Article I
Purpose and Intent

Section 1. Purpose

This code shall provide for the rules and conduct of all LSU Student Government Elections.

Section 2. Equal Protection

This code is intended to ensure that each candidate is afforded an opportunity for election equal to that of any other candidate for that office.

Section 3. Accountability of the Election Code

All interested, potential, and filed-candidates, tickets, their affiliated staff, and volunteers shall be held responsible to the contents of this code.

ARTICLE II
Governance of Elections

Section 1. Governing Body

A. Student Government Elections shall be governed and facilitated by the Election Board.
   a. This Election Board shall be advised by and report solely to the Student Government Advisor.

Section 2. Election Board

A. Appointments to the Election Board
   a. As stated in Article V, Section 4B of the Student Government Constitution, there shall be at least seven (7) members of the Election Board.
   b. All members of the Election Board shall be appointed by the Student Body President and approved by the Senate.
   c. Members shall serve a term of one (1) academic year and shall be appointed during the Spring Organizational Session of Senate.
   d. If a vacancy occurs on the Election Board, the seat must be appointed by the Student Body President and approved by the Senate.
      i. This appointment shall serve the remainder of the vacant term to which he/she was appointed.
B. Responsibilities of the Election Board
   a. To govern and facilitate all Student Government elections;
b. To remain neutral and unbiased in all elections;
   i. No member of the Election Board shall help, assist, serve on, or campaign for any Student Government campaign, ticket, or candidate.

c. To be responsible for educating candidates;
   i. Hosting a minimum of one informational meeting to inform all potential candidates of tickets, their structure, function and responsibilities before the first week of the election timeline.

d. To disqualify any candidate if he/she meets any of the criteria for automatic disqualification;

e. To remain in constant contact with the Student Government Advisor;

f. To work with the Student Government communications staff to ensure high voter turnout;

g. To reach out to students to raise awareness on potential candidacy and elections;

h. To hold voting stations on campus during election days; and
   i. To attend all meetings of the Election Board
      i. Three (3) unexcused absences from Election Board meetings shall result in automatic removal from the Election Board.

j. Members of the Election Board shall not be involved in any other capacity within Student Government.
   i. Election Board members wishing to seek another office within Student government must resign immediately before seeking the new office.

C. Quorum
   a. The Election Board shall not conduct business without the presence of a quorum.
   b. A quorum of the Election Board shall consist of the presence of a simple (1/2) majority of its members including the Commissioner of Elections. In the absence of the Commissioner of Elections, quorum shall consist of the presence of two-thirds (2/3) of its membership.

Section 3. Election Board Officers

A. Commissioner of Elections
   a. Appointment and Vacancies
      i. The Commissioner of Elections shall be appointed by the Student Body President and approved by the Senate.
      ii. The Commissioner of Elections shall serve a term of one (1) academic year and shall be appointed during the Spring Organizational Session of Senate.
      iii. In the event of a vacancy of the Commissioner of Elections, the Vice Commissioner shall become the Commissioner of Elections and the Election Board shall elect a new Vice Commissioner of Elections amongst remaining members of Election Board. The Student Body President shall then appoint a new Election Board member to be approved by the Senate.

   b. Responsibilities
      i. To serve as the Chairman of the Election Board and to supervise all election personnel;
      ii. To remain impartial to any candidates or tickets participating in any election;
      iii. To execute the provisions of the Student Government Constitution relative to elections and all provisions of this Election Code;
iv. To have the authority to expend such funds as appropriated to the Election Board's use, with their majority (1/2) vote [APM1];
v. To meet with the Information Technology Services (ITS) and establish guidelines for online voting procedure a minimum of one (1) month prior to filing;
vi. To submit a calendar with the days of the election time frame two (2) weeks prior to the first day of filing to the Student Senate;
   1. This calendar shall be kept between the Commissioner of Elections, the Election Board, and the appropriate adviser(s) until the Student Senate has been informed.
vii. To issue a report to the Student Senate each week during the election time frame;
viii. To administer special elections;
ix. To ensure that the Board presents a defense if any of their decisions are appealed or if a complaint is filed against the Board; and
x. To submit a report to the Student Government Advisor at the end of each Fall, Spring, and Special election.
   1. This report shall contain a review of the election, positive and negative aspects of the election, ideas to improve the following elections, performance of the members of the Election Board, and any other comments.
xi. To transmit all votes for the disqualification of a candidate or ticket to the Clerk(s) of Court.
c. Accountability of Commissioner
   i. The Commissioner of Elections shall be responsible for upholding the Election Code and executing all decisions of the Election Board.
   ii. The Election Board may overrule any action of the Commissioner of Elections by a two-thirds (2/3) vote of those present and voting.
   iii. Should the Commissioner of Elections fail to uphold his/her responsibilities, he/she shall be removed from office by the Student Body President with approval of a two-thirds (2/3) vote of the Senate [APM3] present and voting.
   iv. Commissioner of Elections shall report to the Student Government Advisor and shall be subject to removal by the Student Body President.
B. Vice Commissioner of Elections
   a. Appointment and Vacancies
      i. The Vice Commissioner of Elections shall be appointed by the Student Body President and approved by the Senate.
      ii. The Vice Commissioner shall serve a term of one (1) academic year and shall be appointed during the Spring Organizational Session of Senate.
      iii. In the event of a vacancy of the Vice Commissioner, the Election Board shall elect a new Vice Commissioner amongst remaining members of the Election Board.
   b. Responsibilities
      i. To serve as the Vice Chairman of the Election Board;
      ii. To serve at the discretion of the Commissioner;
      iii. To assist the Commissioner in his/her duties;
      iv. To serve as the Commissioner of Elections in the absence of a Commissioner;
      v. To remain impartial to any candidates or tickets participating in any election.
C. Election Board Secretary
   a. Appointment
A. One member of the Election Board shall be elected by the members of the Board to serve as the Secretary.

b. Responsibilities
   i. To keep minutes during all meetings.

ARTICLE III
Election Timetable

Section 1. Order of Events

The election time frame shall consist of five (5) consecutive or non-consecutive academic weeks. If the election consists of non-consecutive academic weeks, it may not exceed seven (7) academic weeks and may not deviate from the weekly order of events as prescribed below beginning no sooner than the third (3rd) week of class in a semester and ending no later than the twelfth (12th) academic week of class in a semester. The order of events for any campus-wide election, not including special elections and the elections for the consideration of a referendum brought by petition or constitutional amendment, shall be as follows:

Week 1: Monday: Ticket heads will register the ticket name
   Monday & Tuesday: Pre-filing, Election Informational Meeting(s)
   Wednesday-Friday: Filing Period

Week 2: Monday: Posting of Qualified Candidates
   Tuesday-Friday: Mandatory Meeting and Ticket Registration

Week 3: Monday-Friday: Active Campaigning

Week 4: Monday: General Election
   Tuesday: Financial and monetary contribution reports filed
   Wednesday: Complaints Due and General Election Results
   Thursday: Validation of General Election Results
   Thursday – Friday: Active Campaigning for run-off election

Week 5: Monday: Run-off Election
   Tuesday: Financial and monetary contribution reports filed
   Wednesday: Complaints Due and Run-off Election Results
   Thursday: Validation of Run-off Election results

Section 2. Selection of Election-Related Dates and Deadlines

A. The Election Board shall be in charge of setting all dates of the election-related events listed in Section 1 of this Article subject to any further provisions of the Election Code. All deadlines and dates that are relative to filing, campaigning, and election days for the Fall and Spring Student Government Elections shall be declared by the Commissioner of Elections no later than the second (2nd) academic week of the semester of the election in question.
B. The election time frame shall consist of five (5) academic weeks beginning with the first day of pre-qualifying, and ending two (2) class days after the final election results have been announced.

C. Once the dates have been set and publicly announced before the Student Senate, the Commissioner of Elections will immediately deliver this information to Student Media, the Student Body President, the Speaker of the Student Senate, and the Chief Justice of the University Court.

Section 3. Announcement of Elections

A. The Commissioner of Elections shall:
   1. Issue a press release to be posted on the Student Government website at least five (5) class days prior to the opening of the pre-filing period for the Fall and Spring elections; and,
   2. Issue appropriate widespread campus announcements, which may include but not be limited to broadcast emails, a letter to the editor, or advertisements in the campus newspaper at least three (3) class days prior to the opening of the pre-filing period for the Fall and Spring elections.

B. The announcement shall list the following:
   1. Positions to be filled in the election;
   2. Dates for the opening and closing of both pre-filing and filing;
   3. Time and place that a person may pre-file and file for office;
   4. Dates of the General Election and any run-off; and
   5. Name and contact information of the Commissioner of Elections.

C. The Commissioner of Elections shall hold at least two (2) Potential Candidate Informational Meetings for any and all interested students before the pre-filing period opens. These meetings must be advertised to the Student Body. The purpose of these meetings is to give a simple explanation of Student Government, the responsibilities of each branch, an overview of campaigning and campaigning practices, and a general election timeline in order to increase interest in positions and reach out to more potential candidates.

Section 4. Election Informational Meetings

The Commissioner of Elections shall hold Election Informational Meetings during the week of pre-file, filing, and qualifying. The purpose of these meeting will be to provide a simple explanation of basic campaigning guidelines, and a general election timeline, in hopes of fully educating all prospective candidates on basic election practices. This meeting is not mandatory for prospective candidates, and at least two shall be offered per semester. Copies of this Election Code shall be made available to prospective candidates at these meetings.

Section 5. Pre-Filing

A. A student shall have the option to pre-file for an election to ensure he/she meets all stipulations outlined in Section 7 of this Article for the sought office before the period of filing begins. Students who are deemed qualified will be filed and qualified, unless the student returns during the filing period to file for a different position; students
who are deemed unqualified for the seat he or she had intended to register for will be notified and be given the opportunity to file for a different position for which they are qualified during the filing period.

B. A two (2) day class period for pre-filing shall be opened on the first academic week of the election timeframe.

C. Each student choosing to pre-file must submit a Pre-Filing Form to the Election Board on these two (2) class days from 9:00AM until 4:30PM. This form may be turned in to the Elections Board by the student interested in filing for office. This form shall include:
   1. The student’s name;
   2. The student’s LSU identification number;
   3. The Academic Area in which the student is enrolled;
   4. The office sought.
   5. Ticket affiliation, if any

D. An Election Board member shall ask the student filing if they are interested in forming a ticket.
   a. If the student then indicates their interest in registering a ticket through pre-filing, a member of the Election Board shall contact them by the end of filing to inform them of how a ticket can be formed.
   b. This information shall not be shared with anyone other than the Election Board.

E. The Commissioner of Elections shall deliver these reports to the Student Government Advisor, who shall process the requests and notify the Commissioner of Elections of the results no later than the first (1st) day of filing.

F. The Commissioner of Elections shall post these results outside the Student Government Executive Office, the Senate Office, and the Student Government website as soon as they received and no later than the first (1st) day of filing.

G. After the first candidate has pre-filed, no changes may be made to the number of half-seats in the election due to resignation of a current Senator.

Section 6. Filing

A. A person shall file as a candidate by:
   1. Filing his/her intention for candidacy, in person, by completing registration with the Election Board during the filing period; and,
      a. No one may file on behalf of a student that is not himself/herself.
      b. Official LSU picture ID must be presented at the time of filing.
   2. Verifying his/her eligibility by the Election Board.

B. A three (3) class day period for filing shall be opened on the second academic week of the election timeframe. Any student may file an intention of candidacy form provided by the Election Board for the office he/she seeks from 9:00 A.M. to 4:30 P.M. during these days.

C. Once a student has filed for a certain office or race, he/she is able to refile for a different office or race as long as the filing period has not closed. A student may not be filed for more than one office or race at any one time. Once the filing period has closed, a student may not refile for a different office or race. The only exception applies to President/Vice President candidates and is as follows:
1. Candidates for Student Body President and Vice President shall both be listed together on the ballot and identified as to which office each candidate seeks. If, after the close of filing, a candidate for Student Body President or Vice President has not qualified, has been disqualified, or has withdrawn, then the remaining candidate may submit the name of a replacement candidate to the Commissioner of Elections, and this replacement candidate must be qualified by the Commissioner of Elections by 4:30 P.M. on the fifth (5th) class day preceding the General Election. The remaining candidate will also have the discretion to refile as either President or Vice President upon selecting their replacement candidate.

D. In the event that a candidate wishes to refile for a different position, the most recent filing form will be considered valid.

E. If a candidate successfully pre-files for a position, he or she is automatically filed for that position and, therefore, does not have to file during the designated filing period.

F. Any student may request from the Election Board the name of any other student(s) who has already filed for candidacy for any position.

Section 7. Qualifying

A. Candidate Eligibility

1. A qualified student is any full-time student that is in accordance with all Campus Life mandated requirements for officers of recognized campus organizations.

2. For all Senate and College Council positions a candidate must be enrolled at the time of filing in the college which he/she is seeking to represent, with the exception of the Graduate School or LSU School of Veterinary Medicine.
   a. Students seeking a Senate or College Council position in the Graduate or LSU School of Veterinary Medicine must have applied and received provisional or full acceptance prior to the filing process of the election in question in order to run for that position.
   b. Proper acceptance documentation must be presented to the Student Government Commissioner of Elections at the time of filing to ensure candidate eligibility.

3. If any clerical errors arise on behalf of the University, the Commissioner of Elections shall consult the University Registrar and approve members to run in their appropriate college or for their desired position on a case-by-case basis.

4. No Senator can file or run for another seat within the LSU Student Senate until the final semester of their current term unless proof of change of college can be presented to the Commissioner of Elections. Proof of college must be provided by the University Registrar.

B. After the closing of the filing period, the Commissioner of Elections shall submit the appropriate information for each potential candidate to the Student Government Advisor for verification.

C. If a student has pre-filed with the Election Board as outlined in Section 4 of this Article, the Commissioner of Elections shall not submit their information for verification, and shall list those students as eligible.
D. Once the Student Government Advisor reports back to the Commissioner of Elections, he/she shall report to the Election Board with a listing of filed candidates, and whether or not each is qualified.

E. After any amendments and final approval by the Election Board, the official list of qualified candidates will be posted outside of the Student Government Executive Office, Student Senate Office, and the Student Government website. This shall occur no later than noon (12:00PM) on the second (2\textsuperscript{nd}) class following the closing of the filing period. Appeals to the qualifying of candidates may be filed during this time.

1. The Commissioner of Elections shall notify all candidates who fail to qualify and give reason for disqualification.
2. Appeals pertaining to academics and discipline should be addressed to the Student Government Advisor.
3. All other appeals should be made to the Commissioner of Elections and the Election Board.

Section 8. Mandatory Meetings

All candidates, excluding those running for re-election for the office currently held, must attend a meeting appropriate to the office they are pursuing. These meetings are for the explicit purpose of informing the candidates of their potential duties, responsibilities, and expectations. All meetings will be held on the (2\textsuperscript{nd}) week of the election timeline and a copy of this Election Code shall be made available to all candidates in attendance.

1. Executive Staff Meeting
   All candidates running for President or Vice President must attend one (1) Executive Staff Meeting. At the conclusion of this meeting, the President and Vice President shall provide a basic explanation of their positions to the candidates.

2. College Council Informational Meeting
   All candidates running for a College Council position must attend one (1) College Council Informational Meeting. This meeting shall be conducted by the chairman of the College Council Presidents Commission or his/her designee and should provide an explanation of basic College Council practices, such as holding meetings, expending funds, contacting administrators, and appointing vacancies.

3. Senate Procedure Instruction Course
   All candidates running for the Student Senate must attend one (1) Senate Procedure Instruction Course. This meeting shall be conducted by the Senate staff and volunteer Senators and should be run as a “mock” Senate meeting, providing exemplification of the meeting agenda items and explanations of parliamentary procedure. Senatorial duties will also be outlined at this meeting.

A. Each of these meetings is to be attended by either the Commissioner of Elections or a member of the Election Board to ensure that the candidate stays for the meeting’s entirety. Upon arrival, candidates must sign in with the Commissioner of Elections or member of the Election Board and also present a valid form of picture identification.
B. In the event that candidates are unable to attend one of the mandatory scheduled instructional courses or meetings, the candidate must notify the Commissioner of Elections before their mandatory scheduled meeting. If an extenuating circumstance as determined by the Election Board occurs on the night of a meeting which causes a candidate to be unable to attend, the candidate must provide a written excuse to the Commissioner of Elections within two (2) class days of the mandatory scheduled meeting. In any case where the candidate becomes excused, the appropriate meeting chair shall work with the Commissioner of Elections to determine alternate arrangements for the candidate. Multiple meetings can be held if deemed necessary.

C. There should be ample time during a meeting to answer any questions candidates may have about their potential positions.

D. If a candidate does not attend their appropriate meeting, they will be disqualified and therefore no longer considered a candidate.

Section 9. Ticket Registration

A. Each ticket shall select a Ticket Representative who shall serve as the liaison between the Election Board, the Commissioner of Elections, and the organized ticket.

B. The Ticket Representative's duties shall be to provide the Commissioner of Elections with the Ticket Registration Form the Monday of the first (1st) week of the election timeline and confirm the entire ticket roster no later than one (1) academic week after the end of filing in order to register the ticket with the Election Board.

Section 10. Campaigning

A. There shall be no Active campaigning until the third week of the election timetable.
   a. Active Campaigning is defined in Article VI of this code,

B. Passive campaigning may be done at any point before or during this election timetable and shall not be restricted to any timeline.
   a. Passive campaigning is defined in Article VI of this code.

Section 11. General Election

A. Fall Election
   The General Election for the appropriate Student Senators shall be held each year on the Monday of the fourth (4th) academic week of the election time frame.

B. Spring Election
   The General Election for the Student Body President, Student Body Vice President, the appropriate Student Senators, College Council officers, shall be held each year on the Monday of the fourth (4th) academic week of the election time frame.

Section 12. General Election Results

Regardless of complaints or appeals, the unofficial results of the General Election shall be announced by the Commissioner of Elections in an appropriate campus location after 4:30 P.M. on the Wednesday after the General Election.
Section 13. Validation of General Election Results

If no complaints or appeals are registered by 4:30 P.M on the Wednesday of the fourth (4th) academic week of the election time frame, all election results shall be deemed final.

Section 14. Run-off Election

A. Except as otherwise provided in this Election Code, if no candidate in the General Election receives a plurality of votes of the votes cast, the two (2) candidates receiving the highest number of votes in said election shall be in a Run-off Election.
B. The Run-off Election shall be held on the Monday and Tuesday of the fifth (5th) academic week of the election time frame.
C. Provisions for ties are included in Article IV of this code.

Section 15. Run-off Election Results

Regardless of complaints or appeals, the unofficial results of the Run-off Election shall be announced by the Commissioner of Elections in an appropriate campus location after 4:30 P.M. on the Wednesday after the Run-off Election.

Section 16. Validation of Run-off Election Results

If no complaints or appeals are registered by 4:30 P.M on the Wednesday of the fourth (4th) academic week of the election time frame, all election results shall be deemed final.

ARTICLE IV
Voting

Section 1. Ballots

A. Candidates shall appear on the ballot in a randomly generated order determined by the Election Board.
   1. Student Body President and Vice President shall not be voted on separately; they shall be listed together.
   2. Ticket affiliation shall be listed next to the names of each candidate registered with a ticket.
   3. Independent candidates shall be noted as “Independent.”
Section 2. Voting Identification

Each member of the Student Body as defined by the Student Government Constitution shall be entitled to vote in each race for which the Student Body Constitution, Bylaws, or other applicable rules entitles him/her to vote.

Section 3. Voting Requirements

An eligible voter must agree to the LSU computer use policy and the Code of Student Conduct in order to access the voting application upon login to “Moodle”.

Section 4. Online voting

Students may vote from any voting apparatus with access to the internet using “Moodle” or voting stations provided by the Election Board.

Section 5. Voting Times

The voting application on Election Day, including referendum-only elections, shall be accessible from 12:01 A.M. until 11:59 P.M.

Section 6. Voting application

Format and structure used by the Information Technology Services (ITS) for online voting must be approved by the Election Board.

Section 7. Voting Stations and Locations

A. A voting location, except public computer labs, shall be defined as a voting apparatus provided by the Election Board and used by an individual other than the owner.
B. No organized voting locations shall be allowed except those administered by the Election Board.
C. The Commissioner of Elections shall list the locations of Election Board administered voting locations outside of the Student Government Office three (3) class days prior to any election.
D. The Election Board establish and operate on-campus voting stations on Election Days. These voting stations shall have at least one (1) member of the Election Board present at all times.

Section 8. Votes to Win General Election

A. In order to win the General Election, a candidate must receive a plurality of votes in addition to meeting a percentage threshold of the total vote.
   1. For example, if there are two (2) seats available, a candidate would need to get more than twenty five percent (25%), a plurality of votes, to win outright.
B. The vote threshold required to win is determined by dividing one hundred (100) by the number of seats available, and then dividing that number by two (2).

C. If more candidates reach the percentage threshold needed than there are seats open, then the candidate(s) that receive the highest number of votes shall be declared the winner(s).
   1. For example, if three (3) people are running for two (2) seats and all three (3) attain the plurality of votes needed, then the two (2) candidates with the most votes are the winners in the General Election.

D. If a candidate is disqualified after the ballot is finalized, any vote cast for that candidate will still be tallied in the total votes used to determine the plurality of votes.

Section 9. Determination of Run-off Election

A. If all seats are not filled in the General Election, then for each remaining seat the next two (2) highest vote recipients will run in the Run-off Election.
   1. For example, if four (4) seats are contested and only two (2) contested receive a plurality of votes plus one (1), then the remaining two (2) seats will be determined by placing the next four (4) highest vote recipients in the run-off elections.

B. The winner(s) of the Run-off Election shall be determined by whoever receives the most votes regardless of percentages. The only exception to this rule is listed in Article IV, Section 10, of this code.

Section 10. Ties

Ties shall be handled as follows:

A. If there are only two (2) candidates in the General Election and the election results in a tie, then the election shall be rerun in the Run-off Election.

B. If a tie occurs in the General Election that affects which candidates will proceed to the Run-off Election, all tied candidates in question will proceed.

C. If a Run-off Election results in a tie, then the tied candidate who received the most votes in the General Election shall be the winner.

D. If a Run-off Election results in a tie, and the tied candidates received the same number of votes in the General Election, then the Election Board shall conduct a special election between the tied candidates.

Section 11. Voter and Petition Fraud

A. Voter fraud shall be considered casting a ballot on behalf of any individual other than yourself.

B. Petition fraud shall be considered signing a petition on behalf of any individual other than yourself.

C. Candidates found guilty of voter and/or petition fraud by the Election Board will be subject to:
   1. Disqualification and/or
2. A report filed with the Student Government Advisor of such action for review of potential violations of the Student Code of Conduct.

D. Non-candidate students or groups found guilty of voter and/or petition fraud by the Election Board will be reported to the Student Government Advisor for review of potential violations of the Student Code of Conduct.

E. Elections containing fraud shall be examined by the Election Board, and subject to appeal, and said action must be submitted in writing or by e-mail to all candidates involved within eight (8) hours of said action.

F. Appeals to an Election Board decision regarding voter and/or petition fraud will be made directly to the University Court.

ARTICLE V
Tickets

Section 1. Definition of Ticket

A. A ticket is recognized by this Election Code as an affiliation of candidates and staff members who group together to organize campaigning for an election.
   1. Tickets are not required to have a Presidential/Vice Presidential candidate(s).
   2. A ticket may not register more candidates than seats available in the given election.
   3. The ticket representative must transmit a list of staff members and candidates upon registering with the Election Board. These individuals shall be held responsible for this code as per Article I, Section 3.
   4. Candidates cannot be listed on multiple tickets.
   5. Tickets must account for the total amount of expenditures as defined in Article VII.
   6. Tickets as a whole may be held responsible to infractions of this code, except in cases where only particular candidates or volunteers have been found to be in violation of this code.

Section 2. Ticket Organization and Preparation

A. Ticket organization can include, but is not limited to the following stages:
   1. Private discussions of prospective candidacy and ticket formation;
   2. Selecting and forming a campaign staff; and
   3. Brainstorming ideas, strategies, slogans, and colors.

B. Ticket preparation can include, but is not limited to the following stages:
   1. Collecting financial contributions;
   2. Holding campaign staff meetings;
   3. Sharing platform ideas and issues with the campaign staff;
   4. Recruiting candidates;
   5. Reserving rooms for ticket meetings;
   6. Holding initial ticket meetings with candidates affiliated with the ticket;
   7. Designing, ordering, or receiving campaign materials.
Section 3. Ticket Registration

The Ticket Representative shall provide the Commissioner of Elections with the ticket name on the first Monday of the first (1st) week of the election timeline. The Ticket Representative shall confirm the ticket’s roster of candidates no later than one (1) academic week after the end of filing. Candidates registered with a ticket will waive responsibility for submitting individual financial forms and instead be included in the ticket financial form.

Section 4. Non-Recognized Tickets

A. Only a ticket that is registered and recognized by the Election Board as a ticket may operate as such.

B. Any group or affiliation of candidates that act as a ticket without being recognized as such, and utilize the privileges granted to a ticket, primarily those of collective finances and commonly recognized materials and organization, will be held in violation and subject to penalties from the Election Board.

1. Collective finances shall be defined as, but not limited to, two or more candidates and/or tickets jointly expending monetary contributions that were originally give to separate candidates or tickets.

2. Commonly recognized materials shall be defined as, but not limited to, two or more candidates and/or tickets jointly producing campaign materials that do not clearly identify each individual or candidate as members of the separate tickets originally denoted at the time of ticket registration.

ARTICLE VI
Campaigning Practices

Section 1. Definition of Campaigning

A. Campaigning is any activity by a candidate or ticket member that is intended or likely to affect how a voter casts a ballot. This includes the placement of any signs or the like on display and the solicitation of the vote of any LSU student.

B. For the purposes of this Election Code, campaigning shall be divided into passive and active campaigning.

1. Passive campaigning includes but is not limited to:
   a. Announcing or discussing potential candidacy and/or ticket name in print, broadcast, public forum, or any other media;
   b. Seeking endorsement (excluding financial contributions) or voter support for a campaign at an official meeting of a registered student organization;
c. Wearing apparel, buttons, stickers, and/or similar items explicitly reflecting an affiliation with a candidate or ticket;
d. Posting signage;
e. Disseminating any campaign material via social media;
f. Surveys and petitions should be limited to efforts to get student feedback, not to highlight individual initiatives or solicit any votes including asking people to like or follow on social media.

2. Active campaigning includes but is not limited to:
   a. Distributing campaign materials (other than private distribution to campaign staff, as designated in Article V Section 1, and affiliated candidates) to potential voters.

Section 2. On-Campus Campaigning Rules and Regulations

A. Campaigning does not include reporting by media outlets of any referendum, petition, recall, or constitutional amendment.

B. List-Serves and E-Mails
   1. Before and during campaigning, members of a private campaign list-serve run by candidates or campaign staff, including and limited to staff, volunteers, and candidates, are considered willful participants and therefore may receive any email concerning candidacy, ticket issues, and other information.
   2. During passive and active campaigning, the leader of any student organization, whose organization is not affiliated with Student Government and is registered with the University, may be contacted by any candidate or ticket affiliate for the sole purpose of requesting to speak at that organization’s meeting to seek its endorsement.

C. Social Media
   1. Social Media shall be defined as any web-based or mobile-based applications that use highly accessible and communication techniques for social interaction.
   2. Social Media may be used by any campaign.

D. Prohibition on Interference with Education
   1. Campaigning must not interfere with the educational life of the University. This includes but is not limited to the posting of campaign signs and/or posters in classrooms, and writing on chalkboards or similar devices.
   2. No campaigning shall be allowed inside any University building or within twenty (20) feet of any entrance to a University building.
      a. Specifically exempt are candidate and ticket organizational meetings and meetings of registered student organizations, or events authorized by a building coordinator.
   3. Active Campaigning within twenty (20) feet of the Quadrangle is prohibited except during Election Day.
Section 3. Prohibited Methods of Campaigning

The following methods of campaigning may not be used:

A. Decorating any vehicle without the express consent of the owner;
B. Any method that violates university or state policy, including those concerning mass e-mail;
C. Sending potential voters unsolicited electronic messages through Moodle or Simplicity;
D. Utilizing the Student Government logo or any logo of any organization that has not explicitly endorsed a candidate or ticket;
E. Any method that uses a voting apparatus or interferes with a person using a voting apparatus;
F. Actively campaigning within twenty (20) feet of an Election Board Polling Station;
G. Actively campaigning within or twenty (20) feet from the entrance of a University Building.
   1. The entrance to a university building is defined as the entrance to a complex as a whole.
H. Utilizing the LSU name or any past or present LSU logo.

Section 4. Campaigning Ethics

A. Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with Student Government documents and the Student Code of Conduct, University Policies, and local and state law.
B. A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.
C. Anything offered to affect the students’ vote must clearly display ticket or candidate affiliation.
D. No student shall make any threat to any voter to affect the students’ vote.
E. All campaign activities in and around the Union must be registered with Event Management and Campus Life. The registered event must list specifically what each day will entail.
F. All tickets must register through Campus Life as a student sponsored event.

Section 5. Endorsements

A. Any student organization, excluding Student Government affiliated organizations, that is registered with the University may publicly endorse any candidate and/or ticket for office that it has the prior approval of the candidate to be endorsed.
B. Any Student Government affiliated organization, including Student Government itself, shall not publicly endorse any candidate or ticket.
   1. A Student Government affiliated organization shall be defined as any registered student organization that includes one or more members appointed by or elected to said organization through Student Government.
2. Student Government affiliated organizations, including Student Government itself, cannot publicly endorse nor display any campaign materials including but not limited to office, work, and meeting spaces.

C. Candidates or tickets cannot receive any financial contributions from any student organization.

D. LSU Staff, Faculty, or any teaching assistants may not publicly endorse any candidate or ticket while acting in their official capacity.

Section 6. Campaigning on Election Day

A. On Election Day, there shall be no active campaigning whatsoever inside of any public computer lab. Voters may bring push cards into public computer labs for the purpose of voting only.

B. On Election Day, there shall be no campaigning whatsoever within twenty (20) feet of any Election Board administered voting location. All signs and other materials must be removed from the restricted areas by the Election Board before the polls open on Election Day.

Section 7. Litter

Intentional littering of campaign materials of any kind by a candidate or ticket affiliate shall be prohibited.

ARTICLE VII
Spending Limits

Section 1. Definitions of Financial Terms

A. Monetary Contributions are funds provided to a candidate or any ticket affiliate for use in the election or use in any way furthering that candidate’s campaign.

B. Expenses are spending incurred by any candidate or any ticket affiliate for use in the election or use in any way furthering that candidate’s campaign or soliciting votes.

C. Donations are goods and/or services utilized by any candidate or ticket affiliate for use in the election or use in any way furthering that candidate’s campaign.

1. Funds used to purchase these items must not originate from monetary contributions or be purchased by any candidate, campaign staff member, or ticket affiliate for the express purpose of campaigning.

2. All donations shall be valued and reported at no less than 60% of the MSRP of that good or service had it been purchased. This can be verified through the vendor by the Election Board, who will retain the power to investigate donations and purchases made by candidates or tickets.

3. Items purchased with a discount will be recorded in the candidate’s financial report with the discount included. (The candidate does not have to record the item purchased at a greater value than the value paid.)
4. Any discount greater than 40% off MSRP will not be accepted. (The candidate is advised to research the product value before accepting a discount.)
   a. Bulk pricing will not be considered a discount.

D. Items that are borrowed must be accounted for by candidates and tickets in the expense documents, but it shall not be expended and shall not count toward a candidate’s spending limits or total expenditures.
   1. Borrowed items must be reusable.
      a. Borrowed items cannot include consumable items or items that can expire such as pushcards, stickers, or buttons
   2. Examples of borrowed items can include but are not limited to tents and tables.

E. Total Expenditures are the summation of expenses and donations of which shall not exceed the ticket spending limit which is calculated based on Article VII, Section 2 of this document.
   1. The Election Board reserves the right to revalue an expense or donation in response to a discrepancy and/or complaint that the good or service is not reported at its fair market value. The Election Board must submit three (3) reasonable price references from merchants in estimating the value of any contested reported price.

Section 2. General Election Spending Limits for Tickets

A. Three thousand dollars ($3,000) shall be the total expenditure limit of any President/Vice President pair.
B. Seventy-five dollars ($75) shall be the expenditure limit for any candidate running for a Senate or College Council position.
C. Expenditure limits for tickets shall be based on the total expenditures of individuals involved with a particular ticket who are opposed in their election, as stipulated in Section 7 of this Article.

Section 3. General Election Spending Limits for Independent Candidates

A. Four thousand dollars ($4,000) shall be the combined expenditure limit of any President/Vice President pair.
B. Three hundred dollars ($300) shall be the expenditure limit for any candidate running for a Senate or College Council position.

Section 4. Run-off Election Spending Limits

The expenditure limit for the Run-off Election of any candidate or ticket shall be one-half of the limits stated for the General Election.

Section 5. General Election and Run-off Financial and Monetary Contribution Reports

A. All independent candidates and tickets are required to submit financial reports provided by the Election Board.
B. There shall be a financial form specifically for the use of tickets and independent candidates, which shall include:
   1. All monetary contributions made to the ticket or independent candidate, including candidate fees for tickets;
   2. All donations;
   3. All borrowed items, which shall be expensed as having no cost;
   4. All expenses incurred.
C. All ticket representatives must submit the following:
   1. Ticket financial report;
   2. All receipts and other proofs of purchase, including but not limited to invoices, for expenses incurred;
   3. An inventory of all borrowed, which shall be expensed as having no cost;
   4. Financial reports for each candidate are to be listed on the Financial Sheet for the Ticket. This shall include individual candidate contributions and individual expenditures.
E. All independent candidates must submit a financial report and all receipts for expenses incurred.
F. These reports shall be public record immediately after submission to the Election Board. Candidates must sign their reports in the required places and certify that they are accurate and complete.
G. The financial and monetary contribution reports are due by 10:00 A.M. the day after the Election Day.

Section 6. Expenditures for Unopposed Candidates

A. Candidates who are unopposed at the posting of the list of qualified candidates are not allowed to spend any money campaigning.
B. These candidates are still required to file monetary contribution reports if they are a registered member of a ticket.
C. If an unopposed candidate gives money to be part of a ticket, that money shall be considered a monetary contribution. After a candidate is informed that he/she is unopposed, that candidate shall expend no more money. The expenditure limits for unopposed candidates shall not be counted towards the total expenditure limit of a ticket.
D. The expenditure limits for candidates who become unopposed after the initial posting of the list of qualified candidates shall be counted toward the total expenditure limit of a ticket.

Section 7. Single Candidate and Ticket Expenditures

A. Money expended and reported for a candidate is applicable only for the campaign of that candidate. Money expended and reported for a President/Vice President pair are applicable only for the campaign of that pair.
B. Registered tickets shall be exempt from Subsection A of this Section.
Section 8. Spending Limits for a Referendum

A. Referenda shall have a maximum spending limit of ten cents ($0.10) per student for coordinated expenditures based on fourteenth (14th) day enrollment numbers.

B. The Referendum Representative (outlined in the following Article) is responsible for submitting expenditure reports to the Commissioner of Elections at the same time as all other candidates.

ARTICLE VIII
Appeals, Complaints, Petitions, and Referenda

Section 1. Appeals to the Election Board

Any decision of the Election Board may be appealed to the Judicial Branch of the Student Government, as stipulated in the Student Government Constitution.

Section 2. Procedure for Filing Complaints

A complaint concerning irregularities in the conduct of an election by the Election Board or a candidate may be brought by any LSU student.

A. Complaints regarding violations of Election Code provisions must be submitted in writing to the Commissioner of Elections by 4:30 P.M. within two (2) class days of the alleged violation.

B. No complaint shall be filed after 4:30 P.M. on the Wednesday after the General and Runoff election.

C. The Election Board may also file complaints concerning irregularities in the conduct of an election.

1. If the Commissioner of Elections files a complaint, then the Election board within themselves will vote for an acting chair.

D. Election results shall be deemed final at 4:30PM one (1) class day after their announcement. No complaints may be filed after the election results have been finalized.

Section 3. Complaints and Burden of Proof

The person making the complaint shall have the burden of proving the alleged violation by supplying compelling evidence.

Section 4. Procedure for Processing a Complaint

A complaint brought to the Election Board, will follow this procedure:

A. A Student filing a complaint will fill out a complaint form issued by the Commissioner of Elections detailing the time, place and nature of the alleged violation.
a. A signature of the student filing the complaint must be included in order for the complaint document to be considered valid.

b. No anonymous complaints will be viewed.

B. The respondent to the complaint will be notified immediately upon receipt of said complaint by the Commissioner of Elections. The subject will then have twelve (12) hours to submit a response.

C. All complaints pertaining solely to the Election Code will be reviewed by the Election Board. Any complaint citing further governing documents shall be immediately forwarded to the Clerk of Court of the University Court by the Commissioner of Elections.

D. The Election Board will review complaints based solely on what is included in the documents presented in letters A and B of this section.

E. The Commissioner of Elections is responsible for accepting all complaints.

Section 5. Special Election

A. If the University Court determines that the action(s) of the Election Board, any person, or any organization has cast a reasonable doubt on the fair outcome of an election, it may order that particular election to be held again.

B. The election will adhere to the specific rules of a Special Election

   1. The rules of a Special Election shall be formulated by the University Court.

Section 6. Rulings & Notification of the Complainant and Defendant

Once a complaint has been processed, both parties should be notified before the trial takes place in order not to interfere with due process. After a complaint has been ruled on, the Judicial Branch shall take immediate action to notify the complainant and defendant in writing within two (2) hours of its ruling.

Section 7. Procedure for Filing Petitions

A. A petition is the device whereby a constitutional amendment, a matter affecting a student self-assessed fee, or a recall of an elected officer is placed on the ballot as provided by the Student Government Constitution. The procedural steps to be followed are:

   1. Submission of the petition with the Election Board or the Office of the Dean of Students;
   2. Collection of signatures by the proponents; and,
   3. Submission of the signatures to the Student Body President, recipient, or proposed recipient of the self-assessed student fee or the entity considered a candidate under Article X, Section 8.

Section 8. Petition Submission

Prior to a petition being circulated for collection of signatures, it must be registered with the Election Board.
A. Submission is accomplished by filing a copy of the petition with the Election Board in the Student Government office.

B. If the Election Board obtains a proposed amendment to the Student Government Constitution under the guidelines of Article X of the Student Government Constitution, a full copy of the text of the amendment must be filed at this time also.

Section 9. Time Limits for and Verification of Collected Signatures

A. A signed petition must be submitted to the Student Body President within twenty-eight (28) consecutive calendar days of its registration. The President shall immediately transmit any petition received to the Election Board.

B. In a petition to levy, amend, repeal, or otherwise regulate a self-assessed student fee, the twenty-eight (28) consecutive calendar days prior to the beginning of campaigning of any Fall or Spring General Election shall be the only days for petitioners in this category to collect signatures.

C. During these twenty-eight (28) consecutive calendar days, the petitioners may campaign for signatures only.

D. The Election Board shall verify the sufficiency of the petition within seven (7) calendar days of submission. The Election Board shall verify as valid only those signatures which:
   1. Contain the name of the student with the date of the signature in the handwriting of the signer and the student’s “myLSU” login ID;
   2. Are Student Body members as defined by the Constitution as of the date of submission;
   3. For a matter affecting a student assessed fee, are members of the group assessed or to be assessed; and,
   4. Were actually collected after registration of the petition and before the submission deadline.

Section 10. Election Dates & Ballot

A. The board shall set a tentative election date within three (3) days of submission.

B. If the petition is verified as sufficient, a final election date shall be set within one (1) day of verification. If no final date is set, the tentative election date shall be the final election date.

C. Within one (1) day of the final election date being determined, the Board shall announce the polling times for the election and announce the official ballot, which shall contain a clear, short, accurate question with a positive, favoring the petition. Polling places shall be the same as those used for the Fall and Spring elections.

Section 11. Election Code Applies to Petition Campaign

Except as expressly provided in this Article, all other provisions of this Code apply to the petition campaign.
Section 12. Persons Considered as Candidates

The following persons shall be considered as candidates and have full responsibilities as such:

A. The person who submits the petition;
B. In a recall petition, the person who is the target of the recall;
C. In a petition seeking to amend the Constitution, the person who submits the petition;
D. In a petition to levy, amend, repeal, or otherwise regulate a student self-assessed fee, the recipient or proposed recipient; or,
E. In a referendum concerning self-assessed student fees, the group or entity receiving funds from the proposed referendum; or,
F. In a referendum concerning any other matter, the individual who submits the referendum or the individual serving as lead author of the legislation which calls for the referendum.

Section 13. Referendum Submission

The procedures for submitting a referendum shall be as follows:

A. Submission of the referendum to the Election Board from the Student Senate after approval; or,
B. Submission of a petition signed by ten percent (10%) of the membership of the Student Body presented to the Student Body President.

Section 14. Regulations for Candidates of a Petition or Referendum

A. The proposed recipient shall be held to the same regulations and sanctions as candidates for office mentioned in Articles IV & IX of this code.
B. The benefiting group or entity shall register a representative to serve as a Liaison for matters dealing with the Election Board. The name of said person must be submitted to the Commissioner of Elections by the same methods of the Ticket Representative discussed in Article III, Section 7 of this Code.

Section 15. Titling and Describing a Referendum

A. The Election Board shall title the referendum for the ballot, with the consent of the recipients, and shall place the name of said referendum on the ballot.
B. If a title cannot be agreed upon, the referendum shall be named according to its legislative number given by the Senate.
C. For a referendum regarding self-assessed student fees, it must include the name of the fee and the proposed cost for students.
D. For a referendum concerning any other matter, it must include the title of the referendum and an unbiased description of the two (2) possible outcomes written by the Election Board and approved by the appropriate adviser(s).
ARTICLE IX
Penalties for Violations

Section 1. Penalties for Candidates and Tickets

Penalties issued by the Election Board shall be limited to the following scale:
A. Minor infractions, resulting in private censure and/or self-imposed sanctions made by the defendant and agreed upon by the Board, for actions that shall include but not be limited to:
   i. Littering;
B. Infractions, resulting in spending limit and/or other sanctions, for actions that shall include but not be limited to:
   i. Actively campaigning within twenty (20) feet of an Election Board Polling Station or entrance of a University Building;
   ii. Utilizing the Student Government logo or any logo of an organization that has not explicitly endorsed a candidate or ticket;
   iii. Utilizing any past or present LSU logo;
C. Major infractions, resulting in the suspension of campaign activities and/or public censure, for actions that shall include but not be limited to:
   i. Failure to submit financial documents on time but by 4:30 P.M. on the day after the Election;
   ii. Any actions intended to interfere with the campaign activities of any other candidate or ticket;
   iii. Decorating any car without the express consent of the owner.
D. Infractions that merit disqualification, for actions that shall include but not be limited to:
   i. Failure to fully disclose financial activities of a campaign;
   ii. Any method that violates university or state policy;
   iv. Any actions that violate the Student Code of Conduct and require action on the part of the Dean of Students;
   v. Any actions that may be considered electioneering or voter fraud;
   vi. Any expenditures that exceed specified spending limits by five percent (5%) of total spending limit or fifty dollars ($50), whichever is lower;
   vii. Failure to complete filing process, including unexcused absence for a mandatory candidate meeting;
   viii. Failure to comply with a penalty.
E. Candidates penalized for infractions committed after the General Election shall have those penalties applied during the Runoff Election or Runoff election campaigning period when applicable.

Section 2. Rights of the Candidates and Tickets

Any candidate or ticket brought before the Election Board and issued a penalty may seek to appeal the decision before the Student Government University Court.
ARTICLE X
Miscellaneous Rules

Section 1. Prohibition of Multiple Candidacy

No person may be a candidate for more than one (1) office established under, or elected under the authority of, the Student Government Constitution.

Section 2. Withdrawal from the Election

A. If a candidate wishes to withdraw from an election, he or she must do so by meeting with the Commissioner of the Elections, in person, presenting a valid picture ID, and giving the Commissioner a written, signed statement of his or her withdrawal.

B. Should a withdrawn candidate's name remain on the ballot, he or she shall be considered to still have withdrawn and to be thus ineligible to win the election. The position will be awarded to the candidate with the highest votes excluding the ineligible candidate. The votes for the ineligible candidate shall not count toward the plurality of votes calculation.

Section 3. Electing Student Senate Seats

A. Student Senate seats shall be divided in half after apportionment in which one-half (1/2) of the seats available in a college shall go up for elections in the Fall and the other half (1/2) shall be up for election in the Spring. In the case of an odd number of seats, one more shall be elected in the Spring.

B. Students will be able to vote for as many candidates as there are seats allocated.

Section 4. Change of Apportionment of the Student Senate

If apportionment causes an academic area to have more or less Senate seats than it previously had, the seat(s) will be added or removed, as the particular case calls for.

A. In the event that seats are removed, any Senators whose seats have been discontinued shall be allowed to serve out their regular terms.

B. In the event that a seat(s) is added, it shall be placed on the Spring election ballot, either as a full term or a half (1/2) term, whichever will balance apportionment. If a seat is placed on the Spring election ballot as a half (1/2) term, it shall subsequently be placed as a full term on the Fall election ballot.

Section 5. Amendments to the Election Code and Effective Dates

A. As provided by the Student Government Constitution (Article VIII, Section 4), the Election Code shall be amended by a two-thirds (2/3) vote of the Student Senate present and voting.

1. Such amendments shall not go into effect until one (1) semester following passage, not including the Summer Semester.
Programming, Support, and Initiative Fund (PSIF) Bylaws
Programming, Support, and Initiative Fund (PSIF) Bylaws

Revised: September 2013

ARTICLE 1
NAME AND PURPOSE

§ 1. Name

The name of this entity and all its subsidiaries shall be the Louisiana State University Student Government Programming, Support and Initiatives Fund, herein referred to as PSIF.

§ 2. Purpose

The purpose of the entity shall be to distribute funds to support the Student Government Spring Concert Event, Homecoming Concert Event, and to provide relief funding to Recreational Sports Club Teams, the chartering of new student organizations, student organizations sponsored conferences, late-night, alcohol-free activities, and to aid organizations in launching unique student initiatives.

ARTICLE 2
GOVERNANCE

§ 1. Committee

All funding, actions, and operations of the PSIF shall be governed by the Louisiana State University Student Government Programming, Support, and Initiatives Fund Committee, herein referred to as the Committee.

§ 2. Committee; membership

A. The following are full members of the Committee:
   1. The Student Government Director of Finance, who serves as Chairperson;
   2. One (1) Senator elected by the LSU Student Senate in the Spring Organizational Session;
   3. The Chairperson of the Budget and Appropriations Committee of the Student Senate
   4. Two (2) members of the Student Government Executive branch appointed by the Student Body President and approved by the Senate;
   5. Four (4) students appointed by the Student Body President and confirmed by the Senate.

B. The following are ex-officio, non-voting members of the Committee:
   1. The Student Body President;
   2. The Speaker of the Student Senate;
   3. The Student Government Financial Coordinator
§ 3. Terms of Office

Each member of the Committee is obligated to serve a term concurrent with the Student Body President, after which they shall be eligible for re-appointment.

§ 4. Proxies

Proxies will be allowed to the Committee; however, any proxy must be a member of Student Government who has participated in PSIF orientation.

§ 5. Quorum

Quorum shall be defined as a simple majority of the Committee’s voting membership, numbering five (5).

§ 6. Vice Chairperson

A member of the committee shall serve as Vice Chairperson, at the discretion of the Chairperson and approved by a majority of the Committee.

§ 7. Term of Committee membership; absences

Two unexcused absences from the regularly scheduled meetings per semester of the Committee shall be grounds for removal from the Committee.

§ 8. Vacancies

Replacement of vacant seats shall be coordinated by the Chairperson, the Student Body President, and the Speaker of the Senate within two (2) weeks while class is in session.

§ 9. Chairperson; duties

The duties of the Chairperson shall be as follows:
A. Report all meeting dates and times at the beginning of the semester;
B. Preside over all meetings and vote in the case of a tie;
C. Set the agenda for all meetings;
D. Maintain communication of the Committee;
E. Organize and file all documents and records;
F. Report on a regular basis to the Student Senate;
G. Post meeting dates and times and available funding on the Student Government Website;
H. Report all available funding to the Committee at the start of each meeting.

§ 10. Members; duties

The duties of members shall be as follows:
A. Attend all meetings of the Committee as a voting member;
B. Assist students in seeking funds and completing applications;
C. Assist the Chairperson in any way possible;
D. Objectively evaluate every application considered by the Committee.

ARTICLE 3
FUNDS AND ELIGIBILITY REQUIREMENTS

In order to be eligible for PSIF funding, organizations must be registered and in good standing with LSU Campus Life.

ARTICLE 4
SPRING CONCERT FUND

A. Eligibility

Funds available through the Spring Concert fund can only be provided to support the activities of the Students on Target Committee of Student Government and must be used to support a free spring concert event open to all LSU students.

ARTICLE 5
FALL CONCERT FUND

A. Eligibility

Funds available through the Fall Concert Fund may only be provided to the Homecoming Committee as housed in Campus Life. The funds must be used to support a Homecoming concert open to all LSU students.

ARTICLE 6
ORGANIZATIONS’ INITIATIVES FUND

A. Purpose

The purpose of this fund will be to provide financial assistance to organizations in launching unique student initiatives.

B. Eligibility

1. Funds available through the Organizations’ Initiatives Fund can be provided to any registered student organization with a unique student initiative.
a. A unique student initiative will be defined as any event, program, project, service, item, or start-up organization that is new and original to LSU students.

2. An event or program must have a minimum anticipated attendance of 250 students.

3. Any item purchased must have a usable life of at least three (3) years.

4. A start-up organization must be less than two (2) years old.

5. Funding for recruiting and marketing purposes will be limited to one thousand five hundred dollars and zero cents ($1,500.00). For any exclusive-use initiatives (restricted to use by one organization), funding is limited to one thousand dollars and zero cents ($1,000.00).

6. Organizations may only receive funding from the Organizations’ Initiatives Fund one time in an academic year.

7. University departments are not eligible to apply for funding through the Organizations’ Initiatives Fund.

8. Food and drink may be funded up to twelve dollars and zero cents ($12.00) per student based on anticipated attendance.
   a. PSIF reserves the right to not fund food or drink.

9. The Committee may, on a case-by-case basis, consider a funding request that is not categorized as previously stated. This will require a majority vote by the Committee members present and voting.

10. The following will not be awarded funding:
   a. Salaries, stipends, or scholarships;
   b. Charitable donations.

ARTICLE 7
ORGANIZING INITIATIVES AND CONFERENCE SUPPORT FUND

A. Eligibility

Monies available through the Organization Initiatives and Conference Support Fund can be provided to any registered student organization whose event is defined as the following: organizational start-up, campus-wide program, or conference.

B. Conference Support Fund Criteria

1. Must be hosting a conference within a ten mile radius of the LSU campus.

2. Registration must be open to all LSU students.

C. Campus Wide Programming Fund Criteria

1. Must be open to all students and advertised as such.

2. Admission cannot be charged with the exception of ticket revenue that will offset the costs of the event incurred by the organization. The organization sponsoring the event may not draw a profit from admission sales. Should ticket revenues exceed the expenses incurred by the organization, the remaining profit will be returned to PSIF, up to the amount awarded.
D. Exclusive-Use Initiatives Criteria

1. For any exclusive-use initiatives (restricted to use by one organization), funding is limited to one thousand dollars and zero cents ($1,000.00).

ARTICLE 8
LATE NIGHT PROGRAMMING FUND

A. Eligibility

Funds available through the Late Night Programming Fund can be provided to any registered student organization or University department whose event starts after 6:00 PM. In addition, said event or program must offer free admission to all LSU students.

B. Exclusive-Use Initiatives Criteria

1. For any exclusive-use initiatives (restricted to use by one organization), funding is limited to one thousand dollars and zero cents ($1,000.00).

ARTICLE 9
RECREATIONAL SPORTS ASSISTANCE FUND

A. Eligibility

Funds available through the Recreational Sports Assistance Fund can be provided to any student group registered with University Recreation as a “sport club” and also deemed a registered student organization by the University. Items that are eligible for funding are uniform and equipment costs, along with costs associated with tournament registration and travel.

ARTICLE 10
GENERAL FUNDING GUIDELINES

§ 1. Funding; limitations per semester

Organizations and/or departments may only receive PSIF funds for one program/event per semester and cannot exceed two (2) programs/events per academic year. An event is defined as lasting no longer than a consecutive three-day period. An organization may only receive funding from the Organizations’ Initiatives Fund once in an academic year. If an organization receives funding from the Organizations’ Initiatives Fund, the organization will still be eligible for funding from any other PSIF account in the following semester.
§ 2. Funding; restriction on use of additional sources

Funding may not be provided to organizations who have received funds from Student Senate or Organizational Relief Fund for the same semester. In the event that funding from these sources is acquired after PSIF approval, all PSIF funding will be revoked.

§ 3. Approvals; restriction on use of additional sources

For any single event or program, only one PSIF request may be approved. In the case that more than one organization submits a request for the same event/program; applications will be considered in the order received.

§ 4. Restricted Purchases

All state purchasing guidelines and University policies must be adhered to with any funds allocated by this committee. Failure to comply may result in loss of funding.

PSIF may not provide funds for the following:

1. To support any program or event where attendance or participation is not open to the LSU student body; this rule does not apply to exclusive-use initiatives as defined in Article 6, Section D;
2. To purchase alcohol or to support a program or event where alcohol is present;
3. Gifts, gift cards, prizes, awards, trophies, or anything of the like;
4. Clothing (excluding uniforms and equipment received through the Recreational Sports Assistance Fund);
5. Decorations for events, including flowers.

§ 5. Notification of Sponsorship

All events or programs receiving support must identify PSIF by using the official Student Government logo as a funding source on all marketing materials, event programs, and communications. Failure to comply will result in loss of privileges to apply for then following two (2) semesters.

§ 6. Expiration of Funding

Approval of funding expires thirty (30) days after the event or program has been held. All required paperwork and/or receipts must be turned into the Student Government Financial Coordinator before the expiration of approval to be eligible for payment or reimbursement. Internal transactions to University service providers are deemed an exception (i.e. Chartwells/LSU Dining, Facility Services, LSU Police, LSU Student Union).
§ 7. Statement on Equal Opportunity

PSIF does not discriminate on the basis of race, creed, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, gender expression, genetic information, sex, marital status, disability, or status as a U.S. veteran.

ARTICLE 11
APPLICATION PROCESS

§ 1. Application; defined

The official PSIF Application is the most recently updated version as approved by the PSIF Committee.

§ 2. Application; completion

Any organization or department seeking funds must complete an official PSIF application and provide all supporting materials and signatures required therein. Only completed applications will be accepted for consideration. Applications may not be deemed complete without the PSIF requirements mentioned in section 3 of the article.

§ 3. PSIF Requirements

The following items must appear in a completed PSIF application:

A. Brief narrative on the organization/department, its missions, its membership, and its activities.
B. Detailed explanation of the event or program. Must include:
   1. Program purpose and its benefit to the LSU community;
   2. Event dates, times and venues;
   3. Projected participation by students, faculty & staff and community members;
   4. Methods of marketing and advertising the event.
C. Explanation of any additional funding or fundraising efforts made by the organization for the event and its success.
D. Detailed program/event budget to outline all projected expenditures.
E. Signatures of the Organization President, the Organizational Advisor, and a Campus Life representative
   1. LSU Club Sports teams will require a signature of a University Recreation representative in place of the Campus Life representative.

§ 4. Application Deadline

In order to be considered, completed applications must be submitted to the Student Government office no less than six (6) weeks before the event or program for which funds requested are to be held. It is the responsibility of the applicant to ensure that completed applications are submitted in
a manner consistent with the timeline required. Exceptions to this deadline will be determined on an individual case basis by the chair of PSIF and the Student Government Financial Coordinator.

§ 5. Review

In order for requests to be considered, the requesting organization or department must appear before the PSIF Committee. Approval requires a majority vote of all voting members present.

§ 6. Award

Applicants will be informed in writing within two (2) class days of the PSIF meeting of the status of their application. The award letter will outline the amount approved, any restrictions placed on funds and any additional requirements that must be completed.

§ 7. Required Consultation

Within three (3) class days of receipt of an official award letter, an organizational or departmental representative must request a meeting with the Financial Coordinator for Student Government. If a meeting is not set, all funds awarded will be deemed null and void.

§ 8. Post Program Report

Organizations or departments who receive funding must complete the Post Program Report to the PSIF Review Committee within two (2) weeks following the event or program for which funding was provided. Per LSU Student Government Bylaws, failure to provide a post-program report will result in the organization or department being deemed ineligible for PSIF funds for two semesters. The Chairperson of the Committee will be responsible for recording these instances and will provide the succeeding chairperson with this information.

The Post Program report is located on the SG website.

ARTICLE 12
MEETINGS AND PROCEDURES

§ 1. Meetings; defined

The Committee shall hold regular meetings once every two weeks at a time and place to be determined by the Chairperson within the first ten (10) days of each semester. These meetings are not subject to change and must be properly posted.

§ 2. Meetings; Parliamentary Procedure

Unless otherwise provided in these bylaws, the newest edition of Robert’s Rules of Order shall govern the proceedings of the Committee.
§ 3. Meetings; Chairperson to preside

The Chairperson of the Committee shall preside over all meeting of the Committee and discretion over the format of the meetings and order of business.

§ 4. Meetings; extraordinary

Extraordinary meetings of the Committee may be called by the Chairperson or a majority of the Committee’s voting membership with no less than twenty-four (24) hours’ notice provided to all Committee members and the representatives of any application to be considered at the said meeting.

§ 5. Acting Chairperson

In the absence or incapacity of the Chairperson, the Vice Chairperson will serve as the presiding officer for a term not to extend past adjournment of the current meeting.

§ 6. Acting Chairperson; ability to vote

The Acting Chairperson, being a full voting member of the Committee, shall be allowed to vote on any measure before the Committee. For the purposes of a roll call vote, his or her name shall be called last.

§ 7. Chairperson; calling the roll, voting to break tie

The Chairperson shall call the roll of the committee and record each member’s vote in the event a roll call vote is requested. The Chairperson may only vote in the case of a tie, and he/she may vote in favor, against, or abstain.

§ 8. Executive Session

The Committee may enter into executive session during the consideration of any application.

§ 9. Executive Session; no votes may be taken

Pursuant to the Open Meetings Law of the State of Louisiana, no votes may be taken while the Committee is in executive session.

§ 10. Agenda; set by the Chairperson

The agenda for each meeting of the Committee shall be set by the Chairperson no later than five (5) class days from the date of the meeting. Organizations wishing for the applications to be heard by the Committee must have submitted it to the Student Government Executive Office by this deadline. Otherwise, late applications shall be deferred to the next regularly scheduled meeting. Applications will be heard in the order in which they are received.
§ 11. Application; representative must be present

The representatives of any application may not choose for the application to be considered alone, without representation. Representatives must be present for consideration.

§ 12. Application; penalty for non-representation

If an application’s representative fails to report, the application shall be deferred until the next regularly scheduled meeting, or will be heard at said meeting at the discretion of the Committee.

§ 13. Representatives; procedure for presentation

An application’s representative will have the right to give a presentation to the Committee before deliberations begin. Once their presentation is complete, the Committee may pose questions to the representatives. At the discretion of the Chairperson, deliberations will begin and the representatives will no longer be able to address the Committee.

§ 14. Recusation

In the event that a member of the Committee is a member of an organization requesting funding, or if the Chairperson sees fit for a conflict of interest, said member must recuse himself/herself from consideration of the organization’s application.

§ 15. Official Records

The official records of the Committee, including, but not limited to voting records, applications, and award letters, shall be kept by the Chairperson and shall be public record.

§ 16. Voting; must be present

A member of the Committee must be present in order to vote.

§ 17. Change of Vote; prohibition

Once a vote has been taken and the result announced, no member may change his or her vote.

§ 18. Postponement of Application

Any Committee member has the right to call for a postponement of an application. Postponements will be accepted with a majority vote.
ARTICLE 13
AMENDMENTS

§ 1. Amendments

Amendments to these Bylaws may be approved by a two-thirds (2/3) vote of the Committee present and voting at any regular or special meeting of the Committee.

§ 2. Amendments; submission

Proposals for amendments to these Bylaws should be submitted to the Chairperson in writing prior to any regular or special meeting of the Committee.

§ 3. Amendments; consideration

A Proposal for amendments shall be introduced by the Chairperson at the meeting following it submission and may then be deferred until the next regularly scheduled or special meeting for final consideration.

§ 4. Amendments; approval

The Student Senate must approve amendments to the PSIF Bylaws by a simple majority vote.

§ 5. Ratification

These Bylaws shall become effective upon ratification of the PSIF Committee and the Student Senate.