

SUNY SCHENECTADY SGA Election Packet for Candidates

The Student Government Association (SGA) is the “voice of the students.” Through SGA projects, real change and improvement can occur on campus. This does not happen without your involvement! The Senate fulfills the legislative functions of SGA, and includes the President, Vice President, Treasurer, Secretary, eleven Senators and one Student Trustee. Each week the Senate meets to review and vote on major resolutions concerning the students’ general welfare.

Candidate Qualifications (required):

1. Candidate must be currently enrolled at SUNY Schenectady as a full or part time student AND must have paid the SUNY Schenectady Student Activity Fee.
2. Candidates who already have earned college credits from SUNY Schenectady must have **at least a 2.25 cumulative grade point average at the start of this fall 2020 semester.**
3. Candidate must complete and submit a **Statement of Intent**. Please prepare a professional statement, write neatly, and reflect your vision. Your Statement of Intent will appear on the Election Ballot.

All Statement of Intent Forms must be submitted to the Office of Student Affairs studentaffairs@sunysccc.edu no later than October 12, 2020.

A review of all applications will be conducted, students meeting the qualifications will be reflected on the Election Ballot. Student Government Association Elections will be held shortly afterward.

IMPORTANT CAMPAIGN INFORMATION

Campaigning: We encourage all candidates to actively campaign.

- Host a town hall meeting and discuss important and relevant topics.
- Create a Campaign Video that highlights your platform.
- Mobilize voters and host a virtual campaign rally.
- Participate in a meet the candidate’s forum.
- Utilize social media to share your message.

Elections: **Will be in late October.** All full-time and any part-time students who paid the Student Activity Fee will be eligible to vote.

Paperwork: Statement of Intent is available online at the [Student Government Association website](#).

Due Date: **No later than October 12, 2020.** Return Statement of Intent to the Office of Student Affairs at studentaffairs@sunysccc.edu

Further Information: Visit the Student Government Association Office located in Elston Hall, Room 221, stop by the Office of Student Affairs located in Elston Hall, Room 222 or email Student Activities Advisor Ben DeAngelis, deangebj@sunysccc.edu

Membership in the Student Government Association is granted to all full/part time students that pay the Student Activity Fee.

Student Leaders power the Student Government Association. A team of dynamic, committed and responsible students that fulfill the mission and purpose of the Student Government Association govern the SGA. Student Leaders are given opportunities to develop leadership skills, network with local community leaders, elected officials and business professionals, engage and participate in a democratic assembly, and advance their professional development through the service of others.

The SGA Constitution outlines the fundamental principles that govern the Student Government Association and recognized committees, clubs, and organizations. Furthermore, the SGA Constitution defines the roles and responsibilities of all elected leaders, outlines and explains organizational structure, and establishes procedures that balance power and ensures the rights and opinions of all SGA members.

The Student Senate is a deliberative assembly, comprising of members who use parliamentary procedure to make decisions. Elected Senators and Officers share power and responsibility, maintain an environment of collective responsibility, and shared governance. The mission and purpose of the Student Senate is *“To act for and in behalf of the student body in promoting and supporting all activities that enhance the purpose of the Student Government Association.”* The Constitution grants the Student Senate with the power to govern the Student Government Association, discuss, review, amend, approve, or reject sponsored legislation, recognize and oversee all organizations of the Association, receive and allocate the Student Activity Fee, and provide for the general welfare of all SGA members.

Senators serve as elected student representatives to SGA Senate. Freshmen and Senior Senators are elected annually by the members of the Student Government Association. The primary role of a Senator is to represent their constituents by sponsoring legislation, reviewing major resolutions, and voting to pass or reject proposed resolutions. Senators also serve as active members on at least two SGA Committees, hold weekly office hours at the Student Government Association Desk, attend all SGA meetings and Events, and approach all duties and responsibilities with high standards of professionalism.

To serve as a Senator, a student must be in good standing at the institution and have a minimum GPA of a 2.25.

Executive Officers provide leadership and structure to the Student Senate. The Constitution outlines specific constitutional responsibilities that help maintain a structure that embodies the values and principles outlined in the Student Government Association Constitution. As an Executive Board, the SGA Officers collaborate with the SGA Senate to build a shared vision for the SGA, plan and execute an annual legislative agenda, facilitate active student engagement, maintain a culture of transparency and accountability, and hold regular Executive Board meetings to assess SGA progress and set short-term goals.

The President shall execute and enforce the provisions of the Constitution. The President shall call and preside over all meetings of the Association and the Student Senate. He/she shall vote on senate legislation only in the event of a tie vote. He/she shall appoint all necessary committee chairpersons and shall receive the reports of all subsidiary organizations. The President shall serve as the official representative of the Association and the Student Senate to the duly constituted authorities of the College and to the community.

The Vice President shall perform all duties of the President in his/her absence. The Vice President shall also be responsible for presenting to the Senate all charters and materials relevant to chartering school clubs and activities. The Vice President shall make every effort to see that scheduled events of school clubs and organizations do not have conflicting dates and times and shall make public a calendar of upcoming events. The

Vice President shall also initiate with the Treasurer the coordination of all club and organization activities. The implementation of programs desired to develop civic responsibility shall also be directed through this office.

The Treasurer shall receive and dispense funds as directed by the Senate. He/she shall also be responsible for keeping accurate accounts of all revenue and expenditures of student activity fees and he/she shall insure that files and books concerning fiscal matters of the Student Government Association are kept current. He/she shall also insure enforcement of fiscal policy as required through finance rules and regulations. The Treasurer shall submit financial reports at least twice yearly as directed by the Student Senate and be the chairperson of the Budget and Finance Committee of the Senate. In addition, implementation and enforcement of direct communication with clubs and organizations shall be the duties of this office.

The Student Trustee will serve as liaison between the Senate and the Board of Trustees. Unless elected as a senator, the Student Trustee is a non-voting member of the Senate. His/her term of office is held from July 1 - June 30. The Student Trustee is requested to attend all Senate meetings and to communicate the actions of the Board of Trustees' to the Senate. Unlike the other SGA positions, the Student Trustee is elected by a vote of all full- and part-time SUNY Schenectady students.

Tips for Success!

Lead by example! Leadership is found at all levels of the SGA and is earned by students who demonstrate a commitment to making a difference, identifying solutions and getting things done. Leaders are identified by their work ethic, courage, and their dedication to advancing a shared vision of success.

Engage and Prepare! Student Senators and SGA Officers are elected by and responsible to their constituents. To fully represent their constituent's, senators must serve on at least 2 -3 committees, hold at least one office hour per week and provide regular updates to their constituents, review all meeting minutes for accuracy, keep up to date with current issues, and review all published meeting agendas.

Attend all meetings! Remember, good attendance gives your constituents proper representation and develops a sense of unity on the senate. Excessive unexcused absences have individual consequences and infers with the overall success of the Student Senate.

Respond and Communicate! All officers and Senators should check their SUNY Schenectady email daily for minutes, agenda, letters/memos and special announcements and respond accordingly. Failure to communicate can result in confusion, discord and poor performance.

Network and learn! Attend SGA Sponsored Leadership Training Workshop and build a strong network of support. The average CEO has at least 10 professional advisors and belongs to multiple professional organizations. Invest time and build professional relationships with the SGA Advisors, retired SGA Leaders, members of the SUNY Schenectady community, and local community.

Election Procedures

Elections are held online. The SGA Election Board plans, promotes, and monitors the election and reports the official results to the Student Senate. The Student Senate reviews the preliminary results, certifies the election, and publishes the official results. To be elected, candidates must receive a majority vote.