TMCC

Truckee Meadows Community College

Student Government Association (SGA)

2011-2012
Special 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

For more information please contact:

Fini Dobyns
SGA Advisor
673-8298
fdobyns@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 5:00 p.m. on October 18, 2011. Applications will be accepted Monday-Friday 8:00-5:00 pm 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

October 18 at 5:00 pm-Filing deadline for candidates. No late applications will be accepted.

October 20 by 5:00 pm-Candidates will be informed of their filing status by the SGA Advisor.

October 26 – Candidate Interviews

November 2 at 3:30 pm (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!

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/website. 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 October 18th at 5:00 pm**. **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 **October 21st by 5:00 p.m.** in order to have your name removed for consideration for the senator position.

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

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

$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.

TMCC
Truckee Meadows Community College

Student Government Association (SGA)
Candidacy Application
(Please type or write legibly)

Name: _____
(Please print or type name as you want it to appear on the ballot)

TMCC Student ID Number: _____

E-mail Address: _____

Mailing Address: _____

Home Phone: _____ Other Contact Phone: _____

I hereby file this petition to run for the following Student Government office:

____ **Senator**

Please type your response to the following question and attach it to the application. The information provided by the candidate will be published during the campaign.

Why are you running for a Student Government office? (No more than 500 words.)

I, the undersigned student at the Truckee Meadows Community College, have read the 2011 SGA Elections Packet and understand the duties and responsibilities as a candidate. Further, if there is a violation of any matter pertaining to the elections I understand the repercussion of those actions will subject me to TMCC Constitution/TMCC Student Code of Conduct regulations.
I, the undersigned student at the Truckee Meadows Community College, desiring to be a candidate for TMCC elective office named above, do hereby certify the above and foregoing information, to my knowledge to be true and correct.

I, the undersigned student at the Truckee Meadows Community College also authorize and consent to the release by the admissions office of my current cumulative TMCC GPA, class status, and total number of TMCC credit hours for the purpose of determining my qualification for SGA office.

_____ _____
Signature of Student ***Date***

Request to Withdraw Petition *(must be completed by October 21st by 5:00 pm)*

I request to withdraw my petition to run for a SGA Student Government Office.

_____ _____
Candidate's Signature ***Date***

*Please submit your applications by October 18th at 5:00 pm to the Student Government Association Office in RDMT 122. Late applications will **not** be accepted.*

For Official Use Only
(Candidates please do not write in this box)

Previous Semester GPA: _____ Semester Credits: _____ Cumulative GPA: _____

□ Candidate Approved □ Candidate Denied

_____ _____
SGA Advisor Signature **Date**