



# TMCC

**Truckee Meadows  
Community College**

**Student Government Association (SGA)**

## **2011-2012 Election Application Packet**

**(SGA) Student Government**

Truckee Meadows Community College

7000 Dandini Blvd., RDMT 122

URL: <http://www.tmcc.edu/sga/>

E-mail: [sga@tmcc.edu](mailto:sga@tmcc.edu)

For more information please contact:

Fini Dobyms

SGA Advisor

673-8298

[fdobyms@tmcc.edu](mailto:fdobyms@tmcc.edu)

Enclosed in this packet you will find information that is vital to running for elected office. Please read it carefully as you will be held responsible for information contained within. Also remember that as a candidate you are responsible for the actions of anyone campaigning on your behalf, so make sure that all of your campaign staff is familiar with this information. If you have any questions regarding this material, please ask before campaigning begins. During the entire elections process, the SGA Advisor, Fini Dobyns, should remain your source for clarification of questions, issues, etc.

Please note all applications must be completed and submitted by 5 p.m. on February 25, 2011. Applications will be accepted Monday – Friday 8 a.m. – 5 p.m. in the SGA (RDMT 122). Please make copies of all paperwork submitted for your records. Enclosed you will find the following:

- SGA General Information
- Important Dates
- Election application
- Roles & Responsibilities of Elected Officers

## SGA General Information

SGA Student Government elected officials must be committed to working for all TMCC students. Obviously, you will have to devote a great deal of time to the task ahead. The hours outlined below include: office hours, committee assignments, special events, and other activities that are assigned by other SGA elected officials and the SGA Advisor. Along with the necessary time commitments, SGA members need to be motivated toward improving campus life for all students. The campus community looks to the SGA officials for guidance and expects the SGA elected officials to be dynamic student leaders who are willing to act with integrity, honesty and to lead by example. Once elected to office, you need to be prepared to jump right in and get started in your new role as a student leader. If elected, student government officers need to provide documents for student employment.

## Eligibility for Candidacy

Candidates seeking to be elected for student government **executive officers** must meet the following criteria:

- Must have completed a minimum of six (6) credits at TMCC and will have been enrolled at TMCC the academic semester prior to the election
- Must be taking a minimum of six (6) credit hours
- Must have a minimum cumulative grade point average of at least 2.25

Candidates seeking to be elected for student government **senator** must meet the following criteria:

- Must be currently enrolled at TMCC
- Must be taking a minimum of six (6) credit hours
- Must have a minimum cumulative grade point average of at least 2.0

**Please read the SGA Constitution.** These documents can be found at <http://www.tmcc.edu/sga/downloads/documents/general/STGAConstitution.pdf>. A brief description of the roles and responsibilities of each office can be found at the end of this application packet.

## Important Dates

Feb. 25 at 5 p.m.—Filing deadline for candidates. No late applications will be accepted.

March 7 by 5 p.m.—Candidates will be informed of their filing status by the SGA Advisor.

March 21-April 15—Campaigning period. Campaigning will be allowed to be conducted on election days.

March 19 at 5 p.m.—Last day to withdraw from the election by signing a withdrawal statement listed on the election application.

April 15—All campaign materials need to be removed from campuses by 8 p.m.

April 11 (8 a.m.) through April 15 (8 p.m.)—Elections will take place online. Polling stations will be available at all TMCC campuses.

May 5 or May 12 (date, time and location TBD)—Installation Ceremony- The SGA will meet for an installation ceremony. At this ceremony the official oath of office will be taken by the newly elected members to their positions. Be ready to assume all responsibilities and leadership of SGA at this time!

April 27 through May 10—Leadership training. Exact dates and times will be determined after the elections.

May 11—First General Assembly Meeting conducted by new officers. General Assembly meetings will take place on Wednesday afternoons, 3:30 – 5:30 p.m. in RDMT 122.

June 16–17—Board of Regents meeting at UNR

Summer Training—The SGA Executive Officers and the SGA Advisor will develop the agendas for these meetings and correspond regularly with other members of student government so that all members can plan their schedules accordingly.

## SGA Student Government Election Rules

### Filing

1. In order to run for an SGA office, you must file an official application for that office. Filing states that you agree to have your name appear on the ballot. In order to file, you need to fill out the attached application and return it to the Office of Student Activities and Leadership (RDMT 122) no later than February 25 at 5 p.m. Late applications will not be accepted.
2. If, after filing the application, you decide not to run for the office, you must officially withdraw from the election by signing a withdrawal statement. Withdrawals must occur prior to March 19 at 5 p.m. in order to have your name removed from the official ballot.

### Campaigning

1. The campaigning period begins on Monday, March 21 and lasts until Friday, April 15.
2. Campaigning can be conducted on election days.
3. All candidates must comply with campus policies and procedures to post or distribute literature on campus. If you wish to post fliers, you must have them approved through the Information Desk (RDMT 315). A candidate may only place one flier (up to 11 x 17 inches) per bulletin board.

NOTE: Bulletin boards marked “departmental use only” may not be used for campaign postings. Campaign materials may not be placed on walls, windows or in the art galleries. All campaign materials require a visible phone number. You may use the SGA Advisor’s phone number 775-673-8298. All campaign literature must be in support of an individual candidate. Negative campaigning is not allowed. Ticketing (running as a team) is not allowed.

4. It is the policy of the SGA to discourage expensive and elaborate campaigns. A maximum of \$200.00 may be expended for a campaign for any office during the election. This \$200 includes personal expenditures as well as the acceptance of any services or materials in support of the candidate in question. Please keep copies of all receipts for campaign materials.

Effective campaigning means getting your name out in public.

- a. **Fliers (up to 11x17 inches):** Fliers can be very effective in getting your ideas across to the student body. Most students will not vote for a candidate that they know nothing about. Fliers should provide more detailed information than posters, but still be readable. Keep it simple.

- b. **Personal Contact:** Most important – Don't be shy! Introduce yourself to people between classes. Handing them your flier is a good icebreaker. Some of your instructors may allow you to briefly speak to the class about your candidacy (be prepared).
5. Candidates must remove all campaign materials by **April 18 at 8 p.m.**

## Polling

The 2011 Election will be conducted on all campuses beginning at 8 a.m. on April 11 until 8 p.m. on April 15. While actual polling will be available through the SGA Web site, <http://sga.tmcc.edu>, throughout the election period, computers will be available at all TMCC sites to assist students in navigating the election process.

## Roles & Responsibilities of Executive Officers:

All members of the Executive Officers shall equally share in the administrative authority and responsibilities:

- Attend all regularly scheduled meetings of the Executive Officers and the student government
- Equal participation in creating the agendas for all Executive Officers and student government meetings
- Equal participation in the drafting of the annual student government budget
- Post and maintain required office hours per week
- Attend and assist in the planning, implementation and evaluation of all student government sponsored events
- Vote in all decisions presented to the student government, or abstain from the vote in the event of a conflict of interest
- Additional tasks and special assignments as requested by the Executive Officers
- Support other student government committees as directed by the Executive Officers

In addition to these responsibilities, each member of the Executive Officers has additional specific duties listed below:

### President

- Represent the student government in the college community and the community-at-large
- Attend of the Board of Regents meetings
- Meet regularly with the President of the College
- Attend Faculty Senate meetings and report activities of student government
- Serve as presiding member at all regular and emergency sessions of the Executive Officers and the student government
- Serve as chairperson of the student government constitution and bylaws committee

### Secretary

- Preside over Executive Officers and student government meetings in the absence of the board chairperson
- Represent the TMCC student body by regularly attending the campus curriculum committee
- Prepare and post agendas and minutes for all Executive Officers and student government meetings in compliance with the requirements of the Nevada Open Meeting laws
- Serve as chairperson of the activities and community services committee

### Treasurer

- Represent the TMCC student body by regularly attending the Academic Affairs committee meetings
- Maintain accurate and readily accessible budget records and engage in fiscally responsible budget management procedures
- Provide monthly written and oral line-item reports to the student government
- Provide annual expenditure reports of the student government to the student body
- Serve as chairperson of the finance and appropriations committee

## Vice President

- Represent the TMCC student body by regularly attending meetings of the Library Committee
- Maintain the roster and membership files of the student government
- Serve as administrative liaison to student clubs and organizations
- Maintain adequate records of all events and activities presented by the recognized student clubs and organizations
- Serve as chairperson of the elections and recruitment committee

## Time Commitment

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A minimum of fifteen office hours per week (including but not limited to):

- Front receptionist desk
- Attendance and active participation in standing student government committee meetings and activities
- Representing the student government at other college meetings
- Monthly meetings with the student government advisor

## Compensation

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\$500 at the end of each month, for 8 months (September-December) and (February-May)

Failure to satisfactorily perform all duties associated with board of director membership, as determined by the Executive Officers and the SGA advisor, shall result in a reduction in pay, or a complete withholding of pay until the member resumes satisfactory position performance.

## Roles & Responsibilities of Senators:

The elected/appointed senators of the student government senate shall be accountable for participation in the following position-related responsibilities:

- Attend all regularly scheduled meetings of the student government
- Post and maintain required office hours per week
- Actively participate in the projects and proceedings of at least two (2) student government standing committees per semester
- Attend and assist in the planning, implementation and evaluation of all student government sponsored events
- Vote in all decisions presented to the student government, or abstain from the vote in the event of a conflict of interest
- Additional tasks and special assignments as requested by the Executive Officers
- Request agenda items for student government meetings, providing these requests are channeled through the Executive Officers

## Time Commitment

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A minimum of eight office hours per week (including but not limited to):

- Front receptionist desk
- Attendance and active participation in standing student government committee meetings and activities
- Post student government notices and maintain the bulletin boards, soliciting student opinions and concerns, marketing, advertisement and endorsement of all student government activities

## Compensation

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\$187.50 at the end of each month, for 8 months (September-December) and (February–May)

Failure to satisfactorily perform all duties associated with Senator membership, as determined by the Executive Officers and the SGA advisor, shall result in a reduction in pay, or a complete withholding of pay until the member resumes satisfactory position performance.

