

Student Government Association  
Election Packet  
2016



Patronum, Obsequium, Actio



Dear Student,

You have just taken the first step for change. Many people never build up enough courage to take this first step so congratulations. Thank you for considering SGA! We are excited that you want to participate in the upcoming Student Government Association elections. Elections are an integral portion of becoming an SGA member given that the entire student body votes for you. Therefore, the election process has specific guidelines that must be fulfilled. **Please read this packet carefully.**

1. First of all, you may only select a single SGA position to run for. The best way to select a position that would be best fitted for you is to review the responsibilities of each position, which can be found within the SGA by-laws on the SGA website and briefly within this packet.
2. There is a required minimum GPA and a minimum number of credit hours in which a student must be enrolled before becoming eligible to join a co-curricular activity.
3. Also, you must obtain the required amount of signatures from USI students before submitting the application for consideration. The number of required signatures varies with the position of choice. This task is important because it shows that you are committed and willing to reach out to the student body and represent their voices.
4. Applicants whom do not meet all of the aforementioned guidelines will not be placed on the ballot.

**Please make sure to turn in your application to the Dean of Students office located on the first floor of the UC East, inside the Fireside Lounge, by 4:30 p.m. on Wednesday, February 24, 2016.** If you **do** meet the requirements, you will receive a phone call or e-mail from an SGA member by March 2, 2016 at the latest. **You will be required to attend one of the mandatory candidate meetings that will be held on March 3, 2016 and March 4, 2016 at 8:00 p.m. in Rice Library Room 0018.** At these meetings you will be required to fill out a small personal biography, so come prepared to submit a brief statement about yourself and the activities with which you dedicate time.

If you have any questions, please feel free to call us at 812-464-1862 or email us at [sgacourt@usi.edu](mailto:sgacourt@usi.edu). For further information, please visit the Student Government Association website at <http://www.usi.edu/sga/>. A list of dates to remember is listed within this packet.

Here is an opportunity for change, time to take action.

**Jason Miner**  
**Chief Justice of University Court**  
**Student Government Association**

**Claudia Cooper**  
**Election Committee Co-Chair**

**The information below must be filled out in its entirety as is currently accurate.**

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Local Address \_\_\_\_\_  
Street City State Zip Code

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Telephone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_ Freshman? YES NO

Hours Currently Enrolled \_\_\_\_\_ College of Major \_\_\_\_\_ Commuter or Resident Student

Cumulative GPA \_\_\_\_\_ Hours Completed \_\_\_\_\_ Transfer Student? YES NO

How did you hear about this position?  
\_\_\_\_\_

**Please Read Carefully. If selected, you will be able to attend all General Assembly meetings held on Thursdays at 4:30 PM and any other meetings that are required by your office.**

**Please Complete the Following.** I desire to apply for the following position (**choose one**):

**Executive Board**

\_\_\_\_\_ President  
\_\_\_\_\_ Executive Vice President  
\_\_\_\_\_ Attorney General  
\_\_\_\_\_ Financial Officer

**\*Representative for the (number of positions)**

\_\_\_\_\_ College of Nursing and Health Professions (5)  
\_\_\_\_\_ College of Business (4)  
\_\_\_\_\_ College of Liberal Arts (6)  
\_\_\_\_\_ College of Science and Engineering, and Education (5)

**Administrative Vice President for**

\_\_\_\_\_ External Relations  
\_\_\_\_\_ Government Relations  
\_\_\_\_\_ Research and Development  
\_\_\_\_\_ Academic Affairs  
\_\_\_\_\_ University Affairs  
\_\_\_\_\_ Social and Cultural Affairs  
\_\_\_\_\_ Archie's Army

**Member-at-Large**

\_\_\_\_\_ Commuter Students  
\_\_\_\_\_ University Division Students  
\_\_\_\_\_ International Students  
\_\_\_\_\_ Graduate Students  
\_\_\_\_\_ Sorority Members  
\_\_\_\_\_ Fraternity Members  
\_\_\_\_\_ University Housing

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

\*You must be a declared major in the college for which you want to be a representative. If you have any further questions, please stop by the SGA office in the lower level of the University Center East, call (812) 464-1862 or e-mail us at [sga@usi.edu](mailto:sga@usi.edu) or [sgacourt@usi.edu](mailto:sgacourt@usi.edu)

<b>For Office Use Only</b>
Election Application Received _____
Eligibility Confirmed _____
Candidacy Confirmed _____
Attended Candidates Meetings

# Qualifications for Office:

## **President**

Minimum of 3 semesters completed at USI  
Minimum of 24 credit hours of course work completed at time of candidacy  
Minimum of 2.5 cumulative GPA at time of candidacy and throughout term  
Must be enrolled in and at least complete 6 credit hours each semester during term at USI  
Cannot hold another executive board position in other student organization

## **Executive Vice President**

Minimum of 3 semesters completed at USI  
Minimum of 24 credit hours of course work completed at time of candidacy  
Minimum of 2.5 cumulative GPA at time of candidacy and throughout term  
Must be enrolled in and at least complete 6 credit hours each semester during term at USI  
Cannot hold another executive board position in other student organization

## **Attorney General**

Minimum of 3 semesters completed at USI  
Minimum of 24 credit hours of course work completed at time of candidacy  
Minimum of 2.5 cumulative GPA at time of candidacy and throughout term  
Must be enrolled in and at least complete 6 credit hours each semester during term at USI

## **Financial Officer**

Minimum of 3 semesters completed at USI  
Minimum of 24 hours of course work completed at time of candidacy  
Minimum of a 2.5 cumulative GPA at time of candidacy and throughout term  
Must be enrolled in and at least complete 6 credit hours each semester during term at USI

## **Administrative Vice Presidents**

Minimum of 2 semesters completed at USI  
Minimum of 18 credit hours of course work completed at time of candidacy  
Minimum of 2.25 cumulative GPA at time of candidacy and throughout term  
Must be enrolled in and at least complete 6 credit hours each semester during term at USI

## **Student Representatives**

Minimum of 1 semester completed at USI  
Minimum of 12 credit hours of course work completed at time of candidacy  
Minimum of 2.0 cumulative GPA at time of candidacy and throughout term  
Must be enrolled in and at least complete 6 credit hours each semester during term at USI  
Must maintain a declared major status in school of representation

## **Member-at-Large**

All Member-at-Large candidates must:  
Maintain good standing with the University  
Minimum of 2.0 cumulative GPA at time of candidacy and throughout term  
Must be enrolled in and at least complete 6 credit hours each semester during term at USI

**Member-at-Large** (Graduate Student) – 2 seats  
Minimum of 2.5 cumulative GPA at time of candidacy and throughout term

**Member-at-Large** (International Student) – 2 seats  
Minimum of 12 credit hours of course work at a university at the time of candidacy  
Be degree seeking and have a student visa.

**Member-at-Large** (Commuter Students) – 2 seats  
Minimum of 12 credit hours of course work completed at time of candidacy  
Must not live in any University housing during candidacy or term in office

**Member-at-Large** (Housing Students) – 2 seats  
Minimum of 12 credit hours of course work completed at time of candidacy  
Must live in any University housing during candidacy or term in office

**Member-at-Large** (University Division) – 2 seats  
Must maintain undeclared major status during term of office

**Member-at-Large** (Fraternity & Sorority Life)  
Must be an initiated member of their own chapter, with 1 semester of membership

# Officer Duties

## President

- act as official representative and spokesperson of SGA
- investigate problems and issues affecting students and hear student complaints
- attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, and mandatory events
- submit reports on SGA activities as charged by the General Assembly at all USI Board of Trustee meetings
- meet weekly with the SGA advisor to appraise her/him on SGA activities
- meet at least once a month with the Associate Provost for Student Affairs
- cast a deciding vote in case of a tie at all General Assembly meetings
- authenticate, by signature, all acts, orders, and proceedings of the assembly declaring its will in all things, obeying its commands
- spend an average of 12 hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which will be in the SGA Office. Summer and holiday hours shall be determined by the business of SGA, and announced at the last meeting of the academic year.
- provide an accounting or progress report to the appropriate administrators concerning the operation of the programs, services, and activities of SGA
- prepare an agenda for each meeting of the General Assembly
- prepare a report for each meeting of the General Assembly
- prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- any and all other duties listed in the by-laws

## Executive Vice President

- preside over meetings when the President is absent or when the President relinquishes the Chair
- attend all meetings of the General Assembly, Executive Board, designated committees, SGA Retreats, mandatory events and others as designated by the President of SGA
- meet weekly with the SGA advisor to appraise her/him on SGA activities
- orientate and train new General Assembly members that are replaced as a result of vacancies
- be of general assistance to the President
- assist the President with the execution of legislative acts
- spend an average of 12 hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which will be in the SGA Office. Summer and holiday hours shall be determined by the business of SGA, and announced at the last meeting of the academic year.
- prepare a report for each General Assembly meeting
- prepare a report of her/his term of office to be presented at the last meeting of the session and included in the Annual Report for that session
- coordinate all Town Hall meetings along with the assistance of the appropriate task force
- coordinate the SGA awards banquet with the assistance of the General Assembly
- review applications, check for qualifications and completion of forms for all General Assembly vacancies
- meet with all General Assembly applicants and conduct an informal interview process to discuss all duties and responsibilities of the applied position.
- any and all other duties listed in the by-laws

## Attorney General

- attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, mandatory events, and others as designated by the President of SGA
- serve as Parliamentarian for the SGA
- meet weekly with the SGA Advisor to appraise him/her on SGA activities
- assist and oversee Administrative Vice Presidents in fulfilling duties and responsibilities of office
- train new members on parliamentary procedure
- chair the SGA Rules Committee
- be familiar with the most current revised edition of Robert's Rules of Order
- insure that all meetings and activities of the SGA proceed in accordance with Parliamentary Procedure, the Constitution, By-Laws, and Standing Rules of the SGA
- represent the General Assembly before the University Court in the event of a constitutional challenge
- maintain contact with student representatives and committee chairs on the following University Committees: Administrative Appeals and Campus Appeals.
- spend an average of twelve (12) hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; three of which must be in the SGA office. Summer and holiday hours shall be determined by the business of the SGA, and announced at the last meeting of the academic year
- any and all other duties listed in the by-laws.

### **Financial Officer**

- attend Executive Board meetings in addition to those stated in Chapter 1.2.b
- meet with the Attorney General once a month to appraise him/her on SGA activities
- meet with the Dean of Students on a monthly basis to review SGA accounts
- meet with the USI Staff Accountant at least once a month
- act as the official Treasurer and Business Officer of SGA
- responsible for the collection and deposit of all funds of SGA
- disburse funds only in accordance with fiscal procedures approved by SGA
- record all receipts, expenditures, and appropriations of moneys from SGA
- prepare paperwork for deposits, withdrawals, transfers, reimbursements, petty cash, and other financial transactions in a timely manner and with the assistance of the appropriate University staff
- make available to SGA and the public all financial records of SGA
- prepare a report of the fiscal condition of SGA bi-weekly or as requested by the General Assembly
- hold a minimum of twelve (12) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of SGA and announced at the last meeting of the academic year
- any and all other duties listed in the by-laws

### **AVP for Academic Affairs**

- meet with USI Vice President of Academic Affairs at least twice a semester
- meet with the Attorney General once a month to appraise him/her on SGA activities
- assist the Executive Vice President in training new Representatives that are filled as a result of vacancies
- chair all Academic Assembly meetings
- maintain contact with the student representatives and committee chairs on the following University Committees: Records and Registration, Student Academic Affairs and the Student Academic Grievance Committee
- hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
- meet with the executive board one (1) time per month to report activities
- any and all other duties listed in the by-laws

### **AVP for Social and Cultural Issues**

- meet with the Director of the Multicultural Center at least twice a semester to discuss issues related to Multiculturalism
- coordinate SGA philanthropic endeavors
- chair Alcohol Awareness Committee
- meet with the Attorney General once a month to appraise him/her on SGA activities
- meet with the Director of International Programs and Services at least twice a semester to discuss issues related to international students
- meet with the Director of the Office of Religious Life at least once a semester
- maintain contact with the student representatives and committee chairs on the following University Committees: Disabled Students Advisory, Affirmative Action, Substance Abuse, Sexual Assault Task Force
- meet with the Assistant Director of the Student Wellness Office at least twice a semester
- hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters
- plan and prepare one (1) cookout per semester
- meet with the executive board one (1) time per month to report activities
- Chair the Crime and Safety Prevention Week Committee
- any and all other duties listed in the by-laws

### **AVP for Research and Development**

- conduct research of student needs with assistance from the members of the General Assembly. A minimum of one research project a semester shall be conducted
- meet with the Attorney General once a month to appraise him/her on SGA activities
- meet with the Director of Institutional Research and Assessment at least twice a semester
- present any findings to the General Assembly and educate members and the student community in regards to research findings
- hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters
- prepare a report introducing new business before the General Assembly at least twice a month
- meet with the executive board one (1) time per month to report activities
- any and all other duties listed in the by-laws

### **AVP for University Affairs**

- meet with the Attorney General once a month to appraise him/her on SGA activities
- serve as the chair of the Eagle Athletic Support Committee and coordinate the search for committee members
- serve as the coordinator of the Spirit of the Eagle awards and Faculty, Staff, and Administration (FSA) awards
- maintain contact with student representatives and committee chairs on the following University Committees: Safety Committee, Computer Center Advisory, and the Athletic Board
- hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters
- prepare a report introducing new business before the General Assembly at least twice a month
- meet with the executive board one (1) time per month to report activities
- meet with the USI Director of Student Development Programs at least twice a semester to discuss issues and concerns related to student life
- any and all other duties listed in the by-laws

### **AVP for Government Relations**

- Remain aware and involved in legislation regarding higher education and issues affecting students
- Pursue and maintain relationships with other collegiate student governments
- Meet with the vice president of government and university relations on a bimonthly basis to discuss government issues
- Make contact with local government leaders (i.e. the mayor, state senators and representatives, county commissioners, etc.) to report on the activities and concerns of the students and the university
- Hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
- Maintain the qualifications of office as outlined in chapter 5.4
- Prepare a report introducing new business before the general assembly at least twice a month
- Prepare a report of his/her term in office to be presented at the last meeting of the session and included in the annual report for that session
- Acquaint the administrative vice president-elect with the duties and responsibilities of the office of Government Relations
- Meet with the executive board once per month to report activities

### **AVP for External Relations**

- act as a liaison for all communication efforts between SGA and USI
- meet with the Attorney General once a month to appraise him/her on SGA activities
- work closely with the Director of News and Information
- responsible for publicizing and promoting SGA meetings, events, and vacancies
- assist in the maintenance of the SGA web page
- meet with the Assistant Vice President of Business Affairs at least twice a semester
- maintain contact with student representatives and committee chairs on the Student Publications University Committee
- hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters
- meet with the executive board one (1) time per month to report activities
- any and all other duties listed in the by-laws

### **Student Representatives**

- maintain contact with constituents to promote the flow and exchange of information about SGA business and the constituents concerns
- meet with the Dean of the College of representation at least twice a semester to discuss academic and other issues important to the school
- meet with students of the College of representation in an organized formal meeting at least once a year to discuss academic and other issues important to students
- maintain contact with clubs and organizations that fall within the respective school of representation to discuss academic and other issues
- hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
- meet as an Academic Assembly at least once a month to discuss issues involving all aspects of academics
- hold a minimum of two (2) office hours per week
- prepare a report introducing new business before the Academic Assembly at least once a month
- any and all other duties listed in the by-laws

**Member at Large – Commuter Students (2 seats)**

- maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and their concerns
- meet with the Director of Safety and Security at least twice a semester to discuss issues pertaining to commuter travel
- meet with the Director of Student Development Programs at least twice a semester to discuss commuter student involvement
- hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
- hold a minimum of two (2) office hours per week
- any and all other duties listed in the by-laws

**Member at Large – University Housing Students (2 seats)**

- maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and their concerns
- meet with the Director of Housing and Residence Life at least twice a semester to discuss issues important to residential living
- meet with Resident Assistants at least once a month to discuss issues important to residential living
- hold active membership in the Student Housing Association
- hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
- hold a minimum of two (2) office hours per week
- any and all other duties listed in the by-laws

**Member at Large – University Division Students (2 seats)**

- maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and the constituents' concerns
- meet with the Director of University Division at least twice a semester to discuss issues important to University Division students
- meet with the Director of Career Counseling at least twice a semester to discuss issues important to students with undeclared majors
- hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
- meet as an Academic Assembly at least once a month to discuss issues involving all aspects of academics
- hold a minimum of two (2) office hours per week
- any and all other qualifications listed in the by-laws

**Member at Large – Fraternity and Sorority Member (2 Positions)**

- Maintain contact with the officer and member of the Inter-Fraternity Council or Pan Hellenic Council by attending their weekly meetings
- Hold a minimum of two (2) office hours per week
- Must be an initiated member of their own chapter, with one (1) semester of membership
- Must be in academic and financial good standing with their chapter, as defined by their chapter
- Prepare and present a report to the General Assembly at least twice a month
- Prepare a report to the General Assembly at least twice a month
- any and all other duties as listed in the by-laws

**Member at Large – Graduate Students (2 seats)**

- maintain contact with the constituents to promote the flow and exchange of information about SGA business and constituents' concerns
- meet with the Director of Graduate Studies at least twice a semester to discuss issues important to Graduate Students
- meet with the Graduate Students in an organized, formal meeting at least once a semester to discuss issues important to Graduate Students
- hold a minimum of one (1) office hour per week
- any and all other duties listed in the by-laws



**Member at Large – International Students (2 seats)**

- maintain contact with the constituents to promote the flow and exchange of information about SGA business and constituents' concerns
- meet with the Director of International Programs and Services at least twice a semester to discuss issues pertaining to International Students
- meet with the Director of Student Development Programs at least once a semester to discuss international student involvement
- meet with International Students in an organized formal meeting at least once a year to discuss issues important to international students.
- hold a minimum of two (2) office hours per week
- any and all other duties listed in the by-laws

# Important Dates

## **February 1<sup>st</sup>, 2016**

Election Packets Available

- Online at [www.usi.edu/sga](http://www.usi.edu/sga)
- Departments of many colleges
- Dean of Students Office (UC East, Fireside Lounge)
- SGA Office (Lower Level of UC East)

## **February 24<sup>th</sup>, 2016**

Election Packets are Due

- Turn into the Dean of Students Office ( UC East, Fireside Lounge)
- Applications are due by 4:30pm

## **March 2<sup>nd</sup>, 2016**

Candidates will be contacted with ballot placement notification

## **March 3<sup>rd</sup> and 4<sup>th</sup> 2016**

Candidate Meetings

- Meetings will be held at 8:00pm in RL 0018
- You must attend **ONE** of the candidate meetings.
- If you cannot attend either meeting due to **class**, please e-mail [sgacourt@usi.edu](mailto:sgacourt@usi.edu)

## **March 14<sup>th</sup> to March 28<sup>th</sup>, 2016**

Campaign Period

- Campaign Events are TBA

## **March 28<sup>th</sup> to April 1<sup>st</sup>, 2016**

SGA Election

- Polls will open at 8:00am on March 28<sup>th</sup>
- Election will be conducted by e-mail

## **April 2<sup>nd</sup>, 2016**

SGA Election Results will be posted in the Dean of Students Office and SGA Office by 4:30pm

# SGA Elections 2016

## Petition to be placed on the Ballot

Per The Student Government Association By-Laws, candidates are required to obtain legitimate signatures of currently enrolled USI students to be placed on the ballot. The number of signature required by each office is as follows: **President - 200, Executive Vice President - 175, Attorney General - 175, Financial Officer - 175, Administrative Vice President - 75, Student Representative - 50, Member-at-large - 50**

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