

*FSW Student
Government Association
Elections Packet
2017-2018*



Preface and Introduction

Thank you for your interest in an Executive Board position for FSW Student Government Association (FSWSGA). By running for office, you are making a commitment to both your fellow students and your college as a whole to represent them in all of your actions. If elected, you will have a unique opportunity to further develop and strengthen your personal and leadership skills.

The intention of this Elections Packet is to provide you with a structure through which you can communicate your platform and ideas. The rules are intended to keep order and fairness, and protect the integrity of the election. Each candidate should have a copy of this document, for all candidates are responsible for their campaigns, which includes others whom they know are campaigning for them.

Campus Contacts and Offices for Submission

Charlotte Campus

Jessica Russell

Building O-102

Phone: (941) 637-5634

Jessica.russell@fsw.edu

Collier Campus

Linda Johnsen

Building A-104

Phone: (239) 732-3998

ljohnsen@fsw.edu

Hendry/ Glades Center

Sarah Corcoran

Building A-123

Phone: (863) 674-6001

sarah.corcoran@fsw.edu

Thomas Edison Campus

Rebecca Goodlet

Building Q-125

Phone: (239) 433-6921

Rebecca.Goodlet@fsw.edu

Officer Positions

Duties of the **President**:

- Be the primary spokesperson for the FSWSGA at public affairs and engagements.
- Coordinate implementation of all publicity efforts.
- Ensure compliance with the FSWSGA constitution.
- Call and preside at all FSWSGA Executive Board meetings except Committee meetings.
- Work closely with state and local officials.
- Communicate the legislative platform from the FCSSGA.
- Work with the President of FSW to promote the vision of the FSWSGA.
- Appoint any vacant offices, with the approved majority vote of fifty percent (50%) plus (1) of the Executive Board.
- Meet monthly with senior administration.
- Shall be able to cast a vote in the event of a tie.
- Veto a bill or resolution.
- Compose an end of the year report detailing the past year to include: unfinished business, accomplishments, and recommendation for the incoming FSWSGA Executive Board.
- Attend parliamentary procedure and leadership development seminars and conferences.
- Serve no less than seven office hours per week.

Duties of the **Vice President**:

- Assume the responsibilities of the President in the event of his or her absence, resignation, or removal from office
- Maintain communication between the FSWSGA and the FCSSGA.
- Research all legislative issues pertinent to FSW and State colleges in general.
- Research all legislative issues pertinent to Florida SouthWestern State College and State Colleges in general.
- To chair standing committees as appointed.
- To attend parliamentary procedure and leadership development seminars and conferences.
- Serve no less than seven office hours per week.

Duties of the **Secretary**:

- Record, publish, and maintain accurate minutes and agendas of the proceedings at FSWSGA meetings.
- Prepare and distribute the agenda and minutes no later than five (5) business days prior to any meeting.
- Prepare all correspondence as directed by the President.
- Maintain all records and files of the SGA and the Executive Board.
- Perform other clerical duties and requirements of the FSWSGA on a regular basis.
- Maintain and oversee that all reports are submitted within seven (7) business days of attending a conference.
- Organize, maintain, and type the FSWSGA directory containing names, phone numbers, and email addresses of all FSWSGA members.
- Maintain proper communication with all Campus Clerks.
- Attend parliamentary procedure and leadership development seminars and conferences.
- Assist the President.
- Serve no less than seven office hours per week.

Duties of the **Treasurer**:

- Maintain accurate records of revenue and expenditures of the FSWSGA.
- Act as the primary budgetary liaison between the Executive Board and the Executive Advisor.
- Balance the budget on a monthly basis and create a monthly expense report for Executive Board meetings.
- Attend parliamentary procedure and leadership development seminars and conferences
- Assist the President.
- Serve no less than seven office hours per week.

Duties of the **Historian**:

- Ensure that the FSWSGA newsletter is completed on monthly basis.
- Oversee promotional materials for FSWSGA as a whole.
- Coordinate and manage all social media outlets with advisors coordination.
- Prepare yearly scrapbook for the FCSSGA end of the year contest.
- Assist the President.
- Attend parliamentary procedure and leadership development seminars and conferences.
- Chair the Communications Committee
- Collect photos on a monthly basis from each Campus Clerk.
- Serve no less than seven office hours per week.

Duties of the **Senate Chair(s)**:

- Act as primary liaison to the Executive Board and Campus Congress.
- Attend parliamentary procedure and leadership development seminar and conferences.

- Present any bills and/or proposals that were approved by the Campus Congress.
- Assist regularly in FSWSGA events per the standards of the FSWSGA advisor at each campus.
- Conduct and oversee bi-weekly campus congress meetings.
- Oversee that the Senator's duties and responsibilities are being met, and hold them accountable when they are not.
- Oversee the implementation of relevant programs and projects by the Campus Congress.
- Sits in all necessary Student Court sessions and oversees any discrepancies and/or disputes at their respective campus.
- Veto a bill or resolution before it is brought before the Executive Board.
- Serve no less than seven office hours per week.

Duties of the **Campus Clerk:**

- Record, publish, and maintain accurate minutes and agendas of the proceedings at the Campus Congress meetings.
 - These documents should be prepared and sent to the FSWSGA Secretary on a bi-weekly basis within five (5) business days.
- Prepare all correspondence as directed by the Senate Chairs
- Sits in all necessary Student Court sessions and any discrepancies and/or disputes at their respective campus.
- Take pictures at FSW events and send them to the Historian.
- Attend parliamentary procedure and leadership development seminars and conferences.
- Assist the Senate Chair.
- Take and uphold the Oath of Office.

Dates Concerning Elections

Activity	Date
Elections Packet available:	March 15
All applications, forms and documents deadline:	March 22 – 4:00pm
Final approval of all applications, forms and documents (for those who submitted on the last day):	March 24
Approval of campaigning materials:	March 24
Campaigning begins:	March 27
Campaigning ends:	April 13
Early Online Voting:	April 13-17
Voting on campus:	April 18
Announcement of the Executive Board and the Oath of Office:	TBD
Take and uphold the office:	July 1

Elections Procedure

- Officer candidate forms and packets will be available in the Office of Student Engagement beginning **March 15.**
- All candidates must submit all their forms and documents to their campus Student Engagement Office by **March 22 4:00 pm.** Any form or document received after that date or not completed will not be accepted. Please consider the time it takes to mail a form or document. If the forms are incomplete, the candidate will forfeit their candidacy and must resubmit before the deadline. The earlier the form and documents are submitted, the better.
- No extensions for any form or document shall be given unless under the most extraordinary of circumstances. Extensions must be approved by the Elections Chair.

- All applications will be validated, processed, and approved by the SGA Advisor after the application is submitted. Applicants for candidacy will be notified by phone, as to whether or not their names will be placed on the ballot no later than one week after submission or March 22 if submitted on the deadline. Names will be listed on the ballot in alphabetical order.
- Candidates are responsible for checking and responding to their email to obtain updates on the election process.
- Elections shall be administered through written or electronic ballot.
- Candidates may not change offices once their application has been submitted.
- In a race where there are two or more candidates for an office, a simple majority will determine the winner of the race.
- Candidates may view vote totals upon request.
- Votes will be tabulated by the Elections Office.

Application and Forms

It is never too early to start planning! Make sure you schedule specific tasks that need to be ideas and plans will be accomplished in a neat and thorough manner. By having a set schedule and sticking to it, all campaign materials will be finished before the date of campaigning and there will not be a mad rush at the last minute.

Please use this as a checklist of materials that must be submitted to the campus SGA Advisor by **March 22 4:00pm.**

An Officer Application with all the required signatures.

- Official transcripts.
- A cover letter and resume.
- The cover letter and resume shall contain a cover letter featuring the platform and biography of the candidate. Please include all the following information in the cover letter and resume: full name, college and campus, major, awards and honors, previous and current student government or leadership roles, your time commitment, your other commitments, skills and experience, position you are running for, plans if elected, your platform, qualifications, your vision for the future of the great state of Florida, and why you want the position. The cover letter should be less than 500 words and should be in bullet format and cannot exceed 2 pages.
- A formal photo (you in business professional clothing or in your SGA attire). It can be included in the cover letter or submitted separately.

- A copy of your flyer(s), brochure(s), and fact sheet(s). All campaigning materials must be approved before being displayed. You may have multiple copies of each; however, each one must be approved. Again, these items are due on March 22nd
- A description of any giveaways and pass outs (if any).

Eligibility

All candidates should meet the following qualification in order to be eligible for office:

Executive Board positions (President, Vice President, Secretary, Treasurer, Historians, and Senate Chair):

- Maintain enrollment in nine Credit Hours each term (excluding summer terms).
- Maintain at least a 3.0 GPA each term

Campus Clerk:

- Maintain enrollment in nine (9) credit hours each term (excluding summer terms).
- Maintain at least a 2.5 GPA each term.

You must be willing to put SGA activities ahead of local and personal activities (not including school, family, and religious obligations).

Campaigning

Candidates for an Executive Board office may campaign if they wish though it is not required. It is optional. If you are going to campaign, below are the rules and guidelines you must follow.

Campaign Rules and Guidelines

- Campaigning should focus on talking with voters and sharing your campaign ideas and goals. Candidates must maintain a professional image and demeanor at all times.
- **Dates of Campaigning:** Candidates may begin campaigning on **March 27th** once all forms and documents are processed, and you have been marked eligible to run. No official campaigning can take place before then. Campaigning will then end on the day before elections,

- No door-to-door campaigning.
- **Days of Voting:** No type of campaigning shall take place on the days of voting. All candidates must refrain from entering the voting area and approaching those waiting to vote.
- **Social Networking:** Candidates can use any social networking site to create groups, fan pages, and emails to use as well for campaigning as long as they have been documented on the application. Exercise caution when using them. Anything posted online under your name (even if it is not you) falls under the same scrutiny of all other types of campaigning. All election rules and ethics must be followed on these websites. The purchase of ads or flyers on these sites is strictly forbidden. Sending SPAM is strictly forbidden. You cannot campaign online before the start date for campaigning. You cannot post your intent to run for office on any of these sites beforehand.
- **Campaign Supporters:** Candidates may have campaign supporters. Supporters are limited to the following: helping candidates through oral recommendation, wearing campaign insignia, and passing out campaign materials (e.g., flyers, posters, etc.).
- **Campaign Financing:** Campaign financing is up to the individual candidate. It is up to the candidate to figure out their campaigning financing and discuss these matters with their college.

Campaigning Materials

- The use of copyrighted symbols, slogans, logos, or characters on campaign materials is forbidden.
- You may create posters with the following information on it: picture of you, qualifications, activities, interest, or a personal statement. Your full name and the position you are running for must be on the poster.
- You may utilize chalk drawings to campaign with as long as they are approved.
- No taping signage.
- Do not place campaign materials on any vents, artwork, glass, stairs if any, on the floor, and in the bathrooms.
- Candidates are responsible for the removal and disposal of their campaign materials including social media the day after voting.
- Candidates are responsible for the upkeep of their campaign materials.

ETHICAL CAMPAIGNING

- You must campaign in a positive, friendly, civil, respectful, courteous, and fair way. Negative campaigning is prohibited. Any personal references about your opponent, any derogatory remarks about their college/college campus, all types of profanity, defamation, or slander towards the opposing candidates, anything that is against your college's policies, and any inappropriate language or messages are examples of negative campaigning and are strictly forbidden.
- You must respect the dignity and rights of others.
- If any campaign material is considered at all offensive to anyone, it shall be immediately removed. All campaign material is expected to be fair and in good taste.
- No unauthorized person may post or remove any campaign material of any candidate.
- Campaign material posted, displayed, or distributed in unauthorized locations will be removed.
- No candidate or representative of a candidate shall destroy, post over top, deface, tamper, remove, or steal any campaign material of another candidate.
- Fraud or deception in campaign materials or statements is forbidden.
- The use of force or the threat of force (intimidation and pressure) by a candidate or for its benefit is forbidden. Threat of loss of privileges as a group or individual, threat of physical harm and threat of social isolation is forbidden.
- Bribery, enticement, granting, or promising material or moral gains to anyone through campaign activities is forbidden. Quid pro quo is prohibited.
- Candidates cannot ask nor have anyone do any actions on their behalf that the candidate is prohibited from doing by the election rules.
- No one participating in the campaign process has built-in or unfair advantages.
- Candidates strive vigorously for fair, open elections, and to punish any actions not in conformity with such elections or forbidden by this packet.
- College administrators are discouraged from engaging in campaigning on behalf of students or making statements in support of selected candidates.

Elected Positions

OFFICE POSITION SOUGHT (PUT AN X IN THE BOX NEAR THE POSITION YOU ARE RUNNING FOR)

PRESIDENT

VICE PRESIDENT

SECRETARY

HISTORIAN

TREASURER

SENATE CHAIR

CAMPUS CLERK

CANDIDATE INFORMATION:

NAME:

CAMPUS: CHARLOTTE

COLLIER

GRADUATION YEAR:

HENDRY/GLADES

LEE

CONTACT NUMBER:

EMAIL:

HOME ADDRESS:

CITY AND ZIP CODE:

BIRTHDAY:

CURRENT YEAR IN SCHOOL: (PUT AN X)

FRESHMAN

SOPHOMORE

JUNIOR

SENIOR

AFFIDAVIT OF CANDIDACY

DECLARATION OF CANDIDACY, ACKNOWLEDGEMENT OF ELECTION AND CAMPAIGN RULES, REGULATIONS AND POLICIES AND UNDERSTANDING OF ELIGIBILITY REQUIREMENT

I _____ certify that I am eligible to run and I intend to continue meeting the eligibility requirements I certify that I am a candidate for the Office of _____ on the _____ Campus.

I affirm to practice personal integrity in regards to the election. I understand that the rules for candidates, campaigning and the election process are listed in this Election Packet and I agree to comply with these rules. I have read each section of this packet, and I accept these campaign regulations and policies. I will follow all of my college's policies for travel/trips. Any failure to follow the rules may result in penalty. I further understand that my failure to follow these rules and regulations or to complete and submit the required materials by the deadline may result in the deletion of my name from the election ballot. I agree to step down from candidacy if there is a proven complaint or grievance against me if I am only asked to do so.

If elected, I hereby agree to serve the student body to the utmost of my abilities in accord with the responsibilities of my position. I affirm to fulfill all the duties and obligations of my position as stated and required. I hereby ascertain that my qualifications meet with those outlined in the constitution and I have no difficulty with complying with them.

I understand that candidates may be held responsible for the actions of their campaign supporters. I affirm to emphasize the importance of personal integrity in regards to the election to my campaign supporters. I will stress the importance

of reading each section of the Elections Packet and I will make sure that they agree to accept these campaign regulations and policies. Any failure on their part to follow these rules may result in penalty against me or them.

I understand that I must:

- ✓ Maintain enrollment in 9 Credit Hours each term (excluding summer terms and Auto-graduation).
- ✓ Maintain at least a 3.0 GPA each term (E-Board positions).
- ✓ Maintain at least a 2.5 GPA each term (Campus Clerk).
- ✓ Enroll in and complete 9 Credit Hours with a 2.5 and/or 3.0 GPA each term (including the term of election). If I fall below these requirements I am automatically in violation of the Constitution and no longer eligible to serve.

I will be able to commit the estimated amount of time as stated in the time commitment section of this packet and be able to travel to all conferences.

I agree that everything in this application is true and correct to the best of my knowledge and belief.

Student Signature: _____ Date: _____

CERTIFICATION OF ELIGIBILITY REQUIREMENTS

I certify that this student meets the following eligibility requirements:

- Currently enrolled in 9 Credit Hours
- Has at least a cumulative 2.5 GPA (Campus Clerk) or 3.0 (E-Board position).
- Unofficial transcript attached.

Student Signature: _____ Date: _____

SOCIAL NETWORKING

If you have created any social media websites, please list the name and website address of each one below: (They must be documented in order to be used or it is a violation. All forms of social networking must be approved.)

Facebook page and/or group: _____

Twitter page: _____

Candidate email address: _____

Any other websites, pages, groups, etc... can be listed below:

OFFICE OF STUDENT LIFE USE ONLY

Application Received on:

Advisor

Signature: _____

Date/Time: _____

All requirements are met.

All documents and forms have been received, verified, and completed.