



# 2016-2017 ELECTIONS PACKET

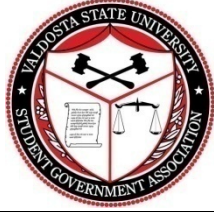
## EXECUTIVE BOARD

THIS COMPLETED ELECTIONS PACKET, INCLUDING ALL SUPPORTING DOCUMENTATION OUTLINED MUST BE TURNED INTO THE DEAN OF STUDENTS OFFICE NO LATER THAN 5:30 P.M. ON WEDNESDAY, MARCH 9, 2016.

### **FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ am / pm

Received By \_\_\_\_\_ \*\*please print\*\*



# VALDOSTA STATE UNIVERSITY

## STUDENT GOVERNMENT ASSOCIATION

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Dear Candidate:

Thank you for your interest in the Student Government Association (SGA) at Valdosta State University (VSU). SGA is the organized voice for each student at VSU. SGA strives to protect the students' rights and to advocate on behalf of the students' welfare in the university community. The organization also serves as a liaison between the students, faculty, and the administration on campus.

Enclosed in this packet, you will find the information and documents required to participate in the elections process. Please be sure to read the elections code, provided for you on the Elections website in its entirety to ensure that you are campaigning within the regulations set forth by the elections committee. This will also be discussed thoroughly at the mandatory candidate seminars. You can also be encouraged to review the governing documents of our organization on our website at [www.valdosta.edu/sga](http://www.valdosta.edu/sga).

Your involvement with SGA can have a significant impact on the student body. If you have any further questions related to elections, please do not hesitate to contact us.

Best wishes!

Sincerely,

David Burdette  
SGA President  
Elections Co-Chairman  
[dlburdette@valdosta.edu](mailto:dlburdette@valdosta.edu)

Dean Niki Turley  
Associate Dean of Students/SGA Advisor  
Elections Commissioner  
[nwturley@valdosta.edu](mailto:nwturley@valdosta.edu)

Colleen Kavanaugh  
SGA Vice President  
Elections Co-Chairman  
[ckavanaugh@valdosta.edu](mailto:ckavanaugh@valdosta.edu)

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- Statement of Intent
- Position Description
- Elections Calendar
- Application Questions
- Petition of 200 Student Signatures
- Ticket Affiliation Form
- Organization Endorsement Forms
- Financial Disclosure Form (will be distributed if deemed necessary)
- Resume **\*\*please attach to end of packet!\*\***

## STATEMENT OF INTENT

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I, \_\_\_\_\_ (print full name), hereby agree to participate as an official Student Government Association Executive Board candidate.

While conducting my campaign, I hereby agree to abide by the Student Government Association Constitution, By-Laws and Statutes, and Elections Code of Ethics, in addition to the rulings of the Student Government Association Judicial Council. I agree to release my academic performance to the Elections committee to verify my eligibility to participate.

If elected, I will serve the Student Government Association and the Valdosta State University's student body to the best of my ability. In order to complete my duty, I will be fully aware of the current problems facing VSU's student body. In addition, I will work with the student government and the entire Valdosta State University community to improve and better the campus.

Respectfully submitted,

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

The Executive Board's term is from May 1 until April 30 of the following year and must be enrolled students in good standing with the university at the time of the election and must maintain that good standing throughout their time in office. Each candidate must be registered full time and must have a 2.75 GPA prior to the start of the campaign period and throughout the elected term. Candidates for executive board shall not be a member of the SGA Judicial Council, the Campus Activities Board, or the manager funded by student activity fees during the term of office. Each candidate will be required to commit to weekly meetings, typically held on Mondays at 8:00 p.m., executive board meetings, university committee meetings, and host office hours. SGA Executive Board candidates are paid monthly stipends. The SGA Executive Board has the authority to collectively nominate to appoint members to the Executive cabinet to assist in the duties and responsibilities of leaders of the organization.

**President:**

- A. Shall serve as the liaison between students, faculty, staff, administration, and the community.
- B. Shall execute, supervise, and maintain all such policies, regulations, and recommendations as formulated by the Legislative Branch.
- C. Shall represent the students of VSU at official university functions.
- D. Shall appoint, upon concurrence of a two-thirds (2/3) vote of the Senate that is present, members to committees and councils of the university as requested by the Faculty, Staff and Administration.
- E. Shall have the power to call a special session of the Senate, shall be an ex officio member of all boards and committees of the SGA excluding those of the Legislative Branch, and shall see that all actions taken by the Senate are executed.
- F. Shall in the fall and spring semester call a joint meeting of all divisions of the SGA at which time the President shall report on the State of the Association.
- G. Shall serve as the University delegate to the Student Advisory Council of the Board of Regents of the University System of Georgia and shall have the authority to appoint Student Advisory Council delegate(s).
- H. May be appointed to any standing university committee or board other than those of the SGA, or may appoint a representative to serve in such capacity.
- I. May remove from office any Presidential appointee to the Executive Cabinet.
- J. May veto within one week of passage, any recommendation or statute of the Senate, but may be over-ridden by two-thirds (2/3) vote of the entire voting membership of the Senate.
  1. The power of vetoing any measure by the SGA Senate before its passage and before its acceptance by the student body, in part or as a whole, is solely vested in the Office of the SGA President. Any bill passed by the Senate must be approved by the President within ten (10) days of its passage. All bills that are approved by the Senate and sanctioned by the President will be signed with the President's signature to signify acceptance of the bill. Any bill not approved by the President within the allotted ten (10) day period shall be null and void.

**Vice President:**

- A. Shall serve as the presiding officer and President of the Senate and oversee all internal operations of the organization.

- B. Shall hold regularly scheduled meetings with the student-held seats on the university committees and boards and regularly report such meetings to the Senate.
- C. Shall ensure that academic verifications of grade point averages of all of the members of SGA are conducted at the beginning of each semester to ensure all individuals are qualified.
- D. Shall coordinate supply orders and event reservations on behalf of the SGA.
- E. Shall serve in any capacity that will assist the SGA President in the execution of all actions taken by the SGA.
- F. Shall assume the duties and responsibilities of the President shall transfer to the Vice President in the event that the President of the SGA is vacated for any reason.
- G. Shall assume any duties that may be delegated by the President.

**Secretary:**

- A. Shall be the recorder of the Senate, unless deemed otherwise by two-thirds (2/3) vote of the Senate that is present, and will assume any other duties delegated by the presiding officer of the Senate.
- B. Shall maintain attendance records of Senate members and guests to meetings.
- C. Shall organize all business to be conducted on the Senate meeting agendas and disseminate in a timely fashion.
- D. Shall disseminate Senate meeting minutes to all members of the Senate as well as the student body through the designated communication channels in a timely fashion.
- E. Shall compile reports from committees and Executive cabinet and board members.
- F. Shall be responsible for dispatching all legislation requiring executive action to the President of the SGA.
- G. Shall be responsible for establishing and maintaining all records and files that pertain to the SGA.
- H. Shall assume any duties that may be delegated by the President and Vice President.

**Comptroller:**

- A. Shall supervise the proper expenditure of all monies of the SGA and shall give a monthly report on these expenditures to the Senate.
- B. Shall maintain records of all business transactions which involve funds of the SGA.
- C. Shall have the responsibility of informing the members of the SGA of all actions taken by the university that involve the use of funds derived from the members of the SGA.
- D. Shall be responsible for the preparation of the budget for the SGA funds.
- E. Shall oversee and delegate duties of the SGA Finance & Civic Service committee operations.
- F. Shall monitor the business conducted by the Planning and Budget Council of the University.
- G. Shall assume any other duties delegated by the President and Vice President.

## 2015 - 2016 ELECTIONS TIMELINE

Elections Documents Review/Approval	Monday, February 22 8:00 p.m.
Elections Paperwork Released	Wednesday, February 23 8:00 a.m.
*Completed <u>Executive Elections</u> Packets Due to Dean of Students Office <u>Executive Board Candidate Seminar*</u>	Wednesday, March 9 5:00 p.m. Wednesday, March 9 6:30 p.m.
*Completed Senator Elections Packets Due to Dean of Students Office Senator Candidate Seminar*	Thursday, March 24 <sup>th</sup> 5:00 p.m. Thursday, March 24 <sup>th</sup> 6:30 p.m.
Campaign Materials Posting Begins	Monday, March 28 12:00 midnight
Active Campaigning	Monday, April 4 – Friday, April 8
Campaign Materials Removal Deadline	Saturday, April 9 7:00 a.m.
Voting Begins via VSU Website Homepage	Thursday, April 7 12:01 a.m.
Voting Ends	Friday, April 8 11:59 p.m.
Elections Violations/ Complaints Deadline	Saturday, April 9 11:59 p.m.
Executive Branch Debate	Wednesday, April 6 7:00p.m.
Candidate Wrap-Up Meeting* (if necessary)	Monday, April 11 5:30 p.m.
Results Announced Via VSU Student Activities Special Announcement Bulletin	Monday, April 11 6:00 p.m.
Run-off Campaign & Voting	Tuesday, April 12-13 <sup>th</sup> (if necessary)
First Required Senate Meeting Swearing In Ceremony	Monday, April 25 8:00 p.m.

**\*MANDATORY attendance for all candidates**

# STUDENT GOVERNMENT ASSOCIATION PETITION FOR NOMINATION OF ELECTED POSITION

Legal Name (PRINT): \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

\_\_\_\_\_

VSU E-mail Address: \_\_\_\_\_

VSU Student ID Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Academic Major: \_\_\_\_\_

Anticipated Graduation (Semester/Year): \_\_\_\_\_

SGA Experience: \_\_\_\_\_

Position Desired: \_\_\_\_\_

## FOR OFFICE USE ONLY

PLEASE DO NOT WRITE IN THIS SPACE BELOW.

CERTIFICATION AND VERIFICATION OF NOMINATION BY THE STUDENT GOVERNMENT ASSOCIATION

Academic Standing: \_\_\_\_\_

\_\_\_\_\_ Verified Cumulative GPA

\_\_\_\_\_ Statement of Intent

\_\_\_\_\_ Nomination Petition Completed

\_\_\_\_\_ Application Questions

\_\_\_\_\_ Ticket Affiliation Form

\_\_\_\_\_ Resume Attached

Elections Committee Approval Signature: \_\_\_\_\_

# STUDENT GOVERNMENT ASSOCIATION

## APPLICATION QUESTIONS

*Please provide a short answer to each of the following questions.  
Responses may be typed or handwritten in print.*

1. Why do you want to become an elected official of the Student Government Association?

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2. How are you qualified to serve as a member of SGA?

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3. What specific and unique qualities will you bring to SGA and how will you utilize these qualities to serve the VSU community?

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4. Identify a personal issue facing the students in your specific classification or major. If you were a part of SGA how would you deal with this issue?

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5. Describe a time when you had to take a role as a leader. What were the circumstances? What was the outcome?

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6. What organizations are you a member of on VSU campus? Please include any executive, leadership, or committee positions as well.

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# PETITION FOR NOMINATION

The following list includes the petition of two hundred (200) student signatures who support the nomination of: \_\_\_\_\_ for the position of \_\_\_\_\_.

print name

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# TICKET AFFILIATION FORM

Candidate Name: \_\_\_\_\_

Position Desired: \_\_\_\_\_

- 🍏 I am a candidate for a Senator position and I understand that campaigning, affiliating, endorsing, and/or supporting an executive ticket is prohibited. Senators are allowed to support candidates, including those involved in ticket affiliations, only individually, not as a collective group. I understand that violation of this regulation found in the Elections Code of the SGA By-laws will result in disqualification.
- 🍏 I am a candidate for an executive branch position and will be participating in a campaign ticket with the following individuals:

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Comptroller: \_\_\_\_\_

*Please indicate (N/A) for any positions not included in your ticket.*

We understand that our executive ticket is prohibited from campaigning, endorsing, or supporting any senate candidate. We have read, understand, and agree to follow the Elections Code in the Student Government Association By-laws and agree to being found responsible collectively in the event of any campaign or elections violations.

- 🍏 I am a candidate for an executive branch position that will be campaigning individually. I understand that I am prohibited from endorsing, affiliating, supporting, or campaigning for any senate candidate. I understand that violation of this regulation found in the Elections Code of the SGA By-laws will result in disqualification.

I hereby submit this affiliation form and understand that upon submission no modifications can be made to my decision selected above. I understand that violation of any affiliation codes will result in action by the Elections committee, including, but not limited to, disqualification from elections.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

# CAMPAIGN STAFF ROSTER

Candidate/Ticket Name: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Candidates will be required to provide campaign staff contact information, ticket affiliations, and individual/organizational endorsement documentation as deemed appropriate within the elections packet. "Campaign agent, assistant, or staff" is an individual assisting or acting on behalf of a candidate. A candidate may add or remove staff until the close of the packet acceptance period. It is recommended that all campaign agents, assistants, and/or staff members of official candidates, who are listed on the approved elections packet, under the campaign staff listing section, attend the Candidate Seminar in addition to the candidates. It is the candidate's responsibility to communicate and fully explain any ambiguities or queries that campaign staff may have. The candidate is fully responsible for any violations of the Elections Code within the SGA By-laws by a campaign agent, assistant, or staff member.

Candidate(s) Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_



Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ VSU Email: \_\_\_\_\_

Campaign Staff Signature: \_\_\_\_\_

***\*Please make or request additional copies as need to list all campaign staff\****

# ORGANIZATIONAL ENDORSEMENT FORM

We, \_\_\_\_\_, hereby endorse  
Name of organization

\_\_\_\_\_’s campaign in the 2016 Student  
Name of candidate or executive ticket

Government Association election.

Our organization understands that this endorsement is public and is available for any party who may request it. We understand that the executive ticket or individual shall be held responsible for any violation of the Election Code committed by the endorser. Only contributions listed below will be deemed as feasible and acceptable campaign tactics. Student organizations are not bound to endorse an entire executive ticket and are allowed to support opposing candidates as they see fit for the best candidates for each individual position. This form must be submitted and approved by the Elections committee prior to the posting or public endorsement of a candidate. Any endorsements without the adequate paperwork and approval on file with the Elections Committee will be deemed in violation of the Elections Code. All “support” tactics and mechanisms must abide by the appropriate campaign dates campaign guidelines listed in SGA By-laws Article VIII.

Please specify your contribution(s) to the individual or executive ticket below. Please check all that apply.

- Financial Contribution in the amount of: \$ \_\_\_\_\_
- Word of Mouth
- Social media tactics
- On the ground field campaign team
- E-mails to organization members and/or VSU students
- Printing of promotional materials
- Sheet sign
- Sidewalk chalk
- Post on organization website or social media outlets
- Other, please explain:

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

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\*\*must be signed by Presidential candidate in event of executive ticket endorsement