**Student Government Association**

Fall 2021 Special Election

**Application Packet**



APPLICATION PACKETS ARE AVAILABLE TODAY!!!

<https://www.lonestar.edu/lsc-kingwood-student-government-association.htm>

**Student Government Association Election Registration Form**

**Candidate Requirements**

1. Any student of LSC-Kingwood seeking to participate on the Student Government Association Executive Board must currently be enrolled in a minimum of two (2) credit classes totaling a minimum of four (4) credit hours at LSC-Kingwood, during the fall and spring semesters. There is no summer enrollment requirement.
2. All Officers must maintain a cumulative Grade Point Average of no less than 2.5 for the duration of their term. The President of SGA must maintain a cumulative GPA of no less than 3.0. GPA’s are on a 4.0 scale.
3. Candidates may not be on any form of academic or disciplinary probation or suspension.
4. Candidates may not run for more than one official office within the LSC-Kingwood SGA’s Executive Board.
5. Candidates may not be employed full time by LSC-Kingwood.
6. Candidates must attach a platform outlining your objectives and why you should be elected to this position. (In 500 words or less). Please include your name, classification, and major.
7. If elected, the candidates must sign the *Executive Board Requirements* document.
8. If elected, you may not hold an executive position for another Registered Student Organization.

**Please Read Carefully Before Signing Below**

**Release of Personal Information**

I hereby authorize with my signature below for Lone Star College-Kingwood and the Director of Student Services or designee to review and verify all personal records (i.e. academic, financial, citizenry, etc.) relevant to requirements for membership into the Student Government Association.

**Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*Applicants that do not meet the requirements set by Lone Star College-Kingwood Department of**

**Student Life, or the Student Government Association will be considered ineligible for Student Government Elections\*\*\***

 **Candidate Application**

Read all the information contained in this packet carefully.

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office Desired:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State:** \_\_\_\_\_\_\_\_\_ **Zip**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LSC Student ID Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Before turning in your application, make sure you have completed the following:**

* Candidate Application is legibly handwritten, and correct.
* Signed the Candidate Application.
* Attached a platform outlining your objectives and why you should be elected to this position. (In 500 words or less). Please include your name, classification, and major.
* Attached a detailed resume.
* Signed the Acknowledgement Form.

**Acknowledgment Form**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge that I am aware of all the rules and regulations specific to the Student Government Association and Lone Star College-Kingwood. I realize that any violations of SGA rules will make me ineligible for SGA Elections.

I also acknowledge that I am responsible to adhering to the Constitution, Codes and By-laws of the Student Government Association.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5.04:** **Executive Board Positions and Duties**

 **Clause 1:** All positions on the **Executive Board** shall:

1. Attend all meetings of the Executive Board.
2. Attend all Congress of Clubs Congressional Assemblies.
3. Debate and vote in all SGA matters.

 **Clause 2:** The duties of the **President** shall be to:

1. Call additional Executive Board meetings as needed.
2. Preside over all meetings of the LSC-Kingwood SGA, with the exception of Senate voting sessions.
3. Preside over all Congress of Clubs Congressional Assemblies.
4. Enforce and abide by all provisions of the Lone Star College-Kingwood Student Government Association Constitution.
5. Notify all members of convention activities at least four weeks prior.
6. Hold veto power of any legislation passed by the membership of SGA, with the exception of impeachment legislation.
7. Provide reports on the state of the organization to the general membership monthly.
8. Take an active role in the activities of the SGA.
9. Recommend nominations to the Student Fee Advisory Committee to the SGA Advisor.
10. Assist Chapter advisor in oversight of all finances of the SGA.
11. Pay all debts upon approval of the Executive Board and Advisor.
12. Establish SGA initiatives.

 **Clause 3:** The duties of the **Vice President** shall be to:

1. Execute the duties of the President in his/her absence.
2. Provide report on activities of the Vice President’s office to the General Assembly as needed.
3. In case of death, resignation, or removal of the President from office, succeed as the President for the duration of the term.
4. Assist Chapter Advisor in oversight of all finances of the SGA.
5. Pay all debts upon approval of the Executive Board and Advisor.
6. Lead Senator Meetings with Operations Director.
7. Oversee the Election Commission and adhere to the duties listed in the SGA Election Code.

 **Clause 4:** The duties of the **Director of Records** shall be to:

1. Keep accurate minutes of all general and executive board SGA meetings.
2. Keep accurate minutes of all Congress of Clubs Congressional Assemblies.
3. Organize and maintain files for all committees.
4. Maintain accurate attendance and membership records for voting purposes.
5. Maintain all files for the SGA
6. Provide report of committee standings to the General Membership as needed.
7. Retain and archive receipts of all financial transactions.
8. Provide updated financial reports to the general membership as needed.
9. Archive the previous administration’s records electronically.
10. Maintain the chronological record of administration’s documents.
11. Maintain all official SGA templates in the SGA files.

 **Clause 5:** The duties of the **Parliamentarian** shall be to:

1. Maintain proper order at SGA meetings in accordance with *Robert’s Rules of Order Newly Revised*.
2. Maintain proper order of all Congress of Clubs Congressional Assemblies in accordance with *Robert’s Rules of Order Newly Revised.*
3. Help the members of the Executive Board and the General Membership learn and practice correct parliamentary procedure.
4. Provide report of progress and/or changes in parliamentary procedure to the General Assembly as needed.
5. Have all of the following in their possession at all times during General Assemblies and Executive Board Meetings; a current edition of the LSC-Kingwood SGA constitution, a current edition of Robert’s Rules of Order Newly Revised, and any special rules of order adopted by the LSC-Kingwood SGA.

 **Clause 6:** The duties of the **Director of Operations** shall be to:

1. Oversee any fundraising operations.
2. Actively recruit members for the institution.
3. Oversee Senator Operations with the Head Senator.
4. Prepare budget for the upcoming year and present said budget to the Executive Board for approval no later than March 1 of each Calendar year.
5. Assign and oversee legislative committees with the Head Senator.
6. Provide report of progress in institutional enrollment at General Assemblies.
7. Lead Senator Meetings with Vice President.

 **Clause 7:** The duties of the **Director of Communications** shall be to**:**

1. Maintain a chronological list of all SGA activities.
2. Provide a report of chronological updates to the general membership as needed.
3. Maintain member lists and correspondence.
4. Oversee advertisement and publicity of the SGA, its events, and meetings.
5. Maintain the Student Government Association’s professional social media presence.

**Dates to Remember:**

* **September 20, 2021—**Candidate Application Due|Ends @ 5PM
* **September 22 - October 7, 2021—**Campaigning|Virtual & Social Media
* **September 22, 2021—**Meet the Candidates|3PM|WebEx
* **September 27, 2021—**Virtual Candidate Debate|3PM|WebEx
* **October 4, 2021—**Virtual Candidate Rally|3PM|Webex
* **October 7-8, 2021—**SGA Elections| Ends @ 5pm on the 8th| Electronic Voting
* **October 12, 2021—**Announcement of New SGA Executive Board