



STUDENT GOVERNMENT
ASSOCIATION
SOUTHWESTERN COLLEGE

2026 – 2027 Executive Team Election Packet

This packet contains all of the forms, rules and regulations, and information needed for a candidate in the 2026-2027 Southwestern College SGA Executive Team Elections.

Dear SGA Candidate,

Thank you for applying to become a member of the Southwestern College Student Government Association. By merely involving yourself in this election process you are taking an important step in helping our college to become a better place. Regardless of the outcome, your efforts are respected and appreciated.

Enclosed in this Election Packet are all the necessary forms and rules regarding the election process. **Please take the time to carefully review all rules and regulations concerning campaign materials, deadlines for forms etc.** Once you have received this Election Packet and filed for a position, you will be responsible for upholding these rules and regulations. Failure to comply could result in disqualification from office.

The SGA Executive Team is committed to helping you run a fair campaign. Please feel free to contact any member of the staff with questions or concerns that you may have. Every attempt will be made to ensure that the entire process occurs in an environment of fair play and clear communication. We ask that this courtesy be extended by all participants to each other and the committee.

Good Luck!

Sincerely,

SGA Executive Team

Election Rules
Per the constitution of the Student Government
Association, the 2026 Elections procedure is as follows:

ARTICLE II—ELECTIONS PROCEDURE & HIRE PROCEDURE

1. Nominations for SGA President and SGA Executive Vice President shall be electoral and interviewed.
 - a. Any full-time undergraduate student that has previously served on the student senate, as well as the Executive Team in the role of either the Vice President of Registered Student Organizations, Vice President of Student Concerns, or Vice President of Finance, with a cumulative GPA of at least 2.5, shall be eligible for election for the roles of the SGA Executive Vice President and SGA President.
 - b. The petition shall be submitted to the Director of Campus Life upon the due date set by the Executive Committee. The petition shall include the name of the person running for office, office for which the person is a candidate, cumulative GPA, and fifty (50) different signatures, without and repeat or infringement of signatures, of full-time Southwestern College students. Elections will be held during the spring semester each year for the Executive Branch. Elections for the Senate will be held in the fall semester of each new school year.
2. Nominations for SGA Vice President of Registered Student Organizations, Vice President of Student Concerns, and Vice President of Finance shall be hired and interviewed.
 - a. Any full-time undergraduate student that has previously served on the student senate, with a cumulative GPA of at least 2.5, shall be eligible for the roles of Vice President of Registered Student Organizations, and Vice President of Student Concerns.
 - b. Any full-time undergraduate student with a cumulative GPA of at least 2.5 shall be eligible for the role of Vice President of Finance.

Timeline for the 2025 SGA Executive Elections

Wednesday, March 4 th	Online applications and packet available
Wednesday, March 11 th	Online applications and signature sheets are due by 5 P.M. <u>(Signature Seets must be turned in to the Campus Life Office)</u>
March 23 rd – 26 th	Campaign * If you wish to campaign during Campaign Week, you must turn your application and signatures prior to posting. Applications link here . If you have questions, contact sga@sckans.edu
March 27 th	Elections in Pounds Lounge

Selection Process

The elections process is extremely selective. You will be required to complete this application, as well as:

- Interview with Campus Life Director and Dean of Students **(for hired positions only)**
- Provide a petition of 50 undergraduate, currently registered, student signatures to be considered for a position **(for elected positions only)**
- Submit 1 letter of recommendation from a professor in your major **AND** staff member (may not be a Student Affairs staff member), **TWO TOTAL** ([Letter of Recommendation](#));
- Provide a typed, double-spaced, professionally written essay which holistically responds to:
 - What are your qualifications to be a candidate for the Southwestern College Student Government Association?
 - What is your passion in life in relation to your major and what are your future plans? How will this passion help you in your position as an SGA officer?
 - If you become a Student Government Officer, what are your plans and objectives for the upcoming year?
 - Why should you run for Office?

Announcements will take place on Friday, March 27th.

Training Process

- The training process is mandatory and will occur after the elections are completed. Training documents will be distributed to the newly elected officer describing all positions and expectations. The outgoing officers and SGA Advisor will conduct training sessions during the month of April at times that benefit both the outgoing and incoming officers; failure to attend the training sessions could cause your dismissal. As part of the training sessions, executives must attend leadership training and future planning, led by the Campus Life Director.
- Apart from formal training, incoming officers are expected to maintain an active role in all Student Government activities, meetings, and events. Shadowing outgoing officers will serve as essential practical training for incoming members to take office with a plethora of knowledge about their duties.
- Incoming officers will meet with the Student Government Association; this will allow all incoming officers the opportunity to acquire knowledge of the other positions as well as ask pertinent questions. The Student Government Association is a team, and the team must develop the ability to work together effectively.
- Must attend Leadership Retreat and planning for upcoming semester lead by Campus Life Director
- Required to participate in orientation.
- **The SGA advisor will notify incoming officers when they are expected to return to campus for Fall 2026 to plan as well as participate in orientation activities such as move in, orientation, builderfest, etc.**

Position Description

President:

The President of SGA serves as the chief executive officer of Student Government Association. The president is a position that is **elected** by the student body to assist with shaping the student experience in a purposeful way that values and advances the mission of SGA and Southwestern College. Additional responsibilities are outlined below.

- Serve as chief executive officer of the Student Government Association.
- Uphold, administer, and enforce the SGA Constitution and By-Laws.
- Call special sessions of the Student Senate.
- Make recommendations for legislation to the Student Senate.
- Appoint, with the ratification of the Senate, student members to college committees, standing and special committees of The Senate, and any other official deemed necessary for the conduct of SGA responsibilities.
- Preside over the SGA Executive Committee.
- Appoint Administrative Assistants to aid the President in fulfilling his or her responsibilities.
- Coordinate the functions of the student representatives to the college committees and the standing and special committees of the Student Senate.
- Remove any appointed officer, committee member, or official, except SGA executive officers, elected and or appointed senators, or class presidents.
- Initiate impeachment proceedings against any SGA executive officer, senator, class president, or justice who is guilty of misconduct or neglect of duties.
- Serve as one of the two student liaisons to the Board of Trustees Student Development Committee.
- Fill, with the ratification of the Student Senate, vacancies among the Student Senate, either elected or appointed positions.
- Sign acts of legislation passed by the Student Senate.
- Have the power to veto acts of the Student Senate, provided that the veto is exercised within six (6) school days of passage, and the veto is accompanied by a written justification and or explanation (**see Article XIII of the By-Laws**).
- Shall create an agenda for each meeting
- Serve as one of two student liaisons to the Academic Affairs Board of Trustees Committee.
- Shall speak at buildercamp
- Work in collaboration with Vice President of Student Concerns and Vice President of Communications on issues concerning the student body.
- Attend all meetings of the Student Senate.
- Work with the incoming SGA President in preparing that person for his or her duties

Executive Vice President:

The Executive Vice President serves in lieu of the SGA President in the absence or disability of the President. The Executive Vice President also communicates to the SGA President all Acts and Resolutions of the Student Senate passed during the SGA President's absence. **This is a hired and elected position; students elect from candidates that have been interviewed.** Additional responsibilities are outlined below.

- Serve in lieu of the SGA President in the absence or disability of the President. Communicate to the SGA President all Acts and Resolutions of the Student Senate passed during the SGA President's absence.
- Succeed to the office of the SGA President should the office become permanently vacant.
- Preside over and serve as Chairman of the Student Senate, using Robert's Rules of Order.
- Provide for the compilation and publication of legislation to ensure the student body is informed.
- Record and preserve the minutes of all Student Senate meetings.
- Make copies of minutes available to the senate, SGA website, and any additional parties requesting minutes.
- Keep accurate records pertaining to each member's attendance at all Student Senate meetings.
- Maintain the archives in which shall be placed an official copy of all SGA rules, regulations, resolutions, official correspondence, as well as other pertinent reports including Trustee materials.
- Preside over the SGA social medias and keep the page up to date with meetings, updates, office hours, etc.
- Have the sole power to declare vacancies in its membership.
- Appoint the chairs of each Senate committee from within the Senate membership, subject to the approval of the Student Senate.
- Serve as an ex-officio member of all Student Senate committees.
- Serve as Freshman Class President, in a figurehead position, until a successor is elected from the freshman class.
- Assist the SGA President in any official capacity deemed necessary for the conduct of SGA responsibilities.
- Attend all meetings of the Student Senate unless communicated prior.
- Work with the incoming SGA Vice President in preparing that person for their duties.

Vice President of Finance

The Vice President of Finance is responsible maintaining a public written record of all funds of the SGA received and disbursed. **This is a hired position.** Additional responsibilities are outlined below.

- Assist the Vice President of Student Organizations with the fulfilling of the student organizations needs and in making sure they are sustainable
- Deposit all proceeds into the SGA Treasury and withdraw funds necessary from the Treasury.
- Present an SGA financial report at Student Senate meetings after changes.
- Prepare an official written financial report by the end of each semester and distribute copies of the report to each senator, the President of the College, the Office of Student Affairs, and a campus-wide college bulletin.
- Audit, at the discretion of the SGA President, the financial records of any student organization.
- Be responsible for all expenditures made directly by all components and committees.
- Assist the SGA President in any official capacity deemed necessary for the conduct of SGA responsibilities.
- Communicate with the college administration in approving the annual budget.
- Attend all meetings of the Student Senate.
- Work with the incoming Vice President of Finance in preparing that person for his or her duties.

Vice President for Student Concerns

The role of the Vice President for Student Concerns is act as a liaison between the students and the rest of Student Government Association (SGA). **This is a hired position that works closely with the Dean of Students.** Additional responsibilities are outlined below

- Host open meetings, forums and events that allow the student body express their concerns about anything on campus or of the college.
- Represent the college outside of campus.
- Create legislation for SGA policies.
- Work on special projects or resolutions to change college policies.
- Administer the oath of office to all elected officers and senators at the first session of the Senate.
- Present student concerns to SGA President, the President of the College and the Board of Trustees.
- Communicate and find reasonable actions for bettering the College within the concerns provided by the student body.
- Meet with the President of the College of Dean of Students after all Student Concern events.
- Attend all scheduled Student Development Board of Trustees meetings.
- Work with the incoming Vice President for Student Concerns in preparing that person for their duties.
- Serve as one of two student liaisons to the Academic Affairs Board of Trustees Committee.
- Attend all meetings of the Student Senate unless prior communicated.
- Work with the incoming Vice President for Student Concerns in preparing that person for their duties.

Vice President for Student Organizations

The Vice President for Student Organizations provides representation power for all organized bodies, known as clubs and organizations. **This is a hired position.** Additional responsibilities are outlined below.

- Represent student organizations in all capacities of Student Government Association.
- Create and maintain a relationship with each club or organization's advisor.
- Plan and host semesterly SGA RSO (Registered Student Organization) meetings with all current organizations on campus.
- Distribute and collect Student Organization required documentation for recognition.
- Serve as the main consultant for each student organization regarding organization needs, and ensuring that each organization is meeting requirements such as attending periodic meetings and events.
- Update the official organization list at the beginning of every semester.
- Collaborate with Vice President of Finance and Vice President of SGA to organize and preside over all funding from student organizations including: funding requests, deposits and receipts from fundraisers, provide monthly balance reports, refunds, etc.
- Attend all meetings of the Student Senate unless communicated prior.
- Attend one meeting once a year for every organization.
- Update the Student Senate on organization concerns, questions and events.
- Create and present a fundraising meeting once a year for organizations.
- Host an organization fair at the beginning of each semester.
- Attend all meetings of the Student Senate.
- Work with the incoming Vice President for Student Organizations in preparing that person for their duties.

Signatures for Nomination

Any full-time current student of Southwestern College may sign for SGA executives and senator positions. Only Students of the same class level may sign the petition of any individual running for Class President.

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2.	27.
3.	28.
4.	29.
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16.	41.
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18.	43.
19.	44.
20.	45.
21.	46.
22.	47.
23.	48.
24.	49.
25.	50.

Campaigning Information and Ideas

- Materials for posters may be available for candidates upon request in the Campus Life office.
- Find a good poster location.
 - Please only hang posters on permitted bulletin boards.
 - DO NOT hang on windows, doors, walls or in classrooms.
Only bulletin boards.
- Campaign posters may not be put up before the campaign week (Starting March 23rd – 27th) and must be taken down after the elections (March 27th).
- Have a platform and an agenda of what you wish to accomplish during your term.
- Join a campus political party or form one of your own.
- Advertise yourself by meeting people on campus you haven't met yet.
- Consider having a running mate if running for an executive office.
- Speak with existing Senators and Officers about SGA involvement.
- Visit residence halls about your campaign.