International Student Council

Election Packet 2021

vote.usu.edu
ISC Elections Introduction

Dear Candidate,

Congratulations on your decision to participate in this year’s International Student Council officer elections at Utah State University! We are excited for you and wish you the best of luck with your campaign. The Office of Global Engagement is available to answer any questions or concerns you have about the election process.

After the application deadline and verification of your eligibility, we will email you a link to submit profile and platform information. Applicants will need to provide a photo, video and submit a questionnaire. Be thinking about what you would bring to the ISC and what you would like to accomplish during the 2021-2022 school year.

All questions and correspondence will need to be submitted to bonny.lu@usu.edu.

Please familiarize yourself with the ISC Constitution and Election Packet at isc.usu.edu. Most importantly, remember to be respectful of other candidates and our campus community. Again, we congratulate you on your decision to run for office.

Good luck!

Sincerely,

Bonny Lu, International Student Advisor
and the Office of Global Engagement
Candidate/Officer Eligibility

In compliance with the International Student Council Constitution, Article II, Section V, candidate for office must adhere to the following requirements:

- Enrolled in a minimum of 12 credits per semester (undergraduate) or be considered a full-time student by the School of Graduate Studies.

- Have a USU cumulative CPA of 2.75 or above.

- Free from academic warning, probation, or suspension

- No more than two students may represent one country on the Executive Council

For further clarification, reference Article II, Section V of the ISC Constitution:

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### Section V. Candidate Eligibility

- A candidate may have served on the ISC Executive council, no more than two terms.

- Candidate is a full-time, degree-seeking student, e.g.:
  
  i. Undergraduate: 12 credits
  ii. Graduate: 9 credits or considered full-time by School of Graduate Studies

- Candidate holds a USU/institutional overall GPA of at least 2.75, and a GPA of at least 2.75 for the last 2 terms.

- Candidate has been enrolled for at least two semesters at USU.

- Candidate is free from academic warning, probation or suspension.

- No more than two students may represent one association or country on the Executive Council.

- In the event that more than two candidates from a single association or single country are elected, the following method will be used by the Election Subcommittee to select two officers:

  1. Executive positions will be assigned to the two candidates with the largest percentage of votes in the election in which they are candidates.

  2. In the event of a tie, the Election Subcommittee will decide on the most appropriate and just action.
### Election Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Place/Details</th>
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</thead>
<tbody>
<tr>
<td>Declaration of Candidacy</td>
<td>March 18, 2021</td>
<td>5 PM</td>
<td>Complete online form available at <a href="https://isc.usu.edu">isc.usu.edu</a></td>
</tr>
<tr>
<td>Eligibility Verified</td>
<td>March 19, 2021</td>
<td>5 PM</td>
<td>Bonny Lu emails instructions to eligible candidates</td>
</tr>
<tr>
<td>Photos/Bio</td>
<td>March 26, 2021</td>
<td>5 PM</td>
<td>Complete online form and submit all candidate profile info (photo, video, info), link available at <a href="https://isc.usu.edu">isc.usu.edu</a></td>
</tr>
<tr>
<td>Online Voting</td>
<td>April 6-7, 2021</td>
<td>11:59 PM</td>
<td>vote.usu.edu</td>
</tr>
<tr>
<td>Elections Results Announced</td>
<td>April 9, 2021</td>
<td>9 AM</td>
<td>Global Engagement Newsletter/Social Media</td>
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</table>

- All newly elected officers will meet for a brief meeting immediately following the final announcement on Friday, April 9. Date and time TBA.
- Appointed officers are required to attend a mandatory officer retreat. Date and time TBA

*This timeline is subject to change. All changes will be announced to candidates as needed*
### Officer Positions & Compensation

<table>
<thead>
<tr>
<th>ISC Executive Council</th>
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<tr>
<td>President</td>
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<tr>
<td>Vice President</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Finance Vice President</td>
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<tr>
<td>Public Relations &amp; Marketing Vice President</td>
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<tr>
<td>Culture &amp; Education Vice President</td>
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<tr>
<td>Student Life &amp; Advocate Vice President</td>
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<tr>
<td>Sports &amp; Service Vice President</td>
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</table>

Each elected officer can receive a $250 scholarship per semester.

For officer descriptions, reference Article VI of the ISC Constitution
Officer Expectations

Knowledge Expectations

- A solid understanding of the purpose of the ISC
- A working knowledge of the ISC Constitution
- A working knowledge of the Student Code of Conduct
- A working knowledge of your officer assignments and responsibilities

Behavior Expectations

- Be professional in all your dealings
- Complete job responsibilities as listed in ISC Constitution and/or as assigned.
- Be a role model
- Support ISC events and activities
- Do what you say you will do
- Treat the office staff with professionalism and courtesy
- Provide appropriate and timely information to your advisor and the office staff
- Do whatever is in your power to enhance the quality of life for USU international students and community
- Meet with your advisor on a regular basis and provide feedback on individual, council and university issues.

Fiscal Responsibility Expectations

- Have a working knowledge of the budget(s).
- Monitor your budget(s) and regularly track the balance
- Have a working knowledge of university fiscal procedures
- Prepare fiscal year expense and activity report for USUSA to show how funds used supported all international clubs.
- Expenses should promote diversity on campus and support the mission of the university and mission and goals of the ISC constitution.

Time Expectations

- Executive Council Meetings: 1 hour weekly, TBD
  - Meeting space available in the TSC, third floor.
- Additional time as scheduled by ISC events
## Mandatory Officer Dates/Events

<table>
<thead>
<tr>
<th>Mandatory Events</th>
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<tbody>
<tr>
<td>Officer Meeting (after announcement)</td>
<td>Friday, April 9 (TBA)</td>
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<tr>
<td>ISC Outgoing/Incoming Social</td>
<td>April 2021 (TBA)</td>
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<tr>
<td>ISC Programming Meeting</td>
<td>April 2021 (TBA)</td>
</tr>
<tr>
<td>Officer Trainings &amp; Orientation</td>
<td>Mid-late August (TBA)</td>
</tr>
<tr>
<td>ISC Events</td>
<td>As scheduled</td>
</tr>
<tr>
<td>International Banquet</td>
<td>Spring 2022 (March/April)</td>
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<tr>
<td>Leadership Retreat</td>
<td>August 2021 (TBA)</td>
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<tr>
<td>P-card Training</td>
<td>Online (TBA)</td>
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<tr>
<td>Upstander Training</td>
<td>Online (TBA)</td>
</tr>
<tr>
<td>International Education Week</td>
<td>*National dates 11/15-11/21</td>
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<tr>
<td></td>
<td>Dates may vary at USU</td>
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</tbody>
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### Meetings

- **Executive Council**
  - Weekly (to be selected by officers)
- **Joint meetings required by USUSA**
- **Attended by ISC President or another ISC representative**
- **Diversity Cabinet**
Candidate Profile

Candidates will be required to submit profile information. This information will be collected after eligibility is verified.

Below is an outline of the items to be provided so that you can prepare. You should submit this information after receiving the link in the verification of candidacy email from Bonny.Lu@usu.edu.

Students will need to submit the following items:

- Profile Questionnaire (emailed after candidacy verification)
  - Campaign Platform Statement (30 words or less)
  - Qualifications
  - Goals and/or Plans for Office
    (top 5 goals and/or plans you wish to accomplish in office)
- Photo (400 x 600 dpi)
- MP4 video (30 seconds to 2 minutes in length)
  - Include: Where you are from, position title, why you are running for this position, and what you hope to accomplish during 2021-2022

*All submitted content may be edited for clarity and length.*
General Guidelines

Candidates, campaign members, supporters, proponents, and opponents of referenda must follow all university policies, as well as local, state, and federal law.

Campaigning

- Campaigning within on-campus buildings
  a. Campaigning in or around the Taggart Student Center must be in compliance with the Taggart Student Center Policy Manual (available at tsc.usu.edu).
  b. Campaigning within campus buildings is subject to the approval and reasonable limitations of the appropriate colleges, departments, and/or resident halls. It is the Candidate's responsibility to receive permission prior to any campaign-related activity within campus buildings.

- Signs, Literature and Structures
  a. Must follow all policies for posting signs and notices and posters. Information can be found at usu.edu/facilities and reading the “Signage Standards” document.
  b. Candidates and Campaign members shall be personally responsible for any signs, notices, or posters they sponsor or post on campus. By posting the sign, notice, or poster on campus, the person or organization agrees to hold the University harmless for any assessed damages or liabilities incurred as a result of the sign, notice or poster.

- Distribution of Handbills, Fliers, Petitions, Stickers and Other Written Material
  a. Candidates and campaign members may hand out and distribute non-commercial handbills, petitions, stickers or other written material on campus without prior approval, so long as such distributed materials clearly identify the author or sponsor of the materials.
  b. Stickers must not be affixed to any university grounds or property. The Candidate is responsible for removal of any sticker affixed to university grounds or property. Failure to comply with this rule could result in a fine.

- Social and Electronic Media:
  a. Candidates and Committee Members may use social media platforms to promote their candidacy. Use of any official university affiliated or department social media account is prohibited.
  b. Mass messaging
    i. Use of USU mailing lists (e.g. Canvas or class contact information) is strictly prohibited.
    ii. Social and electronic media may be used for the purpose of communicating with Campaign Committee Members
Voting:
   a. Ballots will be accessed via www.vote.usu.edu
   b. The names of all candidates for each office shall be placed on the ballot in alphabetical order by last name

Eligibility to Vote:
   a. All active registered international students are eligible to vote and shall have only one vote
   b. Proxy voting is prohibited

Counting Votes:
   a. Votes shall be tabulated following the closing of the polls
   b. No ballots will be accepted after the published time of closing. Votes are tabulated and verified by the ISC Election Subcommittee (International Club Advisor and Election Co-Chairs)
   c. In the event of a tie, see Article II, Section V of the ISC Constitution.
   d. All results are final after votes are tabulated and verified.