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**2024 – 2025**

**Executive Team**

**Election Packet**

This packet contains all of the forms, rules and regulations, and information needed for a candidate in the 2024-2025 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 Elections Committee is committed to helping you run a fair campaign. Please feel free to contact any member of the committee 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 Elections Committee

**Election Rules**

**Per the constitution of the Student Government Association, the 2024 Elections procedure is as follows:**

**ARTICLE II—ELECTIONS PROCEDURE & HIRE PROCEDURE**

**Section A.** Nominations for Executive Branch

1. SGA President, SGA Vice President of Administration, and SGA Vice President of Communications, SGA Vice President of Student Concerns, SGA Vice President of Student Organizations
   1. Any full-time undergraduate student with a cumulative GPA of at least 2.5 and who has been active in the SGA senate for at least a semester shall be eligible for election upon submission and certification of an official petition to the election committee.
   2. The petition shall be submitted to the election commission at least one week prior to the election of these officers. The petition shall include the name of the person running for office, office for which the person is a candidate, cumulative GPA, and sixty (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.
2. Each full-time student may sign only one petition per office.
3. Certification of Petitions
   1. The election committee shall have the sole power to certify petitions.
   2. Criteria for certification shall include:
      1. Proper grade point average.
      2. Adequate number of signatures.
      3. Each signature shall appear only once per petition, and each student may sign only as many petitions as there are positions available.
      4. Letters of Recommendation
      5. The candidate in question shall be running for only one Student Government Association or one Student Activities office at any one time.
   3. Anyone submitting a petition with an error(s) shall be informed so within twenty-four (24) hours of discovering the error(s), and shall be given forty-eight (48) hours to correct any mistakes and to resubmit the petition.

**Time Line for the 2023 SGA Executive Elections**

Sunday, March 3rd  Elections Packets available

Friday, March 8th Packets due by 5 P.M.

**(Campus Life Office)**

March 25th-26th Campaign

\* If you wish to campaign

during Campaign Week, you

must turn your petition in prior

to posting. Petition available to fill under **Executive Team Election Application** in sckans.edu/activities/sga/forms/

If you have questions contact [sga@sckans.edu](mailto:sga@sckans.edu)

March 27th Elections in Java Jinx

**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)

(see form online);

* Provide a professional headshot of the candidate
* 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 Thursday, March 28th.

**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, provided that is led by Campus Life Director.
* Besides 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 buildercamp.
* **The SGA advisor will notify incoming officers when they are expected to return to campus for Fall 2024 to plan as well as participate in orientation activities such as buildercamp/Impact Week, 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
* 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.
* Attend the monthly Admissions and Retention meeting.
* Work with the incoming SGA President in preparing that person for his or her duties

**Vice President of Administration:**

The Vice President of Administration, serves in lieu of the SGA President in the absence or disability of the President. The VPA 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 two candidates that have been interviewed**. Additional responsibilities are outlined below.

* 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.
* Have the sole power to declare vacancies in its membership.
* Serve as one of two student liaisons to the Trustee Academic Affairs Committee.
* 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 scheduled Academic Affairs Board of Trustees meetings.
* Attend the monthly Curriculum Committee meetings.
* Assist Vice President of Student Organizations and Vice President of Finance with the fulfilling student organization needs and sustainability
* Work with the incoming SGA Vice-President in preparing that person for his or her duties.

**Vice President of Communications**

The Vice President of Communications is responsible for all communication and correspondence between SGA and Campus. **This is a hired position**. Additional responsibilities are outlined below

* + 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 available copies of minutes of each Student Senate meeting to each senator, the President of the College, the Dean of Students, the Academic Dean, a campus-wide college bulletin, and others deemed necessary by the SGA President or other interested parties.
  + Present, at each meeting of the Student Senate, the minutes of the previous Student Senate session for the approval of the membership.
  + Maintain the role of the senators, and keep accurate records pertaining to each member’s attendance at all Student Senate meetings.
  + Shall work with advisor to keep sckans/SGA website up to date
  + Shall maintain and keep active the social media accounts of the SGA
  + Send, receive, and distribute all official SGA correspondence.
  + 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.
  + Assist the SGA President in any official capacity deemed necessary for the conduct of SGA responsibilities.
  + Work in collaboration with the Vice President of Student Concerns on issues concerning the student body.
  + Assist the Vice President of Finance in preparing a proposed annual budget to be submitted in writing to the college administration and approved at the discretion of the Executives.
  + Attend all meetings of the Student Senate.
  + Attend all scheduled Academic Affairs Board of Trustees meetings.
  + Attend the monthly Admission & Retention Committee meetings.
  + Work with the future Vice President of Communication in preparing that person for his or her 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 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.
* 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.
* Attend all meetings of the Student Senate unless prior communicated.

**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 responsibilitiesare 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 monthly SGA RSO (Registered Student Organization) meetings with all current organizations on campus.
* Distribute and collect Student Organization Packers (SOP) at the beginning of each semester for new and current organizations.
* Serve as the main consultant for each student organization regarding organization needs each are 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, ect.
* 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.
* Work with the incoming Vice President for Student Organizations in preparing that person for their duties.

**Signatures for Nomination**

Any 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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**Campaigning Information and Ideas**

* Materials for posters may be available for candidates upon request in the Campus Life office.
* Find a good poster location.
* Campaign posters may not be put up before the campaign week (Starting March 25th – 26th ) 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.

