

# **Student Government Association**



**✓*vote***

## **Election Packet**

Dear Candidate,

Congratulations on deciding to run in the Student Government Association (SGA) elections. We thank you for taking the initiative to make a difference here at Clinton College. You are deciding to join a team that will listen, support and advocate for the students here at Clinton College. Student Government needs dedicated and motivated people who are interested in both the future of Clinton College and the students who are currently enrolled. If you are this kind of person, SGA is definitely the place for you! The experience of a lifetime is awaiting you and if you are one of the qualified and motivated individuals who will become part of the sole governing body responsible for overseeing all aspects of student engagement and satisfaction here at Clinton College. The decisions made by SGA affect every student on campus, so being part of this organization is an important job and requires quite a bit of commitment. Serving your fellow students and the college via Student Government is truly a great educational, social, and political experience. Elections for Student Government require a few simple procedures which are outlined in this packet. Please take the time to complete every step of the election process to ensure that your name appears on the ballot, voted on by your fellow students. We anticipate a great year filled with many accomplishments. I truly hope that you will join us! If you have any questions, please do not hesitate to contact the following persons:

SGA Advisor -(803)327-7402 EXT.8162.

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**Positions available for the 2018-2019 Academic Year during this General Election:**

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|---|---|
| <input type="checkbox"/> <b>President</b> ( <i>Executive Officer</i> )        | <input type="checkbox"/> <b>Vice-President</b> ( <i>Executive Officer</i> ) |
| <input type="checkbox"/> <b>Treasurer</b> ( <i>Executive Officer</i> )        | <input type="checkbox"/> <b>Secretary</b> ( <i>Executive Officer</i> )      |
| <input type="checkbox"/> <b>Parliamentarian</b> ( <i>Executive Officer</i> )  | <input type="checkbox"/> <b>Chaplin</b> ( <i>Executive Officer</i> )        |
| <input type="checkbox"/> <b>Public Relations</b> ( <i>Executive Officer</i> ) |   |

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**WORKSHOP/CONFERENCE/MEETING SCHEDULES**

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Executive Board Meetings with the SGA Advisors  
To Be Determined.

SGA Meetings with SGA Executive Officers & Student Senators are to be determined.

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## General Election Checklist

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- ❑ SGA Executive Officers: Must hold a 3.0 cumulative G.P.A., be enrolled in at least 12 credit hours. Some leadership experience, preferably in SGA or a student officer's position. (All appointed officer's included)
- ❑ All candidates must submit the following to the Director of Student Activities/SGA Advisor by 3:00p.m.on March 15, 2019.

***\*Declaration of Candidacy Form***

***\*Release Form***

***\*Candidate Bio/General Question Form***

***\* 1 Page Essay which includes platform statement (Executive Officer)*** should include your reason for running for the position, the issues you would like to address during your term, and your qualifications for the position.

***\*Copy of flyer***

- ❑ All SGA candidates will be notified of eligibility by Wednesday, March 22, 2019 by 3:00pm.
- ❑ All SGA candidates are to type a one page essay explaining your desire to be a part of the Student Government and how you would help the Clinton College student body. This essay will be made available to the voting student body on the April 3, 2019 (1 page maximum).
- ❑ Please read and follow the Election Code and Posting Policies carefully. By filing for this election, you are agreeing to abide by the SGA Election Code and Posting Policies.
- ❑ All campaign materials must be removed from bulletin boards and other approved areas after the day of the election which is April 4, 2019 by 11:00a.m.
- ❑ Each candidate for any office shall be responsible for campaigning expenditures.

# **BE APART OF IT...**

## **The Students Voice!**

**ARE YOU SURE?** Remember To...

1. Read through this packet carefully, and decide if Student Government is right for you. Please review the Student Government meeting schedule in this packet. **Attending all meetings are required unless your absence falls under the guidelines for excused absences located in the SGA by-laws.**
2. Complete all forms contained within this packet.

When all procedures are fulfilled it will be up to your peers to vote you into office. Election results will be posted on campus wide bulletin boards.

## **SGA FACTS**

### **What is the Student Government Association (SGA)?**

The Student Government Association is a representative assembly elected by the students of Clinton College. Officers and Student Senators must maintain a minimum 3.0 cumulative grade point average. SGA members serve on committees and assist with campus events. Elections are held each Fall semester in September.

The purpose of the Clinton College Student Government Association (SGA) is to represent the student body of this college. Our goal is simple: we aim to make student life on this campus more responsive to students needs. We are your voice.

### **Who's on this team?**

The SGA is made up of the following Executive Officers: (President, Vice-President, Secretary, Treasurer, Parliamentarian and Chaplin) and at least 5 Student Senate members.

### **What's in it for you?**

1. Gain career related experiences
2. Learn and practice leadership skills such as communication, delegation, goal setting, budgeting and event planning.
3. Develop personal skills by meeting the staff and students at Clinton College.
4. Make a difference on campus and impact your college community.
5. An opportunity for personal growth and achievement.
6. Make lasting relationships.

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## Student Government Elected/Appointed Position Job Descriptions

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### **President:**

The SGA President is someone who is comfortable speaking to both students and campus administration. The President is professional, approachable, organized and thoughtful. Additionally, the President helps to make sure that student concerns aren't just heard, but that they are being addressed in a timely fashion. Prior experience in student government helps ensure that the president will be successful.

### **Vice-President:**

The SGA Vice-President is a support position. The Vice-President steps in whenever the President is unable to attend meetings or campus functions. The Vice-President's responsibilities are the same as those of the President, although these responsibilities are only taken on during the President's absence with the exception of serving as a liaison between the students and campus administration. The SGA Vice-President may spend time listening to student concerns and helping address them than the President as the Vice-President may have more time to serve in this capacity as the Vice-President does not always have to preside over meetings or create agendas for meetings. The Vice-President may or may not have prior SGA or leadership experience.

### **Secretary:**

The SGA Secretary is a student who is organized, possesses excellent written and verbal communication skills, and is capable of collaborating with others. The SGA Secretary is a vital role as it is the secretary who communicates the activities of the SGA to its members, and in some cases, to the student body.

The Secretary is usually a sophomore, although a Freshmen with high school SGA experience can qualify for this position. The Secretary may or may not have prior SGA or leadership experience although any prior work or volunteer experience as a note taker or secretary is certainly helpful because discussions during meetings may move quickly and the secretary must diligently record the proceedings. Must have creativity, good typing skills, social networking skills, and computer skills.

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## Student Government Elected/Appointed Position Job Descriptions Cont'd

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### **Treasurer:**

The SGA Treasurer is a student who is not only skilled at math and with numbers, but a student who is detail oriented, able to meet deadlines and can accurately complete complex paperwork. The treasurer provides or approves the funding for the SGA, campus organizations and student clubs to host activities and events. He or she also communicates accounting instructions and fundraising guidelines to campus organization and student group leaders. Must have good record keeping skills.

### **Parliamentarian:**

The SGA Parliamentarian is detail oriented and has excellent written communication skills. The Parliamentarian must be knowledgeable about the college's requested format for organization constitutions and structures. Additionally, the Parliamentarian must also be comfortable speaking up during all SGA meetings to ensure that parliamentary rules are being followed and that proper procedures are being used during each meeting motion. The SGA Parliamentarian is a student from any class who may or may not have prior SGA experience.

### **Chaplin:**

The Chaplain shall give spiritual leadership to the Student Government Association. The Chaplain shall work with the President of SGA.

### **Student Public Relations:**

The Student Public Relations Representative will work closely with the Institutional Advancement Department to communicate effectively with students via social media. The Student Public Relations Representative is required to be a responsible communicator to the student body.

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## ELECTIONS REGULATIONS & QUALIFICATIONS

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All members of the Student Government Association must be students in good standing both academically and in matters of student conduct. All candidates' class attendance & conduct will be reviewed by the Student Government Advisors prior to election day. Candidates will be notified immediately should they not be eligible to run for office. Please contact the Advisor(s) to the Student Government Association should you have any questions or concerns regarding this matter. This document is to be viewed and interpreted in plain and general terms. In the event a provision is unclear or ambiguous, this document should serve the general purpose of the provision or its opposite, which the provision is meant to resolve, and apply that purpose or remedy to the instant circumstance.

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### Candidates Eligibility

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SGA Executive Officers (includes appointed positions): Must hold a 2.8 cumulative G.P.A., be enrolled in at least 12 credit hours. Some leadership experience, preferably in SGA or a student officer's position. (All appointed officer's included)

A person elected into office, whose GPA falls below a 2.8 GPA and/or who is placed on academic probation for one semester, will relinquish all powers and privileges of that office.

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### Election Postings/Flyers

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*Election Postings will*

1. All individual postings must follow the Clinton College posting policy. Postings include fliers, posters, buttons, paraphernalia or any other type of solicitation information about the candidate.
2. Candidates are allowed a maximum of 3 posters and 6 Fliers per building with exception to 1 flier per classrooms bulletin boards (must be approved by the Academic Dean).
3. The day following the elections all campaign material must be removed. Failure to do so could null your appointment if elected or you could face other disciplinary actions.
4. All posters & flyers must be posted in approved locations.
5. Flyers or posters must be hung neatly and will not overlap other material. If this occurs, the flyer will be removed.
6. You must ask permission to put up any flyer on any departments glass or in their area.
7. The SGA Advisors reserve the right to remove any flyer/poster that they feel is inappropriate or violates election rules or campus policy.
8. Signs with stakes or sticks can only be placed in the ground with permission. If you wish to display your candidacy through this method, contact an SGA Advisors. Caution: Posters/Flyers will be removed if placed anywhere outside of the approved parameters.
9. In order to put posters inside a classroom on the bulletin boards, you must get permission from the Academic Dean of Students. (*One per board*)



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## Campaign Practices/Suggestions

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### **Fairness**

All campaigns will run in an ethical manner with mutual respect shown toward other candidates at all times. Candidates will be responsible for all supporters to follow campaign regulations. The candidate is responsible for notifying the SGA Advisor(s) or Student Activities Director of any violations or possible violations that occurred.

### **Unfair Campaigning Practices**

- a. Making false statements
- b. Destroying or defacing another candidate's campaign posters or other campaign materials
- c. Using physical force for any purpose
- d. Voting fraudulently or soliciting fraudulent voting.

### **Slander and Libel:**

Neither slander nor libel will be tolerated in any campaigning. Slander is defined as utterance of a falsehood that may damage another's reputation unjustly. Libel is defined as any written or printed matter tending to injure a person's reputation unjustly or the act of publishing such a thing. At minimum, any slanderous or libelous statements will result in a public apology and retraction of statements. Campaigning infractions will result in either a vote reduction or disqualification.

**Possible violations:**

1. Non-compliance to the SGA Advisors and to the rules & regulations of the Election guidelines & procedures.
2. Accumulating two (2) warnings for violations
3. Casting more than (1) ballot in any election
4. Tampering with the ballots
5. Minor infractions will result in a 3 vote deduction.
6. Any person accused of violating these rules will be informed in writing of the accusations against that person and will be required to meet with the SGA Advisors for an opportunity to defend against those accusations.
7. Passing out of handouts (candy, food, etc.) cannot take place during Beacon Forum on Election Day.
8. Campaign materials must not be obscene or abusive.
9. Candidate may start campaign on March 25, 2019 after receipt of approval on March 22, 2019 by email.
9. Campaign materials can not be put up until March 27, 2019 at 9:00a.m.
10. Campaigning objective is to meet as many of your fellow students as possible. You will want them to be familiar with your name, face, and background.
11. Get to know the Student Government Association and its strengths and weaknesses. You will want to be able to have meaningful conversations showing others that you know what you are talking about.
12. Ask your teachers for a minute or two of class time to announce your candidacy.
13. Wear a lapel badge announcing in bold print that you are a candidate.
15. Make personal contact with as many voters as possible. Think of yourself as a product that you must “sell” to the student body. Talk to friends, faculty & staff to help make the impression last.
16. Campaigning may take place from 9:00 a.m. March 27, 2019 until April 3,2019 at 11:00a.m. All campaigning material must be removed the day after elections. Failure to do so will result in a vote deduction per violation on campus.

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## **Election Day**

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1. All Ballots will be counted by the SGA Advisors.
2. SGA speeches for SGA Officers will take place on April 3, 2019 at 11:00 a.m. during Beacon Forum.
3. SGA voting will take place April 3, 2019 starting at 12 noon and will end April 4, 2019 at 5pm. As to ensure voting is accurate all enrolled students will vote by email.

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## **Election Results**

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1. Election results will be announced on April 10, 2019 in Beacon Forum which starts at 11:00a.m.
2. It is impossible to foresee all possible incidents. Therefore, SGA Advisors reserves the right to make additional decisions. (Vote deductions included)

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## **SGA First Priorities**

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- \*Meet with the SGA Advisors will be decided upon after Elections.
- \*Become Familiar with the Constitution and By-laws.
- \*Set goals and plan for the term.

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## **Elected Candidates Mandatory Training**

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**Once elected, all SGA members are required to attend. No excused absences will be granted.**

1. SGA Orientation and Review
2. CC By-Laws & Position Descriptions & Requirements
3. Attend all School Sponsored events
4. Attend all Beacon Forum
5. Be a member of at least one other student organization  
(ex. Activity Council, Rotaract Club, or NAACP)

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## Candidate Biography & Required Information

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### **One Page Platform Essay (Executive Officer Candidates Only)**

A platform essay is an opportunity for you to share the abilities you will bring to the position. You should include your reason for running for the position, the issues you would like to address during your term, and your qualifications for the position. Essentially, your essay should tell people why they should vote for you. This 1 page platform essay should be typewritten. Please take the time to make all corrections with spelling and grammatical errors before submitting. Your essay is due when you submit your election application packet, March 15, 2019 no later than 3:00 p.m. to the Director of Student Activities.

### **Flyer:** (All candidates)

Each candidate will be required to provide at least one copy of the flier they will be posting to the SGA Advisors. Your flier should include: Name, photograph, office for which you are running, and a platform statement. All flyers are limited to 8 ½ X 11 size paper. The flier is due by March 15, 2019 no later than 3:00 p.m.

I understand that the rules for candidates, campaigning and the election process are listed in the Student Government Election Packet and I agree to comply with these rules. I further understand that my failure to follow these rules and regulations or to complete and submit the required information and materials by the deadline will result in the deletion of my name from the election ballot.

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

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## Candidate General Questions Form

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What is your status here at CC? \_\_\_\_\_

Were you involved in SGA while in high school or at another college level? Y or N

If yes, please state your position or your involvement in the organization:

\_\_\_\_\_

In your opinion what role does Student Government play on a college campus?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you think needs to be a college experience for each student?

\_\_\_\_\_  
\_\_\_\_\_

What activities would you like to participate in on campus?

\_\_\_\_\_  
\_\_\_\_\_

What is your strongest Leadership Quality? \_\_\_\_\_

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## SGA Official Declaration of Candidacy Form

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To register as an official candidate for one of the elected Student Government Executive officer positions you must submit the items below to the Director of Student Activities by 3:00 p.m., March 11, 2019 by 3:00 pm. Please print or type all information.

Name: \_\_\_\_\_ Candidacy Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone # \_\_\_\_\_ Room# \_\_\_\_\_

City/State/Zip \_\_\_\_\_ E-mail: \_\_\_\_\_

Student ID# \_\_\_\_\_ Major: \_\_\_\_\_

My signature acknowledges that this information is true and grants permission to verify my academic and disciplinary status with the appropriate college offices.

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

I agree to step down from SGA position if for any reason my overall Grade Point Average should fall below 2.8

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## RELEASE FORM

*I understand that I must meet the stated qualifications in order to run for a position at Clinton College. I also hereby grant permission to The Office of Student Affairs to confirm my eligibility checking my academic, financial and judicial records. I also give Clinton College permission to any pictures or written information that I have provided through this application process.*

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID#: \_\_\_\_\_

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For SGA Advisors Use Only:

- In good Judicial Standing       Meets GPA Requirements       Eligible to represent population