

### **Election Rules & Procedures for GSC Executive Officers**

I. The 2020 Spring Executive Officer Elections shall proceed according to the following procedures:

II. The executive officer positions that are open are: President, Vice President, Treasurer, and Secretary.

III. All CGU students in good academic and disciplinary standing are eligible to run for office, except where otherwise stated in the GSC's governing documents. A candidate may withdraw his or her name from consideration at any time before voting occurs. An individual may be nominated for more than one office; however, he or she may accept to run for election for only one officer role.

IV. The nominations for executive officers will open on March 24<sup>th</sup>, 2020 at 8am and will close on April 6<sup>th</sup>, 2020 at 11:59pm. Send nominations through the Qualtrics form. Upon receipt of the nomination, the Elections Committee Chair, will reach out to the nominees and confirm that the student in question is eligible, accept the nomination, and outline next steps in the elections process.

V. Each candidate is required to submit a 250-word statement, a one-page resume, and a signed consent form to release the application documents to the student body. All the GSC election material will be online at [gsc.cgu.edu](https://gsc.cgu.edu). Forms should be filled out and emailed along with all other application materials, to [secretary.gsc@cgu.edu](mailto:secretary.gsc@cgu.edu) in one email. All documents should be in Microsoft Word or PDF format.

VI. The campaign will officially begin on April 8<sup>th</sup>, 2020 when the GSC releases the names of candidates via email to the student body. Candidate application materials will be available on the GSC website to view.

VI. All campaigning should be done online.

VII. The voting ballot will be distributed to all students via email. Voting will be open to all students via online survey from April 13<sup>th</sup>, 2020 until April 17<sup>th</sup>, 2020 at 11:59 pm.

VIII. The Elections Committee Chair and Dean of Students Office will verify election results.

IX. Voting results should be published within 24 hours of the polls closing at midnight.

X. Refer to the Constitutional Article 10\* for questions concerning a vacant position.

\*This information can be found in the GSC Constitution and Bylaws at [https://mycampus.cgu.edu/c/document\\_library/get\\_file?uuid=60909291-c844-49ed-b10d83f18391c6b8&groupId=75792](https://mycampus.cgu.edu/c/document_library/get_file?uuid=60909291-c844-49ed-b10d83f18391c6b8&groupId=75792)

## **RESPONSIBILITIES AND DUTIES**

### **Article 5. The Executive Board**

Section 5.1: The executive board shall consist of a president, vice president, treasurer, secretary, chief of staff, and chief strategy officer.

5.1.A: The new executive board of GSC shall be currently enrolled students at CGU in good academic and disciplinary standing. The new executive board shall assume GSC duties subsequent to being sworn-in at the inauguration ceremony for newly elected members. The previous executive board shall assist with the transition period.

Section 5.2: Executive officers shall be eligible to vote on all matters before the GSC. Chief officers shall be eligible to vote on all matters with the exceptions of Constitutional amendments and executive board election ties.

### **Section 5.3: The president shall:**

5.3.A: Preside at all meetings of the GSC.

5.3.B: Set final approval of the agenda two days prior to the GSC meetings.

5.3.C: Appoint members to external and internal committees.

5.3.D: Appointment of the chief officers and the diversity representatives with approval of the executive board.

5.3.E: Serve as the main spokesperson and representative for the GSC.

5.3.F: Request, as necessary, reports from any member, officer, or committee of the GSC.

5.3.G: Call special meetings, outside of the GSC council meetings and executive board meetings, when necessary.

5.3.H: Ensure that proper budgetary procedures are followed consistent with university and GSC policies.

5.3.I: Serve on university committees or appoint a designee to serve on the committees.

5.3.J: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.3.K: Possess those authorities incidental to the position of president as outlined by Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.3.L: Be responsible for updating the GSC Student Handout, with input from the

executive board, that shall be given to all new incoming students at CGU each semester (See Handbook Article 12).

5.3.M: Shall be subject to term limits of no more than two consecutive academic years as president and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.

**Section 5.4: Vice president shall:**

5.4.A: Preside at all meetings in absence of the president or when requested by the president.

5.4.B: Assist the president in the execution of duties of the office.

5.4.C: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.4.D: Possess those authorities incidental to the position of vice president as outlined by Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.4.E: Subject to term limits of no more than two consecutive academic years as vice president and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.

**Section 5.5: The treasurer shall:**

5.5.A: Prepare a balanced budget, with the advice of the president, to present to the standing membership and executive board for ratification at the beginning of each academic year.

5.5.B: Prepare monthly financial reports of expenditures and income to present to the GSC for oversight.

5.5.C: Notify the GSC of its financial status and incidental expenditures not included in the original budget at the next possible meeting for ratification.

5.5.D: Inform the GSC of the transfer of funds necessitated by the overruns of budget limits pending their approval.

5.5.E: Execute dispersal of expenditures of GSC funds consistent with university

procedure, this Constitution, and the directives of the approved yearly budget.

5.5.F: Chair the GSC Budget Committee.

5.5.G: Assist the president in the execution of the duties of the office.

5.5.H: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.5.I: Possess those authorities incidental to the position of treasurer as outlined by Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.5.J: Shall be subject to term limits of no more than two consecutive academic years as treasurer and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.

**Section 5.6: The secretary shall:**

5.6.A: Prepare detailed minutes of all meetings of the standing membership and executive board.

5.6.B: Maintain a current roster with contact information and committee assignments of all GSC members.

5.6.C: Distribute documents relevant to the GSC's operation to its members and committees.

5.6.D: Conduct all correspondence in concert with the president's function as main spokesperson and representative of GSC, notwithstanding other provisions of this Constitution.

5.6.E: Notify members of meeting times and other notices at the direction of the president.

5.6.F: Oversee all GSC electronic publicity.

5.6.G: Assist the president in the execution of the duties of the office.

5.6.H: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.6.I: Possess those authorities incidental to the position of secretary as outlined by

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Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.6.J: Subject to term limits of no more than two consecutive academic years as secretary and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.