FALL 2019
ELECTION INFORMATION PACKET

All Residential Colleges

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*Printable Election Information Packet and Application Packet also available online on cs40.wustl.edu*

Elections are Thursday, September 12th to Friday, September 13th

ONLINE APPLICATION PACKET due by 11:59 PM on Sunday, September 8th 2019
SIGNATURE SHEET due by 5:00 PM on Sunday, September 8th 2019 in the Residential Life Office
Introduction

The Congress of the South 40 (CS40) governs the residence halls on the South 40 of Washington University. Each semester, CS40 creates an engaged and active community through a variety of interactive programs and events it sponsors. It is comprised of four main branches: the Executive Board, the Assembly, Committees, and the College Councils. Among these four branches, CS40 represents every resident living in the twenty-three residence halls of the South 40.

The Executive Board maintains the operation of CS40 and advises committees and College Councils. The 2019-2020 Executive Board includes the Speaker (Ola Adebayo), the Director of Services (Ashley Lin), the Director of Finance (Victor Hernandez), the Director of Public Relations (To Be Elected), and the Director of Development (Kennedy Wiley).

The Assembly meets bi-weekly (every other week) Tuesday evenings at 9pm in the Mudd Multipurpose Room and represents the interests of all South Forty residents. Its voting members consist of all members of CS40.

Committee Chairs are appointed in the spring by the incoming Executive Board. Committees are typically comprised of its Chair and Board Representatives of each College Council, but all residents of the South 40 are welcome and encouraged to participate. Committees focus on programs and policies that benefit the entire South 40.

College Councils are elected in the fall and serve for the duration of the year. The College Councils provide programming and representation for each of their respective Residential Colleges and are instrumental in fostering an exciting residential experience. In addition to the Residential College Director, Grad Fellow, and RA Liaison who serve as advisors, College Councils are comprised of a President, a Vice President, a Public Relations Representative, a Treasurer, an Eco Representative, a Diversity and Inclusion Representative, and a group of Board Representatives and College Council Representatives.

Finally, CS40 provides important leadership and programming initiatives through its committees, in which both elected and non-elected members may participate.

**If you would like more information about the various components of CS40, please visit our office across from the Bear’s Den. Feel free to visit our website: cs40.wustl.edu, or email any of the officers listed in the election commission. You may also ask your RA or Residential College Director (RCD). Each RCD has their own office in their Residential College and may be contacted through the Residential Life Center.
Eligible Positions

College Council President
The focus of this position is leading the Residential College Council. The President schedules and leads the meetings of the College Council and ensures that all College Council events are successful. The College Council President also works closely with the CS40 Speaker and serves on the Resident-Student Advisory Board. They can appoint special committees with approval from their Residential College and organize programming for their Residential College. Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. **Time commitment approximately 2-3 hours a week.**

As president, they will attend:
- Assembly
- Residential Student Advisory Board (RSAB)
- Residential Housing Advisory Council (RHAC)
- Their College Council meeting

College Council Vice President
The focus of this position is helping the College Council President organize and implement the activities of the Residential College. The Vice President also works to enhance cooperation among the various College Councils by acting as the point person for co-programming that occurs between College Councils. They serve as the official liaison of the College Council to the Assembly, where they give updates and vote. The Vice President also serves as a member of the Internal Operations Committee. Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. **Approximately 2-3 hours a week.**

As vice president, they will attend:
- Assembly
- Internal Operations Committee
- Their College Council meeting

College Council Treasurer
Each Residential College Council has a specific budget for its activities and programs. It is the Treasurer’s responsibility to keep track of the College Council’s fundraising and expenditures. The Treasurer works closely with the Director of Finance and serves on the Finance Board, a body that allocates money to other student groups for programming. Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. **Approximately 2-3 hours a week.**
As treasurer, they will attend:
● Assembly
● Finance Board
● Their College Council meeting

College Council Public Relations Representative
The focus of this position is publicizing the events put on by the College Council to the rest of the Residential College. The Public Relations Representative will create flyers, social media posts and head all publicity efforts for the College Council’s events, as well as take minutes at meetings. The Public Relations Representative works closely with the Director of Public Relations and serves on the Promotions Board, where they work on publicity for larger events (i.e. painting the underpass, flyering, etc.). Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. **Approximately 2-3 hours a week.**

As a PR representative, they will attend:
● Assembly
● Promotions Board
● Their College Council meeting

Eco Representative (One per Residential College)
This position will encourage sustainable programming efforts within their College Council. They will also act as a liaison to the Office of Sustainability and bring updates about campus sustainable practices to their Res College. This person will serve as captain during the Green Cup Competition in the spring, and publicize energy usage and recycling options. No prior knowledge or experience with sustainability is necessary! Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. **Approximately 2-3 hours a week.**

As an eco rep, they will attend:
● Assembly
● Sustainability Board
● Their College Council meeting

Diversity and Inclusion Representative (One per Residential College)
This position focuses on ensuring that the events planned by their college council are inclusive and accessible to all first year and returning students. They work with the Diversity and Inclusion Chair to improve awareness and advocate for the acknowledgement of different identities on campus. This includes working with student groups in incorporating events promoting diversity in their college council’s programming. Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. **Approximately 2-3 hours a week.**
As a Diversity and Inclusion rep, they will attend:
- Assembly
- Diversity and Inclusion Board
- Their College Council meeting

Board Representatives (2+ per Residential College)
Board Representatives are responsible for creating and pursuing legislative action to improve life on the South 40. In addition to attending weekly College Council meetings, they are expected to take note of updates made during Assembly and bring this information back to their College Council. Board representatives must also serve on one of the two CS40 boards—the Services Board or the Development Board. There is at least one Board Representative for every seventy-five residents in a Residential College. Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. Approximately 2-3 hours a week.

As a board rep, they will attend:
- Assembly
- Services Board and/or Development Board
- Their College Council meeting

College Council Representatives (2+ per Residential College)
Each College Council Representative will convey the concerns of the residents they represent. College Council Representatives are crucial in the implementation and promotion of College Council events. The distribution of College Council Representatives may vary for each Residential College based on size, but each will have at least six. Twenty signatures and a signature from their RCD or Grad Fellow are necessary to run for this position. Approximately 2 hours a week.

As a Coco rep, they will attend:
- Assembly
- Their College Council meeting

CS40 Boards & Committees

Finance Board:
Comprised of the Director of Finance and College Council Treasurers, the Finance Board will hear funding requests and make a written recommendation to the Assembly on behalf of individuals or groups who wish to provide programming or services for the residents of the South Forty. The Finance Board will meet once a week for an hour.
Internal Operations Committee (IOC):
Comprised of the Internal Operations Chair and College Council Vice Presidents, the IOC will investigate and institute internal reforms which benefit CS40. This board will be responsible for reviewing the CS40 Constitution and proposing amendments to the Constitution as necessary. This board will also serve to promote co-programming between college councils and act as a center for coordinating the ideas of Vice Presidents. The Internal Operations Committee will meet at least once a month, to be determined by the Internal Operations Chair.

Resident Student Advisory Board (RSAB):
Comprised of the CS40 Speaker and College Council Presidents, the RSAB will work to promote the general welfare of the residents of the South Forty. This board will provide student input to the appropriate administrators concerning the operations of the Residential Colleges. This input shall relate to matters including, but not limited to, food service, housing contracts, parking, security, housekeeping, and resident advisor selection. In addition, this board will meet and discuss issues with the Dean of Students and different campus partners. RSAB will meet at least once a month, to be determined by the Speaker.

Services Board:
Comprised of the Director of Services, Social, Swamp, Competitions, and Sports and Recreation committees, the Services Board relates to large activities and programs on the South Forty. The Services Board will meet once a week for an hour at 9 pm on Wednesday.

Development Board:
Comprised of the Director of Development, Scholastic, Community Service, and Culture committees, the Development Board relates to the advancement of the Washington University Campus and the St. Louis Community cultures and environments. The Development Board will meet once a week for an hour at 9 pm on Thursday.

Promotions Board:
Comprised of the Director of Public Relations and College Council Public Relations Representatives, the Promotions Board works to coordinate publicity for CS40 events. Promotions board members work to maintain the CS40 bulletin board located in Bear’s Den and paint the Underpass for larger events. The Promotions Board meets as necessary to advertise (i.e. flyer and paint the underpass) for larger CS40 events, approximately twice a month, as determined by the Director of Public Relations.

Sustainability Board:
Comprised of the Sustainability Chair and College Council Eco Representatives, the Sustainability Board works to promote environmentally-friendly events for residents of the South 40. The Sustainability Board will meet at least once a
month, to be determined by the Sustainability Chair.

Diversity and Inclusion Board:
Comprised of the Diversity and Inclusion Chair and College Council Diversity and Inclusion Representatives, the Diversity and Inclusion Board works to ensure all CS40 programming is accessible for residents of the South 40. Diversity and Inclusion board members will also work to create new programming to reach a larger, more diverse audience and educate the student body on issues concerning diversity and inclusion. The Diversity and Inclusion Board will meet at least once a month, to be determined by the Diversity and Inclusion Chair.
# Calendar of Elections Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Session</td>
<td>Mudd Multipurpose Room (across from Swamp)</td>
<td>Thursday, August 29th, 2019 9:00 PM</td>
</tr>
<tr>
<td>*Signature Sheets Due</td>
<td>Residential Life Office (South 40 House)</td>
<td>Sunday, September 8th, 2019 5:00 PM</td>
</tr>
<tr>
<td>*Election Packets Due</td>
<td>Online WUGO Form Submission</td>
<td>Sunday, September 8th, 2019 11:59 PM</td>
</tr>
<tr>
<td>Campaigning Begins</td>
<td>Respective Residential College Halls</td>
<td>Monday, September 9th, 2019 12:00 AM</td>
</tr>
<tr>
<td>Campaigning Ends</td>
<td>Respective Residential College Halls</td>
<td>Wednesday, September 11th, 2019 11:59 PM</td>
</tr>
<tr>
<td>Elections</td>
<td>Online</td>
<td>Thursday, September 12th, 2019 12 AM to Friday, September 13th, 2019 11:59 PM</td>
</tr>
<tr>
<td>Election Results Announced</td>
<td>Via email to candidates</td>
<td>Saturday, September 14th, 2019</td>
</tr>
<tr>
<td>*First Super Assembly</td>
<td>Mudd Multipurpose Room</td>
<td>Tuesday, September 17th, 2019 9:00 PM</td>
</tr>
<tr>
<td>*CS40 Retreat</td>
<td>Camp Williamson</td>
<td>Friday, September 20th, 2019 to Saturday, September 21st, 2019</td>
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*Mandatory

**IMPORTANT INFO:**

It is a **requirement** of all College Council Members to attend the CS40 Retreat on September 20th–21st.**

If you know you are unable to attend it is your responsibility to let Ola Adebayo at cs40speaker@wustl.edu and Tyler Priest at tyler.priest@wustl.edu via email before September 13th, 2019 at 1:00 pm.

**Buses will leave at a time to be determined on Friday the 20th. If you have conflicts with classes, please let a CS40 Advisor and Speaker know via email.**
What Do I Do?

1.) Read the CS40 Rules and Regulations attached in this packet. Familiarize yourself with the contents and contact either the Election Commissioner (IOC Chair) or your Residential College Director (RCD) if you have any questions.

2.) Complete the online Elections Packet and Petition for Candidacy by Sunday, September 8th at 11:59 PM. This packet can be found on the Congress of the South 40 page on WUGO at grouporganizer.wustl.edu under “Forms” as you scroll down the page. In addition, gather the necessary signatures that are required for a complete application. The signature form can be found on the WUGO under “Documents” as you scroll down the page. Failure to submit any part will result in your application being voided.

3.) Meet with your Residential College Director or Graduate Fellow to have them sign your signature form.

4.) Turn in your signatures form (and the attached waiver for the retreat) to the Residential Life Office in the bin at the front desk (located in front of the clock tower on the lower level of South 40 House) by Sunday, September 8th at 5:00 PM.

5.) Campaign! Campaigning begins Monday, September 9th at 12:00 AM and ends Wednesday, September 11th at 11:59 PM.

6.) If you are elected and accept your position, attend your first super assembly in the Mudd Multipurpose Room on Tuesday, September 17th at 9:00 PM. Complete your retreat liability and emergency contact forms.

7.) Attend the off-campus CS40 Retreat on Friday, September 20th and Saturday, September 21st (MANDATORY)!

Thank you for your interest in running for a CS40 position.
We look forward to working with you!

RCD Contact Information:

The Congress of the South 40:
cs40.wustl.edu
Fall 2019 Congress of the South Forty
College Council Elections Rules and Regulations

I. Qualifications for Candidacy
   a. Each candidate must (a) be a full time student at Washington University in St. Louis, (b) be a resident, not only of the South 40, but of the Residential College for which they are running, (c) be in good academic and social standing with the University and the Dean’s Offices in which they are enrolled.
   b. Candidates may not form slates.
   c. In order to appear on the ballot, a candidate must submit their completed Signature Sheet to the Residential Life Office by September 8th, 2019 at 5pm and submit the Online Election Packet on WUGO by September 8th, 2019 at 11:59 pm. (Visit cs40.wustl.edu>Links>WUGO)

II. Campaigning and Publicity
   a. The Campaign period will begin on September 9th, 2019 at 12:00 am and end on September 11th, 2019 at 11:59 pm. No campaigning may take place outside of these dates.
   b. Any posters put up must be in good taste, at the discretion of RCDs, Grad Fellows, CS40 Executives, Officers and Advisors.
   c. All University and Residential Life posting policies must be strictly followed. Candidates may familiarize themselves with these policies online at http://studentinvolvement.wustl.edu/Student-Group-Tools/Documents/Posting%20Policy.pdf
   d. Any attempt to affect the campaign efforts of another candidate through damage to campaign materials, harassment, or intimidation is strictly prohibited and may jeopardize the candidacy of the perpetrator.

III. Election Day Procedures
   a. College Council voting will occur online on September 12th, 2019 from 12:00 AM until September 13th, 2019 11:59 PM.
   b. Write-in candidates will be allowed, but are still required to follow all CS40 voting and campaigning rules and regulations.
   c. Once results are known, candidates will be contacted by their respective RCD.

ADDITIONAL CONTACT INFO:
Thank you for your interest in CS40! Feel free to direct any additional questions or concerns to the following:

- Andrew Leung (Elections Commissioner; Internal Operations) – cs40ioc@wustl.edu
- Ola Adebayo (Speaker) – cs40speaker@wustl.edu
- Tyler Priest (Coordinator for Student Leadership) – tyler.priest@wustl.edu
- Your Residential College Director
- The CS40 Office (Located in Umrath, across from Bear’s Den)