OFFICER ELECTIONS 2019/2020 PACKET

ELIGIBILITY

Per SGA Constitution, Article VI, to be eligible to run for an officer position, an individual must:

(i) Be a member of The Association at the time of nomination, and term of office.
(ii) Maintain a minimum GPA of 2.5 (current semester and cumulative) at all times during their time in office.
(iii) Have been a member of the Senate for the designated amount of time:

1) For the positions of President, Vice President, and Chief Financial Officer the individual must be a member for two semesters (including the current semester)
2) For the positions of Chief Administrative Officer the individual must be a member for one semester (including the current semester)
3) Exceptions to this may be considered if no senators meet this requirement, and it is approved by the Senate.

HOW TO RUN FOR A POSITION

At the GSM, on a given date, the floor will be open for officer position nominations. Other senators are able to nominate you for a position or you may nominate yourself. You can either accept or decline your nomination. If you accept your nomination, a check will be done to ensure you meet the SGA requirements, per the constitution, to run for that position. A nomination closing date and time will be set.

If someone would like to submit a nomination who is not able to attend this GSM meeting, they will need to submit their nomination to stamfordsga-president@uconn.edu before the nomination closing date at time.
WHAT YOU NEED TO SUBMIT

1. Full Name - By February 15th
2. Short Bio - By February 15th
3. Picture - By February 15th

February 15th is a HARD deadline.

ELECTION TIME

Elections will be open from March 5, 2019 to March 7, 2019. Any undergraduate Stamford, fee-paying, student is able to vote, once per each officer position. Elections will be held through vote.uconn.edu.

DESCRIPTION OF OFFICER POSITIONS AND DUTIES

President Position:

As president of SGA you are the liaison between the student body and faculty. You run the weekly General Senate Meetings and ensure the organization and it’s team members operate smoothly. As President, aside from the general senate meeting, you also hold a weekly officers meeting, attend the financial committee meeting, and have a one-on-one with our organization advisor.

Duties per constitution:

(a) To call regular and special (emergency) meetings of The Association
(b) To supervise all elections pertaining to The Association
(c) To initiate and maintain communication and active discussion with other branches of the University of Connecticut
(d) To serve as The Association’s primary media contact
(e) To vote only in case of a tie, or when their vote will result in a tie vote

(f) To appoint members of The Association to The Senate with simple majority approval of The Senate when permitted by the Constitution and Bylaws of The Association

(g) To make reasonable efforts to ensure that Officers carry out their designated duties properly, promptly, and fully

(h) To be one of two students authorized to sign checks for The Association, and to help to select the other student whose name will appear on the signature card.

(i) To Chair regular meetings with the Officers; held at a mutually convenient time

(j) To serve as a voting member of the Finance Committee

**Vice President Position:**

As Vice President, you will be responsible for overseeing the Directors of Event Programming and the development of the semester’s Event Schedule. It will be your job to ensure that the Directors have the tools, guidance, and assistance necessary to perform their jobs. You will hold a weekly meeting with the Directors, attend the Officers’ meeting, and have a one-on-one with organization advisor

**Duties per constitution:**

(a) To Function in place of the President and assume the duties of the President in their absence

(b) To oversee all Programming Committees and their Directors, and to attend at least one meeting per month per committee

(c) To appoint Directors of Programming Committees with approval of the Senate, by the process stated in the By-laws of The Association.

(d) Hold regular meetings with all Programing Committee Directors at a mutually convenient time

(e) To initiate and maintain communication and active discussion with other branches of The University of Connecticut

(f) To ensure that all Programming Committees are adequately staffed and to assign available Senators to Programming Committees. In the case that any Programming Committee does not have enough members to carry out the Committee’s duty to The Association
(g) To make reasonable efforts to ensure that Programming Committees carry out their designated duties properly, promptly, and fully

**Chief Administrative Officer Position:**

As Chief Administrative Officer, your job is to assist in the clear communication of important information from the officers to the Senate and student body, as well as prepare and update the meeting minutes for the General Senate meeting each week. The CAO is responsible for weekly announcements, bulletins, and emails, keeping the UConntact roster up to date, and processing senator applications.

**Duties per constitution:**

(a) To preside over the Generate Senate meeting in place of the President and Vice President in their absence
(b) To keep, distribute, and make publicly available to The Association, minutes of all official senate and committee meetings
(c) To post, in a public place, all major documents pertinent to the functioning of the SGA; these include, but are not limited to, The Constitution and The Bylaws.
(d) To handle correspondence concerning The Association.
(e) To make reasonable efforts to ensure that Senators carry out their designated duties properly, promptly, and fully
(f) To publish and distribute minutes of regular Senate meetings within 48 hours of adjournment
(g) To provide supplies for the organization at the beginning of each semester, and as needed throughout the semester

**Chief Financial Officer Position:**

As Chief Financial Officer, you will be responsible for updating the financial statistics of the organization, with student advisor, chair the weekly Finance committee meetings, and present financially related information to the Senators and student body at general senate meetings.
Duties per constitution:

(a) To oversee all funding provided to and spent by The Association
(b) To petition to authorize or deny requests for money to be drawn from The Association’s financial sources
(c) To maintain The Association’s financial sources and accounts
(d) To maintain a record of all expenditures and receipts pertaining to clubs funded by The Association
(e) To provide access to The Association’s financial records to any member of The Association within a reasonable period of time after receiving a request for this information
(f) To compile a comprehensive budget report at the end of their term of service for review by the Senate
(g) To submit a bi-weekly report on all pertinent Association expenditures and deposits to the officers
(h) To submit a bi-weekly report on the status of The Association’s finances to The Senate
(i) To be one of two students authorized to sign checks for The Association, and to help to select the other student whose name will appear on the signature card.
(j) To chair the Finance Committee