

Eastfield College
Student Government Association
Executive Board Application
2015-2016 Academic Year

(Please Print)

Name: _____ Student ID# _____
(As you want it to appear on the official ballot)

Phone #: _____ Can you send/receive text messages? _____
Email Address: _____

I am running for the following position:

- President
- Vice-President
- Secretary
- Treasurer
- Parliamentarian
- Public Relations Officer

Please submit the following documents along with this application:

- Copy of your Advising Report (available from eConnect)
- Nomination Form with the signatures of 15 currently enrolled Eastfield College Students
- Completed Candidate Information Form with JPG Photo (electronic submission)

I certify that I have read the SGA Information documents, and I am aware of the responsibilities and level of commitment that is expected of an elected SGA member. If I qualify for candidacy, I agree to abide by the campaign rules. I authorize Student Life to publish my photo and campaign information on the SGA Website. In addition, I will attend the Candidates Orientation Meeting scheduled for **Monday, April 13, at 4:00 p.m. in C-141.**

Signature: _____ Date: _____

Please return this completed form to:
The Office of Student Life
Room C 141
972-860-7185

Electronic submissions should be sent to 4StudentLife@dccd.edu

Applications are due no later than 5:00 p.m. on Monday, April 10, 2015.
Late or incomplete applications will not be accepted!

Application received: _____ Staff initials: _____
Candidate notified: _____ Date: _____

Eastfield College
Student Government Association
Executive Board Information

The Student Government Association serves as the representative body for Eastfield College students. Students wishing to serve as an elected official of SGA should read this information document carefully. If you have any questions, contact SGA Advisor, Judy Schwartz, in the Office of Student Life by calling 972-860-7184 or 972-860-7185 or e-mail judyschwartz@dcccd.edu.

Eligibility Requirements: To be eligible to run for a position on the Executive Board of the SGA, students must meet the following criteria:

- Must be enrolled in a minimum of six (6) credit hours per semester during the 2014-2015 Academic Year.
- Currently possess and maintain a GPA of 2.75 or better
- Commit to serving the entire 2015-16 Academic Year

Expectations:

- Character and Conduct:
 - As the elected leaders and official representatives of the Eastfield College Student Body, it is imperative that you set the standard for conduct and behavior for all students and agree to abide by the DCCCD Student Code of Conduct, the Eastfield College SGA Constitution, and all federal, state, local and campus policies and procedures.
- Time Commitment:
 - SGA Executive Board Meetings and Regular SGA Meetings are mandatory for all elected officials. Regular Meetings are currently being held every other Friday during the Fall/Spring semesters from 12:30 to 2:00 p.m.* The Executive Board meets the week before the regular SGA meeting to prepare the agenda for the regular meeting.
 - Attendance is also required at SGA Orientations and training sessions which will be scheduled as needed. Students are also strongly recommended to keep Wednesdays at 3:00 p.m. open for training workshops.
 - Executive Board members must make SGA business a priority over other commitments such as serving as an officer in other organizations. Work schedules should be adjusted to accommodate meetings. Attendance at meetings (Ex. Board meetings and General Assembly) is required.
- Knowledge:
 - Elected officials are expected to learn and use Parliamentary Procedure. (Training will be provided.)
 - Elected officials are expected to be familiar with the programs and services offered to all students. (Training will be provided.)
- Term of Service:
 - Elected officials serve one complete academic year from fall through the spring semesters. The current Student Government Association Constitution serves as the living document for term limits and membership qualifications. (See the SGA webpage)
- Additional duties:
 - Members of the Executive Board serve as the overall leadership for the SGA. They represent Eastfield College at college and community functions, serve on campus committees, and work directly with campus administration in meeting the needs of students.

Important Dates and Information:

- Applications are due in the Office of Student Life no later than 5:00 p.m. on Friday, April 10, 2015.
- Candidate Orientation will be held Monday, April 13, 2015 at 4:00 p.m. in C-141.
- Campaigning will start on Tuesday, April 14 and run through the election deadline Wednesday, April 22 at midnight.
- Elections will be held on-line beginning Wednesday, April 15 and end on Wednesday, April 22 at midnight.
- Election Results will be announced Friday, April 24 at 12:30 p.m. in the Pit. Results will also be posted on the SGA website and Facebook page (EFC Student Life) immediately afterwards.
- All candidates are required to attend the Election Results/Oath of Office ceremony in the Pit on Friday, April 24. Please note: The candidate with the most votes for each position will be elected to serve in that position. The remaining candidates are automatically given the option of serving in SGA as a Senator. Should you choose to accept this position, you will be included in the Oath of Office Ceremony.
- Newly elected officers are also required to attend the last SGA Meeting held immediately following the Elections Results ceremony.
- An SGA Executive Board Orientation will be held before June 1 dependent upon the schedules of the new officers. Training sessions to occur in the summer months will be discussed among the group and mandatory dates will be selected.

Contact Information for SGA

The Office of Student Life is the official office for SGA business. SGA elected officials will have access to a campus phone, computer, printer, fax machine, and individual mailboxes to assist them in fulfilling their duties as SGA members. The Director of Student Life, Judy Schwartz, serves as the Advisor to the SGA.

Application, Campaigning and Election Process

1. Submit a completed application (Office of Student Life, C-141) along with a copy of your Advising Report and the SGA Nomination Form. Students wishing to be placed on the election ballot must be nominated by their peers. Applications will not be accepted without a Nomination Form. In addition, we require an electronic copy of your Candidate Information and a photo for posting on our website.
2. If you meet the eligibility requirements, you will be notified by e-mail, you will be allowed to campaign according to established campaign rules (see below), and your name will be placed on the official Election Ballot. Names will be listed in random order, not alphabetical.
3. Elections will be conducted on-line. All Eastfield students will be emailed a message with information on how to vote. There will also be a link to the ballot on the SGA webpage. Voting will require students to enter their Student ID number to cast their ballot. Votes cast with multiple identical ID numbers will be voided. Students voting with an incorrect Student ID number will be voided. The students with the highest number of votes cast for each position will be considered the winner.

Campaign Rules

1. Candidates will be allowed to campaign for their respective positions no earlier than 8:00 a.m. on Wednesday, April 14, and no later than midnight Tuesday, April 22.
2. Candidates are required to design their own flyers, table-tents, and handouts. The Office of Student Life will make 100 copies for each candidate free of charge. (Black ink on colored paper.)
3. Candidates agree not to spend or accept donations of cash or goods totaling more than \$25 for printing, publicity, novelties, etc. in order to maintain a fair/balanced campaign for all candidates. Keep receipts of purchases and or donations should you be asked to submit them.
4. Candidates are encouraged to run a positive, fair campaign.
6. Campaign materials deemed derogatory, vulgar or in poor taste will be removed. (Advisor's discretion)
7. Materials may not be taped to walls or bathroom stall doors. The Office of Student Life will designate specific areas for materials to be posted. Candidates found defacing campus property or posting materials in unauthorized places or in an unauthorized manner will be removed from the election ballot or disqualified.
8. Campaign suggestions:
 - a. Ask professors if you can make a short campaign presentation before or after class.
 - b. Select a friend to be your "campaign manager" to assist you in getting students to cast their vote for you.
 - c. Student Life will have tables in the Pit you can use for campaigning. Make a display board that can be left on the table during the campaign period.
 - d. Come up with a clever campaign slogan or logo that students can associate with your name.
9. Elections will be conducted via internet access. It is unethical to use another student's ID number to cast a vote. Ask your constituents to cast their votes using their own computers, laptops, iPhones, iPads or any campus computer. Do NOT allow students to vote on your personal devices.
10. As a candidate for election you are responsible for abiding by these rules, and you will be required to sign a statement on the application that states you have read and are familiar with these rules. Accusations of violations will be taken seriously. Candidates who violate campaign rules will have their names removed from the ballot or disqualified if elections are already in progress.

SGA Executive Board Candidate Nomination Form

Candidate's Name: _____

Position: _____

My signature below certifies that I am currently enrolled at Eastfield College and that I wish to nominate the above candidate for the SGA position indicated.

	NAME (print)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

(15 are all that is required. It is not necessary to add more.)

Candidate Information Form
(Submit electronically to 4StudentLife@dccd.edu along with a JPG Photo)

Name: _____

Position: _____

Write a brief statement that describes who you are, your leadership skills, why you are running for this position, and what you hope to accomplish by serving in this position. Please be mindful that what you type here will be placed on our website. Please review the content for clarity, proper grammar and punctuation.