



MSU Student Government
DENVER The Student Advocacy Council

Student Elections

Candidate Application Packet

**Student Government: Student Government: The
Student Advocacy Council at MSU Denver**

2023 Elections

Contact information: studentelections@msudenver.edu

*Voting: Monday April 10, 2022 (12:00 AM) through
Friday April 14, 2022 (11:59 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



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 SG:TSAC Council Members



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Frequently Asked Questions

- What are common Violations to be aware of?
 - You may not begin campaigning until the official date as announced by Election services, this date will also be found in the Candidate Application Packet under Elections Timeline.
 - You may receive donations of up to a total of \$250
 - Your total budget may not exceed \$250 for campaigning. However, if you request an additional stipend from SG:TSAC that amount will not count towards your budget limit.
- Can I be endorsed by a professor?
 - No, departments may only promote elections in an unbiased manner, this includes professors. However, professors may distribute materials for informative purposes and incentivize students to vote so long as they do not advocate for a specific student or group.
- Can I use student organizations to host events?
 - Yes, so long as the governing body of the student organization gives permission to do so, additionally funds can be used from those student organizations to advocate for specific persons. However, Election Services would like to promote the idea of keeping these events open to any candidates.
- How can I print campaign flyers if I can't spend my own money?
 - SG:TSAC allows for a set amount of their budget to be distributed to students for use of campaign materials, a candidate may request funding through the election services.



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Councilor

Student Government: 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 SG: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 SG:TSAC sponsored programs and activities as their professional and personal schedules allow.
- Shall be advocates for SG:TSAC and the students it serves. Will work collaboratively and cooperatively with fellow members of SG: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 Semester long 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 SG:TSAC Councilor as per SG: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 or SG:TSAC Governing Documents.

___ 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.



Student Trustee

The Student Trustee serves in a key leadership role for MSU Denver. The Student Trustee represents Student Government: The Student Advocacy Council (SG: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 Student Government: The Student Advocacy Council (SG: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. Also note that the trustee will also have the same responsibilities as a councilor.

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 SG: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 SG: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 SG: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 SG:TSAC's goals and initiatives.
- Shall support and participate in SG:TSAC sponsored programs and activities as their professional and personal schedules allow.
- Shall be an advocate for the SG:TSAC and the students it serves.
- Shall work collaboratively and cooperatively with fellow members of SG:TSAC.
- Attends weekly SG: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.



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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**



SACAB Representative

The SACAB representative serves in a key leadership role for MSU Denver. The SACAB representative represents Student Government: The Student Advocacy Council (SG:TSAC) and the student body on the Student Advisory Committee to the Auraria Board. The Representative must attend all regular Student Government: The Student Advocacy Council (SG: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. Also note that the SACAB representative will also have the same responsibilities as a councilor.

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 SG: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 SG: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 SG: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 SG:TSAC's goals and initiatives.
- Shall be advocates for SG:TSAC and the students it serves.
- Attends weekly SG:TSAC Team Meetings.
- Holds up to 15 hours a week for regular office hours in the SACAB office.



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**
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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**



Elections Timeline

Elections events will be held, the dates of which will be announced using campus media as well as by email

- March 27th
 - Candidate Applications due
- March 29th
 - First day of official campaigning begins
 - Mandatory Candidate Orientation
- April 10th
 - First day of voting
- April 14th
 - Last day of voting
- April 21st
 - Official Election results published
- April 28th
 - Inauguration

Note: You may not begin campaigning for your candidacy until the first day of official campaigning begins



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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 Student Government: The Student Advocacy Council (SG: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 Student Government: The Student Advocacy Council (SG: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 Student Government: The Student Advocacy Council (SG:TSAC)

Forms and resources provided in this packet:

- Candidate Packet Cover Sheet/Policy Agreement Form
- Intent to Run Form
- Attendance Agreement Form
- Professor/Faculty & Student 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 Student Government: The Student Advocacy Council (SG: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

☐ SG:TSAC Councilor

<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 to studentelections@msudenver.edu, a general statement about yourself, and a picture, no more than 300 words, to be published by the Election Services on your behalf. This will be a bio to introduce who you are to the student body. Next, in a separate email, submit your campaign platform (what you wish to advocate for if elected), this will inform students as to what you wish to use your elected position to advocate for the student body.

(Information provided may be edited for length and clarity)



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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: _____



Attendance Agreement Form

This document serves as an agreement between a candidate in an election and Student Government: The Student Advocacy Council (SG: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 (April 28th 2023):

Time: TBD

Location: TBD

Training:

May 3rd, 2023

First Full SG:TSAC Workday:

July 1st, 2023

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 Student Government: The Student Advocacy Council (SG: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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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: _____	



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 Article V.

Reminders:

Individual candidates have a spending cap of \$250.00, through the Election services you may request funding for campaign materials. No referendum sponsor or third party may spend in excess of \$250.00 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:



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 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.***



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 6.06

Date & Location of Hearing: _____

(All hearings will be held in Student Government: The Student Advocacy Council (SG: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 1.32 and 6.01

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.