

**Office of the Dean of Students**

TO: Prospective Candidates

FROM: Miesha Smith,  
Director of Student Life

DATE: January 28, 2022

RE: **Undergraduate Student Government - Executive Officers and Senators, College Association, Auxiliary Enterprise Corporation and Faculty Student Disciplinary Committee Elections Packet for the 2022/2023 Academic Year**

This election packet contains all of the relevant information needed to declare candidacy for 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.

Candidates may run independently or join/form a party or slate. Please indicate one or the other on the declaration form. If you are running with a slate, include the name of the slate on the declaration form.

While some students prefer to run as an "Independent," many students have expressed a desire to form or join a slate/party, although they have expressed difficulty in contacting others who may want to do likewise. Any student(s) who is forming a slate or political party and who would like for me or Teneia Wooten to refer students to them or the campaign manager, please let us know and we will do so. We will encourage these interested students to learn about all slates before making a final choice.

**Students can run for the following positions:**

- Eight (8) Undergraduate Student Government (USG) Executive Board positions.
- Fourteen (14) USG Senate seats *{two (2) incoming freshmen senators are appointed in the fall bringing the total number of senate seats to sixteen (16)}.*
- Three (3) Auxiliary Enterprise Corporation positions.
- Four (4) College Association positions.
- Six (6) Faculty-Student Disciplinary Committee positions.

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.

## CANDIDATE WORKSHOPS

The following virtual workshops have been scheduled via for prospective candidates

- Tuesday, February 8 at 2:00pm
- Thursday, February 10 at 6:00pm
- Tuesday, February 15 at 2:00pm
- Thursday, February 17 at 6:00pm
- Tuesday, March 8 at 2:00pm
- Thursday, March 10 at 6:00pm

**All workshops will take place via Zoom.**

To register and access the workshops, please go to [Zoom Meeting Registration](#)

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.

**SERC will host a “Meet the Candidates Forum/Debate” on Wednesday, April 27 at 1:00 p.m. on [Zoom](#).** All candidates are urged to attend. This will be a wonderful opportunity for each candidate to introduce themselves and their platform to the Hunter community. This presentation will be followed by a question and answer session. The time allotted to each candidate will be determined that day based on the number of participants.

The Student Elections Review Committee (SERC), which oversees the elections, is committed to maintaining a fair election and will enforce the student election rules and make every effort to resolve appeals and ensure that all prospective candidates for office are given a fair and equal opportunity to participate in the election. SERC highly recommends that all presidential candidates participate in the forum and urge other candidates on their slate to do likewise.

**Please note that there will be an important campaign meeting, which is mandatory for all presidential candidates and those assisting with the campaign, on Monday, April 25, 2022 on [Zoom](#). All other candidates are welcome and are *URGED* to attend as well.**

**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 **February 1, 2022 to March 11, 2022.**

I am the SERC chair, Miesha Smith, and if you have any questions, please contact me at [ms177@hunter.cuny.edu](mailto:ms177@hunter.cuny.edu). Students should not contact or approach anyone about the election, other than myself or Teneia Wooten at [twooten@hunter.cuny.edu](mailto:twooten@hunter.cuny.edu).

*We wish all of you the very best.*

## **ELECTION PACKET FOR UNDERGRADUATE STUDENT ELECTIONS 2022-2023**

### **Section I - Description of Positions**

#### **A. PRESIDENT**

1. Has signatory power.
2. Shall be a College Association member.
3. Shall be a member of the Financial Control Board.
4. Shall be a member of the Academic Senate.
5. Shall be responsible for maintaining records of approved budgets.
6. Shall be the chair of the Student Space Allocations Committee (SSAC).
7. Shall nominate at least five (5) officers to be members of the Judicial Board with the approval of USG-all.
8. Shall consist of at most two (2) Executive Board members.
9. Shall produce written, bi-weekly progress reports to USG-all.

#### **B. VICE PRESIDENT**

1. Shall be a signatory.
2. Shall, in conjunction with the Evening Affairs Commissioner, supervise the activities of the Student Resource Center and the Student Lounge (Thomas Hunter 105) for the Executive Board.
3. Shall be the liaison between the Executive Board and all staff of USG
4. Shall be the chair of the Hiring and Firing committee.
5. Shall be the chair of the Judiciary Board.
6. Shall, upon nomination and vote by USG-All, appoint two (2) Alternate College Association members.

#### **C. EVENING AFFAIRS COMMISSIONER**

1. Shall be responsible for coordinating efforts of USG to ensure that services of USG are available during evening hours.
2. Shall work with Campus Facilities to extend services to Evening Students.
3. Shall be responsible in conjunction with the Vice President, of supervising the activities of the Student Resource Center and the Student Lounge (Thomas Hunter 105).
4. Shall assist the Cultural Affairs Commissioner with the Club Council.

#### **D. EXTERNAL AFFAIRS COMMISSIONER**

1. Shall represent the Hunter College Undergraduate Student Government as a delegate to the University Student Senate and any other City, State, National, or International organization(s) as decided by the Executive Board.
2. Shall act as the primary liaison between the USG and internal organizations within Hunter, as well as external organizations as necessary.
3. Shall coordinate the dissemination of information concerning the activities of the USG by means of the various Hunter College Media available with the consultation of the Executive Board.

E. FINANCE COMMISSIONER

1. Shall be a signatory.
2. Shall be primarily responsible for the preparation of the budgets of USG
3. Shall tend to all matters concerning the finances of the USG and clubs which include but is not exclusive to:
4. All USG budgets.
5. Attendance at Club Council Meetings.
6. Aiding club officers with financial questions/situations.
7. Shall coordinate and chair the Financial Control Board/Hearings.

F. STUDENT WELFARE COMMISSIONER

1. Shall see that the students' general welfare and interests are protected.
2. Shall be responsible for the Emergency Food and Shelter Program, the dynamics of which shall be determined by a majority vote of the Executive Board.
3. Shall in coordination with the ombudsmen be the student representative for any undergraduate student requiring assistance with academic problems.
4. Shall be the liaison between the Academic Senate and USG. The Student Welfare Commissioner shall be a Senator on the Academic Senate. If no seats are open, she/he will attend all meetings of the Academic Senate and its student caucus and will examine all of its activities and report to USG any issues that affect the student body at large.
5. Shall nominate an officer to be the point-person for Academic Affairs.

G. CULTURAL AFFAIRS COMMISSIONER

1. Shall be a signatory
2. Shall act as a liaison between USG and clubs/student organizations
3. Shall act as Chairperson of the Chartering Committee and shall prepare the club charter/budget packet in accordance with the guidelines herein.
4. Shall coordinate and sponsor a diversified program of concerts, films and other social and cultural functions in order to provide the broadest possible scope of activities available to the Hunter student body.
5. Shall establish and maintain a Club Council to facilitate outreach and communication between clubs and the student government.

H. RESIDENCE LIFE COMMISSIONER

1. Shall be a signatory
2. Shall act as a liaison between USG and all Hunter Residence Halls, inclusive of Hunter College Residence Life administrators, students and residents.
3. Shall address the needs of residents of the Brookdale dormitory; these include physical facilities (i.e. Computer Lab, Study Areas, Lounges) and services (i.e. food program, hall maintenance).
4. Shall address the needs at all functions held at the Brookdale Campus.
5. Shall represent USG at functions held at the Residence Hall for the Executive Board.
6. Shall form a council of Brookdale residents, with at least one representative from each Hunter College Dormitory, and shall chair said council. This council shall address the needs of all Residence Halls.
7. Shall reside in the Brookdale Residence Hall. Residence Life Commissioner is required to reside in the dorm during their term of office.

#### I. UNDERGRADUATE STUDENT GOVERNMENT SENATE – (14 positions)

1. The Senate shall appropriate all funds for student activities, within two-week period from the time the dollar amounts available for said student activity is made known by the Business Office and no more than one week after the FCB budget proposal.
2. Shall approve all USG budgets and consider the following:
  - a) Compliance with CUNY By-Laws, the CUNY Manual of General Policy, the Fiscal Accountability Handbook, and other relevant governing documents
  - b) Approval of the Executive Board; and
  - c) Correct mathematical and logistical budgeting: figures (i.e. Totals, Balances, etc.) match and there are no discrepancies apparent
3. The Senate shall express the opinions of the Hunter College Student body on matters concerning student welfare and take any action necessary to promote the welfare and interests of the students of Hunter College, as long as the said actions concern student welfare and do not conflict with this constitution.
4. Each senator must serve on at least one but no more than three commissioners' standing committees.
5. The representatives of the Student Senate must meet at least once per semester in general assembly with the student body at large.
6. Each senator has one vote in Hunter USG senate meetings.
7. Each senator shall schedule and attend at least four (4) weekly office hours Monday through Friday.

#### J. COLLEGE ASSOCIATION

1. The four elected College Association student members, and the USG President, shall act as the liaisons between the College Association and the USG, and represent the interests of the student body in the CA.
2. Two (2) student alternates shall be elected by a majority vote of all USG officers prior to the first meeting of the College Association for the given academic year.

#### K. AUXILIARY ENTERPRISE CORPORATION - (three positions)

1. Shall have the responsibility for overseeing, supervising and reviewing College auxiliary enterprises. These activities include food services, bookstore, and other miscellaneous operations that generate revenue.
2. The Auxiliary Enterprise Corporation shall also have responsibility for allocating revenues generated from auxiliary enterprises.

#### L. FACULTY STUDENT DISCIPLINARY COMMITTEE\_- (six positions)

Shall have the responsibility for hearing and determining if the charges, accusations, or allegations which may subject a student to disciplinary action are accurate. The committee then determines the sanction(s) to be imposed.

#### [Visit the Undergraduate Student Government website](#)

for more information on USG responsibilities, programs, activities and initiatives.

#### [Visit the University Student Senate website](#)

for more information on Senate responsibilities, programs, activities and initiatives.

## Section II – Eligibility

1. The minimum grade point average for all positions is 2.5.
2. Students seeking and holding office must be enrolled as an undergraduate matriculated student registered for **at least six credits** and maintain the minimum GPA as noted in # 1 above.
3. 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, and attend a virtual training. Contact Teneia Wooten at [twooten@hunter.cuny.edu](mailto:twooten@hunter.cuny.edu) for more information.
4. Students seeking the position of Residence Life Commissioner and serving in it must reside in the Brookdale Dorm.
5. Candidates for Senate seats will need to know their CURRENT group number in order to determine which seats they are eligible for. Only freshmen can run for freshmen senate seats, only sophomores can run for sophomore senate seats, etc.

	<b>Group #'s</b>	<b>Credits**</b>
Freshman	1+2	12-27.5
Sophomore	3+4	28-60.5
Junior	5+6	61-93.5
Senior	7+8	94-120

***\*\*credits earned to date. There is on occasion, an uncertainty about a student's group #. It is recommended that all Senate candidates check with Teneia Wooten prior to submitting the declaration form.***

6. 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 student government for more than a total of five years, including no more than three years at community colleges. Students who have earned more than 120 credits are ineligible to seek office. (SERC may consider an exception for students with AP and IB credits, as well as those with double majors whose undergraduate program requirements exceed the 120-credit limit). If you wish to appeal the 120-credit limit, you must attach the appeal document to your declaration form.
7. In order to serve each semester, a student must have completed and earned passing grades in at least 50% of the credits registered for the prior semester.
8. **Any student who was ever previously found by SERC 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.**
9. Compliance with eligibility provisions will be monitored by Miesha Smith.

## Section III – Term of Office

1. The term of office shall start on **July 1, 2022** and shall end on **June 30, 2023**.
2. University Student Delegates and Alternates assume office on **September 1, 2022** and remain in office until **August 31, 2023**.

## Section IV – Electoral Methodology

1. The SERC is in charge of the student elections and is therefore empowered to order all and any action necessary to protect the integrity and character of the electoral process.
2. In case of only a limited number of candidates or one electoral slate running, the election procedure must be completed as stated herein.
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. **Voting will be web-based.**
7. The tallying of ballots will be conducted by an independent agency or independent employees, approved by the Student Elections Review Committee (SERC).

## Section V – Declaration of Candidacy

1. No student may run for or hold more than one office or position listed herein. Elected student government officials cannot simultaneously also be employees of the student government or the College Association.
2. All candidates who wish to appear on the ballot must submit signed declaration forms and petitions by the deadline. Declaration forms and petitions become the property of SERC and cannot be shared with others.
3. All candidates who wish to appear on the ballot must submit non-returnable petitions for candidacy of 150 students per slate or 25 students per independent. Students supporting the candidate petition must submit their name, empl. ID and myHunter e-mail. Students who submit information must be currently enrolled undergraduate students. All student information on the petition will be confirmed by the Division of Student Affairs.
4. **Candidates must declare their candidacy using the 2022-2023 [USG Candidate Declaration form](#). Candidates must upload the petition to the form.**
5. **All candidates are encouraged to submit their photo and a 100-word campaign statement which will be posted so that it can be viewed by the electorate. The picture must be a headshot (maximum 100 pixels) Only the first 100 words of your statement will be posted; please edit to 100 words before submission. Late submissions will not be posted.**
6. **The Declaration Form, Nominating Petition, Candidate Statement and picture must be submitted by Monday, March 14, 2022 by 6:00 p.m. Late submissions will not be accepted – NO EXCEPTIONS.**

7. **An official list of declared candidates will be posted on the Student Activities election website by Wednesday, March 30, 2022 (9:00 pm). Any candidate determined to be ineligible may meet with Miesha Smith on Wednesday, March 30, 2022 by Zoom appointment. This will be the only time for such a meeting.**

## **Section VI – Campaigning**

1. 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.
2. Each slate is permitted to spend up to \$900 on campaign expenses. Consequently, money, in kind services, gifts, giveaways, etc. cannot exceed \$900, regardless of the source of funds. The limit for independents is \$60.
3. 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 10, 2022.**
4. **Official campaigning may begin after the candidates' names have been posted on the website (no later than Wednesday, March 30, 2022, 9:00pm).** Campaigning will be discussed in full at the [Candidates' Meeting on Zoom](#), **Monday, April 25, 2022 at 1:00pm**
5. **RESIDENCE LIFE COMMISSIONER (RLC):** Only the residents in the Hunter College dormitories are allowed to vote for the **Residence Life Commissioner**. This voting will also be included on the electronic ballot.
6. Student 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, 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](#).
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 and may result in the dismissal of the candidate by SERC and subject the student to formal disciplinary charges by the College. Any complaints of the aforementioned violations must be



submitted in writing using the campaign violation document and submitting said document on the document submission form.

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

## Section VII – Voting

1. Official dates for the voting will be:

**Monday, May 2, 2022 (12:01am) – Thursday, May 5, 2022 (11:59 pm)**  
**(Note: The Residence Life Commissioner will only be voted on by residents living in the three (3) Residence Halls. This voting will be included on the general electronic ballot.)**

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 VIII – Outcome of Elections

1. The winner of each office will be the candidate who receives the highest number of votes for that office subject to SERC certification. However, no Senate or Residence Life Commissioner candidate receiving fewer than 25 votes will be declared the winner. All other candidates must receive a minimum of 50 votes to be declared the winner.
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 and **then** meets all eligibility requirements, he or she would be declared the winner, subject to SERC certification.
3. All election results will be posted on the election website immediately following the conclusion of the voting.

**Any vacancies for Executive Officers or Senators due to a lack of candidates/winners, tie-votes, resignations, etc. are to be filled by the incoming USG when they assume office. College Association, Auxiliary Enterprise Corporation and Faculty Student Disciplinary Committee vacancies will be filled by these respective bodies.**

## Section IX – 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 10, 2022.**
3. By **10:00 a.m. on Tuesday, May 10, 2022**, 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 13, 2022**, 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 22, 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 limits set forth above shall be deemed invalid.**

## Section X – Referendum

1. Any student or group of students who wish to change the student activity fee must submit their petitions no later than **6:00 p.m. on Monday, March 14, 2022 to [document submission form](#)**. (All questions regarding referendum procedures, requirements, etc. should be referred to Teneia Wooten)
2. The text of the referendum must appear on the top of the petition. All referenda material or drafts of referenda material must be submitted to the [document submission form](#) for review no later than **6:00 p.m. on Wednesday, February 16, 2022**.
3. Any referendum proposing a modification of existing student activity fees must be petitioned by at least 10% of the undergraduate student body. Once this is done, the item will be placed on the ballot. The petitions will be reviewed and SERC will post a notice on the Student Activities website with results as quickly as possible.

A referendum shall be considered for ratification when a majority of the students vote approval. Final ratification to increase the student activity fee 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 14, 2022, 6:00pm.**

**Nominating petition** — all candidates who wish to appear on the ballot must submit non-returnable petitions for candidacy of 150 students per slate or 25 students per independent.

Submission deadline – **Monday, March 14, 2022, 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 14, 2022, 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 14, 2022, 6:00pm.**

**Appeal to 120 credit limit** — Students who have earned more than 120 credits are ineligible to seek office. (SERC may consider an exception for students with AP and IB credits, as well as those with double majors whose undergraduate program requirements exceed the 120-credit limit). If you wish to appeal the 120-credit limit, you must attach the appeal document to your declaration form.

Submission deadline – **Monday, March 14, 2022, 6:00pm.**

**Slate Spreadsheet** — If you are the campaign manager or presidential candidate of a slate, please attach a spreadsheet with your slate name, listing the names, empl. id #'s and positions of all students running on your slate.

Submission deadline – **Monday, March 14, 2022, 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 Wednesday, February 16, 2022.**

**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 14, 2022, 6:00pm.**

**Financial statement** – all slates and independent candidates must submit this document whether or not you spent campaign funds. Submission deadline – **Tuesday, May 10, 2022, 10:00am.**

**Campaign violation complaint** – use this document for any complaints of campaign violations prior to the conclusion of the election. **Thursday, May 5, 2022, 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 10, 2022, 10:00am.**

## ELECTION MEETINGS AND EVENTS

### Information sessions

Tuesday, February 8 at 2:00pm

Thursday, February 10 at 6:00pm

Tuesday, February 15 at 2:00pm

Thursday, February 17 at 6:00pm

Tuesday, March 8 at 2:00pm

Thursday, March 10 at 6:00pm

### Candidate credit confirmation

for senate candidates who wish to confirm their group number.

Tuesday, February 8 3:00pm-4:00pm

Thursday, February 10 5:00pm-5:45pm

Tuesday, February 15 3:00pm-4:00pm

Candidates' meeting — Monday, April 25, 2022, 1:00pm

Forum sign up — Deadline, Monday, April 25, 2022, 5pm

Forum — Wednesday, April 27, 2022, 1:00pm

Meeting with director — by appointment Wednesday, March 30