

Student Government Association



SGA Candidate Handbook

ELECTIONS FOR STUDENT SENATE OFFICERS ARE HELD IN APRIL ANNUALLY. ELECTIONS FOR STUDENT SENATORS ARE HELD IN APRIL AND SEPTEMBER ANNUALLY.

- *Student Government Association Overview*
- *SGA Student Senate Guide*
- *Important Information for Candidates*
- *SGA Election Procedures and Policy*
- *Petition of Candidacy*
- *Statement of Intent*

The Student Government Association (SGA) is the “voice of the students.” Through SGA projects, real change and improvement can occur on campus. This doesn’t happen without your involvement! The Senate fulfills the legislative functions of SGA, and includes the President, Vice President, Treasurer, Secretary, eleven Senators and the Student Trustee. Each week the Senate meets to review and vote on major resolutions concerning the students’ general welfare.

Candidate Qualifications (required):

1. Candidate must be currently enrolled at SCCC as a full or part time student AND must have paid the SCCC Student Activity Fee.
3. Candidates who already have earned college credits from SCCC must have **at least a 2.25 cumulative grade point average at the start of this fall 2016 semester.**
5. Candidate must have submitted a **Petition for Candidacy** that has been signed by at least 50 SCCC students currently enrolled at the College.
6. Candidate must complete and submit a **Statement of Intent**. Please prepare a professional statement, write neatly, and reflect your vision. Your Statement of Intent will appear on the Election Ballot.

All Petitions and Statement of Intent Forms must be submitted to the Student Affairs Office Located in Elston Hall, Room 222 no later than September 23, 2016. A review of all applications will be conducted, students meeting the qualifications will be reflected on the Election Ballot. Student Government Association Elections will be held the following week.

IMPORTANT CAMPAIGN INFORMATION

Publicity: Posters may be no larger than 8 ½ x 11 inches and may be posted only on appropriate campus bulletin boards in adherence to our Campus Poster Policy. Posters **must be approved** in the Office of Student Services **prior to posting**. No funds may be collected to pay for any posters or other forms of campaigning. Campaign expenses are the responsibility of the candidate.

Campaigning: We encourage all candidates to actively campaign.

- Post Flyers and Distribute Campaign information.
- Host a town hall meeting and discuss important and relevant topics.
- Create a Campaign Video that highlights your platform.
- Mobilize voters and host a campaign rally.
- Participate in a meet the candidate's forum.
- Shake hands and attend all SCCC events and activities.
- Utilize 21st century technology and social media to share your message.

Elections: **Will be on the week of September 26 -30, 2016.** All full-time and any part-time students who paid the Student Activity Fee will be eligible to vote.

Paperwork: Petitions and Statement of Intent are available at the Student Affairs Office located in Elston Hall, Room 222.

Due Date: **no later than September 23, 2016.** Return Petition and Statement of Intent to the Office of Student Affairs, 222 Elston Hall. All petitions will be stamped with a date and time upon receipt.

Further Information: Visit the Student Government Association Office located in Elston Hall, Room 221 or stop by the Student Affairs Office located in Elston Hall, Room 222.

Membership in the Student Government Association is granted to all full/part time students that pay the Student Activity Fee.

Student Leaders power the Student Government Association. The SGA is governed by a team of dynamic, committed and responsible students that fulfill the mission and purpose of the Student Government Association. Student Leaders are given opportunities to develop 21st century leadership skills, network with local community leaders, elected officials and business professionals, engage and participate in a democratic assembly, and advance their professional development through the service of others.

The SGA Constitution outlines the fundamental principles that govern the Student Government Association and recognized committees, clubs, and organizations. Furthermore, the SGA Constitution defines the roles and responsibilities of all elected leaders, outlines and explains organizational structure, and establishes procedures that balance power and ensures the rights and opinions of all SGA members.

The Student Senate is a deliberative assembly, comprising of members who use parliamentary procedure to make decisions. Elected Senators and Officers share power and responsibility and maintain an environment of collective responsibility and shared governance. The mission and purpose of the Student Senate is “**To act for and in behalf of the student body in promoting and supporting all activities that enhance the purpose of the Student Government Association.**” The Constitution grants the Student Senate with the power to govern the Student Government Association, discuss, review, amend, approve, or reject sponsored legislation, recognize and oversee all organizations of the Association, receive and allocate the Student Activity Fee, and provide for the general welfare of all SGA members.

Senators serve as elected student representatives to SGA Senate. Freshmen and Senior Senators are elected annually by the members of the Student Government Association. The primary role of a Senator is to represent their constituents by sponsoring legislation, reviewing major resolutions, and voting to pass or reject proposed resolutions. Senators also serve as active members on at least 2 SGA Committees, hold weekly office hours at the Student Government Association Desk, attend all SGA meetings and Events, and approach all duties and responsibilities with high standards of professionalism.

To serve as a Senator, a student must be in good standing at the institution and have a minimum GPA of a 2.25. The elections for Senior Senators are held each April.

Executive Officers provide leadership and structure to the Student Senate. The Constitution outlines specific constitutional responsibilities that help maintain a structure that embodies the values and principles outlined in the Student Government Association Constitution. As an Executive Board, the SGA Officers collaborate with the SGA Senate to build a shared vision for the SGA, plan and execute an annual legislative agenda, facilitate active student engagement, maintain a culture of transparency and accountability, and hold regular Executive Board meetings to assess SGA progress and set short term goals.

The President shall execute and enforce the provisions of the Constitution. The President shall call and preside over all meetings of the Association and the Student Senate. He/she shall vote on senate legislation only in the event of a tie vote. He/she shall appoint all necessary committee chairpersons and shall receive the reports of all subsidiary organizations. The President shall serve as the official representative of the Association and the Student Senate to the duly constituted authorities of the College and to the community.

The Vice President shall perform all duties of the President in his/her absence. The Vice President shall also be responsible for presenting to the Senate all charters and materials relevant to chartering school clubs and activities. The Vice President shall make every effort to see that scheduled events of school clubs and organizations do not have conflicting dates and times and shall also make public a calendar of upcoming events. The Vice President shall also initiate with the Treasurer the coordination of all club and organization activities. The implementation of programs desired to develop civic responsibility shall also be directed through this office.

The Treasurer shall receive and dispense funds as directed by the Senate. He/she shall also be responsible for keeping accurate accounts of all revenue and expenditures of student activity fees and he/she shall insure that files and books concerning fiscal matters of the Student Government Association are kept current. He/she shall also insure enforcement of fiscal policy as required through finance rules and regulations. The Treasurer shall submit financial reports at least twice yearly as directed by the Student Senate and be the chairperson of the Budget and Finance Committee of the Senate. In addition, implementation and enforcement of direct communication with clubs and organizations shall be the duties of this office.

The Student Trustee will serve as liaison between the Senate and the Board of Trustees. Unless elected as a senator, the Student Trustee is a non-voting member of the Senate. His/her term of office is held from July 1 - June 30. The Student Trustee is requested to attend all Senate meetings and to communicate the actions of the Board of Trustees' to the Senate. Unlike the other SGA positions, the Student Trustee is elected by a vote of all full- and part-time SCCC students.

Tips for Success!

Lead by example! Leadership is found at all levels of the SGA and is earned by students who demonstrate a commitment to making a difference, identifying solutions and getting things done. Leaders are identified by their work ethic, courage, and their dedication to advancing a shared vision of success.

Engage and Prepare! Student Senators and SGA Officers are elected by and responsible to their constituents. To fully represent their constituent's, senators must serve on at least 2-3 committees, hold at least one office hour per week and provide regular updates to their constituents, review all meeting minutes for accuracy, keep up to date with current issues, and review all published meeting agendas.

Attend all meetings! Remember, good attendance gives your constituents proper representation and develops a sense of unity on the senate. Excessive unexcused absences have individual consequences and infers with the overall success of the Student Senate.

Respond and Communicate! All officers and Senators should check their SCCC email daily for minutes, agenda, letters/memos and special announcements and respond accordingly. Failure to communicate can result in confusion, discord and poor performance.

Network and learn! Attend SGA Sponsored Leadership Training Workshop and build a strong network of support. The average CEO has at least 10 professional advisors and belongs to multiple professional organizations. Invest time and build professional relationships with the SGA Advisors, retired SGA Leaders, members of the SCCC community, and local

Election Procedures

Elections are held online via the MYSCCC Portal. The SGA Election Board plans, promotes, and monitors the election and reports the official results to the Student Senate. The Student Senate reviews the preliminary results, certifies the election, and publishes the official results. To be elected, Candidates must receive a majority vote.

Schenectady County Community College
STUDENT GOVERNMENT ASSOCIATION

We, the undersigned, as a student enrolled at Schenectady County Community College, hereby nominate [name of candidate] _____ for the elected position of SENATOR on Student Government Association (SGA) for the 2016-17 academic year.

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| 1. _____ | 32. _____ |
| 2. _____ | 33. _____ |
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| 5. _____ | 36. _____ |
| 6. _____ | 37. _____ |
| 7. _____ | 38. _____ |
| 8. _____ | 39. _____ |
| 9. _____ | 40. _____ |
| 10. _____ | 41. _____ |
| 11. _____ | 42. _____ |
| 12. _____ | 43. _____ |
| 13. _____ | 44. _____ |
| 14. _____ | 45. _____ |
| 15. _____ | 46. _____ |
| 16. _____ | 47. _____ |
| 17. _____ | 48. _____ |
| 18. _____ | 49. _____ |
| 19. _____ | 50. _____ |
| 20. _____ | 51. _____ |
| 21. _____ | 52. _____ |
| 22. _____ | 53. _____ |
| 23. _____ | 54. _____ |
| 24. _____ | 55. _____ |
| 25. _____ | 56. _____ |
| 26. _____ | 57. _____ |
| 27. _____ | 58. _____ |
| 28. _____ | 59. _____ |
| 29. _____ | 60. _____ |
| 30. _____ | 61. _____ |
| 31. _____ | 62. _____ |

**SCHENECTADY COUNTY COMMUNITY COLLEGE
Student Government Association**

SGA ELECTIONS for 2016-17 Academic Year

Statement of Intent

Directions: Please print or type clearly and neatly. Provide a 250 word maximum statement as to why you are interested in serving as a Senator on the Student Government Association. The Statement provided, once approved, will be used on the Election Ballot to describe your intentions should you be elected onto the Student Government Association Senate. Submit statement along with your petition no later than September 23, 2016 to Student Affairs Office, 222E.

Candidate's Name _____ Student ID# _____
Major: _____ Total Credit hours completed as of 9/1/2016: _____
E-mail address: _____ Phone: _____

Statement of Intent/Purpose for your Campaign (no more than 250 words, this statement is posted on the election ballot, please select your words thoughtfully):

Candidate Signature/Printed Name

Date