

VICE PRESIDENT

MSU Denver Student Government Assembly 2019 Spring Elections

Election Commission Office Hours

Wednesday: 11:00 am - 4:00pm

Thursday: 12:30pm – 4:00pm

Friday: 9:00am – 5:00pm

Contact information: sgaelection@msudenver.edu

Visit the SGA website: <https://msudenver.edu/sga/>

Voting beings: April 8th through April 12th

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All items marked with 1* must be turned in to Student Activities before campaigning

Items marked with 2 must be turned in to Student Activities at the end of election week**

All other items are to keep for reference

Candidate: _____

Position: **Vice President**

Qualification per SGA Constitution:

Grad Student:

- _____ Maintain a 3.0 cumulative GPA
- _____ Background Checked by University for employment purposes
- _____ Enrolled for a minimum of 3 credit hours per semester in Fall and Spring
- _____ Have earned at least 12 undergrad or 6 grad school credits from MSU by the beginning of the election cycle
- _____ Must have at least one full academic year remaining at MSU Denver

Undergrad Student:

- _____ Maintain a 2.5 Cumulative GPA
- _____ Background Check by University for employment purposes
- _____ Enrolled for a minimum of 9 credit hours per semester in Fall and Spring
- _____ Have earned at least 18 credit hours at MSU Denver by the beginning of the election cycle
- _____ Conduct check, SGA constitution – Article VIII Section 6
- _____ Must have at least one full academic year remaining at MSU Denver
- _____ Professor/Faculty Signature Form

Orientation Completed on: ____/____/____

Election Services – Approved by: _____

Packet submitted on: ____/____/____

Vice President

- Shall be elected to serve an active term from June 1st of the calendar year in which they was elected until May 31st of the following year.
- If a Vice President completes a term and is not re-elected to an additional term, they shall serve, and be compensated for, up to month of inactive, advisory service from June 1st until June 30th in order to orient the incoming Vice President and assist with the training of the new elected officers.
- Shall act in absence of the President on any urgent matter and shall become President if the office is vacated.
- Chairs the Student Affairs Board
- Oversees the Director of Project and Programs and the Office Coordinator
- Shall serve as the SGA office and finance executive and shall be responsible for supervising the day-to-day operations of office staff, including enforcing all office policies.
- Works closely with the Senate as a bridge between the Executive and the Legislative powers.
- Creates and organizes SGA's budget spreadsheets
- Records all financial paperwork, including special purchase orders (SPOs), check payments, petty cash requests, and office supply requests.
- Ensures all posted transactions have been approved
- Sends all financial paperwork with SGA President and advisor
- Analyzes financial data to make future predictions on savings and expenses
- Shall Chair the Executive Branch Team Meetings
- The newly elected Vice President must attend the mandatory training sessions offered in June or they may be terminated.
- Shall attend the SGA Team Meetings
- Shall support and participate in SGA sponsored programs and activities as their professional and personal schedules allow.
- Shall be an advocate for the SGA and the students it serves.
- Shall work collaboratively and cooperatively with fellow members of the SGA.
- Works up to 28 hours a week and holds regular office hours

Candidate Packet

(Please complete packet and return to the Election Services, Tivoli 305, no later than 5:00PM Monday, March 18th, 2019)

This Candidate Packet includes the basic information needed to run for office with the Metropolitan State University of Denver Student Government Assembly. This is not comprehensive and may refer to information found outside the packet, including but not limited to: the MSU Denver SGA Policy Manual, The MSU Denver SGA Constitution, and the MSU Denver Student Handbook. It is the candidate's responsibility to verify that their actions meet the conduct requirements of the Auraria Campus, Metropolitan State University of Denver and the Student Government Assembly.

Forms and resources provided in this packet:

- Candidate Packet Cover Sheet/Policy Agreement Form
- Intent to Run Form
- Attendance Agreement Form
- Campaign Platform
- Professor/Faculty Signature Form
- Slander vs. Libel Information Sheet
- Sample Violations Form
- Expense Report Forms
- Background Check Form

*My signature affirms that I have received this packet, verified its contents for completeness, and have read and signed all applicable information. **I understand I will be held accountable for all information found in and referenced in this packet including those linked at the bottom of this page.***

Signature: _____ Date: _____

Helpful links to pertinent information:

Student Government Assembly Home Page: <http://www.msudenver.edu/sga/>

MSU Denver Student Employee Handbook:

<https://msudenver.edu/se/studentresources/Student%20Employment%20Handbook>

SGA Elections Codes: <https://msudenver.edu/sga/policies/>

MSU Denver Brand Central: <http://www.msudenver.edu/brandcentral/>

*Brand Central is where you will find official college logos that can be downloaded for use on campaign materials. Read the information on the home page and follow the links on the left to access a variety of MSU Denver official logos that must be included on any campus posting.

Intent to Run Form

(Please complete and return to the Election Services, Tivoli 307 no later than 5:00pm Monday, March 18th 2019)

I, the undersigned, hereby submit my name for candidacy for the denoted Student Government Assembly elected position, and state affirmatively that I understand the requirements of the position sought and that I meet all qualifications for such position. By signing below, I authorize the release of all information supplied below to every member of the Commission and its advisors, and further authorize the release of my name, MSU e-mail address, and any statements later provided by me to the general public.

Name: _____ 900 #: _____

Address: _____

E-Mail: _____

Phone: _____

Position Sought: _____

<i>Election Services Use Only</i>
Verified by: _____
Date: _____

Current Credits Enrolled: _____ Completed at MSU Denver: _____

Total Credits Completed: Cumulative G.P.A.: _____

Expected Graduation Date: _____

Major: _____

I verify the above statement and certify that the above information is true and correct to the best of my knowledge.

Signature _____ Date _____

Please submit, via email sgaelection@msudenver.edu, a general statement about yourself and your candidacy, no more than 300 words, to be published by the Election Services on your behalf. These are due no later than 5:00PM March 18th, 2019.

(Information provided may be edited for length and clarity.)

Attendance Agreement Form

This document serves as an agreement between a candidate in an election and the Student Government Assembly. The candidate agrees that, if elected, they will be able to fulfill the requirements of their office for the entire term. Each candidate is required to attend all of the training dates for their elected position. There are no excused absences for training. If you are not able to make any of these dates, you will be terminated and not allowed to work for the Student Government Assembly.

General Calendar:

Inauguration:

Time: TBD (lunch)

Location: TBD

Training:

President & Vice President – TBD

Student Trustee- TBD

All Candidates- TBD

First Full SGA Work Day:

TBD from schedules

Summer Session:

Full SGA Work Days will be held from 9:00am – 5:00pm each Friday while campus is open during the summer term.

Fall and Spring Sessions:

Full SGA Work Days will be held from 9:00am – 5:00pm each Friday while campus is open during the fall and spring terms.

By signing this document, I agree to attend all meetings and events required by the Student Government Assembly and acknowledge that failure to attend required meetings and events, including meetings scheduled after submitting this document, may result in termination

Signature: _____ Date: _____

Professor/Faculty Signature Form

You are required to speak in front of at least **THREE CLASSES** informing the students about the elections coming up and the role SGA performs in the university. This is a good opportunity for letting people know that you are running for office and why they should vote for you. At the end of your presentation, you must collect the signature of the professor of the class confirming you completed the task.

Date:	Class:	Professor's Name:	Professor's Signature:

By signing this form, you acknowledge that this information is true and accurate at the best of your knowledge:

Signature: _____ Date: _____

DISCLOSURE AND AUTHORIZATION

In connection with your application for employment or continued employment with Metropolitan State University of Denver (MSU Denver), MSU Denver may request background information about you from a consumer reporting agency. The information that may be obtained is defined below. The University will consider the information confidential and will use the information solely for employment-related purposes.

HireRight, Inc., the University's authorized consumer reporting agency, will obtain the reports for MSU Denver. HireRight, Inc. is located at 5151 California, Irvine, CA 92617, and can be contacted at 800-400-2761. The types of information that may be obtained include: a social security number verification, a criminal conviction records check, and a sexual offender registry check. If the position description includes a requirement for driving, a Department of Motor Vehicles records check may be required. If the position description includes access to University funds or resources, a credit report may be required. The information will be obtained from private and public record sources. A summary of your rights under the Fair Credit Reporting Act is being provided to you.

Authorization

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to the release of criminal conviction records, sex offender registry records, social security verification records, and if related to the position description, Department of Motor Vehicle and credit records, prepared by a consumer reporting agency, such as Hire Right, Inc., to MSU Denver and its designated representatives and agents. I understand and agree that MSU Denver may request these records about me for employment-related purposes as related to this position, one time during the course of my application for this position. In case of changes in employment, the university retains the right to request additional background checks; in such case, an additional authorization form will be required. I understand that my authorization for and consent to this background investigation will be valid until the authorized checks are completed.

By my signature, I authorize, request and require any persons, government agencies, or any other public or private entity contacted by MSU Denver, Hire Right, or their agents to disclose and release to Hire Right and MSU Denver the above-specified records.

By my signature, I certify the information I provided on this form is true and correct. I agree that this Disclosure and Authorization form in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any of the above specified records.

Position Title	Position#	Department
_____	_____	_____
Legal Name:	(Last) _____	(First) _____ (MI) _____
Other Legal Name used:	_____	
Address:	_____	
City:	State: _____	ZIP Code: _____
Contact Phone:	_____	
Driver License Number:	_____	Driver License State: _____
Name on License:	(Last) _____	(First) _____ (MI) _____
Social Security Number:	_____	Date of Birth: _____
_____	_____	
Applicant Signature	Date	

Expense Report Forms

Please attach the receipts of all cited purchases in a *sealed* envelope with your completed expense report. Donations must include a donation receipt of items or services provided and its estimated value.

Please use the attached Expense Details form to list in chronological order: item number, date of purchase, amount of purchase, method of payment, whether it was an individual purchase or a donor purchase, and a description of the item including how it was used and the quantity of items purchased.

Please use the attached Donation Log form to list in chronological order: the date of any received donation, the type of donation (monetary or in-kind), its estimated value, a description of the item donated including how it was used and the quantity of items donated, and the contact information of the donor.

When providing projected expense reports for the future, list the projected date of purchase. All receipts/invoices for projected purchases must be submitted by the final expense report deadline after the close of balloting

In addition, a spreadsheet has been provided for you to keep a running tally of all expenses throughout your entire campaign. It is important that you keep all expenses up-to-date, as you may be asked to furnish a copy of expense reports to the Election Services at *any* time during your campaign. All campaigners must adhere to spending guidelines as set forth in the Elections Code Section 5.1.

Reminders:

Individual candidates have a spending cap of \$500.00, no more than \$250.00 of which may come from any single external source.

No referendum sponsor or third party may spend in excess of \$500.00 on campaign materials and related expenses.

Authorization:

I, _____, hereby declare that all of the information contained in this report is accurate and complete, to the best of my knowledge. I understand that should any information in the expense report be incomplete or fallacious, the Election Services reserves the right to suspend or disqualify my candidacy, or ability to participate as a referendum sponsor or third party in the relevant SGA election.

(Signature) _____

Detailed Campaign Expense Report

Expense Details:

Item Number: _____ Date: _____ Amount: \$ _____ Candidate: _____

Form of Payment (circle): CASH CHECK CREDIT/DEBIT

Purchased by (*Self or name and contact information of donor*):

Description of items purchased, how used, and quantity of items if more than one:

Item Number: _____ Date: _____ Amount: \$ _____ Candidate: _____

Form of Payment (circle): CASH CHECK CREDIT/DEBIT

Purchased by (*Self or name and contact information of donor*):

Description of items purchased, how used, and quantity of items if more than one:

Item Number: _____ Date: _____ Amount: \$ _____ Candidate: _____

Form of Payment (circle): CASH CHECK CREDIT/DEBIT

Purchased by (*Self or name and contact information of donor*):

Description of items purchased, how used, and quantity of items if more than one:

Campaign Donation Log

Date of Donation: _____

Candidate: _____

Type of Donation: _____

In-Kind Amount: _____

Monetary Estimated Value: _____

Description: _____

Donor Information:

Name: _____

Phone: _____

E-mail: _____

Address: _____

Date of Donation: _____

Candidate: _____

Type of Donation: _____

In-Kind Amount: _____

Monetary Estimated Value: _____

Description: _____

Donor Information:

Name: _____

Phone: _____

E-mail: _____

Address: _____

Information on Slander & Libel

Actions of slander and/or libel shall be considered violations of Metropolitan State University Student Government Elections Services Code, and may result in punitive measures pursuant to Section 6 of said code. In addition, libel is a criminal offense in Colorado. Both slander and libel may be pursued in civil court, and candidates who commit either may subject themselves to a lawsuit or criminal prosecution outside the jurisdiction of Metropolitan State University of Denver.

Typically slander and libel are governed by the same principles; and involve the defamation of another person's character through the publication of false information. The main difference is the *form* of the defamatory communication. Libel is considered a more serious offense and may be pursued in both civil and criminal court, whereas slander is a matter of civil court only.

- *Libel: A defamatory statement expressed in a fixed medium, especially writing, but also a picture, sign, or broadcast.*
- *Slander: A defamatory statement expressed in a transitory form, especially speech (Black's Law Dictionary, 1999).*

Colorado Revised Statute 18-13-105 defines criminal libel as follows:

- *A person who shall knowingly publish or disseminate, either by written instrument, sign, pictures, or the like, any statement or object tending... to impeach the honesty, integrity, virtue, or reputation or expose the natural defects of one who is alive, and thereby to expose him to public hatred, contempt, or ridicule, commits criminal libel.*

For more detailed information on Colorado Law regarding slander and libel please refer to Revised Statutes 18-13-105, 13-21-106, 13-25-124 and 13-25-125.

*****All of the above statements are for informational purposes only and have not been certified by a licensed attorney.***

Violation Submission Form

Violation Details _____

Submitted by: _____ | Manager | Coordinator | Third Party

Contact Information: _____

Please attach evidence (photos, examples, witness names, and contact information etc.). Violations Forms submitted without evidence will not be pursued pursuant to Elections Code 6.02.4

Date & Location of Hearing: _____
(All hearing will be held in the SGA office, Tivoli Building Room 307 unless otherwise noted)

OR,

Waiver of Formal Hearing: I, the undersigned, acknowledge that I committed the violation(s) marked above, and agree to waive my right to a hearing and accept all punitive measures assigned by the Election Services.

Signature: _____ Date: _____

Pursuant to Election Codes 1.01.31 and 6.04.2

Violation shall refer to a finding of responsibility by the Election Services for an action in violation of this code. The Election Services must act in accordance with Section 6 of this code when determining responsibility for an action in violation.

Major Violation: A major violation is one that shows an intentional and/or substantial disregard to fair election procedures. Major violations cause substantial harm to the election process and usually include ethical violations. Failure to be aware of applicable rules and codes shall not be considered a defense to an alleged violation.

Minor Violation: A minor violation is one that may impact fair election procedures. Minor violations may not cause harm to the election process, and usually include remediable actions. Minor violations do not require proven harm, but only evidence of actions in opposition to this code as written. Failure to be aware of applicable rules and codes shall not be considered a defense to an alleged violation.

Violation Repetition: Violation of repetition shall mean two separate and distinct incidents of identical violations. A violation of repetition cannot occur without a previous finding of responsibility for an action in violation that is temporarily separate from the second incident. A finding of repetition may occur immediately upon a finding of responsibility for the second identical violation.