



Student Government Association
2019-2020 Officer Interest Regulations

Items to be turned in to the Coordinator of Student Life Office in the Student Union Building:

___ Officer Interest Form ___ Copy of Unofficial Transcript

1. All paperwork must be returned to the Director of Campus Programming Office no later than **May 1, 2019**.
2. Candidate must have the signature of a faculty or staff member at Howard College recommending them to be a SGA officer.
3. Candidate must turn in an **Unofficial Transcript** printed from Campus Connect.
4. Candidate's position will be determined by the Director of Campus Programming based on faculty/staff recommendations, interest interview, and transcript information.

Brief Officer Descriptions *(All SGA Officers must be enrolled for a minimum of 12 hours and maintain a 2.5 GPA)*

President

- Shall work with students to resolve problems, informing school administration of ideas emanating from the student body, and managing the student government in the capacity of Chief Executive Officer.
- Shall make student appointments, campus-wide committees and boards, and may represent the institution to other associations or bodies.
- Though supported by other officer positions (e.g. Vice President, Secretary, Treasurer, etc.), a President is expected to gain knowledge of parliamentary procedure, such as Robert's Rules of Order.
- May convene the SGA Senate for special meetings.

Vice President

- Shall assume the duties of the President in the absence of the President.
- Shall supervise the installation of new officers.
- Shall be declared President in the event the presidency becomes vacant.

Secretary-Treasurer

- Shall properly record all resolutions and proceedings of the Student Senate.
- Shall conduct all correspondence of the organization.
- Shall be responsible for the maintenance and safe keeping of the Senate documents.
- Shall maintain accurate records of all monetary transactions involving Senate funds.

Parliamentarian

- Shall maintain all rules of order as set forth by Roberts Rules of Order Newly Revised.
- Shall be familiar with and advise the delegates on the Constitution so as to preserve proper compatibility with said Constitution.

Sophomore Representative

- Shall attend meetings
- Shall assist in SGA activities
- Shall represent the interest and needs of the students population for which the position was appointed.
- Shall serve on committees as assigned by the HCBS SGA President or Advisors

Freshman Representative

- Shall attend meetings
- Shall assist in SGA activities
- Shall represent the interest and needs of the students population for which the position was appointed.
- Shall serve on committees as assigned by the HCBS SGA President or Advisors