

Office of the Dean of Students

TO: Prospective Candidates

FROM: Miesha Smith, Chair
Student Election Review Committee

RE: **Graduate Student Association Elections Packet
For The 2022-2023 Academic Year**

This election packet contains all of the relevant information needed to declare candidacy in the Spring 2022 Elections for the academic year of 2022-2023. Please read all of the material carefully to ensure eligibility to run for an elected office.

There are six (6) GSA Executive Council positions which will be elected from and by the senators elected from each graduate program. **All information regarding elections will be sent via email to the Hunter address of every currently enrolled graduate student. To ensure that you are informed of election developments, it is your responsibility to check your Hunter email regularly for new information.**

All graduate students will receive an email requesting them to complete an interest form indicating that they would like to be a Graduate Student Senator. Each candidate will be reviewed for eligibility by the Office of Student Activities (Please see Section B of the Graduate Student Association Election Packet). If there is more than one candidate for senator from the same graduate program, there will be a run off during the executive council election.

Please note that the deadline for a candidate to submit the interest form will be **March 14 at 6:00pm.**

The election of the Graduate Student Association Executive Council will be held on **Thursday, May 5, 2022 on Zoom at 6:00pm.** All senators should make every effort to attend. Only those newly elected senators may be considered for the Executive Council.

The Student Election Review Committee (SERC) is committed to maintaining a fair election and will enforce the student election code, answer inquiries, make every effort to resolve appeals and ensure that all prospective candidates for office are given an opportunity to run in the election.

Any questions or concerns for SERC should be sent in writing to Teneia Wooten at teneia.wooten@hunter.cuny.edu.

All forms and links mentioned in this document are available on the [Student Elections website](#).

Election Packet for the Graduate Student Association Elections - 2022-2023

Section A: Description of Offices for the Executive Council and Senate

The Executive Council of the GSA shall comprise the following officers:

A. President

The GSA President shall be a matriculated graduate student enrolled in a graduate program at Hunter College

The President's duties are:

1. To serve as the spokesperson for graduate students at Hunter College and the GSA Executive Council, and to express their concerns and interests to Hunter College's Administration and Staff, students-at-large and the media;
2. To preside at functions of the GSA;
3. To preside at meetings of the Senate and of the Executive Council;
4. To act as liaison on behalf of the GSA;
5. To coordinate the allocation of supplemental funding sources;
6. To create new employee positions (contingent upon approval by the GSA Executive Council);
7. To serve as a member of the Auxiliary Enterprise Board (AEB); and
8. To serve as a member of the College Association Board (CA).

B. Vice President for University Relations

The GSA Vice President for University Relations (VPUR) shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Vice President for University Relations' duties are:

1. To attend University Student Senate (USS) meetings
2. To supervise the proper functioning of the graduate lounge, including but not limited to coordinating all events clubs desire to set in the graduate lounge and assisting the Treasurer in hiring a Lounge Attendant;
3. To attend Technology Fee Committee meetings;
4. To assist the President in acting as liaison on behalf of the GSA with the Dean of Students and College President; and
5. To act as liaison on behalf of the GSA with graduate departments, including those departments not represented by graduate clubs.

Should the President resign, or be unable to perform, the Vice President is appointed by the constitution, without need for election or voting, to be the Acting President for the remainder of the fiscal year..

C. Vice President for Club Relations

The GSA Vice President for Club Relations (VPCR) shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Vice President for Club Relations' duties are:

1. To maintain a database of all graduate clubs at Hunter College;
2. To represent the Brookdale, Social Work, and MFA Campuses of Hunter College, including, holding office hours at and/or making regular visits to these campuses;
3. To act as liaison on behalf of the GSA with all graduate student clubs, including regular communication and reminders about important regulations and deadlines;
4. To assist clubs in using allocated monies during the fiscal year, including assistance with the four required club events;
5. To assist the Treasurer in helping graduate student clubs prepare and modify budgets and properly complete, submit and revise the required documents for reimbursements or other payments; and
6. To act as mediator to graduate student clubs, assisting in organizational or leadership matters.

D. Treasurer

The GSA Treasurer shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Treasurer's duties are:

1. To be responsible for the receipt of all monies;
2. To disburse graduate student activity fee funds as voted by the Senate and Executive Council;
3. To keep records of all financial transactions;
4. To be responsible for club chartering and budget allocations;
5. To assist the president in the coordination and allocation of supplemental funding sources;
6. To assist the VPUR in hiring a Graduate Student Lounge attendant;
7. To serve as a member of the Auxiliary Enterprise Board (AEB); and
8. To assist the President with his/her duties as a member of the College Association Board (CA).

E. Communication Officer

The GSA Communication shall be a matriculated graduate student enrolled in a graduate program at Hunter College. The GSA Communication Officer's duties are:

1. To be responsible for public relations of the GSA;
2. To be responsible for all aspects of the G-Blasts including compiling announcements of graduate club events open to the Hunter College community, promoting funding opportunities available to individuals and clubs and announcing important matters to the graduate student body. The Communication Officer shall forward finalized G-Blast text to the Dean's Office for distribution approximately once each week;

3. To be responsible for the timely creation, update, and maintenance of the official Hunter GSA website and on-line calendar.

F. Sustainability Officer

The GSA Sustainability Officer shall be a matriculated graduate student enrolled in a graduate program at Hunter College.

The GSA Sustainability Officer's duties are:

1. To conduct an annual survey of graduate student attitudes, opinions and general awareness of issues related to social, economic and environmental sustainability, preferably in the fall semester;
2. To coordinate a planning effort with faculty, staff and students to create and implement a Sustainability Action Plan for Hunter College.
3. To coordinate and support campus-wide sustainability initiatives;
4. To promote campus sustainability awareness and responsibility through presentations, demonstrations, published articles, tabling and other outreach and education events; and
5. To promote opportunities for students to conduct research and further their knowledge in the field of sustainability and coordinate independent study opportunities in collaboration with Hunter College faculty.

Officers shall be elected by the Senate at its May meeting, from its own membership, for a one-year term, subject to recall by a two-thirds vote. Vacancies shall be filled by the Executive Council pending the next regular meeting of the Senate. In the absence of Senate, incumbent officers and employees shall be elected by the predecessors of the previous fiscal year.

GSA Senate (If Available)

Section A: Composition, Term of Office, Election, Committees

The Senate shall be composed of one Senator from each graduate program, duly elected if necessary) by the graduate student body of said program.

Senators shall hold office for one academic year, shall be eligible for reelection, and unless otherwise unqualified, shall hold office until a duly elected replacement is elected.

Eligibility for the Senate membership shall be matriculation in a graduate program at Hunter College.

Election shall be held annually within each program during the spring semester, and results shall be returned to the Office of Student Activities. In case of a runoff, a majority of the votes cast within the program shall constitute the election.

Vacancies occurring during the course of the academic year shall be filled by special election held by the GSA Executive Council.

The Senate shall meet regularly during the fiscal year in October, December, March and May. A special meeting of the Senate may be called by the President of GSA at his/her discretion or upon the petition of twelve senators.

Each Senator has one vote at Senate meeting and elections.

The Senate shall elect from its membership the officers of the Executive Council. In the absence of the Senate, the incumbent officers are elected by the predecessors of the previous fiscal year.

The Senate shall require periodic reports, at least annually, from the Executive Council. In the absence of the Senate, individual officers shall report to the Executive Council at large on a monthly basis.

The Senate shall have the power to create standing and ad hoc committees. Membership on committees is not restricted to Senators.

The Senate shall act on behalf of the GSA, subject to the purposes and limitations contained in the constitution. The Senate delegates to the Executive Council, the implementations of policy decisions, the revision of bylaws and articles when deemed necessary and the general administration of GSA.

Section B: Eligibility

Students seeking and holding office as Senators and Executive Council members must be currently enrolled matriculated graduate students registered for a least 3 credits, maintain a minimum 3.0 grade point average and be in good standing.

Students shall be permitted to serve as an officer in the same student government position for a maximum of two years. A student may not serve in the same student government for more than five (5) years.

In order to serve each semester, a student must have completed and earned passing grades in at least 50% of the credits for which they registered the prior semester.

Any student who was ever previously found by SERC, while seeking office as a graduate student, to have violated election-related rules shall not be permitted to seek office in any subsequent election, nor serve as a representative in any electable position referenced in this packet.

Section C: Term of Office

The term of office shall start on July 1, 2022 and ends on June 30, 2023, except for the University Student Senators (USS) who serve from September 1, 2022 – August 31, 2023.

Section D: Electoral Methodology

The Student Elections Review Committee (SERC) is fully responsible for carrying out the charge set forth by these guidelines. SERC is empowered to order all and any action necessary to protect the integrity and character of the electoral process.

No discussion by the candidates to members of SERC will be permitted except for information on election procedures.

Senate departmental elections, if necessary, will be held from **Tuesday, April 26, 2022(12:01am) – Thursday, April 28, 2022(11:59pm)**.

Senators-Elect will convene on **Thursday, May 5, 2022 at 6:00pm** on zoom to elect the Executive Council. A call will be put forth to the floor for the nomination of interested candidates for a position on the Executive Council. If a candidate(s) accepts the nomination, they will be allowed three minutes for remarks. Ballots will be immediately counted publicly and will be available for inspection.

Section E: Declaration of Candidacy

No student may run for or hold more than one office.

All students interested in serving as a GSA senator or Executive Council Member MUST submit the [interest form](#) by **March 14th at 6:00pm**.

Section F: Campaigning (If applicable)

1) Official campaigning may begin any time after **March 30, 2022**.

2) Student are free to support or endorse any candidate, candidates are not permitted to solicit or claim endorsements of any kind for their campaign.

3) Candidates are allowed to promote their campaign and/or solicit support/votes from fellow students on social media, with the exception of any online official college platforms. Anyone who violates these guidelines will be disqualified as a candidate (no exceptions). Candidates must follow all Henderson Rules and CUNY computer policy rules.

4) Documented proof of sexual or racial harassment, verbal threats and/or physical abuse by a candidate, or on behalf of a candidate, is a serious offense. This may result in the dismissal of the candidate by SERC. The student may also be subject to disciplinary charges.

5) SERC reserves the right to disqualify students from seeking office if involved in any campaign violation(s).

Section G: Voting

Official date for the Executive Council election will be held on **Thursday, May 5, 2022 at 6:00pm** on zoom.

Section H: Outcome of Elections

The winner of each senate seat will be the candidate who receives the highest number of votes through an online election process.

The winner of each GSA Executive Council position will be the candidate who receives the highest number of votes during a live zoom meeting on **Thursday, May 5, 2022 at 6:00pm**.

Any vacancies due to a lack of candidates should be filled at the first GSA Executive Council meeting on or after July 1, 2022 in the 2022-2023 Academic Year.

Section I: Appeals Process

The Office of Student Activities verifies the eligibility of all candidates.

SERC shall not certify the elections results prior to **6:00pm on Thursday, May 5, 2022**.

By 10:00am on Tuesday, May 10, 2022, candidates may submit to Teneia Wooten, **written** appeals concerning violations of the election procedures and/or the outcome of the elections.

By 9:00 p.m. on Friday, May 13, 2022, SERC will issue a response and certify the outcome of the elections. All SERC decisions will be posted and emailed.

Any candidate adversely affected by a decision of the SERC shall have the right to appeal to the Hunter College President, setting forth in writing the reasons for the appeal. All such appeals must be submitted to the President's Office **by 1:00pm on Tuesday, May 17, 2022**.

A copy of such appeal shall be given by SERC to each person who is a candidate for the same office.

The President may, at the President's discretion, issue a decision thereafter, or direct a person in the College community to conduct a hearing on the appeal, giving all interested persons concerned with the matter a right to be heard on such appeal based upon all papers delivered in support of or in opposition to this appeal. Any appeal or complaint not filed within the time set forth above shall be deemed invalid.

Section J: Referendum

Any student or group of students who wish to change the student activity fee must submit their petitions no later than **6:00pm on Monday, March 14, 2022 to the [Document Submission Form](#)** (All questions regarding referendum procedures, requirements, etc. should be referred to Teneia Wooten).

The text of the referendum must appear on the top of the same sheet as the student's signature and printed name. All drafts of referenda material must be presented to Teneia Wooten for review **no later than 6:00 pm on Wednesday, February 16, 2022.**

Any referendum proposing a modification of existing student activity fees must be petitioned by at least **10%** of the graduate student body.

If authorized, voting dates on the referendum will be determined by Miesha Smith on behalf of SERC.

A referendum shall be considered for ratification when a majority of the students vote their approval. Final ratification is contingent upon the review of the Hunter College President and approval of the CUNY Board of Trustees.