



STUDENT GOVERNMENT ASSOCIATION 2019-2020 SPRING ELECTIONS INFORMATION

March 15, 2019

Greetings Potential SGA Candidate!

The Student Government Association (SGA) is the primary governing organization for Clayton State University students which exists to serve the broader needs and concerns of the student body. I am excited that you are interested in becoming a member of the Student Government Association. The time and energy required of an SGA representative is considerable but the experience is quite worthwhile.

As an SGA Senator, it will be your job to listen to and bring forth issues that concern fellow students, your constituents, at the University. The time you should devote to this role will consist of participating in University, Senate and other committee meetings, attending University functions and events, and meeting with various members of the administrative staff and faculty.

For more information regarding SGA election qualifications, positions descriptions, and schedule, please refer to the information in this packet, or go to www.clayton.edu/sga/SGA-SPRING-Elections. **Please read all information thoroughly!**

Please contact me if you have any questions or concerns.

Sincerely,

Jeffrey D. Jacobs
Dean of Students / SGA Advisor
Jeffjacobs@clayton.edu
(678) 466-5444



2018-2019 SPRING ELECTIONS INFORMATION

The election of Student Government Association Executive Board Officers as well as Undergraduate and Graduate Student Senators for the 2019-2020 Academic Year will occur April 12-19, 2019.

- SGA President* (1 position available) Term: May 2019-April 2020
- SGA Vice President* (1 position available) Term: May 2019-April 2020
- SGA Secretary* (1 position available) Term: May 2019-April 2020
- SGA Treasurer* (1 position available) Term: May 2019-April 2020
- SGA Undergraduate Senator (16 positions available) Term: August 2019-April 2020
- SGA Graduate Senator (5 positions available) Term: August 2019-April 2020

**With fulfillment of requirements and duties, this position receives a monetary stipend for each semester (Fall and Spring).*

Planning meetings and activities will be scheduled throughout the summer in preparation for the 2019-2020 academic year. All Senators are welcome to attend.

Election Application Checklist All materials are available online at www.clayton.edu/sga/SGA-SPRING-Elections.

1. **Read thoroughly** this **Spring Elections Information Packet** and ensure you meet Election qualifications and requirements
2. Review Election Schedule/Important Dates in this Packet
3. Complete the **Election Application** online
4. **Print, Complete, and Submit a Signature Petition for Candidacy Form** (containing 35 signatures of currently-enrolled students) by deadline
5. Have your photo taken (in University Center 250) at time of submission of hard copy Signature Petition Form

All required election application items must be completed/submitted to the office of Student Affairs, University Center, Room 250, M-F, 8:00 a.m. – 5:00 p.m. by the

APPLICATION DEADLINE: Friday, April 5, 2019, 5:00 p.m.

Incomplete applications will not be verified for election.



2019-2020 SPRING ELECTIONS SCHEDULE

Friday, March 15, 2019

SGA Election Online Application Available on SGA website

Friday, April 5, 2019, 5:00 p.m.

*Online Application and Signature Petition Submission **Deadline****

Office of Student Affairs, University Center,
Room 250

Monday, April 8 -- Thursday, April 18, 2019

Approved Candidate Campaign Period
(*refer to campaign rules and regulations*)

Friday, April 12, 2019

On-line Voting opens at 10:00 a.m.

Friday, April 19, 2019

On-line Voting closes at 8:00 a.m.

Election Results Posted on SGA website by 10:00 a.m.

Friday, April 26, 2019, 12:00 noon

SGA Officers-elect/Senators-elect Induction Ceremony

All candidates should be prepared to have their **photo** taken for the election ballot **in person at the time of submission of hard copy Signature Petition Form.*

***All candidates will be notified of their official candidate status via email no later than Monday, April 8, 2019.**



ELECTION ELIGIBILITY REQUIREMENTS

- All SGA officers and senators **must meet (and maintain)** the following qualifications:
 - Be a full-time student at Clayton State University;
 - Be enrolled for the full academic year in which election is sought;
 - Be in good academic and social (disciplinary) standing.
- SGA President, Vice President, Treasurer, and Secretary must:
 - Have (and maintain) at least a **2.50 cumulative grade point average** at Clayton State;
 - Have completed a minimum twelve (12) semester hours at Clayton State University
 - Have served at least one (1) academic year as a Senator in SGA.
- SGA Undergraduate and Graduate Student Senators must:
 - Have at least a **2.25 cumulative grade point average** at Clayton State;
 - Have completed a minimum twelve (12) semester hours at Clayton State University

SGA OFFICER AND SENATOR EXPECTATIONS AND RESPONSIBILITIES

1. Student Government Officers and Senators must attend all organization meetings, committee meetings, and other events and functions, unless excused by the Executive Board and/or SGA Advisor, to remain in good standing with the organization.
2. SGA representatives should bring to the SGA body various issues and concerns which may be addressed by the organization.
3. SGA representatives should be available to hear concerns of their constituency and report these to the SGA on a regular basis.
4. SGA representatives will be asked to serve on various Clayton State University faculty, student, and general committees.
5. *Serving in SGA is like having a job.* SGA representatives should expect to spend at least the following amount of hours per week on the above responsibilities per the respective SGA positions:

SGA Officers (President, Vice President, Treasurer, Secretary): **7-10 hours per week**

SGA Senators (serving as committee chairs): **3-5 hours per week**

SGA Senators: **2-3 hours per week**



SGA EXECUTIVE OFFICER AND SENATOR POSITIONS DESCRIPTIONS

The President shall:

- Serve as the official spokesperson of the SGA;
- Serve as the Chairperson of the Executive Board and President's Cabinet;
- Preside over all general and special sessions;
- Serve as an Ex-Officio member on all SGA Committees;
- Ensure the successful completion of all goals and initiatives;
- Develop agendas for all General Body, Executive Board and President's Cabinet sessions;
- Appoint Senators for open Executive Board and President's Cabinet positions with Senate approval;
- Appoint students to select University committees;
- Reserve the right to Veto a Senate Legislation;
- Meet with University administration to provide a pulse of the Student Body;
- Represent Clayton State at all Student Advisory Council (SAC)

The Vice President shall:

- Serve as the official spokesperson of the SGA in absence of the President;
- Serve as the Co-chairperson of the Executive Board;
- Attend all regular and special sessions;
- In the absence of the Student Body President, assume all presidential roles and responsibilities;
- Ensure each standing and ad-hoc committee is progressing and working towards completing its goals and initiatives;
- Shall serve one (1) academic year in office;
- Fulfill additional duties and assignments as determined by the President

The Secretary shall:

- Attend all regular and special sessions;
- Responsible for ensuring the successful completion of all General Body, Executive Board, and President's Cabinet session minutes;
- Maintain all Student Government Association records and historical items;
- Maintain all General Body, Executive Board, and President's Cabinet Sessions attendance records;
- Reserve the right to declare excused and unexcused absences;
- Responsible for all internal correspondence;
- Shall serve one (1) academic year in office; and
- Fulfill additional duties and assignments as determined by the President

The Treasurer shall:

- Be responsible for reviewing, approving and submitting all financial transactions and proposals;
- Serve as Chair of the Fiscal Affairs Committee;
- Serve as a student representative on the Student Fees Advisory Board (SFAB);
- Maintain all SGA financial records;
- Shall serve one (1) academic year in office; and
- Fulfill additional duties and assignments as determined by the President;

Undergraduate and Graduate Senators shall:

- Attend all General, Senate and designated Committee Sessions;
- Serve on a minimum of one (1) Standing SGA committee;
- Serve as a liaison between University Administration and the Student Body;
- Commit to a minimum of two hours of Senator duties per week.
- Fulfill additional duties as assigned or determined by the SGA President and or Executive Board;
- shall serve one (1) academic year in office: Undergraduate and Graduate senators shall serve August 1 through April 30



Student Government Association Signature Petition for Candidacy Academic Year 2019-2020

A student interested in for running for an SGA Officer/Senator position must submit this form containing thirty-five (35) original signatures of *enrolled* Clayton State University students only. By signing, a student approves of said individual to be placed on the ballot for election as a qualified voice of the student body. An individual's candidacy is subject to final verification of eligibility through the Dean of Students Office.

Candidate Full Name: _____ SGA Position Sought: _____

No.	Name	Signature	Classification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			

This form, along with an election application available at the SGA website, must be submitted by the published deadline to complete a candidate's full election application.