu.edu/clubs](http://uvu.edu/clubs), and on the Clubs Office social media accounts.

Please provide a separate typed document (either printed or emailed to Chelsea Reay at [ChelseaR@uvu.edu](mailto:ChelseaR@uvu.edu)) answering the following information no later than February 5, 2021 at Noon.

**\*\* Note that providing contact information is optional but encouraged so that voters can contact you with questions they may have.**

## **General Information**

- Name
- Email (UVU email addresses are not permitted)
- Phone Number
- Social Media Handles (ie: Facebook, Instagram, Twitter, Snapchat)

## **Club Experience**

- Club Membership
- Position(s) Held
- Years Involved

## **Qualifications**

Please list qualifications that will help you in the office for which you are running (with a minimum of 2 and maximum of 5).

## **Goals and/or Plans for Office if Elected**

Please list the goals and/or plans for office if you are elected (with a minimum of 2 and maximum of 5).

## **Personal Bio**

Provide a 500 words or less personal bio. Failure to comply with word limit may result in editing.

\*All submitted content may be edited for clarity and length.

# CANDIDATE & ELECTED OFFICER AGREEMENT

1. I understand that each candidate's completed Elections Packet is due by February 5th @ Noon in the Clubs Office, SL 122. Please turn it in at the Front Desk. These items will then be reviewed by the current ICC President, Chelsea Reay, to ensure that all items are complete. These items include:
  - Candidate Profile (separately typed page of responses)
  - Candidate & Elected Officers Agreement
  - Letter of Support from a currently registered club

**No late or incomplete forms will be accepted for official candidacy. Late submissions may still participate in the election as a write in candidate but will not be permitted to participate in the official candidate programming such as the Meet the Candidates event or have their name on the ballot.**

2. I understand that as a candidate I must appear at the Campaign Orientation and Rule Meeting. This meeting will take place in SL 122 at 11am on Tuesday, February 9<sup>th</sup>. This is a mandatory meeting for all candidates.
3. I understand that as a candidate I must currently be a registered UVU student (1 credit hour or more) and possess a cumulative 3.0 grade point average or higher upon application (LDS Institute classes do not qualify).
4. I understand that as a candidate I cannot be on academic or behavioral probation at UVU and must be in good standing with the University.
5. I understand that as a candidate I must be free from any outstanding debts in the Business Office at the time the application is submitted, i.e. library fines, parking tickets, tuition and fees, or any other debts on campus. The only exception is established payment plan set through the cashier's office.
6. I acknowledge the current ICC Executive Board is the governing body for the election process of the ICC President and agree to comply by all decisions made by the board and all questions concerning election qualifications and conduct should be submitted to the current ICC President, Chelsea Reay, [ChelseaR@uvu.edu](mailto:ChelseaR@uvu.edu).
7. During the course of my campaign, I will be fair, honest, ethical, and abide by the rules provided and issued by the ICC Board. I will do nothing to slander or harm the campaign of my peers.
8. If elected, I understand that I must be a fully enrolled and registered full time (12 credits or more) UVU student and maintain a minimum semester grade point average of a 2.5 and a minimum cumulative grade point average of a 2.5 throughout my term of office (LDS Institute classes do not qualify).
9. If elected, I agree to meet at least twice monthly with the department staff advisor and attend to my responsibilities throughout the summer months as needed.

## CANDIDATE & ELECTED OFFICER AGREEMENT CONTINUED

10. If elected, I agree to attend all scheduled meetings, events, and activities and fulfill all responsibilities listed in this packet and explained in the ICC Constitution to ensure full support for the students, boards, and committees I lead. I understand that this means classes cannot be taken during the designated time frames to ensure I have set office hours dedicated to meet with club members, work on initiatives and projects, and fulfill my role and responsibilities.
11. I acknowledge that I must be willing and able to contribute approximately 10-15 hours per week to fulfill my responsibilities. Because of this time commitment, I understand that participation in additional extracurricular activities (part time jobs, hobbies, other leadership opportunities, etc.) that exceeds 20-25 hours per week is discouraged.
12. I understand that the Clubs Office utilizes the online platform of Connect which functions as a hub for club registration, information, forms, and a tool to track hours and participation in the Clubs Program. I agree to actively use the Connect platform during my term of office, if elected, as training for successful Connect utilization will be provided.
13. I know of no legal, moral, or ethical reason why, if elected, I could not or should not fulfill my elected term of office from May 2021-April 2022.
14. I understand that if elected as a high-profile student leader I will be subject to a background check conducted by Human Resources. Negative results may result in my dismissal, at the discretion of the Dean of Students.
15. I understand that students are subject to removal from participation in any SLI programs in connection with pending or prior university disciplinary action, including but not limited to, situations where there are concerns about safety, destruction of university property, or interference with the operations of the university and/or educational programs, as deemed appropriate by the Office of Student Conduct. The Student Code of Conduct can be found online at <https://www.uvu.edu/studentconduct/students.html>.
16. As an elected officer, I promise to fight for the students and pursue their best interests in all I do. I will represent all UVU students involved in clubs to the best of my ability.

By signing below, I acknowledge that I have read and understand the qualifications for candidacy and requirements for office if elected. I understand that failure to comply with these qualifications and requirements shall result in disqualification as a candidate in the election process, loss of privileges, and/or dismissal from elected office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ UVID \_\_\_\_\_

# ELECTION CAMPAIGN RULES

## General

1. Candidates must be an active member of a club for at least one (1) semester, prior to the election, which may include the spring semester in which the member applies for the position (See ICC Constitution Article II Section III).
2. All candidates must submit a letter of support from a currently registered and active club. This letter must include the candidate's name and explanation of support. Ensure that the club does not include the word "vote" as it will be considered pre-campaigning but rather that they support your candidacy and potential election as the ICC President (See ICC Constitution Article II Section III).
3. In preparing for election week, you may talk to individuals that you are acquainted with and solicit their help. You are responsible for all individuals who are helping with your campaign. These individuals are accountable for the same rules and obligations that you are, so share the information in this packet with them and instruct them well! Your campaign will be penalized for any violations your campaign committee may commit.

## Campaign Finances

4. The Clubs Office will provide up to \$50 per candidate for campaign materials from the Copy Center and/or Dining Services, which will be paid through budget transfer.
5. A limit of \$200 maximum of personal or donated money per candidate may be used during the campaign.
6. Donated money or items may be contributed to a candidate's campaign. All donors must sign the donation document found at the end of this packet verifying their understanding that they are donating to the candidate as an individual, not UVU. A list of donations and donor signatures must be included with your receipts. The donation document and letter are available at the end of this packet.
7. All purchased and donated items will be considered at fair market value (retail or wholesale) and will be applied towards the candidates total spending limit. Upon request, verification may be required, and final say of all values both bought and/or donated are at the discretion of the current ICC Board. **Be very careful with this rule, budgets will be closely monitored.**
8. All candidates must provide receipts showing **all** expenses for campaign materials and donations. Receipts and a budget report are due at 9am on the final day of the election but may be submitted at any time prior to the current ICC President, Chelsea Reay. *\*\*Please note that it is recommended to submit receipts and the budget report as early as possible for review. In the case of violations surrounding budgets, where it is determined a penalty should be issued, the possibility of revoking votes increases as the election week closes.*



9. The cost of graphic design, photography and videography for campaign materials do not need to be included in a candidate's budget or donations list. These costs will be exempt from the candidate's overall budget.

## **Candidate Conduct**

10. All questions concerning campaign rules will be resolved by the current ICC Board. Questions should be submitted to the board via e-mail to the current ICC President, Chelsea Reay at [ChelseaR@uvu.edu](mailto:ChelseaR@uvu.edu).
11. No candidate shall in any way maliciously do harm to another candidate. All candidates are expected to conduct themselves in an ethical and honest way throughout the entire campaign process. This includes refraining from tampering with campaign materials, spreading slanderous rumors or otherwise interfering with another campaign. Any violation may penalize the candidate involved, with or without substantial evidence proving one candidate at fault.
12. During the entire campaign and elections process, **ALL grievances must be submitted via email** to current ICC President, Chelsea Reay at [ChelseaR@uvu.edu](mailto:ChelseaR@uvu.edu).

## **Pre-Campaigning**

13. No Clubs Office, or other UVU department apparel will be allowed in photos used as part of the candidate's campaign. Each candidate will be asked to submit a headshot to be used on the official ballot, publicity distributed by the Clubs Office, on Clubs Office website, and social media accounts.
14. You may meet with clubs, department heads, administrators, faculty, staff, athletic coaches, etc. before the candidate packet is due based on the stipulation that you do not mention campaign strategies. You may discuss campus issues, ask questions regarding campus, etc. Discussing strategies (campaign designs, marketing plans, etc.) will be considered pre-campaigning and cause for potential penalty.
15. No campus entity, department, or student leadership program should be promoting one candidate more than another; such actions should be immediately submitted to the current ICC Board for review.
16. Approaching classes or organizations is not allowed.
17. **You must not ask individuals to vote for you or solicit votes in any other way prior to the candidate packet deadline.** Violation of this rule will result in severe penalties to be determined by the current ICC Board. In preparing for elections week prior to this deadline you may talk to individuals that you are acquainted with and ask for their help with your campaign. Be cautious of the language chosen when working with your campaign committee whether it be face-to-face, through social media, via email, etc. to ensure nothing is misconstrued as pre-campaigning or the solicitation of votes. The candidate packet deadline will mark the start of any social media campaigning the candidates choose to conduct, but physical handouts, fliers, giveaways, etc. will not be permitted to be distributed until the week of the election.

## Social Media Campaigning

18. Once the candidate packet deadline has passed you may utilize electronic materials (websites, social networks, etc.).
19. You are responsible for all information posted online. Be cautious of pre-campaigning concerns and make sure that no sites or social media are live prior to the packet deadline.
20. No direct electronic campaigning through campus e-mail or other campus-run digital tools is allowed. This includes campus social media, Canvas, and Connect pages.
21. The Clubs Office will provide each candidate with access to its official Instagram account for an Instagram Take-Over, which will be assigned at random.

## Campaign Week

22. No campaigning shall disrupt class. Candidates are not allowed to distribute any sort of publicity inside the classroom. **Period.** This includes lobbying professors to make announcements in their classrooms before, during, and after the lecture.
23. No campaigning may take place within any computer lab, designated study space or UVU office/entrances. Candidates are not permitted to be within these spaces except to cast their own vote (where applicable). **\*\*Study spaces are considered physically separated or marked spaces from the main thoroughfare of the walkway, hall, etc.**
24. **Candidates may not campaign within 25 feet of the Clubs Office.**
25. Candidates are responsible to inform all their campaign team of these rules.
26. No campaigning is to take place at high schools to concurrently enrolled students. Concurrent enrollment students are earning college credit through UVU but are not considered UVU students and therefore are ineligible to vote.
27. No candidate or members of their campaign committee are allowed to supply potential voters with any electronic devices to assist them in voting, nor are they allowed to assist voters by handling the voter's personal electronic devices regardless of whether or not they have that person's permission to do so.

## Campaign Materials

28. Use of Clubs Office or other campus department/leadership program materials including butcher paper, printers, computers, laminators, balloons, etc. is NOT permitted.
29. All campaign paraphernalia shall be temporary. It shall not damage in any way the campus facilities or surroundings. **No adhesive backed materials of any kind are allowed, including any tape of any kind on walls, windows, etc.** The candidates will be responsible for the cost of any damages and clean-up, both on and off campus.
30. No chalk or other material may be used to cover or decorate sidewalk, stairs, buildings, etc.

31. Publicity on campus must adhere to the University's official signage policy (<https://www.uvu.edu/signage/>) unless authorized by the designated campus officials.
32. Publicity materials are allowed throughout campus with the following exceptions:
  1. Publicity is only permitted on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Student Life and Wellness Center
  2. No physical campaign materials larger than an 11x17 poster are allowed in the Clarke Building.
33. All outdoor publicity must receive written approval via email from Frank Young, [frank.young@uvu.edu](mailto:frank.young@uvu.edu), the Associate Vice President of Facilities Planning.
34. No current campus publicity can be removed or moved to hang elections publicity.
35. No campaign materials or paraphernalia may be placed on any computer labs, computer kiosks, suggestion boxes or the UVUSA/Clubs office entrances (including inside the Clubs Office).

### **Miscellaneous**

36. All food items (including candy) used for any on campus campaign/election purposes must be individually packaged, single serving, non-perishable snack type items. Food items that do not fall within this description must be purchased through UVU Catering Services ([catering@uvu.edu](mailto:catering@uvu.edu)) or from an on-campus food vendor. No off-campus buffet style food or homemade goods will be permitted.

# DONATIONS DOCUMENT

Utah Valley University  
Student Body Officer Elections

Spring semester at UVU is always an exciting time of year as students are preparing for their future endeavors. For some, this includes making the decision to run for a position in the upcoming student body officer elections. These elected positions participate throughout the campus community by representing the student voice on campus committees, coordinating extensive programming for the student body, and advocating for student needs and issues.

As students choose to run for office they plan and implement an elections campaign. Often candidates will approach individuals or local businesses in hopes of a donation towards their campaign. If one decides to give a donation to a candidate, it must be understood that the donation is being made to the individual. The donation is NOT being made to Utah Valley University and therefore, will not receive a receipt from Utah Valley University for tax purposes.

Each candidate is required to provide documentation of their expenses including any donations. This form will need to be submitted with the candidate's receipts and budget spreadsheets citing the donation no later than 9am on the final day of the election.

I have read the information above and understand that my donation is being made to \_\_\_\_\_ and not Utah Valley University and therefore I will not receive a receipt from Utah Valley University for tax purposes.

Business (if applicable): \_\_\_\_\_

Name/Position (Printed): \_\_\_\_\_

Description of Donation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_