

Stamford Student Government Association

Election Guide and Campaign Rules



SGA Mission

The SGA is the undergraduate governing body for the Stamford campus. The purpose of SGA is to coordinate event programming on campus, represent and act in the interests of the student body, act as a liaison between the administration and students, and oversee the expenditure of the student activity fee.

Open Positions

President

Vice President

Chief Administrative Officer

Chief Financial Officer

Term of Office:

Term of Office will begin on April 28, 2022 and will end at the final General Senate Meeting in the Spring 2023.

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Welcome

Thank you for your interest in joining the Student Government Association (SGA) at the University of Connecticut- Stamford Campus. SGA is a Tier III (Student Fee Funded Organization). The Association works in the best interests of the Campus community by managing funds, holding events and supervising student activities. In this packet, you will find a description of the code of conduct, a description of the different positions that you can run for, rules and regulations governing the elections for those seats, and a series of forms that you must complete to appear on the ballot. If you have any questions, comments, or concerns, feel free to reach out to the President at StamfordSGA-President@uconn.edu.

Election Process

General info

Regular elections will occur in conjunction with the University's Joint Elections timeline each spring semester for the following academic year. Election of Officers will be by the Association at large. A plurality of the voting body will elect the individual to office. The election will be run using software provided by the Student Activities Department and is available for students to access and will be conducted on vote.uconn.edu.

What you will need to submit

All candidates will need to submit a profile to be included on the voting site. The profile will include Candidates Full Name, a Short Bio/campaign statement, and a photo.

2022 Timeline

2/3/22

Election Packet Released

This contains a general overview of Student Government at large, information on candidates' positions and responsibilities, and a summary of how each role functions within the organization. This will be given to all students interested in running for a position.

2/3-2/10/2022

Nomination Period

Officers or Senators nominate students for open positions during the General Senate Meeting.

2/14/2022 Noon

Candidate profiles due

Candidates must submit their full name, a short bio, and a headshot to the President.

2/14-3-3/2022

Campaigning Period

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Candidates may reach out to students and promote their campaign during this week. Please note campaigning is not required. All candidates must use the guidelines provided in this packet.

3/1 noon – 3/3/22 noon **Voting Period**

This is the period when elections start and end. There will be no extension or last-minute additions added to the ballot during this time. All candidates are final.

3/4/22 noon **Campaign Financial Statement and Campaign Roster Due**

All campaign staff and expenses used and during a campaign will be required to be reported and submitted to EOC on this date. Failure to turn these reports in, **even if no expenses or were incurred, or no campaign staff was created,** failure to turn in an accurate report will result in candidate disqualification.

3/4/22 noon **Election Violation Reporting Deadline**

Concerns or queries must be raised regarding violations during this time and submitted to the President. If the concern or query requires immediate action and discussion, the Election Rules Committee and the President will meet to deliberate on the matter during this time and release their decision.

Eligibility requirements

President, Vice President, Chief Financial Officer

- Be a member of the Association at the time of nomination and during their term in office
- Maintain a minimum GPA of 2.5 (current semester and cumulative) at the time of nomination and at all times during their time in office
- individual must have been a member of the Senate or serve as a Stamford Tier-II RSO leader (President, Vice President, Secretary, or Treasurer) for at least two semesters.

Chief Administrative Officer

- Be a member of the Association at the time of nomination and during their term in office
- Maintain a minimum GPA of 2.5 (current semester and cumulative) at the time of nomination and at all times during their time in office
- individual must have been a member of the Senate or serve as a Stamford Tier-II RSO leader (President, Vice President, Secretary, or Treasurer) for at least one semester.

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Members of the Association Defined

Article III. Membership Section 3.01 of the SGA constitution defines: The Association shall consist of all those who have paid a student activity fee to the Stamford Campus as part of the University's fee bill.

Additional information

Full details of the Eligibility requirements can be found in the SGA Constitution Article VIII. Officers

Officer Responsibilities

All officers

- To interact and communicate frequently and freely with the Campus's administration
- To oversee the recruitment, retention, and training of new Senators in coordination
- To meet with the other Officers on a regular basis
- To promote all activities and initiatives of the Association
- To oversee regular and timely publication of Association information
- To publicize, initiate, and react to situations that affect the student body and may be created by outside forces
- To poll the student body to better understand and serve the interests of the Association
- To train the incoming Officers in their respective responsibilities

President

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 its 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 the Constitution:

- To call regular and special meetings of the Senate and the Association
- To supervise all elections pertaining to the Association
- To initiate and maintain communication and active discussion with other campuses of the University of Connecticut
- To serve as the Association's primary media contact
- To vote only in the case of a tie, or when their vote will result in a tie vote
- To make reasonable efforts to ensure that Officers carry out their designated duties properly, promptly, and fully
- To be one of two students authorized to sign checks for the Association
- To chair regular meetings with the Officers, held at a mutually convenient time
- To serve as a voting member of the Finance Committee
- To work with the Chief Financial Officer in preparing for and presenting at the annual budget hearing to the Student Fee Advisory Committee
- To handle correspondence concerning The Association



Vice President

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 the organization advisor

Duties Per the Constitution:

- To function in place of the President and assume the duties of the President in their absence
- To oversee all Programming Committees and their Directors, and to attend at least one meeting per month per committee
- To appoint Directors of Programming Committees with approval of the Senate, by the process stated in the Bylaws
- To hold regular meetings with all Directors at a mutually convenient time
- To initiate and maintain communication and active discussion with other campuses of the University of Connecticut
- To ensure that all Programming Committees are adequately staffed
- To make reasonable efforts to ensure that Programming Committees carry out their designated duties properly, promptly, and fully
- To chair the Senate Review Committee

CFO

As Chief Financial Officer, you will be responsible for updating the financial statistics of the organization, with the student advisors, chairing the weekly Finance committee meetings, and presenting financially related information to the Senators and student body at general senate meetings.

Duties Per the Constitution:

- To oversee all funding provided to and spent by the Association
- To propose motions to authorize or deny requests for money to be drawn from the Association's funds.
- To maintain the Association's financial sources and accounts
- To maintain a record of all expenditures and receipts pertaining to Registered Student Organizations funded by the Association
- To provide access to the Association's financial records to any member of the Association upon request within a reasonable period of time
- To compile a comprehensive budget report at the end of their term of service for review by the Senate
- To submit a bi-weekly report on all pertinent Association expenditures and deposits to the Officers
- To submit a bi-weekly report on the status of the Association's finances to the Senate
- To be one of two students authorized to sign checks for the Association
- To work with the President in preparing for and presenting at the annual budget hearing to the Student Fee Advisory Committee
- To chair the Finance Committee

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CAO

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 UConn contact roster up to date, and processing senator applications.

Duties Per the Constitution:

- To preside over the General Senate Meeting in place of the President and Vice President in their absence
- To appoint members of the Association to the Senate with simple majority approval of the Senate when permitted by the Constitution and the Bylaws
- To keep, distribute, and make publicly available to the Association minutes of all official Senate and committee meetings
- To post, in a public place, all major documents pertinent to the functioning of SGA
- To handle correspondence concerning the Association
- To make reasonable efforts to ensure that Senators carry out their designated duties properly, promptly, and fully
- To publish and distribute minutes of General Senate Meetings within 48 hours of adjournment
- To provide supplies for the organization at the beginning of each semester, and as needed throughout the semester

Election Oversight

Election Commissioner

The President will have the responsibility of Election Commissioner and will form a Special Committee for Election Oversight. In the event the President themselves is a candidate, the Senate shall appoint another member of the Association to serve as Election Commissioner. The Election Commissioner will chair the Election Oversight Committee and will be the primary individual responsible for addressing questions and concerns related to the election and campaigning.

Election Oversight Committee

The Election Oversight Committee is comprised of 5 members (minimum), in addition to the Advisor (non-voting), and Chaired by the Election Commissioner. Members of the committee must be current members of the association who are not running in the current election.

The members of the committee will be recruited from the association at large. They will be recommended by the Election Commissioner, and officially approved by the SGA Senate. The committee will be formed no later than the close of the officer nomination for the current election cycle.

The Committee is charged with the following responsibilities:

- Confirming eligibility of all candidates.
- Publicizing the election
- Reviewing any alleged campaign infractions and making appropriate determination of outcome.
- Certifying the results of the election.
- Reviewing and making recommendations for changes to the election rules/process.

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Campaign Activities & Staff

Campaign activity is defined as soliciting support for a campaign on behalf of one's self or another. All candidates, and those working for or on behalf of any candidates for office, must adhere to the following policies and rules. **Failure to disclose or adhere to the policies may result in disqualification** from the election at the discretion of the EOC.

Official members of a candidate's campaign are individuals who have an active role in the campaign and maintain consistent communication with the candidate. Candidates must disclose the name and role of each member of their Campaign Staff. Names and roles of the Campaign Staff will be reported to the Election Commissioner by the stated deadline.

Campaign Rules

Advertising/Printing

- Emails to official campus and university listservs are not allowed (except for use of the Stamford E-Bulletin Please use this website for instructions: [https://studentactivities.stamford.uconn.edu/stamfordbulletin/.](https://studentactivities.stamford.uconn.edu/stamfordbulletin/))
- Students are allowed to campaign on their own personal social media.
- Use of the SGA Canva Account is permitted if requested by the candidate. Reach out to stamfordsga-president@uconn.edu
- Printing: Stamford Student Activities will allow each candidate to print up to 50 sheets of paper for their election campaign. Additional flyers/posters will be at the campaign's expense and done outside of Student Activities.

Campaigning in the main academic building

Campaigning should never interrupt the academic priorities of the campus.

Campaigning in classrooms is allowed as long as it doesn't interfere with the class, and permission is given by the Professor.

Campaigning in the Library is allowed if students respect the space of the students and the policies of UConn Stamford Library.

Campaigning/tabling in the Concourse

Tables for campaigning must be submitted and approved prior to the campaigning date. Use the following link to reserve a table: [https://studentactivities.stamford.uconn.edu/rso-resources/.](https://studentactivities.stamford.uconn.edu/rso-resources/) (Please select the SGA as the Sponsoring organization, and include the Candidates name in the Event title)

Campaigning in the Residence Hall

For information regarding posting policies and canvassing policies in the residence halls please refer to [https://reslife.uconn.edu/policies/.](https://reslife.uconn.edu/policies/)

Student Code of Conduct

Students must follow the UConn community standards of the student code. More information can be found here: [https://community.uconn.edu/the-student-code-pdf/.](https://community.uconn.edu/the-student-code-pdf/)



In addition campaign activities may not include in any of the following behaviors:

- Bribery
- Disruptive behavior, which is defined as participating in or inciting others to participate in the disruption or obstruction of any University activity (in this case, any aspect of the SGA Election)
- Harming behavior, which includes, but is not limited to the true threat of or actual physical assault or abuse. This also includes harassment; bullying is a form of harassment, as is coercion.
- Uncooperative behavior, which includes but is not limited to, uncooperative behavior and/or failure to comply with the directions of, providing false information, and / or failure to identify oneself to University officials or law enforcement officials and in this case, the Election Oversight Committee.
- Theft, which includes, but is not limited to, attempted or actual theft of property or services.
- Unauthorized possession, duplication, or misuse of University property or other personal or public property, including but not limited to records, electronic files, telecommunications, systems, forms of identification, and keys.

Campaign Spending and Accounting

Campaign Expenditures

The total amount expended for the campaign may not exceed one hundred dollars (\$100), including the value of donated goods, professional services, and personal items.

Donations of Goods, Professional Services, and Personal Items

Fair market value of all donated goods, professional services, and personal items used in the campaign shall be included as expenditures and shall be treated in the same manner as contributions in determining whether the candidate has observed the regulated limits. Personal items are consumable goods such as (but not limited to) computer paper, cake mixes, markers, etc.

Raffles / Drawings

Candidates are not allowed to hold raffles or drawings as part of their campaigns.

Campaign Fund Accounting

A final report of campaign receipts and expenditures along with all supporting documents must be prepared and submitted via the official form by each candidate to the EOC by the stated deadline. Failure to turn this in, **even if no expenses were incurred**, or failure to turn in an accurate report, will result in candidate disqualification.

Campaign Violations

Alleged violations of campaign rules and regulations shall be referred to the Election Commissioner, via email within 24 hours of the close of the election cycle. Any current member of the association with direct knowledge of a potential violation can allege a violation.

Candidates will be sent redacted versions of all referrals of alleged violations. Candidates may respond, in writing to the Election Commissioner, within 24 hours of receiving the alleged violations. Only candidates may respond, and they may only respond to the violations alleged to themselves.

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Review of alleged violations of Campaign and Election Rules, and the candidate's written responses shall be at the discretion of the EOC. A candidate may be disqualified if found in violation of campaign rules or regulations. The decisions of the EOC are final.

