

Sussex County Community College
Student Government Association
Election Packet



Spring 2021 Elections
Term of Office 2021/2022

Completed applications must be returned to Amy Rude at arude@sussex.edu

NO LATER THAN

Friday, April 9, 2021

Sussex County Community College

Office of Campus Life

Student Government Association

Qualifications

1. Those wishing to serve on the Executive Board of the Student Government Association must:
 - a. Be a currently enrolled students that possess and will maintain a minimum of a 2.5 GPA.
 - b. Have successfully completed a minimum of twelve college-level credits, with an expectation of completing a minimum of six college-level credits during each semester they would serve in office.
 - c. Must be willing and able to serve for the entirety of their term of office, which is one academic year, beginning on June 1st and ending on May 31st of the following year.
 - d. May not also be the President or Vice President of any student club or organization recognized and chartered by the Student Government Association.
2. All members of the Executive Board must meet their college obligations including but not limited to:
 - a. Tuition and/or fee payments
 - b. Return of College Library Books, Athletic Equipment, etc.

Requirements & Compensation

1. **The President:** Shall call, chair and preside of all Meetings of the Executive Board; will be the public face of the Student Body of SCCC; shall serve a minimum of four office hours each week that classes are in session; will complete a total of a minimum of 160 service hours during the term of office; will be granted a work scholarship worth twelve in-county credits during each the fall and spring semesters of the term in office.
2. **The Vice President:** Shall assume the powers, responsibilities, and restrictions of the President in the event the President is unable or unwilling to do so; shall Chair the Club Council; shall serve a minimum of three office hours each week that classes are in session; will complete a total of 120 service hours during the term of office; will be granted a work scholarship worth nine in-county credits during each the fall and the spring semesters of the term in office.
3. **The Treasurer:** Shall be responsible for maintaining accurate records of all funds within the budgets overseen by the Student Government Association; shall Chair the SGA Finance Committee; shall serve a minimum of two office hours per week that classes are in session; will complete a minimum of 80 service hours during the term of office; will be granted a work scholarship worth six in-county credits during each the fall and the spring semesters of the term in office.
4. **The Secretary:** Shall transcribe the reports and discussions in all meetings of the Executive Board and Club Council and maintain a file of the minutes of each; shall keep accurate record of attendance at all meetings and of the Executive Board service hours; shall serve a minimum of two office hours per week that classes are in session; will complete a minimum of 80 service hours during the term of office; will be granted a work scholarship worth six in-county credits during each the fall and the spring semesters of the term in office.
5. **The Diversity Officer:** Shall serve as the point of contact for all students regarding diversity and inclusion on campus. Will serve as the student representative to the Council for Sustained Dialogue. Will assist the Assistant Director of Student Engagement in planning and implementing diversity and

inclusion programming. Will complete a minimum of 80 service hours during the term of office. The work grant will be equivalent to six in-county credits during each fall and spring semester of the term in office.

- The Financial Aid office will directly apply the work grant to the student account. All work grants are disbursed at the beginning of the fall and spring semester during the term of service.
- Elected officers are responsible for the cost of fees, textbooks or other material needs required to complete coursework.
- Leaving office prior to the completion of the elected term will result in a reimbursement of tuition as calculated by the Bursar.

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Responsibilities of All Student Government Association Officers

1. Monthly Summer Planning Meetings: All SGA Officers are expected to attend monthly summer planning meetings; the schedule of these meetings is to Be Determined.
2. Leadership Training: All SGA Officers are expected to attend the Leadership Training workshops that will take place in the last two weeks of August prior to the start of the Fall semester.
3. New Student Orientation: All SGA Officers are expected to serve as Orientation Leaders for New Student Orientation.
4. Office Hours: All SGA Officers are required to keep and maintain office hours. The schedule of Office Hours will be determined and posted on the SGA Office door by the first day of each semester and may not change during the course of the semester.
5. The SGA Bulletin Board: All SGA Officers are expected to maintain the SGA Bulletin Board outside the SGA office.
6. Leadership Workshops: All SGA Officers are encouraged to attend/host Leadership Workshops that will enhance their skills and assist in enhancing the skills of others.
7. Submit to the Office of Campus Life a list of proposed SGA-sponsored events to appear in the Student Handbooks for the upcoming year. **This List MUST be submitted NO LATER than JUNE 18, 2021.**
8. Represent the student body as requested by the College as needed.
9. Operate and oversee the appointment/selection of Students to serve on College Governance Committees as needed.
10. Plan, coordinate, and attend the annual events hosted by the SGA/Campus Life including the Annual Monte Carlo Night and the Skylander Cotillion.

11. Attend monthly Board of Trustee meetings and report on the activities of the SGA and the Student Body.
12. Assist with the NJ State Fair (The Farm & Horse Show) in August, both the Fall & Spring Open Houses, general Student Activities, and other events as needed and assigned.
13. Aid and foster student clubs and organizations, as well as assist with the formation of new clubs.
14. Assist other students as needed and appropriate.
15. Candidates should have access to the internet and Canvas for both the SGA/Ambassadors and Campus Life.

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Student Government Association

Student Government Association Election Guidelines

1. Candidates may run for ONLY ONE (1) Position within the SGA and MAY NOT hold the office of President or Vice President in ANY Student Club or Organization.
2. Students wishing to run for an SGA Officer's position MUST meet all qualifications as outlined above, submit a completed petition to run including an unofficial transcript.
3. All prospective candidates must register during priority registration for fall classes at the time of petition and will submit their schedule of classes as part of a completed petition to run.
4. Completed 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.**
5. All candidates will be given the opportunity to film a BRIEF campaign video, the date and time is to be determined. This video will be shared on the Campus Life Canvas page during election week and all the candidates will be asked the same questions.
6. 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.
7. The elections are held over a five (5) day period beginning on **Monday, April 26, 2021 and ending on Friday, April 30, 2021**. ALL voting will be done electronically utilizing the SCCC Campus Life Canvas system. All registered SCCC students will be eligible to vote on-line. NO PAPER BALLOTS WILL BE COLLECTED.
8. A simple majority of all votes cast will determine the outcome of the elections. 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.
9. All campaigning for the 2021/2022 Term will be conducted via Canvas, all candidates should send a brief campaign message video along with their candidate petition that will be added to the Canvas page for voters to review, in addition to their video.

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Student Government Association Candidate Application

The term of office begins on June 1st and ends on May 31st of the following year.

Name: _____ Student ID #: _____

Address: _____

Phone: _____ Student Email: _____

Current Cumulative GPA: _____ Number of credits registered for Fall 2021: _____

Copy of Fall 2021 Registration attached: ____Yes ____No

Why do you wish to become an SGA Officer at SCCC? (Please feel free to attach another sheet if needed)

Do you have any previous Student Government experience? (i.e. Student Council, Club Officer, etc.)

The SGA holds an Open SGA Meeting on the first Wednesday of every month from 3:05-4:05. The Executive Board of the SGA meet every week on a day and time determined by the five officers. The SGA is required to make a monthly presentation to the Board of Trustees on the fourth Tuesday of every month. All SGA Officers are required to attend all meetings.

I, _____, wish to run for _____ of the Sussex County
Print Name Print Position

Community College Student Government Association. I have read all the qualification, requirements, compensation, and responsibilities for the position I seek, and if elected, I will fulfill those duties to the best of my ability. The signatures below indicate support for my candidacy.

Completed Applications and Petition are DUE to Amy Rude at arude@sussex.edu NO LATER THAN FRIDAY, APRIL 9, 2021.