

*The*

# **Election Rules**

*of the*

## **STUDENT GOVERNMENT ASSOCIATION**

*This page left blank intentionally*

## Contents

<b>Mr. and Ms. Tennessee Tech Election Rules .....</b>	<b>6</b>
<i>Rule 1: Candidate Requirements .....</i>	<i>6</i>
Rule 1a: GPA .....	6
Rule 1b: Classification .....	6
Rule 1c: Enrollment .....	6
Rule 1d: Affiliation .....	6
Rule 1e: Eligibility .....	6
<i>Rule 2: Candidate Obligations .....</i>	<i>6</i>
Rule 2a: Registration .....	6
Rule 2b: General Attendance .....	6
Rule 2c: Attendance of Information Session .....	6
Rule 2d: Communicating Rules .....	7
Rule 2e: Social Media .....	7
<i>Rule 3: Campaigning .....</i>	<i>7</i>
Rule 3a: Definition of Campaigning .....	7
Rule 3b: Campaign Representatives .....	7
Rule 3c: Campaign Season .....	7
Rule 3d: Prohibited Conduct .....	8
Rule 3f: Endorsements .....	8
<i>Rule 4: Campaign Materials .....</i>	<i>8</i>
Rule 4a: Definition of Materials .....	8
Rule 4b: Placing Campaign Material in Non-residential Campus Buildings .....	9
Rule 4c: Placing Campaign Material in Residential Campus Buildings .....	9
Rule 4d: Placement of Campaign Material by the Student Government Association .....	9
Rule 4e: Prohibited Placements .....	9
Rule 4f: Removal of Campaign Material .....	10
<i>Rule 5: Campaign Finances .....</i>	<i>10</i>
Rule 5a: Campaign Expenditures .....	10
Rule 5b: In-kind Contributions .....	10
Rule 5c: Fair Market Value .....	10
Rule 5d: Spending Limit .....	10
Rule 5e: Itemized Budget .....	11
Rule 5f: Public Record .....	11
Rule 5g: Usage of Campus-wide Funding .....	11
<i>Rule 6: Campaign Violations .....</i>	<i>11</i>
Rule 6a: Enforcement .....	11
Rule 6b: Reporting Violations .....	11
Rule 6c: Adjudicating Violations .....	12
Rule 6d: Penalties for Violations .....	12
<i>Rule 7: Election Day Regulations .....</i>	<i>13</i>
Rule 7a: Election Day .....	13
Rule 7b: Voting Timeframe .....	13
Rule 7c: Voting Method .....	13
Rule 7d: Certification of Results .....	13
Rule 7e: Announcement of Results .....	13
<i>Rule 8: Awards and Recognitions .....</i>	<i>14</i>

Rule 8a: Eligibility.....	14
Rule 8b: Mr. and Ms. Service.....	14
Rule 8c: Mr. and Ms. Spirit .....	14
<b>SGA General Election Rules .....</b>	<b>16</b>
<i>Rule 1: Candidate Requirements – Legislative Branch.....</i>	<i>16</i>
Rule 1a: Full-Time Student Status .....	16
Rule 1b: Minimum GPA .....	16
Rule 1c: College/School Representation .....	16
Rule 1d: Eligibility Verification.....	16
<i>Rule 2: Candidate Requirements – Executive Branch.....</i>	<i>16</i>
Rule 2a: Full-Time Student Status & Term Limits .....	16
Rule 2b: President and Vice President Requirements.....	17
Rule 2c: Secretary and Treasurer Requirements.....	17
Rule 2d: Prior SGA Service .....	17
Rule 2e: Eligibility Verification.....	17
<i>Rule 3: Candidate Submission Requirements .....</i>	<i>17</i>
Rule 3a: Submission Items.....	17
Rule 3b: Submission Deadline .....	18
<i>Rule 4: Petitions.....</i>	<i>18</i>
Rule 4a: Petition Form .....	18
Rule 4b: Signature Eligibility .....	18
Rule 4c: Signature Requirements - Legislative Candidates .....	18
Rule 4d: Signature Requirements - Executive Candidates .....	18
Rule 4e: Online Petition Sharing.....	18
<i>Rule 5: Candidates Meeting .....</i>	<i>19</i>
Rule 5a: Mandatory Attendance .....	19
Rule 5b: Meeting Details .....	19
Rule 5c: Meeting Content.....	19
Rule 5d: Prerequisite for Meeting.....	19
Rule 5e: Proxies .....	19
<i>Rule 6: Active Campaigning.....</i>	<i>19</i>
Rule 6a: Campaign Season.....	19
Rule 6b: Definition of Campaigning.....	19
Rule 6c: Campaign Representatives .....	20
Rule 6d: Prohibited Conduct .....	20
Rule 6e: Endorsements.....	20
Rule 6f: Rules for Senators Supporting Candidates for Executive Office:.....	21
Rule 6g: Respectful Campaigning .....	21
Rule 6h: On-Campus Events/Tabling.....	21
<i>Rule 7: Campaign Materials.....</i>	<i>21</i>
Rule 7a: Definition of Materials.....	21
Rule 7b: Placing Campaign Material in Non-residential Campus Buildings .....	21
Rule 7c: Placing Campaign Material in Residential Campus Buildings.....	22
Rule 7d: Placement of Campaign Material by the Student Government Association .....	22
Rule 7e: Prohibited Placements .....	22
Rule 7f: Awesome Eagle .....	23
Rule 7g: Removal of Campaign Material .....	23
<i>Rule 8: Campaign Finances.....</i>	<i>23</i>

Rule 8a: Campaign Expenditures .....	23
Rule 8b: In-kind Contributions.....	23
Rule 8c: Fair Market Value .....	23
Rule 8d: Spending Limit .....	24
Rule 8e: Itemized Budget .....	24
Rule 8f: Public Inspection of Financial Records.....	24
Rule 8g: Usage of Campus-wide Funding .....	24
<i>Rule 9: Election Day Regulations</i> .....	24
Rule 9a: Election Day .....	24
Rule 9b: Voting Timeframe.....	25
Rule 9c: Voting Method.....	25
Rule 9d: Tabling on Election Day .....	25
Rule 9e: Certification of Results .....	25
Rule 9f: Announcement of Results .....	25
<i>Rule 10: Campaign Violations</i> .....	25
Rule 10a: Enforcement .....	25
Rule 10b: Reporting Violations.....	26
Rule 10c: Adjudicating Violations.....	26
Rule 10d: Penalties for Violations .....	27
<i>Appendix 1</i> .....	28

# Mr. and Ms. Tennessee Tech Election Rules

## Rule 1: Candidate Requirements

### **Rule 1a: GPA**

Candidates must have at least a 2.75 cumulative grade point average (GPA) at the time of the election.

### **Rule 1b: Classification**

Candidates must have earned at least 60 credits (i.e., have achieved junior status) at the time of the election.

### **Rule 1c: Enrollment**

Candidates must be enrolled in at least 12 credit hours (i.e., are a full-time student) at the time of the election.

### **Rule 1d: Affiliation**

Candidates must be sponsored by a registered student organization (RSO) as defined by University Policy 315 or an athletic team as defined by the Director of Athletics. RSOs and teams may only sponsor one candidate.

No member of the SGA Executive Council or the Commission for Elections shall be eligible for candidacy.

### **Rule 1e: Eligibility**

Candidates must sign a FERPA release allowing the SGA Advisor the ability to verify their eligibility under these rules.

## Rule 2: Candidate Obligations

### **Rule 2a: Registration**

Individuals are required to submit an application for candidacy by 11:59 PM on Monday, October 7<sup>th</sup>, 2024. The application shall include the submission of a headshot to be used in promotional materials for the election.

### **Rule 2b: General Attendance**

Candidates are required to attend all meetings defined in these rules or as specified by the Commission for Elections.

### **Rule 2c: Attendance of Information Session**

Candidates shall attend an information session in the Multipurpose Room of the Roaden University Center (RUC 248) at 11:00 AM on Tuesday, October 8<sup>th</sup>, 2024.

Candidates who are unable to attend the session described in this Rule shall notify the Commission for Elections at least twenty-four (24) hours in advance of the session at [sgasecretary@tnitech.edu](mailto:sgasecretary@tnitech.edu) with a valid excuse. Candidates shall either name a representative to attend the session in their place or indicate that they will come to the make-up information session.

The make-up information session shall occur in the Multipurpose Room of the Roaden University Center (RUC 248) at 6:00 PM on Wednesday, October 9<sup>th</sup>, 2024. Candidates are not permitted to send a representative in their place for the session described in this Rule.

### **Rule 2d: Communicating Rules**

The candidate is responsible for communicating these Rules to their nominating organization, their campaign representative(s), and any organization or individual from which they receive an endorsement.

### **Rule 2e: Social Media**

Candidates shall set any social media account used for campaigning to “public” for the duration of campaign season.

## **Rule 3: Campaigning**

### **Rule 3a: Definition of Campaigning**

Campaigning refers to the act of distributing campaign material, advertising in newspapers, on signage, on the radio, and/or online (including social media), attending a meeting for the purpose of promoting one’s candidacy, and/or setting up tables/booths to promote the candidate.

### **Rule 3b: Campaign Representatives**

A campaign representative (or “representative”) is any individual or group who assists the candidate in planning, organizing, and executing their campaign efforts to be elected as Mr. or Mrs. Tennessee Tech. This includes, but is not limited to, promoting the candidate, coordinating events, and engaging with the student body to garner support for the candidate.

### **Rule 3c: Campaign Season**

Campaign season shall begin at 8:00 AM on Thursday, October 10<sup>th</sup>, 2024, and shall end at 4:30 PM on Tuesday, October 29<sup>th</sup>, 2024.

### **Rule 3d: Prohibited Conduct**

Candidates or campaign representatives shall not:

- Send mass communications to or from university accounts
- Place campaign material on another individual's property without their consent
- Participate in door-to-door campaigning or knocking
- Make vulgar or disparaging remarks directed towards another candidate
- Table in the Cafeteria, Swoops, Which-Wich, Starbucks, Au Bon Pain, or any additional Dining Services location
- Campaign in the SGA office or at non-homecoming related SGA functions

Additionally, candidates or campaign representatives shall be immediately disqualified and referred to the Dean of Students for the following:

- Collecting T-numbers, PIN Numbers, or login information of other students
- Attempting to vote using the information of other students
- Tampering or interfering with an election or a student's right to vote, including, but not limited to, requiring someone to provide evidence of voting in an election
- Bribing, coercing, or threatening students into voting on or off campus
  - Bribes include, but are not limited to, the promise or exchange of goods, favors, and/or drawing entries for raffles for promised votes.

### **Rule 3f: Endorsements**

Only students or groups comprised exclusively of students may, with prior approval of the candidate, publicly endorse a candidate.

Endorsement from groups, organizations, or individuals outside the student body is strictly prohibited.

## **Rule 4: Campaign Materials**

### **Rule 4a: Definition of Materials**

Campaign material(s) refers to any promotional items or content created to support and advertise a candidate's campaign to the student body. This includes, but is not limited to, posters, flyers, social media posts, banners,



buttons, videos, and any other media used to convey the candidate's message and encourage votes.

### **Rule 4b: Placing Campaign Material in Non-residential Campus Buildings**

All campaign material must be approved by the [building coordinator\(s\)](#) (see Appendix 1) of a particular non-residential campus building via e-mail before being placed in that building.

All digital campaign material to be placed on digital signage in non-residential buildings must be submitted to [sga@tnitech.edu](mailto:sga@tnitech.edu). Image dimensions shall be 1920 x 900 pixels (or a multiple thereof) for horizontal screens and 1080 x 1740 pixels (or a multiple thereof) for vertical screens.

### **Rule 4c: Placing Campaign Material in Residential Campus Buildings**

All campaign material must be approved by the Office of University Housing & Residential Life via e-mail at [reslife@tnitech.edu](mailto:reslife@tnitech.edu) before being placed in any residential building or buildings.

General guidelines for the posting of campaign material in residential buildings are maintained by the Office of University Housing & Residential Life. Candidates may contact the Office at [ResLife@tnitech.edu](mailto:ResLife@tnitech.edu) or at (931) 372-3414.

### **Rule 4d: Placement of Campaign Material by the Student Government Association**

The Student Government Association shall place posters of each candidate in the windows of the campus bookstore facing the hallway leading to Swoops.

This rule shall apply notwithstanding the provisions of Rule 4e.

### **Rule 4e: Prohibited Placements**

No campaign material may be placed on any painted surface, door, or window.

No campaign material may be placed in classrooms or on electronic platforms that have been set up as an extension of the classroom.

Chalk shall not be used on any brick surface, covered area, or vertical surface.

#### **Rule 4f: Removal of Campaign Material**

All campaign material shall be removed within twenty-four (24) hours following the end of campaign season.

### **Rule 5: Campaign Finances**

#### **Rule 5a: Campaign Expenditures**

A candidate's total expenditures shall include all goods and services purchased by or donated (including monetary or in-kind contributions) to a candidate or campaign that are used during campaign season.

If an item or expense is not actually used as part of the public facing campaign, then it does not count towards the candidate's spending limit.

#### **Rule 5b: In-kind Contributions**

An in-kind contribution shall be regarded as anything contributed to a candidate other than money, excluding campaign volunteers.

In-kind contributions for the use of campaign fundraising or printing of campaign paraphernalia must be reported and will count toward the maximum expenditure a candidate may spend.

Receipts for these contributions must be submitted with expenditure reports.

#### **Rule 5c: Fair Market Value**

The fair market value of a donated item or in-kind contribution shall be the value recorded on the final expenditure report.

Fair market value is determined by the candidate securing two price estimates of the exact item to be used on the campaign, the average of which is to be included on the expenditure report. Both estimates must contain the name, address, and phone number of the entities furnishing the estimates.

Barring a reasonable doubt, the Commission will recognize the retail value paid for a good or service at its fair market value. The Commission reserves the right to reassign value to a good or service in response to a complaint that the good or service is not reported at its fair market value.

#### **Rule 5d: Spending Limit**

Candidates and their campaign representatives shall spend no more than five-hundred dollars (\$500) collectively per campaign.

No pairs or groups of candidates may combine budgets or campaign materials.

### **Rule 5e: Itemized Budget**

Candidates shall provide an itemized budget (including receipts or invoices of each item) including donations to the Commission for Elections at [sgasecretary@tntech.edu](mailto:sgasecretary@tntech.edu) no later than twenty-four (24) hours following the end of campaign season.

Candidates shall ensure that all financial documentation submitted to the Commission has been properly redacted and personal account information removed.

### **Rule 5f: Public Record**

All financial information submitted by candidates is public record, and the Commission for Elections shall take caution that all reasonable confidentiality is protected regarding credit card and account numbers.

### **Rule 5g: Usage of Campus-wide Funding**

Candidates and their campaign representatives shall not apply or receive money from any campus-wide fund (ex. the S.O.L.O. Fund, Chapter 606, etc.) for the purpose of promoting a candidate, a group of candidates, or the election itself. Violation of the Rule shall result in disqualification and potential probation from receiving S.O.L.O. funds in the future for a period defined by the Commission for Elections.

## **Rule 6: Campaign Violations**

### **Rule 6a: Enforcement**

The Commission for Elections shall interpret and enforce all rules contained within fairly and impartially.

### **Rule 6b: Reporting Violations**

Any student shall have the right to file a complaint concerning potential violations of these Rules. Complaints must be sent via email to [sgasecretary@tntech.edu](mailto:sgasecretary@tntech.edu). Oral complaints or anonymous complaints will not be accepted.

Complaints must contain the following:

- Name of the candidate and/or individual(s) who committed the alleged violation
- Brief description of the alleged violation, including date and time of the incident
- Any applicable evidence
- Printed name of the person filing the complaint
- Signature of the person filing the complaint

Complaints must be filed within 24 hours of the violation or within 24 hours of when the violation is known.

The respondent to the complaint will be notified within twelve (12) hours upon receipt of said complaint by the Chair of the Commission for Elections. The respondent will then have twelve (12) hours to submit a response.

The Commission shall review all complaints within twelve (12) hours of receiving all materials including the response from the respondent.

### **Rule 6c: Adjudicating Violations**

Upon written concurrence by a majority of Commission members that a complainant merits a hearing, then a hearing shall be scheduled within two (2) business days. In the hearing, the person or persons filing the complaint shall carry the burden of proof.

If the Commission decides to hear a complaint, a member of the commission will inform all involved individuals of both the charges they face and a summary of the evidence. The respondent is found responsible only if a majority vote of the Commission finds them responsible upon a preponderance of the evidence.

If the Commission finds the accused party responsible of committing an election violation, the commission has the discretion to impose a penalty.

The Commission for Elections maintains the right to publicly disclose the findings of any hearings on the SGA website.

### **Rule 6d: Penalties for Violations**

Except as defined in these rules, the Commission for Elections shall have full authority to determine the penalty for violating election rules.

Possible penalties for violations include, but are not limited to, the following:

- Restriction of Campaigning – A candidate may be restricted from campaigning online and/or in-person in certain locations or for specified time periods.
- Assignment of Community Service Hours – A candidate or a representative of their campaign may be assigned no more than five (5) community service hours, in proportion to the severity of the violation. The Student Engagement office shall be responsible for overseeing the completion of any imposed community service hours.
- Imposition of Probation – While on probation, if a candidate or a representative of their campaign is found violating these Rules again before the end of campaign season, the candidate is disqualified.
- Subtraction of Votes – If a candidate or a representative of their campaign has been found to have given themselves an illegal or unfair advantage in the election, the Commission may choose to remedy that advantage by the subtraction of votes proportional to the severity of the violation.
- Disqualification – If a candidate or a representative of their campaign has been found to have committed an egregious violation of these rules, they may be disqualified without recourse for appeal.

## Rule 7: Election Day Regulations

### **Rule 7a: Election Day**

Election Day shall be Tuesday, October 29<sup>th</sup>, 2024.

### **Rule 7b: Voting Timeframe**

The period of voting shall begin on Election Day at 8:00 AM and shall end at 4:30 PM.

### **Rule 7c: Voting Method**

Voting shall be done online via ranked-choice survey.

The SGA shall instruct the student body on how to vote via e-mail and social media.

### **Rule 7d: Certification of Results**

The Commission for Elections shall examine the election results immediately following the end of the period of voting. When the Commission is satisfied that no technological malfunction has occurred and that every vote was counted accurately, it shall certify the results.

### **Rule 7e: Announcement of Results**

The Commission for Elections shall announce the members of the homecoming court immediately following certification outside the SGA office.

Mr. and Mrs. Tennessee Tech shall be announced at the Homecoming football game during halftime. Other awards and recognitions shall be announced immediately following.

## Rule 8: Awards and Recognitions

### **Rule 8a: Eligibility**

Candidates not chosen for Mr. and Ms. Tennessee Tech shall be exclusively eligible for the awards and recognitions defined in Rule 8.

### **Rule 8b: Mr. and Ms. Service**

Candidates are encouraged to give back to their community. They are given this opportunity through participation in the Tennessee Tech Food Pantry food drive.

The candidates will receive a list of items eligible for the food drive during the information session and makeup session described in Rules 2c and 2d.

Each candidate shall be responsible for talking about the food drive to their peers and student organizations.

The candidates that collect the most amount of goods will be named Mr. and Ms. Service during the halftime show.

Mr. and Ms. TN Tech candidates will have the duration of campaign season to collect and turn in their goods to the Tennessee Tech Food Pantry for counting.

### **Rule 8c: Mr. and Ms. Spirit**

Candidates are encouraged to be active participants in campus life. They are given this opportunity through participating in homecoming week events.

The homecoming events and the points for each event shall be as follows:

- Field Day – 5 Points
- Homecoming Court Relay Race – 10 Points
- Homecoming Spirit Night – 5 Points
- Homecoming Court “Minute-to-Win-It” Games – 10 Points
- Lip Sync – 5 Points



# SGA General Election Rules

## Rule 1: Candidate Requirements – Legislative Branch

### **Rule 1a: Full-Time Student Status**

Senators shall be full-time or part-time students at the time of their election to office.

### **Rule 1b: Minimum GPA**

Senators shall have a 2.75 cumulative grade point average (GPA) at the time of their election.

### **Rule 1c: College/School Representation**

Senators in the general election run to fill Academic Senator seats. As such, each candidate must declare only one college or school that they will represent regardless of how many colleges or schools they may be a student within. Senators must be a student enrolled in the college they represent at the time of their election. The currently recognized academic units that are entitled to elect Senators are the College of Agriculture & Human Ecology, the College of Arts & Sciences, the College of Business, the College of Education & Human Sciences, the College of Engineering, the College of Fine Arts, the College of Graduate Studies, the College of Interdisciplinary Studies, and the Whitson-Hester School of Nursing.

### **Rule 1d: Eligibility Verification**

Candidates must sign a FERPA release allowing the SGA Advisor the ability to verify their eligibility under these rules.

## Rule 2: Candidate Requirements – Executive Branch

### **Rule 2a: Full-Time Student Status & Term Limits**

All elected members of the Executive Branch shall be full-time students of the University, unless on Co-op status with Tennessee Tech, and shall not serve more than two years in the same office.

Full-time status for undergraduate students is defined as enrollment in at least 12 credit hours at the time of election.



Full-time status for graduate students is defined as enrollment in at least 9 credit hours at the time of election, unless the student is a graduate assistant, in which case the student must be enrolled in at least 6 credit hours at the time of election.

### **Rule 2b: President and Vice President Requirements**

The President and Vice President shall be of at least junior standing beginning in the fall semester following their election. Junior standing is defined as having earned at least sixty (60) undergraduate credits.

The President and Vice President shall have a 3.00 cumulative grade point average at the time of their election.

### **Rule 2c: Secretary and Treasurer Requirements**

The Secretary and Treasurer shall be of at least sophomore standing beginning in the fall semester following their election. Sophomore standing is defined as having earned at least thirty (30) undergraduate credits.

The Secretary and Treasurer shall have a 2.75 cumulative grade point average at the time of their election.

### **Rule 2d: Prior SGA Service**

Candidates for Executive Office must have served SGA for at least two (2) semesters, including, but not limited to: the Senate, the Supreme Court, Executive Office, and/or the Executive Cabinet.

### **Rule 2e: Eligibility Verification**

Candidates must sign a FERPA release allowing the SGA Advisor the ability to verify their eligibility under these rules.

## **Rule 3: Candidate Submission Requirements**

### **Rule 3a: Submission Items**

All candidates must submit the following in order to be placed on the ballot for the election:

1. Acknowledgement of Rules: A signed statement acknowledging they have read and understand these election rules.
2. Candidate Information Form: This form will include legal name, preferred ballot name, contact information, and the position sought.

3. Headshot: A professional headshot for the voting ballot and SGA election promotions (specific requirements to be detailed in the Candidate Information Form).
4. Petition Signatures: (See "Rule 4: Petitions" for signature requirements).

### **Rule 3b: Submission Deadline**

All candidates must submit all required items by 4:30 PM CST on April 4<sup>th</sup>, 2025.

## Rule 4: Petitions

### **Rule 4a: Petition Form**

Once the Candidate Information Form is verified, the candidate's name will be added to the Petition Form, which can then be distributed. The Petition Form will be managed by the Commission for Elections; a petition submitted that is not managed through the Petition Form maintained by the Commission for Elections will not be accepted.

### **Rule 4b: Signature Eligibility**

Petition signatures must be from current students. Students may sign petitions for more than one candidate. Students may only sign petitions for those seeking to run for election representing that student's college(s) or school and for those seeking to run for Executive Office.

### **Rule 4c: Signature Requirements - Legislative Candidates**

Candidates for Legislative Office must have 10 signatures, eligible from current students within the candidate's college/school.

### **Rule 4d: Signature Requirements - Executive Candidates**

Candidates for Executive Office must have 50 signatures, eligible from all current students.

### **Rule 4e: Online Petition Sharing**

Candidates may share petitions via mass communication and social media but may not under any circumstances claim to already have qualified to run for office. All statements must be framed as seeking support to be eligible to run for office. Example Statement: "Please sign my petition to help me run for SGA [insert position title]."

## Rule 5: Candidates Meeting

### **Rule 5a: Mandatory Attendance**

The official candidates' meeting is MANDATORY to attend to be deemed eligible to run.

### **Rule 5b: Meeting Details**

There will be two available dates for candidates to attend. The first will be held on Monday, April 7<sup>th</sup>, 2025, at 6:00 PM in the Multipurpose Room of the Roaden University Center. The second will be held on Tuesday, April 8<sup>th</sup>, 2025, at 11:00 AM (Dead Hour) in the Multipurpose Room of the Roaden University Center.

### **Rule 5c: Meeting Content**

The meeting will cover election rules, campaign guidelines, and answer candidate questions.

### **Rule 5d: Prerequisite for Meeting**

All candidate submission requirements must be complete to attend this meeting.

### **Rule 5e: Proxies**

Candidates may send proxies to attend the candidates' meeting on their behalf, provided that the Chair of the Commission for Elections is notified at least twenty-four (24) hours in advance of the meeting the proxy will attend.

Proxies must be a current student of Tennessee Tech, and no student shall proxy for more than one candidate. Candidates may not act as a proxy for another candidate.

## Rule 6: Active Campaigning

### **Rule 6a: Campaign Season**

Campaigning may begin at 12:00 PM (noon) on Tuesday, April 8<sup>th</sup>, 2025. The campaign season will end at 4:30 PM on Tuesday, April 15<sup>th</sup>, 2025.

### **Rule 6b: Definition of Campaigning**

Campaigning refers to the act of distributing campaign material, advertising in newspapers, on signage, on the radio, and/or online (including social

media), attending a meeting for the purpose of promoting one's candidacy, and/or setting up tables/booths to promote the candidate.

### **Rule 6c: Campaign Representatives**

A campaign representative (or "representative") is any individual or group who assists the candidate in planning, organizing, and executing their campaign efforts to be elected. This includes, but is not limited to, promoting the candidate, coordinating events, and engaging with the student body to garner support for the candidate. It is the responsibility of the candidate to inform their representatives of the SGA General Election Rules.

### **Rule 6d: Prohibited Conduct**

Candidates or campaign representatives shall not:

- Send mass communications to or from university accounts
- Place campaign material on another individual's property without their consent
- Participate in door-to-door campaigning or knocking
- Make vulgar or disparaging remarks directed towards another candidate
- Table in the Cafeteria, Swoops, Which-Wich, Starbucks, Poet's Coffee, or any additional Dining Services location
- Campaign in the SGA office or at non-election related SGA functions

Additionally, candidates or campaign representatives shall be immediately disqualified and referred to the Dean of Students for the following:

- Collecting T-numbers, PIN Numbers, or login information of other students
- Attempting to vote using the information of other students
- Tampering or interfering with an election or a student's right to vote, including, but not limited to, requiring someone to provide evidence of voting in an election
- Bribing, coercing, or threatening students into voting on or off campus
  - Bribes include, but are not limited to, the promise or exchange of goods, favors, and/or drawing entries for raffles for promised votes.

### **Rule 6e: Endorsements**

Only students or groups comprised exclusively of students may, with prior approval of the candidate, publicly endorse a candidate.

Endorsement from groups, organizations, or individuals outside the student body is strictly prohibited.

### **Rule 6f: Rules for Senators Supporting Candidates for Executive Office:**

Senator candidates may endorse executive candidates via social media and publicly support them as individuals.

Senator candidates cannot participate in tabling or joint promotional activities with executive candidates in conjunction with their Senator candidacy.

Senator candidates cannot appear on campaign material promoting their Senator candidacy with executive candidates. This includes physical and digital materials.

### **Rule 6g: Respectful Campaigning**

Active campaigning shall not interfere with the academic life or integrity of the student body or individual students.

### **Rule 6h: On-Campus Events/Tabling**

Any tabling or events on campus must be registered through the University's facility reservation system (CourseDog). Candidates are responsible for understanding and adhering to university event policies.

## **Rule 7: Campaign Materials**

### **Rule 7a: Definition of Materials**

Campaign material(s) refers to any promotional items or content created to support and advertise a candidate's campaign to the student body. This includes, but is not limited to, posters, flyers, social media posts, banners, buttons, videos, and any other media used to convey the candidate's message and encourage votes.

### **Rule 7b: Placing Campaign Material in Non-residential Campus Buildings**

All campaign material must be approved by the [building coordinator\(s\)](#) (see Appendix 1) of a particular non-residential campus building before being placed in that building. Should the building coordinators list on either

Tennessee Tech website or provided in the appendix of these rules be inaccurate, candidates should promptly inform the Commission for Elections so that a list of alternate university officials to seek approval from can be provided to all candidates for the affected buildings.

All digital campaign material to be placed on digital signage in non-residential buildings must be submitted to [sga@tntech.edu](mailto:sga@tntech.edu). Image dimensions shall be 1920 x 900 pixels (or a multiple thereof) for horizontal screens and 1080 x 1740 pixels (or a multiple thereof) for vertical screens.

### **Rule 7c: Placing Campaign Material in Residential Campus Buildings**

All campaign material must be approved by the Office of University Housing & Residential Life via e-mail at [reslife@tntech.edu](mailto:reslife@tntech.edu) before being placed in any residential building or buildings.

General guidelines for the posting of campaign material in residential buildings are maintained by the Office of University Housing & Residential Life. Candidates may contact the Office at [ResLife@tntech.edu](mailto:ResLife@tntech.edu) or at (931) 372-3414.

### **Rule 7d: Placement of Campaign Material by the Student Government Association**

The Commission for Elections and the Student Government Association reserve the right to place materials that fairly advertise all candidates for the position being advertised in both physical and digital media formats.

Any images of candidates used in such materials will be from their headshots submitted as part of their Candidate Information Form.

This rule shall apply notwithstanding the provisions of Rule 7e.

### **Rule 7e: Prohibited Placements**

No campaign material may be placed on any painted surface, door, or window.

No campaign material may be placed in classrooms or on electronic platforms that have been set up as an extension of the classroom.

Chalk shall not be used on any brick surface, covered area, or vertical surface.

**Rule 7f: Awesome Eagle**

No candidate shall create or distribute campaign material that features Awesome Eagle or implies that Awesome Eagle supports their candidacy.

**Rule 7g: Removal of Campaign Material**

All campaign material shall be removed within twenty-four (24) hours following the end of campaign season.

**Rule 8: Campaign Finances****Rule 8a: Campaign Expenditures**

A candidate's total expenditures shall include all goods and services purchased by or donated (including monetary or in-kind contributions) to a candidate or campaign that are used during campaign season.

If an item or expense is not actually used as part of the public facing campaign, then it does count towards the candidate's spending limit.

**Rule 8b: In-kind Contributions**

An in-kind contribution shall be regarded as anything contributed to a candidate other than money, excluding campaign volunteers.

In-kind contributions for the use of campaign fundraising or printing of campaign paraphernalia must be reported and will count toward the maximum expenditure a candidate may spend.

Receipts for these contributions must be submitted with expenditure reports.

**Rule 8c: Fair Market Value**

The fair market value of a donated item or in-kind contribution shall be the value recorded on the final expenditure report.

Fair market value is determined by the candidate securing two price estimates of the exact item to be used on the campaign, the average of which is to be included on the expenditure report. Both estimates must contain the name, address, and phone number of the entities furnishing the estimates.

Barring a reasonable doubt, the Commission will recognize the retail value paid for a good or service at its fair market value. The Commission reserves

the right to reassign value to a good or service in response to a complaint that the good or service is not reported at its fair market value.

### **Rule 8d: Spending Limit**

Candidates for Legislative Office and their campaign representatives shall spend no more than one hundred and fifty dollars (\$150) per campaign.

Candidates for Executive Office and their campaign representatives shall spend no more than seven hundred and fifty dollars (\$750) collectively per campaign.

No candidates for Legislative Office may combine budgets or campaign materials.

### **Rule 8e: Itemized Budget**

Candidates shall provide an itemized budget (including receipts or invoices of each item) including donations to the Commission for Elections at [SGASecretary@ntech.edu](mailto:SGASecretary@ntech.edu) no later than the end of campaign season.

Candidates shall ensure that all financial documentation submitted to the Commission has been properly redacted and personal account information removed.

### **Rule 8f: Public Inspection of Financial Records**

All financial information submitted by candidates shall be open to public inspection, and the Commission for Elections shall take caution that all reasonable confidentiality is protected regarding credit card and account numbers.

### **Rule 8g: Usage of Campus-wide Funding**

Candidates and their campaign representatives shall not apply or receive money from any campus-wide fund (ex. the S.O.L.O. Fund, Chapter 606, etc.) for the purpose of promoting a candidate, a group of candidates, or the election itself. Violation of the Rule shall result in disqualification and potential probation from receiving S.O.L.O. funds in the future for a period defined by the Commission for Elections.

## **Rule 9: Election Day Regulations**

### **Rule 9a: Election Day**

Election Day shall be Tuesday, April 15<sup>th</sup>, 2024.



### **Rule 9b: Voting Timeframe**

The period of voting shall begin on Election Day at 8:00 AM and shall end at 4:30 PM.

### **Rule 9c: Voting Method**

Voting shall be online via a ranked-choice survey. SGA will provide voting instructions via email and social media.

### **Rule 9d: Tabling on Election Day**

The Commission for Elections shall reserve Centennial Plaza for candidates to promote their campaign and encourage students to vote.

Tables and chairs will be provided to candidates, but candidates may request additional chairs and/or tents as they are available. Candidates may also bring their own chairs or tents, provided that they do not interfere with campaigning by another candidate. Candidates may not bring additional tables.

A table shall be reserved for each candidate for Executive Office (if running separately) or for each ticket (if running together). Other tables may be claimed by candidates for Legislative Office starting at 8:00 AM on Election Day on a first come, first served basis.

### **Rule 9e: Certification of Results**

The Commission for Elections shall examine the election results immediately following the end of the period of voting. When the Commission is satisfied that no technological malfunction has occurred, that every vote was counted accurately, and resolved any outstanding violations that have been reported to the Commission, it shall certify the results.

### **Rule 9f: Announcement of Results**

The Commission for Elections will officially announce election results via the SGA website, social media, and at a public event to be announced.

## **Rule 10: Campaign Violations**

### **Rule 10a: Enforcement**

The Commission for Elections shall interpret and enforce all rules contained within fairly and impartially.

## **Rule 10b: Reporting Violations**

Any student shall have the right to file a complaint concerning potential violations of these Rules. Complaints must be sent via email to [SGASecretary@tntech.edu](mailto:SGASecretary@tntech.edu). Oral complaints or anonymous complaints will not be accepted.

Complaints must contain the following:

- Name of the candidate and/or individual(s) who committed the alleged violation
- Brief description of the alleged violation, including date and time of the incident
- Any applicable evidence
- Printed name of the person filing the complaint
- Signature of the person filing the complaint

Complaints must be filed within forty-eight (48) hours of the violation or within forty-eight (48) hours of when the violation could have been reasonably known.

The respondent to the complaint will be notified within twenty-four (24) hours upon receipt of said complaint by the Chair of the Commission for Elections. The respondent will then have twenty-four (24) hours to submit a response.

The Commission shall review all complaints within twelve (24) hours of receiving all materials including the response from the respondent.

## **Rule 10c: Adjudicating Violations**

Upon written concurrence by a majority of Commission members that a complainant merits a hearing, then a hearing shall be scheduled within two (2) business days. In the hearing, the person or persons filing the complaint shall carry the burden of proof.

If the Commission decides to hear a complaint, a member of the commission will inform all involved individuals of both the charges they face and a summary of the evidence. The respondent is found responsible only if a majority vote of the Commission finds them responsible upon a preponderance of the evidence.

If the Commission finds the accused party responsible of committing an election violation, the commission has the discretion to impose a penalty.

The Commission for Elections maintains the right to publicly disclose the findings of any hearings on the SGA website.

### **Rule 10d: Penalties for Violations**

Except as defined in these rules, the Commission for Elections shall have full authority to determine the penalty for violating election rules.

Possible penalties for violations include, but are not limited to, the following:

- Restriction of Campaigning – A candidate may be restricted from campaigning online and/or in-person in certain locations or for specified time periods.
- Assignment of Community Service Hours – A candidate or a representative of their campaign may be assigned no more than five (5) community service hours, in proportion to the severity of the violation. The Student Engagement office shall be responsible for overseeing the completion of any imposed community service hours.
- Imposition of Probation – While on probation, if a candidate or a representative of their campaign is found violating these Rules again before the end of campaign season, the candidate is disqualified.
- Subtraction of Votes – If a candidate or a representative of their campaign has been found to have given themselves an illegal or unfair advantage in the election, the Commission may choose to remedy that advantage by the subtraction of votes proportional to the severity of the violation.
- Disqualification – If a candidate or a representative of their campaign has been found to have committed an egregious violation of these rules, they may be disqualified without recourse for appeal.

Appendix 1  
**Building Coordinators**  
**as of March 11, 2024**

<b>BUILDING</b>	<b>BUILDING COORD.</b>	<b>OFFICE # (372)</b>	<b>E-MAIL</b>
Academic Wellness	Mike Phillips	3469	mbphillips@tntech.edu
Hyder Burks Ag. Pavilion	Rusty Chilcutt	6767	rchilcutt@tntech.edu
Appalachian Craft Center	Matt Bennett	6887	mgbennett@tntech.edu
Athletic Performance Center	Matt Hewett	6234	mhewett@tntech.edu
Bartoo Hall	Jeremy Wendt	3181	jwendt@tntech.edu
Baseball Field House	Matthew Dexter	3945	mmdexter@tntech.edu
Bell Hall- Health Services	Leigh Ann Ray	3320	lray@tntech.edu
Bell Hall- Nursing	Jason Hurley	6802	jhurley@tntech.edu
Brown Hall	Chris Mills	3190	cmills@tntech.edu
Bruner Hall	Paula Engelhardt	3629	engelhar@tntech.edu
Bryan Fine Arts	Colin Hill	6406	cjhill@tntech.edu
Burnett Recreation Center	Les Fralix	6211	lfralix@tntech.edu
Clement Hall	Joseph Slater (Interim)	3172	jslater@tntech.edu
Derryberry Hall	Greg Holt	6062	gholt@tntech.edu
Facilities Complex	Shana Rich	3226	slrich@tntech.edu
Foundation Hall	Rene Watson	3706	swatson@tntech.edu
Foundry	Chris Mills	3190	cmills@tntech.edu
Henderson Hall	Linda Fisk	3343	lfisk@tntech.edu
Hooper Eblen Center	Matthew Dexter	3945	mmdexter@tntech.edu
Jere Whitson	Jerri Winningham	6174	jwinningham@tntech.edu
Johnson Hall	Susan Watson	3706	swatson@tntech.edu
Kittrell Hall	Joseph Asante	3576	jasante@tntech.edu
Laboratory Science Commons	Jeffery Boles	3421	jboles@tntech.edu
LSC (only if Jeff is unavailable)	Tammie Hanchey	6168	thanchey@tntech.edu
Lewis Hall	Chris Mills	3190	cmills@tntech.edu
Library	Rob Wright	6113	rewright@tntech.edu
Matthews/Daniel	Michael Hoane	3562	mhoane@tntech.edu

Memorial Gym	Christy Killman	3539	ckillman@tntech.edu
Oakley Hall	Lisa Rice	3149	lrice@tntech.edu
Pennebaker Hall	Steve Hayslette	3146	shayslette@tntech.edu
Prescott Hall	Robert Craven	3487	rcraven@tntech.edu
Ray Morris Hall (STEM)	James Isbell	3786	jmisbell@tntech.edu
Residence Halls	Josh Edmonds	3518	jedmonds@tntech.edu
Roaden University Center	Susan Henry	3123	shenry@tntech.edu
ROTC	Karen Loftis	3283	kloftis@tntech.edu
Southwest Hall	Dylcia Cowan	3366	dcowan@tntech.edu
Southwest Hall (CDL)	Angie Smith	6262	angiesmith@tntech.edu
Stonecipher Lecture Hall	Jeff Boles	3421	jboles@tntech.edu
SLH (If Jeff is unavailable)	Tammie Hanchey	6168	thanchey@tntech.edu
T. J. Farr Building	Lisa Zagumny	6558	lzagumny@tntech.edu
Tech Village	Josh Edmonds	3518	jedmonds@tntech.edu
Tennis Center	Matthew Dexter	3945	mmdexter@tntech.edu
Tucker Stadiums-East & West	Matthew Dexter	3945	mmdexter@tntech.edu
University Services	Justin Childers	3800	jchilders@tntech.edu