

2020-2021

Student Government Association

Application for Office

**Before turning in your application, make sure you have completed the following:**

* Candidate Information Sheet is legibly handwritten, and correct
* Signed the Candidate Information Sheet
* Attached a platform outlining your objectives and why you should be elected to this position, name, classification, and major
* Attached a detailed resume
* Signed the Acknowledgement Form

Dear Applicant:

We would like to first thank you for your interest in the Student Government Association. Our administration is committed to working toward improving the student experience for all individuals that call Southern Arkansas University home, and it is through the passion and drive in people like you that will provide the means to achieving this goal.

This application provides an opportunity for us to better understand you as an individual and we look forward to reading about the unique tools that you can bring to Student Government. Please take your time to reflect and display yourself to the best of your ability.

Please include the following in your application:

* An up-to-date resume
* Answers to questions

*Upon submitting your application, you will receive an email to schedule an interview time.*

*Please refer to the last pages to see what is expected of each position.*

**Southern Arkansas University**

 **Student Government Association**

 **Candidate Information Sheet**

**\*Due April 15th 2020\***

Read all the information contained in this packet carefully. Violations could render an application invalid.

**\*\*\*Must be legibly handwritten\*\*\***

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address (MSC)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Hours\_\_\_\_\_\_\_

Total Hours Completed \_\_\_\_\_\_\_ I have at least a 2.5 GPA? \_\_\_\_\_\_\_

SGA Position Desired (**One position**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which Branch of SGA is this position? (Circle one) Executive, Legislative, Judicial

***Please Read Carefully Before Signing Below Release of Personal Information***

 I hereby authorize with my signature below for Southern Arkansas University and the Dean of Student Life or designee to review and verify all personal records (i.e. academic, financial, etc.) relevant to requirements for membership into the Student Government Association.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\* Applications that do not meet the requirements set by Southern Arkansas University or the Student Government Association will be denied and you will be considered ineligible for Student Government Elections.\*\*\***

**\*Please submit completed form to Dean Baker: CareyBaker@saumag.edu\***

\* Check the box next to the position that you are applying for below:

* President
* Vice President
* Chief Justice
* Secretary/ Treasurer

Senator

* + College of Education
	+ College of Business
	+ College of Science & Engineering
	+ College of Liberal & Performing Arts
	+ Graduate Studies
* Associate Justice

\* What are your reasons for applying for this position?

\* Which of the three pillars of the current administration do you identify with the most:

* Reliable
* Adaptable
* Dedicated

\* Please explain why.

\* Name a past project (personal or organizational) in which you saw through to completion.

\* What inspires you and how is that influenced by your values?

\* What goals do you have for your potential role?

\* Why do you feel qualified for this position?

Acknowledgment Form

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I am

aware of all the rules and regulations specific to the Student Government Association and Southern Arkansas University. I realize that any violations of SGA rules will make me ineligible for SGA Elections.

I also realize that I am responsible to adhering to the Constitution, codes and by-laws of

the Student Government Association even if I choose not to read them fully.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **The powers and duties of the SGA President are:**

A. To preside over all meetings of the senate and to cast a tie breaking vote.

B. To be official representative of the SAU student body.

C. To give the student senate information concerning the state of the campus.

D. To execute the rules enacted by the assembly.

E. To appoint administrative officers and senators to vacant positions with a 2/3

approval of the senate.

F. To call special meetings of the senate or executive council.

G. To take charge in all situations where authority is not otherwise designated.

H. To assume all minor duties that is incident to the office.

I. To appoint members to university committees.

J. To grant pardons to senators and associate justices for absences.

K. To chair the executive board.

L. To appoint associate justices in the consultation with the Chief Justice with

majority senate approval.

M. To veto bills approved by majority of the assembly with stated reasons.

N. To enforce rulings of the SGA Assembly.

O. To administer the oath of office to elected and appointed officers of the

executive board.

P. The President shall be responsible for outlining the duties of the Executive Cabinet. Cabinet members shall report to the President or other Executive Officer as jointly agreed upon by the President and that officer.

**The powers and duties of the SGA Vice President are:**

A. To execute duties and powers of the president in absences or vacancy.

B. To perform such duties as the SGA president prescribes.

C. To act as Head of the Senate.

D. To hear the appeals of dismissed senators.

E. To discharge all duties that are incident to the offices.

F. To call special meetings of the Senate.

G. To oversee all appointed committee activities.

H. To administer the oath of office to elected and appointed senators.

I. Shall send a grievance letter to the family of any student who passes away while

enrolled at SAU.

J. To call a Senate meeting at least once a month.

K. The Vice President shall appoint members to the University Committees application process and serve as a liaison to University Administration.

**The powers of the SGA Chief Justice are:**

A. To maintain proper parliamentary procedure at assembly meetings, following

ROBERT’S RULES OF ORDER, revised edition.

B. To advise the SGA President on candidates for associate justices.

C. To act as chairperson of the Traffic Appeals Court.

D. To hold traffic court each week to hear student’s appeals.

E. To perform other duties that are incident to the office.

F. To oversee all SGA elections, unless he or she will be a candidate in the

upcoming spring election. In that case, the current senior justice(s) will head

the Elections Committee.

G. To hear appeal of dismissed associate justices.

H. To administer the oath of office to appointed associate justices.

I. Shall administer demerits in accordance with this document.

**The powers of the SGA Secretary/Treasurer are:**

A. To make public all SGA meetings.

B. To preserve minutes and the attendance of each meeting. The secretary shall be responsible for submitting the minutes and attendance for to the website no later than seven calendar days following said meeting.

C. To keep permanent records of all banking transactions.

D. To serve as chairperson of the budget committee.

E. To perform all duties incident to the office.

F. Shall be the controller of all SGA funds, keep accurate records of all money received and disbursed, and make a complete report of finances to the SGA at the first meeting of each month.

G. Shall deposit all funds only in an account provided by the Business Office of SAU.

H. Copies of all financial records shall be made available upon request.

I. The Secretary shall serve as the liaison between SGA and any campus or other media groups.

J. The Secretary shall be responsible for sending out a weekly email informing members of events occurring throughout the coming weeks.

K. Shall manage all different SGA social media accounts and is responsible for coordinating posts about the organization and its events.

L. Shall adequately advertise Senate and Executive Election registration and elections.

M. To set up an official polling station(s) during Executive Elections and Senate Elections.

**Powers and Duties of the Legislative Branch (Senators)**

1. To serve as a liaison between colleges and the Student Government

Association.

2. To serve as a representative of their respective college when called upon. To

hear all grievances pertaining to their respective colleges.

3. To meet with the dean of their respective college at least one time each

month.

4. To hold forums for the discussion of questions of educational

policy when needed. The forums shall be held as necessary and shall be open

to the entire college community.

5. To keep the senate and campus at large informed of curriculum concerns and

changes.

6. To host at least two events/activities per month within their respected

college.

7. To review all actions of the executive and judicial branch to determine

unconstitutional misconduct.

8. All senate committees have the right to report their activities to the assembly

at any assembly meeting

9. All senate meetings shall be open to all members of the association

 **Powers and Duties of the Judicial Branch (Justices)**

1. To hear all traffic appeals in a weekly traffic appeals court.

2. To review all actions of the executive and legislative branch to determine

unconstitutional misconduct.

3. Justices shall attend training sessions facilitated by the President and the Chief Justice. Failure to complete training within one (1) month of confirmation appointment shall result in the forfeiture of his or her judicial appointment unless the absence is approved by the SGA Advisor.

4. Failure to maintain confidentiality in regards to any matter shall be grounds for removal from office. The President shall have the authority to determine if a breach of confidentiality has occurred and to determine whether to reprimand or remove from office the offending SGA agent.