

SGA TREASURER

- The Treasurer shall keep accurate records of all financial transactions enacted by the Student Senate.
- The Treasurer may be called on to make a financial report at Student Senate meetings.
- The Treasurer shall work with the other SGA officers to present a budget during his/her term.
- The Treasurer may not authorize or distribute SGA funds without the approval of the SGA President, SGA Advisor and the Dean of Students.
- The Treasurer must report on the SGA budget once per semester at a Student Senate session.
- The Treasurer shall attend all Student Senate meetings with voice privileges, but no voting privileges.
- The Treasurer shall be available in the SGA office one (1) hour per week during normal school terms.

SGA SECRETARY

- The Secretary shall keep accurate records of all SGA meetings and handle all SGA correspondence.
- The Secretary shall assume any other duties delegated to him/her by the President of the SGA.
- The Secretary shall track attendance for and keep minutes of all Senate meetings.
- The Secretary shall keep the Student Body informed of the actions and activities of the SGA.
- The Secretary shall attend all Student Senate meetings with voice privileges, but no voting privileges.
- The Secretary shall deliver, upon request, a true and accurate copy of the Constitution of the SGA to any member of the Student Body.
- The Secretary shall be available in the SGA office one (1) hour per week during normal school terms.

SAC PRESIDENT

- The Student Activities Council President shall preside over SAC meetings and serve as the primary liaison between SAC and the SGA Executive Council.
- The SAC President shall not hold an SGA Class Office during his/her term as SAC President.
- At the time of his/her election, the SAC President must currently serve on SAC and have served for three consecutive semesters.
- The SAC President shall attend all Student Senate meetings without voting privileges. He/she has voice privileges concerning SAC matters but can not speak for or against legislation.
- The SAC President shall fulfill all other obligations as outlined in the SAC Constitution and/or Bylaws.

APPOINTED POSITIONS

At his/her discretion, the SGA President appoints the Attorney General, Ambassador and Chief of Staff. Several other appointed positions such as PR Coordinator, Freshman Council Advisors and faculty/staff committee representatives are also made annually. Contact the SGA President if you would like to be considered.

All appointed officers must be actively involved in the SGA, attend all Senate meetings and other SGA events.

QUESTIONS?

If you have any questions about SGA elections or the offices and their respective responsibilities, please know that we are always ready and willing to help. For more information, please contact:

- Zach Pearson, Attorney General, 970.629.0231, s1066393@my.uu.edu
- Jason Castles, SGA Advisor, x5094, jcastles@uu.edu

Student Government Association

Executive

Officer

Campaign

Guidelines



THE PETITION

In order to run for office, you must turn in a completed petition. If you are running for an executive office, you must have 50 signatures from the student body. At least 10 of these signatures must be those of current SAC members if you are running for SAC President. Your petition must be turned in to Jason Castles, Director of Student Leadership Development, by the date indicated on the form or you will not be allowed to run for office. Please note that you must have a 2.5 GPA to be eligible to run, and you must maintain at least a 2.5 GPA throughout your tenure. Students currently on university or residence life probation may not serve in any student leadership position. An Executive office candidate may not be a first-year student during the term in which he or she would hold office. An SGA Executive office candidate must have student government experience while a student at Union in either a class office or class council position. The candidate must have participated in one full semester of SGA leadership, which may include the semester in which the candidate campaigns for office.

THE CAMPAIGN

During this week, you must convince your peers that you are indeed the best candidate for the job! However, disrespect to the other candidates is NOT tolerated. You must focus on your individual qualities and uncover how you will represent your classmates with excellence. Be creative—use flyers, banners, signs—but whatever you choose to do must follow these guidelines (campaigning officially begins on **Sunday, November 15**):

- All signs must be approved by the Dean of Students.
- Signs may NOT be placed on wooden or painted surfaces, or on glass doors if they in any way obstruct visibility.
- Signs in hallways (not on walls) must be 7' off the ground. Signs also must be 2' away from sprinklers and smoke detectors and 3' away from heaters.
- You may NOT paint, draw or write on walls or other permanent surfaces. Sidewalk chalk is NOT permitted.
- All signs and campaign paraphernalia must be removed at the conclusion of the campaign.
- The campaign week officially ends at the conclusion of voting on **Friday, November 20**.

THE SPEECH

During Senate on **Wednesday, November 18**, you will give a 3-minute speech to your peers explaining why you should be elected. Effective speeches include leadership style and past leadership positions that have prepared you for office.

Disrespect to other candidates is not tolerated and will result in the candidate being asked to step down from the podium, concluding his or her speech. Please contact the Attorney General or Advisor of the SGA if you have further questions about the content of your election speech.

THE ELECTION

On the two days following the Senate in which office candidates speak, students will vote during the lunchtime hours. Be sure to encourage everyone to vote!

THE AFTERMATH

The results of the election will be posted on the door of the SGA office after the Attorney General's committee has counted all of the votes. Be sure to stop by the office that afternoon to see if you are the winner!

SO WHAT ARE MY OPTIONS? WHAT ARE EACH OFFICE'S RESPONSIBILITIES?

SGA PRESIDENT

- The President is charged with the responsibility of enforcing and maintaining the Constitution and By-laws of the Student Government Association.
- The President shall serve as a link between the students and administration. He/she shall represent the student body and shall voice student opinions when called upon, or when deemed necessary by the President of the Student Senate.
- The President shall appoint members of the Executive Branch or the student body to aid in carrying out the responsibilities of the President.
- The President shall, under normal circumstances, deliver a welcome at opening convocation.
- The President has veto power over Senate legislation. He/she must either approve or veto a bill within fourteen (14) days of its passage in the Student Senate, or the bill shall go into effect.
- The President shall appoint student members to the standing faculty/staff committees of the university.
- The President shall be Executive Officer of the SGA. He/she shall present legislation, with or without the Ambassador, to the administration for approval.
- The President may choose to report to the Student Senate action which has been taken on a bill passed by Senate or may appoint the Ambassador to do so.
- The President shall attend Student Senate meetings without voting privileges. The President has voice privileges concerning SGA matters, but may not speak for or against any legislation.
- The President shall be available in the SGA office three (3) hours per week, when school is in session (excluding summer and winter terms). His or her hours shall be posted.
- The President shall, upon his/her discretion, deliver a State of Union address before the full Senate.

SGA VICE-PRESIDENT

- The Vice-President shall serve as President of the Student Senate.
- The Vice-President shall serve as President of the SGA in the absence of the President.
- The Vice-President shall assume any other duties assigned him/her by the President.
- The Vice-President shall duly instruct all senators as to the standing rules and procedures observed by the Student Senate.
- The Vice-President shall vote in the Student Senate only to break a tie.
- The Vice-President shall be available in the SGA office two (2) hour per week during normal school terms.