

# **Undergraduate Student Government**

## **Spring 2021 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 other initiatives including 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 Elections Oversight Commissioner at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu).

# **Table of Contents**

Open Positions - 3

Elections Timeline - 4

About USG - 5

Position Descriptions - 6

Applicable Policies - 10

How to Get on the Ballot - 12

# **Open Positions for the Spring 2021 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*

- ACES - 2
- CAHNR - 3
- Business - 4
- Education - 1
- Engineering - 6
- Fine Arts - 1
- CLAS - 10
- Nursing - 1
- Pharmacy - 1
- Ratcliffe Hicks - 1

## *Open Multicultural and Diversity Seats*

- MCD - 7

# **Spring 2021 Elections Timeline**

## **12 PM Wednesday, February 3rd**

- Election Packet released

## **12 AM Thursday, February 11th**

- Intent to Run form due
  - Form linked at the end of this packet

## **12 PM Wednesday, February 17th**

- Petitions by Peers due
- Budgets due
- Campaign Rosters due

## **7 PM Tuesday, February 23rd**

- Presidential/ Vice Presidential Debate

## **12 PM Tuesday, March 2nd to 12 PM Thursday, March 4th**

- Voting Period

## **12 AM Friday, March 5th**

- Deadline for Election Violations

## **About USG**

The Undergraduate Student Government is broadly organized into three branches - the executive, legislative, and judicial. The executive branch consists of the President, Vice President, Comptroller, Chief of Staff, and any other persons that may be formally recruited 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 impeachment hearings. The Elections Oversight Commissioner also reports to the Chief Justice, and their functions are housed within the judicial branch.

# **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 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 weekly Undergraduate Student Senate meetings.
- Attends appropriate USG Committee meetings.
- Serves on the University Senate Executive Committee and University Senate.
- Delivers a State of the Campus address during each semester.
- Meets regularly with USG Committee Chairs.
- Maintains visibility, transparency, and open communication with the student body.
- Schedules, post, and keep 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.
- Utilizes social media and other campus media resources to communicate with students.
- Speaks at major University events, including the annual Convocation ceremony.

**The President is a paid position and is expected to attend weekly Senate meetings held from 6:30pm to adjournment on Wednesdays.**

## **Vice President**

The Vice President of the Undergraduate Student Government:

- Assists the President with all administrative duties and assumes duties of 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 University of Connecticut, as they relate to the position and to the operation of the organization.

**The Vice President is a paid position and expected to attend weekly Senate meetings held from 6:30pm to adjournment on Wednesdays.**

## **Comptroller**

The Comptroller of the 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 our policies
- Keeps track of USG's inventory
- Works with USG professional staff to take care of all bookkeeping needs
- Assists Tier II groups with Second Chance Funding and Variance Policy
- Reviews timesheets for USG employees
- Workings with appropriate Student Activities Staff regarding Financial Needs of the Organization

**The Comptroller is a paid position and is expected to attend weekly Senate meetings held from 6:30 to adjournment on Wednesdays.**

## **Chief Diversity Officer (CDO)**

The Chief Diversity Officer:

- The Chief Diversity Officer shall call and preside over all meetings of the Diversity and Outreach Commission, with regularity as determined by the Chief Diversity Officer.
- The Chief Diversity Officer shall have the power to call a special session of the Governing Board with twenty-four hour notice should a situation requiring immediate action arise at any time.
- The Chief Diversity Officer shall keep a record of statistics pertaining to diversity competency within the Undergraduate Student Government.
- The Chief Diversity Officer must be a party to all employment actions of the Undergraduate Student Government.
- The Chief Diversity Officer shall work with the Elections and Outreach Commissioner as well as the Public Relations director during election periods with the specific intent to broaden USG's visibility to underrepresented groups on campus.
- The Chief Diversity Officer shall be required to give three state of diversity reports to the Senate, two in the Fall semester, and one in the Spring semester.
- The Chief Diversity Officer shall attend all meetings of the Student Senate.

**The Chief Diversity Officer is a paid position and expected to attend weekly Senate meetings held from 6:30pm to adjournment on Wednesdays.**



## **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 constituent population including weekly office hours.
- Motivate and involve constituents on issues pertinent to students' quality of education and quality of life at UConn.
- Select a specific area of interest, and work tirelessly on advancing that focus for the benefit of the student body.
- 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
  - o *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 only are 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.
  - o *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.
  - o *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 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 meetings held from 6:30pm to adjournment on Wednesdays.**

# Applicable Policies

USG Constitution: [USG Constitution](#) -

**Article VII, Section II, Page 16**

USG Bylaws: [Bylaws of the Undergraduate Student Government](#) - **Bylaw XV, Page 22**

## **Campaigning and Advertising:**

With the presence of COVID, there are a few additional rules to take note of:

- Campaigning in person is reckless and will be penalized as such.
  - If a candidate is enrolled in an in-person class, announcing their campaign in that class (with the permission of all instructors) is allowed.
- *Dorm-Storming or Dorm Canvassing*, when a candidate knocks on doors of dorms or apartments to campaign, will not be allowed. There are no expectations to this rule.

If you would like to print flyers or posters, please contact [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu) and we will assist you.

If you are running for President, Vice President, CDO, or Comptroller and you would like to advertise your campaign on Instagram or some other social media platform, please contact the EOC and we can assist.

Reach out to the EOC with any additional questions about campaign finances.

Candidates will **NOT** be reimbursed for any costs accumulated because of their campaign.

## **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 [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu).

## **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 EOC:**

The Elections Oversight Commissioner will 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 **February 10th**.

## **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 - No signatures required*

Signatures are collected through UConncontact. After collecting Intent to Run forms (**due February 10th**), the Elections Oversight Commissioner will send candidates a link to a UConncontact event. Use the link displayed on the event page to collect virtual signatures from other students (undergraduates only). All signatures must be collected by **February 17th**. It is recommended that you obtain more than the required number of signatures in the case that some prove to be ineligible.

### Budgets

Campaigns for President/Vice President, Comptroller, and CDO will all be required to submit budgets. President/Vice President tickets shall be allowed to spend up to \$400 and Comptroller/CDO shall be allowed to spend \$250.

Here is a [link](#) for a sample budget

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

### Campaign Rosters

All campaigns for President/Vice President, Comptroller, CDO, and Senator will be

required to submit campaign rosters. 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.

Here is a [link](#) to a sample roster:

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

### **Voting Period:**

The voting period will be from **noon on March 2nd to noon on March 4th**. During this period, all Undergraduates 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 affiliations*.

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 broken please contact [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu).

### **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 XV, Section 10. Specific questions about violations should be directed to both the Chief Justice ([judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu)) and the EOC via email.

### **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.