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|  | **Student Government Association****Election Application** |

*Please type.*

Name:

Local Address:

Permanent Address:

University Email:

Phone and/or Cell Phone:

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| ***Please take application to the Student Business Center, UC for verification of information in this box.*** |
| Number of Current Credit Hours: \_\_\_\_\_\_\_ | Cumulative GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Registrar/Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| For which office(s) are you applying to run?*If applying for more than one position, please apply for the positions on separate applications.* |
| □ President | □ Secretary |
| □ Vice President | □ Treasurer |
| □ Inter-Club Council Chair | □ Congress Member |
| □ Communications Chair (Web Design) – Hired in April |   |

**Essay**: Please attach essays, consisting of no less than 50 words and no more than 300 words, which answer each of the following prompts: What can you contribute to the Student Government Association? Why are you the most qualified student for this position you are applying? What does SGA mean to the students Shawnee State?

**Campaign Regulations**

1. Students cannot campaign (stand) within 100 feet of the election site on the Election Days. The Election Table will be located in the University Center.
2. [If requested] Students may speak about issues at a candidates’ forum organized by the Vice President.
3. Students must follow the posting coordinate with Office of Student Activities for all signs and banners.

By signing below, I verify that I have read the above campaign regulations and that all of the above information is correct. I also authorize the Student Government Association and the Office of Student Activities to verify any of the above information.

\_X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Important Dates**

***Monday, March 21****:* Election Applications due to Tiffany Hartman Coordinator, Student Activities, located in the Student Organizations Area, Room 221 D by 5 pm.

***Monday, March2 8 – Wednesday, March 30:***Elections held in the University Center from 10 AM to 4 PM. Alternate election dates due to university closing/cancellation are Thursday, March 31, Friday, April 1, and Monday, April 4.

***Tuesday, April 5:***Election results will be announced at Student Government Association meeting at 4:00 pm in Room 214, University Center.

**Compensation**

**Executive Board Members**: All elected executive board positions receive a stipend as outlined in the attached job descriptions. Because they receive stipends, E-Board members are ineligible to receive academic credit for participation in Student Government.

**Student Congress Members**: Student Congress members may elect to earn two credit hours per year for participation in Student Government. For more information about taking SGA for credit, please contact Tiffany Hartman, Coordinator of Student Activities.

**A Note on Elections**

Those running for unopposed Executive Board positions will win office by default, contingent on their qualifications as outlined in the Constitution.

**Meetings**

The Student Government Association meets every Tuesday at 4:00 PM in Room 214 of the University Center.

## **Membership**

All elected Student Government Association Executive Board members must have a cumulative 2.5 GPA to be eligible for and to remain in office.

***For more information about elections, please contact Doug Kemerer,***

***SGA Vice President at kemererd@mymail.shawnee.edu.***

**Position Descriptions—Student Government Association**

Please read the following position descriptions thoroughly and carefully before submitting your application.

**A. President**

1. Is the elected representative of the students and is vested with the executive power of the Student Government Association.
2. Shall serve as the chair of the Student Government Association Executive Board.
3. Shall call and preside at all weekly Executive Board meetings.
4. Shall sit ex-officio, (non-voting) on any committee, council, board, or agency of the Student Congress or Executive Board.
5. Shall have the power to call the Student Congress and/or Executive Board into special session.
6. Shall act as the official representative of the student body at all official functions.
7. Shall serve as the chief officer for the Student Government Association and assume final responsibility for the proper execution of the decisions and desires of the Executive Board and the Student Congress.
8. Shall take direct responsibility for activities and policies in the area of student relations and shall initiate appropriate legislation on such, with the assistance of the Executive Board.
9. Shall present all Executive Board matters to the Student Congress for consideration.
10. Shall sign all legislation passed by the Student Congress.
11. Will co-sign, with Student Government Association Treasurer on all approved disbursements.
12. May veto any undesirable legislation passed by the Student Government Association by submitting a formal letter to that body within one week of passage, stating the reason for veto.
13. Shall initiate actions necessary for the execution of the acts of Student Government Association.
14. Shall include as an agenda item any members' violation of the attendance code for further action.
15. Retains the right to review the financial transactions of any organization that is funded through the Student Government Association.
16. Shall create and appoint ad hoc committees and University-wide committees, with approval of Executive Board.
17. Must have served in Student Government Association for two full semesters prior to taking office.
18. Must post and keep 5 hours a week in the Student Government Association Office.
19. Shall receive a bi-semester stipend of $525.00.

**B. Vice President**

1. Will be an elected representative of the student body.
2. Shall serve as an ex-officio member of the Student Congress committee Academic Affairs and aid the Chair when necessary.
3. Shall call and preside over meetings of the Student Congress.
4. Shall assume the duties of the President when the President is absent.
5. Shall become President when the office is vacated.
6. Shall have direct responsibility for activities and policies in the area of off campus, state and national affairs but they can appoint other members to help with this task.
7. Responsible for coordinating Student Government Association elections and announcing election results.
8. Shall recommend to the Student Government Association President, Student Congress members to be appointed to University wide committees.
9. Shall schedule all student representatives on University-wide committees to speak at Student Congress meetings.
10. Shall extend invitations to any Administration, Faculty or Staff that Student Government Association feels would be an asset to a meeting.
11. Shall perform any other duties, as directed by Executive Board.
12. Must post and keep 5 hours a week in the Student Government Association Office.
13. Will receive a bi-semester stipend of $450.00.

**C. Secretary**

1. Will be an elected representative of the student body.
2. Shall serve as an ex-officio member of the Student Congress committee Student Life and aid the Chairperson when necessary.
3. Shall record all proceedings of all meetings of the Student Congress and Executive Board.
4. Shall distribute copies of Executive Board and Student Congress minutes and important announcements to study body and designated Faculty/Staff.
5. Shall distribute a copy of the Student Government Association minutes to all members at the following meeting.
6. Shall notify members of all Student Congress meetings, stating items that will be considered and voted upon at future meetings.
7. Shall keep attendance and make appropriate notifications for absences to Student Government Association President. Attendance and absences will be noted in the weekly minutes.
8. Shall maintain, with their consent, a list of all Student Government Association members, their addresses, phone numbers, and class schedules, plus a record of their tenure of office, and their status (whether elected or appointed). This information should be posted and recorded in the Student Government Association office.
9. Shall perform any other duties, as directed by the Executive Board.
10. Must post and keep 5 hours a week in the Student Government Association Office.
11. Will receive a bi-semester stipend of $375.00.

**D. Treasurer**

1. Will be an elected representative of the student body.
2. Shall serve as an ex-officio member of the Student Congress Budget and Finance Committee and aid the Chairperson when necessary.
3. Can request at any time an audit of any organization funded by the Student Government Association.
4. Shall maintain a current record of all funds allocated to recognized organizations.
5. Shall hold budgeting procedures for clubs/organizations in the spring of each year for the following academic school year during an Inter-Club Council meeting.
6. Will present for approval a projected budget for the following academic year to the Executive Board/Student Congress and the approved budget to the advisor by the eighth week of spring semester.
7. Will co-sign, with Student Government Association President, on all approved disbursements.
8. Shall keep account of the income, expenditures, and allocations of all funds, including approved Student Organizations, under the control of Student Government Association.
9. Audit all Student Government Association funds at the end of the fiscal year and submit a written report to the Student Government Association President before the eighth week of spring semester.
10. Shall have the authority to freeze the Student Government Association funding of any organization with the approval of the Executive Board.
11. Shall perform any other duties, as directed by the Executive Board.
12. Must post and keep 5 hours a week in the Student Government Association Office.
13. Will receive a bi-semester stipend of $375.00.

**E. Inter-Club Council (ICC) Chair**

1. Will be an elected representative of the student body.
2. Will work with clubs and organizations and concentrate on issues important to the students of Shawnee State University
3. Will oversee the recognition process of clubs and organizations as stated in Article 9 Section 1.
4. Shall preside over four Inter-Club Council meetings per semester; a meeting comprised of a member from each SSU Club and Organization.
5. Shall coordinate the collection of annual rosters from Clubs and Organizations.
6. Shall compile constitutions from all Clubs and Organizations.
7. Shall coordinate the annual “Parade of Clubs and Organizations.”
8. Shall review status of clubs, including the recommendation of possible removal of recognition to Student Congress.
9. Shall assist Treasurer with budget allocations to Student Government Association recognized clubs.
10. Shall keep a list of club and organization meeting times for student viewing.
11. Shall serve as an ex-officio member of the Student Congress Committee Budget and Finance and aid the Chairperson when necessary.
12. Shall perform any other duties, as directed by the Executive Board.
13. Must post and keep 5 hours a week in the Student Government Association office.
14. Will receive a bi-semester stipend of $375.00.

**F. Communications Chair**

1. Will be a hired representative of the student body by the Executive Board and voted on by Student Congress, and will serve at the pleasure of the Executive Board.
2. Shall have the chief responsibility to oversee the Student Government Association communications and relations with all of the University’s communities.
3. Coordinate updates of Student Government Association web page.
4. Coordinate photographs of Student Government Association members for necessary publications.
5. Shall coordinate major updates of the Student Government Association web page and related pages.
6. Responsible for daily updates of the Student Government Association and related web pages, including a calendar of upcoming events.
7. Shall provide press releases of recent and future Student Government Association business.
8. Shall coordinate photographs of the Student Government Association members for necessary publications.
9. Shall sit only as the Communications Chair and can hold no other Executive Board Position.
10. Shall be required to sit on an SGA sub-committee of their choosing.
11. Shall follow the web design guidelines set forth through Shawnee State University.
12. Shall update club and organization information on SGA site.
13. Shall maintain archives of electronic copies of minutes, agendas, and the Constitution.
14. Shall hold an informational session about filing electronic forms to aid clubs/organizations each semester during an Inter-Club Council meeting.
15. Shall perform any other duties as directed by Executive Board.
16. Must post and keep a minimum of 5 hours a week in the Student Government Association office.
17. Shall receive a bi-semester stipend of $300 to be paid Summer, Fall, and Spring semesters.