

# Student Government Association (SGA)

Election Packet  
Spring 2021

# Important Dates/Deadlines

- March 1** Election packets are available in the [Student Government web section](#).
- April 2** Election packets are DUE by Noon to [ana.s.salgado@svcc.edu](mailto:ana.s.salgado@svcc.edu)
- April 13 & 14** Election days!
- April 21** New executive board members announced.

**Contact information:**

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## **A brief overview of the various positions:**

The Student Government Association consists of the five following positions: President, Vice-President, Treasurer, Secretary, and Trustee. Each position is assigned a variety of specific tasks. In order to operate as efficiently and professionally as possible, all five board members must see themselves as part of a team of equals that was chosen by the student body to represent student's interests, and serve with integrity and honesty. Regular meetings are to be held and each officer is expected to serve on campus committees. Being voted into office is a great personal accomplishment; however, it also deserves the proper amount of respect and commitment to the challenge at hand.

## **Section 1: Qualifications for Office of President, Vice President, Treasurer, Secretary, and Board of Trustee Representative**

### Qualifications

1. Must be a SVCC Student body member - To ensure that decisions made at SVCC that impact student success and life are directed by the student perspective, college employees are excluded except for work-study students.
2. Must have completed a minimum of 12 semester hours of credit classes at SVCC prior to petitioning to run for office.
3. President and Student Trustee must be in good academic standing with a cumulative GPA of 3.0 or better as determined by the Office of Admissions and Records of SVCC at the time that petition is filed, and must hold a GPA of 2.75 to maintain office.
4. Vice President, Treasurer, and Secretary/Public Relations must be in good academic standing with a cumulative GPA of 2.75 or better as determined by the Office of Admissions and Records of SVCC at the time that petition is filed and must hold a GPA of 2.5 to maintain office.
5. Must be currently enrolled in 6 semester hours of credit classes at SVCC from the beginning of the semester to the last day of the semester.
6. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
7. Must receive a plurality of votes cast in the general election.
8. Upon taking office, must maintain SGA Office hours as determine by the SGA Advisor

## **Section 2: President of the SVCC Student Government**

### Duties

1. Chairs all regular and special Student Government meetings.
2. Upholds the rules, ideals, philosophy, and objectives of the Student Government and SVCC.
3. Knows, understands, and follows the Student Government Constitution and bylaws, and enforces Robert's Rules of Order at all formal meetings.
4. Convenes and chairs evaluation and planning sessions for executive officers with the Student Government Advisor throughout the year.
5. Attends and participates in leadership workshops as scheduled. Attends conferences when scheduled and approved by the student government.
6. Attends and directs regularly scheduled Executive Officer meetings.
7. Assists in establishing objectives with the Executive Board and other appropriate committees.
8. Serves as official representative of the student body at all on and off campus activities unless there are extenuating circumstances.
9. Serves as official student body representative to other colleges and other college departments and committees as needed.
10. Communicates regularly with the Student Government Advisor.
11. Is responsible for the proper functioning of Student Government.

## **Section 3: Vice President of the SVCC Student Government**

## Duties

1. Is responsible to the Student Government President.
2. Upholds the rules, regulations, ideals, philosophy, and objectives of the Student Government and SVCC.
3. Knows, understands, follows, and interprets the Student Government Constitution and bylaws, and is familiar with Robert's Rules of Order.
4. Attends and participates in leadership workshops as scheduled.
5. Attends and participates in Executive Officers meetings.
6. Assists in establishing objectives with the Executive Board and other appropriate committees.
7. Substitutes for and assumes responsibilities of the president in the president's absence.
8. Chairs all regularly scheduled, bi-weekly Executive Officers meeting in the absence of the President.
9. Communicates regularly with the Student Government Advisor and/or his/her delegated representative.
10. Reviews attendance of senators at regular and special student Government meetings. Contacts any senator missing one meeting to determine reasons for absence.
11. Performs a variety of other duties as may be assigned by the Student Government President.
12. Shall succeed the President in the event of the President's impeachment, or vacancy.

## **Section 4: Treasurer of the SVCC Student Government**

### Duties

1. Is responsible to the Student Government President.
2. Upholds the rules, regulations, ideals, philosophy, and objectives of the Student Government and SVCC.
3. Knows, understands, follows, and interprets the Student Government Constitution and Bylaws and is familiar with Robert's Rules of Order.
4. Has the following fiscal responsibilities:
  - a. Cooperates with the Student Government Advisor and the Student Government Executive Board in the preparation and administration of the Student Government Budget.
  - b. Submits all proposed expenditures for the Student Government Budget for approval during the Treasurer's Report on the first meeting of the month.
  - c. Communicates regularly with the Student Government Advisor concerning revenues and expenditures of the Student Government. Is responsible for maintaining the original records of the revenues and expenditures of the Student Government budget.
  - d. Responsible for all expenditures of monies from the Student Government budget. Prepares and delivers monthly budget report to the Student Government on the first meeting of every month. Said reports shall be accompanied by official documentation of all expenditures.
5. Performs a variety of other duties as may be assigned by the Student Government President or Vice President.
6. Attends and participates in Executive Officers meetings.

## **Section 5: Secretary/Public Relation of the SVCC Student Government**

### Duties

1. Is responsible to the Student Government president.
2. Upholds the rules, regulations, ideals, philosophy, and objectives of the Student Government and SVCC.
3. Knows, understands, follows, and interprets the Student Government Constitution and Bylaws, and is familiar with Robert's Rules of Order.

4. Attends and records the minutes of all regular and special Student Government meetings for formal distribution to all the Student Government members, all student clubs and organizations, the Dean of Student Services, and the Student Government Advisor.
5. Attends to all formal and informal correspondence of the Student Government as directed by the Student Government president.
6. Informs the student body of the activities of the SVCC Student Government Association.
7. Creates marketing campaign and publicizes all of the Student Government Association activities through formal invitations, posters, T-shirts, signs, ads, flyers, banners and news releases.
8. Distributes all marketing campaign material on a timely basis.
9. Updates the SGA brochure and maintain the SGA website and display.
10. Performs a variety of other duties as may be assigned by the Student Government president or vice president.
11. Attends all Executive Officer meetings.

## **Section 6: Student Trustee**

### **Duties**

1. Acts as the liaison between the Board of Trustees and the student body.
2. Is responsible to the Student Government president.
3. Upholds the rules, regulations, ideals, philosophy, and objectives of the Student Government and SVCC.
4. Knows, understands, follows, and interprets the Student Government Constitution and Bylaws and is familiar with Robert's Rules of Order.
5. Attends and participates in evaluation and planning sessions and leadership workshops as scheduled.
6. Attends and participates in Executive meetings.
7. Assists in establishing objectives with the Executive Board.
8. Communicates regularly with the Student Government Advisor.
9. Performs a variety of other duties as may be assigned by the Student Government president.
10. Prepares and delivers trustee report for the first meeting of every month.
11. Newly elected Student Trustee must attend all Board of Trustee meetings immediately following his/her election to SGA

### **Vacancy**

In the event that the student trustee position becomes vacant, the President shall call for applications to replace the vacancy. A special interview process will be conducted with eligible candidates and the new student trustee will be selected by the current SGA executive board.

### **Disclaimer**

The student trustee's role to the Student Government shall not infringe on his/her role to the Board of Trustees. The above duties and qualifications reflect the student trustee as a member of the Student Government and do not reflect the position of the trustee. Please refer to the Board of Trustees Policy Manual for a description of the student trustee's role as a trustee.

## **Section 7: Recall of Officers**

1. Officers are subject to recall for malfeasance or failure to perform duties as required in office.
2. Recall procedures will be initiated at the request of five active members.
3. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
4. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any officer.
5. All recall request must be submitted and approved by the SGA and Student Activities Advisor with proper and supporting documentation.

**Section 8: Meetings**

Meetings will be open to all the organization's active and associate members and Student Club representatives. The meetings are to be organized and controlled by officers and active members.

**Section 9: Statement of Non-Discrimination**

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, veteran status. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

# APPLICATION

## SVCC Student Government Association Officer

**PLEASE TYPE OR PRINT LEGIBLY. DUE: Friday, APRIL 2 @ Noon.**

Name \_\_\_\_\_ ID# \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Anticipated hours for fall semester: \_\_\_\_\_

Area of Study \_\_\_\_\_ AA/AS/AAS: \_\_\_\_\_

**Office: (choose one)**

- President (3.0 GPA required - must hold a GPA of 2.75 to maintain office)
- Student Trustee (3.0 GPA required - must hold a GPA of 2.75 to maintain office)
- Vice President (2.75 GPA required - must hold a GPA of 2.5 to maintain office)
- Treasurer (2.75 GPA required - must hold a GPA of 2.5 to maintain office)
- Secretary (2.75 GPA required - must hold a GPA of 2.5 to maintain office)

**Qualifications:**

- Must be a SVCC Student body member - To ensure that decisions made at SVCC that impact student success and life are directed by the student perspective, college employees are excluded except for work-study students.
- Must have completed a minimum of 12 semester hours of credit classes at SVCC prior to petitioning to run for office.
- Must be in good academic standing and meet GPA requirements.
- Must be currently enrolled in 6 semester hours of credit classes at SVCC from the beginning of the semester to the last day of the semester.
- Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
- Must run for only one office.
- Must receive a plurality of votes cast in the general election.
- Cannot occupy an executive board position or its equivalent in any college organization in the next year.
- Upon taking office, must maintain SGA Office hours as determined by the SGA Advisor.
- The student trustee's role to the Student Government shall not infringe on his/her role to the Board of Trustees. The Student Trustee is expected to attend the Board Meetings, meeting dates can be found at:  
<https://www.svcc.edu/about/board-of-trustees/meetings.html>

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Please answer the following prompts. Answer them on an attached sheet of paper if desired.

**Briefly describe your experiences and involvement on campus and/or in the community.**

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**Briefly describe any past or current work and/or volunteer experience.**

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**Why do you want to run for the office you are running for? What strengths can you bring to it?**

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**What is your “vision” or goal for Student Government?**

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**Is there any other information you would like to share reference your desire to run for office?**

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*Student Government is a vital part of campus life at Sauk Valley Community College. Some of the responsibilities of Student Government include representing the student body to the SVCC administration, sponsoring campus-wide activities, serving on college-wide committees, recognizing new student organizations, allocating programming money to student organizations and completing community service activities.*

**Applicant’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

When is the best time to contact you and how? \_\_\_\_\_

Return to this **application** and **statement** to [ana.s.salgado@svcc.edu](mailto:ana.s.salgado@svcc.edu) no later than **Fri., April 2 at Noon.**



