



# Mercyhurst Student Government

## Student Representative Application

The MSG serves the undergraduate student body by:

- Providing needed services;
- Setting, allocating and dispensing student fees collected by the College;
- Advocating for student concerns;
- Providing representation to serve on College Council Committees; and,
- Serving as the official voice of the undergraduate students.

**Thank you for your interest in our organization. If you need any assistance, please contact the office at extension 2428.**

## **Please consider the following before applying:**

- I. Choose which position you would like to run for
- II. Make sure that you meet the qualifications
- III. Keep in mind the duties of an MSG Representative

### **Membership in MSG shall be composed of thirty-eight (38) elected representatives from the following constituencies:**

- A. Thirty-two(32) class representatives, eight (8) from each of the four (4) academic classes - senior, junior, sophomore, and freshman,
- B. Two (2) residential students from College owned or operated housing,
- C. Two (2) commuting students from non-College owned or operated housing,
- D. One (1) international representative,
- E. One (1) intercollegiate representative classified as a first year “transfer student” by the Mercyhurst College Office of the Registrar.

### **Representative Qualifications**

- A. Both candidates and representatives must be in good academic standing. Good academic standing for representatives shall be defined as a minimum cumulative grade point average of 2.50.
- B. Candidates for representative must submit a letter of intent by the deadline specified by the Elections Committee.
- C. A candidate for representative must be a member of the constituency which the office represents. A representative must remain a member of that constituency for his entire term of office.
- D. Eligible students may only declare candidacy for one office in the General Elections.

### **Duties of Representatives**

- E. Attend MSG meetings, student forums and retreats. (Representatives cannot miss more than two (2) meetings per term.
- F. Participate in at least two (2) MSG service hours per term.
- G. Provide one (1) hour of assistance at both Fall Fest and Spring Fest. This hour will not count towards MSG service hours.
- H. Serve on at least one (1) MSG standing committee.
- I. Conduct all aspects of “Constituency” including:
  - Visit building(s) assigned to them at least three (3) times per term.
  - Turn in completed constituency forms as required.
  - Present issues most important to the students to MSG for referral to appropriate committees.
- J. Perform at least one (1) office hour per week.
- K. Attend all events deemed mandatory by the executive board unless overridden by a 2/3 body vote.

## **Mercyhurst College Signage Rules and Regulations for Academic and Administrative Buildings**

### **Content Restrictions**

- Flyers are restricted to publicize meetings and events for Recognized Student Clubs/Organizations (RSCOs).
- Flyers should consist of:
  - Name of RSCO
  - Major Affiliations
  - Event time, date and locations
  - Event specific details
  - Student or advisor contact information (i.e. campus phone number or email address)
- Flyers are not to consist of any derogatory or inappropriate language.
- Flyers are in no way to promote alcohol and/or drug use.
- Approval of all publicity is at the discretion of Mercyhurst College and the Office of the Student Union & Student Activities.

### **Approval Process for RSCOs**

**Step 1)** Print one (1) copy of the RSCO flyer and bring it to the Office of the Student Union & Student Activities, any time Monday through Friday between the hours of 10am through 4pm. The office is located on the main level of the Student Union, next to Campus Ministry.

**Step 2)** If the flyer meets the standards listed above, it will be returned within 24 hours of receipt. The RSCO will be asked to print all of the copies of the flyer to be posted. All copies must be submitted to the Office of the Student Union & Student Activities for approval stamping. Please note, flyers are to be approved no earlier than two weeks before the scheduled event or meeting.

If the flyer you submit does not meet the standards listed above, it will be returned within 24 hours of receipt and the RSCO will be asked to make the recommended changes. The RSCO will then need to resubmit the flyer for approval.

**Step 3)** Upon approval all copies of the flyers will be stamped with a Student Union approval stamp. They will be placed at the Student

Union Information Desk for pick-up within 24 hours of receiving all copies of the approved flyer.

**Step 4)** The RSCO is responsible for removing all copies of the flyers within 24 hours of the event/meeting taking place. If the flyers are not removed within that time frame, the Office of the Student Union & Student Activities will remove them and the RSCO will receive a warning letter. If this should occur repeatedly, publicity privileges will be revoked for a time period to be determined by the Director of the Student Union and the RSCO's advisor.

**Any departmental/office publicity is exempt from this approval policy however it must clearly state the name of the Mercyhurst College sponsoring department/office and all other regulations must be followed.**

#### **Approved Sign Hanging Locations**

- 8 ½ x 11 flyers may be hung on bulletin boards. Under no circumstances are flyers permitted on any surface other than bulletin boards.
- An RSCO must request permission from a department and/or office to place flyers on departmental/office bulletin boards.
- Signs are not permitted to be posted over existing signage which preceded it in placement.
- Push pins, staples, and tape can be used on bulletin boards

**This policy is also in effect for all non-college organizations and approval will be handled by the Director of the Student Union.**

Any exception to the above mentioned regulations would need to be cleared through the Office of the Student Union & Student Activities. Unapproved publicity and flyers not adhering to the above listed guideline will be taken down and disposed of. Any questions or concerns can be addressed to the Director of the Student Union at 824-2433.

## Campaigning Guidelines:

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**Listed below are the standard rules for all signage at the College. These are the rules that all students, clubs and organizations on campus must abide by, so keep these in mind while you are campaigning.**

1. No posters or advertisement shall be affixed to the exterior of any campus building, windows, or on any trees, shrub, lamp, ground etc. on the college campus.
2. No poster shall be posted outside the period officially designated for campaigning. All posters must be taken down by 4:00 p.m. on the last day of elections. All posters must be removed from the Union before voting begins in general elections.
3. No poster or advertisement is to be posted within eyesight of the polling places on Election Day. (This means side-walk chalk!) Posters within range must be removed prior to Election Day.
4. Those working on the first shift at the polls shall remove and retain any poster that is within eyesight of the polls.

**If you are interested in campaigning in the Upperclassmen area, here is the form that you must submit to the Office of the Student Union and Activities, located on the first floor of the Student Union.**

<p>Mercyhurst Student Government Campaign Guidelines for Hanging Flyers in Briggs/Lewis</p>
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**GUIDELINES**

- Briggs/Lewis Exterior Door Key can be signed out for a 2 hour time frame from the Director of the Student Union & Student Activities
- 1 – 2 signs may be posted in the stairwells
- Signs are not permitted under/on students’ doors
- Candidates may not knock on students’ doors to distribute flyers
- Candidates must sign out the key at the end of elections to return to take down the flyers that were posted.

I understand and agree to the terms listed above.

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*Candidate Signature*

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*Date*

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*Director of the Student Union & Student Activities Signature*

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*Date*