

Undergraduate Student Government Spring 2024 Election Packet



Thank you for your interest in joining the Undergraduate Student Government at the Storrs Campus of the University of Connecticut. The Undergraduate Student Government (USG) is one of the largest student organizations on campus, with an annual budget of over \$1.5 million. The primary duties of USG include allocating that money to different student groups and representing the student body to the administration, town, and state. USG also spearheads and assists in the development of initiatives to benefit the student body.

In this packet, you will find a description of USG as a whole, a description of the different positions that you can run for, rules and regulations governing the elections for those seats, and a series of forms that you must complete in order to appear on the ballot. If you have any questions, comments, or concerns, feel free to reach out to the Chief Justice at judiciary@usg.uconn.edu.

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Open Positions for the Spring 2024 Election

- Student Body President and Vice President (must run as a joint ticket)
- USG Chief Diversity Officer
- USG Comptroller
- Student Senator (open seats indicated below)
 - *Open Academic Senate seats - 35*
 - ACES - 3
 - CAHNR (including RHAG) - 4
 - Business - 4
 - Education - 2
 - Engineering - 6
 - Fine Arts - 2
 - CLAS - 10
 - Nursing - 2
 - Pharmacy - 2
 - *Open Multicultural and Diversity Senate seats - 10*

Spring 2024 Elections Timeline

12 p.m., Tuesday, January 23

- Election Packet released

6:30 p.m., Monday, February 12

- USG Information Session
- Student Union Room 104

12:00 p.m. (noon), Monday, February 19

- [Intent to Run form due](#)

12:00 p.m. (noon), Wednesday, February 21

- Petition by Peers due

6:30 p.m., Monday, February 26

- USG Debate (Only for President/VP, Comptroller, and CDO)
- Student Union Theatre

12 p.m. (noon), Tuesday, March 5 to 12 p.m. (noon), Thursday, March 7

- Election Voting Period

3:00 p.m., Thursday, March 7

- Budgets due
- Campaign Rosters due

12 a.m. (**midnight**), Friday, March 8

- Deadline to file Election Violations

Virtual information session(s) may be scheduled and further campaign materials shall be released before and after the Intent to Run form is due. Stay up to date about such information through the [USG website](#), social media, and email. Please contact the [Chief Justice](#) with any questions.

February 2024

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				1	2	3
4	5	6	7	8	9	10
11	12 <i>USG Info Session 6:30 p.m.</i>	13	14	15	16	17
18	19 <i>Intent to Run due at 12:00 p.m</i>	20	21 <i>Petition by Peers due at 12:00 p.m</i>	22	23	24
25	26 <i>Debate Date 6:30 p.m.</i>	27	28	29		

March 2024

					1	2
3	4	5 <i>Election Voting Period opens at 12 p.m.</i>	6	7 <i>Election Voting Period closes at 12 p.m.</i> <i>Budget and Campaign Roster due at 3:00 p.m.</i>	8 <i>Election Violation deadline: 12 a.m.</i>	9

About USG

The Undergraduate Student Government is broadly organized into three branches: executive, legislative, and judicial. The executive branch consists of the President, Vice President, Comptroller, Chief of Staff, and any other persons that may be appointed to carry out the tasks of the Undergraduate Student Government.

The President is responsible for guiding the direction of the organization and nominating persons to fill different positions, including the student-held positions on University administration task forces and committees.

The legislative branch is led by the Speaker and their Senate Leadership team. Senators are members of the legislative branch and vote on crucial matters that come before the Undergraduate Student Government. Additionally, Senators must each sit on at least one committee where they assist with the various initiatives that the committee undertakes.

The judicial branch is led by the Chief Justice and a number of Associate Justices. The Judiciary is responsible for resolving conflicts within the Undergraduate Student Government such as funding appeals and sanction hearings. The Chief Justice and the judicial branch oversee USG elections in conjunction with the Communications Director and their team.

Open Position Descriptions

President

The President of the Undergraduate Student Government:

- Represents the needs of the student body in a positive, professional, and ethical manner.
- Collaborates with students, student organizations, and their leaders to seek input for informed decision making.
- Maintains effective working relationships with administrators, staff, and faculty.
- Has a thorough understanding of applicable governing documents.
- Complies with all rules, regulations and procedures of the Department of Student Activities and the University of Connecticut as they relate to the position and to the operation of the organization.
- Ensures the overall effectiveness of USG and progress towards goals.
- Builds an Executive Board to help achieve the vision and mission of USG.
- Makes all appropriate appointments.
- Attends biweekly Undergraduate Student Senate meetings.
- Attends appropriate USG Advocacy Committee meetings.
- Meets regularly with USG Advocacy Committee Chairs.
- Maintains visibility, transparency, and open communication with the student body.
- Schedules, posts, and maintains weekly office hours.
- Maintains visibility, transparency, and open communication with members of USG.
- Checks the presidential email account regularly and promptly replies to all correspondence.
- Speaks at major university events, including the annual Convocation ceremony.

The President is a paid position and is expected to attend Senate meetings held from 6:30 p.m. to adjournment on alternating Wednesdays and hold a set number of office hours per week. Candidates should be aware that the Undergraduate Student Government is considering changes to pay rates which may decrease the pay rate of the President.

Vice President

The Vice President of the Undergraduate Student Government:

- Assists the President with all administrative duties and assumes duties of the President in their absence.
- Represents, in cooperation with the President, the needs of the student body in a positive, professional, and ethical manner.
- Collaborates with students, student organizations, and their leaders to seek input for informed decision making.
- Maintains effective working relationships with administrators, staff, and faculty.
- Has a thorough understanding of applicable governing documents.
- Complies with all rules, regulations and procedures of the Department of Student Activities and the University of Connecticut as they relate to the position and to the operation of the organization.
- Promotes support of Tier-II student organizations through oversight of the Student Organization Center and Funding Staff.
- Promotes USG's outreach with the students through oversight of the Communications team.
- Fosters a collective organizational culture through recruitment and retention of members.

The Vice President is a paid position and is expected to attend Senate meetings held from 6:30 p.m. to adjournment on alternating Wednesdays and hold a set number of office hours per week. Candidates should be aware that the Undergraduate Student Government is considering changes to pay rates which may decrease the pay rate of the Vice President.

Comptroller

The Comptroller of the Undergraduate Student Government:

- Holds primary responsibility over the finances of USG.
- Crafts the budget of USG.
- Works in conjunction with the Funding Student Supervisor to curate the Tier-II Funding Policies.
- Meets with Tier II leaders to assist them with navigating USG policies.
- Oversees and decides Exemptions for Tier-II funding.
- Keeps track of USG's inventory, including Tier-II RSO inventory and oversees student inventory staff.
- Works with USG professional staff to take care of all bookkeeping needs.
- Reviews timesheets for USG employees.
- Manages the payroll process for all USG employees.
- Works with USG student and University professional staff to maintain vendor

relationships, oversee all purchasing processes, and keep financial records.

- Works with appropriate Student Activities Staff regarding the financial needs of the organization.

The Comptroller is a paid position and is expected to attend Senate meetings held from 6:30 p.m. to adjournment on alternating Wednesdays. The Comptroller should expect to work roughly 20 hours per week, including over breaks, and hold a set number of office hours per week. Candidates should be aware that the Undergraduate Student Government is considering changes to pay rates which may decrease the pay rate of the Comptroller.

Chief Diversity Officer (CDO)

The Chief Diversity Officer of the Undergraduate Student Government:

- Calls and presides over all meetings of the Diversity and Outreach Commission, with regularity as determined by the Chief Diversity Officer.
- Has the power to call a special session of the Governing Board with 24-hour notice should a situation requiring immediate action arise at any time.
- Keeps a record of statistics pertaining to diversity competency within the Undergraduate Student Government.
- Must be party to all employment actions of the Undergraduate Student Government.
- Works with the Chief Justice and the Communications Director during election periods with the specific intent to broaden USG's visibility to underrepresented groups on campus.
- Gives a State of Diversity during Student Senate in the fall and spring semesters.
- Attends all meetings of the Student Senate.
- Responsible for the upkeep of a positive Undergraduate Student Government work environment.

The Chief Diversity Officer is a paid position and is expected to attend Senate meetings held from 6:30 p.m. to adjournment on alternating Wednesdays and hold a set number of office hours per week. Candidates should be aware that the Undergraduate Student Government is considering changes to pay rates which may decrease the pay rate of the Chief Diversity Officer.

Senator

Senators in the Undergraduate Student Government:

- Represent the interests and advocate on behalf of the specific represented constituency or as well as the student body as a whole.
- Actively seek the views and input of the student constituents.
- Establish and maintain frequent contact with their constituent population
- Motivate and involve constituents on issues pertinent to students' quality of education and quality of life at UConn.
- Work with fellow Senators to advance legislation reflecting the interests of their constituents and the entire student body.
- Be an active and enthusiastic member of the Senate and USG as a whole.
- Attend and actively participate in all required USG training and development programs.
- There are three different kinds of Senate seats:
 - **Residential Seats** mean you represent the **residential area** in which you live on campus or you represent the interests of **commuter/online students**. These seats are up for election in the fall elections. Undergraduate students are only able to vote for a residential seat if they live in the area the seat represents or if they are a commuter voting for a commuter seat.
 - **Academic Seats** mean you represent the **school or college** that you are a member of. These seats are generally up for election in the spring, with any vacancies being filled by the fall elections. Undergraduate students are only able to vote for Senate seats in their school or college.
 - **Multicultural and Diversity Seats** are filled by members of communities that feel they are not being well represented in Student Government. **Any member of any community may run**, and you do not need to identify with that community at any point. These seats are up for election when vacant and are voted on by the entire student body.

Senator is an unpaid position expected to attend weekly Senate and Caucus meetings held from 6:30 p.m. to adjournment on alternating Wednesdays and attend the meetings of one of USG's advocacy committees. Senators may be academically compensated by taking a 1 credit UNIV class.

Applicable Policies

- [USG Constitution](#): Article VII, Section II (pg. 19)
- [USG Bylaws](#): Bylaw XV (pg. 31)

Campaigning and Advertising

In line with University guidelines, in-person campaigning on campus is permitted outside and inside buildings, including classrooms and academic locations. Acceptable activities include, but are not limited to:

- A candidate enrolled in an in-person class announcing their campaign in that class (with the permission of all instructors)
- Creating a candidate account on social media
- Hanging up campaign flyers in residence halls after [applying through Residential Life](#)
 - Make sure the campaign flyers are emailed as early as possible because Residential Life takes a decent amount of time to approve posters.
 - Campaign flyers must be emailed to the [Chief Justice](#) for approval before being distributed or displayed
- If a candidate is distributing an item, it must be cleared with the Chief Justice for approval.

Candidates must receive **written permission** from the presiding Residence Hall Director in order to campaign in a residence hall. Such permission must be **forwarded** and **confirmed** by the Chief Justice **before** a candidate may participate in any campaign activity taking place in a residence hall.

Candidates are reminded to take precautions and exercise good judgment to ensure the safety and health of those on campus. Reckless behavior and discourteous behavior in general shall be penalized. A candidate's personal conduct, as well as that of their campaign, should preserve the spirit and integrity of USG election rules and processes. If you have questions about appropriate campaign activities and guidelines, please contact the [Chief Justice](#).

Candidates may print copies at the Student Organization Center in the Student Union at no charge — 500 copies to each president/vice president ticket, 300 copies to each Comptroller and Chief Diversity Officer candidate, and 100 copies to each Senator candidate.

Eligibility to run

All fee-paying Storrs undergraduate students in good academic standing are eligible to run for the positions listed above. If you have questions about your eligibility, please contact the [Chief Justice](#).

Write-in requirements

Any candidate running a write-in campaign for a Senate seat must receive at least 10 write-in votes to be eligible for a position.

Any candidate running a write-in campaign for President/Vice President, Comptroller, and Chief Diversity Officer must receive the same number of write-in votes as the number of petition signatures required to get on the ballot.

Meetings with the Chief Justice

The Chief Justice may reach out to all candidates and tickets to offer an orientation meeting once their [Intent to Run](#) is submitted. Further meetings may be scheduled at the request of the candidate at any time during the election process to clarify policies and answer questions, as well as handle logistical concerns.

How to get on the Ballot

Intent to Run Form

The Intent to Run form indicates that you want to run for one of the available positions. By filling it out you are promising to follow the rules and procedures listed above, and will therefore be on the ballot come the voting period. **The form can be found [here](#).**

If you plan on running for a position, the Intent to Run form must be filled out by **12:00 p.m. on Monday, February 19**. *The Chief Justice will reach out to confirm your candidacy.*

Signatures, Budgets, and Rosters

Signatures

Every candidate running in these elections must collect a certain amount of signatures in a petition in order to fill out the ballot. The amount of signatures you need to be on the ballot is as follows:

- *President/Vice President tickets*: 100 signatures
- *Chief Diversity Officer or Comptroller*: 50 signatures
- *Senate seats*: 10 signatures

Signatures are collected through Google Sheets. The required number of signatures must be submitted by **12:00 pm on Wednesday, Feb. 21** to judiciary@usg.uconn.edu in order to be confirmed as an eligible candidate. It is recommended that you obtain more than the required number of signatures in the case that some prove to be ineligible. In order to collect a valid signature, one must attain a student's name, netID and **PeopleSoft**.

More information on the signature requirements can be found [here](#).

Budgets

All campaigns for President/Vice President, Comptroller, and CDO will be required to submit budgets for any campaign-related expenses. President/Vice President tickets shall be allowed to spend up to \$300, and Comptroller/CDO shall be allowed to spend \$200.

USG reserves the right to waive these funding levels for uncontested elections and extenuating circumstances.

The submission form for the budget can be found [here](#).

A sample of a campaign budget can be found [here](#).

Campaign Rosters

All campaigns for President/Vice President, Comptroller, CDO, and Senate seats will be required to submit campaign rosters with the other UConn students campaigning on their behalf, if any. Any actions taken by these members will be representative of the campaign at large and therefore, violations by members of a campaign staff can result in cases filed against the respective candidates.

USG reserves the right to waive this requirement for uncontested elections and extenuating circumstances.

The submission form for the campaign rosters can be found [here](#).

A sample campaign roster can be found [here](#).

Misc. Information

Voting Period

The voting period will open at **12 p.m. (noon) on March 5 and close at 12 p.m. (noon) on March 7**. During this period, all undergraduate students will be able to vote for President/Vice President, CDO, Comptroller, and MCD Senate seats. Additionally, undergraduate students will vote for the Senate seats that represent their ***academic constituencies***.

If contested, the candidates with the most votes will win their race. If you have any questions about the election period or what happens if election rules are violated, please contact the [Chief Justice](#).

Election Violations

Allegations of election violations must be submitted to the Judiciary within **12 hours of the election period's closing**. Additional information about election violation submissions can be found in Bylaw XIV, Section 1.b. Specific questions about violations should be directed to the Chief Justice (judiciary@usg.uconn.edu) via email.

Election Violation Submission Deadline: 12 a.m. (**midnight**), Friday, March 8.

Changes to this packet

This election packet is subject to change without notice; please refer back to it frequently over the course of election season. Thank you.