



Student Government Association

2019-2020 Elections Application

E-Board

The following are the offices available to run for in the 2019-2020 SGA election on Friday April 12, 2019:

E-BOARD

President	Vice President
Secretary	Treasurer
Club Liaison	

SENATE

Senators for Majors

Business of Art & Design Senator	Creative Writing Senator	Computer Animation Senator
Entertainment Design Senator	Film Senator	Fine Arts Senator
Game Art Senator	Graphic Design Senator	Illustration Senator
Motion Design Senator	Photography & Imaging Senator	Virtual Reality Development Senator
Visual Studies Senator		

Senators for Class Representation

Sophomore Senator	Junior Senator	Senior Senator
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Election Requirements for Candidates Running for Executive Office or Student Representative:

- Must have a 2.5 GA and be classified as a full-time student.
- Must have earned the number of required credit hours for a certain class level in order to hold an elected position in that class (ie. Freshman, Sophomore, Junior, Senior).
- Must not be on academic or judicial probation as defined in the current School Catalog and Student Handbook.
- Must attest, in writing, to the intent of remaining a registered full-time student for the fall and spring semesters on the Ringling School of Art and Design campus throughout his/her term in office.
- Must meet all other requirements as set forth in the student election committee bylaws for the position for which they are running.
- Must attend all assembly meetings. No more than three unexcused absences per semester will be permitted.
- May not declare eligibility for more than one elected position.

NOTE: IF FOUND GUILTY OF UNPROPER CAMPAIGN SLANDERING YOU WILL BE DISQUALIFIED FROM ELECTIONS.

Application Submission:

Applications must be turned in no later than **Wednesday, April 10, 2019 at 4:30 pm** to Katie Cuff, either in person by delivering it to the CAB Office (first floor of Goldstein Hall), or by sending an email to kcuff@ringling.edu. No exceptions will be made.

Duties for each office, as outlined by the Constitution are as follows:

President

Duties shall include but are not limited to:

- Serve as the official representative of the organization. Also the President shall be the official representative of the SGA at all times when the Assembly is not available for a decision.
- Sign documents on behalf of the organization and have the ability to call special meetings and/or committees.
- Serve as the student representative to the Board of Trustees.
- Appoint members to serve on various other boards and committees belonging in the infrastructure of Ringling College of Art + Design's faculty and administration.
- Express publicly the views and recommendations of the SGA.
- Serve as a member of the Allocations Committee.
- Maintain an active role in SGA by attending all regularly scheduled meetings.
- Attend student leadership conferences with the Student Government Executive Board.
- Assign Executive Board Members as chairs of committees.
- Update Ringling community on the business of SGA.
- Update the website, as needed.
- Fulfill three (3) office hours per week at a designated location.

Vice President

Duties shall include but are not limited to:

- Chair all SGA assembly meetings when the President is unable to perform his/her duties.
- Coordinate the creation of meeting agendas with the Secretary and President.
- Perform duties of the President, if the President is not available to serve.
- Report at each assembly meeting.
- Delegate duties and responsibilities to members of the SGA as necessary to conduct the business of the SGA.
- Perform duties as directed by the President of SGA.
- Maintain an active role in SGA by attending all regularly scheduled meetings.
- Attend student leadership conferences with the Student Government Executive Board.
- Keep accurate records of attendance for all SGA members.
- Update the website, as needed.
- Fulfill three (3) office hours per week at a designated location.
- Chair committee, as assigned by the President.

Secretary

Duties shall include but are not limited to:

- Perform duties of the President, if the President and Vice-President are not available to serve.
- Record, publish, circulate, and maintain the minutes of the SGA, as well as the meeting agendas.
- Post minutes to the SGA's website
- Publicize the date and the time of every SGA meeting.
- Collect committee and events sign up sheets in SGA.
- Maintain an active role in SGA by attending all regularly scheduled meetings.
- Attend student leadership conferences with the Student Government Executive Board.
- Update the website, as needed.
- Fulfill three (3) office hours per week at a designated location.
- Chair committee, as assigned by the President

Treasurer

Duties shall include but are not limited to:

- Perform duties of the President, if the President, Vice-President and Secretary are not available to serve.
- Report on the budget at every SGA assembly meeting when requested or deemed appropriate.

- Submit an audit of the financial records of all standing committees of the SGA and to present his/her findings to the assembly members.
- Serve as a member of the Allocations Committee.
- Maintain an active role in SGA by attending all regularly scheduled meetings.
- Attend student leadership conferences with the Student Government Executive Board.
- Meet regularly with the SGA advisor to review the budget
- Update the website, as needed.
- Fulfill three (3) office hours per week at a designated location.
- Chair committee, as assigned by the President

Club Liaison

Duties shall include but are not limited to:

- Perform duties of the President, if the President, Vice-President, Secretary and Treasurer are not available to serve.
- Chair the allocation committee.
- Communicate of the affairs of the Office of Student Activities and Leadership to the Executive Board and the General Council.
- Communicate effectively with all student organizations concerning the policies of the SGA and the Organization Handbook.
- Hold meetings with all student organizations during the semester to help with the individual needs of each student organization including, but not limited to elections, renewal, and allocations.
- Obtain an updated list of all active student organizations recognized by The Office of Student Activities and Leadership and obtain a copy of each student organization's current constitution annually to keep on file.
- Review all requests for club renewal and the formation of new student organizations that seek recognition.
- Assist the Coordinator of Student Activities in coordinating the Annual Club Fair.
- Keep the master binders of campus organizations up to date. Information in said binder shall, include:
 - The student organization's constitution
 - Roster / Meeting Schedule / Location
 - Allocation Forms
 - Registration Form / Renewal Form
- Maintain an active role in SGA by attending all regularly scheduled meetings.
- Attend student leadership conferences with the Student Government Executive Board.
- Update the website, as needed.
- Fulfill three (3) office hours per week at a designated location.
- Chair committee, as assigned by the President

Senators

- Serve as the formal representative of the student body to which they specifically represent;
- Act as voting delegates for their constituencies;
- Be accountable for communication between students, faculty, staff, and administration regarding concerns and issues;
- Facilitate understanding of the concerns and issues among students, faculty, staff, and administration.
- Attend all SGA meetings;
- Report to the President of SGA and the SGA assembly and perform other duties when deemed necessary by the Executive Board Members;
- Serve on committees as deemed necessary;
- Shall be present and help with all SGA events;
- Senators shall perform other duties the President or Senate may direct.

Application for Qualification as a Candidate

Name: _____ Year: _____

Phone Number: _____ Mailbox: _____

E-mail: _____

POSITION THAT YOU ARE A CANDIDATE FOR: _____

In 3-5 sentences, please explain why you are the ideal candidate for the position you are applying for.

By my signature, I acknowledge that I wish to seek qualification as a candidate for the SGA 2019-2020 E-Board. I hereby give my permission to have my GPA verified. I have received a copy of the qualifications for each office and the Elections Regulations, and I agree to abide by all provisions of the Elections Regulations. I understand that persons elected to or appointed to office are subject to removal from office by the established procedures in the Constitution. I am aware that my Petition for Qualification as a candidate must be received by Katie Cuff, Director of Student Activities and Leadership Development, no later than 4:30 p.m. on Wednesday, April 10. Please place this application in a sealed envelope.

Signed: _____ *Date:* _____