



Student Government
Association

Executive Officer Application

2020-2021 Academic Year

SUBMISSION INSTRUCTIONS

- ✓ Completed application
- ✓ Essay Question
- ✓ Two (2) Letters of Recommendation /one must be from a faculty member

*Deadline for submission-

Friday, February 14, 2020 by 4:00 p.m.

Office of Student Engagement G Building RM 101 Student Center

Campaigning for office can begin

Monday, February 24, 2020.

Elections will be held via 24hr. Online Ballot Voting
Monday, March 9 through Friday, March 13 at 4:00 PM

www.atlantic.edu/sga

*All required items must be completed and submitted together by the deadline specified. Any missing items will void the application. There will be no exceptions.

Please review the following criteria carefully before completing the application.
All information will be reviewed and verified for strict compliance. Upon submission if any information is found not to meet the stated criteria, an email will be sent notifying the candidate eligibility was not met.

Qualifying Candidates for SGA Executive Office must meet the following criteria to apply for candidacy*

- ✓ 2.5 grade point average academically at time of application and for each semester they hold office
- ✓ No Judicial Misconduct record
- ✓ Term of office is a one-year appointment beginning the day after spring commencement
- ✓ No officer of the Executive Board shall be an officer of a Student Club*

Qualifications for Student Government Office

President- 24 credits completed and must be a full time student during his/her/their term.

Vice President - 24 credits completed and must be a full time student during his/her/their term.

Secretary- 1 semester completed (full-or part-time student) when he/she/they take office and knowledge of clerical skills is suggested.

Treasurer- 1 semester completed (full-or part-time student) when he/she/they take office, and knowledge of business skills is suggested.

Club Coordinator -24 credits completed (full-or part-time student) and good organizational skills are suggested.

Program Chair – 24 credits completed when he/she/they take office.

(2) Sophomore Senators- 24 credits completed (full-or part-time student).

****No exceptions will be made to the required criteria***

Executive Officer Responsibilities

President—Preside over all meetings of the Assembly and Executive Board and represent the SGA at official college ceremonies and other occasions where such representation is appropriate. Assume primary responsibility for fulfillment of the SGA's purpose and shall carry out all the normal duties in cooperation with the Assembly and the Executive Board. Supervise the administration of, and all the laws of, the SGA. Set up a minimum of one hour per week as a regularly scheduled office hour for appointments to see members of the student body.

Vice President—Act to fulfill any duties assigned by the President or the Senate and delegate duties as deemed necessary. Be the chairperson of the election committee; present plans to conduct the election to the Assembly for approval prior to initiation of said plans. Act as *Sergeant at Arms* at all meetings of the Assembly and Executive Board. Coordinate the preparation of the SGA Annual Report. Shall set up a minimum of one office hour per week.

Secretary—Keep accurate minutes of all meetings of the Executive Board and the Student Assembly. Maintain records of the Assembly and Executive Board membership. Conduct all correspondence on the behalf of SGA. Submit a copy of all minutes to the Executive Board, Assembly, and SGA Advisor prior to the next meeting.

Treasurer—Collect and review all club requests for funds; bring requests to the SGA Executive Board and Assembly meetings. Have the power to return an incomplete club request form to the submitting club without notification of the Executive Board. Must present all completed forms to the whole board. Make reports to the Assembly summarizing the spending of the SGA.

Club Coordinator—Keep a calendar of all clubs' activities. Visit clubs' meetings to verify that they are meeting at the scheduled time and place and are conducting business. Be responsible for overseeing and reporting to the Executive Board the progress of all Assembly clubs, functions, organizations and committees. Maintain all bulletin boards on campus and make sure they are kept up to date. Good organizational skills are suggested.

Program Chair—Develop a program agenda for the fall/spring semester, which must be approved by the Executive Board, by the end of the third week of classes. Set up various committees as needed to carry out the agenda. In conjunction with the Programming Committee, responsible for seeing that the agenda is carried out in a timely manner.

(2) Sophomore Senators—Set up one hour per week as a regularly scheduled office hour for appointments to see members of the Student Body. Be responsible for tracking issues that are brought to the senate body—these issues should be thought of as goals to reach, complete with expected completion date. Shall act as "Advertising Specialist", creating posters, flyers, brochures, and other distributive publications to the students of the campuses on SGA events. Ensure that all SGA events are advertised so that all students, faculty, and staff of Atlantic Cape Campuses and Extension Centers are aware.

The successful candidate will maintain a schedule that allows attendance at the following mandatory weekly meetings:

SGA Executive Board -- Wednesday 12:30pm

SGA Senate Assembly – Thursday 12:30pm

CANDIDATE APPLICATION

Name

First

Last

Student ID# _____ Major _____

Phone Number _____ Email Address _____

Student Government Officer Position are you applying for

Please list all leadership roles you have held as an Atlantic Cape Student

Title

Duties

I, _____, hereby agree to abide by all of
Print Name

the rules governing the election as set forth by the election committee of the Student Government Association. I understand that my candidacy may be declared null and void by the committee if I do not academically qualify and/or if I have violated any rule or regulation of the college or have not met the required criteria.

If I am elected, I hereby declare to faithfully serve the student body in the duties dictated by the Student Government Association Constitution and By-Laws for my position and to willfully remove myself from office if I become derelict in those duties. Otherwise, I will assume the responsibilities of my position for the **one year term.**

The Student Government Association Executive Board meets on [Wednesdays at 12:30 p.m.](#) in the SGA office in the Student Center at the Mays Landing Campus G111. The Senate Assembly meets on [Thursdays at 12:30 p.m.](#) in the SGA office in the Student Center at the Mays Landing Campus G111. **It is mandatory that you are present at each meeting.** Please make sure there is no conflict with class schedules. ***There are no exceptions.***

By signing below I agree I have read and agree with the criteria and duties as stated. I acknowledge that my GPA and student records will be verified.

Signature

Date

Essay Question

Please answer the following questions in essay format:

Typed

12 pt. font

Double-spaced

Approximately 250 words, not to exceed 1 (one) page

Atlantic Cape serves a diverse population of students that include; students from the workforce, Veterans, Differently Abled, and various cultures.

Define your leadership style.

How will you serve Atlantic Cape's diverse student population utilizing the leadership skills you have described?

Recommendation Letters

Two required/ one must be from a faculty member.

Please describe in your recommendation for the student applying for Student Government candidacy;

- Student's leadership qualities in and out of the classroom
- Why you believe this student would be an ideal Student Government Executive Officer