

# HUNTER

## Office of the Student Life

TO: Prospective Candidates

FROM: Miesha Smith, Chair  
Student Election Review Committee

RE: **Graduate Student Association Elections Packet  
For The 2024-2025 Academic Year**

This election packet contains all of the relevant information needed to declare candidacy in the Spring 2024 Elections for the academic year of 2024-2025. 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 a declaration 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).

Please note **[the declaration form, candidate statement and picture](#) must be submitted by Monday, March 25, 2024 by 6:00 p.m. (Late submissions will not be accepted – NO EXCEPTIONS.)**

All updates, changes, etc. regarding the election will be posted on the Student Activities Election webpage and social media. To ensure that you are informed of election developments, it is your responsibility to check the webpage, social media and/or your Hunter e-mail account regularly for new information. **The following virtual workshops have been scheduled via zoom for prospective candidates.**

**Thursday, February 15 at 6:00pm**  
**Thursday, February 29 at 6:00pm**  
**Thursday, March 14 at 6:00pm**

All workshops will take place via Zoom. To register and access the workshops, please click the link below.

**[Zoom Meeting Registration](#)**

Passcode: 910053

I urge all students who are considering running for office or planning a referendum to attend one of these sessions so that you may learn more about the rules governing the elections, how to organize a campaign, eligibility, deadlines, etc.

**Please note that we will have web-based voting and all students must utilize their Hunter email account in order to vote.**

Election packets are available on the Student Activities website from the week of **January 25th, 2024 to March 18th, 2024.**

I am the SERC chair and if you have any questions, please contact me at ms177@hunter.cuny.edu. Students should not contact or approach anyone, other than Miesha Smith or Teneia Wooten (twooten@hunter.cuny.edu), about the election. We wish all of you the very best.

### **Election Packet for the Graduate Student Association Elections - 2024-2025**

#### **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. 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 the Senate, incumbent officers and employees shall be elected by the predecessors of the previous fiscal year.

**G. GSA Senate (If Available)**

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

2. 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.
3. Eligibility for the Senate membership shall be matriculation in a graduate program at Hunter College.
4. 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.
5. Vacancies occurring during the course of the academic year shall be filled by special election held by the GSA Executive Council.
6. 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.
7. Each Senator has one vote at the Senate meeting and elections.
8. 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.
9. 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.
10. The Senate shall have the power to create standing and ad hoc committees. Membership on committees is not restricted to Senators.
11. 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**

1. Students seeking and holding office as Senators and Executive Council members must be currently enrolled matriculated graduate students registered for at least 3 credits, maintain a minimum 3.0 grade point average and be in good standing.
2. 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.
3. 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.

4. In accordance with NYS law all student leaders must complete SPARC training. In compliance with Student Activities policies all student leaders must complete an online orientation/quiz, read the College Association handbook and complete the quiz..
5. **All duly elected student government officers must attend an in-person training in spring 2024.**
6. **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, 2024** and end on **June 30, 2025**, except for the University Student Senators (USS) who serve from **September 1, 2024 – August 31, 2025**.

### **Section D: Electoral Methodology**

1. 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.
2. No discussion by the candidates to members of SERC will be permitted except for information on election procedures.
3. Candidates should direct questions concerning election procedures to SERC through Teneia Wooten.
4. SERC may hire, appoint or elect any individual to assist with the elections.
5. Ballot positions for candidates will be in alphabetical order.
6. **Senate voting will be web-based. The executive council voting will be in person.**
7. The tallying of ballots will be conducted by an independent agency or independent employees, approved by the Student Elections Review Committee (SERC).
8. 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](mailto:teneia.wooten@hunter.cuny.edu).

**All forms and links mentioned in this document are available on the Student Activities website.**

**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 [declaration form](#) by **March 25<sup>th</sup> at 6:00pm**.

**Section F: Campaigning (If applicable)**

1. Official campaigning may begin any time after **April 10, 2024**, when candidates' names have been posted on the website. Campaigning will be discussed in full at the candidates' meeting on **Monday, April 29, 2024 at 1:00pm** on [zoom](#).
2. No student activity fee money or supplies purchased from student activity fee funds may be used to finance campaign costs. For example, campaign flyers cannot be duplicated on campus using any copy machines or computers or paper which was purchased by student activity fees. No student while being paid from student activity fee funds is permitted to campaign during those working hours. Improper use of student activity fee funds is a serious violation. All interested parties are personally responsible for all expenses incurred in their campaign and are not permitted to accept funds or supplies from any officially registered/chartered Hunter College student organization.
3. Each senate candidate is permitted to spend up to \$60 on campaign expenses.
4. Candidates are entitled to a printing voucher for flyers by request.
5. All campaign expenses noted on the financial statement form must be clear, legible and well documented with itemized receipts, etc. All individuals who made financial contributions to the campaign must be listed along with the amount contributed. All individuals who produced campaign materials must be listed along with a specific description of the materials produced including the number and size. While all candidates must submit the aforementioned, it should be noted that **SERC will not certify the winners until this form is submitted to SERC.** (See the election website for the financial statement Form. The financial statement form must be submitted to the [student government elections documents submission form](#) by **Tuesday, May 14, 2024**.)
6. Students are free to support or endorse any candidate, candidates are not permitted to solicit or claim endorsements of any kind for their campaign.
7. Candidates are allowed to promote their campaign and/or solicit support/votes from fellow students on social media, and approved College platforms. Candidates must follow all [Henderson Rules](#) and [CUNY computer policy rules](#). Anyone who violates these guidelines will be disqualified as a



candidate (no exceptions). Please contact [twooten@hunter.cuny.edu](mailto:twooten@hunter.cuny.edu) for questions about.

8. 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.
9. SERC reserves the right to disqualify students from seeking office if involved in any campaign violation(s).

### **Section G: Voting**

1. Official dates for the voting for the Senate will be:

**Monday, May 6, 2024 (12:01am) – Tuesday, May 7, 2024 (11:59 pm)**

The election of the Graduate Student Association Executive Council will be held on **Thursday, May 9 at 6:00 pm** in Room 204 TH. All senators should make every effort to attend. Only newly elected senators may be considered for the Executive Council. Senators who wish to run for an Executive Council position must be present to run for an executive board position.

2. SERC reserves the right to disallow the use of any type of computer in certain locations and at various times.
3. SERC Reserves the right to establish one or more campus voting areas.

### **Section H - Outcome of Elections**

1. The winner of each Senate position within a program will be the candidate who receives the highest number of votes for that position subject to SERC certification.

#### **2. Voting for Write-In Candidates is Permissible:**

- a) After the voting has been completed, all votes including "write-ins," as indicated above, will be tallied.
- b) If the student on the original ballot receives more votes than the "write-in" candidate, he or she will be declared the winner, subject to SERC certification.
- c) If the "write-in" candidate receives a higher number of votes, he or she will be declared the tentative winner, subject to compliance with the election code eligibility requirements.

Therefore, if the “write-in” candidate receives the higher number of votes **then** meets all eligibility requirements, he or she would be declared the winner, subject to SERC certification.

3. All election results for the Senate positions will be posted on the election website immediately following the conclusion of the voting.
4. Any vacancies due to a lack of candidates should be filled at the first GSA Executive Council meeting on or after **July 1, 2024** in the 2024-2025 Academic Year.

### **Section I - Appeals Process**

1. The Office of Student Activities verifies the eligibility of all candidates.
2. SERC shall not certify the election results prior to **10 a.m. on Tuesday, May 14, 2024.**
3. By **10:00 a.m. on Tuesday, May 14, 2024**, candidates may submit appeals concerning violations of the election procedures, rules and/or the outcome of the elections. All appeal submissions must be submitted by the individual or slate representatives seeking the appeal. Appeals must be submitted to the [document submission](#) form. SERC will provide each person who is a candidate for the same position a copy of the submitted appeal.
4. By **9:00 p.m. on Friday, May 17th, 2024**, SERC will issue a response and certify the outcome of the elections. All SERC decisions will be posted and emailed.
5. Anyone 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 written and submitted to the President's office by **1:00 p.m. on Friday, May 31, 2024**. A copy of such appeal shall be given by SERC to each person who is a candidate for the same office.
6. 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 limits set forth above shall be deemed invalid.**

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 25, 2024 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 **6:00pm on Thursday, February 15, 2024.**

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 graduate students vote their approval. Final ratification is contingent upon the review of the Hunter College President and approval of the CUNY Board of Trustees.

### **FORMS, DOCUMENTS, LINKS AND DEADLINES**

[Declaration form](#)-all candidates must use this form to declare candidacy, submit the nomination petition, 100-word statement and photograph. **Submission deadline – Monday, March 25, 2024, 6:00pm.**

100-word statement- all candidates are encouraged to submit a 100-word campaign statement which will be posted so that it can be viewed by the electorate. **Submission deadline - Monday, March 25, 2024, 6:00pm.**

100-pixel photograph-all candidates are encouraged to submit their picture which will be posted so that it can be viewed by the electorate. **Submission deadline- Monday, March 25, 2024, 6:00pm.**

**Student government elections document submission form** - Use this form to submit your referendum proposal, referendum petition, financial statement, campaign violation complaint, appeal. You may attach supporting documentation such as receipts and photos to this form. The form must be submitted by the deadline stated in the election packet. Do not submit your candidate's statement, picture or nominating petition to this form. Please use the Declaration form.

All forms below can be found [here](#)

[Referendum proposal](#)- The text of the referendum must appear on the top of the petition. All referenda material or drafts of referenda material must be **submitted by Thursday, February 15, 2024, 6:00pm.**

[Referendum petition](#)-any student or group of students who wish to change the student activity fee must submit their petitions **no later than Monday, March 25, 2024, 6:00pm.**

[Financial statement](#)-candidates must submit this document whether or not you spent campaign funds. **Submission deadline – Tuesday, May 14, 2024, 10:00am.**

[Campaign violation complaint](#)-use this document for any complaints of campaign violations prior to the conclusion of the election. **Thursday, May 9, 2024, 11:59pm.**

[Appeal](#)-use this document for violations of the election procedures, rules and/or the outcome of the election that occur at the conclusion of the election.  
**Submission deadline – Tuesday, May 14, 2024, 10:00am.**

### **Election meetings and events**

#### [Information sessions](#)

Passcode: 910053

**Thursday, February 15 at 6:00pm**

**Thursday, February 29 at 6:00pm**

**Thursday, March 14 at 6:00pm**

[Candidates meeting](#) Passcode: 910053 **Monday, April 29, 2024, 1:00pm**

[Meeting with director](#) **by appointment Wednesday, April 10**

Senate Elections - **Monday May 6, 2024 - Tuesday May 7, 2024 (web-based)**

Executive Board Elections - **Thursday, May 9 at 6:00 pm in Room 204 THH**