



Sul Ross State University

A Member of the Texas State University System

Student Government Association

Box C-189
Alpine, TX 79832

Phone: (432) 837-8198
Fax: (432) 837-8309



APPLICATION for OFFICE

Full Legal Name _____ Phone/Cell # _____

Sul Ross A-ID # _____ Email Address _____

Local Address _____

Major: _____ Hours Completed _____

Classification _____ Hours Enrolled: _____

Current GPA _____ Expected _____

Graduation Date _____

Check off the Executive Position you are interest in:

- President Vice-President Secretary Treasurer
- Parliamentarian Public Relations Chief Justice

Qualifications for Office:

- ▶ 2.5 GPA for Undergraduate students, 3.0 for Graduate students
- ▶ Must not be on academic or disciplinary probation
- ▶ Full-time student (12 semester credit hours for undergraduate and 6 semester credit hours for graduate)
- ▶ Must have served at least one semester on the Student Senate, and have been a student at Sul Ross State University at least one complete semester (fall or spring) upon filing for office.

VALIDATION FORM:

Do you meet the cumulative GPA requirement of 2.0 for undergraduate and 3.0 for graduates? Yes No

Are you on disciplinary or academic probation? Yes No

READ and SIGN

I, the undersigned, have read and understand the above qualifications and meet those qualifications. In signing this application, I express my willingness to accept all the responsibilities of the SGA position that I have chosen. I fully understand if elected, I am expected to work from the beginning of the inauguration of the 2017/2018 officers until the end of Spring 2018. I also understand that by signing this application; I authorize the Student Life office to verify my eligibility for the purpose of qualifying as a candidate.

Return application to the Student Life office (UC 211).

Signature _____ Date _____

FOR OFFICE USE ONLY:

Received by:

Verified by:

Date:

Time:

Article V. Campaigning

- A. Campaigning shall be defined as any public soliciting of votes for a particular candidate, slate of candidates, or issues involved in the election concerned.
- B. There shall be no campaigning within thirty (30) feet of the polls.
- C. It shall be in direct violation of the Code for any candidate, or agent thereof, to willfully destroy, deface, or remove signs or campaign literature of any other candidate.
- D. Students must follow the posting regulations outlined in the Sul Ross State University Student Handbook: http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/stulife/iv_university_policies_procedures.pdf

Article VI. Ballots

Paper ballot voting procedures to followed (optional):

- A. Student must present polling official, an official Sul Ross State University Student ID when voting (optional).
- B. Polling official marks student's name on printout (optional).
- C. Student is given a ballot by the polling official.
- D. Student places ballot in ballot box.
- E. Student should leave the voting area as soon as possible after voting.

Note on elections

Candidates running for unopposed Executive Board Positions will win office by default, contingent on their qualifications as outlined in the Constitution. **Ballots must be turned in to the student life office by April 17th at 5 p.m. Campaigning may begin April 19th. Elections will be held April 27th and 28th. The 2017/2018 Executive officers will be announced on May 3rd during the SGA Banquet.**

Meetings

All SGA officers are expected to attend weekly planning and preparation meetings, attend leadership development workshops and retreats as scheduled.

Compensation

Executive Board Members: President, Vice-President, Secretary, Treasurer, Parliamentarian, Public Relation and Chief Justice Officer Positions will receive a stipend as outline in the attached job description. Officers impeached for failure to perform their duties as required will forfeit their stipends.

Position Descriptions—Student Government Association

Please read the following position descriptions thoroughly and carefully before submitting your application.

A. President

1. Attend Quarterly Board of Regents meeting
2. Meet regularly with President of Sul Ross State University
3. Present a legislative program to the Congress at the beginning of each year.
4. Appoint all persons whose appointment is not otherwise provided for in these bylaws.
5. Present periodic messages on the state of the Association to Congress
6. Be responsible for the execution of all legislation of the Congress if no other committee has been chosen to do so.
7. Perform all other duties assigned to the President by the Constitution, the Congress, or the Student Government Association.
8. Convene special sessions of the Congress.
9. Establish and appoint such administrative committees as deemed necessary.
10. Appoint committee chairpersons as deemed necessary.
11. Select standing committee members.
12. Appoint justices to the Student Court with the advice and consent of two-thirds ($\frac{2}{3}$) of the Congress members present and voting.
13. Shall receive a stipend of \$1200.00.

B. Vice President

1. Will be an elected representative of the student body.
2. Shall have a GPA of 2.5 or higher.
3. Shall preside as chair at all meetings of the Congress.
4. Assist the President in fulfilling the executive functions of the Student Government Association.
5. Assume the duties of the President when so directed by the President
6. Perform all other duties assigned to the Vice President by the Constitution, the Congress, or the Student Government Association.
7. Assume the office of President upon the inability of the President to fulfill the duties of the office as determined by the Congress, upon removal from office, or upon resignation from office.
8. Will receive a stipend of \$1000.00.

C. Secretary

1. Will be an elected representative of the student body.
2. Shall have a GPA of 2.5 or higher
3. Shall maintain the minutes of all meetings of the Congress and Executive Council.
4. Shall distribute such records to the membership of the Congress.
5. Shall notify members of all Student Congress of the time and place of all meetings, stating items that will be considered and voted upon at future meetings.
6. Shall keep attendance and make appropriate notifications for absences to Student Government Association President. Attendance and absences will be noted in the weekly minutes.
7. Shall maintain, with their consent, a list of all Student Government Association members, their addresses, phone numbers, and class schedules, plus a record of their tenure of office, and their status (whether elected or appointed). This information should be posted and recorded in the Student Government Association office and the Dean of Student Life Office.
8. Shall maintain on file all decisions of the Student Court.
9. Maintain files on all literature pertinent to official Student Government activity.
10. Accountable for official written and electronic correspondence from the Executive and Legislative branches of the Student Government Association.

11. Post minutes of past regular sessions of Congress or the Student Government Association.
12. Is empowered to assume the duties of the President in the absence of the President and Vice-President.
13. Shall perform any other duties, as directed by the Executive Board.
14. Will receive a stipend of \$800.00.

D. Treasurer

1. Will be an elected representative of the student body.
2. Initiate payment of expenditures approved by the Congress at each meeting of the Congress.
3. Manage the "University Funds for Organizations (UFO) account, initiate the appropriate UFO fund application and allocation process for UFO funds.
4. Shall hold budgeting procedures for clubs/organizations in the fall and spring semester for the following academic school year and if necessary form a committee.
5. Shall keep account of the income, expenditures, and allocations of all funds, including approved Student Organizations, under the control of Student Government Association.
6. Can request at any time an audit of any organization funded by the Student Government Association.
7. Shall have the authority to penalize, suspend, and retract funds awarded to Student Clubs/Organizations that do not follow procedures.
8. Shall maintain a current record of all funds allocated to recognized organizations.
9. Shall perform any other duties, as directed by the Executive Board.
10. The Treasurer is empowered to assume the duties of the President in the absence of the President, Vice-President, and Secretary.
11. Will receive a stipend of \$800.00.

E. Parliamentarian

Position is appointed by the SGA President with the approval and consent of $\frac{2}{3}$ of the members of Congress.

1. Must not be on academic or disciplinary probation.
2. Familiar with the latest version of Robert's Rules or Order.
3. Insure that all meetings of the Congress and Executive Council are conducted under the accepted rules of parliamentary procedure.
4. Advise on all points of order according to the latest revision of Robert's Rules of Order which shall govern in all cases not covered by this Constitution and Bylaws.
5. Serve as chair and appoint six members of the Student Government Association to serve on the Election Committee with the advice and consent of $\frac{2}{3}$ of congress present and voting.
6. Administer or proctor all SGA elections unless his/her name is on the ballot in which case he/she shall submit in writing to the President and Vice-President a request to from his/her duty thus stated above.
7. Appoint polling officials to assist the election committee during the elections (optional)
8. Perform all other duties assigned to the Parliamentarian by the Constitution, the Congress, or the Student Government Association.

F. Public Relations Officer

Position is appointed by the SGA President with the approval and consent of $\frac{2}{3}$ of the members of Congress.

1. Attend all weekly and special meetings of the Congress.
2. Submit weekly articles to the University media covering SGA business meetings through written words or photographs.
3. Report and advertise upcoming activities, working in conjunction with the appropriate committees.
4. Chairs the Public Relations Committee
5. Perform all other duties assigned to the Public Relations Officer by the Constitution, the Congress, or the Student Government Association.