

Cleveland State University

- CONSTITUTION -

Board of Elections

ARTICLE I

NAME

The name of this organization at Cleveland State University shall be the **Board of Elections** (hereinafter referred to as the “BOE”).

ARTICLE II

PURPOSE

Section 1. The BOE shall serve as an independent entity whose primary responsibility is to oversee all election related functions and events for the Student Government Association (SGA). Members of the BOE shall pledge to remain impartial as to the outcome of any election related questions or concerns.

Section 2. The BOE shall ensure that the SGA election process is conducted in a fair and transparent manner that affords all prospective candidates equal rights and respect.

Section 3. The BOE shall provide an audience for Cleveland State University’s students, faculty and staff to address any election related questions or concerns.

Section 4. The BOE as an organization may be made available in a consultation capacity to any recognized student organization that requires assistance with their election process. Reasonable time must be afforded to the BOE to assist any organization. The SGA Election Season Events are a priority over any other organization requests.

ARTICLE III

MEMBERSHIP

Section 1. Active membership shall be open to all currently enrolled and registered Cleveland State University students that are not also members of SGA. See **Article IV** for membership qualifications.

Section 2. All decision-making powers shall reside with the BOE Chair unless otherwise provided for in this Constitution.

Section 3. The BOE Chair shall be selected by the BOE Advisory Council (refer to **Article V**). The BOE Chair shall serve for a term of one (1) academic year but may serve no more than two (2) academic years.

Section 4. The BOE Chair shall recommend a maximum of two (2) Associate Chairs to be approved by the BOE Advisory Council to serve a term of one (1) Academic Year. Upon

approval of the BOE Advisory Council the Associate Chairs terms will begin. Associate Chairs shall aid the BOE Chair in all decision-making processes and help regulate all election protocols and procedures.

Section 5. The BOE Chair may recommend the hiring of additional members to be known as BOE Assistants to aid with BOE business and SGA Election functions. The Dean of Students, in consultation with the Advisory Council shall approve all hourly hires.

Section 6. The BOE Chair shall recommend rules and policies pertaining to the SGA Election to the Advisory Council for approval. The BOE Chair is authorized to make amendments to this Constitution per **Article XII**, recommend candidates to fill BOE membership vacancies, and promote student involvement. The BOE Chair will provide to the BOE Advisor, an electronic copy of all BOE related documents and materials.

Section 7: The BOE Chair or designee, serving as liaison between SGA and the BOE, shall participate in meetings pertaining to the SGA Elections as appropriate.

Section 8. All BOE members shall be provided with standard BOE materials. The BOE Advisor is responsible for providing these documents to the incoming BOE Chair. The BOE Chair is responsible for providing these documents to all other BOE members. This packet shall contain the BOE Constitution, the most recent edition of the SGA Election Rules and additional materials to be added at the discretion of the BOE Advisor or the BOE Chair.

Section 9. BOE scholarship and wage levels shall be determined annually by recommendation of the BOE Chair, BOE Advisory Council Chair with approval from the Dean of Students. Amount of award and hourly wage shall be stated in position descriptions.

Section 10. Active membership in the BOE carries full speaking privileges on all items of organization business.

Section 11. No member of the BOE may also be a candidate for office in any election they oversee.

Section 12. It shall be stated as part of the policy of this organization that there shall be no form or type of discrimination in any project, program or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam-era veteran, or other projected veteran status.

ARTICLE IV QUALIFICATIONS

Section 1. All students holding scholarship-receiving BOE positions shall have and maintain a minimum overall grade point average of three-point zero (3.0) on a four-point (4.0) scale.

Section 2. Unless otherwise stated herein, all scholarship-receiving members of the BOE must be enrolled for a minimum of twelve (12) credit hours throughout the Fall and Spring Semesters

(Eight [8] hours for Graduate or Law students). Members of the BOE shall comply with all other University requirements for membership in student organizations. Any non-scholarship member of the BOE must be enrolled for a minimum of six (6) credit hours and maintain a two-point zero (2.0) grade point average on a four-point (4.0) scale.

Section 3. If any BOE member fails to meet the membership requirements they shall be removed from their position.

ARTICLE V BOE ADVISORY COUNCIL

Section 1. The Council shall be comprised of the following members

- A.** The Dean of Students, or designee. This individual shall serve as the BOE Advisory Council Chair.
- B.** Department of Student Life Staff Member who shall not be the BOE Advisor. This individual will be selected by the Advisory Council Chair.
- C.** Three At-Large members of the CSU Student body. These individuals will be selected by the Advisory Council Chair and the Department of Student Life Staff Member. These individuals shall not be members of the SGA Executive Board, SGA Senate or SGA Standing Committees.
- D.** The SGA President or another SGA Executive Officer (not running for re-election, acting in an Ex-Officio / non-voting capacity) selected by the Advisory Council Chair and the Department of Student Life Staff Member; this individual shall be responsible for keeping the Student Government Association updated on all matters pertaining to the BOE. In the event that all SGA Executive Officers are running for re-election, the Advisory Council Chair may choose another SGA Senator in place of the SGA Executive Officers in addition to the SGA Senator assigned as per Part E below.
- E.** An SGA Senator (not running for re-election, acting in an Ex-Officio / non-voting capacity) selected by the Advisory Council Chair and the Department of Student Life Staff Member; this individual shall be responsible for keeping the Student Government Association updated on all matters pertaining to the BOE.
- F.** An optional member of the CSU community to be appointed by the Advisory Council Chair in consultation with the Advisory Council.

Section 2. The BOE Advisory Council shall ratify the BOE Chair, BOE Election Rules, & SGA Election Results. In addition, the Council shall hear appeals of BOE Decisions and oversee BOE Member Removal from Office. The SGA Executive Officer and SGA Senate representatives shall not be permitted to participate in SGA Election ratification and appeals.

Section 3. The BOE Advisory Council shall select a BOE Chair no later than the sixth (6th) week of the Fall Semester.

Section 4. In instances where no appeal has been filed, the BOE Advisory Council shall ratify SGA Election results within five (5) working days from conclusion of the election.

ARTICLE VI STANDING COMMITTEES

Section 1. The BOE Chair or the Associate Chairs may add non-BOE volunteer members to any Standing Committee if necessary and appropriate. Such members of BOE Standing Committees shall meet University requirements for participation in Student Organizations.

Section 2. Each Standing Committee shall be presided over by either the BOE Chair or one of the two Associate Chairs unless otherwise stated in this Constitution. Each Standing Committee Chairperson shall be responsible for committee activities and responsibilities, in consultation with and approval from the BOE Chair.

Section 3. The BOE Chair shall determine Standing Committee assignments for BOE Associate Chairs.

Section 4. Standing Committees shall meet based on a schedule to be determined by the Committee Chairperson.

Section 5. BOE Standing Committees shall be:

- A.** Finance & Budget
- B.** Advertising & Publicity
- C.** SGA Election Events
- D.** CSU Student Organization Elections (As Needed)
- E.** Special Initiatives

Section 6. Functions of the BOE Standing Committees shall be based on the following:

- A. The Finance & Budget Committee**, in accordance with CSU policy, shall be responsible for drafting and maintaining financial guidelines for the allocation of funds for the BOE. The Finance & Budget Committee shall be presided over by the BOE Chair.
- B. The Advertising & Publicity Committee** shall work to develop and distribute all promotional materials used to endorse the BOE or the SGA Election. This distribution of materials includes, but is not limited to: (1) posting of banners and flyers, (2) issuing press releases or paid advertisements via campus print and electronic media, (3) online posting including but not limited to Facebook, MySpace, The Cauldron, personal websites etc. and (4) distribution of promotional materials – e.g. flyers, handbills, buttons, stickers, pens, candy, etc.
- C. The SGA Election Events Committee** shall be responsible for establishing, facilitating, and coordinating events such as: the SGA Election Debate, SGA Election Forum and SGA Elections. This includes but is not limited to: (1) reserving locations, tables, chairs, (2) ordering food, (3) assisting candidates with preparation, and (4) consulting The Advertising & Publicity Committee Chair.

D. The CSU Student Organization Election Committees may aid (on an as needed basis) any and all recognized Cleveland State University organizations that wish to conduct elections. This Committee may be available to consult with organizations on the “Election Process” or to conduct said organizational election.

E. The Special Initiatives Committee shall serve to carry out the BOE Mission regarding matters that do not specifically fit the purview of other Standing Committees. Activities of the Committee may include projects or proposals that are external to the BOE, campus community causes, and any other activity as approved by the BOE Chair in consultation with the Advisory Council.

Section 7. The Chairperson of each BOE Committee shall be responsible for preparing an agenda & shall take minutes. Minutes shall be made available to all who request them & maintained on file with the BOE Chair. The Chairperson of each Committee shall consult Committee members, but ultimately shall make all final committee decisions given consultation with and approval from the BOE Chair.

Section 8. The BOE Chair & Associate Chairs shall work in consultation to assign BOE Assistants to specified Committees.

ARTICLE VII STUDENT GOVERNMENT ASSOCIATION ELECTIONS

Section 1. The BOE shall conduct all SGA Senate and Officer Elections for the student body, University prescribed positions, and special elections as required by this Constitution. The BOE is empowered to establish rules and guidelines that are fair and equal for all students of eligible units.

Section 2. Issues not related to SGA positions may be placed on the ballot with SGA ratification.

Section 3. The SGA General Election Timeline shall be provided to the general student body by the conclusion of the first week of the Spring Semester. The SGA General Election Timeline is to be presented by the BOE Chair in person by the first (1st) scheduled SGA Senate meeting of the Spring Semester.

Section 4. SGA General Election applications and associated rules packet shall be made available no later than the beginning of the third (3rd) week of the Spring Semester. Applications shall be made available for a period of no less than four (4) weeks.

Section 5. The SGA General Election Rules shall be ratified by the BOE Advisory Council before the conclusion of the Fall Semester.

Section 6. The BOE shall conduct a Rules Meeting for all SGA candidates where a detailed explanation shall be provided on the regulations and expectations of the Election. The Rules Meeting is to take place no less than one (1) week before campaigning begins.

Section 7. The SGA General Election shall take place no later than the twelfth (12th) week of the Spring Semester unless holidays or interruptions to the CSU Academic Schedule dictate alternative arrangements. During an election year where Online Voting is not implemented, the poll locations for the election are to be determined by the BOE no later than four (4) weeks prior to the scheduled Election.

Section 8. All SGA positions shall be filled by candidates elected by secret ballot in a student election of all eligible academic units unless otherwise provided for in the SGA Constitution.

Section 9. All candidates for office in the Student Government Association shall meet the requirements as prescribed in the SGA Constitution.

Section 10. Unofficial results of the SGA General Election may be presented by the BOE Chair to the SGA Senate at the first (1st) scheduled Senate meeting after the Election. Official results of the SGA General Election shall be presented by the BOE Chair to the SGA Senate at or before the first (1st) scheduled Senate meeting after the Election ratification by the BOE Advisory Council; said presentation need not be in-person.

Section 11. The BOE shall not pay printing costs for prospective candidates in SGA Elections.

Section 12. No individual that is serving or has served the BOE shall be eligible to run for SGA office during the same academic year.

Section 13. In the event that the SGA General Election must be re-run after the conclusion of the spring semester, it shall be completed no later than the sixth (6th) week of the subsequent fall semester.

ARTICLE VIII APPOINTMENTS, ORDER OF SUCCESSION

Section 1. In the event that the BOE Chair is unable to serve for any reason, the BOE Advisory Council shall appoint one of the Associate Chairs as the new BOE Chair. If neither of the Associate Chairs is willing or able to assume the duties of the BOE Chair, the Advisory Council shall interview eligible candidates from among the student body.

ARTICLE IX REMOVAL FROM OFFICE AND/OR MEMBERSHIP

Section 1. Removal from office and/or membership may occur by an Advisory Council decision. Removal can transpire for failure to carry out the prescribed duties of an office or for actions that violate the purposes or policies of the organization. Written charges shall be presented to the member in question within five (5) working days. Prior to the removal vote, the

member in question shall be offered an opportunity to respond to charges at a specified BOE Advisory Council meeting. Voting for removal shall be held within two (2) weeks from the date charges were received by the BOE Advisory Council. The member in question shall be notified of the outcome within five (5) days of the vote.

ARTICLE X MEETINGS

Section 1. Meetings of the BOE for all members shall be held at least once per month during the Fall Semester, and at least twice per month in the Spring Semester. The BOE Chair shall call for more frequent meetings as needed. All members of the BOE are expected to attend these meetings. When feasible, at least one week of notice regarding additional meetings shall be given to all organization members. The official means of notifying members shall be agreed upon at the first meeting of each semester.

Section 2. The BOE Chair shall be responsible for preparing an agenda and shall take minutes. Minutes shall be made available to all who request them and maintained on file with the BOE Chair.

Section 3. BOE meetings shall be open to all CSU students, faculty and staff except at times when the BOE is in executive session.

Section 4. Each Committee shall meet on an as needed basis to be determined by the Committee Chairperson.

Section 5. The BOE Chair shall institute a meeting attendance policy to be provided to all members by the first meeting of the Spring Semester.

ARTICLE XI FUNDING

Section 1. The BOE does not charge membership fees or dues of any sort.

Section 2. The BOE may undertake fundraisers for purposes that support the mission of the organization. All fundraising shall be conducted in accordance with University policies.

ARTICLE XII AMENDMENTS, REVISIONS

Section 1. Amendments or revisions to this Constitution may only be authorized by following these procedures:

- A.** The proposed amendment/revision is submitted in writing to the BOE Advisory Council for review.
- B.** The BOE Advisory Council shall approve changes prior to submission to The Department of Student Life and the Faculty Senate Student Life Committee for approval.

- C. If the document is returned unapproved with clarifications/suggestions required, the proposed changes shall be referred to the BOE and the Advisory Council for further consideration and approval prior to resubmission.
- D. After further review the approval process resumes (with step A above).
- E. When the Department of Student Life and Faculty Senate Student Life Committee return the proposed document with approval, the proposed changes shall become an active part of the BOE Constitution.

Section 2. A new BOE Constitution shall take effect immediately upon completion of the steps outlined above.

Section 3. The BOE Election Rules Packet shall exist as a separate governing document from this Constitution. It is explicitly stated that the contents of this Constitution supersede the BOE Election Rules in cases of conflict between the two documents.

Section 4. The rules for student Government Association (SGA) elections are established by the BOE Chair and ratified by the Advisory Council prior to the end of the fall semester. SGA will have the opportunity to review the rules and submit comments to the SGA representatives sitting on the BOE Advisory Council. Those representatives will bring any SGA comments regarding the rules to the next available Advisory Council meeting. After the fall semester, the SGA election rules may be revised (to reflect any new University regulations and/or election developments) by the BOE Chair with approval from the Advisory Council Chair. Revisions of the rules shall not be defined as BOE constitutional changes.

ARTICLE XIII ADVISOR

Section 1. The advisor to the BOE shall be full-time CSU Faculty or Staff.

Section 2. An advisor shall be selected by the Dean of Students in consultation with the Advisory Council.

Section 3. The advisor may attend meetings, and assist or advise at the request of any BOE Chair or Associate Chair on all issues pertaining to the BOE.

Section 4. The BOE advisor is empowered by this Constitution to check enrollment status and academic performance of all BOE members to ensure that each member is in adherence with the requirements of their position.

ARTICLE XIV RECORDS

Section 1. All BOE records, except those restricted by law, shall be available for inspection in the BOE office by all students of Cleveland State University.

**ARTICLE XVI
APPEALS OF BOE DECISIONS**

Section 1. Decisions of the BOE (i.e. Sanctions, Verbal Directives) will be effective immediately. **The process to appeal such decisions shall be outlined in the Election Rules document.**

Section 2. Appeals pertaining to any BOE election rules decisions require a BOE Advisory Council ruling before any other University action, including judicial procedures, can be pursued.

**ARTICLE XVII
JURISDICTION**

Section 1. The Board of Elections is subject, as a recognized student organization, to the rules, regulations, and policies of Cleveland State University and the laws of the State of Ohio. The rules, regulations, and policies of Cleveland State University shall hold precedence over all rules, regulations, and policies applying to the organization, including those of national associations with which the Board of Elections is affiliated.

Date of Approval by Faculty Senate Student Life Committee: 1/26/11