**THE CLARKSON UNIVERSITY STUDENT ASSOCIATION CONSTITUTION**

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**Updated 2019**

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PREAMBLE

We, the undergraduate student body of Clarkson University, believe that living in and building a free and democratic society entails responsible self-government and rational debate. Furthermore, we believe that educational institutions exist for the pursuit and dissemination of truth and reason.

ARTICLE I – NAME

The name of this organization shall be the Clarkson University Student Association, hereinafter referred to as the CUSA Senate, where CUSA refers to the undergraduate student body of Clarkson University in its entirety.

ARTICLE II – PURPOSES

The purposes of the CUSA Senate are:

1) To recommend, coordinate, and legislate programs of interest to the students, faculty, and administration of Clarkson University.

2) To join with representatives of the administration, faculty, and the community in efforts that further the common welfare of the student.

ARTICLE III – ACTIVITIES FEE

Section 1 – All undergraduate students of Clarkson University and Clarkson School Students who have paid their activities fee have the right to vote in the elections of the CUSA Executive Board and the CUSA Senate.

Section 2 – Graduate students who pay the specified undergraduate activities fee will be eligible to join the CUSA Senate sponsored organizations and will be granted full voting privileges. Graduate students are not eligible to hold a CUSA Executive Board or CUSA Senator position.

Section 3 – All procedures concerning the levying of student activitie**s** fees shall be included in the CUSA Finance Policy, subject to the approval of the Board of Trustees.

ARTICLE IV – MEMBERSHIP OF THE CUSA SENATE

Section 1 – The student members of the CUSA Senate shall be composed of the four Executive Board officers, twenty-four Senators ( six representing each class), one Clarkson School Representative, and two non-voting graduate representatives. These members of the CUSA Senate shall maintain their positions until the close of that term of office and the election of new Executive Board officers, Senators and representatives occurs. No CUSA Senate member shall be removed from office because of a change in class standing.

Section 2 – All elections shall be decided in favor of the candidate(s) who receive(s) the greatest number of votes cast, except that CUSA Executive Board Officers shall have received not less than forty percent of the votes cast for that office. Should this requirement not be met, a runoff election between the candidates receiving the first and second largest number of votes shall be held. A runoff election shall also be held in the event of a tie for a CUSA Executive Board office or for the final elected Senator of a class. All runoff elections will be held on the same day of the week in the following week after the announcement of the election results. The election results must be sent out to the campus body on the Monday following elections.

Section 3 – Power of disqualification for violations of election procedures shall lie entirely with the CUSA Senate upon recommendation of the Academics & Policy Committee.

Section 4 – All other election procedures shall be outlined in the Election By-Laws.

ARTICLE V – DUTIES & POWERS OF THE CUSA SENATE

Section 1 – The legislative and policy forming powers, as well as such other powers necessary and proper to execute the objectives set forth in this Constitution and By-Laws shall be vested in the CUSA Senate.

Section 2 – The CUSA Senate shall consider any or all recommendations of its Committees. The CUSA Senate shall have the power to refer back, defeat, or pass any motion.

Section 3 – The CUSA Senate shall have the jurisdiction, including powers of authorization and revocation, over all activities which it funds. The CUSA Senate shall not have responsibility for the financial or internal affairs of those organizations which it does not recognize.

Section 4 – Any organization which receives funds from the CUSA Senate shall be bound by any Finance or Asset Management policy as set forth in the appropriate CUSA By-Laws with respect to the spending of its funds.

Section 5 – The CUSA Senate shall not withdraw recognition or financing due to editorial policy, nor shall the CUSA Senate formulate editorial policy for any Clarkson student media.

Section 6 – The CUSA Senate shall have the power to enact and hold jurisdiction over the Organization Conduct Board (OCB), which shall be used to settle disputes among its members and organizations.

Section 7 - To maintain their position, all CUSA Senators must complete the following accountability requirements:

1. All CUSA Senate members must be active in at least one CUSA committee or temporary committee.
2. CUSA Senators are allowed three excused and two unexcused absences per semester, this includes absences from their respective committee meetings. An absence may also be given based on the lack of completion of assigned projects to the discretion of the Committee Chair and the approval of the CUSA Vice President.
3. Senators must attend and actively participate in at least three CUSA sponsored events each semester, including those planned by the Activities Committee. All attendance lists shall be submitted by the Senator leading the event to the PRC.

Section 8 - Any member of the Senate who fails to comply with the accountability requirements will be subject to review and disciplinary action of the Academics and Policy committee and the CUSA Vice President. If the Senator in question is found to have not met their semesterly requirements, they are not eligible for receiving the CUSA apparel or graduation cords of that office term and risk removal from office. Further details are outlined in Article IX Section 7.

ARTICLE VI – CUSA EXECUTIVE BOARD OFFICERS

Section 1 – The CUSA Executive Board officers, in order of presiding officer, shall be President, Vice President, Treasurer, Public Relations Coordinator. They shall be elected in accordance with the elections provisions as set forth within this Constitution and the Elections By-Laws. The officers of CUSA shall be the leading or governing officers of the CUSA Senate and shall compose the Executive Board.

Section 2 – The duties and responsibilities of the officers shall be those provided in this Constitution, By-Laws, and Robert's Rules of Order.

Section 3 – The CUSA Executive Board officers must have and maintain a cumulative grade point average of at least a 2.5 on a 4.0 scale for the duration of their term.

Section 4 – The CUSA Executive Board members must have served on the CUSA Senate for at least one full term, with a full term being defined as one academic year.

Section 5 – The duties of the CUSA President are as follows:

(1) They shall be responsible for outlining the goals and direction of the CUSA Senate for the full term.

(2) They shall be unbiased in the execution of the provisions of the Constitution, By-Laws, and Robert's Rules of Order.

(3) They shall be the Chair of the CUSA Senate.

(4) They shall Chair the Executive Board.

(5) They shall have the right to provide directives to the Executive Board and Committee Chairs.

(6) They shall vote upon legislation only in case of a tie.

(7) They shall have the right to veto legislation.

Section 6 – The duties of the CUSA Vice President are as follows:

(1) They shall fulfill the CUSA President's duties in case of absence.

(2) They shall oversee the CUSA Senate Committee Chairs.

(3) They shall enforce all policies except the CUSA Finance Policy.

(4) They shall handle any and all relations between clubs and CUSA.

(5) They shall invite guest speakers, at the discretion of the Executive Board and the CUSA Senate, to CUSA Senate meetings.

Section 7 – The duties of the CUSA Treasurer are as follows:

(1) They shall uphold the CUSA Finance Policy to its fullest extent.

(2) They shall oversee the budgets of all CUSA recognized organizations.

(3) They shall be responsible for the day-to-day financial transactions of the CUSA Senate and CUSA recognized organizations.

(5) They shall not have a vote in any decisions of the Finance Committee except in case of a tie.

(6) They have the power to veto any decision of the Finance Committee except in the budgeting procedure. A two-thirds vote of the Finance Committee is required to override the veto.

Section 8 - The duties of the CUSA Public Relations Coordinator are as follows:

(1) They shall communicate with the Faculty Senate.

(2) They shall operate the CUSA social media accounts.

(3) They shall keep the University informed of CUSA Senate updates through scheduled public recounts.

(4) They shall maintain accurate minutes and attendance records of the CUSA Senate and its committees. These shall be public documents open to any member of the CUSA.

(5) They shall facilitate the senator of the week and senator of the month awards if the Executive Board decides to participate in this yearly.

(6) They shall be responsible for the overall record of attendance, including weekly CUSA Senate meetings and committee meetings.

(7) They shall be responsible for coordinating the selection of annual CUSA apparel.

ARTICLE VII – COMMITTEES

Section 1 – A temporary committee may be established to investigate a particular matter by a majority vote of the CUSA Senate.

Section 2 – A temporary committee must receive authorization of the CUSA Senate for any action it may take, unless these actions or expenses are authorized in this Constitution or By-Laws.

Section 3 – Committee Chairs, including any temporary committees and the Finance Committee Comptroller, shall be appointed from the membership of the CUSA Senate by the CUSA Executive Board.

Section 4 – The CUSA Vice President shall have the responsibility of maintaining the appropriate functions of all CUSA committees. The CUSA Vice President shall act as interim chair of any committee in which a chair is vacated until a new appointment is made within one week of the chair becoming vacant.

Section 5 – ACTIVITIES COMMITTEE:

(1) Shall be responsible for organizing all CUSA sponsored events held on or off campus.

(2) Shall strive to host at least three CUSA sponsored events per semester.

(3) Shall work with CUSA recognized clubs and other campus organizations in the organization of campus events.

(4) Shall work with the Office of Student Life in the planning and commission of all campus events through Knightlife.

Section 6 – ACADEMICS & POLICY COMMITTEE:

(1) Shall administer all elections under the jurisdiction of the CUSA Senate and shall provide strict enforcement of the Election By-Laws.

(2) Shall administer all CUSA Senate referendum as per the Election By-Laws.

(3) Shall, prior to any election held under the jurisdiction of the CUSA Senate, prepare any necessary information for the prospective candidates to ensure that all CUSA members are informed of all election dates and procedures.

(4) Shall oversee all policies and/or By-Laws of the CUSA Senate except for the CUSA Finance Policy.

(5) Shall annually review, approve, and then present all organization constitutions without CUSA Senate approval. If an organization does not submit a constitution within the first six weeks of the semester, the organization will be placed on probation. During the probation period, the organization will not be able to access CUSA funds. The probation period will end once a constitution has been submitted.

(6) Shall approve the constitutions of the organizations before Finals Week of fall semester.

(7) Shall review any case of organization dissolution and make the appropriate recommendation to the CUSA Senate.

(8) Shall oversee, review, report, and act on any academic situation brought to the CUSA Senate.

(9) Shall maintain communication with the academic departments.

(11) Shall annually review and change the CUSA constitution in accordance with necessary alterations to be approved by the Senate at the end of each academic year.

Section 7 – FINANCE COMMITTEE:

(1) Shall review and, as necessary, revise the CUSA Finance Policy during the fall semester each academic year.

(2) Shall formulate the annual CUSA Senate budget.

(3) Shall investigate and report depreciation, club contingency, capital expenditure, circumstantial, and conference/tournaments requests.

(4) Shall evaluate and allocate depreciation and operating budget requests.

(5) Shall evaluate and recommend contingency and capital expenditure purchases based on compliance with the CUSA Finance Policy.

(6) Shall strictly follow the guidelines of the CUSA Finance Policy.

(7) Shall be chaired by the CUSA Treasurer and the appointed Comptroller whose duties are outlined in the Finance By-Laws.

(8) Shall oversee all CUSA Senate and CUSA organizations’ assets.

Section 8 - STUDENT ENGAGEMENT COMMITTEE:

(1) Shall hold a public weekly council to collect student complaints, requests, suggestions, and feedback and directly relay these back to the CUSA Senate.

(2) Shall keep communications open with campus food services, health services, safety and security, counseling services, housing, and maintenance, and any other service which has an impact on the students.

 (3) Shall work with University staff to work towards solutions to student concerns.

 ARTICLE VIII – ADVISORSHIP

Section 1 – The CUSA Senate shall be co-advised by the Associate Director of Student Life and the Assistant Director of Student Life. These advisors should attend all CUSA Senate and Executive Board meetings in a non-voting capacity.

Section 2 – Should both advisor positions be vacant, the CUSA Senate shall choose a Clarkson University employee as an interim faculty/staff advisor as recommended by the CUSA Executive Board.

ARTICLE IX – IMPEACHMENT AND REMOVAL FROM OFFICE

Section 1 – After a hearing before the CUSA Senate, the CUSA Senate may move to remove or suspend any Executive Board officer, Senator, or affiliated organization officer or member by a two-thirds of the entire CUSA Senate. The grounds for impeachment are only:

(1) Embezzlement, fraud, or other felony.

(2) Neglect of duties.

(3) Acting contrary to this Constitution, its amendments and By-Laws.

Section 2 – The CUSA President shall preside at all hearings except that the CUSA Vice President shall preside if the CUSA President is on trial or has disqualified themselves. In the instance where the CUSA President and CUSA Vice President or the serving chair are on trial or have disqualified themselves, the presiding officer shall be whoever is next in the order of CUSA Executive Board officers. This order shall be President, Vice Presidnet, Treasurer, PRC, AP Chair, then Comptroller.

Section 3 – Specific charges against the accused shall be filed with the Executive Board at least one week prior to a regular CUSA Senate meeting. The accused shall be provided with a written notice of the charges made against them at least one week in advance of their hearing. Such notice shall include:

(1) A verbatim reference to the specific regulatory basis for considering the alleged act(s) as wrongful.

(2) An explanation of the precise act(s) or omissions of the accused which are the subject of the notice.

(3) A list of all witnesses who may be expected to give testimony against the accused and a description of other types of evidence which is held and may be used against them.

(4) A statement of the specific time and place the hearing is to be held.

(5) A general statement of the rights which will be accorded the accused at the hearing.

Section 4 – The accused and the Senateshall have the right to counsel, to call witnesses, and to introduce evidence within the context of fair process. A written and/or audio recording of all hearing proceedings shall be maintained by the PRC, if the PRC is on trial, a member of the CUSA Senate chosen by the CUSA Executive Board.

Section 5 – Should any Senator resign, be removed from office, or be ineligible to serve, the office seat shall become vacant. Vacancies will be filled by the respective class of the vacant seat in one of the following manners:

1. If during the fall semester it is known the vacancy should occur during spring semester; the position will be filled through a campus wide election.
2. If the vacancy occurs at the start or end of the spring semester, the position will be filled through a majority vote of the CUSA Senate.
3. If there are three or fewer meetings left of the CUSA Senate remaining in the current term of office, the vacancy shall remain until the start of the next term.

Section 6 - Should any elected CUSA Executive Board officer be removed from office, or ineligible to serve, the office seat shall become vacant. Vacancies in the following situations shall be filled in the respective following manors:

1. The office of the CUSA President shall be filled by the CUSA Vice President whenever that office is declared to be vacant.
2. In the event that it is known in the fall semester that any other Executive Board position is going to be vacant for the spring semester, a campus wide election shall take place.
3. If an Executive Board position is vacant at the start or end of the spring semester, the position will be filled through a majority vote of the CUSA Senate.
4. If no interested candidate is eligible for the required position in accordance to the requirements of this constitution, or the nominated process outlined in Article V is not met; the CUSA Executive Board shall install the most qualified candidate regardless of whether they have served at least one full term of office. The CUSA Senate must approve this.

Section 7 - If an Executive Board or Senate member has not fulfilled their accountability requirements for the semester, they are at risk of removal of office. The Academics and Policy committee must gain the approval of the Senate if the member in question may return the following semester one week before elections for the following semester. If extenuating circumstances occurred that prevented the member from fulfilling their requirements then they shall be allowed to return the following semester, if not the position becomes vacant.

ARTICLE X – RECALL

Action to recall any member of the CUSA Senate must begin with a petition signed by thirty percent of the group which they represent. On the day following the CUSA Senate meeting at which the petition is received, adequate notice shall be given to the student body that an election must be held within two weeks. A majority vote of two-thirds is required to affect the recall.

ARTICLE XI – MEETINGS

Meetings of the CUSA Senate shall be held at a time and place fixed by the CUSA President in accordance with the By-Laws and in agreement with the CUSA Executive Board officers, provided that a meeting shall be held at least once a week during the regular academic year at a definite time and place.

ARTICLE XII – VOTING/VETO

Section 1 – A vote will only be effective if taken at a meeting where the majority of the Senate is met.

Section 2 – The Executive Board officers shall not hold a vote during the meetings.

Section 3 -- The CUSA President will vote only in the event of a tie.

Section 4 – After legislation is passed, the CUSA President has until the opening of the next CUSA Senate meeting, to veto legislation. In the case of financial decisions and constitution renewals made by the Finance Committee and Academics and Policy Committee respectively, the CUSA President has until the opening of the next CUSA Senate meeting to veto the decisions.

Section 5 – The CUSA PRC shall keep track of all approved legislation until it has been vetoed or time has expired on the CUSA President's veto power.

Section 6 – All vetoed legislation will be brought up by the CUSA President in their officer report. A motion for an override vote may be brought up during new business on the agenda. A two-thirds vote of the CUSA Senators will override the veto.

Section 7 – Legislation may not be reintroduced to the CUSA Senate prior to the fourth regular meeting after its defeat by veto or regular vote.

Section 8 – After a decision of the Finance Committee, the CUSA Treasurer has three business days to veto the decision. The veto is completed through written notification to the CUSA Comptroller. Any decision, passed by the Finance Committee or vetoed by the CUSA Treasurer, must be written and submitted to the CUSA Comptroller within three business days of the decision. The CUSA Comptroller has four calendar days to veto this decision. All vetoed decisions will be presented at the next Finance Committee meeting. A motion may be raised to override any veto. A two-thirds vote of the Finance Committee, will override the veto.

ARTICLE XIII – FINANCES

Section 1 – The CUSA Senate shall derive its funds from the collection of dues, the collection of the undergraduate activities fee, and by lawful profit making activities.

Section 2 – All organizations of the CUSA Senate that meet the requirements set forth in Article IV of the Senate By-Laws may be eligible for funding as stated in the CUSA Finance Policy. A budget must be submitted to the CUSA Senate as outlined in the CUSA Finance Policy.

Section 3 – The CUSA Senate is eligible for funding by the CUSA. The Finance Committee shall make a budget and submit it to the CUSA after all the members of the CUSA Senate and CUSA Executive Board have approved it.

Section 4 - The CUSA Finance Policy outlines the budgeting process that the CUSA Senate shall follow when appropriating money and the guidelines funded organizations shall follow when spending funds.

Section 5 - No organization is permitted to subsidize the cost of personal items (apparel, equipment, or otherwise) without the prior approval of the CUSA Finance Committee.

Section 6 - All other matters of finance within CUSA can be referred to in the Finance By-Laws.

ARTICLE XIV – DISSOLUTION

Section 1 – In case of dissolution of any funded organization, including the CUSA Senate, all assets will revert to the undergraduate student body.

Section 2 – The CUSA Senate may dissolve any member organization upon recommendation of the Academics and Policy and a two-thirds vote of the CUSA Senate.

ARTICLE XV – SUPREMACY OF THIS CONSTITUTION

Section 1 – This Constitution and its By-Laws shall supersede all other constitutions and related governing documents that are associated with the CUSA Senate, CUSA Senate Committees, and CUSA affiliated, recognized, and funded organizations.

Section 2 – This Constitution prohibits CUSA Senate from joining any organization with a superior governing instrument. An exception shall be made with the approval of over half of the CUSA Senate.

Section 3 – The CUSA Senate and/or the CUSA Executive Board shall not act, pursue, or create acts contrary to this Constitution. Individuals accused of these acts shall be subject to the repercussions of Article IX and are subject to impeachment.

ARTICLE XVI – HAZING & SEXUAL HARASSMENT

Section 1 - Neither this organization nor any member of this organization may authorize any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of any drug form (i.e., alcohol) for the purpose of initiation or affiliation with this organization. This organization shall be subject to rescission of permission to operate on campus property and loss of Clarkson University recognition in addition to any other legal penalty if they are found to be in violation of the University’s hazing policy.

Section 2 - Any incidents of Sexual Harassment will be referred to the Title IX Coordinator and handled through the Code of Conduct.

ARTICLE XVII – PETITION

Section 1 – Upon petition by ten percent of the members of the CUSA, any issue designated by said petition must be submitted to referendum of the CUSA by the CUSA Senate. The results of any such referendum is binding upon the CUSA Senate.

ARTICLE XVIII – CONSTITUTION REVIEW

Section 1 – This Constitution is subject to review annually by the Academics and Policy Committee.

Section 2 – The reviewed Constitution shall be presented to the CUSA Senate for approval; it shall be considered in effect with the approval of four-fifths of the CUSA Senate.

ARTICLE XIX – AMENDMENTS

Section 1 – An amendment shall be considered proposed when submitted in typed or printed form in a manner that conforms with the form of this Constitution and is signed by not less than five members of the CUSA Senate.The proposed amendment shall be given to the members of CUSA Senate one week prior to the meeting at which it will be voted upon. Amendments shall become effective immediately following certification of ratification by the Academics & Policy Committee within a week of voting approval.

Section 2 – An amendment shall have been deemed ratified and thus added to the Constitution when two-thirds of the CUSA Senate vote in favor of the amendment. .

ARTICLE XX – RATIFICATION

Section 1 – This Constitution and its amendments shall become effective immediately upon adoption and each CUSA Senate member shall assume their corresponding office in the CUSA Senate for the remainder of their term.

**THE CLARKSON UNIVERSITY STUDENT ASSOCIATION**

**ELECTION BY-LAWS**

**February 2019**

Whereas A.C. is defined as Academics and Policies Committee.

Section 1 - Qualifications

A) Candidates who know they are taking a semester away in the upcoming year may not run for a CUSA Executive Board position. Candidates who know they are going to be taking a semester off in the fall can not run for a CUSA Senator position, but they can run for a CUSA Senate position if they are only going to be away for the spring semester. If a candidate knows he/she is going to be gone for the spring semester, a campus wide election hosted on Knight Life will take place at the end of the fall semester. If a CUSA Senate or CUSA Executive Board position is vacant at the start or end of the spring semester, the position will be filled through a majority vote of the CUSA Senate. Candidates who are on semester away in the current year but will be back for the full upcoming year may run for a position

B) Two graduate student representatives will be appointed by the Graduate Student Association to serve on the Senate. These representatives will have no voting privileges on any matters.

C) Class designation shall be determined by Cohort year with the exception of a Clarkson School student who shall be designated as a student currently enrolled in the Clarkson School.

Section 2 - Time of Elections

A) Elections shall be held for a minimum of 48 continuous hours.

B) In the event of a failure of Knight Life to be up and running for at least 4 hours each day, votes will be null and re-elections will be held a week later with an announcement email sent to all students notifying them of the change at least five days before the re-election.

(C) In the fall semester, six incoming freshmen shall take their seats as the freshman CUSA Senators no later than the fifth week of the academic year through a general election of the freshman class. One incoming Clarkson School student shall take a seat as The Clarkson School Representative no later than the fifth week of the academic year through a general election of The Clarkson School class.

(D) In the spring semester, CUSA Executive Board officers will be elected through a general election by the CUSA. These offices should inclusively consist of President, Vice President, Treasurer and Public Relations Coordinator. Nominations for these positions shall take place no later than five weeks before the start of the final exam week in the spring with elections taking place the following week.

(E) In the spring semester, general elections will be held to elect six students from the three returning cohorts by their respective cohorts. The nomination of these individuals shall be closed no later than four weeks before the beginning of final exam week with elections taking place the following week. All newly elected CUSA Senators shall take their seats and begin their term of office following the second to last meeting of the CUSA Senate of the spring semester.

Section 3 - Nominating Procedure

A) The petition mentioned here is the Nominating Form from the Election Candidate Packet. This packet must be made available for a minimum of one week prior to the close of nominations.

B) A nominating petition must specify the name and student number of those persons signing the petition, as well as the name, student number, class and office of interest of the nominee.

C) A nomination for the position of CUSA Senator shall be made by a petition having at least fifty valid signatures of members of their class. A nomination for the position of Clarkson School Representative shall be made by a petition having at least twenty-five valid signatures of members of The Clarkson School. A nomination for any CUSA Executive Office shall be made by a petition having at least one hundred valid signatures of undergraduate students.

D) Upon returning nominating petitions, all candidates must signify in writing that they have read and will adhere to all parts of the Election Candidate Packet, the CUSA Constitution and the CUSA Election By-Laws as well as any publications issued by the A.C. Failure to do so will result in disqualification of the candidate.

E) At the close of nominations, the A.C. Chair shall meet to review the submitted petitions for the purpose of formal recognition of candidates. Non-recognition is not considered disqualification. At this time the A.C. shall notify all persons who have submitted petitions of their status.

Section 4 - Campaigning

A) Campaigning is defined as an event designed to make a candidate known to their constituents.

B) Campaigning shall begin one week before the close of nominations and end when the polls close.

C) All candidates must keep a complete record, including receipts and bills, of all campaign expenses and submit this record to the A.C. within one business day after the polls close if theywish to be reimbursed for campaign expenses.The A.C. shall contact all winning write-in candidates and shall allow them twelve hours after that contact to submit an expense account.

D) A candidate's campaign expenses must be paid by the candidate and must not exceed the maximum allowed for the respective office. Candidates for an office of the CUSA Executive Board may spend a maximum amount of $30.00 for campaign expenses. Candidates for CUSA Senator positions may spend a maximum amount of $20.00 for campaign expenses. All candidates who are not disqualified by the CUSA Senate will be reimbursed for their actual expenditures up to the allowed maximum amount.

E) Expenses shall not be permitted for social events for the purpose of campaigning.

F) No elected officer of the CUSA Senate shall be forbidden from publicly endorsing any candidate or group of candidates. However, no elected officer of the CUSA Senate shall use the powers, duties and privileges of their CUSA elected or other offices for the purpose of campaigning for any candidate including himself/herself.

G) Candidates shall not in any way deface college property or violate any college regulations, or any local, state or federal law while campaigning.

H) No campaign material is to be attached to trees or placed or written in classrooms. No campaign material shall be placed on any painted surfaces or on any windows. Campaign material may not be placed on any surface in such a way to damage college property. Campaign material is permitted to be placed on cafeteria tables. All campaign material shall be removed within twenty-four hours after the close of polls. Any missing campaign material must be reported to the A.C. within that twenty-four hour period. Candidates failing to remove all campaign material within twenty-four hours will not be reimbursed for their campaign.

I) Candidates running as a group or slate shall keep individual expense accounts.

J) Audio equipment may not be used while classes are in session.

K) No one shall actively campaign in sight of a polling place during a paper-ballot election. The A.C. shall mark an area near each polling place within which no campaigning may take place; this includes campaigning within fifty feet of a polling location. All campaigning material must be removed from these areas before elections take place to ensure that there is no additional influence.

L) All other details concerning campaigning shall be determined by the A.C. as deemed necessary.

M) Candidates shall not provide an electronic device for people to vote on while personally campaigning.

Section 5 - Web ballots

A) The order of names on the ballot shall be randomized via Knight Life.

B) The candidate's profile must include their submitted name, photo, and summary.

C) A concise summary of the voting rules shall appear on the ballots of all elections.

D) Space must be provided on all ballots for write-in candidates in all regular elections.

E) All ballots will be counted electronically by Knight Life. The count shall be reviewed by the A.C. and upon approval will be presented to the CUSA Senate.

Section 6 - Voting Procedures

A) Voting shall be by secret ballot and supervised by election officials appointed by the Chair of the A.C.

B) In CUSA Senatorial elections, the voter may cast a maximum number of votes equal to the number of CUSA Senate positions available in their class with no more than one vote per candidate.

C) An eligible voter shall receive a ballot only after they have successfully logged into Knight Life.

D) If there is any suspect of votes being tainted by hacking or any related procedure, all votes shall be null and cast out. The Office of Student Life shall be notified of the incident and upon their guarantee of Knight Life being secured; a new vote shall take place with an announcement email being sent out to the student body notifying them of the incident and new voting time and date. This email must be sent at least a week prior to the new vote.

Section 8 - Rules of Conduct

A) No person shall destroy, deface, or alter any official notice posted by the A.C.

B) No person shall complete more than one ballot in any election.

C) No person shall interfere with the orderly conduct of any election by any disturbance, loitering or interference with an election official.

D) The Chair of the A.C. shall have authority to enforce the provisions of these Rules of Conduct.

Section 9 - Disqualification of Candidates

A) Any candidate who fails to meet all of the qualifications for office as stated in the Constitution, By-Laws and Clarkson Undergraduate Regulations, will be recommended to the A.C. for consideration for disqualification.

B) Violations by a candidate of the Election By-Laws or the rules established by the A.C. may result in the candidate's disqualification. The A.C. shall have the power to investigate any instances of the above violations of which it becomes aware. However, the A.C. shall be held responsible for investigating only the written complaints of violations which are received within forty-eight hours after they polls close.

C) The A.C. shall provide the candidate of concern with a list of the alleged violations by the following Monday at 9:00 a.m., before the candidate is recommended to the CUSA Senate for disqualification. The candidate will have the option to meet with the A.C. to discuss the alleged violations within twenty-four hours.

D) The A.C. may recommend disqualification by a majority vote. A recommendation for disqualification will be presented, in a separate motion, to the CUSA Senate by the A.C.

E) Disqualification will render the offender ineligible to hold or be a candidate for election or appointive positions in the CUSA Senate for the following semester.

F) In a regular election, if the candidate in question is running for a CUSA Executive Board position, the candidate involved has won and the decision is for disqualification of the candidate, the election is invalid and a reelection will be held.

G) If the candidate in question is running for a CUSA Senate position, the candidate involved has won a position and the decision is for disqualification of the candidate, the remaining candidate with at least twenty-five votes will fill the unoccupied position. This will include write-in candidates.

H) Should a particular CUSA Senate seat become vacant due to: a disqualification or resignation and then remain vacant; or due to a lack of candidates running for that class in the regular election, then there will be a special election held in the Fall Semester in accordance with Section 18 of these By-Laws.

I) If the decision is against disqualification of a candidate, then a new election will be held only if the CUSA Senate does not accept the results. Only after the recommendation for disqualification has been voted on by the CUSA Senate may the A.C. results be presented to the CUSA Senate.

Section 13 - Run-Off Elections

A) A run-off election will be held in the event that:

1) There is a tie between the two top candidates.

2) No candidate for a CUSA Executive Board Officer obtains forty percent of the votes cast.

3) The winner of an election for a CUSA Executive Board Officer is disqualified and the runner-up has not obtained forty percent of the votes cast.

B) Run-off elections are to be treated as any regular election. Therefore, all previously stated By-Laws apply to run-offs, with the exception of those areas covered in this section.

C) Candidates for run-off elections may spend a maximum amount of $10.00 for campaign expenses.

D) The A.C. shall specify when campaigning may begin and is responsible to inform all candidates of this time in writing.

E) Votes with write-in candidates will be declared invalid.

F) In the event that the winner of an election for a CUSA Executive Board Officer is disqualified, the runoff will be held between the first and second runners-up from the regular election.

Section 14 – Reversion to Paper Ballots

In the case of a Knight Life malfunction and the subsequent decision of the A.C. Chair and the CUSA Executive Board to revert to a paper ballot election, the following provisions shall take effect:

A) The Chair of the A.C. or their designee as the web ballot maker shall be responsible for the printing of the ballots and their security until the election.

B) Voting shall be by secret ballot and supervised by election officials appointed by the Chair of the A.C.

C) While working at a polling place, election officials may not, in any way, discuss the candidates**.**

D) Voting Rules:

1) The mark must be placed clearly within the space provided on the ballot. Any doubt by the E.C. as to the intent of the voter will render the ballot invalid.

2) A vote is automatically disqualified if the mark shows any sign of having been erased, scratched out, or in any way having been altered.

3) A ballot is automatically invalid in which more votes are cast than is specifically allowed.

4) Write-in or sticker votes will be counted only if the candidate's name is clearly written in or fastened to the ballot according to the rules stated above. Any ambiguous names will be automatically disregarded.

E) Sealed ballot boxes shall be used in all elections and under no circumstances shall there be any ballots counted or otherwise looked at until the polls have closed.

F) If a ballot is mismarked according to the voting rules, the ballot must be presented to the appropriate election official who must void it and issue another ballot. Otherwise, the vote may be declared invalid.

G) The election officials shall open and close the polling places at the designated times and supervise the voting procedure. They shall set up the election area and make sure that all candidates are instructed to remove campaign materials.

H) During regular elections, absentee ballots shall be made available to students with extenuating travel circumstances, health problems, religious conflicts, or their reasons justifiable to the Chair of the A.C. Requests for absentee ballots shall be honored if a written petition to that effect along with the reasons for the request is presented to the Chair of the A.C. no later than five days before the election at 4:00 p.m. The Chair shall certify their signature on all ballots to be used in such cases, shall see to their appropriate distribution in sealed envelopes, and shall check off the voter's name on an official college registration list. Such ballots must be returned to the Chair or an election official before the polls close in order to be valid. The provisions of this clause shall be made public at least two weeks before each regular election.

I) All ballots will be counted under the sanction of the A.C. The count shall then be reviewed by the A.C. and upon approval will be presented to the CUSA Senate. The A.C. shall have full and final say in the counting of ballots. No candidate may be present during the counting of ballots but he or she may have one representative present. Only members of the E.C. and election officials may participate in actually counting the ballots.

J) Completing the count:

1) Upon completion of the numerical count, the following candidate(s) shall be considered elected (except notes elsewhere) subject to the approval of the CUSA Senate or a request for a recount:

a) The six elected candidates for CUSA Senator of each cohort year, not inclusive of the freshman class, receiving the greatest popular vote;

b) The six elected candidates for freshman CUSA Senator receiving the greatest popular vote;

c) In the event that one or more positions for CUSA Senator remains unfilled as a result of part (a/b), those write-in candidates for CUSA Senator with the greatest popular vote and at least twenty-five votes;

d) Those candidates for the CUSA Executive Board Officer with the greatest popular vote and at least 40 percent of the votes cast.

2) The Chair of the A.C. shall then secure all ballots until the CUSA Senate has taken final action on the election. The ballots may only be brought out in the necessity of a recount and upon completion of the recount, must once more be placed under the Chair's security until final action of the CUSA Senate.

3) The Chair of the A.C. will be responsible for announcing the results of each election within two hours after the numerical tabulation is completed, unless he/she deems it necessary to investigate any aspect of said election. In such cases, he/she shall announce the results with two hours after completing the investigation and making a decision. The Chair shall make every effort to inform the candidates involved in the election results before making the results of the election known to the Public Relations Coordinator for release to campus media, and at their discretion the general public.

4) Upon completion of the above procedures, the count is considered complete.

K) Recount:

1) A recount shall be held at the written request of any candidate after the completion of the count by the Friday following the closing of the polls at 4:00 p.m.

2) No candidate may be present during a recount but he or she may be represented by one (1) witness.

3) The results of the recount shall be considered final subject to approval by the CUSA Senate.

L) Other Paper Ballot Provisions

1) The Chair may use their discretion for all paper ballot issues not addressed in this document.

Section 15 - Referendum and Recall

A) Unless otherwise noted in the Constitution and By-Laws, referendums and recall elections shall be conducted in the same manner as regular elections.

Section 16 - CUSA Senate Approval

A) The Chair of the A.C. must present the report of the election to the CUSA Senate at its next regularly scheduled meeting following the count of the ballots. If a recount or protest investigation is in process, no action will be taken at that time by the CUSA Senate on the protested elections.

B) If the CUSA Senate accepts the report, the election will be considered complete, and the ballots and nominating petitions will be destroyed.

C) If the CUSA Senate rejects the report, the election will have to be held again and the CUSA Senate may make such directives to the A.C. as it sees fit in order to insure an efficient, equitable and convenient election. However, such directives must be in accordance with the Constitution and By-Laws.

Section 17 - Amendments

A) Any amendments to these Election By-Laws must be approved by the CUSA Senate at least two weeks before any regular CUSA Senate election.