



HOWARD COLLEGE

Student Government Association

Officer Application

Full Legal Name _____ E-mail _____
Student I.D _____ Phone/Cell Number _____
Major _____ Hours Completed _____
Classification _____ Hours Enrolled _____
Current GPA _____

Check off the Executive Position you are interested in:

____ President ____ Vice President ____ Secretary/ Treasurer
____ Parliamentarian/Historian ____ Freshman Rep ____ Sophomore Rep

Qualifications for Officer:

2.0 GPA for Undergraduate students and enrolled part-time
Must not be on academic or disciplinary probation
Part-time student (6 semester credit hours)

Qualifications of Student Senators:

Senators must have a GPA of a 2.0 and take one class per semester.
Must not be on academic or disciplinary probation

VALIDATION FORM:

Do you meet the cumulative GPA requirement of 2.0 for undergraduate?
____ Yes ____ No

Are you on disciplinary or academic probation? ____ Yes ____ No

READ and SIGN

I, the undersigned, have read and understand the above qualifications and meet those qualifications. In signing this application, I express my willingness to accept all the responsibilities of the SGA position that I have chosen. I fully understand if elected, I am expected to work from the beginning of the semester of the 2024-2025 officers until the end of Spring 2021. I also understand that by signing this application; I authorize that Howard College office to verify my eligibility for the purpose of qualifying as a candidate. Return application to Jessica Chavera by email: jchavera@howardcollege.edu or return to the office.

Signature _____ Date _____

OFFICE USE ONLY:

Received By: _____ Verified By: _____ Date: _____ Time: _____

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Campaigning

- A. Campaigning shall be defined as any public soliciting of votes for a candidate, slate of candidates, or issues involved in the election concerned.
- B. All votes could be written and turned into the office or emailed.
- C. It shall be in direct violation of the Code for any candidate, or agent thereof, to willfully destroy, deface, or remove signs or campaign literature of any other candidate.
- D. Students must follow the posting regulations outlined in the Howard College student Handbook:

https://howardcollege.edu/wp-content/uploads/PDF/Student_Handbook.pdf

Note on elections

Candidates running for unopposed Executive Board Positions will win office by default, contingent on their qualifications as outlined in the Constitution. Applications must be turned in at the office by September 11th at 5:00 PM. Campaigning may begin September 11th – 22nd. Elections will be held September 23rd and 24th. The current school year's Executive Officers will be announced on September 28th the day of or following depending on what day these dates land on.

Meetings

All SGA officers are expected to attend scheduled planning and preparation meetings, attend leadership development

Article IV: Duties and Powers of the Executive Committee

A. Duties and Powers of the President

- 1. Present of the SGA at the beginning of his or her term a legislative program that defines goals and expectations throughout his or her term.
- 2. Shall appoint all committees and name the chairperson of each committee.
- 3. Guarantee faithful execution of the provisions of this Constitution and other governing documents.
- 4. Brief the incoming president at the beginning of the new term of office regarding the legislative programs in process and various executive procedures.
- 5. Shall make no motions or amendments,
- 6. Shall have the right to order the expenditure of monies designated in the SGA budget, and such expenditures as approved by the SGA.
- 7. Shall appoint a member of the SGA to fill a position vacated on the Executive Committee.
- 8. Preside over SGA meeting.
- 9. Call special sessions of the SGA as he/she deems necessary and fit.

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10. Recommend legislation to the SGA as he/she deems necessary and fit.
11. Veto legislation passed by the SGA making such legislation null and void unless overridden by a two-third vote of the SGA. Legislation shall become effective if not vetoed and returned within ten days of its passage by the SGA, exclusive of Saturdays, Sundays, and Holidays.
12. Enter into agreement with agencies and organizations outside the SGA with the advice and consent of the SGA advisor(s) and administration.
13. Shall not vote on any question or motion, unless the voting members are equally divided and at that time, shall cast the deciding vote.

B. The duties and powers of the **Vice-President** shall be to:

1. Assume the duties and powers of the President in his or her absence.
2. Shall supervise the installation of new officers.
3. Keep members informed of activities through email and telephone contact.
4. Assume the office of the President should that office be vacated.

C. The duties of the **Secretary and Treasurer** shall be:

1. Keep a permanent record of all proceedings of the SGA.
2. Maintain SGA bulletin board.
3. Keep a copy of all permanent records.
4. Prepare a final draft of the agenda as stated by the Executive Committee.
5. Shall conduct all correspondence of the SGA.
6. Shall maintain accurate records of all monetary transactions involving SGA funds.
7. Shall on a monthly basis issues a written financial report of the SGA budget to the President and to the SGA advisor(s). The report shall include the unencumbered balance and a detailed list of all expectations.

D. The duties of the **Parliamentarian/Historian** shall be to:

1. Shall Advise officers on procedures
2. Shall attend meetings and activities
3. Shall work in conjunction with the excitative secretary to prepare all documents and prepare paperwork for SGA board meetings.
4. Shall host Roberts rules of order information sessions for newly elected officer representatives.
5. Shall be responsible for gathering all public materials related to SGA and maintaining the SGA photos scrapbook that complies with FCSSGA guidelines and historian related documents.
6. Shall coordinate with senator of the public relations, to ensure that paper documents that relates to SGA is being kept and sent out.

E. **Freshman Representative**

1. Shall attend meetings

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2. Shall assist in SGA activities
3. Shall represent the interest and needs of the student's population for which the position was appointed.
4. Shall serve on committees as assigned by the HCBS SGA president or advisors.

F. **Sophomore Representative**

1. shall attend meetings
2. Shall assist in SGA activities
3. Shall represent in the interest and needs of the student's population for which the position was appointed.
4. Shall serve on committees as assigned by the HCBS SGA president or advisors.

G. **The duties of the advisor(s) shall be to:**

1. Advice and support the SGA on all decisions reached by the SGA.
2. Assist the SGA with planning and holding campus recordings.

Article V: Duties and Powers of the Student Senators

Sec. 2 The Duties and Power of the Student Senators

- A. All Legislative power shall be vested in the SGA of the student association.
- B. The SGA shall promote, regulate, and approve all student activities affecting the Student Association as a whole, and provide for the students' welfare by:
 1. Enacting such legislation is necessary to implement the powers of, or to fulfill the purpose of this Constitution.
 2. Enacting legislation affecting student life under this Constitution.
 3. Selecting and establishing Standing Committees as deemed necessary and appropriate
 4. Overriding a Presidential veto of legislation duly enacted by the SGA. A two-thirds (2/3) majority of the total voting membership of the SGA shall be necessary to override the Presidential veto.
 5. Removing from office any person holding an appointed or elected office or committee position associated with the SGA. Grounds for impeachment, trial, and removal from office of the SGA officers and committee members, or senators, shall be contained in the SGA by-laws.
- E. Attendance requirements for members shall be delineated in the SGA by-laws workshops, and retreats as scheduled.