



**Victoria College Student Government Association
Officer Packet
2024-2025**

Contact Information

Elaine Everett-Hensley, Advisor
Elaine.Hensley@VictoriaCollege.edu
(361) 572-6440 or (361) 485-6838

Jacqueline Cardenas, Advisor
Jacqueline.Cardenas@VictoriaCollege.edu
(361) 485-6838

Joseph Sekul, Advisor
Joseph.Sekul@VictoriaCollege.edu
(361) 573-3291 ext. 3238

Dear SGA Candidate,

Congratulations on your decision to run for office with the Victoria College Student Government Association (SGA). As part of the Victoria College Pirate student body, you are already an intricate part of SGA. As an officer, you have an even greater opportunity to impact change and make things happen.

The first step to becoming an SGA officer is reading through the information provided and that you understand the roles and responsibilities of each officer position. Also, make sure to let the Advisors of the Student Government Association know the position you would like to run for.

Elections will take place during the Fall 2024 Semester along with any candidate Meet and Greets. Please make sure that you stay connected with us and reach out if you have any questions.

We encourage you to start planning your campaign. Campaign guidelines are included in this packet. We are so excited for your interest in Student Government and we look forward to working with you.

Regards,

Elaine Everett-Hensley

Elaine Everett-Hensley
Director, Student Life

Student Government Association Officer Application QR Code below.



Victoria College
Student Government Association (SGA)

Officer Position: PRESIDENT

Term: One Year

The President must:

- Maintain 2.5 GPA;
- Maintain at least 6 credit hours per semester;
- Attend **REQUIRED** training;
- Attend/preside over SGA officer and general meetings weekly;
- Maintain highest standard of integrity and ethics.
- Serve on the Parking Appeals Committee
- Spend 5 scheduled hours in SGA Office; and
- Serve on a college committee as Administration Council deems necessary

The President's responsibilities include:

- Serving as the student liaison by initiating contact with the student body;
- Networking with VC employees, school leaders, and other community leaders;
- Meeting with the President of the College at an open forum once a semester;
- Creating the agenda for weekly meetings;
- Overseeing and submitting Video Award at the annual state conference.
- Making suggestions for student involvement in college committees;
- Assisting the Student Life Office; and
- Other duties as assigned.

Suggestions for conducting business:

- Preside at all meetings.
- Review all officer/committee reports and approve all treasury transactions.
- Periodically meet with advisor and mentor.
- Ensure that members are participating in assigned committees
- Remember: Members are your most important assets for success.
- Remember: The President is a member first, in a position, which is supported by the body. All responsibilities for SGA members are to be upheld.

Victoria College
Student Government Association (SGA)

Officer Position: VICE PRESIDENT

Term: One Year

The Vice President must:

- Maintain 2.5 GPA;
- Maintain at least 6 credit hours per semester;
- Attend **REQUIRED** training;
- Attend all SGA Officer and general meetings;
- Serve on the Parking Appeals Committee
- Spend 3 scheduled hours in SGA Office; and
- Maintains highest standard of integrity and ethics.

The Vice President's responsibilities include:

- Working with the President in facilitating meetings;
- Serving on a college committee as Administration Council deems necessary
- Planning and helping the implementation of a service project for SGA;
- Replacing the President if he/she is unable fulfill his/her commitments;
- Serving on a college committee as Administration Council deems necessary
- Overseeing and submitting Community Service Award at the annual state conference.
- Assisting the Student Life Office; and
- Other duties as assigned

Suggestions for conducting business:

- Support the President;
- Assist in agenda building;
- Be available to preside at all meetings;
- Keep close communication with other officers and members;
- Periodically meet with mentor;
- Remember: Members are your most important assets for success.
- Remember: The Vice President is a member first, in a position, which is supported by the body. All responsibilities for SGA members are to be upheld.

Victoria College
Student Government Association (SGA)

Officer Position: SECRETARY

Term: One Year

The Secretary must:

- Maintain 2.5 GPA;
- Maintain at least 6 credit hours per semester;
- Attend **REQUIRED** training;
- Complete all paperwork;
- Be able to type or have good typing skills;
- Attend all officer and general meetings;
- Be able to record minutes at officer and general meetings;
- Spend 3 scheduled hours in SGA Office; and
- Maintain highest standard of integrity and ethics.

The Secretary's responsibilities include:

- Recording minutes at all meetings;
- Submitting unapproved minutes to Student Life Office for proofing, making corrections to unapproved minutes, and posting 48 hours after each general meeting;
- After consecutive general meeting, making any corrections to approved minutes, posting approved minutes, and submitting an additional copy to the Student Life Office;
- Ensuring that the minutes are available to all members at general meetings;
- Assisting the President and Vice President with the agenda;
- Serving on a college committee as Administration Council deems necessary;
- Assisting the Student Life Office;
- Overseeing and submitting Event of the Year Award at the annual state conference.
- Updating changes to SGA records and;
- Other duties as assigned

Suggestions for conducting business:

- Schedule SGA office hours the day after SGA general meetings;
- Periodically meet with advisor and mentor;

- Remember: Members are your most important assets for success.
- Remember: The Secretary is a member first, in a position, which is supported by the body. All responsibilities for SGA members are to be upheld.

Victoria College Student Government Association (SGA)

Officer Position: TREASURER

Term: One year

The Treasurer must:

- Maintain 2.5 GPA;
- Maintain at least 6 credit hours per semester;
- Attend **REQUIRED** training;
- Attend all SGA Officer and general meetings;
- Spend 3 scheduled hours in SGA Office; and
- Maintain highest standard of integrity and ethics.

The Treasurer's responsibilities include:

- Serving on a college committee as Administration Council deems necessary;
- Updating and monitoring the SGA financial records;
- Coordinating and overseeing fundraising activities as needed;
- Reporting the record of funds in account at each general meeting
- Preparing a budget for the semester and each event;
- Overseeing the planning of events to ensure the budget is being followed;
- Overseeing and submitting Essay Award at the annual state conference.
- Assisting the Student Life Office and;
- Other duties as assigned.

Suggestions for conducting business:

- Periodically meet with advisor and mentor;
- Remember: Members are your most important assets for success.
- Remember: The Treasurer is a member first, in a position, which is supported by the body. All outlines responsibilities for SGA members are to be upheld.

Victoria College
Student Government Association (SGA)

Officer Position: PARLIAMENTARIAN

Term: One Year

The Parliamentarian must:

- Maintain 2.5 GPA;
- Maintain at least 6 credit hours per semester;
- Attend **REQUIRED** training;
- Attend all SGA Officer and general meetings;
- Study Robert's Rules of Order
- Spend 3 scheduled hours in SGA Office; and
- Maintain highest standard of integrity and ethics.

The Parliamentarian's responsibilities include:

- Implementing all aspects of parliamentary procedures;
- Training members in Robert's Rules of Order as deemed necessary;
- Time keeping at all general meetings;
- Overseeing the order of business at general and officer meetings;
- Overseeing and submitting Song Award & Video Award at the annual state conference.
- Serving on a college committee as Administration Council deems necessary;
- Assisting the Student Life Office; and
- Other duties as assigned.

Suggestions for conducting business:

- Periodically meet with advisor and mentor;
- Remember: Members are your most important assets for success.
- Remember: The Parliamentarian is a member first, in a position, which is supported by the body. All responsibilities for SGA members are to be upheld.

Victoria College
Student Government Association (SGA)

Officer Position: HISTORIAN

Term: One Year

The Historian must:

- Maintain 2.5 GPA;
- Maintain at least 6 credit hours per semester;
- Attend **REQUIRED** training;
- Attend all SGA Officer and general meetings;
- Maintain highest standard of integrity and ethics.

The Historian's responsibilities include:

- Documenting and photographing all SGA events;
- Updating any SGA display cases;
- Marketing all SGA events;
- Creating and submitting the scrapbook at the annual State Conference
- Overseeing the submissions of all Region 6 awards including, Student of the Year Award, Chapter of the Year, The Joel Franke Memorial Advisor of the Year Award, and Region of the Year Award.
- Submitting social media posts to the Student Life Office for posting on Instagram or Facebook
- Assisting the Student Life Office
- Responsible for the End of Year Report, and
- Other duties as assigned.

Suggestions for conducting business:

- Periodically meet with advisor and mentor;
- Remember: Members are your most important assets for success.
- Remember: The Historian is a member first, in a position, which is supported by the body. All responsibilities for SGA members are to be upheld.

Student Government Association (SGA)

Officer Campaign Guidelines

- 1.) Campaigning officially starts on Monday, September 16th. All campaign materials **MUST** be removed by Thursday, September 26th.
- 2.) The Student Life office is available to print some material in colored paper and we have markers available if you need them. The student life office also recommends that you utilize the Marketing and Media Services Department which is located in the CST building. They provide several media services at a much lower price than other office competitors. Please call ahead for availability.
- 3.) Each candidate can spend no more than \$100.00 on campaigning. Receipts for items must be submitted to the Student Life Office for expense verification. Outside sources of donations to campaign are not permitted. Get creative!
- 4.) Campaign materials may consist of postcards and posters no larger than 11x17.
- 5.) Campaign materials **MUST** 1st be approved by the student life office and then posted by your campaign team on approved campus bulletin boards. All campaign materials **MUST** have the VC word mark or VC Pirate. All campaign materials **MUST** be properly displayed or they will be removed. Campaign materials **CANNOT** be put on any vehicles on campus.
- 6.) Each candidate will have the opportunity to take advantage of the television monitors by submitting your campaign graphic to Elaine.Hensley@VictoriaCollege.edu. The dimension of the graphic needs to be 7 1/2 x 10 in a jpeg format.
- 7.) Voting will begin on Monday, September 23rd and will be conducted electronically. Voting will close on Wednesday, September 25th. The winners will be announced on Thursday, September 26th.
- 8.) Officer training will take place in Fall of 2023 along with an SGA Retreat that are mandatory.
- 9.) All candidates are expected to uphold the highest standard of honor and integrity during campaigning and elections.

- 10.) Any violation of any of the outlined campaign guidelines will result in immediate disqualification and possible ban from the Student Government Association.
- 11.) If you have any questions or concerns please come by the Student Life Office – Student Center 120A or call (361) 572-6440.

For questions or concerns with the campaign guidelines please either of the following SGA Advisors:

Elaine Everett-Hensley
2200 E. Red River Street
Victoria, TX 77901
Elaine.Hensley@VictoriaCollege.edu
(361) 572-6440

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