



# Elections Packet 2021-2022

This completed elections packet, including all supporting documentation outlined, must be turned into the Office of Student Affairs (Student Union RM. 3106) no later than 3:00 P.M. on Friday, 3/12.

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ am / pm

Received By \_\_\_\_\_ \*\*please print\*\*



# VALDOSTA STATE UNIVERSITY

Division of Student Affairs  
STUDENT GOVERNMENT ASSOCIATION

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Dear Candidate:

Thank you for your interest in the Student Government Association (SGA) at Valdosta State University (VSU). SGA is the organized voice for each student at VSU. SGA strives to protect the students' rights and to advocate on behalf of the students' welfare in the university community. The organization also serves as a liaison between the students, faculty, and the administration on campus.

Enclosed in this packet, you will find the information and documents required to participate in the elections process. Please be sure to read the SGA Elections tab of our website, in its entirety to ensure that you are campaigning within the regulations set forth by the elections committee.

Your involvement with SGA can have a significant impact on the student body. If you have any further questions related to elections, please do not hesitate to contact us.

I am looking forward to working with you! Best wishes!

Sincerely,

SGA Advisor  
Dr. Vincent A. Miller  
VP Student Affairs  
Vincemiller@valdosta.edu

# Table of Contents & Packet Completion Checklist

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***\*Executive Candidates, please attach to the back of the packet***

- Statement of Intent
- Eligibility Requirements
- Ticket Affiliation Form
- **Resume\***
- ~~Grade Release Statement~~
- Position Description
- Elections Timeline
- **Letter of Recommendation\***

## Statement of Intent

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I, \_\_\_\_\_ (print full name), hereby agree to participate as an official Student Government Association \_\_\_\_\_ candidate.

While conducting my campaign, I hereby agree to abide by the Student Government Association Constitution, By-Laws and Statutes, and Elections Code of Elections, in addition to the rulings of the Student Government Association Elections Committee. I allow for the Student Government Association to verify my grade point average for the purposes of determining my eligibility for candidacy.

If elected, I will serve the Student Government Association and the Valdosta State University's student body to the best of my ability. In order to complete my duty, I will be fully aware of the current problems facing VSU's student body. In addition, I will work with the student government and the entire Valdosta State University community to improve and better the campus.

### **Check if you agree:**

If running for and not elected to an executive role, I will choose to serve in the SGA Senate to the best of my ability.

Respectfully submitted,

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

# Candidate Eligibility

## A. Executive Candidates

- a. Must be registered as a full-time student in good standing with the university and must have a minimum cumulative grade point average of 2.7 on a 4.0 scale prior to the start of the campaign period and throughout the elected term.
- b. Candidates for President and Vice President must serve a year in SGA to be eligible for candidacy. This includes all individuals added to the SGA before midterm of the Fall Semester.
- c. Candidates for Treasurer and Secretary must have served at least one semester in SGA to be eligible for candidacy. This includes individuals who began their tenure in January and will complete the current semester in SGA
- d. Must be able to fulfill the obligations of the position during the term as listed in the SGA Constitution.
- e. Must submit one letter of recommendation from VSU Faculty/Staff to be eligible for candidacy.
- f. Each candidate shall file an elections packet including a statement of intent and grade release statement.
- g. Any person elected as a part of the Executive Branch may not hold more than two Executive Board positions in other student organization, including SGA on campus during their term. This excludes appointed members of the executive branch.
- h. Must meet all requirements for VSU Student Employment and may not hold other on campus jobs that will interfere with one's ability to complete mandatory office hour requirements. Current on campus jobs candidates plan to maintain should be disclosed in the elections packet.

## B. Senate Candidates

- a. Must be registered as a full-time VSU student in good standing with the university and must have a minimum cumulative grade point average of 2.5 on a 4.0 scale prior to the start of the campaign period and throughout the elected term.
- b. Must be able to fulfill the obligations of the office during the term as listed in the SGA Constitution
- c. Each candidate shall file an elections packet including a statement of intent and grade release statement.

# Executive Duties and Responsibilities

The Executive Board's term is from May 1 until April 30 of the following year and must be enrolled students in good standing with the university at the time of the election and must maintain that good standing throughout their time in office. Each candidate must be registered full time and must have a 2.7 GPA prior to the start of the campaign period and throughout the elected term. Candidates for executive board shall not be the manager of any publication funded by student activity fees during the term of office. Each candidate will be required to commit to weekly meetings, typically held on Mondays at 7:00 p.m., executive board meetings, university committee meetings, and host office hours. The SGA Executive Board has the authority to collectively nominate to appoint members to the Executive cabinet to assist in the duties and responsibilities of leaders of the organization.

## **Duties of the SGA President or Student Body President**

1. Shall serve as the liaison between students, faculty, staff, administration, and the community.
2. Shall execute, supervise, and maintain all such policies, regulations, and recommendations as formulated by the Legislative Branch.
3. Shall represent the students of VSU at official university functions.
4. Shall have full discretion to appoint members to committees and councils of the university as requested by the Faculty, Staff, and Administration.
5. Shall have the power to call a special session of the Senate, shall be an ex-officio member of all boards and committees of the SGA, and shall see that all actions taken by the Senate are executed if at all possible.
6. Shall serve as the University delegate to the Student Advisory Council of the Board of Regents of the University System of Georgia and shall have the authority to appoint Student Advisory Council delegate.
7. May be appointed to any standing university committee or board other than those of the SGA or may appoint a representative to serve in such capacity.
8. May create positions, fill positions, and remove appointees from positions within the executive branch.
9. The power of vetoing any measure, legislation or otherwise, by the SGA Senate before its passage and before its acceptance by the student body, in part or as a whole, is solely vested in the Office of the SGA President. The President has ten days to issue a veto.
10. Shall set the hours and supervise all members of the executive board as it relates to the execution of their duties and fulfillment of work requirements.

## **Duties of the Vice President or Student Body Vice-President**

1. Shall preside over meetings of the entire Senate.
2. Shall assist in the coordination of meetings between senators and university personnel.
3. Shall coordinate with university committee appointees to ensure efficiency and fulfillment of duties.
4. Shall communicate information and concerns of the President to the Senate outside of Senate meetings in coordination with the Director of Communication.

5. Shall serve in any capacity that will assist the SGA President in the execution of actions taken by the SGA.
6. Shall assume the duties and responsibilities of the President in the event that the President of the SGA is vacated for any reason.
7. Shall assume any duties that may be delegated by the President.
8. Shall ensure that academic verifications of grade point averages of all of the members of SGA are conducted at the beginning of each semester to ensure all individuals are qualified.
9. Shall work in conjunction with the SGA Secretary and Senate Officers to ensure Senators fulfill their duties.

### **Duties of the SGA Secretary**

1. Shall be the recorder of the Senate, unless deemed otherwise by two-thirds (2/3) vote of the Senate and will assume any other duties delegated by the presiding officer of the Senate.
2. Shall oversee communication efforts of the organization.
3. Shall maintain attendance records of Senate members and guests to meetings and inform the SGA members of their official attendance related expulsion from the SGA.
4. Shall organize all business to be conducted on the Senate meeting agendas and disseminate in a timely fashion.
5. Shall disseminate Senate meeting minutes to all members of the Senate as well as the student body through the designated communication channels in a timely fashion.
6. Shall be responsible for dispatching all legislation requiring executive action to the President of the SGA.
7. Shall be responsible for establishing and maintaining all records and files that pertain to the SGA.
8. Shall coordinate supply orders and event reservations on behalf of the SGA.
9. Shall assume any duties that may be delegated by the President and Vice President.
10. Shall oversee mandated Senator work hours in coordination with the Vice President.

### **Duties of the SGA Treasurer**

1. Shall lead meetings of the Blazer Allocation Committee and vote only in the instance of a tie.
2. Shall supervise the proper expenditure of all monies of the SGA and shall give a monthly report on these expenditures.
3. Shall maintain records of all business transactions which involve the SGA funds.
4. Shall have the responsibility of informing the members of the SGA of all actions taken by the university that involve the student activity fee.
5. Shall be responsible for the preparation of the budget for the SGA funds.
6. Shall coordinate meetings with students and organizations wishing to gain funds from the SGA.
7. Shall monitor the business conducted by the Planning and Budget Council of the University.
8. Shall assume any other duties delegated by the President and Vice President.

# Legislative

# Duties and Responsibilities

Senators compose the Legislative Branch of the Student Government Association. Individuals are elected to represent various constituencies with VSU's student body. Senators are elected for one academic school year term.

## **Communicating with the Student Body**

- Senators are tasked with developing relationship with their constituents, the students, in order to respond to their needs and concerns. Senators are expected to abide by the expectations set forth of the executive branch and advisors in order to fulfill the vision, mission, goals, and objectives of this body.

## **Initiating Action to Improve Student Experience**

- In listening to the needs and concerns of the student body, senators should be actively working together to develop ideas and plans to improve Valdosta State. There are opportunities available to work with a number of SGA and Faculty Senate committees including Elections & Rules, Student Affairs, Judiciary, Health Services, Parking & Transportation, Public Relations, and Finance. From this work, senators can bring forth legislation to the Senate to formally establish SGA support on an issue.

## **Active Engagement in the Legislative Process**

- Senators are expected to be active participants during Senate and committee meetings. As a number of issues are brought before the body, Senators should be well-informed about the topic and be able to discuss and inquire where needed. It is imperative that Senators be knowledgeable of the governing documents of SGA—Constitution, By-laws and Statues, and the Student Handbook. It is important that members of Senate participate in a civil and respectful way towards students, colleagues, and guests.

## **Participating in SGA Initiatives, Programs, and Activities**

- Senators are expected to work with members of other committees and branches within SGA to contribute to positive changes on campus. Senators will act as role models to the campus community by abiding by the Student Code of Conduct, Core Values, and advocate effectively to their constituency the initiatives of SGA. Senators are required to attend all Senate meetings, which are held every Monday evening. Additionally, senators are expected to attend mandatory events and committee meetings set forth by the executive branch during their term

# Candidate Expectations and Campaign Violations and Consequences

(Sections 4 and 5 From the current SGA Elections Code)

## Section 4: Election Timeline and Campaigning

### A. Election Timeline

- a. The date of the spring election shall be approved by Senate thirty days prior to the election date, but shall occur before the third week of April
- b. The elections timeline shall include the due date of the application, any relevant meeting dates, the campaign period, and the election date and time.
- c. Campaigning may begin from the time candidates are certified as eligible by the elections committee unless otherwise stated in the elections timeline.
- d. The Senate may, in the essence of timeliness, pass the elections timeline without consultation with the elections committee, but the elections committee may adjust the timeline when necessary by majority vote of the committee. Changes must be immediately communicated to all candidates and all members of SGA.

### B. Campaigning

- a. The period of campaigning shall be set by the SGA Elections Committee and included in the timeline.
- b. Campaigns may utilize posters, chalking, sheet signs, t-shirts, buttons, handbills, cards or other items of nominal value but may not campaign in such a way that disrupts campus life or violates any university policy.
- c. No campaign materials should be placed on student vehicles.
- d. All materials shall be removed by 12PM the day following the election.
- e. Door-to-door campaigning is prohibited in the residence halls (signage must follow the residence hall protocol). Candidates can reserve space in the residence halls to table with permission from Housing and Residence Life.

### C. Tickets

- a. Executive Board Candidates may choose to run together as a ticket.
- b. Ticket names will be included on the ballot as long as the ticket affiliation form is signed by all candidates and turned in with the packet.
- c. Presidential and Vice-Presidential candidates shall be elected together on the ballot. Presidential/Vice Presidential candidate affiliation forms should be submitted with the elections packet.

### D. Organizational Endorsements

- a. Registered Student Organizations in good standing with the Office of Student Life and Office of Student Conduct may endorse and assist executive board candidates,” tickets,” and senate candidates in campaigning.



## **Section 5: Election Conduct**

### **A. Campaign Violations and Consequences**

- a. Any violation of the student Code of Conduct shall result in a thorough investigation and potential disqualification of a candidate or other disciplinary action by the elections committee. The Elections Committee may disqualify a candidate or member-elect due to conduct violations until such time as the individual is sworn into office. If a candidate is disqualified the candidate with the next highest number of votes shall be declared the winner.
- b. Destruction of another candidate's campaign material by a member of another candidate's campaign staff, or endorsing organization, may result in the suspension of campaigning by a particular candidate for a specifically defined period of time designated by the election committee.
- c. It is expected that all candidates will act in a way that reflects the values of the Blazer Creed. The elections committee will not tolerate grossly disrespectful, slanderous, gender/ racially charged tactics, including on social media, will not be permitted within the SGA elections time period and campaign events. and may result in the suspension of the campaign of a candidate or "ticket" for a specifically defined amount of time as a result of such actions,
- d. All admissible evidence shall be presented as supporting documentation and verified by the Elections Commissioner, first before any disciplinary action can be recommended. Any other non-verified evidence cannot be considered valid.
- e. The elections committee shall investigate and adjudicate all campaign violations and inform the Assistant Dean of Students for Conduct of any violations of the Student Code of Conduct.
- f. Candidates should be notified via email of any sanctions imposed.

# Student Government Association Candidate Information

Legal Name (PRINT): \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_

VSU E-mail Address: \_\_\_\_\_

VSU Student ID Number: 870 \_\_\_\_\_

Phone Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Academic Major: \_\_\_\_\_

Anticipated Graduation (Semester/Year): \_\_\_\_\_

## **Executive Candidates only:**

Please disclose any other on-campus jobs you will maintain if elected and the number of hours you plan to work.

\_\_\_\_\_

Please disclose any Executive Board positions in other student organizations you will hold during the 2021-2022 academic year.

\_\_\_\_\_

# Spring 2021 Elections Timeline

Elections Paperwork Released	03/05/2021 11:00 A.M.
Completed Elections Packets Due	03/12/2021 by 3:00 P.M.
Campaign Materials Approval Deadline	04/02/2021 by 3:00 P.M.
Campaigning Begins	04/05/2021 at 12:00 A.M.
Voting Begins via VSU Blazer Link	04/13/2021 at 9:00 A.M.
Voting Ends	04/14/2021 at 9:00 P.M.
Results Announced	04/16/2021 by 12:00 P.M.*
Candidate Seminar	The elections committee will determine if a candidate seminar will be held after reviewing all packets

\*Unless withheld due to campaign violations

*The elections committee reserves the right to change the dates and times as needed.  
All candidates will be notified immediately following any change.*

# Ticket Affiliation Form

Candidate Name: \_\_\_\_\_

Position Desired: \_\_\_\_\_

- I am a candidate for an executive branch position and will be participating in a campaign ticket with the following individuals:

\*President: \_\_\_\_\_

\*Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

*Please indicate (N/A) for any positions not included in your ticket.*

*\*Presidential and Vice-Presidential candidates shall be elected together on the ballot.*

Check the box that describes your position:

I am a candidate for an executive branch position that will be campaigning individually. I understand that I am prohibited from endorsing, affiliating, supporting, or campaigning for any senate candidate. I understand that violation of this regulation found in the Elections Code of the SGA By-laws will result in disqualification.

I hereby submit this affiliation form and understand that upon submission no modifications can be made to my decision selected above. I understand that violation of any affiliation codes will result in action by the Elections committee, including, but not limited to, disqualification from elections.

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_