

# **Students must have a GPA of 2.5 and no Judicial Misconduct on their school record to apply and run for office.**

## **The President**

The President must have completed twenty-four credit hours and must be a full time student during his/her term.

The president shall preside over all meetings of the Assembly and Executive Board. He/she shall vote only in the event of a tie vote.

The president shall represent the SGA at official college ceremonies and other occasions where such representation is appropriate.

The president shall assume primary responsibility for fulfillment of the SGA's purpose and shall carry out all the normal duties to the end, in cooperation with the Assembly and the Executive Board.

The president shall also appoint students to vacant Executive Board positions, unless there is an upcoming election, at which time the vacancy will be filled by election. The President may also appoint students to assist Executive Board members as necessary. All appointments must be confirmed with a two-thirds majority of the Assembly.

The president must supervise the administration of, and all the laws of, the Student Government Association.

The president shall issue each Executive Board Officer and member of the Assembly a copy of the constitution.

The president shall 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**

The Vice President must have successfully completed 24 credit hours and must be a full-time student during his/her term.

In the absence of the President, the Vice President shall carry out the duties of the President and assume all powers and responsibility of the President, together with his/her normal duties, except as otherwise provided. The Vice-President shall act to fulfill any duties assigned to him or her by the President or the Senate and delegate his or her duties as deemed necessary. The Vice President shall be the chairperson of the election committee. He/she shall present plans to conduct the election to the Assembly for approval prior to initiation of said plans. The Vice President shall also act as Sergeant-at-Arms at all meetings of the Assembly and Executive Board.

The Vice-President shall coordinate the preparation of the SGA Annual Report and set up a minimum of one office hour per week.

## **Secretary**

The Secretary must have completed one semester when he/she takes office, and knowledge of clerical skills is suggested.

The Secretary shall keep accurate minutes of all meetings of the Executive Board and the Student Assembly. The Secretary shall maintain records of the Assembly and Executive Board membership. The Secretary shall conduct all correspondence on the behalf of SGA.

The Secretary must submit a copy of all minutes to the Executive Board, Assembly and Assistant Director of Student Development prior to the next meeting.

## **Club Coordinator**

Must have completed 24 credit hours

The Club Coordinator shall be elected to the Assembly by General Election. The Club Coordinator shall keep a calendar of all club's activities. The Club Coordinator will visit the clubs' meetings to verify that they are meeting at the scheduled time and place and are conducting business. The Club Coordinator is responsible for overseeing and reporting to the Executive Board the progress of all Assembly clubs, functions, organizations and committees. The Club Coordinator will maintain all bulletin boards on campus and make sure they are kept up to date. The club coordinator, as the mediator between the SGA Board and all active clubs, shall facilitate all required information to clubs such as the Constitution, Bylaws, and forms.

## **Programming Chairperson**

No credit requirement.

The Programming Chairperson shall be elected by general election. The Programming Chairperson shall 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.

The Programming Chairperson shall set up various committees as needed to carry out the programming agenda. The Programming Chairperson, in conjunction with the Programming Committee, is responsible for seeing that the programming agenda is carried out in a timely manner. The Programming Chairperson shall attend all meetings of the SGA Executive Board and Assembly.

## **Sophomore Senators (2 openings)**

The Sophomore Senators must have completed 24 credit hours at the time of taking office.

The Sophomore Senators shall be responsible for Issue Tracking. Issues that are brought to the senate body or the SGA are to be put on the tracking board in the SGA Office. These issues should be thought of as goals, complete with an expected completion date. Once the issue has been resolved, it is taken off the tracking board. The Sophomore Senator shall act as "Advertising Specialist." The duties of this position shall include:

creating posters, flyers, brochures, and other distributive publications to the students of the campuses on SGA events.

The senator shall ensure that all SGA events are advertised and distributed to all Campus locations of Atlantic Cape Community College to ensure that all students, faculty and staff are aware of SGA events. Senators must set up one hour per week as a regularly scheduled office hour for appointments to meet with members of the Student Body.

## **Treasurer**

The Treasurer must have completed one semester hours when he/she takes office, and knowledge of business skills is suggested.

The Treasurer will collect and review all club requests for funds.

The Treasurer will bring all reviewed club request forms to the SGA Executive Board and Assembly meetings.

The Treasurer has the power to return an incomplete club request form to the submitting club without notification of the Executive Board. All completed forms must be presented to the whole board. At the same time that completed forms are presented, a list of incomplete forms shall be presented stating their disposition.

The Treasurer shall make a report to the Assembly summarizing the spending of the SGA. This report shall be made at the second Assembly meeting of the month.