

# The Policies of the Vassar Student Association

## *Advertising*

For events with an anticipated audience of 400 or more and/or with a cost of more than \$2,500, the sponsoring organization must submit an advertising plan to their SARC intern and the VSA Vice President for Activities with their event registration form. The advertising plan will be reviewed and any comments given to the organization. The organization must then follow the plan or face possible disciplinary action.

## *Elections*

### **Section 1: Publicity**

- A. The Board of Elections shall meet with *The Miscellany News* editorial staff well in advance of elections to discuss publicizing elections through articles or advertising.
- B. The Board of Elections shall coordinate with the SARC and the House Teams to arrange for publicity regarding the election timeline and the posting of results in the College Center and residence halls.
- C. The Board of Elections shall submit an advertising policy to the VSA Executive Board at least 3 weeks prior to the start of the filing period.

### **Section 2: Absentee Ballots**

- A. Absentee Ballots may be requested at any time until the end of filing and shall be sent out within 24 hours of the end of filing. They must be returned before the end of the voting period. All students shall be informed of the Absentee Ballot policy two weeks prior to the start of elections.

### **Section 3: Candidate Statements**

Candidate statements should be structured to briefly state the following:

- A. List all relevant experiences
- B. Explain current concerns and/or issues on campus that need to be addressed
- C. Any additional information

### **Section 4: Ranked Choice Voting Information Guide**

The Board of Elections shall provide simple, concise publications informing students about the manner in which votes are cast and counted in Ranked Choice Voting.

- A. This publication shall be available on the VSA elections website and in paper form at polling stations.
- B. In addition to this detailed publication, a simplified single-page explanation of RCV shall be presented to the voter by the voting software before they cast their ballot.

### **Section 5: Polling Stations**

The Board of Elections shall run official polling stations in the College Center during election days, staffed from their membership.

- A. Board of Elections members shall be required to participate in staffing the polls, and this shall be explicitly added to their position descriptions.
- B. Stations shall provide partitions and other means of ensuring the privacy of the voter and creating an atmosphere of the polling station. Stickers or other means of publicizing these stations are recommended.

### **Section 6: Awareness of Candidates**

House Teams are required to organize and host candidate meet and greets of candidates running for positions in that residence during the campaigning period of each election. The recommended format is as follows:

- A. Begin with candidate introductions and allow 1 minute for personal statements
- B. Follow statements with an informal discussions and snacks

### ***Expenditures***

- A. Purchase Orders are preferable to reimbursements, checks, or cash advances. Organizations are encouraged to use purchase orders if the option to use them exists. At the discretion of the VSA VP for Finance and SABC, budgeting penalties may be instituted against organizations, which repeatedly use reimbursements in lieu of purchase orders.
- B. The VP for Finance reserves the right to refuse a reimbursement if she/he determines that it violates the Bylaws or is inappropriate for some other reason.
- C. Requests for reimbursements must be submitted within twenty-five academic days of the date of the expenditure, not including academic breaks.
- D. VSA moneys cannot be used to purchase alcoholic beverages except through the proper channels and with prior knowledge and approval of the Director of Campus Activities.
- E. VSA moneys cannot be used to purchase bottled water. Tap water shall be used at all events where water is needed. In the case where outside speakers or performers request bottled water in a contract, a request shall be sent offering a more sustainable alternative. If such request is denied, exceptions will be approved by the Finance Committee.

### ***Meals***

When bringing a speaker or performer to dinner the VSA shall reimburse up to \$50 per speaker or performer and up to \$20 for each member of the organization that.

### ***Travel Expenses***

Travel Expenses shall be defined as all expenses incurred while traveling, including but not limited to transportation, accommodations, and food costs. VSA organizations may use their budgets to cover travel expenses under the following conditions:

- A. They are in good standing with the VSA Vice President for Finance and have submitted the appropriate reports to the VSA Vice President for Activities.
- B. The travel in some way promotes the organization and is part of an organization's function.

- C. Travel accommodations must be as inexpensive as possible. If for some reason an organization must patronize a more expensive establishment than would generally be considered reasonable, it must explain the situation to the VSA Vice President for Finance.
- D. The VSA shall not reimburse individuals for parking citations, traffic citations, or any fines for violations of the law.
- E. The VSA shall reimburse up to \$10 per day for meal expenses, but it reserves the right inance.
- F. The VSA shall not reimburse individuals for parking citations, traffic citations, or any fines for violations of the law.
- G. The VSA shall reimburse up to \$10 per day for meal expenses, but it reserves the right not to reimburse that entire amount. Organizations are strongly advised to have campus food services prepare meals that are charged to the organization's members' accounts when this option is less expensive. Organizations that do not take advantage of this option may be refused reimbursement by the VSA.

### **ViCE**

Due to the unique role of Vassar College Entertainment (ViCE), the director or assistant director shall be required to report to the VSA Council once a month. They shall update the Council on upcoming events, as well as hear any suggestions or issues relating to campus entertainment. Failure to do so may result in disciplinary action.