

# The Embry-Riddle Aeronautical University Worldwide Student Government Association Vacancy Guidelines.

Created: May 5<sup>th</sup>, 2020

## Purpose

As a representative body of the students of Embry-Riddle Aeronautical University Worldwide, it is of utmost importance that clear guidelines are published on how to swiftly fill vacancies while keeping an eye toward serving the students and ensuring proper qualifications are met.

## Jurisdiction

Under the authority of the SGA Constitution, the Elections Committee Chairperson (ECC) is responsible for filling vacancies.

## Article I- The Application Process

### Section I- Application and Acceptance Period

The ECC will announce, via an email from the Dean of Students Office, the official opening and deadline of the acceptance of applications.

Applications are to be submitted individually and for only one office: President, Vice President, or Treasurer.

Applications received after the deadline shall be marked with the date and time received and retained by the Dean of Students Office until the vacancies are filled so that they may be reviewed should none of the other candidates meet the qualifications outlined in the Constitution under Article III.

A minimum of two (2) Applications must be received for each vacancy in order to move forward with an election.

In the event of a vacancy within the elected Executive Branch, two (2) applications minimum must be received in order to move forward within an election.

## Article II- The Selection Process

### Section I- Interview

The Dean of Students Office will provide two (2) of its department employees to interview all candidates that have submitted acceptable applications.

Interviews must be conducted using a video conferencing system such as Teams or Zoom. Candidates are responsible for ensuring all equipment, audio and visuals, are functioning properly on their end before the start of the interview.

Interview screenings will require a unanimous vote from the two department employee members in order for the Election Ticket to receive "Campaigning Status".

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## Article III- Campaigning

### Section I- Procedure

Students are eligible to campaign once they have received an official notice of "Campaigning Status" from the Dean of Students Office. "Campaigning Status" is received after a candidate has applied and been appropriately vetted, interviewed and emailed a "Campaigning Status" approval notice from the Dean of Students Office. This document allows the candidate to begin active campaigning until the deadline (midnight the night prior to the election day).

### Campaigning Guidelines

No more than \$100 (USD) can be spent from the candidates personal funds during this campaign period. Receipts for all expenses must be kept and submitted to the Dean of Students Office at the end of the Campaigning period.

Candidates must use personal funds in order to pay for campaigns.

Candidates are not allowed to fund raise for campaigning or for any reason related to their candidacy.

Candidates must adhere to all Code of Conduct and Honor Code polices at all times.

### Section II- Limitations

Any Executive Ticket not complying with the Articles and Sections of these Guidelines or in violation of any university policy, procedure, or code of conduct will be automatically disqualified and its member ineligible to campaign for a minimum of one (1) academic year not counting the current year where the violation occurred. For instance, if the violation occurred during Academic Year 2019-2020, the candidates cannot participate in another election until Academic Year 2021-2022. Additionally, any violation or sanctions imposed must be adjudicated in its entirety and bring the candidate back to good standing.

## Article IV- Election Day

### Section I- Procedure

Election day will be announced via an official email from the Dean of Students Office.

Election day will last exactly 24 hours

Ballots will be submitted electronically via an encrypted and protected system that will be provided by University Information-Technology.

Absolutely no campaigning will be tolerated during or after Election Day and will result in the Executive Ticket's automatic disqualification.

## Article V- Announcement

# The Embry-Riddle Aeronautical University Worldwide Student Government Association Vacancy Guidelines.

## Section I- Procedure

The Dean of Students for Worldwide will be responsible for publicly announcing the elected Student Government for Embry-Riddle Aeronautical University Worldwide within 24 hours after the ending of Election Day.

## Section II- Oath of Office

At a later date and time announced by the Dean of Students, a virtual gathering will take place officially announcing the new elected officials. This virtual gathering will include a welcome message from each candidate and the swearing in of candidates. This will mark the moment each candidate assumes their roles and are bound to their duties and responsibilities as written in the Constitution.

## Article VI- Ratification

### Section I- Definition

On behalf of the students of Embry-Riddle Aeronautical University Worldwide and in the good faith of providing proper representation to the students at the highest level, the Dean of Students for Embry-Riddle Worldwide is hereby granted a one-time power to ratify these guidelines upon approval of the University Chancellor.

### Section II- Ratification Date

Monday, August 24<sup>th</sup>, 2020