



UNION OF VIETNAMESE STUDENT  
ASSOCIATIONS OF THE MIDWEST

**2018 - 2020**

**Executive Board Election Packet**

**ALL EXECUTIVE BOARD APPLICATIONS MUST BE SUBMITTED TO [BOD@UVSAMIDWEST.ORG](mailto:BOD@UVSAMIDWEST.ORG)  
BY 11:59PM CST ON FEBRUARY 11, 2018 FOR CONSIDERATION**

# Union of Vietnamese Student Associations of the Midwest

## Election Rules and Regulations

### Definitions:

- The term “Election” means a formal decision-making process by which VIA-1 attendees choose an individual to hold office within UVSA-Midwest organization.
- The term “Candidate” means an individual who seeks nomination for election, or election, to UVSA-Midwest office.
- The term “Contribution” means a gift or payment to the election fund of the candidate.
- The term “Commission” means the Board of Directors Election commission.

### Power of Commission:

The Commission has the power

- To require by special or general orders, any person to submit, under oath, such written reports and answers to questions as the Commission may prescribe
- To administer oaths or affirmations
- To develop such prescribed forms and to make, amend, and repeal such rules

### Intimidation of voters:

- Whoever intimidates, threatens, coerces, or attempts to intimidate, threaten, or coerce, any other person for the purpose of interfering with the right of such other person to vote or to vote as they may choose, or of causing such other person to vote for, or not to vote for, any candidate for the office of President, Internal Vice-President, External Vice-President, Treasurer, Secretary, Council of State Representatives, Board of Directors, and General Staff, at any election held solely or in part for the purpose of electing such candidate, shall be dismissed as a candidate or as a staff member under this title.

### Voting process:

- Each state has one (1) vote; only registered member of membership organizations within UVSA-Midwest are eligible to vote at VIA-1 conference during election years. Each state vote will have a weighted as two-third ( $\frac{2}{3}$ ) of the total votes for their State. **\*Note: Executive Board elections are held every two years, starting in 2008.**
- Each state must come to a decision within the allotted time for each position [allotted time - ten (10) minutes].
- Each State Representative will cast one (1) vote on their state ballot. Each State Representative vote will have a weighted as one-third ( $\frac{1}{3}$ ) of the total votes for their State. If a current State Representative runs for E-Board elections, that State Representative will lose their majority vote power statue, their vote will count as a general vote within their state. In turn, the result of that state vote will now count as one (1) whole vote.

- The number of ballots shall equal the number of states with an active State Representative.
- General staff vote will count as a general vote within their State.
- The voting shall be decided by majority consensus with state vote counted as  $\frac{2}{3}$  weighted and State representative counted as  $\frac{1}{3}$  weighted.
- In the event of a tie, each current Executive Board member who is not re-running shall collectively cast the tie-breaking vote, as determined by a simple majority.
- In the event of a tie, the Executive Board must come to a decision within ten (10) minutes.
- If the Executive Board does not come to a decision within ten (10) minutes, the position will remain unfilled.
- In the event a position is unfilled, an appointment shall be made by the incoming elected Executive Board and approved by the Council of State Representative at a later time.
- Each candidate will have three (3) minutes speech and forty-five (45) seconds to respond to each question during the Question & Answer portion of the election debate.

\*\*Note:

- Candidate presenting their speech: FIFO (First in, first out) method. The first candidate to submit their E-board application will be first to present their speech. Once candidate finish their speech, they will seat at the candidate's table on stage.
- Alternating answering each question! The first candidate to present their speech will answer the first question first then follow by the next candidates and so forth. For the second question, the second candidate that presented their speech will answer first and so on.
- If the candidate answer the question wrong, the moderator can re-ask the same question to the candidate, but the candidate only have amount of time that was left from the the first time answer the question plus (+) the seconds that the moderator use to re-ask the question.
- Time card: As candidate answers the question or presenting their speech, the timekeeper will raise the timecard to remind the candidate of the time left to present their speech or answer the question (color coded).

● 1 minute left

● 30 seconds left

● 10 seconds left

● Time expired

# Union of Vietnamese Student Associations of the Midwest

## Campaign Rules and Regulations

### Campaign Rules Purpose:

The purpose of the Campaign Rules Document is to outline the rules that shall govern election campaigning and to provide the Board of Directors with guidelines for dealing with campaign violations, complaints, sanctions, and appeals. A copy of this document shall be included in election packets distributed to candidates.

### General Guidelines:

- Rules are meant to ensure fairness, keep order, and preserve the integrity of the election. In general, candidates should try to maintain the “spirit of the campaign” which is an atmosphere of friendly competition with others and respect for the election process.
- All candidates are responsible for their campaigns, which includes others whom they know are campaigning for them. It is the responsibility of all candidates to know the campaign rules and to ensure their campaign helpers follow the rules.
- Campaigns may not violate any UVSA-Midwest rule or policy or destructively interfere with:
  - The election commission’s ability to run the election and preserve its integrity.
  - Other candidates’ campaigns.
- Campaigning is defined in the election code as “publicly promoting one’s candidacy.” This includes but is not limited to postering, email, chalking, speeches, and campaign websites.
- All candidates must be from a member organization within UVSA-Midwest.

### Campaign Rules for Official Candidates:

- No candidate may begin campaigning before: **March 6th, 2018** (one month before VIA-1 Conference)
  - The time set on the Elections Calendar as the start of official campaigning.
  - The Board of Directors Election Commission approves the candidate application
  - No campaign materials may be present or worn in the place of voting.
    - This includes, but is not limited to:
      - T-shirts
      - Caps
      - Face painting
      - Costumes
      - Body signs
      - Campaign materials: poster, banner, etc.
- Campaigns may not bribe voters. Bribery is defined as the application of such influences (giving or accepting money or some other payment) in exchange for votes.

- If someone is unsure if a particular activity violates election rules, he or she shall contact the Commission for an official interpretation

**Printed Campaign materials:**

- Printed campaign materials are acceptable at conference.
- All campaign materials must be distributed before 12:00PM (local time) on the Saturday of the VIA-1 Conference, which is the Executive Board election day.
- Under no circumstances are any non-permitted campaign materials allowed inside the Election Room. The BoD will enforce this rule, asking that any non-permitted campaign materials be thrown away or left at the entry door.
- All information on campaign materials may be posted on the candidate's Facebook page.
- Printing expenses must be included in your Campaign Funding Form. If you print from home/work/campus for free, the expected cost (\$0.10 per side of 8.5"x11" sheet) will need to be accounted for on your funding form.

**Campaign Funds:**

- Each candidate is limited to contributions and spend up to one hundred dollar (\$100.00) of their personal funds for the total costs of campaign materials, which include information on or references any other candidates and which are used in connection with volunteer activities (This includes, but is not limited to: pins, stickers, handbills, and brochures).

**Endorsement:**

- A candidate can endorse another candidate. But during the endorsement of another candidate of another position, the endorser can not display/write any negative campaign message against the endorsee opposing candidate(s).
- E-board and CoSR cannot endorse a candidate, campaign or help campaign for any candidates.
- BoD cannot endorse, campaign or help campaign for any candidates.

**Recordkeeping:**

- The candidate shall preserve all records of spending and campaign materials.

**Sanctioning Guidelines:**

- The guidelines for sanctions are based on the level of severity of the campaign violation. These are written only as a suggestion for the Commission; the Board of Directors is in no way handicapped or restricted by these guidelines.
- In general, the Commission should evaluate violations based on two main concerns: “Does the violation violate the spirit of the campaign?” and “Does the violation give the candidate who committed it an unfair advantage in the campaign?”
- Sanctions shall be imposed in such a way that “the punishment fits the crime.” The purpose of imposing sanctions is to eliminate any unfair advantage the candidate may have gained by committing the violation.

### **Three levels of Violations:**

- Level I: Minor Infraction
  - Violations at this level do not violate the “spirit of the campaign” and give the candidate little if any unfair advantage.
  - Examples include minor sticking violations such as a sticker partially covering part of another sticker.
  - Possible sanctions include an official warning or slightly restricting the candidate’s campaigning rights.
  
- Level II: Moderate Violation
  - Violations at this level somewhat violate the “spirit of the campaign” and/or give the candidate an unfair advantage.
  - Examples include:
    - Campaigning before getting the petition approved.
    - Slandering other candidate
  - Possible Sanctions:
    - Partial revocation of specific campaign rights relevant to the violation.
    - Not allowing the candidate to campaign for a day or more.
    - If the candidate has previously committed another moderate violation or the moderate violation committed is on the severe side, the Commission might want to consider placing the phrase “violated election rules” next to the candidate’s name on the ballot
  
- Level III: Severe Violation
  - Violations at this level blatantly violate the “spirit of the campaign” and give the candidate a considerable, unfair advantage.
  - Examples include:
    - Tampering with voting or ballots
    - Intentionally sabotaging another candidate’s campaign
  - Possible Sanctions:
    - Place the phrase “violated election rules” next to the candidate’s name on the ballot.
    - Revoke all campaigning rights.
    - Remove the candidate from the ballot.

### **Disqualification:**

- Candidates who commit severe violations that undermine the integrity of the election and/or the democratic process void their right to be elected to office during the election in which the violation was committed.
- It is recommended that disqualification only be used as a last resort for candidates who cannot be sanctioned by any other means.
- Disqualified candidates shall be the first ones to have their votes redistributed in preferential voting.

**Funding Limits:**

- All winning candidates must submit a funding form - even if no money was spent before the election process at the VIA-1 conference. Candidates who fail to submit a funding form will no longer be considered official candidates.
- Complaints over funding expenses shall be directed to the Board of Directors. The Board of Directors shall send an acknowledgement of receiving such complaint within two days of its receipt to the rest of the Commission and all parties involved. Sanctions will be determined by Board of Directors.
- Candidates who surpass the designated Campaign Expenses limit will be fined the amount that exceeded the limit and will be referred to the Commission.

**Campaign Funding Form:**

- Deadline Date: **April 6, 2018 by 10:00PM.**
  - Funding Form can be electronically submitted to [bod@uvsamidwest.org](mailto:bod@uvsamidwest.org) or give to any Board of Directors or Executive board members at the 16th Annual VIA-1 Conference.
- [Funding Form](#)

# The Union of Vietnamese Student Associations of the Midwest

## Executive Board Guideline

### Important Dates:

**Nov. 14, 2017**

E-board application will be accepted after Leadership summit.

**Feb. 11, 2018 (approx. 1 ½ month before VIA-1 Conference):**

Application deadline

**Feb. 11, 2018 - February 25, 2018 (approx. 2 weeks period):**

BoD interview applicants and checking qualifications

**March 6, 2018 - April 6, 2018 (approx. 1 month):**

If applicant is approved to run by BoD, they have one month to campaign for their respective position.

**March 23, 2018 (2 weeks before VIA-1 conference):**

Submit of video presentation by non-attendee running for the E-board position to BoD for review.

**April 7, 2018 (VIA-1 Banquet)**

Board of Director Chairman/Chairwoman will announce the winner for each position at VIA-1 Banquet

### \*\*Note:

- Candidate interview with BoD -
  - BoD will sent out a timesheet for candidate to pick a good time for the interview
    - Approximate 30 minutes for each candidate interview
  - Interview video will be posted to UVSA-MW website and other social media outlets.
  - Candidates dress code for interview: Business casual
- If the Board of Directors has approved your application to be a candidate in this year's Executive Board Elections. Candidates will provide a short biography and professional headshot to be used on UVSA-Midwest's Elections page. (Headshots can be emailed directly to [bod@uvsamidwest.org](mailto:bod@uvsamidwest.org). Both the biography and headshot must be submitted by **5PM March 1, 2018**) The biography is limited to 1500 characters.
- BoD, E-board, or a trusted alumni (assigned by BoD) will help facilitate the state discussion for each position and collect the votes for that state.
- Candidates running for the same position will not be in the election room during other candidates speech
- Candidates must leave the election room during deliberating and voting process for the position they are running for.
- At VIA-1 banquet, the newly elected Executive Board will take the Oath of Office. After taking the Oath of Office, you are recognized as the newly elected Executive Board of UVSA Midwest. **However, the new Executive Board will not have power until summer of 2018, after the UVSA Midwest Staff Retreat. The period between VIA-1 and Summer Staff Retreat is the transition period.** It is a period for the newly elected Executive Board to shadow and train with the former Executive Board. The official transition will take place at Summer Staff Retreat.
  - Winning candidate must sign the [Conflict of Interest document](#)
  - Winning candidate must sign [Executive board contract](#)
  - Winning candidate will reside the [Oath of Office](#) at the 16th VIA-1 banquet



### **Conditions for Candidacy for Executive Board:**

Candidates may run for the office of President, External Vice-President, Internal Vice-President, Treasurer, and Secretary

Candidates must:

1. All candidates must be from a member organization within UVSA-Midwest for at least one (1) year.
2. Must have attended either Leadership Summit (LS) or Vietnamese Interact as One (VIA-1) Conference at least once.
3. Be younger than 26 years of age at time of election
4. For President - Must have served as former or current CoSR, E-board, or have been an active Internal General staff member of UVSA-Midwest for at least 1 year
5. For Treasurer - Must have experience with financial/accounting statement (budgeting, accounting template, financial analysis etc.)
6. Candidate can only run for one (1) position
7. Be approved by the elections commission (Board of Directors)
8. Prepare and present their speech (3 minutes maximum) followed by some Question and Answer (Q&A) with forty-five (45) seconds to answer each question.

**\*\*Note:** In the event that a candidate loses, he/she may not run for another position that is currently up for election even if the position has no candidates. A special election will be held to fill all vacancies after the conference. Open seats will be available to all eligible candidates, including those who lost in the previous election. This is to prevent individuals from running for a position they may not want or be ready for.

### **Duties: The Executive Board (From UVSA-Midwest constitution)**

Provides governance to the organization and represent the organization in the community. No officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director for receiving any compensation from the organization for duties other than as a director or officer.

#### I. Planning

- Maintain the organization's mission and review the staff's performance in achieving it
- Review and approve the organization's plans for funding its programs and activities

#### II. Organizing

- Elect, monitor, advise, support, reward, and when necessary, change management
- Assured that the human resources are sufficient to achieve long-term objectives

#### III. Operations

- Review the results achieved by the organization and compare them with the organization's mission
- All major issues concerning the organization must be voted by the Executive Board with a simple majority consensus
- Ensure that the financial structure of the organization is adequate for its current needs and long-term strategy
- Executive Board shall be a two-year term.

#### **A. President**

- Maintain general active management of the business of the organization
- Ensure the effective action of the board in governing and supporting the organization, and oversees board affairs. Act as the representative of the board as a whole
- Act as the representative of the board as a whole
- Speak to the media and the community on behalf of the organization
- Recommend committees to be established and ensure that each committee has a chairperson, and maintain communication with the chairperson to ensure that their work is executed
- Ensure that board matters are handled properly, including preparation of meeting materials, functionality of committees, and recruitment and orientation of new Board of Directors members

#### **B. Internal Vice-President**

- Act as the President in the absence of the President
- Be in charge of all inter-organizational issues, such as roles and responsibilities of board members
- Shall replace the President when the President fails to fulfill his or her duties
- Shall oversee the Council of States Representative (CoSR) activities.
- Shall assist the President on the above or other specified duties.

#### **C. External Vice-President**

- Act as the President in the absence of the President and the IVP
- Shall assist the President on the above or other specified duties
- Act as the official liaison of the organization to the community
- Oversee community service projects and the Collective Philanthropy Project (CPP)
- Be in charge of all public relation issues.
- Act as representative for Union of North America Vietnamese Student Association (UNAVSA) for Midwest region

#### **D. Treasurer**

- Manage the board's review of and action relating to its financial responsibilities
- Ensure all funds are to be deposited solely to the organization's bank account
- Ensure any investments (with the approval of the Executive board and the Board of Directors) made complies with all legal requirement for a non-profit organization
- Must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it
- Shall render at stated periods as the Executive Board shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Executive Board of such meeting

#### **E. Secretary**

- Prepare the agenda for every board meeting
- Keep minutes of all official board meetings, and provide it when necessary
- Shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization

- Shall submit to the Board of Directors any communications which shall be addressed to him/her as Secretary of the organization
- File any certificate required by any statute, federal or state
- Give and serve all notices to members of this organization
- Be the official custodian of the records and seal of this organization
- May be one of the officers required to sign the checks and drafts of the organization
- Manage and organize all UVSA-Midwest digital assets
- Manage the organization's internal wiki system

# **The Union of Vietnamese Student Associations of the Midwest Executive Board Application**

Before filling out this application, please read UVSA-Midwest bylaws and duties for the position you are applying for.

Position applying for:

Full Legal Name:

E-mail:

Phone Number:

Date of Birth:

All applicable social media

Facebook URL:

Twitter:

School:

Major(s):

Expected Year of Graduation:

Hometown:

Leadership experiences (Position and timeline):

What is your reasons and motivations for applying to become an Executive board member of UVSA-Midwest?

What experiences do you have that qualify you for this position?

What are your vision/goal in short-term and long-term for UVSA-Midwest and this position?

What other commitments do you have outside of UVSA-Midwest, if you were elected to the position?

What do you think sets you apart from other applicants?

Please attach a resume with your application plus two (2) letters of recommendation/reference ( one(1) from leaders with organizations that you were once or currently involved with and one (1) professional reference. No relative recommendation/reference)

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BY 11:59PM CST ON FEBRUARY 17, 2018 FOR CONSIDERATION**

**Please submit the application (PDF format) to [BOD@uvsamidwest.org](mailto:BOD@uvsamidwest.org)**