



Student Government Association Application

SPRING 2013 Elections

Mission Statement

To improve the quality of the student experience by advocating for students interests while guiding supporting student clubs and organizations.

Vision Statement

To be the voice of the student body at Pfeiffer to the staff and administration.

Dear Students,

First and foremost, thank you for your interest in the Student Government Association (SGA) elections. The SGA is one of the most rewarding organizations here at Pfeiffer University and is always looking for promising leaders. On a daily basis, the SGA positively affects the lives of faculty, staff, alumni, and most importantly the student. Together, the Executive Board, the Senate, and the students will help make decisions that improve our campus and University. We are grateful that you are showing interest in an organization that plays such an important and large role in campus involvement.

Available positions include:

President

Secretary

VP

Treasurer

ICC Coordinator

Senior Senator (2)

Junior Senator (2)

Sophomore Senator (2)

Graduate Student Senator

Non-tradition Senator

Before you begin the application and the petition process, make sure to read all of the deadlines and fill out all mandatory paperwork:

Application due date: Friday, April 5th, 5:00pm
(Turn into the Student Development Office)

Campaign: Friday, April 5th – Thursday April 11th
(Attend the SGA meeting Monday, April 22nd @ 10am in Stokes Community Room)

Elections: Thursday, April 11th

Announcement of Election Results: By Sunday April 14st, by 5pm

First Official Meeting: Monday, April 22, 2013

Good Luck! We look forward to making you part of our team! If you have any questions feel free to contact me at anytime.

Sincerely,
Katherine Athens
SGA Elections Chair

sga@fsmail.pfeiffer.edu

STUDENT GOVERNMENT ASSOCIATION (FALL 2012-SPRING 2013)

APPLICATION: Senate and Executive Board

Due: Friday, April 5th, 1:00pm

NAME: _____

STUDENT ID#: _____

GPA: _____

E-MAIL: _____

PHONE: _____

CURRENT ADDRESS: _____

SUMMER ADDRESS: _____

SUMMER E-MAIL: _____

CANDIDATE INFORMATION

APPLIED POSITION (CHECK ONE)

President

Secretary

VP

Treasurer

ICC Coordinator

Senior Senator x2

Junior Senator x2

Sophomore Senator x2

Graduate Student Senator

Non-tradition Senator

WRITTEN PLATFORM STATEMENT

ON A TYPED WORD DOCUMENT PLEASE PREPARE A WRITTEN STATEMENT (NO MORE THAN 100 WORDS) WITH YOUR PLATFORM IN 12 ARIAL FONT AND ATTACH IT TO THIS APPLICATION AND **EMAIL A COPY TO SGA@FSMAIL.PFEIFFER.EDU**. (PLATFORMS FOR THE POSITION OF PRESIDENT MAY BE 100-200 WORDS). IN YOUR STATEMENT YOU CAN INCLUDE YOUR GOALS FOR SGA, WHY YOU SEEK THE POSITION, AND WHAT QUALIFICATIONS YOU HAVE FOR THE JOB.

STUDENT CONSENT FOR RELEASE OF RECORDS

I hereby consent for ***Pfeiffer University - Office of the Registrar*** to release my academic records concerning my current grade point average and total hours earned while at Pfeiffer University to ***the appropriate Student Government advisor*** for eligibility verification purposes only. I expressly waive my rights and privileges reserved unto me under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232G).

I hereby consent for ***Pfeiffer University - Office of Student Development*** to release my educational records concerning judicial, discipline, and campus policy violations while at Pfeiffer University to ***the appropriate Student Government advisor*** for eligibility verification purposes only. I expressly waive my rights and privileges reserved unto me under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232G).

Signature

Date

Pfeiffer University Student Government

Statement of Expectations for Student Government Members

The Pfeiffer University Student Government is the official representative body for all Pfeiffer University students and the liaison between the student body and the university administration. As such, all members of the Student Government are asked to take an active role in representing a diverse student body in a manner that brings respect, dignity, and unity to the university community.

Following are the expectations of each member of the Student Government:

- Support and embody the mission of Pfeiffer University and the Student Government.
- Attend a majority of meetings, in accordance with the attendance policy.
- Actively participate in meetings. Discussion is vital to the success of the Student Government.
- Take Initiative on addressing issues that affect the student body and to work with the appropriate staff member to resolve issues.
- Promote school spirit by supporting and being involved in all campus programs and activities.
- Look for and mentor emerging leaders to run for SGA.
- Participate in at least one service project each semester.

Other Requirements and Information:

Senate:

- Attend weekly General Meetings (Monday 10am)
- Maintain a 2.5 GPA
- Dress appropriately (business casual)
- Perform duties according to the constitution
- Will be provided free parking for the year and a \$50 stipend per semester

Executive Board:

- Attend weekly General Meetings and Executive Board Meetings
- Maintain 4 weekly office hours
- Maintain a 2.5 GPA
- Dress appropriately (business casual)
- Perform Duties according to the constitution
- Will be provided free parking for the year and a \$100 stipend per semester

I, _____, understand the above expectations and agree to provide the Student Government Association of Pfeiffer University with the effort and commitment required to perform my duties faithfully and capably and to serve the students of Pfeiffer.

Signature

Date

STUDENT GOVERNMENT ASSOCIATION (FALL 2012-SPRING 2013)

PETITION FOR SENATOR AND EXECUTIVE BOARD

Due with application by Friday, August 31st, 1:00pm

SIGNATURES (25 NEEDED)

PLEASE PROVIDE **25 SIGNATURES FROM STUDENTS** WHO SUPPORT YOUR APPLICATION. THE STUDENT MUST PROVIDE THEIR STUDENT ID NUMBER FOR VERIFICATION.

NAME	STUDENT ID #
1.	
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25.	

Pfeiffer University- Student Government Association
Senate Job Descriptions and Guidelines
(Adapted from the constitution)

SECTION II Mission Statement

To improve the quality of the student experience by advocating for students interests while guiding and supporting student clubs and organizations.

SECTION III Vision Statement

To be the voice of the student body to the staff and administration.

SECTION IV Core Values

We are committed to being involved in the life of the student body.

We are committed to working as a team to accomplish our mission and vision.

We will hold each other accountable to fulfilling the needs of the student body.

We value the Mission of Pfeiffer University and seek to embody it at all times.

We approach all that we do with integrity and with respect for the dignity of every student

ARTICLE II Senate Membership

SECTION I Discrimination

Members of SGA shall be officially registered students of Pfeiffer University elected annually by the student population, not limited by race, color, national origin, religion, gender, age, sexual orientation, or disabling conditions.

SECTION II GPA Requirements

Each member of SGA shall maintain a “2.5” academic average to be eligible for and to remain in SGA. Senators from the freshmen class must acquire at least a “2.0” academic average by the end of their first semester to remain eligible to hold office during their second semester. Grades shall be checked at the end of each semester by the SGA Advisor.

SECTION III Election Requirements

Officially registered students of Pfeiffer shall elect each Student Senators, Executive officers, and the ICC Coordinator. The election shall take place at the conclusion of the spring academic term, and the term of office is from May to May.

- A. At least two Senator Seats shall be available for each class standings, one senator seat for a non-traditional student, one for a commuter student, and one for a graduate student.
- B. Freshmen election will take place during the fall academic term.
- C. Vacant Senator and Officer Positions must be filled within four weeks of the start of the fall academic term, or the seat will remain vacant until the next scheduled election.

SECTION IV Senate Requirements

- A. The Senate shall work toward meeting the needs and concerns of their constituency.
- B. The Senate shall approve, reject, or amend the SGA budget, budget changes, and expenditures from the general fund.
- C. The Senate shall have the power to override a veto by a two-thirds majority vote.
- D. The Senate shall approve all new clubs and organization.
- E. The Senate shall review the Student Organization Handbook and make changes when necessary.
- F. The Senate shall approve or reject all recommendations concerning appointments of student to any faculty or administrating committee.
- G. The Senate shall have the power to try all impeachments. When sitting for this purpose, the Senators shall be on oath of affirmation. The Vice President shall preside over all impeachments, except when the Vice President is tried, in which case the President shall preside. A person shall be tried only when accused of at least one of the following: embezzlement, fraud, inefficiency, misrepresentation, or conduct derogatory to the good reputation of the SGA and/or Pfeiffer University. A three-fourths majority vote of the Senate shall be required to impeach any member of the Student Senate Executive Council.
- H. The Senate shall conduct and pass all business in the manner that they see necessary and proper for the good of the students.

SECTION V Meetings

The Senate shall meet weekly and at other times when called by the Vice President of the SGA on days when classes are scheduled. The advisor to SGA may attend each meeting in an advisory capacity only.

ARTICLE III Executive Officers

SECTION I Executive Board

The Executive Board shall be the principal administrative body of the Student Government Association.

SECTION II Representatives of Executive Board

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and the Inter-Club Council (ICC) Coordinator.

SECTION III Executive Board Requirements

- A. Each Executive Officer shall maintain the same requirements as stated in ARTICLE II SECTION I and II.
- B. The SGA President shall have acquired at least a rising junior standing by the Office of the Registrar's records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters and has been a member or officer of another club or organization prior to his/her taking office. He/she shall be elected by the student body and serve a term

of one academic year. He/she must supply two letters of recommendation from a staff or faculty member.

- C. The SGA Vice President shall have acquired at least a rising sophomore standing by the Office of the Registrar's records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters and has been a member or officer of another club or organization prior to his/her taking office. He/she shall be elected by the student body, and serve a term of one academic year.
- D. The SGA Treasurer shall have acquired at least a rising sophomore standing by the office of the Registrar's records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters and has been a member or officer of another club or organization prior to his/her taking office. He/she shall be elected by the student body and serve a a term of one academic year.
- E. The SGA Secretary shall have acquired at least a rising sophomore standing by the Office of the Registrar records. He/she shall have been a student at Pfeiffer University for at least two consecutive semesters and has been a member or officer of another club or organization prior to his/her taking office. He/she shall be elected by the student body, and serve a term of one academic year.
- F. All persons running for an Executive office must plan to fulfill their full term of office. If he/she fails to fulfill their duties as an Executive Officer, he/she may be brought before the Senate for review.

SECTION IV Office Hours and Absences

- A. Officers shall be required to hold at least four office hours per week.
- B. Officers and Senate members may miss no more than two of any of the regularly scheduled meetings per semester.
- C. Excused absences only include activities dealing with academics, athletics, or a club/organization.
- D. Members of SGA may have no more than two absences, excuses or unexcused. On the third absences, SGA members will lose their stipend. On the fourth absence, SGA members will be asked to step down from their position.
- E. After the Meeting has been called to order anyone who comes in is considered tardy. The first two unexcused tardies are considered an absence and each subsequent tardy will result in an additional absence.
- F. SGA members may miss no more than one (1) planned SGA event per semester with prior advance notice of two weeks.

Officers

- A. The President of the SGA shall:
 - 1. Be the official head of the student body.
 - 2. Be the student representative on the Board of Trustees, Alumni Board, and Judicial Board.
 - 3. Call and preside at all weekly Executive Officers meetings.
 - 4. Present all Executive matters to the Senate for consideration.
 - 5. Veto any undesirable legislation passed by the SGA by submitting a formal letter to that body within one week of passage, stating the reason for veto. This veto may be overridden by a two- thirds vote of the current Senate.
- B. The Vice-President of the SGA shall:
 - 1. Call and preside at meetings of SGA.

2. Assume the duties of the President when the President is incapable.
 3. Become President when the office is vacated due to resignation or impeachment.
 4. Prepare an agenda, in conjunction with the Executive Officers for the SGA.
 5. Have the privilege of voting on occasions when the vote would change the result; e.g., to break a tie, or in a case where there is a two-thirds majority necessary.
 6. Be the student representative on the Alumni Board and "Freddies" Committee.
- C. The Treasurer of the SGA shall:
1. Conduct the financial transactions of the SGA.
 2. Make budget reports to SGA, when necessary, indicating the final budget figures and balance for each account (allocated/unallocated).
 3. Shall regulate the allocations of SGA funding including club allocations, special projects, and service projects.
 4. Shall serve as the link between the student body and the Finance Department of Pfeiffer University reserving the right to investigate student financial concerns.
- D. The Secretary of the SGA shall:
1. Record all proceedings of SGA.
 2. Distribute a copy of the minutes to SGA and to anyone that request a copy.
 3. Handle communication and correspondence of the Student Senate.
 4. Keep attendance and make appropriate notifications for Senate absences.
 5. Manage all office paper work.
 6. Maintain a list of all Senators, their addresses, phone numbers, and class schedules.
- E. The Coordinator of the Inter-Club Council shall:
1. Call and preside over all meetings of the ICC.
 2. Handle communication and correspondence between all clubs and organizations.
 3. Manage and oversee the club registration process.
 4. Maintain a list of all Clubs and organizations, their student leader, advisors, and other pertinent information.
 5. Maintain a calendar of all student activities.
 6. Advocate for the needs of all clubs and organizations to the SGA.
 7. Work with Student Activities to organize club fairs.
 8. Work with Relay for Life to recruit teams.

SECTION II Elections

- A. Campaign Procedures and Regulations
1. Each candidate may state a platform.
 2. Candidates may campaign door to door only with permission of the Residence Life Staff.
 3. Candidates shall be allowed to make no more than 250 fliers.
 4. The SGA Executive Board shall approve all flyers before posting.
 5. On Election Day, no candidate may campaign at the polling place.
 6. Any complaints concerning the actions of a candidate should be addressed to the advisor of SGA in writing no more than 24 hours after the incident. Then the advisor shall deal with the issue(s) as seen fit.