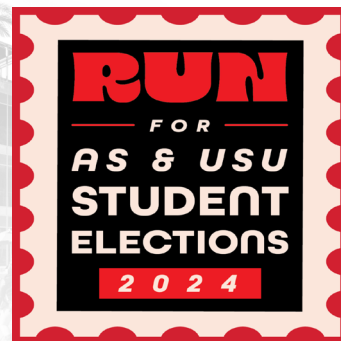




UNIVERSITY STUDENT UNION  
**BOARD OF DIRECTORS**  
WHERE MATADORS BELONG



APPLY BY TUESDAY, MARCH 5



**EXPERIENCE THE  
LASTING LEGACY  
OF LEADERSHIP**

RUN FOR A SEAT ON THE  
UNIVERSITY STUDENT UNION  
BOARD OF DIRECTORS

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# 2024 ELECTIONS TIMELINE

## Pre Elections — Candidate Filing

|   |  |   |
|---|--|---|
| <b>Candidate Filing Requirements and Information Available Online</b> | <b>Available Now</b><br><b>University Student Union Board of Directors Elections:</b><br><a href="https://csun.edu/usu/elections">csun.edu/usu/elections</a> | If you're interested in running for a seat on the Board, you will want to review the following information online to help with your campaign marketing theme, elections calendar, info about each office, and how to file, etc. |
| <b>Elections Filing Opens Online</b>                                  | <b>Monday, Feb. 12</b>   | All applicants must file online.<br><i>Applicants may begin to campaign once approved to run for office.</i>  |
| <b>Elections Filing Closes</b>  | <b>Tuesday, March 5</b><br>6 p.m.  | <i>Applicants may begin to campaign once approved to run for office.</i>  |

## Election Process

|  |   |  |
|--|---|--|
| <b>USU Information Sessions</b>                      | <b>Thursday, Feb. 15 at 4 p.m.</b><br><b>Friday, Feb. 16 at 11 a.m.</b><br><i>Via Zoom (Meeting ID: 818 677 5058)</i> | <i>Candidates only need to attend one of the two information sessions.</i> |
| <b>Mandatory Candidate Orientation Meeting</b>       | <b>Tuesday, March 12 at 3 p.m.</b><br><i>Thousand Oaks Room,<br/>University Student Union</i>                         |  |
| <b>Last Day to Edit Candidate Bios/Photos/Videos</b> | <b>Monday, March 18</b><br>Due by 4 p.m.  |  |

## Voting

|                                |  |   |
|--------------------------------|--|---|
| <b>Voting</b>                  | <b>Tuesday, April 9 – Thursday, April 11</b> | <b>Board of Directors Elections:</b><br><a href="https://csun.edu/usu/elections">csun.edu/usu/elections</a><br><b>Associated Students Elections:</b><br><a href="https://csun.edu/as/elections">csun.edu/as/elections</a> |
| <b>Election Results Reveal</b> | <b>Thursday, April 11</b>                    | <b>Via Zoom</b>   |
| <b>Voting Results Posted</b>   | <b>Thursday, April 11</b><br>6:30 p.m.       | <ul style="list-style-type: none"> <li>▪ <b>In-Person with Associated Students</b></li> <li>▪ <b>Via IG Live</b></li> </ul>   |

## Post Elections

|   |  |   |
|---|--|---|
| <b>Candidate Financial Statements Due</b> | <b>Friday, April 12</b><br>Due by 4 p.m. | <b>Board of Directors Elections:</b><br><a href="https://csun.edu/usu/elections">csun.edu/usu/elections</a> |
|---|--|---|

Dear Prospective Candidate:

We are excited about your interest in becoming a member of the University Student Union Board of Directors (BOD) and wanting to make a difference on campus. Members of the BOD will have the opportunity to oversee policy development and make important decisions.

BOD Members:

- Serve as one of ten students representing more than 38,000 students on USU-related matters
- Gain valuable leadership experience
- Develop and enhance public speaking skills
- Initiate and approve policy and legislation
- Govern a multi-million dollar operating budget
- Serve on committees of personal interest
- Work with esteemed faculty and campus administrators

In order to be successful as a member of the BOD, you must have a strong desire to contribute to the campus community and a sincere interest in bringing about positive change within the University Student Union.

Eligibility Requirements of BOD members:

- Minimum 2.0 GPA (semester and cumulative)
- Must have been enrolled at CSUN for at least one semester prior to elections
- Must have earned a total of at least 6 units during the previous semester

Once again, thank you for your interest in running during this year's election. Should you need any assistance or additional information please do not hesitate to contact us.

Sincerely,

Audrey Martinez  
*Assistant Director, Programs & Leadership*  
(818) 677-5058  
[audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu)

Caroline Ponce  
*USU Co-Sponsorship and Leadership Support Coordinator*  
[caroline.ponce@csun.edu](mailto:caroline.ponce@csun.edu)

# TEN THINGS YOU NEED TO DO — RUNNING FOR THE BOARD OF DIRECTORS

- 1. READ.** Review all the information contained in this packet. This packet provides you with a thorough understanding of what serving on the Board of Directors entails. Should you be elected to serve as a member of the Board, you will be responsible for reviewing a lot of information in order to make decisions that are in the best interest of the students. Reviewing and understanding this packet is one example of the type of detailed work you will have to do on the Board.
- 2. FAMILIARIZE.** Learn more about the University Student Union, its facilities, programs and services. This packet contains a lot of information. However, more is available to you on the USU's website at [csun.edu/usu](https://csun.edu/usu). You are also welcome to attend any upcoming Committee Meetings or Board Meetings (dates and times are posted at [csun.edu/usu/boardofdirectors](https://csun.edu/usu/boardofdirectors)).
- 3. SUBMIT ONLINE.** You must submit your completed Filing Packet **by 6 p.m. on Tuesday, March 5** online at ([csun.edu/usu/elections](https://csun.edu/usu/elections)) **to be considered.**

***Completed Filing Packets consist of Application Form and Request for Certification of Academic Standing, both of which are included on the online application form.***

***NOTE: After you submit your completed Filing Packet, you will need to wait for academic approval before campaigning.***

Once you turn in your packet, we will check your eligibility. We will send you an email by **5 p.m. on Wednesday, March 6** with an update on your eligibility to run for a seat on the Board. If confirmed, you may start campaigning in accordance with the Matador Involvement Center (MIC) posting procedures.

- 4. REVIEW.** Each candidate is responsible for understanding and adhering to all election regulations. The following documents will be presented at the Candidate Meeting: *USU Bylaws, USU Code of Elections, CSUN Policy on Distribution of Literature and CSUN Policy on Posting Procedures.*
- 5. CAMPAIGN.** **Once you have received an email stating that you are approved for elections, you are free to start campaigning.** Tell your friends, classmates, and all of your fellow students that you are running for a seat on the University Student Union's Board of Directors and that you need their support and their vote **on April 9 – 11! Keep in mind the various policies the USU has on campaigning and the campus has on posting procedures/distribution of literature. A more in depth discussion on these policies is included on page 19 of this packet as well as at [csun.edu/mic/permits-and-policies](https://csun.edu/mic/permits-and-policies).**

- 6. PREPARE.** Spend some time working on your Candidate Statement, as it will be one of the ways that the students can learn about you and why you think you would be a great addition to the Board. Candidate Statements are due via email to [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu) by **4 p.m. on Monday, March 18**. More information on Candidate Statements is available on page 18. Additional information will be provided at the Mandatory Candidate Meeting on **Tuesday, March 12 at 3 p.m.**
- 7. VOTE.** Get out the vote on **April 9–11**! All voting will be via online ballot.
- 8. WAIT.** Representatives from the USU will be working with representatives from the Associated Students Elections Committee to oversee the electronic tally of the votes. Once it is clear which candidates secured the available seats on the Board of Directors, we will post the information including number of votes per candidate online at [csun.edu/usu/elections](http://csun.edu/usu/elections).
- 9. WRAP IT UP.** Your completed Financial Report is due via email to [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu).  
If you have a Formal Elections Complaint, it must be submitted in writing via email to [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu) by **4 p.m. on Friday, April 12**.
- 10. DECIDE.** Determine your own next steps. If you get elected to serve as one of the USU's new Board Members, congratulations! Start thinking about your interest in serving as a Committee Chair, or perhaps running for the Chair or Vice Chair of the Board. Know that we will be in touch with you about an upcoming Orientation, Officer Transition Meeting (**June 10**) and Retreat.

If you were not elected, please consider submitting an application for an open seat on the board, should one be available. Although five positions on the USU Board of Directors are elected annually, additional positions may be available dependent upon graduation and other factors impacting currently serving Board Members. Please also consider serving on one of the USU Committees.

## USU INFORMATION SESSIONS

**Thursday, Feb. 15 at 4 p.m.**

**Friday, Feb. 16 at 11 a.m.**

*Via Zoom*

*Meeting ID: 818 677 5058*

## MANDATORY CANDIDATE MEETING

**Tuesday, March 12 at 3 p.m.**

*Thousand Oaks Room*

*Second Floor, Southwest Addition*

*University Student Union*

If you submit an application, you must attend the **MANDATORY** Candidate Meeting on **Tuesday, March 12 at 3 p.m.** to learn more about the BOD, elections and to get ideas about effective and efficient campaigning. If you have an existing conflict due to your class schedule that would prevent you from attending this meeting time, please contact Caroline Ponce at [caroline.ponce@csun.edu](mailto:caroline.ponce@csun.edu) or 818-677-5058 **before the meeting**, so alternative arrangements can be made. **Failure to either attend the meeting or make arrangements before the meeting will disqualify you from running for a seat on the Board of Directors.**



# ABOUT THE UNIVERSITY STUDENT UNION

The University Student Union at California State University, Northridge is a non-profit corporation. This means that any revenue generated as a result of daily operations gets returned to the programs and services being provided.

The University Student Union Board of Directors (BOD) is responsible for developing policy for the University Student Union. The purposes and responsibilities of the BOD are to maintain buildings and facilities, facilitate programs, adopt policies, and oversee financial matters for the University Student Union at California State University, Northridge. These duties shall be performed in the best interest of students, and in compliance with the policies set forth by the Trustees of the California State University system and by California State University, Northridge.

Five student positions on the University Student Union BOD are elected annually. Additional positions may be available dependent upon graduation and other factors impacting currently serving Board Members.

The term of office for all elected BOD members shall begin on the first working Monday subsequent to University Commencement and shall last for two years. Terms for appointed Board Members vary.

The BOD is composed of the following members:

## **Voting Membership**

- 10 Student Members (1 Chair & 1 Vice Chair)
- 1 Faculty Member
- 1 Staff Member
- 1 University President or Designee
- 1 Vice President for Student Affairs or Designee
- 1 Alumni Representative
- 1 USU Executive Director

## **Non-Voting Liaison**

- 1 Associated Students Liaison – A.S. President or Designee

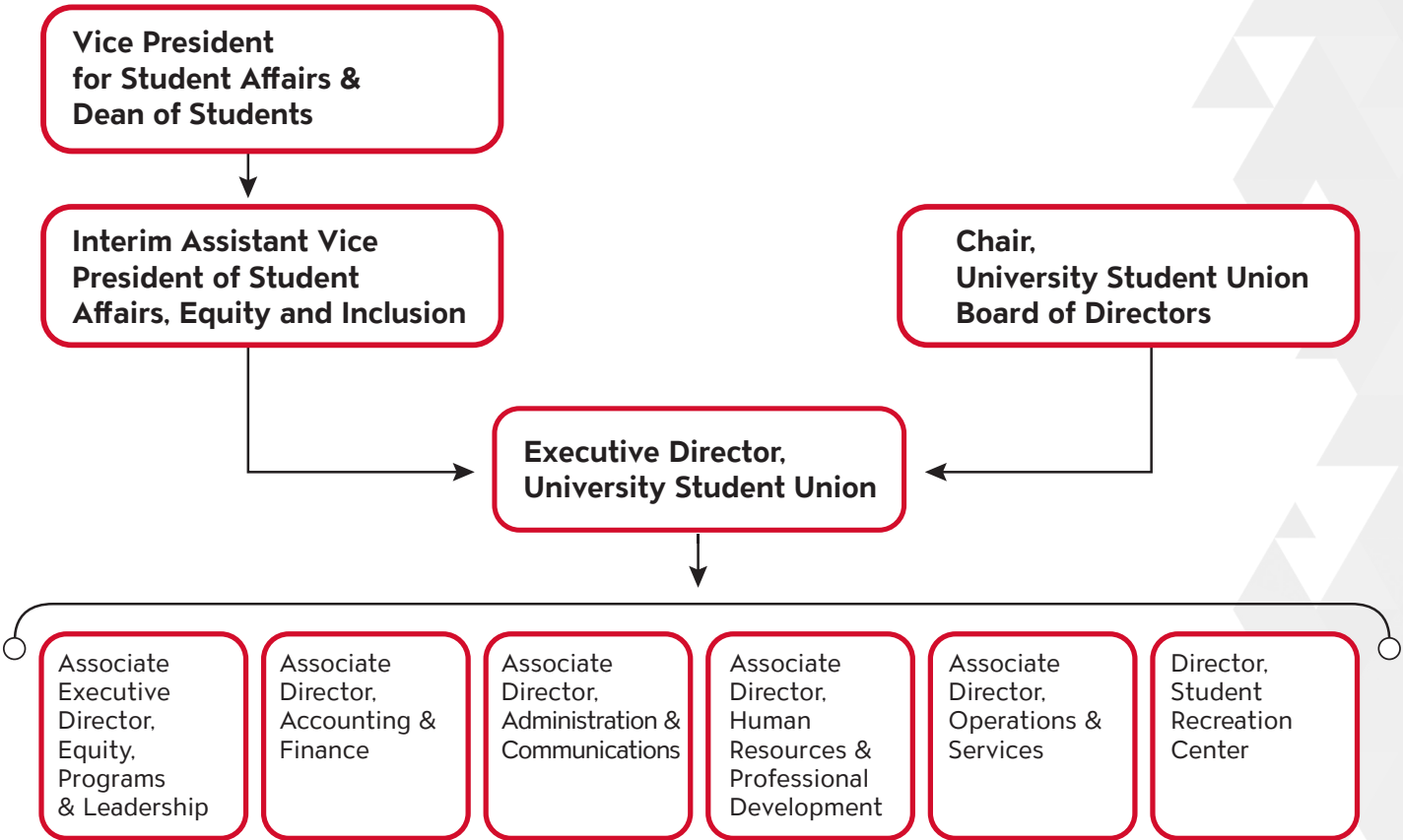
BOD meetings are held roughly 1 to 2 times per month, currently on Mondays at 12:30 p.m. The meetings typically last 1½ to 2 hours and are usually held in the USU Grand Salon. Special meetings are occasionally necessary and are scheduled as needed.

*The 2024–25 Organizational Chart of the University Student Union on page 8 will help you understand the structure.*



# 2024–25 ORGANIZATIONAL CHART

UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE



# USU BOARD OF DIRECTORS COMMITTEES

## The BOD has the following standing committees:

1. **Facilities and Operations** – Reviews, initiates, and approves services, retail tenants and the use of spaces in the USU.
2. **Finance** – Reviews and allocates funds for programs, services, equipment, facilities and other student programs.
3. **Personnel** – Reviews and approves human resources policies for the corporation and assist with the interview process for USU staff.
4. **Audit** – Recommends to the Board of Directors the retention and termination of the independent auditor; confers with the auditor to assure that the financial affairs of the USU are in order.
5. **Retirement Plan** – Recommends approval for all retirement plan-related policies and all administrative actions under the terms of the plans.
6. **Diversity and Inclusion** – Serves as an advisory committee to the Board of Directors offering a critical analysis of how the USU can further enhance inclusivity within its policies, practices and programming efforts.

## Special Committees:

1. **Search and Screen Committees** – Search and Screen Committees are developed to assist with the search and screen process for all University Student Union professional staff positions.
2. **Ad Hoc Committees** – Ad Hoc Committees are appointed by the Chair of the University Student Union Board to complete a specific task. At the completion of the task the committee may be disbanded.

Committees are a great way to get involved if you choose not to run for the BOD at this time. Serving as a member of one of these committees also helps you become familiar with the BOD.

# BOARD MEMBER RESPONSIBILITIES

The five students who secure the five available seats on the Board of Directors will be held accountable for the responsibilities below from **June of 2024 through June of 2026**.

Leadership positions on the Board of Directors are also available. The Chair and Vice Chair will be elected by the Board of Directors at the annual BOD meeting June 10, 2024. The newly elected Chair and Vice Chair will then appoint Committee Chairs and Co-Chairs. All current student Board Members are eligible to run for Chair and/or Vice Chair and to express interest in serving as Committee Chairs and Co-Chairs.

## Overview of Board Chair Responsibilities

*Scholarship for this position is \$600 per month and scholarship equivalent to mandatory in-state fees for the Fall and Spring semesters\**

1. Serve as a member of the Board.
2. Serve as the Chief Volunteer of the organization.
3. Serve as a partner with the Executive Director in achieving the organization's mission.
4. Provide leadership to the Board of Directors, which sets policy and to whom the Executive Director is accountable.
5. Chair meetings of the Board after developing the agenda with the Executive Director.
6. Encourage Board's role in strategic planning.
7. Appoint the chairpersons of committees.
8. Serve as an ex officio member of committees and attend their meetings when possible.
9. Discuss issues facing the organization with the Executive Director.
10. Become familiar with the current USU BOD Bylaws in order to help guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Review any issues of concern to the Board with the Executive Director.
12. Monitor financial planning and financial reports.
13. Formally evaluate the performance of the Executive Director.
14. Annually evaluate the performance of the organization in achieving its mission.
15. Serve as the official USU representative to Associated Students (A.S.) and the CSUN community at large.
16. Serve as a voting member on all Standing, Special and Ad Hoc Committees of the USU.\*\*
17. Represent the USU on the Student Fee Advisory Board.\*\*
18. Oversee and manage the BOD budget.
19. Maintain a working relationship with the A.S. President and must make an effort to attend the A.S. Senate meetings.\*\*

20. Hold regular meetings with the Executive Director as agreed upon by the Executive Director and the Chair.
21. Meet with the various Associate Directors of the USU as deemed necessary.
22. Serves as a member of the Board Review Team.
23. Remind BOD members of their roles and responsibilities within the organization.
24. Create Ad Hoc Committees as deemed appropriate and necessary to accomplish specific tasks.
25. Vote at Board meetings, in the event that the vote will change the outcome of the proposed action to be taken.
26. Approve committee members, in consultation with each Committee Chair.
27. Create and oversee the selection process of individuals who will represent the BOD, the USU and CSUN at various conferences.
28. Assist in the recruitment, training and development of Board and Committee Members.
29. Select the recipient of the Proctor Award.
30. Be prepared with knowledge and understanding about items on the agenda.
31. Perform other duties as necessary.

### **Overview of Board Vice Chair Responsibilities**

*Scholarship for this position is \$450 per month and scholarship equivalent to mandatory in-state fees for the Fall and Spring semesters\**

1. Serve as a member of the Board.
2. Perform Chair responsibilities in their absence.
3. Report to the Board's Chair.
4. Work closely with the Chair and Associate Director of Marketing and Programs to develop and implement officer transition plans.
5. Work on tasks or projects as delegated by the Chair of the Board of Directors.
6. Provide general supervision and evaluation of Committee Chairs.
7. Serve as a non-voting member of all Standing Committees.\*\*
8. Serve as a voting member of all special and Ad-Hoc Committees.
9. Hold regular meetings with the Associate Director of Marketing and Programs as agreed upon by the Associate Director of Marketing and Programs and the Vice Chair.
10. Assist in the recruitment, training and development of Board and Committee Members.
11. Be prepared with knowledge and insight about items on the agenda.
12. Perform other duties as deemed appropriate.
13. Chair the Retirement Planning Committee.

## **Overview of Committee Chair Responsibilities**

*Scholarship for this position is \$300 per month\**

1. Serve as a member of the Board.
2. Assist in the recruitment, training and development of committee members.
3. Manage the committee training and development budget.
4. Set tone for the committee work.
5. Ensure that members have the information needed to do their jobs.
6. Oversee the logistics of committee's operations.
7. Report to the Board's Chair and Vice Chair.
8. Report to the full Board on committee's decisions/recommendations.
9. Work closely with the Executive Secretary and other staff as agreed to by the Executive Director.
10. Assign work to the Committee Members, set the agenda and run the meetings, and ensure distribution of meeting minutes.
11. Initiate and lead the committee's annual evaluation.
12. Conduct an interview process for Committee Chair positions.
13. Perform other duties as necessary.

## **Overview of Committee Co-Chair Responsibilities**

*Scholarship for this position is \$200 per month\**

1. Serve as a member of the Board.
2. Assist the Committee Chair with the recruitment, training and development of committee members.
3. Assist the Committee Chair with setting and achieving annual goals.
4. Assist the Committee Chair with setting the tone for the committee work.
5. Works with the Committee Chair to ensure that members have the information needed to do their jobs.
6. Assist with overseeing the logistics of committee's operations.
7. Report to the Board's Chair and Vice Chair.
8. Assist the Committee Chair with reporting to the full Board on committee's decisions/recommendations.
9. Work closely with the Executive Secretary and other staff.
10. Assist the Committee Chair with assigning work to the Committee Members, setting the agenda and running the meetings, and ensuring distribution of meeting minutes.
11. Assist the the Committee Chair to perform the committee's annual evaluation.
12. Assist the Committee Chair with writing the mid-year and year-end reports to be included in BOD minutes.
13. Perform other duties as assigned by the Committee Chair.

## Overview of **Board Member** Responsibilities

1. Attend all Board meetings and functions, and be prepared to participate.
2. Stay informed about Board and committee matters; review and comment on minutes and reports.
3. Stay informed about the organization's mission, services, policies, and programs.
4. Keep up to date on developments in the organization's field.
5. Follow developments in the community, economy, government, etc. that may affect the organization.
6. Serve on committees and offer to take on special assignments.
7. Make a personal contribution to the organization.
8. Inform others about the organization.
9. Get to know other members and build working relationships that enhance productivity.
10. Suggest nominees to the Board who can make significant contributions to the work of the Board and the organization.
11. Adhere to conflict of interest and confidentiality policies.
12. Assist the Board with carrying out its fiduciary responsibilities.
13. Participate actively in the Board's annual evaluation and planning efforts.
14. Adhere to the Expectations and Responsibilities Agreement (see page 14).

*\*All BOD student members receive priority Registration.*

*\*\*May be completed by designee.*

**UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
STUDENT MEMBER, BOARD OF DIRECTORS**

## **EXPECTATIONS & RESPONSIBILITIES**

As an elected/appointed student member of the University Student Union (USU) Board of Directors, you **must** fulfill the following **responsibilities**:

1. Adequately prepare for meetings by reviewing the agenda, related attachments and past meeting minutes and working with respective Committee Chairs to get any questions you have answered.
2. Attend Board and Committee Meetings respective to your position.
3. Have no more than three Board Meeting absences in any year (commencing the first working day subsequent to University Commencement and ending the day of University Commencement). Failure to attend a Board Retreat counts as one Board Meeting absence.
4. Have no classes scheduled during the BOD meeting time, Mondays from 12:30 to 3 p.m. If you must take a class at this time, you will resign from your seat.
5. Have every Monday from 12:30 to 2:30 p.m. open for any BOD-related meeting.
6. Maintain a per semester and cumulative CSUN grade point average of 2.0 during each semester of your term.
7. Adhere to open meeting law, conflict of interest regulations and the items referenced in the Legal Issues document.
8. Meet weekly with constituents in the USU, SRC and other locations on campus to ascertain students' needs, including virtual meetings.
9. Attend the scheduled Board of Directors Retreat(s).
10. Attend the Board of Directors orientation program as scheduled by the BOD team.
11. Attend the Board of Directors Committee Chair/Co-Chair and Executive Secretary training, if applicable.
12. Submit status reports on progress as requested by the BOD Chair and BOD Vice Chair throughout your term.
13. Serve on at least one USU Committee (Facilities & Operations, Finance, Diversity & Inclusion or Personnel) and have no more than three Committee Meeting absences in any year (commencing the first working day subsequent to University Commencement and ending the day of University Commencement).
14. May attend professional development conferences sponsored by the USU, if applicable.
15. Complete Year-End CliftonStrengths Assessment and any other relevant assessments as requested.



In addition, you should fulfill the following **expectations**:

1. Ensure that you serve in the best interest of the students at California State University, Northridge.
2. Make an effort to keep a sufficient line of communication open among fellow Board Members, committees and the organization.
3. Be knowledgeable about the University Student Union Bylaws, Articles of Incorporation & Committee Operating Codes, and the role they play within the organization.
4. Support the efforts of the Union as a whole, while maintaining interaction with other Union programs/activities.
5. Give your best efforts in all endeavors associated with the University Student Union Board of Directors.
6. Take ownership and responsibility for your actions and statements.
7. Recruit a minimum of two students to apply for candidacy in the USU annual elections.
8. Recruit a minimum of two students to serve as members of USU Committees.
9. Serve as an ambassador to the Union, its programs, services, involvement and employment opportunities.
10. Wear your USU shirt every Tuesday and at USU sponsored events, where appropriate.
11. Participate in the USU Learning Outcomes Process.
12. Step down or take a leave of absence in the event that you are unable to fulfill your responsibilities due to health, academics, personal circumstances or other commitments.

*Failure to fulfill the expectations and responsibilities as outlined may result in the removal of a member of the Board of Directors.*

# CANDIDATE QUALIFICATIONS\*

Candidates are eligible to apply for office if they meet the requirements listed below (as stipulated by the Chancellor's Office Policy, "Minimum Academic Qualifications for Student Office Holders" [AAES 93-08]).

## ***To be eligible to run for a seat on the USU Board:***

1. All student members must have achieved at least a cumulative 2.0 grade point average (GPA in all college and university level work prior to the time of their election or appointment to the USU BOD). For purposes of this section, the grade of "CR" shall be calculated as a 2.0 grade point.
2. Undergraduate candidates for office must have been enrolled at the campus for at least one semester prior to the election or appointment, completing and earning a total of at least six units during that semester.
3. Continuing Graduate and Credentialed Student Candidates for office must have been enrolled at the campus for at least one semester prior to the election or appointment, completing and earning a total of at least six units during that semester.
4. New graduate and credentialed students who received a bachelor's degree or credential from California State University, Northridge within the past three years prior to the election or appointment, must have completed and earned a total of at least 12 units during their last year as an undergraduate to be eligible for office.

***Before completing this Filing Packet, please take a minute to reflect on whether or not you meet the Candidate Qualifications as outlined in the USU Code of Elections.***

*\*From The University Student Union Code of Elections, Section VII. – GENERAL PROVISIONS, C. – Selection of USU BOD Student Members, 1 – USB Student Members, b. – Candidate Qualifications*

## **QUESTIONS?**

If you have any questions regarding whether or not you qualify to run for a position on the Board, please contact the Assistant Director for Programs & Leadership Audrey Martinez at 818-677-5058 or via email: [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu)

# HOW TO MAINTAIN YOUR SEAT\*

**Once elected, you must meet the following ongoing criteria to maintain a seat on the BOD:**

1. All Student Board Members must maintain a GPA of 2.0 each semester during their term of office. For purposes of this section, the grade of “CR” shall be calculated as a 2.0 grade point. In the event that a Board member does not achieve a semester GPA of 2.0 or higher, that Board member shall have until the second Friday of the following semester to correct any grade deficiencies that may exist. In extenuating circumstances, an extension not to exceed 30 working days of this deadline, may be granted at the discretion of the Executive Director of the University Student Union.
2. Undergraduate Student Board Members must maintain and earn at least six units per semester during their term of office.
3. Undergraduate students are allowed to earn a maximum of 125 percent of the units necessary to complete the undergraduate degree objective. This applies to students who have declared a single major as well as to students who have declared a double major. Students who exceed this limit will be deemed to have vacated their positions on the Board.
4. Graduate and Credentialed Student Board Members must maintain and earn at least three units per semester during their term of office.
5. Graduate students are allowed to earn a maximum of 167 percent of the units necessary to complete the graduate or credentialed objective. Students who exceed this limit will be deemed to have vacated their positions on the Board.
6. All student members must be free from academic or disciplinary probation of any kind and be classified as students in good standing with the Office of the University Registrar prior to taking a seat on the Board, and during their term of office. Students not meeting these requirements shall be deemed to have vacated their positions on the Board.

**Students not meeting these requirements shall be deemed to have vacated their positions on the Board.**

*\*From The University Student Union Code of Elections, Section VII. – GENERAL PROVISIONS, C. – Selection of USU BOD Student Members, 1 – USB Student Members, C. – Qualifications for USUBOD Student Members*

## QUESTIONS?

If you have any questions regarding whether or not you qualify to run for a position on the Board, please contact the Assistant Director for Programs & Leadership Audrey Martinez at 818-677-5058 or via email: [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu)

# GET READY TO PROMOTE YOURSELF: PHOTO & CANDIDATE STATEMENT INFORMATION

## PHOTO:

In order to help promote and familiarize students with the candidates, pictures of each candidate will be placed on the USU BOD Elections website and the USU Instagram Page throughout the election period.

Candidates are responsible for taking their own pictures and emailing to [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu) by **4 p.m. on Thursday, March 14** so that we can review your photo.

## CANDIDATE STATEMENT:

Along with your photo, your Candidate Statement will be used to help get the word out that you are running for a seat on the Union's Board of Directors. Your statement, along with the statements of the other candidates, will be available on the USU BOD Elections website.

Your Candidate Statement should address the following questions. Please ensure that your statement is an accurate reflection of your views and opinions.

Email your Statement to [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu) by **4 p.m. on Thursday, March 14** so that we can review your statement.

Please include the following in your email. For questions 6–11, please limit your answer to three or four bullets each. Final drafts should be a cohesive statement, written in the third person.

1. Name:
2. Major/Minor:
3. Past USU Affiliations (if applicable):
4. Clubs/Organizations & Offices Held (if applicable):
5. Honors/Awards Received:
6. Why are you running to serve as a member of the Board? (3–4 bullets)
7. What do you plan to do in your tenure as a BOD Member if elected? (3–4 bullets)
8. What are your views and/or opinions on the current state of the USU? (3–4 bullets)
9. What do you hope to learn/gain from your experience as a BOD Member? (3–4 bullets)
10. (If running for re-election) How long have you served on the Board & what have you gained from your experience? (3–4 bullets)

## CANDIDATE STATEMENT VIDEO (OPTIONAL):

You have the optional opportunity share your voice with CSUN students through a USU Board of Directors candidate statement video. Just record a personal message about your vision for being a student leader, what makes your campaign different and why you're the best candidate to leave a lasting legacy of leadership for the University Student Union at CSUN.

1. Upload your content to YouTube (or any other video sharing platform).
2. Send your link to [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu) by **4 p.m. on Thursday, March 14.**
3. We'll post it online for voters to learn more about you.

Please review the following guidelines to make sure that your video gets uploaded on time.

### **Video Guidelines**

Your campaign video will be posted to both the USU BOD Elections website and the USU Instagram Page. For videos to be approved, they should adhere to the following guidelines:

- Videos must be under 5 minutes.
- Videos cannot contain any profanity, libelous, defamatory, threatening, offensive, demeaning, derogatory, abusive, or ad hominem statements.
- Videos cannot degrade others on the basis of gender, race, class, ethnicity, national origin, religion, sexual preference, disability, or other classification may be made.

By participating and campaigning in the University Student Union (USU) Elections at CSUN, you agree that you have read and will follow these guidelines. In order to preserve a climate that encourages both civil and productive dialogue, the USU reserves the right to ask candidates to delete posts or campaign websites that violate these guidelines. If you have any questions about these guidelines, please contact the the Assistant Director for Programs & Leadership Audrey Martinez at [audrey.martinez@csun.edu](mailto:audrey.martinez@csun.edu).

# PUBLICITY & POSTING PROCEDURES

## MATADOR INVOLVEMENT CENTER (MIC)

***Must get all signage/posting approved and stamped at the MIC Office before publicizing.***

### Posting, Billboards and Banners

The distribution of written or printed matter, other than those resulting from the transaction of official university business and academic activity, shall be permitted on campus, subject, however, to reasonable directives as to time, place, and manner. (University Policies and Procedures 750-02)

### Procedures for Posting

A privilege enjoyed by University Recognized and Associated Students (A.S) chartered clubs, organizations and University departments is the publicizing of events and activities on campus.

One method of publicizing is to post material in appropriately designated areas. **It is strictly forbidden for handbills or circulars of any kind to be affixed to trees, walls, doors, windows, light poles, or cars in the parking lots.**

The following are the procedures for posting on campus:

1. The time limit for posting on Associated Students boards is three weeks for A.S. sponsored events and two weeks for others. Ongoing services sponsored by A.S. may be posted indefinitely as space provides. The time limit for University Student Union boards is two weeks for all groups.
2. A list of approved bulletin board locations is available in the Matador Involvement Center or by visiting [csun.edu/getinvolved](http://csun.edu/getinvolved).
3. Other bulletin boards and display areas such as classrooms have been reserved for departmental; and faculty use. They are not for A.S. purposes or individual use unless approved by the appropriate department.
4. All materials to be posted must clearly bear the name of the sponsoring organization or department, must be no larger than 11 x 17, and must be stamped "APPROVED FOR POSTING" by the Office of Student Development, University Student Union, Room 113 (Southwest Addition). Organizations are cautioned that they must bear the responsibility for any materials they wish to display on campus. As sponsors, they are subject to the same laws applying to private individuals, including libel, defamation, sedition, and the regulations cited in Section 42352, Article IX of Title V.
5. Only non-commercial literature may be posted. University regulations prohibit the use of bulletin boards for commercial advertising by individuals, groups, organizations, or commercial entities.
6. Associated Students provides a posting service through the Matador Involvement Center. However, it is sometimes more expeditious to post your own material. If you wish to use the posting service, material should be left the Matador Involvement Center. **Only one flyer per board for each event is allowed.** All others will be immediately removed.

7. Any materials posted covering other materials will be removed.
8. Materials posted by University recognized and A.S. chartered groups and departments must not conflict with policies of the State of California or with those of California State University, Northridge. They may not include the name of CSUN unless that name is a recognized portion of the organization's name, or unless it is an activity sponsored by CSUN. Otherwise, the name CSUN may only be used to designate the location of the event.

**Note – Non-Commercial Notices:** Individual students may place personal, non-commercial notices on 3 x 5 cards, as space permits, on A.S. boards. These notices may include advertisements offering for sale personal property owned by members of the campus community. These cards must be dated and are subject to a two-week time limit for posting.