



# Undergraduate Student Government Spring 2017 Elections Packet

Elections Oversight Committee  
Undergraduate Student Government, University of Connecticut

To be eligible to be a candidate in the Spring 2017 USG Elections, this packet and all elements required by the checklist must be completed and submitted to the USG Office (Student Union, Room 219) by February 10, 2017 at 12pm.

The Declaration of Interest (for President/Vice President and Comptroller tickets *only*) is due, at the latest, by February 3<sup>rd</sup>, 2017 at 12:00pm to the USG Office (Student Union, Room 219). A Declaration of Interest **must be submitted** to the USG Office before any candidates conduct official campaign business.

A ticket with a candidate for both President and Vice President may submit a single packet, but both members of the ticket must sign all required signature lines.

If you have any questions regarding this packet, or any aspects of the Spring 2017 USG Elections, you may contact the Elections Oversight Committee (EOC) at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu) for clarification or the opportunity to schedule a meeting.

## Candidate Information:

First Name:\_\_\_\_\_ Last Name:\_\_\_\_\_

NetID:\_\_\_\_\_ Peoplesoft Number:\_\_\_\_\_

Email:\_\_\_\_\_ Phone Number:\_\_\_\_\_

Local Address:\_\_\_\_\_

Semester Standing (By Credit):\_\_\_\_\_ College or School:\_\_\_\_\_

Major(s):\_\_\_\_\_

Position Sought:\_\_\_\_\_ Constituency:\_\_\_\_\_

## Candidate #2 Information (For presidential tickets *only*):

First Name:\_\_\_\_\_ Last Name:\_\_\_\_\_

NetID:\_\_\_\_\_ Peoplesoft Number:\_\_\_\_\_

Email:\_\_\_\_\_ Phone Number:\_\_\_\_\_

Local Address:\_\_\_\_\_

Semester Standing (By Credit):\_\_\_\_\_ College or School:\_\_\_\_\_

Major(s):\_\_\_\_\_

Position Sought:\_\_\_\_\_ Constituency:\_\_\_\_\_

## Table of Contents

Declaration of Interest.....	3
Campaign Timeline.....	4
Open Positions .....	5
Election and Campaign Policies .....	6
Posting, Tabling, and Canvassing Policies.....	10
USG Funded Event List .....	10
Position Descriptions .....	11
President .....	11
Vice President .....	12
Comptroller .....	12
Senator.....	13
Standing Committees .....	15
Forms .....	16
Election and Posting Policy Acceptance Form .....	16
Copy Code Honor Form .....	17
Candidate Statement Form .....	18
Petition by Peers .....	19
Election Packet Checklist .....	20
University Eligibility Policy .....	21
Triad Leadership Program Calendar .....	26

**\*Disclosure:** The ability to vote and run in Undergraduate Student Government elections is limited, by University policy, to fee-paying undergraduate students – a distinction that may disproportionately affect some international or part-time students who are not required to pay the \$45 semesterly fee. Students who would like to inquire about their ability to vote in student government elections or change their fee-paying status should contact [voteatuconn@uconn.edu](mailto:voteatuconn@uconn.edu) as soon as possible.

\*All Election Policy and materials listed herein are presented as approved by the Undergraduate Student Senate on December 7, 2016.

# Declaration of Interest

Elections Oversight Committee

Undergraduate Student Government, University of Connecticut



If you intend to run for the position of President, Vice President, or Comptroller in the Spring 2017 Elections, you must submit this form, at the latest, by Friday, February 3<sup>rd</sup>, 2017 at 12:00pm to the USG Office (Student Union, Room 219). **The Declaration of Interest must be submitted before official campaign business can be conducted.**

If you intend to run for the position of Senator, you must submit this form by Friday, February 3<sup>rd</sup>, 2017 at 12:00pm to the USG Office (Student Union, Room 219) in order to gain access to some resources provided by the Elections Oversight Committee and the Joint Elections Committee. Submission of this form is not required to secure a place on the ballot.

*Please fill in all the requested information.*

I, \_\_\_\_\_, intend to run for the position of President / Vice President / Comptroller / Senator (Circle One) in the Spring 2017 Undergraduate Student Government Elections. I understand that, to secure a place on the ballot, I must submit a complete Elections Packet to the USG Office (Student Union, Room 219) and the Candidate Statement and a NetID list to [judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu) by Friday, February 10th, 2017 at 12:00pm.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
NetID: \_\_\_\_\_ PeopleSoft Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Signature

Date

*Candidate #2 (President/Vice President tickets only)*

I, \_\_\_\_\_, intend to run for the position of Vice President in the Spring 2017 Undergraduate Student Government Elections. I understand that, to secure a place on the ballot, my campaign ticket must submit a complete Elections Packet to the USG Office (Student Union, Room 219) and the Candidate Statement and a NetID list to [judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu) by Friday, February 10th, 2017 at 12:00pm.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
NetID: \_\_\_\_\_ PeopleSoft Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Signature

Date

## Campaign Timeline

*December 9, 2016 – 12:00pm:* Election packets released for the Spring 2017 Elections.

*January 20, 25, and 27, 2017:* Various info sessions will take place to share information with potential candidates.

*January 25, 2017:* USG will be present for the Spring 2017 Involvement Fair to recruit new members and speak with students about what they would like to see from student government in the course of the year.

*February 3, 2017 – 12:00pm:* Declaration of Interest forms are due by noon at the latest. Candidates, however, must submit a Declaration of Interest form prior to beginning official campaign business.

*February 10, 2017 – 12:00pm:* Election packets are due by noon. Candidates are confirmed by the Judiciary, subjected to an eligibility check, and posted at [usg.uconn.edu](http://usg.uconn.edu) and [vote.uconn.edu](http://vote.uconn.edu).

*February 13-16, 2017:* Candidate Photo Shoots, mandatory for all candidates

*February 13-17, 2017:* Pre-election training and review will be scheduled for multiple presentations throughout the week, which candidates are required to attend.

*March 1, 2017 – 12:01 am:* Voting opens at [vote.uconn.edu](http://vote.uconn.edu).

*March 2, 2017 – 11:59 pm:* Voting closes.

*March 6, 2017 – 12:00 pm:* Cases alleging violations of USG policy in the Spring 2017 Elections are due to the USG Judiciary and Elections Oversight Committee. All petitioners should ensure that filed cases are not frivolous and concern a significant violation of USG policy, and are filed in accordance with Bylaw XIV of the Undergraduate Student Government.

Spring 2017 Election Results will be released by the USG Judiciary and EOC following the conclusion of any cases filed with the Judiciary and after all candidates have been notified of the results individually.

*Late April 2017:* Newly elected members will be sworn in to their respective positions at the first senate meeting at the end of the academic year, where senators will also vote to approve an executive committee, including the speaker of the senate.

## Open Positions in Spring 2017 Elections

The following offices of the Undergraduate Student Government are available for election. Elected officers will be sworn in at the last Student Senate meeting of the Spring 2017 semester and serve for the 2017-2018 Academic Year. The number next to the position indicates the number of open seats for that position.

### **Open Executive Positions:**

#### **(Campus-wide Constituency)**

President (1)

Vice President (1)

Comptroller (1)

### **Open Academic Senator Positions:**

#### **(Any fee-paying undergraduate student belonging to the respective colleges may run)**

ACES (4)

CAHNR (3)

Business (4)

School of Education (1)

Engineering (5)

Fine Arts (2)

CLAS (9)

Nursing (2)

Pharmacy (1)

Ratcliff Hicks (1)

### **Campus-Wide Senator Positions:**

#### **(Any fee-paying undergraduate student may run)**

Multi-Cultural and Diversity (2) – Prospective candidates for Multi-Cultural and Diversity seats must submit a letter of reference from a director of a UConn Cultural Center to the Elections Oversight Committee along with all other necessary documents by the deadline required under Elections Policy. The letter should confirm a candidates' involvement in the Center, but does not have to be an endorsement by the Center.

# Undergraduate Student Government Election and Campaign Policies

The following Election and Campaign Policies are an extension of Bylaw XVII of the Undergraduate Student Government. All students interested in running for office are advised to read the Constitution and Bylaws of the Undergraduate Student Government to ensure their understanding of the function, powers, and duties of the organization and its officers, as well as all election policies.

## Section One: Requirements for Candidacy

1. Undergraduate Standing and Availability
  - a. Candidates must be registered degree-seeking, undergraduate students at the University of Connecticut, Storrs campus who pay the Student Government fee.
  - b. Candidates must be in good academic standing with the University of Connecticut (as defined in the University Senate By-Laws, Part II, Section E.15), and adhere to the policies set forth in the *Responsibilities of Community Life: The Student Code*.
  - c. Candidates must be a members of the constituency for which they seek to represent. For example, a candidate running for the seat of Engineering Senator must be enrolled in the School of Engineering.
  - d. Candidates must be able to attend all meetings of the Undergraduate Student Government Senate, including informal Senate meetings, during the term of the position that they are seeking. Senate meetings are held every week during the Fall and Spring Semesters, on Wednesdays at 6:30pm.
  - e. Students that are, or are seeking to be, Residential Assistants for the term they are seeking office are ineligible to run for Executive Positions in the Undergraduate Student Government.
  - f. A student that is, or plans to be, on the Executive Board of another Tier III is ineligible to run for an Executive Position in the Undergraduate Student Government.
2. Petition by Peers
  - a. Students seeking candidacy must gain support of the constituency that they seek to serve through a petition by peers.
    - i. Students seeking candidacy for Senator must collect the names, NetIDs, and signatures of fifty (50) undergraduate students in support of their candidacy.
      1. At least ten (10) of the names, NetIDs, and signatures must come from the constituency the student is seeking to represent. This number shall be equal to one-fifth of the total required signatures.
    - ii. A ticket of two students seeking candidacy for President and Vice President must collect the names, NetIDs, and signatures of two hundred fifty (250) undergraduate students in support of his or her candidacy.
    - iii. A student seeking candidacy for Comptroller must collect the names, NetIDs, and signatures of one hundred fifty (150) undergraduate students in support of his or her candidacy.
  - b. Students seeking election as a write-in candidate must demonstrate significant support from the constituency which they seek to serve by receiving a minimum amount of votes.
    - i. A student seeking election as President or Vice President must receive at least two hundred fifty (250) votes in order to be eligible for election as a write-in candidate.
    - ii. A student seeking election as Comptroller must receive at least one hundred fifty (150) votes in order to be eligible for election as a write-in candidate.
    - iii. A student seeking election as Senator must receive at least ten (10) votes in order to be eligible for election as a write-in candidate. This number shall be equal to one-fifth of the required signatures to run as a traditional candidate for Senator.
  - c. **NetIDs must be compiled into an excel document with .xls, or .xlsx formatting and submitted with the required Candidate Statement.**
3. Declaration of Interest
  - a. Students seeking candidacy for President, Vice President, or Comptroller must submit a Declaration of Interest Form before official campaign business begins.
4. Pledge to Adhere to Policies
  - a. A student seeking candidacy must read and agree to abide by the Undergraduate Student Government Election and Campaign Policies, and any associated posting policies, by signing the Election and Posting Policy Acceptance Form.
  - b. A student seeking candidacy must pledge to not utilize any USG Copy code for campaign purposes, by reading and signing the Copy Code Honor form.
  - c. A student seeking candidacy must read, complete, and sign the Election Packet Checklist.
5. Candidate Statement
  - a. A student seeking candidacy must complete and sign the Candidate Statement Form. The Candidate Statement Form requires a campaign statement from the candidate that will be distributed to media outlets and will appear on the official ballot. The Candidate Statement Form also requires any relevant candidate contact information.
6. Proper Submission of Materials

- a. A student seeking candidacy for President, Vice President, or Comptroller must submit a Declaration of Interest Form before official campaign business can begin, but no later than Friday, February 3, 2017 at 12:00pm to the Undergraduate Student Government office in Student Union, Room 219.
  - b. A student seeking candidacy must submit a completed Undergraduate Student Government Elections Packet no later than Friday, February 10, 2017 at 12:00 p.m. to the Undergraduate Student Government office in the Student Union, Room 219.
    - i. A completed packet includes a Petition by Peers, Candidate Statement Form, completion of the Election and Posting Policy Acceptance Form, completion of the Copy Code Honor Form, completion of a campaign roster (President/Vice President and Comptroller tickets) and the completion of the Election Packet Checklist.
  - c. A student seeking candidacy must submit an electronic copy of the following materials to the Judiciary of the Undergraduate Student Government at [judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu) no later than Friday, February 10, 2017 at 12:00 p.m. **The email subject must be “[Candidate’s Name]/[Position Sought]”.**
    - i. The email must contain the Candidate Statement. Formats accepted for the Candidate Statement are .doc, .docx, or .txt, and must be saved as “[Candidate’s Name] Statement”.
    - ii. The email must contain a list of the NetIDs collected on a candidate’s petition. Formats accepted for the NetID list are .xls and .xlsx, and must be saved as “[Candidate’s Name] NetIDs”.
  - d. The Judiciary of the Undergraduate Student Government shall have the power to confirm or deny a student’s candidacy for office, upon the review of all submitted documents within 72 hours of submission.
  - e. A student, seeking candidacy shall be the sole person responsible for the completion and submission of the Undergraduate Student Government Elections packet, as released by the Elections Oversight Committee and USG Judiciary. Any incomplete packets shall be disregarded.
    - i. A student seeking candidacy for a senator position must be the sole person collecting petition signatures on their behalf.
    - ii. President/Vice President and Comptroller tickets may only enlist the help of individuals on their submitted campaign roster to assist in collecting petition signatures.
7. Rights and Release
- a. The Undergraduate Student Government shall have the right to use and distribute the Candidate Statement and any photos from the candidate photo shoot for items including but not limited to, the ballot and the media (The Daily Campus, WHUS, UCTV, etc.).
8. Attendance at Election Oversight Committee Sponsored Events.
- a. Candidates seeking office must attend a Campaign Conduct training held by the EOC the week of February 12<sup>th</sup>, 2017.
  - b. Candidates seeking President/Vice President and Comptroller candidacy must attend the Undergraduate Student Government debate held on February 23rd, 2017 at 6pm in the Student Union North Lobby.

## **Section Two: Candidate Conduct**

1. Candidate Identity
  - a. Candidate must campaign under their registered names with at the University of Connecticut.
    - i. The Judiciary of the Undergraduate Student Government shall have the power to grant permission to candidates to campaign under an alternate name, on a case-by-case basis.
2. Candidate Etiquette
  - a. Candidates and their campaigns must not encourage anyone to violate the Undergraduate Student Government Election and Campaign Policies, as well as all other applicable policies.
  - b. Candidate campaigns must not slander, commit libel or falsely represent any other candidates or parties.
    - i. Slander is defined as: “An oral communication of false statements injurious to a person’s reputation.”
    - ii. Libel is defined as: “A false publication, as in writing, print, signs or pictures that damages a person’s reputation.”
  - c. A candidate’s personal conduct shall preserve the spirit and integrity of the Undergraduate Student Government.
3. Obligations of Currently Seated Officers
  - a. Candidates currently serving in the Undergraduate Student Government are required to fulfill all duties and responsibilities required of their current office, including attendance at any meeting of the Undergraduate Student Government that they are required to attend.

## **Section Three: Campaign Conduct**

1. Campaign Definition
  - a. Campaign is defined as: “An operation or series of operations intended to garner support or votes in a substantial way in the upcoming elections.”
    - i. This includes, but is not limited to: posters, pamphlets, leaflets, signs, clothing, social media, and email.
2. Undergraduate Student Government Resources
  - a. A campaign may not utilize any resource owned, provided, or funded by the Undergraduate Student Government, except for instances outlined in all applicable USG policies.
3. Campaigning Timeline
  - a. Candidates may begin campaigning as soon as current election packets are available.

- i. Candidates for President/Vice President and Comptroller tickets must submit a Declaration of Interest Form to the Undergraduate Student Office before any official campaign business begins.
4. Campaign Roster
  - a. Candidates are responsible for maintaining an updated campaign roster with the Elections Oversight Committee, and may add individuals to their campaign roster at any time up to a week after Elections Packets are due. Additions and removals must be emailed to [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu).
  - b. A candidate will be held responsible for every individual and their actions both on their campaign roster and any individual endorsing the candidate as outlined in Section 3(9).
  - c. Individuals on the campaign roster will be eligible to collect signatures and to obtain permission from dining services, event services, and residential life to canvas and table. There must be at least one registered campaigner present at these activities. Candidates will be held responsible for all persons tabling and canvassing on their behalf.
5. Campaign Etiquette
  - a. All campaign conduct shall preserve the spirit and integrity of the Undergraduate Student Government.
  - b. Any items to be given away by a candidate to students must be approved by a majority of the Elections Oversight Committee on the basis that their use as giveaway items is within the spirit and integrity of the Undergraduate Student Government.
6. Locations Prohibited to Campaign
  - a. Campaigning in any area on the second floor of the Student Union north of the stairs leading to the USG Office, or at a location in which the Undergraduate Student Government conducts official business, is strictly prohibited. The Student Organization Center (SOC) copiers may, however, be used for campaign materials, pursuant to any other applicable policies. Additionally, campaigning may occur at any USG-organized campaign event as designated by the Elections Oversight Committee.
    - i. Official Business is defined as: "Any regular or scheduled event that is hosted by the Undergraduate Student Government including, but not limited to, Senate and Committee Meetings, as well as all programs and events hosted by the Undergraduate Student Government."
  - b. Active campaigning of any kind at or within the immediate vicinity of an event funded by the Undergraduate Student Government is only permitted with permission from an event coordinator of the event.
    - i. A candidate can find a full list of events funded by the Undergraduate Student Government, which will be made available at <http://www.usg.uconn.edu>.
    - ii. An event shall be classified as funded by USG whenever a major attraction of the event is supported or funded by USG.
    - iii. It will be the responsibility of the candidate to contact the event coordinator and receive permission to actively campaign at the event. Written proof of permission must be submitted to the Elections Oversight Committee at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu) no fewer than 24 hours before the event begins. The Elections Oversight Committee will confirm receipt of written proof from the event coordinator for the candidate to campaign at the event.
    - iv. If the candidate actively campaigns at an event without confirmation from the Elections Oversight Committee, the candidate will be found in violation of election policy, even if the event coordinator granted prior permission.
  - c. Candidates are prohibited from campaigning with or adjacent to technology being utilized for voting purposes.
7. Publications
  - a. Publication is defined as: "written or electronic items including, but not limited to, media, social media, and advertisements."
  - b. All copies made by the Student Organization Center Copiers must contain the dates of the election and the organization's website, [usg.uconn.edu](http://usg.uconn.edu).
8. Finances
  - a. There is no limit on the spending of a candidate for Senator.
  - b. Each Presidential/Vice Presidential ticket may spend no more than \$400, all of which can be funded by the Undergraduate Student Government.
  - c. Each Comptroller ticket may spend no more than \$200, all of which can be funded by the Undergraduate Student Government.
  - d. All candidates for president/vice president and comptroller must submit a campaign budget to the Election Oversight Committee. Campaign budgets must be submitted when election packets are due.
    - i. Receipts, invoices, and any other proofs of purchase for every campaign expense must be submitted to the Elections Oversight Committee.
    - ii. Spending Undergraduate Student Government funds on any item that is not allowed in Tier III policies is strictly prohibited.
  - e. Donations and/or endorsements will count towards the cap of \$400 for presidential/vice presidential candidates and \$200 for Comptroller candidates. If a monetary value is not assigned to the goods, they will be assessed at retail value.
9. Endorsements
  - a. A candidate may seek endorsement from any undergraduate student organization or individual.
    - i. Student organizations may not use Undergraduate Student Government funding for the purpose of campaigning.



- ii. Any organization or individual campaigning on behalf of a candidate is expected and required to follow all procedures and policies outlined here. Candidates will be held responsible for the actions of any and all individuals and organizations reasonably acting on the candidate's behalf.

## **Section Four: Canvassing and Posting**

1. General Policies
  - a. All applicable posting and canvassing policies shall be made available to candidates at [www.usg.uconn.edu](http://www.usg.uconn.edu).
  - b. A candidate must follow the University of Connecticut, Storrs campus Posting Policy for all buildings and areas under its jurisdiction.
2. Residential Areas
  - a. A candidate must follow the Canvassing, Posting, and Solicitation Policies mandated by the Department of Residential Life for all buildings under its jurisdiction.
3. The Student Union
  - a. A candidate must follow the Canvassing and Posting Policies mandated by the Student Union.
  - b. Posting in the Cultural Centers within the Student Union are at the discretion of each individual Cultural Center and each candidate is responsible for adhering to those applicable policies.
  - c. Reservation for tables in the Student Union may be made by candidates through the Undergraduate Student Government. Requests for tabling reservations shall be submitted to the Elections Oversight Committee at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu). Reservations may also be made by campaigns through other organizations.
4. Other University Areas
  - a. A candidate must follow the canvassing, posting, tabling, and all other applicable policies mandated in areas not specified by the aforementioned policies.

## **Section Five: Violation of Policies**

1. Grievance Procedure
  - a. Any undergraduate student at the University of Connecticut shall have the right to file a grievance case with the EOC and Judiciary of the Undergraduate Student Government in the event of a perceived violation of the Election and Campaign Policies, or any other relevant USG policy.
    - i. Members of the Undergraduate Student Government are obligated to report all violations of the Election Policies
  - b. Any undergraduate student at the University of Connecticut wishing to present a case must file a letter to the Judiciary of the Undergraduate Student Government at [judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu) and the Elections Oversight Committee at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu). The letter must outline the perceived violation and reference the sections of the Election and Campaign Policies and other relevant USG policies allegedly violated.
  - c. All grievances must be filed no later than twenty-four hours after violation was committed and/or twelve hours after polls close.
  - d. Grievances must list which provisions of these Election Policies the defendant allegedly violated.
  - e. For information on the Judicial procedure, refer to Bylaw XIV of the Undergraduate Student Government.
2. Judicial Action
  - a. Pursuant to Article XII of the Constitution of the Undergraduate Student Government, the Judiciary may refuse to hear a filed case.
    - i. The Elections Oversight Committee shall reserve the right to make recommendations to the Judiciary regarding the decision to hear a case, based on any relevant Elections Oversight Committee investigations and interpretations of applicable Undergraduate Student Government policy. This recommendation shall be made before the Judiciary makes the decision to hear a case.
  - b. Cases presented to the Judiciary of the Undergraduate Student Government shall be heard by a panel of only three justices, including the Chief Justice.
  - c. Judgments of the Judiciary are to be in the form of reasonable expectations where the Election and Campaign Policies do not provide strict accommodations in its scope.
  - d. For information on the powers and functions of the Judiciary, refer to Article XII of the Constitution of the Undergraduate Student Government.
3. Penalties
  - a. The judiciary shall assess and enforce all penalties.
  - b. Each violation shall result in one (1) strike
  - c. Upon the accumulation of three (3) strikes, the Candidate(s) may be disqualified.
  - d. The judiciary has the right to assess a stronger penalty based on the evidence presented.
4. Disqualification
  - a. Disqualification must be warranted per the terms of the Election Policies
  - b. Upon the accumulation of three (3) strikes, the Judiciary may assess whether a candidate(s) is to be disqualified

- c. The Judiciary shall have the power to disqualify the candidacy of a student should it feel that the candidate has acted recklessly negligent or willfully defiant in regards to the Elections and Campaign Policies, or any other applicable USG policy.
- d. A disqualification decision may be overturned by two-thirds of the voting members of senate.
- 5. Right to Appeal
  - a. All parties in a case shall have the right to appeal the decision to a panel consisting of the Chief Justice and two members of the EOC.
    - i. An appeal must be based upon new evidence.
    - ii. An undergraduate student shall have five hours from the time that the Judiciary releases its opinion to file an appeal.
    - iii. The decision of the panel of Chief Justice and two members of the EOC is final and is not allowed to be appealed or overturned.
- 6. Hearing Timeline
  - a. No Judicial hearing may be held during the voting period.

### **Section Six: Elections Resources**

- 1. The Undergraduate Student Government reserves the right to arrange campaign events, including, but not limited to, debates, candidate “meet-and-greets”, and candidate trainings. All such events shall be overseen by the Elections Oversight Committee.
- 2. The Student Organization Center shall provide, at no charge to the candidates, 500 copies to each president/vice president ticket, 300 copies to each Comptroller candidate, and 100 copies to each Senator candidate. Candidates may purchase more copies from the Student Organization Center at the standard rate. Additional purchases would go towards the financial cap stated in Section 3(8).
- 3. The Elections Oversight Committee and Judiciary shall be responsible for preparing and releasing an elections packet containing, but not limited to, the Elections and Campaign Policies, Declaration of Interest Form, Candidate Statement Form, Election and Posting Policy Acceptance Form, Copy Code Honor Form, Petition by Peers Form, Election Packet Checklist, elections timeline, and relevant position descriptions, pursuant to the aforementioned policies. This elections packet shall be released no later than the start of the semester in which the election is occurring.

### **Section Seven: Election Timeline**

- 1. Polls for the Undergraduate Student Government Spring 2017 Elections shall open on March 1<sup>st</sup> at 12:01 a.m.
- 2. Polls for the Undergraduate Student Government Spring 2017 Elections shall close on March 2<sup>nd</sup> at 11:59 p.m.
- 3. Election Results will be verified by the Advisor of the Undergraduate Student Government as well as the Chair of the EOC. Election results will be withheld until all judicial proceedings have concluded and Senate has had an opportunity to overturn any disqualification decision.

## **Posting, Tabling, and Canvassing Policies**

A document of compiled posting, tabling, and canvassing policies, as defined in Section Four of the Election and Campaign Policies, is available at [usg.uconn.edu](http://usg.uconn.edu), [vote.uconn.edu](http://vote.uconn.edu), and the USG Office Front Desk (SU 219). The document includes applicable policies for the Storrs Campus, and should be considered part of the Election and Campaign Policies. All candidates and campaigners must follow the policies contained in the available document.

While USG has made an effort to include all applicable policies, the compiled document available online is not necessarily comprehensive. Candidates and their campaigners should adhere to *any* relevant policy, regardless of its inclusion in the document.

## **USG Funded Event List**

A list of USG Sponsored Events is available at [usg.uconn.edu](http://usg.uconn.edu) and the USG Office Front Desk (SU 219). Pursuant to Section Three of the Election and Campaign Policies, campaigning at any event on this list, or within its immediate vicinity, is strictly prohibited. The list will be updated throughout the semester, so candidates and campaigners should check it regularly. The list provided by the EOC is intended to be comprehensive, but it may take time for recently scheduled events to be added. Therefore, if a candidate or campaigner thinks an event may be USG Funded, the candidate should contact the EOC at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu) for clarification.

## President Position Description

1. General USG Responsibilities
  - a. Represent the needs of the student body in a positive, professional and ethical manner
    - i. Collaborate with students, student organizations and their leaders to seek input for informed decision making
    - ii. Maintain effective working relationships with administrators, staff and faculty
    - iii. Build external relationships (e.g., state and local officials) to further student interests
  - b. Have a thorough understanding of the following documents:
    - i. Undergraduate Student Government Constitution and Bylaws
    - ii. Student Activities' Policies and Procedures for Tier III and Tier II Organizations
    - iii. USG's Funding Board Policies
    - iv. USG's Financial Operating Policies and Procedures
    - v. Robert's Rules of Order
  - c. Comply 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, including but not limited to:
    - i. Attend and actively participate in all Triad Leadership Program retreats, meetings, and other events
    - ii. Attend USG sponsored training (e.g., sexual harassment training)
    - iii. Meet with USG advisor on a weekly basis
2. Specific Presidential Duties
  - a. Ensure the overall effectiveness of USG and progress towards goals
    - i. Build an Executive Committee to help achieve the vision and mission of USG
    - ii. Maintain appropriate oversight of the fiscal affairs of USG
    - iii. Jointly supervise, train and evaluate professional office staff
    - iv. Mediate and dismantle inter-organizational conflicts
    - v. Appoint student representatives to USG and University committees
    - vi. Chair the Executive Committee and preside over weekly meetings
    - vii. Attend weekly Undergraduate Student Senate meetings held from 6:30pm to adjournment on Wednesdays and report on the activities and projects of the President
    - viii. Attend appropriate USG Committee meetings
    - ix. Serve on the University Senate (monthly 2-hour meetings)
    - x. Serve on the University Senate Executive Committee (biweekly 3-hour meetings)
    - xi. Assist the Comptroller in the creation of semester budgets
  - b. Monitor and support the activities of all USG Committees
    - i. Meet regularly with USG Committee Chairs
    - ii. Organize the reporting of committee activities and goals
    - iii. Mediate and dismantle internal conflicts
  - c. Maintain visibility, transparency, and open communication with the student body
    - i. Schedule, post, and keep weekly office hours (minimum of 3 hours per week)
    - ii. Check presidential email account regularly and promptly reply to all correspondence
    - iii. Deliver a State of the Campus address during each semester
    - iv. Utilize social media and other campus media resources to communicate with students
    - v. Speak at major University events, including the annual Convocation ceremony
3. Position Qualifications
  - a. Currently enrolled as an undergraduate student at the Storrs Campus and consequently, be subject to paying the Student Government Fee (a subset of the Student Activity Fee).
  - b. Must not be on any form of probation related to conduct, including University Probation, University Suspension, or University Expulsion, pursuant to The Student Code of Conduct
  - c. Must not be on any form of academic probation (including, but not limited to being subject to dismissal) during the time that they are seeking or holding this position. Academic probation is defined by the University Senate (University Senate Bylaws, Part II, Section E.15).
  - d. Elected by the student body
  - e. Excellent leadership, communication, and time management skills
  - f. Knowledgeable and passionate about the issues concerning the student body
4. Commitment
  - a. Unpaid, volunteer position
  - b. The President has a one-year term. The President Elect will shadow the outgoing President
  - c. Devote a minimum of 25 hours per week when school is in session as well as the summer break; hours vary as needed during other breaks
  - d. Must not hold any other office or employment that constitutes an unavoidable conflict of interest, in the form of scheduling constraints or fiscal responsibility.

## Vice President Position Description

### 1. General USG Responsibilities

- a. Represent the needs of the student body in a positive, professional and ethical manner
  - i. Collaborate with students, student organizations and their leaders to seek input for informed decision making
  - ii. Maintain effective working relationships with administrators, staff and faculty
  - iii. Build external relationships (e.g., state and local officials) to further student interests
- b. Have a thorough understanding of the following documents:
  - i. Undergraduate Student Government Constitution and Bylaws
  - ii. Student Activities' Policies and Procedures for Tier III and Tier II Organizations
  - iii. USG's Funding Board Policies
  - iv. USG's Financial Operating Policies and Procedures
  - v. Robert's Rules of Order
- c. Comply 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, including but not limited to:
  - i. Attend and actively participate in all Triad Leadership Program retreats, meetings, and other events
  - ii. Attend USG sponsored training (e.g., sexual harassment training)
  - iii. Meet with USG advisor on a weekly basis

### 2. Specific Vice Presidential Duties

- a. Ensure the overall effectiveness of USG and progress towards goals
  - i. Assist President with all administrative duties and assume duties of President in his/her absence
  - ii. Act as the liaison between the President and Committee Chairs
  - iii. Serve on the Executive Committee and attend the Committee's weekly meetings
  - iv. Attend weekly Undergraduate Student Senate meetings held from 6:30pm to adjournment on Wednesdays and report on the activities and projects of the Vice President
  - v. Attend appropriate USG Committee meetings
- b. Oversee the daily operations of USG, its office and the Student Organization Center (SOC)
  - i. Establish and maintain office and SOC policies
  - ii. Develop the necessary processes and tools for the Student Organization Center to better support student organizations
  - iii. Supervise, evaluate, hire and terminate all student employees
  - iv. Work to retain current senators, volunteers and student employees
- c. Maintain visibility, transparency, and open communication with the student body
  - i. Schedule, post, and keep weekly office hours (minimum of 3 hours per week)
  - ii. Check vice presidential email account regularly and promptly reply to all correspondence
  - iii. Utilize social media and other campus media resources to communicate with students

### 3. Position Qualifications

- a. Currently enrolled as an undergraduate student at the Storrs Campus and consequently, be subject to paying the Student Government Fee (a subset of the Student Activity Fee).
- b. Must not be on any form of probation related to conduct, including University Probation, University Suspension, or University Expulsion, pursuant to The Student Code of Conduct
- c. Must not be on any form of academic probation (including, but not limited to being subject to dismissal) during the time that they are seeking or holding this position. Academic probation is defined by the University Senate (University Senate Bylaws, Part II, Section E.15).
- d. Elected by the student body
- e. Excellent leadership, communication, and time management skills
- f. Knowledgeable and passionate about the issues concerning the student body

### 4. Commitment

- a. Unpaid, volunteer position
- b. The Vice President has a one-year term. The Vice President Elect will shadow the outgoing Vice President.
- c. Devote a minimum of 25 hours per week when school is in session; hours vary as needed during breaks
- d. Must not hold any other office or employment that constitutes an unavoidable conflict of interest, in the form of scheduling constraints or fiscal responsibility.

# Comptroller Position Description

1. General USG Responsibilities
  - a. Represent the needs of the student body in a positive, professional and ethical manner
    - i. Collaborate with students, student organizations and their leaders to seek input for informed decision making
    - ii. Maintain effective working relationships with administrators, staff and faculty
    - iii. Build external relationships (e.g., state and local officials) to further student interests
  - b. Have a thorough understanding of the following documents:
    - i. Undergraduate Student Government Constitution and Bylaws
    - ii. Student Activities' Policies and Procedures for Tier III and Tier II Organizations
    - iii. USG's Funding Board Policies
    - iv. USG's Financial Operating Policies and Procedures
    - v. Robert's Rules of Order
  - c. Comply 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, including but not limited to:
    - i. Attend and actively participate in all Triad Leadership Program retreats, meetings, and other events
    - ii. Attend USG sponsored training (e.g., sexual harassment training)
    - iii. Meet regularly with the Student Activities Business Office Financial Manager and other members of the USG Advising and Resource Team member
2. Specific Comptroller Duties
  - a. Oversee USG's financial matters and ensure that all expenditures are in accordance with USG, Student Activities, and University policy and any applicable laws and regulations
    - i. Create USG's semesterly budget with the assistance of the President
    - ii. Prepare timely budget projections and analyses, analyze fiscal impact of various policy options and/or new programs; make recommendations for improved cost effectiveness and budget utilization
    - iii. Supervise the maintenance of all financial records, budget control, inventory control, and internal record keeping and sign financial documents required for normal business activities
    - iv. Prepare and/or approve reports as appropriate to meet USG, Student Activities, and University requirements
    - v. Collaborate with University staff engaged in general accounting and bookkeeping functions
    - vi. Monitor approved budget and authorize expenditures within USG and Student Activity guidelines
    - vii. Serve as a resource regarding fiscal matters and in resolving fiscal problems for USG committees
    - viii. Establish and implement USG's Financial Operating Policies and Procedures and make changes as needed to improve efficiency or effectiveness
    - ix. Serve as Chair of the Appeals Board
  - b. Ensure the overall effectiveness of USG and progress towards goals
    - i. Collaborate with the Funding Board Chair on financial and procedural matters pertaining to USG Funding
    - ii. Regularly make an active effort to communicate budget matters to all members of the student government
    - iii. Assist the President in administrative duties
    - iv. Serve on the Executive Committee and attend the Committee's weekly meetings
    - v. Assist Senators during the Legislative Request process.
    - vi. Attend biweekly Undergraduate Student Senate meetings held from 6:00pm to adjournment on Wednesdays and report on the activities and projects of the Comptroller
3. Position Qualifications
  - a. Registered degree-seeking, student fee-paying, undergraduate student at Storrs
  - b. Remain in good academic standing, defined as not being on academic probation for two consecutive semesters
  - c. Elected by the student body
  - d. Knowledgeable and passionate about the issues concerning the student body
  - e. Excellent leadership, communication, time management skills and pays close attention to detail
  - f. Good basic mathematics, accounting, and/or financial skills
4. Commitment
  - a. Unpaid, volunteer position
  - b. The Comptroller has a one-year term. The Comptroller Elect will shadow the outgoing Comptroller.
  - c. Devote a minimum of 15-20 hours per week when school is in session; hours vary as needed during breaks
5. Learning Opportunities
  - a. Interact with diverse groups on campus
  - b. Learn and practice leadership skills such as verbal and written communication, delegation, goal setting, dealing with adversity, budgeting and programming
  - c. Develop an understanding of finances as it pertains to organizations or small business
  - d. Interact with UConn Board of Trustees, administration, faculty and other committees
  - e. Participate in leadership seminars

## Senator Position Description

1. General USG Responsibilities
  - a. Represent the needs of the student body in a positive, professional and ethical manner
    - i. Collaborate with students and student organizations to seek input for informed decision making
    - ii. Maintain effective working relationships with administrators, staff and faculty
    - iii. Build external relationships (e.g., state and local officials) to further student interests
  - b. Have a thorough understanding of the following documents:
    - i. Undergraduate Student Government Constitution and Bylaws
    - ii. USG's Funding Board Policies
    - iii. Robert's Rules of Order
2. Senator Specific Duties
  - a. Represent the interests and advocate on behalf of the specific represented constituency or council, as well as the student body as a whole:
    - i. Actively seek the views and input of the student constituents
    - ii. Be available and accessible to constituents
    - iii. Establish and maintain frequent contact with constituent population using at least one of the following methods:
      1. Operating a page on a social media website, or
      2. Holding regular constituency meetings
    - iv. Motivate and involve constituents on issues pertinent to students' quality of education and quality of life at UConn
    - v. Select a specific area of interest, and work tirelessly on advancing that focus for the benefit of the student body
    - vi. Work with fellow Senators to advance legislation reflecting the interests of their constituents and the entire student body
  - b. Be an active and enthusiastic member of Senate and USG as a whole
    - i. Attend and actively participate in weekly Senate meetings held from 6:30pm to adjournment on Wednesdays (classes and work shall be planned accordingly)
    - ii. Passionately advocate for constituent concerns in Senate deliberations
    - iii. Schedule and attend regular office hours in the USG Office
    - iv. Serve on at least one standing USG Committee (weekly one-hour meeting)
    - v. Read the agenda, minutes and legislation prior to all Senate meetings and be prepared to discuss and vote on pertinent issues
    - vi. Attend and actively participate in all required USG training and development programs, including:
      1. Senator Orientation in the beginning of each semester organized by the Speaker
      2. USG Retreats in the beginning of each semester organized by the elected officers and USG's advisor
    - vii. Be actively involved in USG sponsored programs and events
3. Position Qualifications
  - a. Currently enrolled as an undergraduate student at the Storrs Campus and consequently, be subject to paying the Student Government Fee (a subset of the Student Activity Fee).
  - b. Must not be on any form of probation related to conduct, including University Probation, University Suspension, or University Expulsion, pursuant to The Student Code of Conduct
  - c. Must not be on any form of academic probation (including, but not limited to being subject to dismissal) during the time that they are seeking or holding this position. Academic probation is defined by the University Senate (University Senate Bylaws, Part II, Section E.15).
  - d. Must reside in their respective constituency, be a member of their college or school, or be a member of their class at the time of election (i.e., Alumni Senator must live in Alumni)
  - e. Elected by the constituents they are representing
  - f. Ability to relate effectively with a variety of individuals
  - g. Excellent leadership, communication, and time management skills
  - h. Knowledgeable and passionate about the issues concerning the student body
4. Commitment
  - a. Unpaid, volunteer position
  - b. Serve a one-year term. Residential and Commuter Senators will be elected in the fall semester, and begin their term at that time. Open College Senator seats will be up for election in fall, but those elected and sworn-in must run again in spring elections.
  - c. Devote approximately 7-10 hours per week when school is in session, including at least one office hour per week; hours vary as needed during breaks
5. Learning Opportunities
  - a. Develop skills in parliamentary procedure, decision making/critical analysis, goal setting, communication, delegation, dealing with adversity, budgeting and programming
  - b. Interact with diverse groups on campus
  - c. Interact with UConn Board of Trustees, administration, faculty and other committees

## Standing Committee Description

All Senators must serve on a standing committee. Descriptions of the committees can be found below. Committee assignments will be made following the inauguration of the Senators for 2017-2018 academic year.

*Note: You do not have to be elected to serve on a committee. If you wish to join a committee, you may attend any listed meetings, or go to [usg.uconn.edu](http://usg.uconn.edu) for more information.*

### **Academic Affairs**

The Academic Affairs Committee is responsible for taking action on academic issues such as advising, textbooks, faculty evaluations, course requirements and academic integrity. The Committee also distributes free study materials to students during final exams in an effort to foster academic achievement. The members of the committee have a close relationship with both administrators and students, making effective change a habit.

### **External Affairs**

The External Affairs Committee acts as the advocates for students to local, state, and national policy makers. The Committee works on issues such as rising tuition and fees, representing student interest in the Town of Mansfield, and lobbying state legislators.

### **Funding Board**

The Funding Board is the committee that handles appropriating funds to undergraduate student groups. This committee works closely with all of the student groups on campus. The members find ways to help students acquire funds in accordance with USG policies, acts, and regulations, as well as any applicable State laws and University policies.

### **Student Development**

The Student Development Committee is dedicated to the cultures brought to campus by students and the overarching spirit of UConn. In order to cultivate a deep sense of pride that extends beyond a student's tenure at this University, Student Development works to help students realize the importance of diversity, sports and interest clubs, and continued work for social education on campus. Advocacy work concentrates on increased visibility of the students associated with these groups and issues as well as campaigns for university consciousness in relation to them.

### **Student Services**

The Student Services Committee is responsible for the advocacy of student quality of life issues relating to health, dining, recreation, housing, transportation, and safety. The Committee has previously worked to get Wi-Fi installed in the Student Recreation Center and adjusted dining hall hours to better fit students' schedules.

### **Programs Oversight**

The Programs Oversight Committee is charged with building and offering resources that benefit the entire campus. We are ever growing and expanding in the services that we provide, such as the New York Times Readership program and the Wall Street Journal program, and working with Tier-II organizations through the SOC. The USG Programs Office is responsible for spinning off many of the major student-run organizations around campus today, such as RHA (The Residence Hall Association), SUBOG (Student Union Board of Governors), and the Daily Campus. As a new committee we have incredible potential in benefiting the greater UConn student body.

## Election and Posting Policy Acceptance Form

By signing this document, you accept that all campaign conduct and paraphernalia is subject to the rules presented in the Election and Campaign Policies (included in this packet), all applicable posting, tabling, and canvassing policies (available at [usg.uconn.edu](http://usg.uconn.edu)), and any other relevant policies or procedures of the Undergraduate Student Government, including the USG Constitution and By-Laws. Any campaign conduct and paraphernalia that you think may be questionable should be presented to a member of the Judiciary or Elections Oversight Committee to ascertain its appropriateness. All rules shall be enforced as per the policies in this packet with consequences as laid out in the same.

By signing this document, you also acknowledge that you understand the description and commitments of the position that you seek.

***I agree to and understand the Undergraduate Student Government Election and Campaign Policies, and associated posting, tabling, and canvassing policies.***

***I acknowledge that I have kept a copy of the aforementioned policies for my personal reference.***

***I have read and understand the description and commitments of the position that I am seeking.***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Candidate #2 (for presidential tickets only)***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Copy Code Honor Form

Per the Undergraduate Student Government Election and Campaign Policies, it is illegal to use your own or any other person's USG Copy Code for the copy machine in the USG Office to benefit your own or any other person's campaign. It is also illegal to use your own or any other person's or group's USG Computer Account for the benefit of your own or any other person's campaign. All campaign copying funded by USG must be conducted in the Student Organization Center, by the SOC Staff. In order to be in compliance with these rules, all candidates must sign this honor code.

***I agree not to use a USG Copy Code or USG Computer Account for any purpose related to campaigning in the Undergraduate Student Government Spring 2017 Election.***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Candidate #2 (for presidential tickets only)***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Candidate Statement Form

Use the space below to compose, in 100 words or less, a candidate statement. This statement will be shown on the election ballot, and is most commonly used to convince your constituents to vote for you.

To be eligible to appear on the ballot, you must also send an electronic copy of this statement and an excel list of all NetIDs on your petition (page 19) to [judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu) by Friday, February 10, 2017 at 12:00pm. **The statement must be in the .doc, .docx, or .txt format, and the NetID list in the .xls or .xlsx format. Both files must have a filename of "[Candidate's Name][NetIDs/Statement]". The email should have a subject line of "[Candidate's Name]/[Position Sought]".**

You must also sign a statement below to formally affirm your wish to seek an elected position in the Undergraduate Student Government.

*Place Candidate Statement here:*

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***I hereby declare my candidacy for the position in the Undergraduate Student Government, University of Connecticut that is listed below.***

Printed Name: \_\_\_\_\_

Position Sought: \_\_\_\_\_ Constituency: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Candidate #2 (for presidential tickets only)***

Printed Name: \_\_\_\_\_

Position Sought: \_\_\_\_\_ Constituency: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Election Packet Checklist

- ☐ I have completed all required elements in this packet and understand that a failure to do so may result in my disqualification as a candidate.
- ☐ I have sent an email to [judiciary@usg.uconn.edu](mailto:judiciary@usg.uconn.edu) with my Candidate Statement and my petition's NetIDs, and have followed the guidelines for correct file extensions and subject name.
- ☐ I have completed and signed the Candidate Statement Form.
- ☐ I have collected the minimum number of signatures for the position I am seeking, have ensured that there is a valid NetID associated with each signature, and have attached all signature pages to this packet.
- ☐ I have read and signed the Election and Posting Policy Acceptance Form.
- ☐ I have read and signed the Copy Code Honor Form.
- ☐ I have read, completed and signed the Election Packet Checklist.
- ☐ I have a copy of the Election and Campaign Policies and its associated posting, tabling, and canvassing policies for reference.

***I understand that I am responsible for turning in a complete Spring 2017 Elections Packet and completing all tasks on this checklist no later than Friday, February 10, 2017 at 12:00 p.m., and that the completed Elections Packet should be turned into the Undergraduate Student Government Office (Student Union, Room 219) by that time.***

***I understand that it is my responsibility to ensure that all items have been submitted following the guidelines laid out in this Elections Packet and that failure to submit all items will prohibit my entry into the Spring 2017 Elections.***

***I agree to and understand the stated rules, including the Election and Campaign Policies, relevant sections of the USG Constitution and Bylaws, and any other applicable USG, University, state, or national policy or law.***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Candidate #2 (for presidential tickets only)***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_