

**SUSSEX COUNTY COMMUNITY COLLEGE**

Student Government Association  
**Election Packet**

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**Spring 2018 Elections**

Completed applications (including a transcript and Fall 2018 semester schedule) must be returned to the Office of Campus Life (D105a) by

**Friday, April 13, 2018**

SUSSEX COUNTY COMMUNITY COLLEGE  
Office of Campus Life

**Student Government Association  
Qualifications, Compensation and Requirements**

1. All Members of the SGA Executive Board (Officers) must have met all college obligations, i.e., tuition payments, return of library books, athletic equipment etc. as well as maintain a 2.5 average academically each semester.
2. All executive positions will be elected near the end of the Spring Semester, and take office after training with the outgoing officers.  
The **President** must have successfully completed twelve (12) credit hours at 2.5 GPA and must be a full-time student during his/her term of office. President will work a minimum of 64 hours at the completion of each semester and a minimum of 132 hours at the completion of the Academic Year.
3. The **Vice-President** must have successfully completed twelve (12) credit hours at 2.5 GPA and must be a full-time student during his/her term. Vice-President will work not less than 48 hours of service per semester, a minimum of 96 hours per academic year.
4. The **Secretary** must have a minimum of a 2.5 GPA and must be a full-time student and have completed one (1) semester when he/she takes office. Knowledge of clerical skills is suggested, but can be trained. Secretary will work not less than 32 hours of service per semester, a minimum of 64 hours per academic year. Strong note-taking and communication skills are suggested.
5. The **Treasurer** must have a minimum of a 2.5 GPA and must be a full-time student and have completed one (1) semester when he/she takes office. Knowledge of book keeping, accounting, or a strong math background is suggested. Treasurer will work not less than 32 hours of service per semester, a minimum of 64 hours per academic year.
6. A term shall consist of one (1) academic year: the last week of the Spring Semester until the last week of the Spring Semester in the following year.
7. If an elected officer has 3 or fewer courses in their last semester they will be permitted to remain in office through the Spring semester.
8. In return for performing the duties of a Student Government Officer, the following compensation will be allotted from Sussex County Community College:
  - President will receive an in-county tuition waiver for twelve (12) academic credits per semester.
  - Vice President will receive an in-county tuition waiver for nine (9) academic credits per semester
  - Secretary and Treasurer will each receive in-county tuition waivers for six (6) academic credits per semester

Compensation will an in-county tuition-waiver basis to be used during the academic year. The use of these credits must be used during the academic year and cannot be carried over into subsequent semesters, nor can a cash value of the credits be substituted. Elected officers are responsible for the cost of any fees, textbooks or other materials necessary to complete the classes.

Leaving office prior to the completion of the elected term may result in reimbursement of tuition as calculated by the Bursar.

## SUSSEX COUNTY COMMUNITY COLLEGE

### **Responsibilities of All Student Government Officers**

1. New Student Orientation – serve as Orientation Leaders.
2. Identify a staff or faculty mentor on campus; meet with the mentor at least 2 times over the course of each semester.
3. **Set and keep** Office Hours in the SGA Office.
4. Maintain the SGA bulletin board.
5. Attend and/or sponsor leadership seminars/workshops.
6. Submit to the Office of Campus Life a list of proposed SGA-sponsored events to appear in the Student Handbook for the coming year. **This list MUST be submitted NO LATER than JUNE 15, 2018.**
7. Aid in the development and foster growth of campus clubs and organizations as well as assist with the formation of new clubs.
8. Represent the student body as requested by the College as needed.
9. Operate and oversee the election of Student Government Officers and recruit students to serve on Governance Committees, as needed.
10. Attend and assist at Graduation – May 16, 2018
11. Plan, coordinate and attend the annual Haunted Hayride, the Annual Monte Carlo Night, and Starlit Ball.
12. Serve on college governance committees.
13. Attend and report at the Board of Trustees meetings, as assigned.
14. Conduct monthly SGA meetings and attend weekly SGA Officer-only meetings.
15. Plan SGA events and assist the Office of Campus Life with College Hour activities.
16. Conduct campus tours for individuals or groups on a scheduled or walk-in basis.
17. Assist with both fall and spring Open Houses, The Farm and Horse Show, general Student Activities, and other events as needed and assigned.
18. Assist other students as may be needed and appropriate.
19. Act as “Host/Hostess” for college functions.
20. Attend training and a mid-semester evaluation meeting.
21. Obtain signatures for each event worked as a SGA representative and compile a complete list of hours worked (including weekly meetings and office hours) to be submitted to the Office of Campus Life monthly.

SUSSEX COUNTY COMMUNITY COLLEGE  
**Student Government Association Election Guidelines**

1. Students wishing to run for an SGA office must meet qualifications (see attached) and submit a transcript of all previous college experience to the Office of Campus Life prior to petitioning for office.
2. Students wishing to be considered as candidates for SGA office must submit a petition with signatures of fifteen (15) SCCC students and two faculty members and/or administrators, indicating support for said candidate. Petitions are attached to this application.
3. Petitions must be submitted to the Office of Campus Life and the petitioner will be notified within 48 hours of his/her eligibility to run for office. **The petitioner may not begin his/her campaign without notification from the Office of Campus Life. ALL campaign material MUST be approved by the Office of Campus Life PRIOR to posting.**
4. All candidates will be given the opportunity to film a BRIEF campaign video, which will be shot on Friday, April 20, 2018 by the Film Club. Times are TBD. This video will appear on the SGA Canvas Que during VOTING WEEK. ALL CANDIDATES WILL BE ASKED THE SAME QUESTIONS TO ANSWER.
5. The election will be held over a five (5) day period beginning on April 30, 2018 and ending at 11:59 pm on May 4, 2018. All VOTING will be ELECTRONIC through the SCCC Canvas system. All registered SCCC students will have the opportunity to vote on-line. NO IN-PERSON BALLOTS WILL BE COLLECTED.
6. A simple majority of votes cast will determine outcomes. If a simple majority is not attained, the candidates receiving the highest number of votes cast will be placed in a run-off where a simple majority can be attained.
7. All candidates will be subjected to campaign finance rules. No Candidate can spend in excess of \$100.00 on campaign materials. All campaign activities MUST be approved PRIOR to execution. For ALL other guidelines please refer to the Student Handbook.
8. **ANY CANDIDATE FOUND IN VIOLATION OF ANY OF THE GUIDELINES OR OF THE STUDENT CODE OF CONDUCT WILL BE IMMEDIATELY DISQUALIFIED FROM THE ELECTION.**

## SUSSEX COUNTY COMMUNITY COLLEGE

### **Duties of Student Government Officers**

1. **Duties of the President:** The President shall preside over all meetings of the Student Government Association. He/She will work with other Student Government Officers to best benefit the student body at Sussex County Community College. He/She shall delegate responsibilities to those elected to the Executive Board. The President shall represent the Student Government Association at official College ceremonies and other occasions where such representation is appropriate. The President shall appoint special Committees as needed with the approval of the SGA Advisor and Dean of Student Affairs. The President shall perform all other duties pertaining to his/her office and represent the association in all matters concerning the SGA Executive Board. The President will prepare and train the newly elected SGA President at the end of his/her term, immediately following elections. The President shall attend and prepare reports to be given at the Board of Trustees meetings every month. The SGA President may NOT serve as President of any student Club or Organization during their term.
2. **Duties of the Vice President:** The Vice President will, in the absence of the President, carry out the duties of the President and assume all powers and responsibilities of the President, together with his/her normal duties except as otherwise provided. The Vice President shall oversee all fundraising activities by clubs. The Vice President will train the newly elected SGA Vice President at the end of his/her term. The Vice President will sit as a standing member of the Student Life Committee which meets as a branch of the college governance system.
3. **Duties of the Secretary:** The Secretary shall keep accurate minutes of all Executive Board and SGA Open Meetings. The secretary must submit a copy of all minutes to the SGA Advisor and SGA Officers. The Secretary will conduct all correspondence at the direction of the President and will report to the Executive Board any ideas of advisory committees and will be responsible for recruiting students to serve on these committees. The Secretary will train the newly elected SGA Secretary at the end of his/her term. The Secretary will maintain the SGA bulletin board outside the SGA office.
4. **Duties of the Treasurer:** The Treasurer will maintain records of all monies collected and disbursed by the SGA, prepare and supervise the budget, account and bill appropriately, and manage all fundraising efforts on behalf of the SGA. The Treasurer will train the newly elected SGA Treasurer at the end of his/her term.

SUSSEX COUNTY COMMUNITY COLLEGE  
**CANDIDATE FOR OFFICE APPLICATION**  
**Student Government Association**

The term begins at the end of the Spring 2018 semester and ends at the close of the Spring 2019

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell # \_\_\_\_\_

ID# \_\_\_\_\_ Student e-mail \_\_\_\_\_

Number of Credits registered for Fall of 2018: \_\_\_\_\_ Present GPA: \_\_\_\_\_

Are you enrolled in any evening classes? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_

Why do you wish to become an SGA Officer at SCCC? (attach narrative if more space is needed)

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

Do you have previous government experience? (i.e. student council, community government, etc.)

Explain: \_\_\_\_\_

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

**The SGA holds an open meeting the first Thursday of every month, 10:50-12:05. SGA Officers' meetings occur every week and are scheduled by the four Officers. All Officers are required to attend every meeting date.**

I have read the responsibilities to be an SGA Officer and am willing to participate, if elected, to the best of my ability during the 2017/18 academic year.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**Return this application including a copy of your transcript and Fall 2018 schedule, to the Office of Campus Life, D105a, by **Friday, April 13, 2018****

**After OFFICIAL Notice of Candidacy, ALL candidates can begin campaigning for Office on **Monday April 23, 2018**, with voting beginning on **Monday, April 30, 2018**. All Candidates will be notified by **Monday, May 7, 2018** of the election outcome and any Election Review Requests **MUST** be submitted **NO LATER THAN Wednesday May 9, 2018**. All winners will be officially announced on **Thursday, May 10, 2018** should **NO** Election Review be requested.**

**SUSSEX COUNTY COMMUNITY COLLEGE**  
**Student Government Association**  
**Petition for Office**  
**President, Vice President, Secretary, Treasurer**  
**Spring 2018 Elections**

I, \_\_\_\_\_, wish to run for \_\_\_\_\_ of the Sussex County Community College Student Government Association. I have read all the qualifications and responsibilities of this position and if elected will fulfill those duties to the best of my ability. The signatures below indicate support for my candidacy.

Students	SCCC e-mail	Faculty/Administrator
1. _____		1. _____
2. _____		2. _____
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		
11. _____		
12. _____		
13. _____		
14. _____		
15. _____		

_____ Candidates Signature	_____ Student ID #	_____ Date
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Name _____	Address _____
Print	Print

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

# of Credits completed \_\_\_\_\_ Current GPA \_\_\_\_\_

**Return this form to the Student Activities Office (Room D105a)**  
**by Friday, April 13, 2018**