



## SPRING 2023 ELECTIONS GUIDE

# AVAILABLE ELECTABLE POSITIONS AND DESCRIPTIONS

Architecture School Council  
College Council  
Batten Councils  
Commerce Council  
Education Council  
Engineering Student Council  
Student Bar Association

Class Councils  
Student Council  
Honor Committee  
University Judiciary Committee

## SCHOOL OF ARCHITECTURE STUDENT COUNCIL

*President One Position Available Requirements:* Candidates must be a rising fourth year in the School of Architecture who has previously served on the School of Architecture Student Council Executive Board.

*Duties:*

- Official representative of the undergraduate degree programs in the School of Architecture • Chairs the School of Architecture Student Council and organizes weekly meetings, delegates representatives for event related committees
- Represents a liaison between students/faculty and Architecture/UVa

*Vice President One Position Available Requirements:* Candidates must be a rising third or fourth year in the School of Architecture who has previously served on the School of Architecture Student Council.

*Duties:*

- Assumes duties of President at request or absence of the President

*Secretary One Position Available Requirements:* Candidates must be a rising third or fourth year in the School of Architecture who has previously served on the School of Architecture Student Council.

*Duties:*

- Next in line behind Vice President for assuming primary leadership role upon absence of President or Vice President
- Takes minutes and attendance

*Treasurer One Position Available Requirements:* Candidates must be a rising third or fourth year in the School of Architecture who has previously served on the School of Architecture Student Council.

*Duties:*

- Maintains all financial records for the School of Architecture Student Council • Assumes responsibility for the School of Architecture Student Council bank account and yearly budget
- Represents the School of Architecture Student Council at the Architecture Budget Meeting at the beginning of the Fall semester

## COLLEGE COUNCIL

### *Requirements for All Positions*

- Enrolled in the College
- As per Article II, Section 1 of College Council's Constitution, any student enrolled in College courses is eligible for membership
- If a prospective candidate for the spring is "enrolled" in the Commerce school (or another school) but has a declared major in the College, he/she is eligible to run.

College Council President *One Position Available* • The President of the College is the official representative of Arts and Sciences Council and the College Student Body to the College administration and community.

- He/she chairs the Council and presides over all meetings of the Council and of the Executive Board.
- He/she is also responsible for appointing students to represent the Council and/or the College of Arts and Sciences to relevant committees outside the Council.

College Council Vice President *One Position Available* • The Vice President of the College shall assume the duties of the President in a non-voting capacity at the request or in the absence of the President.

- He/she shall also serve as Chief of Staff and oversee the internal communication of the Council.

College Council Secretary *One Position Available* • The Secretary of the College is the Office and Records Manager for the Council • He/she keeps and distributes minutes of the Council and maintains the office.

College Council Treasurer *One Position Available* • The Treasurer of the College is the Chief Financial Officer for the Council and maintains all financial records of the Council

- He/she is also responsible for the disbursement of funds and composing the annual budget.

### BATTEN GRADUATE STUDENT COUNCIL

Graduate Council President *One Position Available* • Shall be the official representative of the Graduate Council and the Frank Batten School Student Body to the Frank Batten School administration and community

- Shall chair the Council and preside over all meetings of the Council and of the Executive Committee.

Graduate Council Secretary *One Position Available* • Shall keep the minutes of all Graduate Council meetings and distribute them to members in a timely fashion and shall coordinate periodic communication with Frank Batten School alumni.

Treasurer of the Graduate Council *One Position Available* • Shall be the Chief Financial Officer for the Graduate Council and maintain all financial records of the Council.

Special Events Chair *One Position Available* • Shall organize social events to foster a greater sense of community among Frank Batten School students and organize special events to foster co-curricular learning opportunities.

Student Engagement Chair *One Position Available* • Shall organize and direct service efforts for the school.

2024 Post-Graduate Class Representative *One Position Available*

2024 Accelerated Class Representative *One Position Available*

### BATTEN UNDERGRADUATE COUNCIL

Undergraduate Council President *One Position Available* • Shall preside over undergraduate council meetings.

- Coordinate relationships between committees.
- Act as a liaison between the administration of the Frank Batten School and the Batten

Undergraduate Council.

Undergraduate Council Vice President *One Position Available* • Support the President in the planning and execution of council initiatives, long term strategic proposals, and any other functions as delegated by the President

- Act as a secondary oversight of executive board members to ensure efficiency within council
- Serve as a substitute in meetings and/or adjunct roles from the Batten and UVA administration when the President is unable to

4

## COMMERCE COUNCIL

President *One Position Available* • Runs weekly Comm Council meetings, sends out agendas prior to meetings

- Meets weekly with Student Services staff to create a better link between the council and the advisors
- Meets with officers and reps on an individual basis to plan events, etc.
- Oversees all other officers and their projects
- Sends all email publications to students regarding Comm Council events
- Meets occasionally with administration to find ideas for improvement, etc. and to help with various other projects
- Meets with any other faculty as requested
- Represents McIntire in all school-wide events

Vice President *One Position Available* • Serve as Co-Chair of Presidents' Council, as a voting member to approve all provisional and new Commerce-related student organizations

- Aids President and takes over if President must miss a meeting
- Facilitates meetings and takes minutes at each council meeting
- Attends biweekly meetings with Student Services
- Supports committee chairs with event planning needs

Treasurer *One Position Available* • Work with the President to create a budget

- Ensures that all events are paid for and that people are properly reimbursed for any personal expenses
- Manages and balances checking account
- Coordinates School Store and relationship with the UVA Bookstore
- Attends biweekly meetings with Student Services

\* All positions serve from the day after graduation until the following graduation day

5

## EDUCATION COUNCIL

### Executive Board Member *Four Positions Available*

Executive Board Members serve on the Executive Committee and are responsible for (1) facilitating monthly EdCouncil meetings, (2) serving as the advisors to the Committees of EdCouncil, (3) serving as the official representatives of the EdCouncil, (4) keeping a permanent record of the proceedings of the EdCouncil, (5) preparing a budget, as well as tracking all expenditures and income, and (6) coordinating professional development opportunities for students.

6

## ENGINEERING STUDENT COUNCIL (ESC)

### Requirements for All Positions

- Candidates must be enrolled in the School of Engineering and Applied Sciences (SEAS) • Candidates for ESC executive positions must have served on the Council in an active manner, as prescribed by the current executive board, for two semesters
- Candidates for 4th Year Board President must be a fourth year during their term of office (current 3rd years).

Engineering Student Council President *One Position Available* • Shall be the chief executive officer of ESC and shall promote the general welfare of SEAS. • Shall see to it that legislation and the directives of ESC are carried out.

- Shall appoint any unfilled board positions after a SEAS election with the consultation of the remaining Executive Board members.
- Shall serve as a liaison between the Deans and Faculty of SEAS and the Student Body of SEAS.
- Shall attend the bi-annual SEAS Trustees meetings.
- Shall initiate strategic planning forums and programs for the betterment of the SEAS community.
- Shall represent SEAS in the National Association of Engineering Student Council (NAESC) President Retreat and Regional and National Conferences as available.
- Shall oversee Committee Directors and their events, projects, and programs. • Shall preside over ESC meetings.
- Shall maintain ESC alumni relations and correspond with the Advisory Board. • Shall compile the agenda for all General Body Meetings.

Engineering Student Council Vice President *One Position Available* • Shall serve as assistant to the President.

- Shall serve as President of ESC in the absence of the President or in the event that the President is removed from office. In the event that the Vice President is removed from office, the Elections Committee shall immediately schedule an election to select a new Vice President unless ESC adopts an alternative by a two-thirds vote.
- Shall oversee all council Representatives and their events, projects, and programs. • Shall plan and organize the Engineering Expo for Fall Orientation during the spring and summer before their term.
- Shall serve as E-Week Chair, select the E-Week Committee, and oversee all planned events.

Engineering Student Council Secretary *One Position Available* • Shall keep a permanent record of the proceedings of ESC.

- Shall submit the minutes of a General Body Meeting for approval at the next General Body Meeting.
- Shall maintain attendance records and determine whether or not absences are excused. • Shall manage and maintain all ESC email list serves.
- Shall create the ESC semester event schedules and work with the Webmaster to ensure this information is available to the SEAS Student Body.
- Shall author all official correspondence.

7

Engineering Student Council Treasurer *One Position Available* • Shall keep a permanent record of the finances of ESC.

- Shall prepare the operating budget for ESC by consulting with the Officers.
- Shall serve as the student liaison to the Deans of SEAS regarding the finances of ESC. • Shall administer the Travel and Activities Fund first to organizations participating in ESC meetings and events, and second to organizations submitting applications if funds are not fully allocated to participating organizations.
- Shall consult the other Officers to allocate funds.
- Shall serve as an advisor to all fundraising operations.

Engineering Student Council 4th Year Class President *One Position Available* • This representative shall

form a programming board to assist them in planning events for the SEAS Fourth Year Class.

- Is responsible for organizing the December Graduation activities for SEAS and hosting the Garden Party.
- Shall hold at least six meetings of the fourth-year board each semester.
- Shall serve as the Engineering Representative to the University of Virginia Engineering Foundation (UVEF).

## 8

### STUDENT BAR ASSOCIATION

#### Student Bar Association Positions

- President (1)
- Vice-President (1)
- Treasurer (1)
- Secretary (1)
- 2L Senators (6)
- 3L Senators (6)
- Student Council Representatives (2)
- Honor Representatives (2)
- UJC Representatives (2)
- American Bar Association Representative (1)

## 9

### CLASS COUNCILS & TRUSTEES

#### Requirements for All Positions

- Candidates for Second Year Council President and Vice-President must be current first-years.
- Candidates for Third Year Council President and Vice-President must be current second-years.
- Candidates for Fourth Year Trustees President and Vice-President must be undergraduate students or fifth-year Education School students, graduating in May 2024.
- All candidates must meet with the council's respective advisor before elections begin (see contact info in position descriptions below).



### **Second Year Council President – One Position Available**

President of the Second Year Council and the class is an elected position voted on by all members of the class. The person in this position is expected to interact on behalf of the class, with advisement from the UVA Alumni Association and the Division of Student Affairs.

Specifically, the president must foster and maintain good relationships with the Alumni Association, the Division of Student Affairs, Student Council, the school deans, the President's Office, and the University Career Center, among others.

The president is responsible for overseeing all of the activities of the class, selecting its council members and committee chairs with the assistance of the vice-president, as well as planning and leading council meetings.

The president should help the council's executive committee and members remain focused on pursuing the mission of Class Council. They must serve as the leader of the council, providing direction and vision to the rest of the council body. As the president must constantly keep "the big picture" in perspective, the selection of the council body and the committee chairs is the first priority. Ultimately, the president is accountable for all Class Council programs and initiatives for the class that they represent.

Candidates interested in running for this position must meet with the Class Councils' advisor, Julia Bartus-Dobson (juliabd@virginia.edu), prior to the start of elections. Please email Julia to set up an appointment.

### **Second Year Class Vice-President – One Position Available**

Vice-President (VP) of the Second Year Council and the class is an elected position voted on by all members of the class. The VP shares many of the key duties and roles of the president. Ideally, this relationship is a partnership where both officers should feel equally comfortable in leading meetings of the council, taking responsibility of individual class initiatives, and assisting and directing the work of the committees. The president and VP should pre-determine the logistics of their relationship; i.e. what duties and responsibilities should be performed by each person.

The VP works with the president to interview and select Second Year Council members and serves as the liaison between the committee chairs and the president. The VP's position is much like that of a Chief of Staff in that this person should remain in constant contact with the committee chairs and keep up with the daily business of the council. Ultimately, the president is accountable for all Class Council programs and initiatives for the class that they represent.

Candidates interested in running for this position must meet with the Class Councils' advisor, Julia Bartus-Dobson (juliabd@virginia.edu), prior to the start of elections. Please email Julia to set up an appointment.

### **Third Year Council President – One Position Available**

President of the Third Year Council and the class is an elected position voted on by all members of the class. The person in this position is expected to interact on behalf of the class, with advisement from the UVA Alumni Association and the Division of Student Affairs. Specifically, the president must foster and maintain good relationships with the Alumni Association, the Division of Student Affairs, Student Council, the school deans, the President's Office, and the University Career Center, among others.

The president is responsible for overseeing all of the activities of the class, selecting its council members and committee chairs with the assistance of the vice-president, as well as planning and leading council meetings.

The president should help the council's executive committee and members remain focused on pursuing the mission of Class Council. They must serve as the leader of the council, providing direction and vision to the rest of the council body. As the president must constantly keep "the big picture" in perspective, the selection of the council body and the committee chairs is the first priority. Ultimately, the president is accountable for all Class Council programs and initiatives for the class that they represent.

Candidates interested in running for this position must meet with the Class Councils' advisor, Julia Bartus-Dobson (juliabd@virginia.edu), prior to the start of elections. Please email Julia to set up an appointment.

### **Third Year Council Vice President – One Position Available**

Vice-President (VP) of the Third Year Council and the class is an elected position voted on by all members of the class. The VP shares many of the key duties and roles of the president. Ideally, this relationship is a partnership where both officers should feel equally comfortable in leading meetings of the council, taking responsibility of individual class initiatives, and assisting and directing the work of the committees. The president and VP should pre-determine the logistics of their relationship; i.e. what duties and responsibilities should be performed by each person.

The VP works with the president to interview and select Third Year Council members and serves as the liaison between the committee chairs and the president. The VP's position is much like that of a Chief of Staff in that this person should remain in constant contact with the committee chairs and keep up with the daily business of the council. Ultimately, the president is accountable for all Class Council programs and initiatives for the class that they represent.

Candidates interested in running for this position must meet with the Class Councils' advisor, Julia Bartus-Dobson (juliabd@virginia.edu), prior to the start of elections. Please email Julia to set up an appointment.

### **Fourth Year Trustees President – One Position Available**

President of the Fourth Year Trustees and class is an elected position voted on by all members of the class. The class president keeps this title beyond graduation. The person in this position is expected to interact on behalf of the class, with advisement from the UVA Alumni Association and the Division of Student Affairs.

Specifically, the president must foster and maintain good relationships with the Alumni Association, the Division of Student Affairs, Student Council, the school deans, the President's Office, and the University Career Center, among others.

Overall, the president is responsible for overseeing all of the activities of the class, selecting the Trustees and committee chairs with the assistance of the vice-president, as well as planning and leading Trustee and executive committee meetings.

The president should help the Trustees' executive committee and general body members remain focused on pursuing the mission by providing direction and vision. As the president must constantly keep "the big picture" in perspective, the selection of the Trustees and the committee chairs is the first priority. Ultimately, the president is accountable for all Class Council programs and initiatives for the class that they represent.

The president, with the Trustees, plans social and academic programming for the class (ranging from class dinners and Lighting of the Lawn to career panels and wellness events) and coordinates the class giving

campaign, Valediction, and the class awards presented at Valediction. The president also focuses on bringing the graduating class together and creating a lasting and permanent affection for the University and the Alumni Association. Finally, the president works to transition the class into active alumni and helps plan the five-year reunion.

Candidates interested in running for this position must meet with the Trustee advisor, Mary Elizabeth Luzar (maryelizabeth@virginia.edu), prior to the start of elections. Please email Mary Elizabeth to set up an appointment.

#### **Fourth Year Trustees Vice-President – One Position Available**

Vice-President (VP) of the Fourth-Year Trustees and class is an elected position voted on by all members of the class. The VP shares many of the key duties and roles of the president. Ideally, this relationship is a partnership where both officers should feel equally comfortable in leading meetings of the council, taking responsibility of individual class initiatives, and assisting and directing the work of the committees. The president and VP should pre-determine the logistics of their relationship; i.e. what duties and responsibilities should be performed by each person.

The VP works with the president to interview and select Trustees and serves as the liaison between the committee chairs and the president. The VP's position is much like that of a Chief of Staff in that this person should remain in constant contact with the committee chairs and keep up with the daily business of the Trustees. Ultimately, the VP and president are accountable for all Trustee programs and initiatives for the class.

Candidates interested in running for this position must meet with the Trustee advisor, Mary Elizabeth Luzar (maryelizabeth@virginia.edu),

## STUDENT COUNCIL

Student Council President *One Position Available* ● Acts as the chief executive of the Student Council

- Has responsibilities to make appointments for the Chief of Cabinet, the President's Cabinet, and other University-Wide appointed positions concerning policy matters.
- Heads the Executive Board of Student Council.
- Regularly meets with administration to advance the well-being and quality of life of students throughout the University, both graduate and undergraduate students.
- Regularly meets with student leaders to advance common goals.
- Must respond to emergency situations pertaining to the organization and the student body at any given time.
- Is the President of the Student Body and serves as its representative to many outside organizations and officials.
- Time commitment: about 30+ hours each week

Student Council Vice President for Administration *One Position Available* ● Oversees the

inner-management of Student Council, which includes providing support and resources to all organization members and handling the many services offered by Student Council • The Vice-President for Administration also works closely with the President in the appointment of the Historian, Chief Financial Officer and Chief Technology Advisor, the Marketing & Communications Chair, the Outreach Chair, and the Director of University Relations. • This individual oversees all of the above listed appointments.

- The Vice President of Administration chairs the Student Legal Services Advisory Board
- Time Commitment: 20 hours/week

Student Council Vice President for Organizations *One Position Available* • Acts as the main liaison between CIOs and Student Council and works with student affairs offices from all parts of the University

- Responsibilities include: approving new CIOs (and renewals), organizing the fall and winter activity fairs, appointing the appropriations committee, heading up the appropriations process, and working closely with the Student Activity Center in Newcomb Hall
- The VPO also has the responsibility of serving on the Student Council Executive Board.
- Time Commitment: 15-30 hours a week (depending on appropriations etc.)

## STUDENT COUNCIL

Student Council Representatives Positions

The following number of representatives will be elected from each school in Spring 2021:

### UNDERGRADUATE:

- 1 - Architecture
- 12 - Arts & Sciences
- 1 – McIntire School of Commerce
- 1 – Continuing and Professional Studies
- 1 – Education and Human Development
- 3 – Engineering
- 1 – Batten (Leadership and Public Policy)

### GRADUATE:

- 1 – Architecture
- 2 – Arts & Sciences
- 1 – Medicine
- 1 – Darden

- 1- McIntire School of Commerce
- 1- Continuing and Professional Studies
- 1 – Education and Human Development
- 1 – Engineering
- 2 – Law
- 1 – Batten
- 1 – Data Science

#### Description

- Responsible for being “the voice” of students to Student Council and the University administration
- Must attend Tuesday night Student Council General Body meetings from 6:30pm-8pm each week • Serve as a member of a Representative Committee (Internal Affairs, External Affairs, Community Concerns). You may also serve as an ex-officio member on a Presidential (Cabinet, Administrative, or Organizations) Committee.
- Vote with direct jurisdiction over approving new CIOs; passing Student Council’s Summer and Annual budget (totaling to nearly \$100K in funding); creating Ad-Hoc Committees to tackle complex, real-world issues; and appointments in Student Council
- Lift up the voices of others, show leadership on moral issues, give the University directives and exhibit concrete student support for initiatives by working with student groups to pass resolutions.
- Leverage your power as a Representative by combining legislation, funding, projects, lobbying, and student engagement to create a real impact at the University.
- Time commitment: minimum of 5 hours each week, but usually more (Please do not run if you cannot commit the time)

13

## HONOR COMMITTEE

#### Requirements

Each Honor Committee member must be registered in the school that they represent at the time of the election and must be enrolled in that school for the duration of their term, and be a student enrolled in a degree program or a credit-granting certificate program in the school they represent.

Members of the Honor Committee perform five primary tasks:

1. Represent the students in their school at a weekly, open Honor Committee meeting that occurs in person at Central Grounds;
2. Recommend Honor System policies;
3. Participate in and preside over Honor System Hearings;
4. Plan regular education and outreach events for their schools; and
5. Maintain the Honor Constitution as established by the student body.

Candidates who choose to run for this position are agreeing to serve faithfully in the five tasks above and to commit a minimum of 5 hours per week to the position.

Candidates interested in running for this position should reach out with questions to the Special Assistant to the Honor Committee, Evan Pivonka ([elp4b@virginia.edu](mailto:elp4b@virginia.edu)), prior to the start of elections.

#### Positions

- College of Arts & Sciences (5 representatives)
- School of Education (2 representatives)
- Graduate School of Arts & Sciences (2 representatives)
- McIntire School of Commerce (2 representatives)
- Darden School of Business Administration (2 representatives)
- School of Architecture (2 representatives)
- School of Data Science (2 representatives)
- School of Engineering and Applied Sciences (2 representatives)
- School of Law (2 representatives)
- School of Medicine (2 representatives)
- School of Continuing and Professional Studies (2 representatives)
- Batten School of Leadership & Public Policy (2 representatives)

### UNIVERSITY JUDICIARY COMMITTEE (UJC)

#### Requirements

- An undergraduate student must have completed or be in the process of completing three semesters of work toward a degree while graduate students must have completed one semester of work.
- Each candidate for election shall be in the process of completing at least two full semesters of work in their particular school
- Students must also be full-time.

#### Positions

The following number of representatives will be elected from each school in Spring

- 2023: • College of Arts & Sciences (5 representatives)
- School of Education (2 representatives)
- Graduate School of Arts & Sciences (2 representatives)
- McIntire School of Commerce (2 representatives)
- Darden School of Business Administration (2 representatives)

- School of Architecture (2 representatives)
- School of Data Science (2 representatives)
- School of Engineering and Applied Sciences (2 representatives)
- School of Law (2 representatives)
- School of Medicine (2 representatives)
- Batten School of Leadership & Public Policy (2 representatives)
- School of Continuing and Professional Studies (2 representatives)

#### Description

- Be able to serve a one-year term
- Attend monthly UJC meetings to vote on issues that have been brought before the Committee and maintain an understanding of organizational operations
- Act as judges on a reasonable number of UJC trials, first deciding whether a student is guilty or not, and then crafting a sanction, if that student is found guilty
- Serve as liaisons between the Committee and their respective schools through educational and outreach events.

Questions regarding the position should be directed to the Chair of the University Judiciary Committee, Lauren Kim ([lek5vj@virginia.edu](mailto:lek5vj@virginia.edu)) prior to the start of elections