

FCSSGA State Elections Packet 2020

Rules and Regulations for Campaigning and the Elections Process

Revised by 2019-2020 FCSSGA State Jurisprudence Martin Gutierrez & State Advisor Stephen Tomasovitch

Preface and Introduction:

Thank you for your interest in a state position for the Florida College System Student Government Association (FCSSGA). By running for office, you are making a commitment to both your fellow students across the State of Florida and your college as a whole to represent them in all of your actions. If elected, you will have the unique opportunity to further develop and strengthen your professional and leadership skills while also improving the organization.

The intention of this elections packet is to provide you with a structure through which you can communicate your platform and ideas for the FCSSGA. The rules are intended to keep order, fairness, and protect the integrity of the election. Each candidate should have a copy of this document. All candidates are responsible for their own campaigns, including other people who are campaigning on behalf of them.

Please email completed packets to:

FCSSGA State Advisor Stephen Tomasovitch
stephentomasovitch@sjrstate.edu

For more information, please contact:

Dealaney Allen
FCSSGA President
president@fcssga.org

Stephen Tomasovitch
FCSSGA State Advisor
Phone: 904-808-7463
stephentomasovitch@sjrstate.edu



Table of Contents

Position Descriptions	Pages 3-5
Election Dates	Page 6
Election Procedures	Page 7
Application & Forms	Page 8
Eligibility	Page 9
Campaigning (Rules, Guidelines, Materials)	Pages 10-11
Complaints, Violations, Grievances	Page 12
State Executive Board Elected Positions Application	Page 13-18

Positions Descriptions

Article III, Section 4 of the FCSSGA Constitution.

President

- *Shall be the primary spokesperson for FCSSGA.*
- *Coordinate the implementation of all campaigns and lobbying efforts organized by the Director of Legislative Affairs.*
- *Oversees projects and programs approved by the Regions.*
- *Call and presides over executive board meetings and conferences.*
- *Cast a vote in the event of a tie.*
- *Appoint all committee chairpersons with the exception of the Jurisprudence Committee.*
- *Be an ex-officio member of all committees with the exception of the Jurisprudence Committee.*
- *Appoint a Director of Social Media, Sergeant-at-Arms, and Parliamentarian as deemed necessary.*
- *Fills all vacancies from within the State Board elected offices.*
- *Have veto power over all Executive Board decisions.*
- *Have the power to designate and dismiss individuals as representatives of FCSSGA to external bodies as needed.*
- *Have the power to form ad-hoc committees.*
- *Give an annual State of the Association address before the delegates at the Fall Leadership Conference, delineating the goals of the administration and at the Year End Conference report on the success/accomplishments of those goals for the year.*
- *Contact each member of the Executive Board at least once per 14 calendar days via fax/phone/mail or any other means to determine the effectiveness of his/her administrative activities (outside of regularly scheduled conference calls).*
- *Be a voting member of FCSAA Executive Committee and attend its meetings.*
- *May be invited to attend and give a FCSSGA report at the Council of Presidents meetings.*

Vice President

- *Reside on the state board as a voting member.*
- *Assume the duties and powers of the President in his/her absence, resignation, or removal from office.*
- *Acts as a spokesperson for FCSSGA, but only with authorization of the FCSSGA President.*
- *Serves as the Credentials Committee Chairperson by following the instructions as stated in Article II in the By-Laws.*
- *Maintain an accurate record of revenues and expenditures reports supplied by the State Advisor Assist the conference host by collecting registration fees at the conferences and submitting an accurate record of receipts to the State Advisor.*
- *Approve for each Executive Board Meeting the completed travel vouchers and work with the State Advisor on the distribution of reimbursement.*
- *Be directly responsible for all committees.*
- *Contact all members of the Executive Board once per 21 calendar days, via fax, phone, mail or other means (outside of regularly scheduled conference calls).*
- *Assist the President.*
- *Take and uphold the oath of office and sign the Executive Board Certification Form.*

State Secretary

- *Reside on the State Board as a voting member.*
- *Record and maintain accurate minutes of the proceedings at all Executive Board meetings, record/publish the minutes from all FCSSGA Presidents Assemblies and record/publish the minutes from all Conferences.*
- *Send such minutes to all FCSSGA member colleges/campuses (i.e., all SGA/SAB/CAB Presidents/Chairpersons and Advisors), college Presidents, the FCSAA Executive Director and the FCSAA Executive Committee, and the FCSSGA Executive Board members no later than fourteen (14) days after the meeting.*
- *Be responsible for distributing press releases to and contacting the media sources and maintaining a database of contacts at media sources.*
- *Be the official Historian and shall uphold all associated duties described in Article III, Part 4 of the FCSSGA constitution.*
- *Contact all members of the Executive Board once per 21 calendar days, via fax, phone, mail or other means.*
- *Assist the President.*
- *Take and uphold the oath of office and sign the Executive Board Certification Form.*

State Jurisprudence

- *Oversee the State Jurisprudence Committee and serve as committee chairperson.*
- *Interpret the Constitution and By-laws when requested by the Executive Board.*
- *Be well-versed in the constitution and By-laws of the FCSSGA.*
- *Along with the President, present to the FCSAA the constitutional revisions.*
- *Update approved changes by the FCSAA of the FCSSGA constitution within thirty (30) days of approval and forward to the State Advisor and FCSSGA President for release.*
- *Ensure that an updated copy of the FCSSGA constitution is posted on the official FCSSGA website at all times.*
- *Oversee the Elections Committee and serve as the Committee Chairperson.*
- *Prepare ballots to be used at conferences for voting on the Constitutional Revisions. The vote count on all issues shall be validated by the Jurisprudence Committee.*
- *Present an Elections Packet during the timeframe established by the Executive Board.*
- *Assist potential candidates.*
- *Assist the President.*
- *Take and uphold the oath of office and sign the Executive Board Certification Form.*

Director of Legislative Affairs

- *Reside on the State Board as a voting member.*
- *Work with the Region Coordinators and member colleges/campuses in organizing and coordinating local support efforts on the approved bills. Each support effort shall be tailored to the individual types of bills.*
- *Work with the President to identify and prioritize current bills that affect the students in the Florida College System.*
- *Research the approved bills and prepare the Legislative Platform. The Legislative Platform shall be distributed to all member colleges/campuses.*
- *With the approval of the President, shall contact and confirm knowledgeable speakers who are able to address the pros/cons related to the selected bills at conferences. The confirmed list of speakers*

shall be forwarded to the conference committee.

- *Serve as an alternate voice of FCSSGA when authorized by the FCSSGA President.*
- *Operate directly under the FCSSGA President.*
- *Contact all members of the Executive Board once per 21 calendar days, via fax, phone, mail or other means.*
- *Assist the President.*
- *Take and uphold the oath of office.*

Region Coordinators

- *Reside on the State Board as a voting member.*
- *Call, arrange, and preside at all meetings in their respective Region.*
- *Operate directly under the state vice president; individually contact every member college/campus within his/her Region once every calendar month and keep them informed of current activities of the Executive Board and FCSSGA submits monthly reports to the Vice-President on Region activities.*
- *Individually contact every member college/campus within his/her Region, and keep them informed of current activities of the Executive Board and FCSSGA.*
- *Aid any member college/campus when requested.*
- *Contact the Vice President once per 21 calendar days, via fax, phone, mail, or other means.*
- *Assist the President.*
- *Take and uphold the oath of office and sign the Executive Board Certification Form.*

Elections Dates

January 17, 2020	Election applications available
January 31, 2020	Application deadline for candidates wishing to give candidacy speeches at the closing session of the February Advocacy Conference
February 7 – 8, 2020	February Advocacy Conference <ul style="list-style-type: none">• Candidate speech(es)
March 22, 2020	Application deadline (5 p.m.)
March 25, 2020	State Advisor announcement deadline to disclose all approved candidates and deadline for approval of all campaign materials.
April 1, 2020	Candidate Resume Book posted and sent (Campus SGA Presidents & Advisors)
April 3, 2020	First day of April Year End Conference <ul style="list-style-type: none">• Campaign booths• Campaign speeches• Campaigning closes at 11:59 p.m.
April 4, 2020	Last day of April Year End Conference <ul style="list-style-type: none">• Voting Day• Announcement of 2019 – 2020 State Officers• Oath of Office
July 1, 2020	Official first day of office for the 2019 – 2020 State Executive Board
July 14 – 16, 2020	2020 – 2021 State Executive Board Retreat at FSCJ Deerwood Campus

Election Procedures

- Officer candidate forms and packets will be available on the web at <http://www.thefcsaa.com/activities/SGA/SGA> beginning **January 17, 2020**.
- All candidates must submit all forms and documents to the State Advisor by **March 20, 2020 by 11:59p.m.** Any form or document received after that date or not completed will not be accepted. If the forms are incomplete, the candidate will forfeit their candidacy and must resubmit before the deadline. The earlier the form and documents are submitted, the better.
- No extensions for any form or document shall be given.
- All applications will be validated, processed, and approved by the State Advisor after the application is submitted. Applicants for candidacy and advisor will be notified by email and phone, as to whether or not their names will be placed on the ballot. This will occur no later than **March 25, 2020**. Names will be listed on the ballot in alphabetical order.
- Candidates shall be contacted by email and phone by the President throughout the campaigning process.
- Candidates are responsible for checking and responding to their email to obtain updates on the election process.
- Elections shall be administered through written or electronic ballot.
- Candidates may not change offices once their application has been submitted.
- Candidates may not run on a slate or joint ticket with other candidates.
- FCSSGA State and Region Executive Board members/advisors are prohibited from campaigning for any potential candidate.
- In a race where there are two or more candidates for an office, a simple majority will determine the winner of the race. In other words, the candidate with the most votes wins the position/office.
- Candidates running unopposed will have their position if no other candidates submit their application by the deadline.
- Candidates may view vote totals upon request.
- Written votes will be tabulated by the State Jurisprudence Committee.
- The voting ballots are contained by each Region in a sealed box during voting then they are transported by the State Jurisprudence Committee to a secure counting location and then kept with the State Advisor following the election.
- All other specific requirements and details concerning the candidate's role at the FCSSGA Year-End Conference on **April 3 - 4** will be sent to each candidate and the candidate's advisor through email.

Application and Forms

Please use this as a checklist of materials that must be submitted to the State Advisor (stephentomasovitch@sjrstate.edu) by 11:59 p.m. on **March 20, 2020**.

- An officer application with all the required signatures.
- Official transcripts.
- A cover letter and resume.
 - The cover letter and resume shall contain a cover letter featuring the platform and biography of the candidate. Please include all the following information in the cover letter and resume:
 - full name, college and campus, major, awards and honors, previous and current student government or leadership roles, time commitment(s), skills and experience, position you are running for, plans if elected, your platform, qualifications, your vision for the future of the Florida College System, and why you want the position.
 - The cover letter should be less than 500 words, in bullet format and cannot exceed 2 pages. All the resumes and cover letters of each candidate will form a FCSSGA candidate resume book that will be posted online at <http://www.thefcsaa.com/activities/SGA/SGA> by **April 1st** that can be viewed by our FCSSGA members. It will also be sent out to all SGA presidents and advisors to be viewed by their conference attendees. Candidates for each office will be listed in alphabetical order by last name in the resume book.
- A formal headshot photo (in business professional clothing or SGA attire). It can be included in the cover letter, but also needs to be submitted separately.
- A copy of your flyer(s), brochure(s), and/or fact sheet(s). All campaigning materials must be approved before being displayed. You may have multiple copies of each; however, each one must be approved. Again, these items are due on **March 20, 2020**.
- A description of any campaign giveaways and handouts (if any).

Eligibility

All candidates should meet the following qualifications in order to be eligible for office:

- Maintain enrollment in, and complete, at least nine Credit Hours (college prep and students facing Auto-Graduation does not count) each term (**NOT including summer terms**).
- Maintain at least a 2.5 GPA (cumulative and semester).
- Submit transcripts each term to the State Advisor no more than 14 working days after grades are posted.
- Have not served for two years on the FCSSGA State Executive Board.

You must have the continued support of your home college campus SGA Advisor and College/Campus Administration throughout the course of your term in office. Your home campus SGA Advisor reserves the right to withdraw their support of you holding office by stating this in a letter to the FCSSGA State Advisor and Florida College System Activities Association (FCSAA) Executive Director.

*The State Executive Board shall have the right to remove any State Officer without the benefit of impeachment for missing at least two consecutive FCSSGA events, unexcused. This removal from office requires two-thirds (2/3) vote of the Executive Board members present, providing a quorum is present, excluding the officer in question.

Campaigning

Candidates for state office may campaign if they wish though it is not required. If you wish to campaign, review the rules and guidelines below.

Campaign Rules and Guidelines

- Campaigning should focus on talking with members and sharing your campaign ideas and goals. Candidates must maintain a professional image and demeanor at all times.
- **Dates of Campaigning:** Candidates may begin campaigning on **February 7, 2020 once all forms and documents are processed**, and you have been marked eligible to run. No official campaigning can take place before then. Campaigning will then end on **April 3, 2020 at 11:59PM**.
- No door-to-door campaigning in hotels.
- **Day of Voting:** No type of campaigning shall take place on the day of voting. All candidates must refrain from entering the voting areas and/or approaching those voting or waiting to vote.
- **Campaign Booths:** Each candidate will only receive one table for their booth at the FCSSGA Year-End Conference on April 3, 2020. Campaign materials and activities that impede another candidate's booth are prohibited. Campaign Supporters may not campaign for a candidate in front of another candidate's booth. Campaign supporters may pass out campaigning materials in other areas besides the campaigning booths area. Candidates should be dressed business professional at all times throughout the conference. Candidates can show a slideshow or other media elements at their booth. Make sure your laptop is charged as electric may not be available.
- **Campaign Speeches:** Any approved (All documents turned in and approved by State Advisor) candidates will have the opportunity to announce their campaign at the FCSSGA February Conference on February 8th, candidates will receive a maximum of two (2) minutes. At the FCSSGA Year-End Conference on April 3rd : Candidates running for President or Vice President will receive a maximum of five (5) minutes for their campaign speeches; All other candidates will receive a maximum of three (3) minutes for their campaign speeches. Props and audiovisuals are not allowed to be used in the campaign speeches. Skits are not allowed. Time will be monitored and strictly enforced. Business professional attire must be worn.
- You may have a campaign theme that can be used throughout your campaign speech and campaign materials.
- **Social Networking:** Candidates may campaign through the FCSSGA Open Forum page on Facebook. We ask that candidates NOT campaign on the main FCSSGA Facebook page and FCSSGA Region Facebook pages. Candidates may create a 3-minute introductory video (do not use your campaign speech) for our FCSSGA YouTube page. Candidates can use any social networking site to create groups, fan pages, and emails to use as well for campaigning as long as they have been documented on the application. Exercise caution when using them. Anything posted online under your name (even if it is not you) falls under the same scrutiny of all other types of campaigning. All election rules and ethics must be followed on these websites. Please monitor your websites and report any violations immediately (please see the complaints, violations, and grievances section). The purchase of ads or flyers on these sites is strictly forbidden. Sending SPAM is strictly prohibited. You cannot campaign online before the

start date for campaigning. You cannot post your intent to run for office on any of these sites beforehand.

- **Campaign Visits:** Candidates are allowed to make campaign visits to other schools during school hours as long as they have been approved by his/her campus SGA advisor. You must schedule your visit with that campus student activities/student life department.
- **Campaign Supporters:** Candidates may have campaign supporters. Supporters are limited to the following: helping candidates through oral recommendation, wearing campaign promotional items, and passing out campaign materials (e.g., flyers, posters, etc.).
- **Campaign Financing:** Campaign financing is up to the individual candidate. It is up to the candidate to figure out their campaign financing and discuss these matters with their college.

Campaign Materials

- The use of copyrighted symbols, slogans, logos, or characters on campaign materials is strictly prohibited.
- You may create up to 10 (space issues) posters standard size poster boards with the following information on it: picture of you, qualifications, activities, interest, or a personal statement. Your full name and the position you are running for must be on the poster.
- Use tack putty to put up signage. No tacking, pinning or taping signage.
- Do not place campaign materials on any vents, artwork, glass, stairs if any, on the floor, and in the bathrooms.
- Candidates are responsible for the removal and disposal of their campaign materials after voting.
- Candidates are responsible for the upkeep of their campaign materials.
- No banners may be hung anywhere except near their campaign booth.
- You may distribute flyers and place them neatly on chairs during opening session.
- You should always have at least one copy of your platform at your campaign booth.

Complaints, Violations and Grievances

- Any member of the FCSSGA may file an election violation against any candidate or election personnel for misconduct. Any event that violates the campaign regulations must be reported as a grievance and need to be submitted immediately to the President and State Advisor. These grievances need to be submitted via Grievances and Violations Report Form, which can be found online at <http://www.thefcsaa.com/activities/SGA/SGA>. All complaints and grievances shall be dealt with immediately.
- Submission of a violation does not automatically mean that there will be a penalty.
- The President, with reason to believe an election violation has occurred, may begin an investigation in the same manner as if a written complaint had been received. The President may charge candidates with election violations when members have reason to believe that a violation has occurred.
- Failure to respect any of the rules concerning campaign materials can result in confiscation of those campaign materials in violation.
- Failure to comply with any other campaign procedure, rule, guideline, or the ethical campaigning section can result in penalty and a possibility of disqualification from running.
- The President may conduct an investigation to determine if charges are true.
- All charges shall be presented to the accused candidate in written form.
- We will take the needed, appropriate action to ensure these rules are obeyed.
- You must campaign in a civil and respectful manner. Negative campaigning is prohibited. Any personal references about your opponent, any derogatory remarks about their college/ campus, all types of profanity, defamation, or slander towards the opposing candidates, anything that is against your college's policies, and any inappropriate language or messages are examples of negative campaigning and are strictly prohibited.
- You must respect the dignity and rights of others.
- If any campaign material is considered at all offensive to anyone, it shall be immediately removed. All campaign material is expected to be fair and in good taste.
- No unauthorized person may post or remove any campaign material of any candidate.
- The Jurisprudence Committee may remove any and all campaign material posted, displayed, or distributed in unauthorized locations.
- No candidate or representative of a candidate shall destroy, post over top, deface, tamper, remove, or steal any campaign material of another candidate.
- Fraud or deception in campaign materials or statements is forbidden.
- The use of force or the threat of force (intimidation and pressure) by a candidate or for its benefit is prohibited. Threat of loss of privileges as a group or individual, threat of physical harm and threat of social isolation is prohibited.
- Bribery, enticement, granting, or promising material or moral gains to anyone through campaign activities is prohibited.
- Candidates may not ask nor have anyone do any actions on their behalf that is a violation of the election rules.
- No one participating in the campaign process has built-in or unfair advantages.
- Candidates strive vigorously for fair, open elections, and to punish any actions not in conformity with such elections or forbidden by this packet.
- College administrators are prohibited from engaging in campaigning on behalf of students.

State Executive Board Elected Positions Application

STATE OFFICE POSITION SOUGHT (CIRCLE THE POSITION FOR WHICH YOU ARE SEEKING OFFICE)

- PRESIDENT VICE PRESIDENT STATE SECRETARY STATE JURISPRUDENCE
REGION 1 COORDINATOR REGION 2 COORDINATOR REGION 3 COORDINATOR
REGION 4 COORDINATOR DIRECTOR OF LEGISLATIVE AFFAIRS

CANDIDATE INFORMATION:

NAME: _____ COLLEGE: _____

GRADUATION YEAR: _____ CAMPUS: _____

CONTACT NUMBER: _____ EMAIL: _____

HOME ADDRESS: _____

CITY AND ZIP CODE: _____

CURRENT YEAR IN SCHOOL: (CIRCLE)

FRESHMAN SOPHOMORE JUNIOR SENIOR

ADVISOR INFORMATION:

CAMPUS ADVISOR'S NAME: _____

CAMPUS ADVISOR'S EMAIL: _____

CAMPUS ADVISOR'S PHONE: _____ COLLEGE CAMPUS FAX: _____

MAILING ADDRESS: _____

Declaration of Candidacy, Acknowledgement of election and campaign rules, regulations and policies and understanding of eligibility requirements

I _____ (State name), certify that I am eligible to run and I intend to continue meeting the eligibility requirements for the FCSSGA. I certify that I am a candidate for the Office of the FCSSGA (position title): _____ along with being a member and a representative of the Student Government Association of _____ (College and Campus)

I affirm to practice personal integrity in regards to the election. I understand that the rules for candidates, campaigning and the election process are listed in this Election Packet and I agree to comply with these rules. I have read each section of this packet, and I accept these campaign regulations and policies. I will follow all of my college's policies for travel/trips. Any failure to follow the rules may result in penalty. I further understand that my failure to follow these rules and regulations or to complete and submit the required materials by the deadline may result in the deletion of my name from the election ballot. I agree to step down from candidacy if there is a proven complaint or grievance against me if I am only asked to do so.

If elected, I hereby agree to serve the student body to the utmost of my abilities in accord with the responsibilities of my position and the FCSSGA. I affirm to fulfill all the duties and obligations of my position as stated and required by the FCSSGA. I hereby ascertain that my qualifications meet with those outlined in the FCSSGA Bylaws and I have no difficulty with complying with them.

I understand that candidates may be held responsible for the actions of their campaign supporters. I affirm to emphasize the importance of personal integrity in regards to the election to my campaign supporters. I will stress the importance of reading each section of the FCSSGA Elections Packet and I will make sure that they agree to accept these campaign regulations and policies. Any failure on their part to follow these rules may result in penalty against me or them.

I understand that I must:

- ✓ Maintain enrollment in 9 Credit Hours (college prep does not count) each term (excluding summer terms and Auto-graduation).
- ✓ Maintain at least a 2.5 GPA (cumulative and semester).
- ✓ Submit transcripts each term to the State Advisor no more than 14 working days after grades are posted.
- ✓ Have not served for two years on the FCSSGA State Executive Board.
- ✓ If I fall below these requirements, I am automatically in violation of the FCSSGA Constitution and no longer eligible to serve. It is my responsibility to notify my campus, Region and state advisor of the situation as soon as it is discovered.

I will be able to commit the estimated amount of time as stated in the time commitment section of this packet and be able to travel to all conferences.

I agree to the periodic release of my records to ascertain my qualification as a FCSSGA Executive Board Member.

I agree that everything in this application is true and correct to the best of my knowledge and belief.

Student Signature: _____

Date: _____

**FLORIDA COLLEGE SYSTEM ACTIVITIES ASSOCIATION FLORIDA COLLEGE SYSTEM
STUDENT GOVERNMENT ASSOCIATION
Student Code of Conduct**

As a student leader you will be representing the FCSSGA and your respective College; therefore, you are expected to follow necessary guidelines and policies. All student leaders are required to read and sign the Code of Conduct. This agreement when signed will be valid for the current academic year.

All student leaders are expected to abide by the following guidelines and responsibilities:

- Act in a manner that is in the best interest of the association, including not engaging in any unauthorized solicitation.
- Respect others including advisors, college employees, fellow student leaders, roommates, accommodation staff and property, etc.
- Attend and be on time to all workshops, seminars and scheduled events, and stay on site during the event (unless otherwise advised).
- Turn off mobile devices or turn them on silent during conference workshops, educational sessions, meetings, keynote presentations, etc.
- Follow college, hotel, state and federal regulations/laws.
Take reasonable precautions to ensure the safety of self and others.
- Wear appropriate attire for each activity as suggested by the event sponsor.
- Reside/sleep in the accommodations assigned to you and by the curfew assigned by the advisor(s).
- Abstain from possession and/or consumption of any type of intoxicants (drugs and/or alcohol) between event departure and return times and to remove yourself from the company of anyone indulging in intoxicants.
- Report to an advisor or event/conference coordinator if you become aware of the possession/consumption of intoxicants or other breaches of the Student Code of Conduct.

If you choose to violate any of the guidelines/responsibilities listed, the State Advisor shall resolve all complaints, issues, or violations, which will result in discipline procedures including, but not limited to: immediate removal from the FCSSGA State and/or Region Executive Board(s), immediate removal from said event with no reimbursement of conference or hotel fees, and a letter sent to your College president explaining the violations.

Print Student Name	Signature	Date
--------------------	-----------	------

Print College Name	Print College Campus	Academic Year
--------------------	----------------------	---------------

Print Campus Advisor Name	Signature	Date
---------------------------	-----------	------

Print State Advisor Name	Signature	Date
--------------------------	-----------	------

Print FCSAA Executive Director	Signature	Date
--------------------------------	-----------	------

(We will have the Executive Director sign)

CERTIFICATION OF ELIGIBILITY REQUIREMENTS

(To be completed by College Registrar or other College Official)

I certify that this student meets the following eligibility requirements: Yes No

Currently enrolled in 9 Credit Hours (non-college prep): Yes No

Has at least a cumulative 2.5 GPA: Yes No

Official transcript attached: Yes No

Campus Registrar or Official Signature

Date

SUPPORT OF STUDENT AS AN OFFICER IN THE FCSSGA

(This portion is to be completed by the student's campus advisor)

- Student will have access to a computer and printer as needed to perform duties.
- Student will have access to a campus phone as needed for conference calls.
- Student will have access to a copy machine to make copies as needed for his or her duties.
- Student will have all supplies and equipment needed to perform their clerical duties and responsibilities, and they will receive assistance with those clerical duties and responsibilities if necessary.
- Student will be fully supported in their scholastic achievement.
- Student will be encouraged to take full benefit of this leadership development experience.
- Student is permitted and authorized to visit other college campuses and other campuses' activities for the purpose of conducting official FCSSGA business.
- Student will be actively supported and advised during their performance of their official duties.
- I am prepared to devote time to this student.
- Other support your campus is willing to give: _____
- Student will be able to travel on a monthly basis (paid by FCSSGA) for his or her FCSSGA position.
- See that your student uses proper grammar, practices proper manners and etiquette, portrays the proper image for the organization, displays good attitude and public relation skills, and prepares and submits documents promptly.
- Student will be assisted in making travel plans.
- Our college travel policy states: _____
- Student will be able to travel on his or her own. OR
- Student must travel with a college staff member (at the college's cost).
- I fully understand the nature and extent of the support detailed above. I have discussed these matters of college support with the candidate.
- If elected, our candidate will receive the enthusiastic support of our SGA, college, and advisor, in the execution of the duties of this office.
- If elected, I will maintain communication with the State and/or respective Region Advisor, in the event, the student leader becomes ineligible due to academic performance or other circumstances; The College can withdraw support at any time during the student's term by writing the State Advisor and/or respective Region Advisor, and the FCSAA Executive Director outlining that they are withdrawing their support.

I have read this packet and I agree to assist the candidate as necessary in their leadership development as well as the campaign supporters.

I understand that if the candidate fails to follow these rules and regulations or to complete and submit the required materials by the deadline, it may result in the deletion of their name from the election ballot.

I understand that any failure to follow these rules can result in penalty against the candidate and/or campaign supporters. I endorse and are willing to support this candidate through the election process.

Campus Advisor

Date

CAMPUS ELIGIBILITY

To completed by the candidate and their advisor.

If the above student becomes a member of the FCSSGA Executive board, they must remain active in his or her campus SGA.

Please define what is required per your campus to be an active member of your SGA at your campus (e.g., regular attendance at meetings, participating in campus events, activities, and volunteering):

He or she is expected to serve in a position on campus? Yes or No (circle one). If so, which position?

He or she **IS** or **IS NOT** (circle one) permitted to hold the office of President or Vice President on the local SGA while serving as a member of the FCSSGA State E-Board?

I understand that as the local advisor regular communication with the Region and/or state advisor regarding ideas or concerns about the above student is the key to success. Eligibility is the number one cause of attrition in FCSSGA, and we need to work as a team to retain the above student.

As defined above, we hereby affirm that we will assist in retaining this candidate by making sure that they meet the requirements to be an active member as stated in your campus constitution.

You must have the continued support of your home college campus SGA Advisor and College/Campus Administration throughout the course of your term in office. Your home campus SGA Advisor reserves the right to withdraw their support of you holding office by stating this in a letter to the FCSSGA State Advisor and Florida College System Executive Director.

Student Signature

Date

Campus Advisor Signature

Date

SOCIAL NETWORKING

If you have created any social media websites, please list the name and website address of each one below: **(They must be documented in order to be used or it is a violation. All forms of social networking must be approved.)**

Social Media Link: _____

Social Media Link: _____

Social Media Link: _____

Social Media Link: _____

Any other websites, pages, groups, etc. should be listed below:

----- APPLICATION COMPLETE -----

STATE USE ONLY

Application Received on:

Date: _____ Time: _____

All requirements are met.

All documents and forms have been received, verified, and completed.

State Advisor Signature

FCSSGA President Signature