Young Harris College Student Government Association

Election Packet 2014

April, 2014

Sergeant-at-Arms/Executive of Elections
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Dear Candidate,

Congratulations on your decision to run for office in the Young Harris College Student Government Association. As part of the YHC student body, you are already an intricate part of SGA. As a senator or officer, you would have an even greater opportunity to affect change and to make things happen as you represent your peers and the college as a whole.

The first step to becoming an SGA senator or officer is thoroughly reading this packet to understand the roles and responsibilities of each position and the election practices thereof. The following information and documents are included in this packet:

- Job descriptions & requirements for each position
- The Election requirements
- The SGA Election timeline
- The Election Letter of Intent

As always, the entire executive team and I are ever-present to help in any way we can. Angi Smith is also available in the Student Development Office, to answer any questions, offer suggestions for campaigning, and to inform you of upcoming events to attend in order to meet potential voters.

As a friendly reminder, the best way for you to get more votes is to encourage the YHC student body to get involved in the election process. As a candidate, it will be advantageous to get the word out that the election will take place in the designated areas: the more students that vote—the better it is for the entire SGA and student body.

Be prepared to attend the SGA meeting that will take place on **Wednesday, April 9th**, at 5:30pm in the Presidential Dining Room for election procedures. **Attendance to this meeting is mandatory** if you wish to run for office.

Best regards,

Daniel Jones
Executive Council & The Senate Job Descriptions & Requirements
Job descriptions & requirements are provided by the current Student Government Association Constitution & Bylaws.

Executive Council Candidates will need the following:
• To have met the running requirements set forth by the Election requirements
• To attend a required senate meeting on Wednesday, April 9th, at 5:30pm in the Presidential Dining Room.

Executive Council
Organization and Membership
A. The executive body of this organization shall be called the Executive Council. The Executive Council shall be composed of the officers of the Student Government Association which shall be the President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms
B. The Executive Council shall be chaired by the President
C. Regular meetings of the Executive Council shall be held at such time and place determined by the President and shall occur not less than once every two weeks
D. All meetings of the Executive Council shall be open to attendance by all students, faculty, administration, and specially invited guests, unless the President declares a closed meeting. Anyone in attendance may participate in discussion, however only members may make motions and vote

Powers and Duties
The Executive Council shall manage the operations of the Senate and shall be vested with certain powers and duties:
A. To propose and approve executive business relative to the duties of each member
B. To oversee the operations of the Senate
C. To ensure that each member’s responsibilities within the Senate are being carried out
D. To impeach, by a simple majority of votes cast, any member of the Student Government Association for wrongdoing, violation of oath, or otherwise abuse of authority
E. To perform any other action deemed necessary by the Executive Council, with the consent of the Senate

President
All executive powers of this organization shall be vested in the President:
A. To preside over all meetings of the Senate
B. To serve as an ex officio member of all committees
C. To vote in the case of a tie in the Senate
D. To chair the Executive Council
E. Serve as an Ex-Officio member of the YHC Board of Trustees
F. To call special meetings of the Senate and Executive Council
G. To sign or veto any legislation, proposal, or letters of support passed by the Senate
H. To appoint replacements to fill vacancies in the Senate or Executive Council
I. To co-sign payment request forms with the Treasurer

Requirements
• The Presidential candidate must have served at least one year in the Student Government
• Candidates must produce two letters of recommendation from faculty or staff members, and three Senators’ signatures on a list of accomplishments from the previous year.
Candidates must be full-time students, having completed 50 hours or more

**Vice-President**

Certain powers shall be vested in the Vice-President:

A. To preside over the Senate in the absence of the President
B. To chair the Executive Council in the absence of the President
C. To succeed the President, should the office become vacant for any reason
D. To serve as cabinet chair over all committees and be a liaison between the Executive
E. To assist in the counting and tabulation of votes cast following the closing of the polls
F. To fulfill such duties as assigned by the President

**Requirements**

- Candidates must have served at least one semester in the Student Government.
- Candidates must produce one letter of recommendation from a faculty or staff member.
- Candidates must be full-time students.

**Secretary**

The Secretary shall assist the President and shall be vested with certain powers and duties:

A. To record and distribute records and minutes of Senate meetings to all members
B. To post records and minutes in an accessible place for all interested students
C. To be responsible for all correspondence of the Student Government Association
D. To maintain the Student Government Association's e-mail account and social media groups
E. To call roll at each meeting of the Senate and Executive Council, to keep a record of attendance, and to accept or reject excuses for absences and tardiness
F. To be in charge of external communication and serve as a media liaison

**Requirements**

- Candidates must have served at least one semester in the Student Government.
- Candidates must produce one letter of recommendation from a faculty or staff member.
- Candidates must be full-time students.

**Treasurer**

The Treasurer shall maintain the treasury and shall be vested with certain powers and duties:

A. To maintain the Student Government Association's financial accounts and keep a permanent record of all financial transactions
B. To present a financial report, either verbal or written, at all meetings of the Senate and Executive Council
C. To submit a written financial report to the Senate at the end of each semester
D. To co-sign payment request forms with the President

**Requirements**

- Candidates must have served at least one semester in the Student Government.
- Candidates must produce one letter of recommendation from a faculty or staff member.
- Candidates must be full-time students.
Sergeant-at-Arms
The Sergeant-at-Arms shall maintain order and shall be vested with certain powers and duties:
A. To maintain order at all meetings of the Senate and Executive Council
B. To serve as Elections Coordinator, whose responsibilities include collecting letters of intent, ensuring candidates' eligibility, and the supervision of all balloting
C. To assist in the collection and tabulation of votes cast following the closing of the polls in any election or referendum held by the Student Government Association
D. To advise the President on parliamentary procedure
E. To enforce the Student Government Association’s Constitution and Official Code is maintained and enforced

Requirements
• Candidates must have served at least one semester in the Student Government.
• Candidates must produce one letter of recommendation from a faculty or staff member.
• Candidates must be full-time students.

Qualifications of Members
A. Members of the Executive Council shall hold a 3.0 cumulative GPA at the time of election and shall maintain a 2.75 GPA throughout the term of office.
B. Members shall not be on academic probation.
C. Members shall be full-time students in accordance with Young Harris College regulations.
D. Each member shall demonstrate intent to remain a student at Young Harris College for the full term of office by signing a letter of intent.

Senate Candidates will need the following:
• To have met the running requirements set forth by the Election requirements
• To attend a required senate meeting on Wednesday, April 9th, at 5:30pm in the Presidential Dining Room.

Senators
Powers and Duties
All legislative powers of this organization shall be vested in the Senate:
A. To propose and approve general business
B. To enact legislation by simple majority vote, enforce the provisions of this Constitution, and provide for the publication of such legislation so that the student body may be informed
C. To monitor the funds in the treasury
D. To assemble itself into committees
E. To ratify all appointments made by the President by a simple majority of votes cast
F. To hold hearings of any impeachment brought forth by the Executive Council by a two-thirds majority of votes cast
G. To override, if necessary, the veto of the President by a two-thirds majority of votes cast
H. To provide jurisdiction for all campus-wide elections on grounds affecting the student body
I. To perform any other action deemed necessary by the membership

The legislative body of this organization shall be called the Senate, which shall be composed of twenty-five Senators elected from the student body of Young Harris
College. Standing Committees shall be those committees that act from semester-to-semester and from year-to-year. Standing Committees shall consist of not less than three Senators and each committee's chairman shall determine the location and time of meetings. Each committee shall meet as often as necessary to perform their specified duties. Each committee’s chair shall meet regularly with the Vice-President.

A. There shall be five Senators elected from, and to represent the Senior Class.
B. There shall be five Senators elected from, and to represent the Junior Class.
C. There shall be five Senators elected from, and to represent the Sophomore Class.
D. There shall be five Senators elected from, and to represent the Freshman Class.
E. There shall be five at-large seats chosen from any academic class.

Requirements
A. A Senator shall hold a 2.5 cumulative GPA at the time of elections and shall maintain a 2.5 throughout the term of office.
B. A Senator shall be a student in good standing with the college.
C. A Senator shall demonstrate intent to remain a student at Young Harris College for the full term of office.
D. A Senator shall be a full-time student.

Election Process
• Candidates shall file a Letter of Intent to run in the Vice-President for Student Development’s office at least three weeks prior to finals week. The Vice-President for Student Development shall verify the candidates’ eligibility and provide a list of all eligible candidates.
• The Election shall be held on the third Tuesday in April.
• Students may run for both a Senate seat and one Executive post. If elected to both, the candidate must choose one position. The vacated seat will then be given to the candidate who received the next greatest number of votes.
• At-large seats will be filled from among the candidates that were not voted top five. These candidates shall be those holding the highest percentage of votes from those eligible to vote for that position.

Campaigning
• Campaigning shall take place for no less than seven days prior to the Election.
• All campaign materials must be removed on the day after the election. Those who fail to comply shall be subject to disciplinary actions by the Executive Council.
• All campaigns shall be conducted with integrity, and must follow posting policies on campus.

Election Day Practices
• Announcements pertaining to the date of polling shall be posted not less than seven days prior to the election.
• The polls shall remain open for a period of time sufficient to allow all eligible voters to cast their ballots. The specific location, time and staffing of polls shall be set by the Sergeant-at-Arms.
• Solicitation of votes within 25 feet of the polls shall be prohibited and shall be strictly enforced.
SGA Posting Policy
The purpose of this policy is to establish a balance between efficiently disseminating information and maintaining the aesthetic appearance of the College environment. The posting of printed literature, posters, placards, and banners on campus must be approved, in stamp form, by the Sergeant-at-Arms, the current SGA President, or the Staff Advisor (Angi Smith).

Approval
• Materials may be posted for a maximum of two days after elections.
• The original must be approved and stamped PRIOR TO PRINTING.
• Flyer size for bulletin boards is limited to 8 1/2 by 11” or 8 1/2 by 14” for all postings.
• Flyers/postings will not be rejected as long as all information presented is true and not libelous; it must be consistent with the College academic mission/policies; and does not infringe upon rights of others.
• All constituents interested in posting flyers on campus must make their own copies and post around campus.
• Failure to not meet these guidelines could result in loss of posting privileges on campus.

Posting Procedures: All Campus
From the Guide to Student Life
Materials may be posted on campus bulletin boards and doors only (excluding special purpose bulletin boards specifically designated by campus departments or groups, and/or Susan B. Harris Memorial Chapel).
Posting on designated bulletin boards is limited to 1 flyer per event per board and only one single layer of fliers allowed (no overlapping). Postings may go up no more than 2 weeks prior to the event and must be removed by the next business day following the completion of the event. Only one banner per organization or department may be displayed at one time on/in each campus building.

Only transparent scotch tape and blue painter’s tape are acceptable means of attaching flyers and banners. Many adhesives are too aggressive and will damage the finish (i.e. paint) of the door. If found responsible, an organization or individuals using improper adhesives (i.e. clear packing tape, duct tape, etc.) will be held financially accountable for damages.

Posting of materials on any campus bulletin board that is assigned to a College department or unit requires the approval of that department or unit, and must follow its applicable policies and practices relating to the posting of materials. Any materials not authorized by the applicable department or unit will be removed and discarded.

Space for banners is on a first-come, first-serve basis. Banners may only be moved by the sponsoring group, individual responsible for placing the material, or the Office of Campus Activities. (for our purposes the Sergeant-at-Arms may remove posted material that does not meet
the requirements mentioned previously.)

**Posting Prohibitions**
Posters, flyers, notices, or similar items may not be attached to unauthorized campus facilities, including, but not limited to, trees, columns on the Plaza, trash cans, Susan B. Harris Memorial Chapel, recycling bins, benches, campus maps, light poles, or exterior surfaces of buildings. Items posted improperly will be removed daily and destroyed. Persons and organizations that post items improperly may be subject to student conduct sanctions and/or charged for the cost of removal and any damage to College property. Young Harris College is not responsible for maintaining or returning items that are improperly posted and removed.

**Posting Removal**
Recognized student organization and College departments are responsible for removing their posted notices. Directional signs must be staked and removed by the next business day after completion of the event.

**Chalking Procedures**
Chalking is not allowed on poles, columns, or campus buildings. Chalking should only be displayed where rain will naturally wash it off and all of the posting guidelines should be followed as well.

**The 2014 Election Timeline**

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<th>Election Timeline and Places Campaigning</th>
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**Morning Election Location (April 15th)**

| Place | Inside Goolsby and Maxwell Lobby |
| Time | 9 AM – 11 AM |

**Afternoon Election Location (April 15th)**

| Place | Inside YHC Dining Hall |
| Time | 11:00 AM – 2 PM |

**Election Result Posting (April 19th)**

| Place | Inside YHC Dining Hall |
| Time | 5 PM |
SGA LETTER OF INTENT

2014 Spring Elections

I, ________________________________ (please print your name as you want it to appear on the ballot), hereby state my intention of running for a position in the Student Government Association of Young Harris College. I understand that by signing this letter I agree to abide by the requirements and guidelines set forth by the Constitution and the Official Code of SGA and that breaking any part of the Code will result in the immediate forfeiture of the position for which I am running. In addition, I also understand that if I do not qualify for the position I am running for my name will not appear on the ballot. Finally, I hereby swear to campaign in an honorable manner.

Candidates may run for both a Senate seat and one Executive Office. If elected to both, the candidate must choose one position.

**EXECUTIVE COUNCIL**

___ SGA President  
___ Vice President  
___ Secretary  
___ Treasurer  
___ Sergeant at Arms

**SENATE**

___ Senior Senator  
___ Junior Senator  
___ Sophomore Senator

Phone: ___________________________ Email: ___________________________

Candidate Signature: ___________________________ Date: ______________

*This form must be detached and returned to the Student Development Office by 4:30 pm on Wednesday April 9th. Or you must bring it to the MANDATORY Candidate meeting Wednesday April 9th at 5:30PM in the Presidential Dining Room.*