



Executive Board of Officers Election Packet

2016-2017

March 2016

Dear Prospective Candidate:

Congratulations on your decision to run for a position on the Student Government Association (SGA) Executive Board. The Student Government Association is an integral component to Gateway Community College and initiates student involvement and community building. The SGA is an organization of governance, student advocacy and integrity. Each position on the Student Government Association is a vital component to the function of the organization, all student organizations, and each student's quality of life at the college. Therefore, it is one of significant responsibility.

Serving in such a vital leadership position will offer you great rewards as well. You will gain invaluable leadership skills and experiences that will serve you here at Gateway as well as in your future career. Opportunities to meet new people and network outside of your major will open doors to you as you embark on your career.

The following positions are up for election. Listed are the duties for each position as described in the SGA Constitution as adopted January 2005.

President

- Preside over the meetings of the SGA and chair the Executive Board.
- Use correct parliamentary procedure.
- Exercise the power of veto on all Student Government Association actions where he/she deems necessary.
- Vote on matters on which the group has come to a tie.
- Appoints committees.
- Represents the SGA at college and community functions.
- Be available to students during office hours.

Vice-President

- Perform the duties of the President during the absence of the President, or when the President is incapacitated.
- Preside over meetings of the Senate.
- Maintain a calendar of all SGA meetings, committee meetings and events.
- Be available during office hours.

Secretary

- Records the minutes of all meetings of the Student Government Association.
- Type all minutes and agendas.
- Post minutes of all official meetings within 24-48 hours of the meeting's adjournment.
- Write and maintain Student Government correspondence.
- Be available during office hours.

Treasurer

- Work in conjunction with the Office of Student Activities and Leadership Programs to maintain records of receipts and expenditures of the Student Government Association in the form of a ledger.
- Present the Treasurer's Report at meetings of the Student Government Association.
- Assist in preparing vouchers for payment in a timely manner.
- Facilitate Treasurer's Workshops.
- Be available during office hours.

In order to run for an SGA Executive Officer position, you must have declared a major at Gateway Community College and have a 2.5 GPA or better at the time of the election, as well as during the time in which you will be serving in office. The term of office will begin Wednesday, May 16, 2016 and conclude in early May of 2017.

In this packet of information you will find the following:

- SGA Election Nominee Form
- SGA Executive Officer Petition
- Important Dates and Deadlines
- Campaign Guidelines

I congratulate you again on your decision to serve Gateway Community College. If you have any questions or would like to learn more about the Student Government Association, please feel free to contact me in the Office of Student Activities and Leadership Programs (S110), at 203-285-2208 or via email at rprior@gatewayct.edu, or you may email the SGA Co-Advisor, Jim Buccini at jbuccini@gatewayct.edu. You may also contact any of the following SGA Election Committee members:

Kevin Coiro, Committee Chair at gw-sga-vp@gatewayct.edu
Carlos Cabral
Diane DiMartino at gw-nso-DianeD@gatewayct.edu
Eric Pinsonneault

I wish you success in your campaign!

Respectfully,



Roberta Prior
Director of Student Leadership Programs and Activities

Attachments

SGA Officer Nominee Form

Position for which you are petitioning for Election? *(Please check off below)*

President Vice-President Secretary Treasurer

Name: _____

Student ID#: _____

Mailing Address: _____

Home Phone: (____) _____

Cell Phone: (____) _____

Email Address: _____

Have you completed twelve credits or more at Gateway Community College? Yes No

GPA: _____

Major: _____

For Office use only:	
<input type="checkbox"/> Nominee QPA verified	Verified By: _____
<input type="checkbox"/> Degree Verified	Date: _____
<input type="checkbox"/> Good Standing with the College	

SGA Executive Officer Petition 2016-2017

Candidate Name: _____

Position: _____
(Must be filled out prior to obtaining signatures)

We the undersigned attest that we are currently enrolled students at Gateway Community College and know that by signing this petition, we are stating that we support the above listed nominee.

	Print Name	ID#	Signature
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Please include a biography with your nomination packet. It is suggested to include you leadership experience and why you are running for the above position. Biographies are to be typed at a 12 point font, one and half spaced and no more one page long.

Important Dates and Deadlines

Thursday, March 10, 2016	Election Packets will be made available in the Student Government Association Office and the Office of Student Activities and Leadership Programs in S110.
Thursday, April 7, 2016	Nomination forms, petitions and candidate bios are due in the Office of Student Activities by <u>4:00 PM</u> .
April 11, 2016	Nominee QPA and Matriculations status verified. Student Activities will contact nominee at the telephone number provided and notify nominee as to the status of his/her nomination.
April 11, 2016	Candidate meeting in Student Activities (S109) at 11:00am.
April 12, 2016	Campaigning may begin. All forms of publicity and campaigning to be approved by the Director of Student Leadership Programs and Activities.
Monday, April 21, 2014	Meet the Candidates, 11:30am, Fairway
April 25-29, 2016	SGA Election Online Elections
Monday, May 2, 2016	Election Results will be announced
May 2016	SGA Officer Transition, tba
Tuesday, May 17, 2016	SGA Officer Orientation, 9am-3pm, S109
Thursday, May 19, 2014	SGA Officer Orientation, 9am-3pm, S109
June 2014	Participate in SGA System Wide Training and Retreat, tba

Campaign Guidelines

- All nominees must abide by all policies outlined in the 2015-2016 Student Handbook and Student Organizations Guidebook.
- All nominees will follow all procedures stated within the SGA Election Packet.
- Candidates must have all signs, posters, banners, flyers, social media posts, etc. approved in Office of Student Activities and Leadership Programs prior to campaigning.
- Up to thirty (20) of each form of publicity, excluding banners and handbills will be approved per candidate.
- Campaign publicity is not permitted in classrooms, restrooms, library, in the Office of Student Activities and Leadership Programs or on vehicle windshields.
- All campaign materials are to be paid by the nominee.
- Posters may be hung on bulletin boards only.
- No active campaigning will be permitted in any of the on campus computer labs including the library during the week of the election.
- The Office of Student Activities and Leadership Programs will post an approved photograph and biography of each candidate prior to the election on college social media.
- Candidates may not linger and/or solicit votes on or within 10 feet of the Computer Labs during the election.
- Candidates are responsible for removing all campaign materials by Monday, May 2, 2016.