



# TSAC

The Student Advocacy Council  
at Metropolitan State University of Denver

# Student Elections Candidate Application Packet

**The Student Advocacy Council at MSU Denver**

**2022 Spring Elections**

Contact information: [studentelections@msudenver.edu](mailto:studentelections@msudenver.edu)

***Packets Due - Monday April 25, 2022 @ Noon***  
***Voting: Monday April 25, 2022 (5:00 PM) through***  
***Friday May 6, 2022 (11:45 PM)***



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**All items marked with 1\* must be turned in to the Elections Manager in Tivoli 305 before campaigning**

**Items marked with 2\*\* must be turned in to the Elections Manager in Tivoli 305 at the end of election week**

**All other items are to keep for reference**



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## **Elected Positions**

You may run for any number of the following positions. However, you may only be elected for a single position. Therefore, upon victory in multiple positions you will be disqualified from the other positions by determination of hierarchy as follows: Student Trustee > SACAB Representative > Councilor

### **Number of Positions to be Elected this Term:**

- 1 Student Trustee
- 2 SACAB Representatives
- 9 TSAC Council Members



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## **SACAB Representative**

The SACAB representative serves in a key leadership role for MSU Denver. The SACAB representative represents The Student Advocacy Council (TSAC) and the student body on the Student Advisory Committee to the Auraria Board. The Representative must attend all regular The Student Advocacy Council (TSAC) and SACAB regularly scheduled commitments, including recurring meetings. This is a significant leadership responsibility requiring a commitment of approximately 15 hours/week during the academic terms and significant time in off periods as well. The SACAB representative should have well-developed leadership skills and a commitment to advancing the University in meaningful ways.

### **Responsibilities**

- Shall each be elected to serve an active term from July 1st of the calendar year in which they were elected until June 30th of the following year.
- Newly elected SACAB representatives must attend the mandatory training sessions offered in June.
- If an incoming SACAB Representative is entering their first term of office or is not an officer of TSAC during the month of June preceding the start of their term of office, the SACAB Representative shall serve, and be compensated for, one month of inactive, educational service, from June 1st until June 30th.
- In addition to the duties enumerated in the SACAB Bylaws, SACAB Representatives shall act as liaisons between TSAC and the Administration of AHEC.
- SACAB Representatives shall determine how they will vote on an issue in the manner that they see fit, however, they shall make known the views and opinions of TSAC if such views or opinions are known.
- Unless it contradicts or conflicts with the duties outlined in the SACAB Bylaws, the SACAB Representatives shall assist in the accomplishment of TSAC's goals and initiatives.
- Shall be advocates for TSAC and the students it serves.
- Attends weekly TSAC Team Meetings.
- Holds up to 15 hours a week for regular office hours in the SACAB office.



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## Qualifications for SACAB Representative as per State Law:

### Grad Student:

- Maintain a 3.0 cumulative GPA
  - Background Check 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 be a resident of Colorado for at least 3 consecutive years prior to the election
  - Student Conduct Check
  - Must have at least one full academic year remaining at MSU Denver
  - Professor/Faculty Signature Form
- 

### 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 9 credit hours at MSU Denver by the beginning of the election cycle
- Must be a resident of Colorado for at least 3 consecutive years prior to the election
- Student Conduct Check
- Must have at least one full academic year remaining at MSU Denver
- Professor/Faculty Signature Form



# TSAC

The Student Advocacy Council  
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## Student Trustee

The Student Trustee serves in a key leadership role for MSU Denver. The Student Trustee represents The Student Advocacy Council (TSAC) and the student body on the University's Board of Trustees. The Trustee must attend all Board of Trustee meetings and committee engagements, as well as regularly scheduled The Student Advocacy Council (TSAC) commitments, including recurring meetings. This is a significant leadership responsibility requiring a commitment of approximately 12-15 hours/week during the academic terms and significant time in off periods as well. The Student Trustee should have well-developed leadership skills and a commitment to advancing the University in meaningful ways.

### Responsibilities

- Shall be elected to serve an active term from July 1st of the calendar year in which they were elected until June 30th of the following year.
- The newly elected Student Trustee must attend the mandatory training sessions offered in June.
- If an incoming Student Trustee is entering their first term of office or is not an officer of TSAC during the month of June preceding the start of their term of office, the Student Trustee shall be available and compensated for one week of inactive, educational service for the training in June.
- In addition to the duties enumerated in the Bylaws of the Board of Trustees, The Student Trustee shall act as a liaison between TSAC and the MSU Denver Board of Trustees.
- The Student Trustee shall determine how they will vote on an issue in the manner that they see fit. However, they shall make known the views and opinions of TSAC if such views or opinions are known.
- Unless it contradicts or conflicts with the duties of the Student Trustee as defined by the Constitution and the Bylaws of the Board of Trustees, the Student Trustee shall assist in the accomplishment of TSAC's goals and initiatives.
- Shall support and participate in TSAC sponsored programs and activities as their professional and personal schedules allow.
- Shall be an advocate for the TSAC and the students it serves.
- Shall work collaboratively and cooperatively with fellow members of TSAC.
- Attends weekly TSAC Team Meetings.
- Participates 12-15 hours a week and holds regular office hours.
- Required attendance to all Board of Trustees meetings which are held bi-monthly on Thursday and Friday from 7:30am-12:30pm, as well as all other Board of Trustees meetings and functions, including retreats.



# TSAC

The Student Advocacy Council  
at Metropolitan State University of Denver

## Qualifications for Student Trustee as per State Law:

### Grad Student:

- Maintain a 3.0 cumulative GPA
- Background Check 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 be a resident of Colorado for at least 3 consecutive years prior to the election
- Student Conduct Check
- Must have at least one full academic year remaining at MSU Denver
- Professor/Faculty Signature Form

### 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 9 credit hours at MSU Denver by the beginning of the election cycle
- Must be classified as Junior (academic standing) by the time of installment in office
- Must be a resident of Colorado for at least 3 consecutive years prior to the election
- Student Conduct Check
- Must have at least one full academic year remaining at MSU Denver
- Professor/Faculty Signature Form



# TSAC

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## Councilor

The Student Advocacy Council is a board of student leaders at MSU Denver that are committed to the advancement and advocacy of students. Council members utilize all means necessary for the incorporation of students into the university experience and are the governing body that shares responsibility with administration to bring about changes.

Council members are expected to:

- Prepare for meetings by reviewing minutes and other materials, become well-informed on subject matters to be discussed, and participate actively in decisions. Council members will ensure that TSAC meetings are being conducted in accordance with the committee's by-laws.
- All council members are required to report weekly to their respective committees and areas of work to ensure the student body's voice and needs are honored and facilitated towards implementation committing to remove barriers that create inequitable opportunities for students, establish consistency, trust, and transparency with all University proposals.
- Council members create memorandums, press releases, inquiries, and research to support the necessary needs of students. Council members are required to engage with students through emails, office hours, peer surveys, institutional data, peer support, and any means necessary to provide advocacy for students.
- Shall support and participate in TSAC sponsored programs and activities as their professional and personal schedules allow.
- Shall be advocates for TSAC and the students it serves. Will work collaboratively and cooperatively with fellow members of TSAC and maintain strong communication.
- Semi-annually during the summer and winter sessions, Council members will plan and implement strategies for the foundation and actualization of student advocacy.
- The chair of the council will rotate on a monthly basis within the council to ensure a sustained shared governance.
- Council members can seek professional development and/or trainings to support the visions within the council.
- The council's work is made up of:
  - **Administrative Functions 50%**- This includes, but is not limited to, emails, proposals, budgets, agendas, minutes, committee service, and more.
  - **Community Engagement 50%**- This includes, but is not limited to, attending events, programming, forums, discussions, community outreach, and social engagement and social media and/or public discourse and more.





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## **Qualifications for TSAC Councilor as per TSAC Constitution:**

**\_\_\_ Enrolled in at least a 1 credit course for each semester at MSU Denver while serving. (When elected, Councilors are not required to be enrolled during the summer, however, must contribute and be available throughout the summer months).**

**\_\_\_ Not under violation of the Student Code of Conduct.**

**\_\_\_ Completion of an Authorization and Disclosure form**

**\_\_\_ Proficient in Microsoft Word, Excel, and PowerPoint or willing to learn.**

**\_\_\_ Attends required training during summer months for becoming a new councilor.**



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## Candidate Packet

*Please complete packet and return to the Election Services team, Tivoli 305*

This Candidate Packet includes the basic information needed to run for office with The Student Advocacy Council (TSAC) for Metropolitan State. This is not comprehensive and may refer to information found outside the packet, including but not limited to the MSU Denver The Student Advocacy Council (TSAC) member handbook and constitution. 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 Advocacy Council (TSAC)

### **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:**

MSU Denver Student Employee Handbook:

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

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

Note: 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



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## Intent to Run Form

*Please complete and return to the Election Services, Tivoli 305*

I, the undersigned, hereby submit my name for candidacy for the denoted The Student Advocacy Council (TSAC) elected position, and I affirm 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: \_\_\_\_\_

MSU Denver E-Mail: \_\_\_\_\_

Phone #: \_\_\_\_\_

Position(s) Sought:

- Student Trustee     SACAB Representative     TSAC Councilor

<b><i>Election Services Use Only</i></b>
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 to [studentelections@msudenver.edu](mailto:studentelections@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.**

(Information provided may be edited for length and clarity)



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## Attendance Agreement Form

This document serves as an agreement between a candidate in an election and The Student Advocacy Council (TSAC). The candidate agrees that, if elected, they will be able to fulfil 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 may be removed from your position.

### **General Calendar:**

#### Inauguration (May 20<sup>th</sup> 2022):

Time: 12:00pm-1:30pm

Location: TBD

#### Training:

TBD (Summer 2022)

#### First Full TSAC Workday:

TBD from schedules

#### Summer Session:

**Full Workdays may be held from 9:00am – 5:00pm each Friday** while campus is open during the summer term.

#### Fall and Spring Sessions:

**Full Workdays 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 Advocacy Council (TSAC) Assembly and acknowledge that failure to attend required meetings and events, including meetings scheduled after submitting this document, may result in removal from office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Professor/Faculty Signature Form**

You are required to obtain the signature of at least one faculty member. This displays a vote of confidence from a member of MSU Denver's faculty that you are able to fulfill your duties.

Candidate's Name: \_\_\_\_\_

-----

Professor/Faculty Member Name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## 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	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: _____





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## Expense Report Forms

You are required to report all campaign expenses in this Student Election.

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 inaccurate, 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 Student 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*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_



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## 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 of Denver Elections Services Code, and may result in punitive measures pursuant to Section 6 of said code. In addition, libel is a criminal offense under Colorado state law. 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).*

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



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## Violation Submission Form

If applicable, due to the elections commission within the timeframe(s) outlined in the elections code.

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 hearings will be held in The Student Advocacy Council (TSAC) 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.