



**Victoria College Student Government Association
Officer Packet
2021-2022**

Contact Information

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Dear 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 effect 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 in the Fall 2021 Semester and we will provide you with more details throughout the Summer and as the details of the elections are finalized. Please make sure that you stay connected with us and reach out if you have any questions.

We encourage you 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
Director, Student Life Office

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**
- serve on a college committee as Administration Council deems necessary

The President's responsibilities include:

- creates agenda for the meetings;
- networks with other school leaders;
- networks with faculty and staff;
- serves as student liaison by initiating contact with student body;
- makes suggestions for student involvement in college committees
- meets with the President of the College at open forum once a semester;
- assists 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
- Maintains highest standard of integrity and ethics.

The Vice President's responsibilities include:

- works with the President in facilitating meetings;
- serves on a college committee as Administration Council deems necessary
- plan and help implement a service project for SGA;
- replaces the President if he/she is unable fulfill his/her commitments;
- assists the Student Life Office; and
- other duties as assigned

Suggestions for conducting business:

- Support 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;
- maintain highest standard of integrity and ethics.

The Secretary's responsibilities include:

- record minutes at all meetings;
- submit unapproved minutes to Student Life Office for proofing, make corrections to unapproved minutes, and post 48 hours after general meeting;
- after consecutive general meeting, make any corrections to approved minutes, post approved minutes, and submit additional copy to Student Life Office;
- make sure the minutes are available to all members at general meetings;
- assist President and Vice President with agenda;
- serve on a college committee as Administration Council deems necessary
- assists the Student Life Office
- update 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 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 5 scheduled hours in SGA Office; and
- maintain highest standard of integrity and ethics.

The Treasurer's responsibilities include:

- serve on a college committee as Administration Council deems necessary;
- keep up with the SGA financial books;
- coordinate and oversee fundraising activities;
- assists the Student Life Office
- give record of funds in account at each meeting; and
- other duties as assigned.

Suggestions for conducting business:

- Periodically meet with 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;
- maintain highest standard of integrity and ethics.

The Parliamentarian's responsibilities include:

- implements all aspects of parliamentary procedures;
- time keeper of meetings;
- keeps the order of business at general and officer meetings;
- serve on a college committee as Administration Council deems necessary
- assists the Student Life Office; and
- other duties as assigned.

Suggestions for conducting business:

- Periodically meet with 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:

- document all SGA events;
- update SGA display cases;
- market all SGA events
- create and submit scrapbook at annual State Conference
- update Facebook page as needed;
- assists the Student Life Office
- responsible for the End of Year Report, and
- other duties as assigned

Suggestions for conducting business:

- Periodically meet with 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 date and time to be determined. All campaign materials **MUST** be removed by date and time to be determined.
- 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.) Elections will be held the week of date to be determined and will be conducted electronically.
- 8.) Officer training will take place in Fall of 2021 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:

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