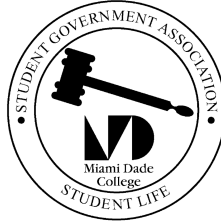


Student Government Association  
North Campus

Elections Packet  
2012-2013

**Application Deadline**  
**Friday, March 9<sup>th</sup>, 2012, 4 p.m.**  
**Student Life Department**



January 2012

Dear Student:

On behalf of the Student Life Department of Miami Dade College, North Campus, we would like to congratulate you on your decision to run for an executive board position for the Student Government Association at the North Campus, for the 2012-2013 academic year. Enclosed in this Elections Packet are the following: Declaration of Candidacy, Election Procedures, Qualifications for Candidacy, Election Timeline, Sign/Poster Rules, and Candidate Expense Sheet. All rules and regulations must be adhered to throughout the campaign process and the Declaration of Candidacy must be completed and returned to the Student Life Department by Friday, March 9<sup>th</sup>, 2012, **no later than 4:00 P.M.**

The Student Life Department will notify you of your eligibility status by Friday, March 16<sup>th</sup>, 2012.

Attached are descriptions of the duties and responsibilities of a Student Government Association Officer to ensure full comprehension of the position.

If you have any further questions regarding any of the attached items, please contact:

Evelyn Rodriguez  
[erodrig6@mdc.edu](mailto:erodrig6@mdc.edu)  
305-237- 1250  
Room 4208

Sincerely,

Evelyn Rodriguez

Student Life Department  
North Campus



## **Declaration of Candidacy**

I, \_\_\_\_\_, hereby declare my candidacy for the office of \_\_\_\_\_ at Miami Dade College, North Campus, this \_\_\_\_\_ day in the month of \_\_\_\_\_, 2012. I hereby attest that I shall uphold the standards of the College, the Student Honor Pledge, and the Student Government Association Constitution. I also agree that I will remain a student at this college and campus during the two major terms (Fall and Spring) of the given academic year.

### ***PLEASE PRINT***

\_\_\_\_\_  
Name Student Number

\_\_\_\_\_  
Address City, State Zip Code

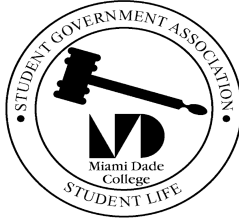
\_\_\_\_\_  
Phone # Cell/Bp# Email Address

\_\_\_\_\_  
Grade Point Average Credits Completed Expected Graduation Date

I hereby certify that all of the above information is complete and correct, and that I have read and accepted all of the election procedures. Failure to follow all of the election procedures stated in this packet will result in my immediate disqualification from the election. I understand that any falsification herein will make me ineligible to hold any Student Government office this academic year.

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

\_\_\_\_\_  
Date



## **Election Procedures**

1. Each candidate must sign and turn in his/her Declaration of Candidacy to the Student Life Department no later than **4:00 P.M. on Friday, March 9<sup>th</sup>, 2012**. All forms will be stamped in the Student Life Department. Any packet submitted after the stipulated deadline will not be accepted.
2. A copy of the candidate's Degree Audit, Validated Class Schedule, and a letter of recommendation from a faculty member must be included in the Elections Packet.
3. Candidates should submit in 250 words or less a biography and/or campaign statement. This must be submitted in electronic form (flash drive, CD or email). Candidate statement is due no later than **4:00 P.M. on Thursday, March 29<sup>th</sup>, 2012**.
4. Candidates will be photographed at the Student Life Department. Photographs will be included with the candidate biography and campaign statement on the elections website. Candidate picture is due no later than **4:00 P.M. on Thursday, March 29<sup>th</sup>, 2012**.
5. Incomplete packets will disqualify a candidate.

## **CAMPAIGNING**

1. Candidate must have the approval of the SGA Advisor and Student Life Director prior to distribution of any materials, posters, and flyers on campus.
2. The distribution of campaign materials in any MDC parking lot is prohibited.
3. The Student Life Department does maintain political neutrality. Candidates and their campaign officials will neither obtain campaign materials from, nor post campaign materials in the Student Life area.
4. The number of flyers, posters and other printed materials will be left up to the discretion of the candidate. Candidates must adhere and be aware of college and campus specific posting policies.

## CAMPAIGNING (continued)

5. Off-campus campaigning, in the form of television, newspaper, and radio advertisements, etc. is **prohibited**.
6. The candidate is responsible for his/her actions, the actions of his/her chosen representatives, and the campaign materials. The SGA Advisor will review any complaints and forward a recommendation of the complaint to the Student Life Director, who will have the final decision on any infractions and complaints.
7. All complaints must be submitted to the Student Election Committee prior to the Day of Elections as stated in the Elections Timeline.
8. If a candidate devises a new or unusual publicity device (i.e. other than flyers, posters, and banners) authorization must be received from the SGA Advisor and Student Life Director prior to the use of the device.
9. Every candidate must turn in a list of expenditures and value of donated items on the Candidate Expense Sheet. Total expenditures and value of materials **combined** may not exceed \$100.00. Receipts or estimates for all materials purchased and/or donated must be submitted by **4:00 P.M. on Thursday, March 29<sup>th</sup>, 2012** in order to have your campaign materials approved. Failure to submit your Candidate Expense Sheet by the established deadline will result in disqualification for elections.
10. Sound systems, stereos, speakers, etc. can be used during activity hour **ONLY** with prior permission of the Student Life Department.
11. Any act of bribery will result in disqualification may lead to disciplinary action.
12. Any candidate or candidate representative that is caught removing or defacing another candidate's campaign material will be disqualified.
13. All campaign material must be removed from the campus one day after elections.
14. Candidates are not allowed to campaign in the Library, Computer Courtyard, or within 100 ft. surrounding designated voting areas on election days. This is strictly enforced! Students who work in these designated voting areas should make alternative arrangements with both their supervisor and the Student Life Department to avoid any discrepancies.



### **General Qualifications For Candidacy**

- A. Applicant must be a currently enrolled student taking at least 6 credit hours or equivalent at Miami Dade College, North Campus, at the time of application for candidacy and through the term of office.
- B. Applicant must be registered for the majority of his/her classes at the campus in which he/she is running for office and performing his/her duties.
- C. Applicant must have and continue to maintain a cumulative Grade Point Average of 2.5 or higher and be in clear academic standing.
- D. Student concurrently enrolled in a high school program is not eligible for candidacy. Applicant must possess a valid high school diploma (or equivalent) at the time of application.

### **Campus Specific Qualifications for Candidacy & Duties and Powers of the Elected Positions**

In order to hold an elected position of Student Government Association, candidates shall be:

- A. Students of MDCNC at the time of their election or appointment and throughout their tenure in office.
- B. In clear academic standing.
- C. Required to have obtained and continue to maintain a cumulative and semester grade point average of 2.5 or better. (In case of new students, records from high school or other institutions will be taken into consideration).
- D. Enrolled in at least 6 credit hours at the time of, and throughout, his/her tenure in office (in the case of non-credit students, a conversion ratio or number of hours within, a program will be worked out).
- E. Completed with 9 credit hours prior to submitting an application. .
- F. In the case of Presidential and Vice Presidential candidates, an active Senator or Executive Board member per Constitution during the Fall semester and must be currently active during the Spring term.
- G. Registered for the majority of their classes at the North Campus.
- H. Complications in meeting qualifications by candidate will be evaluated by the advisor on an individual basis.

**President shall:**

- NOT hold office in any other MDCNC club or organization.
- Cast a vote in the event of a tie.
- Take and uphold the oath of office.
- Be responsible for all SGA functions.
- Provide leadership for all Executive Board members.
- Appoint all standing and special committee chairpersons, cabinet members, board members and all other vacancies in the SGA at MDCNC.
- Call and preside over Executive Board meetings relative to SGA
- Oversee and coordinate all actions of the Executive Board.
- Co-sign with the Treasurer on all monetary transactions of the SGA
- Veto all measures enacted by the E-Board if deemed necessary.
- Inform Executive Board, Senators and general members of FJCCSGA regarding college issues.
- Assume responsibility of any standing committee in the absence of the chair.
- Enforce and administer the provisions of this Constitution and actions enacted thereto.
- Act as the official representative of the Student Body.
- Assume all powers and responsibilities pertaining to this office and execute this Constitution, its by-laws and the Student Government Statutes.
- Meet, at least once a month, with the Dean of Students Services.
- Meet, weekly, with the Vice President, Executive Director and SGA Advisor.
- Oversee the coordination of all SGA events.
- Report to Executive Board and Senate about meetings he/she attends.
- Be responsible for the completion of the Oath of Office for all Executive Board and Executive Cabinet members.
- Assign all appointed positions as outlined under Article III, Section 1, by the beginning of September.
- Attend Inner Club Council Meetings.
- Prepare a typed agenda for all SGA Executive Board meetings, due two business days before the following E-Board meeting to the SGA Advisor.
- E-mail E-Board Agenda with agenda packet, to all E-Board members, at least one day before the E-Board Meeting once approved by the SGA Advisor.
- Be responsible for completion of all nomination packets for the Student Life Banquet as well as District and State Banquets.

**Vice President shall:**

- Take and uphold oath of office.
- NOT hold office in any other E-Board of other MDCNC clubs or organizations.
- Assume the duties of the President in his/her absence.

**Vice President shall: (continued)**

- Assume the office and duties of the President, with full power, upon the President's resignation, removal or abandonment of office.
- Have voting power when not conducting a meeting.
- Fill out all appropriate paperwork pertaining to SGA events with Student Life.
- Be in charge of creating, distributing, reporting, and analyzing SGA Surveys.
- Report to Executive Board and Senate about meetings he/she attends.
- Prepare a typed agenda for all SGA General Sessions.
- Prepare a typed agenda and agenda packet for all SGA General Sessions, due two business days before the next General Session to the SGA Advisor.
- E-mail General Session Agenda with General Session Agenda Packet and corrected minutes from previous meeting to all members and Senators, at least, one day before the General Session.
- Assist the President in fulfilling his/her duties.
- Attend Inner Club Council Meetings.
- Meet with the President, Executive Director, and SGA Advisor, once a week.
- Preside over the General Sessions.
- Coordinate Senate Induction Ceremony.
- Collect community service hours from officers and Senators.

**Secretary shall:**

- Take and uphold the oath of office.
- Keep accurate minutes of all SGA Executive Board and General Sessions.
- Have the General Session minutes typed and turned in to the Vice President for approval, three days before the following meeting date for the minutes to be sent to members in addition to Agenda and Agenda Packet.
- Have the Executive Board minutes typed and turned in to the President for approval, three days before the following meeting date for the minutes to be sent to E-Board in addition to Agenda and Agenda Packet.
- Keep attendance log of General Session and Executive Board meetings.
- Keep log of the two posted office hours of each E-Board member, Senator and all prospective Senators.
- Display the operational hours of the SGA office on the office door according to the office hours of all members.
- Keep records of the submission of office hours reports by E-Board members.
- Maintain accurate event records for all events on/off campus and files for FJCCSGA District I, while communicating information pertinent to the student body of MDCNC.
- Collect all written/e-mailed excuses of absence and present them to the Executive Board for approval during the Executive Board meetings.
- Follow-up, in writing, with absent members regarding the E-Board's decision of their absence at respective meeting.
- Assist the President in carrying out his/her duties.
- Notify the President of each E-Board officer's failure to submit office hours report.



**Treasurer shall:**

- Take and uphold the oath of office.
- Maintain an accurate record of revenues and expenditures
- Keep records of all supply request forms submitted by SGA to the Student Life Department in order for SGA to track expenditures and abide by the annual budget.
- Report the budget, at least once a month, at the Executive Board and General Sessions.
- Coordinate fundraising events with the Public Relations Director and/or event chair.
- Complete an inventory of all SGA supplies throughout the semester and provide monthly reports to the Executive Board.
- Assist the President in carrying out his/her duties.

**Public Relations Director shall:**

- Take and uphold the oath of office.
- Communicate SGA news and events to clubs, organizations, Senators and the general student population.
- Maintain a complete summary of all SGA events and functions.
- Design and format press releases to provide the students with information the happenings of Student Government Association.
- Be responsible for creating monthly newsletter containing all pertinent information regarding the Student Government Association.
- Be responsible for notifying the SGA Advisor of any necessary updates to the SGA website. Maintain the events calendar.
- Maintain the SGA bulletin board in building 1, displaying pertinent information that is beneficial to the student body.
- Be responsible for coordination of a weekly recruitment table.
- Be in charge of beautifying the SGA office with any information given to him/her by any E-Board member.
- Be responsible for maintaining and updating the general history of the Student Government Association in calibration with the Historian.
- Schedule and attend organization meetings at least once a month.
- Act as the official liaison between the Student Government Association and student organizations.
- Be responsible for assisting event chair in the creation of event flyers.
- Ensure that each event flyer is displayed on campus one week before the date of the event.
- Assist the President in carrying out his/her duties.

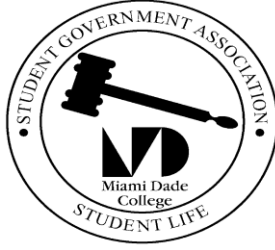
**Governmental Relations Director shall:**

- Take and uphold the oath of office.
- Communicate any information regarding current and proposed legislation in the State of Florida that may impact MDCNC students.
- Work directly with FJCCSGA District I Legislative Liaison.
- Handle all legislative matters addressed by the student population accordingly.
- Communicate, during local and national elections, impartial information about candidates to SGA and North Campus students.
- Keep SGA and the North Campus students informed on all local and state officials.
- Be in charge of organizing and coordinating legislative awareness events, Town Hall meetings and Inner Club Council meetings.
- Chair the Elections Committee if not running for office as per Article III Section 6.
- Assist the President in carrying out his/her duties.



## Elections Timeline

<b>Event</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Deadline to Apply for Candidacy	Fri., March 9, 2012	4:00 pm	Student Life Department
Campaign Schedule	Mon., March 19, 2012 – Wed., April 11, 2012		
Expense Sheet Deadline & Candidate Statement/Picture	Thurs., March 29, 2012	4:00 pm	Student Life Department
Elections	Mon., April 9, 2012 – Wed., April 11, 2012		MDC Website
Removal of Campaign Materials	24 hours after Elections		
Run-Off Elections if necessary	Mon., April 16, 2012 – Wed., April 18, 2012		
Elections Results Announced	Friday, April 13, 2012		Student Life Department
Installation of Officers	May 2012		



## **Sign/Poster Rules**

- Posting of flyers/signs are allowed ONLY in areas designated by Student Life.
- If you plan on speaking to your class, ask for permission from your professor ahead of time.
- You are allowed to campaign during the dates listed in the elections timeline.
- Meeting and greeting student voters are allowed as a method of campaigning.
- Campaigning is allowed up to Election Days.
- You may NOT post flyers on car windows or distribute flyers in or around the parking garage.
- You may NOT interrupt classrooms for campaigning purposes.
- You may NOT post flyers in classrooms or areas of the campus other than those listed in the above section.
- You may NOT campaign in the Library, Computer Courtyard, or within 100 feet of voters during Election Days.

# Candidate Expense Sheet



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

**Section A.**    *Expenditures.*

Date	Description of Item/Services Purchased	Amount
		Total \$

**Section B.**    *Retail Value of Donated Items*

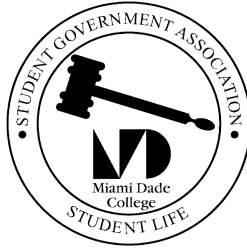
Date	Description of Item/Services Donated	Retail Value of Donation
		Total \$

**Section A Total + Section B Total:** \_\_\_\_\_

*By signing below, I affirm that I have declared all of the materials and services purchased and donated toward my election campaign. I understand that the combined total of expenditures and value of donated items may not exceed \$100.00. I further understand that failure of adhering to the candidate expense limit or fully disclosing all applicable expenses/donations on this Candidate Expense Sheet will result in my disqualification.*

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

**The Candidate Expense Sheet is due by Thursday, March 29<sup>th</sup>, 2012.**



## *ADDENDUM A*

### **VOTING GUIDELINES**

1. Only enrolled students, both credit and non-credit, at Miami Dade College North Campus, will be allowed to vote once.
2. Students will vote by logging in to the Elections website using their myMDC Account.
3. Students will be able to vote 24 hours a day during the designated election days.