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**SGA EXEC APPLICATION**

***Candidacy Statement***

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*name and pronouns*), candidate for the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*prospective position title*), have read and agree to follow the SGA election code found in the SGA Constitution.

 **Candidate Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **23-24 Residence: \_\_\_\_\_\_\_\_\_\_\_**

*REQUIREMENTS FOR CANDIDACY:*

1. *Candidacy Application (signature from candidate)*
2. *250-word platform statement*
3. *Petition pages signed by 50 SMCM students*
4. *Emailed headshot to sga@smcm.edu*

*Dear Candidate:*

Thank you for your interest in running for an SGA office. This guide summarizes the positions available, as well as the SGA election code. This information will be useful during your campaign.

Your candidacy statement (above section), headshot for the SGA website, and 250-word platform must be sent, via e-mail, to Parliamentarian Christenseni [he/him] (htchristensen@smcm.edu) and President Emily Rudo [she/her] (sga@smcm.edu) **by 11:59 pm on March 20th**.

Your petition with fifty (50) signatures of full-time students can be turned in to the folder sitting on the package center counter during their hours and/or by scanning it and emailing it to sga@smcm.edu. This must also be completed **by 11:59 pm on March 20th**.

**The election polls will launch at 8am on March 24th and run until noon on March 28th**. The official results of the election will be announced once all successful candidates have accepted their positions.

*Signed,*

*SMCM SGA*

***LIST OF OPEN POSITIONS and ELIGIBILITY/GUIDELINES***

*A detailed description of the duties and responsibilities of each position can be found in the SGA Constitution. You can also find more information about each position at* [*smcmsga.com/join*](http://smcmsga.com/join)*. If you have any questions, email Hudson Christensen [he/him] (**htchristensen@smcm.edu**) and or* *sga@smcm.edu**.*

**Open Exec Positions**

* SGA President and Vice President (run together, as a pair)
* SGA Treasurer

**Presidential Candidates:** Presidential candidates must have achieved junior or senior class

standing by the semester they assume office. The individual must have attended St. Mary's

College for at least two semesters prior to the semester they assume office. The candidate

must publicize the candidates for the positions of Vice‐President who will be part of the

Presidential election ticket when petitions are due. All Vice‐Presidential candidates must have

achieved junior or senior class standing by the semester they assume office.

**Treasurer Candidates:** A candidate for the Office of Treasurer must have

achieved sophomore, junior, or senior class standing by the semester they assume office.

The individual must have attended St. Mary's College for at least two semesters prior to the

semester that they assume office.

**Eligibility for Candidacy:**

* Every prospective SGA Exec candidate must submit a petition bearing 50 signatures of full-time students to the Elections Committee.
* Every SGA Exec candidate must submit a signed statement declaring knowledge of and agreement with the election code and campaign rules.
* Every prospective candidate shall be in good academic standing as defined by the Office of the Registrar.
* All SGA Exec candidates are required to submit a 250-word statement of their platform with their petition.
* All SGA Exec candidates are asked to submit a headshot for use during advertising of the elections. This headshot should be emailed to sga@smcm.edu.
* All SGA Exec candidates must be available to present their platform statement to the SGA Senate during their meeting on March 21st at 8:00pm in the Glendenning Annex (or make arrangements to zoom in / send a video; email sga@smcm.edu).

**Privileges and Responsibilities of Candidates During Elections:**

* Every official SGA candidate may have 25 SGA funded flyers processed through the SGA office.
* Posters of official and write-in candidates are not allowed within the area of balloting (Campus Center).
* Campaign posters should be removed by the candidate within 24 hours of the close of polls
* Any campaign conduct that goes against the St. Mary’s Way may result in being removed from the ballot. Treat your competitors with respect.

***PLEASE DO NOT USE INSIDE SMCM TO ADVERTISE YOUR CANDIDACY OR YOU WILL BE DISQUALIFIED FROM RUNNING FOR THE POSITION.***

***RESPONSIBILITIES OF THE PRESIDENT***

The Student Body President is the most involved role within SGA. Students who apply for this position need to take it seriously and be able to assume the responsibility of being the voice for the entire student body. The SGA President is responsible for…

● Chairing the Executive Board and meeting with the Dean: Aside from attending the weekly SGA meetings, the SGA President is responsible for holding an SGA Executive Board meeting once a week (generally a Saturday or Sunday) and meeting with the Dean of Students once a week after each Executive Board meeting (generally a Monday). During Executive Board meetings, the SGA President must facilitate discussion to make sure plans for the upcoming SGA meetings are sorted out and all projects the SGA is currently working on are making progress.

● Reporting Regularly to the SGA: The SGA President may have a variety of initiatives they are working on all at once. Every week, the SGA President should have a brief report to give the Senate that details any progress made on SGA initiatives, information from meetings with various departments on campus, and anything else that is pertinent to the student body.

● Engaging the Student Body: The SGA President should make an effort to regularly attend events hosted on campus and show their support for various SGA sponsored clubs. The President should also be communicative with the student body and be their #1 resource for information and questions/concerns. If someone asks a question of the Student Body President that they don’t know the answer to, it should become their mission to find an answer for the student with a question.

● Communicating With Administration: The Student Body President should keep a consistent line of communication with the Dean of Students via weekly meetings. The President should also attempt to meet with the President of the College at least once a month to discuss SGA proceedings and general student body concerns. It is also important for the SGA President to make themselves known to departments such as the IDEAA Office, Title IX, Wellness Center, Great Room, Admissions, and Alumni Council.

● Serving as the Face of the Student Body: The Student Body President is the #1 representative of the entire student body at SMCM. As a result, they will often be called upon to be present or give speeches at college events such as Opening Convocation for the first year class, open houses, Admitted Student Day, and more. The SGA President should put forth their best effort to attend all of these events.

***RESPONSIBILITIES OF VICE PRESIDENT***

The Student Body Vice President is responsible for primarily chairing the Senate and being an added point contact for the SGA Senate. They also act as the SGA representative in the absence of the President. As Vice President, you are responsible for, but not limited to, the following:

●Chairing the Senate: The Vice President runs the weekly meetings and ensures the decorum of the Senate. They are the tie-breaking vote if needed.

● Reporting to the Faculty Senate: As Vice President, you have the additional responsibility of being the Student Representative on the Faculty Senate. You give a student perspective on whatever issue the Faculty Senate is discussing. You are the line of communication between the students and the Faculty

● Working with the Exec Board: In collaboration with the Senate Leader, you create and organize the weekly agenda. You are also an additional helping hand for all the exec officers when needed.

***RESPONSIBILITIES OF TREASURER***

The SGA Treasurer is a very important role within the SGA, providing assistance to Senators, students, and clubs for all matters related to the financial side of the SGA. The Treasurer also oversees all SGA spending and must work to ensure it is as clear and transparent as possible. This position requires a large amount of involvement and commitment, and applicants must be comfortable responding to emails quickly and talking to many different people. The SGA Treasurer is responsible for…

● Chairing the Finance Board: The Finance Board is a group of Senators and students who help the Treasurer with their responsibilities. This includes helping clubs with funding and tracking SGA spending. The most important role of the Finance Board is to help the Treasurer make decisions about funding legislation and club funding.

● Reporting to the Staff Senate: The Treasurer must attend Staff Senate meetings once a month. They must be prepared to answer any questions the Staff Senate has for them, as well as ask questions about things relevant to the SGA.

● Maintaining SGA Finances: The Treasurer must work with the Dean of Students and the Office of Student Activities to ensure that the SGA has the proper funding and that all SGA spending is tracked and recorded.

● Working with Clubs and Organizations: The Treasurer must maintain constant communication with clubs and SGA organizations. This includes answering questions, helping clubs organize finances, and keeping clubs up to date about important events and funding opportunities.

● Writing the SGA Budget: The Treasurer is responsible for the creation of the new SGA budget for the upcoming fiscal year, examining all SGA spending and allocating funding to all clubs and organizations. The Treasurer will work closely throughout this process with the Finance Board, Dean of Students, and Treasurer-Elect.

**Petition**

Prospective SGA candidates must submit a petition with fifty (50) signatures of full-time students. This petition can be submitted via a scan emailed to sga@smcm.edu or by placing the petition in the folder marked “SGA Applications” that sits outside of the package center (email htchristnesen@smcm.edu to let them know if you drop off a hard copy).

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