



UNITED STUDENTS IN RESIDENCE HALLS

**EXECUTIVE BOARD APPLICATION PACKET
2020–2021**

United Students in Residence Halls Executive Board Elections Timeline 2020–2021

Friday, March 20, 2020: Prospective candidates for the President and Vice President positions should complete and submit an application to usrh@uwosh.edu. Prospective candidates should also deliver their Endorsement Forms to the front desk of the Department of Residence Life (South Gruenhagen 263) for Lori Develice Collins **no later than 4:30 PM**.

Thursday, April 2, 2020: Presidential and Vice Presidential candidates will address the USRH Assembly, introducing themselves and establishing their interest in and qualifications for their prospective positions, during the Assembly meeting at 4:35 PM in Reeve 221. After speaking for no longer than five minutes each, candidates will field questions from the Assembly for a short period of time. This will be open for all campus residents to attend.

Tuesday, April 7, 2020–Wednesday, April 8, 2020: Presidential and Vice Presidential elections will be held from **12:00 AM** on April 7 through **11:59 PM** on April 8 via the Hall Government Voting application on MyUWO Portal (portal.housing.uwosh.edu).

Wednesday, April 8, 2020: Any agent who seeks to spend money to further a Presidential or Vice Presidential candidate's campaign must submit written permission from their candidate to do so. Written permission must be submitted no later than **5:00 PM** to the Elections Commissioner or to the Elections Commissioner Box in the USRH Office (Scott 121).

Friday, April 10, 2020: Presidential and Vice Presidential candidates must submit their financial reports by **11:59 PM** to the Elections Commissioner Box in the USRH Office (Scott 121).

Thursday, April 9, 2020: Elections Commissioner will open the floor for Treasurer, Secretary, N/WCC, and DIA candidate nominations during the USRH Assembly meeting at 4:35 PM in Reeve 221. Candidates must be nominated by an acting Hall Representative or proxy, and must also be present to accept their nomination. Nominees will be asked to speak to the Assembly and field questions from them.

Thursday, April 16, 2020: Elections Commissioner will open the floor for any further Treasurer, Secretary, N/WCC, and DIA candidate nominations during the USRH Assembly Meeting at 4:35 PM in Reeve 221; nominees may also present speeches and field questions from the Assembly during this time.

Sunday, April 19, 2020: Treasurer, Secretary, N/WCC, and DIA nominees should complete and submit the first page of the executive board application to usrh@uwosh.edu no later than **11:59 PM**.

Thursday, April 23, 2020: Treasurer, Secretary, N/WCC, and DIA nominees may field any final questions from the Assembly during the USRH Assembly meeting at 4:35 PM in Reeve 221. Elections for these positions will be held the same day. Any agent who seeks to spend money to further the campaign of a nominee/candidate for one of these positions must submit written permission from their candidate to do so. Written permission must be submitted no later than **5:00 PM** on this day to the Elections Commissioner or to the Elections Commissioner Box in the USRH Office (Scott 121).

Saturday, April 25, 2020: Treasurer, Secretary, N/WCC, and DIA nominees must submit their financial reports by **6:00 PM** to the Elections Commissioner Box in the USRH Office (Scott 121).

Thursday, April 30, 2020: The new Executive Board officers will be inducted into office during the USRH Awards Ceremony at 4:35 PM in Reeve 221.

August 30–September 6: USRH Executive Board Fall Training and Opening Preparations.
(Consult the USRH Advisor(s) if you have any time commitments that may conflict with some days of training.)

United Students in Residence Halls Executive Board Application Guidelines 2020–2021

1. Biographical information provided by candidates in their applications for the President or Vice President positions will be included on the online voting application through MyUWO Portal, and information provided by all candidates in their applications may be included in USRH/Residence Life materials and literature during the campaign period.
2. Each Presidential and Vice Presidential candidate must obtain **fifty (50)** signatures of endorsement by current students living in the residence halls, with a minimum of **five (5)** residence halls represented. It is recommended that candidates obtain several extra signatures in case some signatures are inaccurate. Ensure each endorsing student provides their printed name, signature, and residence hall on the endorsement form.
3. Endorsement papers for Presidential or Vice Presidential candidates must be given to the front desk of the Department of Residence Life office (South Gruenhagen 263) for Lori Develice Collins by Friday, March 20, 2020 at 4:30 PM.
4. After filing an application or accepting a nomination in the Assembly, a candidate may begin their campaign only when given permission to do so by the Elections Commissioner.¹ Campaigning includes any election-relevant public activity on behalf of any candidate, except a candidate's personal vote. Consult the Election By-Laws for further details on campaigning.
5. Read and understand the sections of the USRH Constitution, By-Laws, and Election By-Laws pertaining to the position you are applying for completely and carefully. The governing documents are available online via uwosh.edu/usrh and upon request from the Elections Commissioner.
6. In order to serve on the Executive Board, you must be a current student of UW Oshkosh and reside on campus during your term of office. You must maintain a minimum **2.25 cumulative GPA** during your term, and you may not hold an Executive Board position if you are a member of Residence Life staff, unless you are concluding your term. You also may not serve on the executive board of any other student governance body. Prior to submitting an application, confirm with the Elections Commissioner whether or not you will be a member of Residence Life staff or of any other student organization(s) on campus during your prospective term.
7. You have the right to report any violations of the USRH Election By-Laws you witness. To file a grievance, complete the Elections Grievance Report found in this packet. Be thorough about the type of violation. This report must be filed **within 24 hours** of the closing of the election. You will need to contact the Elections Commissioner for them to collect the

¹ This does not prevent prospective candidates from seeking signatures for their endorsement forms.

grievance report.

8. A Campaign Financial Report must be filed by all persons running for a USRH Executive Board position. Each candidate running for Presidential and Vice Presidential elections may spend money or its equivalent not to exceed **fifty U.S. dollars (\$50)**. Each candidate running for Treasurer, Secretary, N/WCC, and DIA elections may spend money or its equivalent not to exceed **twenty-five U.S. dollars (\$25)**.
 - a. If you opt not to spend any money, it must be stated: “I did not spend any money for my campaign.” If you do opt to spend money on your campaign, you must be specific regarding the items used to enhance your campaign. You must attach all original receipts to the form, using additional sheets if necessary. Any agent other than the candidate who spends money to further a candidate’s election must also submit written permission from their candidate to do so, as indicated on the elections timeline.
9. The Campaign Financial Report must be submitted to the USRH Office (Scott 121) by all Presidential and Vice Presidential candidates by **Friday, April 10, 2020 by 11:59 PM**, and by all other candidates/nominees by **Saturday, April 25, 2020 by 6:00 PM**. Refer to Article IV, Section 5 of the Election By-Laws for spending guidelines.

United Students in Residence Halls
EXECUTIVE BOARD APPLICATION
2020–2021

Applications should be submitted electronically to usrh@uwosh.edu and endorsement papers delivered to the front desk of the Department of Residence Life (South Gruenhagen 263) for Lori Develice Collins no later than Friday, March 20, 2020 at 4:30 PM by Presidential or Vice Presidential candidates.

As indicated in the application guidelines, information you provide herein may be included in USRH/Residence Life materials and literature during the campaign period.

Running for: President Vice President Other

Name: _____

Major/s: _____

Minor/s: _____

Current GPA: _____

(Minimum of 2.25 GPA required at time of application and must be maintained throughout the entire term.)

I understand that a USRH Advisor will verify I meet the grade point requirement.

Signature: _____ Date: _____

Class Standing: FR SO JR SR GR

E-mail: _____ Phone: () _____

Hometown: _____

Are you currently involved in other organizations on campus? Yes No

If yes, which organizations? _____

President/Vice President Candidates: Will you allow us to include a picture of you in materials we use during voting to educate voters on the candidates?

Yes No

If yes, please submit a photograph electronically with this application or schedule a time to take a photograph with the Elections Commissioner via usrh@uwosh.edu.

President/Vice President Candidates: Please answer the following questions.

As indicated in the application guidelines, biographical information you provide herein will be included on the voting application through MyUWO Portal, and may also be included in USRH/Residence Life materials and literature during the campaign period.

1. What has your prior involvement in USRH consisted of?
2. What has your involvement on- and/or off-campus consisted of, besides USRH?
(Conferences, workshops, organizations, etc.)
3. How has your on- and/or off-campus involvement prepared you for the Executive Board Position you are running for?
4. Why do you want to run for a USRH Executive Board position?
5. What visions or goals do you have for the position?
6. What do you hope to gain from this experience should you be elected to a USRH Executive Board position?
7. Why is USRH important on campus? What do you see as USRH's role and responsibility to the UWO campus?

United Students in Residence Halls
ELECTIONS GRIEVANCE REPORT
2020–2021

Grievances may be submitted if a candidate violates any of the Campaign Practices, as per Article IV of the USRH Election By-Laws.

Name of Allegedly Offending Candidate(s): _____

Date of Alleged Violation: _____

Time of Alleged Violation: _____

Name of a Witness: _____

Address: _____

Phone: _____

Please describe, in detail, the alleged violation, including what section(s) of the USRH Election By-Laws you believe have been violated. Use additional sheets if necessary.

United Students in Residence Halls
CANDIDATE ENDORSEMENT FORM

President Vice President

By signing below, I hereby endorse _____ as a candidate for the 2020–2021 USRH Executive Board Elections.

	<u>NAME</u> (Print)	<u>SIGNATURE</u>	<u>HALL</u>
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NAME (Print)

SIGNATURE

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**United Students in Residence Halls
CAMPAIGN FINANCIAL REPORT
2020–2021**

Each candidate for the USRH Presidential and Vice Presidential elections may spend money or its equivalent not in excess of fifty U.S. dollars (\$50.00). Each nominee in the Treasurer, Secretary, N/WCC, and DIA elections may spend money or its equivalent not in excess of twenty-five U.S. dollars (\$25.00). Each candidate must submit this report even if no money was spent. One (1) copy of all campaign literature and a statement showing the exact number of copies of each shall be submitted to the Elections Commission within forty-eight (48) hours after the polls have closed. Campaign costs are the responsibility of the person or persons campaigning. **USRH does not reimburse costs incurred.**

Name of Candidate: _____

Person(s) who managed your campaign finances (if different from above):

Quality

Item Description

Price per Item

Total Price

United Students in Residence Halls Executive Board Powers and Responsibilities

Please feel free to contact any current members of the USRH Executive Board at usrh@uwosh.edu with any questions you may have regarding their positions and duties.

Presidential Duties

1. Represent USRH at all public functions.
2. Act as an authority in interpreting the Constitution and Rules of Order.
3. Act as an authority in interpreting the Election By-Laws in the absence of the Elections Commissioner.
4. Enforce the Constitution, By-Laws, and Rules of Order at all times.
5. Cast the deciding vote in case of a tie.
6. Cancel meetings with a two-thirds (2/3) majority vote of the USRH Legislature and call alternative meetings.
7. Keep the USRH Assembly informed on any matter that affects the residence hall system, and provide representatives with such information at any meeting.
8. Appoint and oversee chairpersons to ad hoc committees with All-Campus Executive Board (USRH, Oshkosh Student Association, and Reeve Union Board).
9. Be available during the summer to meet periodically with the advisor.
10. Organize at least one Leadership Round Table event for all hall leaders per semester in conjunction with the USRH Vice President.
11. Represent USRH at meetings with the All-Campus Executive Board (USRH, Oshkosh Student Association, and Reeve Union Board).
12. Appoint two (2) Ambassadors to represent USRH at all inter-campus shared governance meetings with approval from the Executive Board, pursuant to Article V, Section 3 of the USRH By-Laws.
13. Appoint, when needed due to an Ambassador's inability to fulfill their duties, or for any other reasons, temporary or permanent replacements for the two (2) Ambassadors that represent USRH at all inter-campus shared governance meetings with approval from the Executive Board, pursuant to Article V, Section 3 of the USRH By-Laws.
14. Plan, prepare the agenda for, and preside over the weekly USRH Executive Board meeting with the advisors.
15. Meet with the Director of Residence Life monthly, with USRH Vice President.
16. Appoint Student Organization Representatives with Executive Board approval.
17. Oversee Student Organization Representatives.

Vice Presidential Duties

1. Serve as President in case of presidential vacancy until a new one is elected, or, pursuant to Article III, Section 6, Point B of the USRH Constitution, assume the position for that term.
2. Oversee all current members of the USRH Assembly during Assembly meetings.
3. Assist the President in carrying out the executive duties of USRH.
4. Preside over all USRH Legislature meetings.
5. Have a copy of the Rules of Order, the Constitution, By-Laws, and Election By-Laws at all meetings and be well versed as to their contents and meaning.
6. Represent USRH at meetings with the All-Campus Executive Board (USRH, Oshkosh Student Association, and Reeve Union Board).
7. Appoint committee chairs with Executive Board approval.

8. Hold a monthly Committee Chair Board (CCB), with those Committee Chairpersons who are required to attend as named in the individual description of their position.
9. Communicate with committee chairs individually at both parties' convenience.
10. Work with the Director of Internal Affairs on planning the USRH Assembly Fall Training.
11. Organize at least one Leadership Round Table event for all hall leaders per semester in conjunction with the USRH President.
12. Meet with the Director of Residence Life monthly with the President.
13. Plan end of the year Assembly Awards and Induction Ceremony.
14. Oversee and train Food Committee Chairs.

Director of Internal Affairs Duties

1. Retain the right to advise the Programs Committee functions.
2. Hold a monthly Hall Representative Council (HRC).
3. Be responsible for the planning of the USRH End of the Year Banquet.
4. Work with the Vice President on planning the USRH Assembly Fall Training.
5. Help with the retention of all USRH members.
6. Maintain speakers list during Assembly Meetings.
7. Coordinate tables for Taste of Oshkosh during the fall and spring semesters.
8. Notify all representatives and their respective halls in regard to absences from Assembly meetings, missed reports, and involvement hours.

Treasurer Duties

1. Advise USRH on financial matters.
2. Aid the Executive Board in the preparation of the annual USRH budget.
3. Hold responsibility for the prompt payment of all authorized expenditures made by USRH.
4. Hold responsibility for the collection of all money due to USRH.
5. Maintain financial reports.
6. Present a bi-monthly financial status report to the USRH Assembly and keep the Executive Board informed as to the financial status of USRH.
7. Submit a financial status report at the end of the term to the USRH Assembly.
8. Oversee Hall Funds functions by allocating funds to reimburse expenses incurred for hall and campus wide programs.
9. Set up and follow guidelines for submitting and approving proposals.
10. Organize and store USRH monetary records for seven (7) years.
11. Train the USRH Assembly on how to access funds.
12. Submit honorarium proposals, and work with the Secretary and Advisors to generate proposed amounts.
13. Lead the Leadership Development Committee (LDC).

Secretary Duties

1. Hold responsibility for the production and distribution of agendas at the USRH Legislature meetings.
2. Record accurately, produce, and properly distribute minutes of the USRH Assembly meeting by Four o'clock (4:00 PM) on the Tuesday following the Thursday Assembly meeting.
3. Once approved by the USRH Assembly, make any necessary corrections and redistribute the minutes of the USRH Assembly meeting within one (1) day after the USRH meeting.

4. Distribute assembly nameplates at the USRH Legislature meetings.
5. Keep the USRH files up to date and prepare a revised file-heading list before the end of the term.
6. Hold responsibility for the clerical aspect of USRH correspondence and documentation.
7. Record and distribute minutes at USRH Executive Board meetings.
8. Be in charge of recognizing members of the Assembly at each USRH meeting.
9. Work with the Vice President to record all legislation information, including how it came to be, what the general opinions and thoughts were during discussion, and the outcome.
10. Work with the Department of Residence Life professional staff to keep an alumni list, which shall include Committee Chairs, Hall Representatives, Paid Assistants, Advisors, USRH Executive Officers, and ad hoc Committees.
11. Train all new USRH Assembly members.
12. Serve as USRH Historian.
13. Track information (office hours, minutes submitted, meetings attended, etc.) for all assembly members for honoraria and voting rights.
14. Update USRH Office Key-Access list at the Scott Hall Main Desk.
15. Coordinate loft distribution and collection in the fall and spring semesters.
16. Oversee recruitment for all open positions within USRH, with help from other members of USRH.

National/Wisconsin Communications Coordinator (N/WCC) Duties

1. Act as the voting representative for USRH at GLACURH, NACURH and WURHA business meetings. (These organizations are various regional and national associations of organizations like USRH.)
2. Hold responsibility for all GLACURH, NACURH and WURHA business.
3. Choose a delegation and appoint delegation leaders for the GLACURH, NACURH and WURHA conferences, along with the NRHH-CC and the assistance of their advisors.
 - a. Decide upon a delegation fee for WURHA, GLACURH, and NACURH with the assistance of the National Residence Hall Honorary (NRHH) Vice President of Conferences and an advisor, with the final approval by the USRH Executive Board.
4. Report conference information to USRH.
5. Maintain communication with the state, regional, and national directors, the Regional Communications Coordinator, Wisconsin Communications Coordinators, and other National Communication Coordinators and present the necessary reports to USRH.
6. Assist USRH in taking advantage of all benefits and services offered by NACURH, including the National Information Center and corporate contracts held by NACURH.
7. Compose a Conference Report for GLACURH, NACURH, and WURHA.
8. Maintain communication with others in state, regional, and national residence hall organizations.
9. Act as parliamentarian at USRH Legislature meetings.
10. The N/WCC will not be financially responsible for registration costs for Bringing Leaders Together (BLT, a specific conference), No Frills (a specific conference), French Dip (a specific conference), GLACURH, WURHA, and NACURH as long as they are successfully fulfilling their responsibilities.
11. The N/WCC-Elect will not be financially responsible for registration costs for No Frills, French Dip, and NACURH as long as they are successfully fulfilling their responsibilities.