



# University of Connecticut at Storrs Undergraduate Student Government Election Packet - Spring 2019

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, with an annual budget of approximately \$1.4 million. The primary duties of USG include allocating that money to different student groups and other initiatives, representing the student body to the administration, town, and state, and assisting in the development of, and spearheading 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, as well as 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 Committee at [eoc@usg.uconn.edu](mailto:eoc@usg.uconn.edu)

# Table of Contents

Open Positions - 2

Elections Timeline - 3

USG and Committee Descriptions - 4

Position Descriptions - 5

Election and Campaign Policies - 7

Forms - 11

# Open Positions for Spring 2019

Calculated based on [Section 1b of the Election and Campaign Policies](#)

## Executive Positions

- President/Vice-President - 1
- Comptroller - 1

## Academic Seats

- ACES Senators - 4
- CAHNR Senators - 4
- Business Senators - 4
- Education Senators - 1
- Engineering Senators - 5
- Fine Arts Senators - 2
- CLAS Senators - 9
- Nursing Senators - 2
- Pharmacy Senators - 1
- Ratcliff Hicks Senators - 1

## At Large Seats

- Multicultural and Diversity Senators - 2

# Elections Timeline

Wednesday, November 28th

- Senate session to approve election packets

Week of January 28th

- Candidate Info Session

Friday, February 8th

- Intent to Run forms for executive positions due at noon

Friday, February 15th

- Final Elections Packets due at noon

Week of February 25th

- Debate for USG executive positions and Trustee

Tuesday, March 5th

- Voting opens at noon

Thursday, March 7th

- Voting closes at noon

## The Undergraduate Student Government

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, Chiefs 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, Deputy Speaker, Parliamentarian, and any other persons that may be agreed to by senate resolution as a leader of the body. Senators are members of the legislative branch and vote on the most 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 judicial branch is responsible for resolving conflicts within the Undergraduate Student Government.

The standing committees of the Undergraduate Student Government are all charged with advocating for the undergraduate student body. Each committee has a different focus.

Here are the standing committee descriptions:

**Academic Affairs: Tuesdays Tuesdays 5 PM - 6 PM**

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: Fridays 3 PM - 4 PM**

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.

**Student Development: Thursdays 5 PM - 6 PM**

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: Mondays 6 PM - 7 PM**

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.

# Position Descriptions

## Senator

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 the spring.
  - c. Devote approximately 7-10 hours per week when school is in session, including at least one office hour per week;
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
  - d. Participate in leadership seminars
  - e. Improve public speaking skills
  - f. Gain understanding of the structure of a public university

## President

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

### 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

- 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
    - f. Improve public speaking skills
    - g. Gain understanding of the structure of a public university

## **Election and Campaign Policies**

You can find all election and campaign policies at <https://usg.uconn.edu/governing-documents/> by clicking on the bylaws link. From there you are required to read BYLAW XVIII, Election Policies, starting on page 22 before conducting any campaigning.

## Forms

You can find the forms that you need to fill out at this website:

<https://goo.g 20N8111/forms/KhrUMKGaD2d9OsHI2>



## Petition by Peers

You can find a sample copy of the Petition by Peers and upload your copy at this website:

<https://goo.gl/forms/4FRP0wWseoCyrZ6E3>

