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 & Outreach Commissioner at eoc@usg.uconn.edu or refer to vote.uconn.edu for further updated information.
Table of Contents

Open Positions - 2
Elections Timeline - 3
USG and Committee Descriptions - 4
Position Descriptions - 5
Election and Campaign Policies - 8
Forms - 9
Open Positions for Fall 2019

Calculated based on Section 1b of the Election and Campaign Policies
Note: This packet has the most up to date information about position openings

Executive Positions
● President/Vice-President - 1
● Comptroller - 1

Academic Seats (Term ends Spring 2021)
● 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 (Term ends Spring 2021)
● Multicultural and Diversity Senators - 7

Residential Seats (Term ends Fall 2020)
● Busby Suites- 1
● Charter Oak Apartments Senators - 1
● Commuter Senators - 5
● Hilltop Apartments Senators - 2
● Hilltop Halls Senators - 1
● Husky Village Senators - 1
● McMahon Senators - 2
● North Senators - 2
Elections Timeline

Thursday, December 12
● Election packet available on vote.uconn.edu

Tuesday, January 21 (first day of classes)
● Date for candidate info session and debate available on vote.uconn.edu

Week of January 27 (date and time TBA)
● Candidate information session

Friday, February 7
● Intent to run form due

Friday, February 14
● Petition by Peers Due by Noon

Thursday, February 20 - Friday, February 21
● Candidate photo shoots

Week of February 24 (date and time TBA)
● Official Storrs President/VP debate

Important Dates

Monday, March 3 at noon - Wednesday, March 5 at noon
● Voting polls are open!

Friday, March 6
● Election results emailed (pending appeals)
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, and play an essential role in maintaining relationships with faculty, staff, and administrators. Each committee has a different focus, and all undergraduate students are strongly encouraged to join any committee(s) that peaks their interests. If you are interested in joining a committee, we recommend that you email the respective committee chairperson for more information.

Here are the standing committee descriptions:

**Academic Affairs: Tuesdays 6 PM - 7 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.
Chairwoman Mansi Chapatwala: academicaffairs@usg.uconn.edu

**External Affairs: Wednesdays 4 PM- 5 PM**
The External Affairs Committee advocates for students to local, state, and national policymakers. The Committee works on issues such as rising tuition and fees, representing student interest in the Town of Mansfield, and lobbying state legislators. Chairman Damani Douglas: externalaffairs@usg.uconn.edu

Student Development: Mondays 7 PM - 8PM

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. Chairwoman Alexandra Aponte: studentdevelopment@usg.uconn.edu

Student Services: Thursdays 7-8 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. Chairman Derek Pan: studentservices@usg.uconn.edu

Position Description

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

6. Commitment to Inclusivity
   a. USG strives to adequately represent all undergraduate students, no matter their background including but not limited to gender, race, sexuality, etc.
   b. Senators play a key role in promoting the inclusion of all constituents, and it is their duty to uphold themselves and other senators to the highest standards of ensuring that all undergraduate students feel welcome and advocated for
   c. Senators are strongly encouraged to familiarize themselves with the various cultural programs, initiatives, and centers on campus and attend programming focused around diversity, inclusion, and cultural awareness

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.

Intent to Run Form

Please check back for link to intent to run form! Will be updated ASAP

Petition by Peers

You will receive an event code via email once you submit an intent to run form in which you will use to collect signatures for your petition by peers. You must enter your event code into the Campus Labs app (make sure you have it downloaded on your mobile phone!), and scan constituents in using the unique QR code that is assigned to them on UConntact, (found under the event pass section). You are required to collect 50 “signatures” (one scan counts as one signature) from undergraduate students, and at least 10 out of the 50 signatures must be from your constituency. (ex. if you are running for Hilltop Apartments Senator, then at least 10 of the people who signs your petition must be residents of Hilltop Apartments). It is recommended
that you try to get more than 50 signatures in the event that any signatures are invalid. **The petition of peers form is due by Friday, March 14.** It is imperative that you have your signatures in by this date, as it will affect your eligibility if you do not submit it on time. Questions or need support? Contact the EOC at eoc@usg.uconn.edu

### Candidate Checklist

- Attend the information session, date and time TBA. (optional, but heavily encouraged for new senators and P/VP candidates)
- Submit intent to run form by Friday, February 7
- Collect 50 signatures through UConntact for the petition by peers (signatures due by 2/14 at noon)