



Midland College Student Government Association Executive Board Application 2018-2019 Academic Year

(All Submitted Materials Must be Typed)

Name: _____
(As you want it to appear on the official ballot)

Student ID# _____ **Phone #** _____

Email Address _____

I am running for the following position:

- President Pathway Senator
- Vice-President First Year Ambassador
- Parliamentarian
- Secretary

Please submit the following documents along with this application:

- Copy of your official MC transcript
- Nomination Form with the signatures of 15 currently enrolled Midland College Students
- Completed Candidate Information Form (electronic submission) with JPG Photo (electronic submission)

I certify that I have read the SGA Information documents, and I am aware of the responsibilities and level of commitment that is expected of an elected SGA member. If I qualify for candidacy, I agree to abide by the campaign rules. I authorize Student Activities to publish my photo and campaign information on the SGA Website.

Signature: _____ Date: _____

Please return this completed form to: The Office of Student Activities SSS 125. Electronic submissions should be sent to mcsга@midland.edu. Applications are due no later than 5:00 p.m. on Monday, October, 29, 2018. Late or incomplete applications will not be accepted!

Application received: _____ Staff initials: _____

SGA Candidate Endorsement List

Name	MC Email
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Midland College Student Government Association Executive Board Information

The Student Government Association serves as the representative body for Midland College students. Students wishing to serve as an elected official of SGA should read this information document carefully. The Workroom of the Office of Student Activities is the official office for SGA business. SGA elected members will have access to a campus phone, computer, printer, and fax machine to assist them in fulfilling their duties as SGA members. If you have any questions, contact the SGA Advisor, Taneekwa Hurdle, Student Activities Coordinator, Office of Student Activities 432-685-4543 thurdle@midland.edu

General Eligibility Requirements: To be eligible to run for a position in SGA, students must meet the following criteria:

- Currently possess and maintain a minimum GPA of 2.0
- Commit to serving the entire 2018-2019 Academic Year
- Attend weekly SGA meetings

SGA Executive Board:

- Must be active SGA Members (Must have voting rights at the time of submission deadline, October 21)
- Must be enrolled in a minimum of twelve (12) credit hours per semester during the 2018-2019 Academic Year (Fall and Spring)

Pathway Senator:

Must have earned at least 6 hours at MC

First Year Ambassador:

Must be within first semester/year of attending MC

Seat Descriptions

A. The President shall be the chief representative and spokesperson for the SGA and its constituency to MC students, faculty, administration, and to the general public.

- a. Prepare in consultation with the Executive Board, the Tentative Agenda for all General Meetings.
- b. Convene and preside over meetings of the SGA and its Executive Board.
- c. Report to the SGA all action(s) and meetings taken by him/her in the discharge of his/her duties and responsibilities and in the implementation of its policies and decisions.
- d. Report to the SGA decisions and actions taken by its Executive Board in the discharge of its duties and responsibilities and in the implementation of SGA policies.
- e. Provide a full written report at the end of his/her term stating the initiatives undertaken by the SGA during his/her term and the status of those initiatives at the end of his/her term, which will serve as governing guidelines for the newly elected, incoming SGA body. Make adequate reasonable efforts in responding to issues and events on campus as they arise.
- f. Represent the SGA at meetings and deliberations of outside agencies as necessary.
- g. Assume such other responsibilities as SGA may require.

B. The Vice-President shall assist the president in the performance of his/her duties and to carry out all duties assigned to him/her by the President.

- h. The Vice-President shall assume presidential duties upon the President's absence.
- i. If the President shall relinquish his/her office, the Vice-President shall become President.
- j. The Vice-President shall co-chair any or all committees as deemed necessary.

C. Secretary shall assist the President and the Vice-President in the performance of their duties.

- a. The Secretary shall record, maintain, and distribute all minutes of the Executive Board meetings and the general SGA meetings. Minutes must be distributed within 72 hours of each meeting in a Word document.
- b. The Secretary shall maintain an accurate and official record of all SGA activities, communications, actions, and correspondence including collecting minutes taken from SGA committees.
- c. The Secretary shall take attendance at all meetings and maintain attendance records.
- d. Should there be a succession in the President's position leaving the Vice-President's position vacant, the Secretary may choose to assume the Vice-President's position or remain as Secretary.

D. Parliamentarian shall assist the president in the performance of his/her duties.

- a. The Parliamentarian shall be knowledgeable of proper parliamentary procedures.
- b. The Parliamentarian shall ensure business is being conducted according to Robert's Rules of Order and serve as the official time keeper for SGA.
- c. The Parliamentarian shall chair the Constitution Revision Committee and the Jurisprudent Committee

E. Pathway Senators shall represent the interest of their respective educational pathways

F. First Year Ambassadors shall represent the interest of first-year students

Important Dates and Information:

- Applications are due in the Office of Student Activities no later than 5:00 p.m. on Monday, Oct. 29, 2018.
- Campaigning will start on Wednesday, Oct. 31 and conclude Tuesday, Nov. 6.
- Candidates will make their address before the SGA General Assembly, Friday, November 2 during the regular scheduled SGA meeting time. Voting will take place via electronic ballot on Tuesday, November 6. Elected seats will be announced Wednesday, November 7 and Oath of Office will be administered during the following SGA meeting. All candidates are required to attend this meeting. Dress is Business Casual.

Expectations

Character and Conduct

As the elected leaders and official representatives of the Midland College Student Body, it is imperative that you set the standard for conduct and behavior for all students and agree to abide by the MC Student Code of

Conduct, the Midland College SGA Bylaws, and all federal, state, local and campus policies and procedures. (The Code of Conduct and Bylaws are posted on the Student Life webpage.)

Time Commitment

SGA Executive Board Meetings and Regular SGA Meetings are mandatory for all elected officials. Regular Meetings are currently being held every Friday during the Fall/Spring semesters beginning promptly at 12pm. The Executive Board meets the week before the regular SGA meeting to prepare the agenda for the regular meeting. This meeting occurs every Monday at 3pm in the Senate Room. SGA responsibilities must take priority over other commitments such as serving as an officer in other organizations, work schedules, or other commitments. Please be sure you can devote the time necessary to meeting the required obligations.

Knowledge

Elected members are expected to learn and use Parliamentary Procedure. (Training will be provided.) Elected members are expected to be familiar with the programs and services Midland College offers to students. (Training will be provided.)

Term of Service

Elected members serve one complete academic year from fall through the spring semester. The current Student Government Association Bylaws serve as the living document for term limits and membership qualifications. (This document can be found on the Student Life/Student Government Association webpage.)

Additional duties

Members of the Executive Board serve as the overall leadership for the SGA. They represent Midland College at college and community functions, serve on campus committees, and work directly with campus administration in meeting the needs of students.

Dress Code

Current SGA Standing Rules require elected members be dressed, "Business Casual" at all meetings and official functions of SGA. The Executive Board determines exceptions to this rule.

Men: Slacks, Shirt with tie, Jacket (optional), dress shoes. Women: Business style pantsuit, skirt/jacket or nice blouse and skirt, dress shoes.

Campaigning

- A. Candidates will be allowed to campaign for their respective positions no earlier than 8:00 a.m. on Tuesday, Oct 11
- B. Candidates are required to design their own flyers, table-tents, and handouts. As well as collecting all printed materials by 5pm, Friday, November 4
- C. Candidates agree not to spend or accept donations of cash or goods totaling more than \$25 for printing, publicity, novelties, etc. in order to maintain a fair/balanced campaign for all candidates. Keep receipts of purchases and or donations should you be asked to submit them. (Student Activities will not reimburse you.)
- D. Candidates are encouraged to run a positive, fair campaign
- E. Campaign materials deemed derogatory, vulgar or in poor taste will be removed. (Advisors 'discretion)
- F. Materials may not be taped to walls or bathroom stall doors. The Office of Student Activities will designate specific areas for materials to be posted. Candidates found defacing campus property or posting materials in unauthorized places or in an unauthorized manner will be removed from the election ballot or disqualified.

G. Campaign suggestions:

- a. Select a friend to be your, “campaign manager” to assist you in getting students to cast their vote for you.
- b. Come up with a clever campaign slogan or logo that students can associate with your name.

H. As a candidate for election, you are responsible for abiding by these rules; and you will be required to sign a statement on the application that states you have read and are familiar with these rules.

Accusations of violations will be taken seriously. Candidates who violate campaign rules will have their name removed from the official ballot or disqualified if elections are already in progress

Candidate Information Form

Name: _____

Position: _____

Write a brief statement that describes who you are, your leadership skills, why you are running for this position, and what you hope to accomplish by serving in this position. Please be mindful that what you type here will be placed on our website. Please review the content for clarity, proper grammar and punctuation.