



ASSOCIATED STUDENT GOVERNMENT

Associated Student Government
2023 Homecoming Court Elections Packet

Homecoming 2023 Election Timeline

October 11th

**MANDATORY CANDIDATE ORIENTATION SESSION
ARKU 503 @ 7:00 PM**

**IF YOU DO NOT ATTEND THE MANDATORY SESSION, YOU
WILL NOT BE ABLE TO BE IN THE HOMECOMING COURT.**

October 12th

Chancellor's Ball

October 12th

**Soft Campaigning will begin AFTER THE TOP 7
ANNOUNCEMENT AT THE CHANCELLOR'S BALL.**

October 13th

Hard Campaigning begins at 12:01 AM.

October 13th

Homecoming Court Election Begins at 9AM

*Vote at vote.uark.edu or fill out a paper ballot in the Office of Student
Activities (ARKU 665) to cast your votes!*

October 19th

Homecoming Court Election Ends at 4PM

October 20th

Candidates' campaign materials MUST be removed by NOON.

Election results will be announced at the Pep Rally!

October 20th

**Election Violation Complaints MUST be received by NOON
and Expenditure Reports MUST be received by NOON** to the
Office of Student Activities (ARKU 665). Expenditure Reports may
also be submitted online in place of a physical report by noon via
HogSync ([link here](#)). Both forms are located at the end of this
document. Failure to complete an expenditure report in its entirety
will result in automatic disqualification from the Homecoming
election.

Important Contact Information

Office of Student Activities (OSA)

(Up the black staircase next to the Union Information desk. Left at the top of the stairs. Office will be on the right.)

Arkansas Union A665

Phone: 479.575.5255

Website: <http://osa.uark.edu>

Associated Student Government (ASG)

(Directly across from the Office of Student Activities. See above.)

Arkansas Union A669

Phone: 479.575.5255

Website: <http://asg.uark.edu>

Kourtney Thompson

ASG Chief Justice

Phone: 479-757-9755

Email: asgjcj@uark.edu

JD DiLoreto-Hill

ASG Advisor

Phone: 479.575.5255

Email: diloreto@uark.edu

Voting Information

Online via Qualtrics, more details to follow as they are provided.

Paper Ballots will also be made available in the Office of Student Activities, Arkansas Union A665.

Homecoming Court Election Guidelines & Procedures

I. THE CAMPAIGN

“Soft” campaigning is allowed to begin on **Thursday, October 12th 2023**
AFTER THE TOP 7 ANNOUNCEMENT AT THE CHANCELLOR’S BALL.

You may spread the word of your standing on Homecoming court at this time and garner support from the campus community via word of mouth, social media, and other digital outlets.

- A. No physical materials may be distributed during soft campaigning (e.g., banners, posters, yard signs, chalking, handouts)

ASGJ mandates that candidates will refrain from distributing or placing physical materials, of any kind, until October 13th, 2023 at 12:01 AM CT.

At this time, all approved methods of campaigning will be permitted.

**The Homecoming Election will begin on Friday, October 13th at 9AM
and will conclude on Thursday, October 19th at 4 PM.**

All Students enrolled in at least one (1) credit hour at the University of Arkansas are eligible to vote.

Write in candidates will not be accepted.

The order of Candidates on the ballot shall appear in a randomized order.

Two candidates may run and campaign together, provided that they adhere to all required expenditure reporting procedures.

Campaign rules and regulations are defined as follows:

- B. Campaigning shall be defined as an attempt to influence the decision or opinion of a voter in regard to the election.
- C. All campaigning must comply with this Code and the ASG Constitution, the Standards of Ethics, University Policy, the Code of Student Life, the Election Rules, and the Code of Computing Practices;
- D. Candidates must follow all University policies concerning the use of trademarks and licenses the University maintains;

Specific to ASG elections, the university prohibits the use of trademarks (words or logos), for political campaigns, including campus elections. Candidates in ASG elections may use the image of Old Main in their

campaign materials, but they are not permitted to use the image of Old Main for any purpose outside of campaigning. Other university trademarks can be found at in a presentation from the Licensing Office, available at <https://osa.uark.edu/registered-student-organizations/forms.php>

- E. All candidates must complete the registration process and be selected to continue through a round of interviewing to be on the Homecoming Queen and King Selection ballot.
- F. During the official time when the election is being conducted, no campaigning shall occur within twenty-five (25) feet of any computer lab on campus, including the general access labs, any departmental labs, or any labs in a Residence Hall or Greek living unit. The twenty-five (25) feet rule shall only apply to computer labs on the same building floor or level that the candidate is campaigning on; it does not apply to the vertical plane.
- G. A voter cannot be asked or required to cast a vote for a candidate in exchange for any service or item of value.
- H. No candidate or campaign staffer shall interfere with the campaigning or with the campaign materials of an opponent.
- I. Campaigning via the use of mass, unsolicited emails on the university networks is strictly prohibited. Candidates must adhere to the Code of Computing Practices at all times.

Candidates cannot use their student print quota to print campaign materials.

- J. Candidates and campaigns must follow all University policies and guidelines for posting and flyer distributing, including any policies or guidelines that may exist within individual buildings and/or areas of campus.
- K. All campaign materials must be removed within twenty-four (24) hours of the conclusion of the election. Failure to do so may result in a fine as deemed appropriate by ASGJ. * Due to time constraints on the year's homecoming election, all campaign materials must be removed by noon on Friday October 20th.
- L. Candidates are responsible for any litter that is created due to campaign activities.
- M. Candidates must follow all University procedures concerning use of buildings and sidewalks for campaigning.
- N. Use of campaign stickers is strictly prohibited.
- O. Candidates may not exceed \$500 on their campaign for Homecoming Court. A physical copy of an Expenditure Report, as well as original receipts and all documentation from the candidates, must be turned into the Office of Student Activities by Friday October 20th at NOON CT. A report is required

even if you do not spend any money on your campaign.

Candidates may spend up to \$500 **INDIVIDUALLY**. If running together, they can purchase items for each other, but it must stay within the \$500 limit. This means that if candidates were to run together, they cannot pool their limit to equal \$1000 or submit an expenditure report for \$1000 combined.

- P. Failure to submit an Expenditure Report will result in disqualification from the Homecoming election.

II. THE ELECTION

Elections will be administered by the Office of Student Activities via Qualtrics. The ballot will be made accessible at asg.uark.edu/elections. Paper ballots may also be submitted and can be obtained in the Office of Student Activities in ARKU A665 between the hours of 8:00am and 5:00pm on the days when voting takes place (October 13th through 19th).

Complaints and reports of campaign violations must be filed with ASGJ within twenty-four (24) hours of discovering any alleged violation. Campaign Violation Forms can be found attached to this sheet and in the Office of Student Activities. In the event a violation is filed, Title VII, Sections 8, 9 and 10 of the ASG Code will be enacted as far as investigating the violation and determining proper sanctions (if any).

Sanctions could include but are not limited to loss of campaigning privileges, loss of votes, or disqualification.

Elections Complaint Process (ASG Code, Title VII, Sections 8,9 and 10)

- A. Any member of the University community wishing to file a complaint against a candidate, an official ticket, a campaign, or multiple candidates, official tickets, or campaigns must do so in person with the OSA by the close of the first (1st) business day following the alleged violation.
- B. All complaints must be submitted in writing. An official form for this purpose must be used and will be made available by the OSA.
- C. No anonymous complaints will be accepted.

Section 9 – Elections Complaint Process

- A. Violations of Elections Rules during any election will be processed as follows:
 - a. The ASG Elections Commissioner shall convene the ASGJ no later than seventy- two (72) hours upon receipt of a complaint;
 - b. Upon convening to discuss the complaint, ASGJ shall determine if the complaint is valid by a 2/3 Quorum Vote;
 - c. The ASGJ Elections Commissioner shall notify all parties of the complaint of the time and location of the meeting no less than twenty-four (24) hours preceding the hearing;

- d. The ASGJ Elections Commissioner must notify the accused party or parties of their right to state their case before the convened ASGJ, as per due process, no less than forty-eight (48) preceding the meeting;
- e. The ASGJ shall, after hearing relevant testimony, determine whether a violation of the Elections Rules has taken place;
- f. The ASGJ shall determine any action to take on the violation, as provided by the Statement on Elections and Title V, Section 9 of this Code;
- g. After the ASGJ has made a decision regarding the complaint, the ASG Elections Commissioner must notify all parties involved within twenty-four (24) hours of the decision;
- h. Any party wishing to appeal the decision of the ASGJ must present the request to the ASGJ Elections Commissioner no later than seventy-two (72) hours after the meeting; and
- i. Appeals of an ASGJ decision on the elections violation shall be heard by the ASG Elections Commissioner and two (2) members of the OSA selected by the Director of the OSA.
- j. Appeals must be heard within seventy-two hours (72) of the request for appeal and the ASGJ Elections Commissioner must notify all parties involved no less than forty-eight (48) hours preceding the hearing;
- k. The ASGJ Elections Commissioner shall notify all parties of the decision within twenty-four (24) hours of the close of the hearing;
- l. All decisions of the ASGJ Elections Commissioner and the OSA are final and may not be appealed;
- m. The ASGJ Elections Commissioner must report the actions of the ASGJ to the ASG Senate at the next viable Senate meeting.

B. Additional rules concerning the complaint process must be written in a Statement on Elections to be passed by the ASGJ and given to the ASG Senate for informational purposes no later than the day prior to the beginning of the registration for the Executive Officer Elections and the day before registration and/or nomination for all other elections.

Section 10 – Powers of the ASGJ and the ASGJ Elections Commissioner

- A. The ASGJ shall be chaired by the ASGJ Elections Commissioner, as a non-voting member, regarding all matters relating to Senate and Executive Elections.
- B. The ASGJ shall have the power to convene to hear complaints filed concerning elections.
- C. The ASGJ shall have the power to determine whether a complaint is a valid violation.
- D. The ASGJ shall have the power to determine a penalty for elections violations.

E. The ASGJ shall only be able to establish penalties that are provided for in the Statement on Elections and in accordance with all University Policies and local, state, and federal law. All elections decisions of the ASGJ can be appealed to the ASGJ Elections Commissioner and the OSA.



Associated Student Government
2023 Homecoming Expenditure Report

All candidates must submit this form, an itemized budget and receipts/documentation for all of your expenses. **The expenditure report deadline is FRIDAY OCTOBER 20th by NOON CT. Expenditure Report forms must be submitted either to the Office of Student Activities, ARKU A665 or online via HogSync in the ASG Portal.**

Full Name: _____

Student ID: _____ E-Mail: _____

Cell Phone Number: _____ Optional Phone Number: _____

Expenditure Report Form Guidelines:

- All boxes with a \$ must be filled out with a **numerical** amount. If you have a box that lists a type of income, expense, or estimated cost that does not apply to the expenditures of your campaign, please write “\$0” in the box. If you did not spend any money or receive any donated money or items for your campaign, please list “\$0” in every box. **Your expenditure report will be considered incomplete if any boxes are left blank, which will result in your disqualification from the election.**
- Remember: **Total Expenses + Total Estimated Costs = Total Income**
- Under **Income** in “Sponsors/Donations” documentation from sponsors and donors must be provided. Documentation is defined as a note/letter, email, or text from the sponsor or donor expressing that they have given money to your campaign. **If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.**
- All items listed in **Expenses** must have receipts turned in with them. **Any report that lists an item in Expenses but does not provide a receipt as proof of purchase for that item will be considered incomplete, and will result in your disqualification from the election.** The only exception to this rule is if an item or service is purchased through a transaction that does not generate a receipt. **If you purchased an item through a transaction that did not generate a receipt, please provide alternative documentation (such as a note/letter, email, or text from the individual that the item was purchased from).**
- All items listed under **Estimated Costs** must have documentation either from yourself or the individual who donated a service or item to your campaign. Documentation is defined as a

note/letter, email, or text from the sponsor or donor expressing that they have given money to your campaign. If no documentation is provided, your expenditure report will be considered incomplete, which will result in your disqualification from the election.

- An itemized budget must be submitted with your expenditure report. If you did not receive or spend any money, you do not have to submit an itemized budget. If an itemized budget is not submitted, your expenditure report will be considered incomplete, which will result in your disqualification.

Please answer the following regarding your campaign expenditures and attach all receipts/documentation to this form:

Income:	
(This is where you list <i>where</i> the money you spent on your campaign came from)	
Sponsors/Donations (This is not an estimated cost, please list the exact monetary amount that was donated to your campaign.)	\$
Personal contributions	\$
Estimated Costs (Please see Estimated Costs table below- whatever is listed under “Total Estimated Costs” should be listed here)	\$
Subtotal Income (Cannot exceed \$500):	\$
Unspent Income (Please list any income that was not spent by your campaign. For Total Income, SUBTRACT this amount from Subtotal Income above)	\$
Total Income (Cannot exceed \$500):	\$

Expenses:	
(This is where you list <i>how</i> the income for your campaign was spent. You should list any item or service in Expenses that had an exchange of money associated with it.)	
Flyers	\$
Yard Signs	\$
Promotional items (food, beverages, buttons, t-shirts, etc.)	\$
Web development	\$
Advertisements	\$
Misc.	\$
Total Expenses:	\$

*The following table should only be filled out if you had an item or service donated to your campaign (either by yourself or someone else) and there were no transactions involved for the item or service for the campaign. If you had no Estimated Costs, you must still put “\$0” in every box. (Examples: Tents used in campaigns that were owned prior to campaigning, printing done on personal printers and computers, etc.)

- If you have questions about whether or not something should be listed in this table, please contact ASG Chief Justice Kourtney Thompson at asgjcj@uark.edu prior to the deadline!

Estimated Costs:	
Items Donated by Yourself or Someone Else	\$
Services Donated by Yourself or Someone Else	\$
Misc.	\$
Total Estimated Costs:	\$

- **Remember: Total Expenses + Total Estimated Costs = Total Income**

I hereby confirm that the above stated expenses are true and correct and that this is the total amount that I/others have spent on my campaign.

Candidate Signature: _____



Associated Student Government
ASGJ – General Complaint Form
Approved for use: 14 November 2012

Complainant's information:

Full Name (**Anonymous Complaints not accepted**): _____

Student ID: _____ E-Mail: _____

Phone Number: _____ Cell Number: _____

Name of Individual or Party Accused: _____

Section of ASG Constitution/Code/Elections Packet in Violation: (**Provide Section, Title, & Page No.**)

I hereby lodge an official complaint against (Name of Accused) _____, who engaged in behavior violating the ASG Constitution and/or Code and/or related Standing Rules/Guidelines as detailed below. If this is an Elections Violation Complaint, show how you believe the Campaign may have profited from the violation:

Complainant's Signature: _____